

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 8, 2018**

Mayor Kramer called the meeting to order at 5:04pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

Motion by Sherman, seconded by Stelken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

- 2.1 Approval of the minutes of the December 11, 2017 City Council meeting
- 2.2 R-001-2018 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - the minutes of the December 13, 2017 Planning & Zoning Commission meeting
 - the minutes of the November 9, 2017 Library Board meeting
 - the December 2017 Statistical Report for the Library
 - the minutes of the December 14, 2017 Library Board meeting
 - Wastewater IDNR Reports for December 2017
- 2.4 Liquor License Applications
 - New Application for Off Premise Class B Native Wine Permit for Widner Drug and Gift (new ownership)
 - Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Casey's General Store #2624 (North Franklin Street)
 - Renewal Application for On Premise Class B Beer Permit with Sunday Sales for Chuong Garden Restaurant
- 2.5 R-002-2018 Resolution Amending Salary Resolution (Library)
- 2.6 R-003-2018 Resolution Approving Final Plat (West Commercial Subdivision No. 2)
- 2.7 Approve payment of claims totaling \$20,125.00 to Burrington Group, Inc. for engineering services
- 2.8 Approve payment of claims totaling \$13,346.50 to Fehr Graham for engineering services
- 2.9 R-004-2018 Resolution Approving Lease Agreement (465 South Tama Street, 301 Vine Street, 303 Vine Street)
- 2.10 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Following discussion, motion by Sherman, seconded by Struble to approve the Consent Agenda items as presented. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	99.95
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	340.56
ADVANCED ENVIRONMENTAL	ASBESTOS REMOVAL	7,600.00
AFLAC	PAYROLL WITHHOLDINGS	1,138.64
ALLIANT ENERGY	ELECTRICITY	18,290.76
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	95.92
AXON ENTERPRISE	BATTERY PACK	142.68
BARD MATERIALS	STREET REPAIRS	1,284.51

BARRON MOTOR	SUPPLIES	160.50
BOUBIN TIRE & AUTOMOTIVE	SUPPLIES	85.13
BROWNELLS	SUPPLIES	49.95
CALLAHAN MUNICIPAL CONSULTANTS	GOAL SETTING SESSION	1,300.00
CENGAGE LEARNING	LIB MATERIALS	31.19
CENTER POINT	LIB MATERIALS	131.22
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	932.10
COLOFF DIGITAL	WEBSITE	179.00
COMPASS MINERALS	SALT	13,522.78
DATA TECHNOLOGIES	ANNUAL MAINT	280.57
DEL CO ABSTRACT CO	ABSTRACT FEES	570.00
DEL CO AUDITOR	GIS CONTRACT	6,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	944.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	SUPPLIES	107.50
DON & WALT	REPAIR	49.74
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	27.65
EASTERN IA PUMPING	SLUDGE HAULING	25,000.00
EFTPS	PAYROLL WITHHOLDINGS	39,672.56
ERIN LEARN PETTY CASH	REIMB PETTY CASH	86.18
FALLER, KINCHELOE & CO PLC	AUDIT	7,500.00
FAREWAY STORES	SUPPLIES	111.87
FASTENAL COMPANY	PARTS	183.18
FEHR GRAHAM	ENGINEERING FEES	7,098.50
GALLS	UNIFORM	78.82
GEORGEN AUTO	VEHICLE MAINT	708.73
GIS WORKSHOP	SOFTWARE MAINT	300.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	970.00
HAUSERS WATER CONDITIONING	SUPPLIES	20.00
HAWKINS	CHEMICALS	324.35
HENDERSON PRODUCTS	PARTS	126.00
HERITAGE PRINTING	PRINTING	431.55
IA DEPT OF TRANSPORTATION	SIGN TUBING ANCHOR	259.25
IA LIBRARY ASSOC	MEMBERSHIP	120.00
IA NARCOTIC OFFICERS ASSOC	MEMBERSHIP	25.00
IA PARK & REC ASSOC	MEMBERSHIP	165.00
IA POLICE CHIEF'S ASSOC	MEMBERSHIP	125.00
IMFOA	CERTIFICATION	15.00
IPERS	PAYROLL WITHHOLDINGS	33,976.06
JAMES T PETERS	LEGAL SERVICES	875.00
JOHN DEERE FINANCIAL	SUPPLIES	823.53
KLUESNER SANITATION	GARBAGE/RECYCLING	20,260.59
KOCH BROTHERS	MAINT CONTRACT	112.09
MANCHESTER MOTOR SUPPLY	SUPPLIES	311.36
MANCHESTER SIGNS	SUPPLIES	17.50
MEARDON, SUEPPEL, DOWNER	LEGAL SERVICES	300.00
MES - MIDAM	THERMAL IMAGING CAMERA	8,370.32
MID-STATES ORGANIZED CRIME	MEMBERSHIP	100.00
MIDWEST PATCH/HI-VIZ SAFETY	SIGNS	112.13
MONKEYTOWN	LIB SUPPLIES	360.80

MUNICIPAL MANAGEMENT CORP	SUPPLIES	1,294.30
ON-SITE INFORMATION DESTR	SHREDDING	45.00
PALMER HARDWARE	SUPPLIES	1,322.50
PAYROLL CHECKS	PAYROLL	105,278.93
POSTMASTER	POSTAGE	539.23
PREMIER PARTS	SUPPLIES	87.68
QUILL	SUPPLIES	19.99
REGIONAL MEDICAL CENTER	TESTING	55.00
RELIANCE STANDARD LIFE INS	INSURANCE	396.40
RUNDE	FILTER	17.26
SCHROEDERS CASH SUPPLY	SUPPLIES	1,357.77
SMOCK, JEFF	MILEAGE REIMB	393.22
SOLUTIONS MANAGEMENT GROUP	COPIER CONTRACT	217.66
SUNSHINE BOY WINDOW CLEANER	MAINTENANCE	44.00
SUPERIOR TECHNOLOGY SERVICES	REPAIR	75.00
T & W GRINDING	COMPOST CONTRACT	8,250.00
TATEMS TRUCK&TRAILER	SOFTWARE RENEWAL	284.00
TEAMSTERS LOCAL 238	UNION DUES	356.00
THREE RIVERS FS	FUEL	4,370.95
TOP GRADE EXCAVATING	PAY ESTIMATE #7 (FINAL)	67,863.05
TRANS-IOWA EQUIPMENT	STREET SWEEPER PURCHASE	223,169.00
TREASURER STATE OF IOWA	STATE TAX	6,633.00
TRUE TIME RACING SERVICES	TIMING SERVICES 2018 TRIATHLON	250.00
TSCHIGGFRIE EXCAVATING	PAY ESTIMATE #1: 2017 UTILITY	243,956.90
UNDERGROUND LOCATION CO	LOCATES	133.50
UNITED STATES TENNIS ASSOC	MEMBERSHIP	35.00
UNITY POINT CLINIC	DRUG TESTING	37.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	1,543.92
VERIZON WIRELESS	MOBILE DATA	280.15
VISION SERVICE PLAN	INSURANCE	586.80
WALMART COMMUNITY	SUPPLIES	1,014.08
WELLMARK	INSURANCE	27,580.76
WELTER STORAGE EQUIPMENT	OFFICE CHAIR	45.00
WERTJES UNIFORMS	UNIFORM SUPPLIES	680.14
WIDNER DRUG	DEPOSIT BOOK	3.63
WINDSTREAM	PHONE & INTERNET	1,219.83
WOODWARD COMMUNICATIONS	LEGAL NOTICES	459.57
ZIMMER & FRANCESCON	FLUID TANK	379.00
TOTAL		903,869.06
	FUND TOTALS	
	GENERAL	200,980.09
	STREET EQUIPMENT RESERVE	223,169.00
	HOLIDAY DECORATIONS	31.94
	ROAD USE TAX	43,704.60
	EMPLOYEE BENEFIT	23,162.89
	POLICE SPECIAL USES	46.66
	TIRRILL TRUST	380.47
	PARK GIFT & TRUST	263.88
	CAPITAL PROJECTS	595.00
	WHITEWATER PARK PROJECT	3,494.25

	STREET PROJECTS	268,332.72
	FEMA CAPITAL PROJECTS	53,333.70
	WATER	30,866.25
	SEWER	55,507.61
	TOTAL	903,869.06

Public Hearing on proposed Resolution of Necessity for the 2018 Street Improvement Project

Mayor Kramer opened the Public Hearing at 5:12pm.

Jason Wenger, Burrington Group, reviewed with the Council the location of the 2018 Street Project, the timeframe for the project and the scope of the project.

Council Member Sherman asked about the fair parade. Wenger stated that the parade will need to be re-routed this year due to the construction on New Street, and that the Delaware County Fair Board has been contacted regarding this.

Frank Sailer, Alliant Energy, asked about the timeframe for the work on the South 12th and West Marion Streets portion? Wenger responded that it will be determined by the contractor and once the preconstruction meeting was held, he would be able to let Sailer know.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:20pm.

Motion by Behnken, seconded by Poynor to adopt R-005-2018 Resolution of Necessity for the 2018 Street Improvement Project. Motion carried, all ayes.

Motion by Behnken, seconded by Struble to adopt R-006-2018 Resolution Ratifying the Preparation of Detailed Plans, Specifications, Notice of Hearing, Notice to Bidders, and Form of Contract. Motion carried, all ayes.

Public Hearing on Plans, Specifications, Form of Contract, and Estimate of Cost for the 2018 Street Improvement Project

Mayor Kramer opened the Public Hearing at 5:22pm.

Jason Wenger, Burrington Group, informed the Council that the plans have been prepared and that City Staff has reviewed them. Two public meetings have been held for property owners within the project area.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:23pm.

Motion by Stelken, seconded by Struble to adopt R-007-2018 Resolution Finally Approving and Confirming Plans, Specifications, Form of Contract, and Estimate of Cost for the 2018 Street Improvement Project. Motion carried, all ayes.

The Council reviewed the bids received for the 2018 Street Improvement Project. Mayor Kramer informed the Council that seven bids were received for the project, with six of the seven bids under the engineer's estimate. Top Grade Excavating was the low bidder with a bid of \$925,596.60.

Motion by Poynor, seconded by Behnken to adopt R-008-2018 Resolution Awarding Contract for the 2018 Street Improvement Project. Motion carried, all ayes.

Land Vacation Request (Jasper Street)

Mayor Kramer informed the Council that Frank Sailer has submitted a request for the vacation of a portion of right of way along South 7th Street, south of Jasper Street to the railroad.

Frank Sailer addressed the Council, stating that he owns the lot to the east and would like to purchase the right of way adjacent to his property. He has contacted the other property owner that also abuts the right of way, and she is not interested in purchasing the right of way but would want to keep the garage where it is which is partially on the right of way. There is also a City water main in the right of way, so there would need to be an easement for the City to access it.

Mayor Kramer asked what the plans were for the lot. Sailer responded that he would like to build a building to store equipment there.

The Council discussed the request, easements needed, the price for the right of way, and documentation needed for the other property owner waiving their right to purchase. Following discussion, motion by Stelken, seconded by Struble to approve proceeding with the vacation request and directing City Staff to prepare the necessary proceedings. Motion carried, all ayes.

R-009-2018 Resolution Approving Preliminary Plat (Devaney Subdivision)

Mayor Kramer informed the Council that the proposed subdivision has been reviewed by the Planning and Zoning Commission and they recommend approval. The subdivision splits the crop land from the residence.

City Manager Vick reviewed the location of the subdivision and discussed the location of utilities within it. Vick noted that a portion of the subdivision is in the flood plain but there is potential for development there.

Council Member Sherman informed the Council that he was interested in purchasing one of the lots which is the reason for the subdivision, so he would abstain from voting on the subdivision.

Following discussion, motion by Struble, seconded by Poynor to adopt R-009-2018 Resolution Approving Preliminary Plat (Devaney Subdivision). ON CALL OF ROLL: AYES: Struble, Poynor, Stelken, Behnken. NAYS: None. ABSTENTIONS: Sherman (Council Member Sherman abstained as he is interested in purchasing one of the lots created by the subdivision).

R-010-2018 Resolution Approving Final Plat (Devaney Subdivision)

Motion by Poynor, seconded by Stelken to adopt R-010-2018 Resolution Approving Final Plat (Devaney Subdivision). ON CALL OF ROLL: AYES: Poynor, Stelken, Behnken, Struble. NAYS: None. ABSTENTIONS: Sherman (Council Member Sherman abstained as he is interested in purchasing one of the lots created by the subdivision).

Construction Project Updates

Tyler Olson, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that there would be a budget work session on January 15, 2018 and a committee of the whole meeting on January 18, 2018. Vick also informed the Council that the City closed on the City Shop property today and that the street sweeper arrived last week.

Council Member Sherman updated the Council on the “Engage Manchester” survey being done by the Good to Great Committee.

Council Member Behnken informed the Council that Good to Great was sponsoring a business symposium, hosted by MREP, at the Fire Station on January 11, 2018.

Council Member Struble informed the Council that the Chamber of Commerce’s annual awards will be January 16, 2018.

James Scott, 1108 Gales Avenues, asked the Council about programs available for housing if he was interested in becoming a landlord. City Manager Vick provided Mr. Scott with some information on the City’s urban revitalization program, and invited him to meet with him discuss the programs.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:49pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk