

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 22, 2018

Mayor Kramer called the meeting to order at 5:01pm.

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

Mayor Kramer presented Street Superintendent Jason Haight with a Service Award for 10 years of service to the City of Manchester and the Manchester Street Department.

Motion by Struble, seconded by Behnken to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the January 8, 2018 City Council meeting

2.2 R-011-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the January 8, 2018 Parks & Recreation Commission meeting
- the November 2017 Wastewater Monthly Report
- the December 2017 Wastewater Monthly Report
- the minutes of the January 17, 2018 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License for Fareway Stores, Inc. #594
- New Application for 5 Day On Premise Class C Liquor License for St. Mary Church for their Gala event on March 3, 2018

2.5 R-012-2018 Resolution Amending Salary Resolution

2.6 Motion to set February 26, 2018 at 5:00pm as the date & time for a Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Cost for the Riverfront Development Phase 1 Project

2.7 Downtown Incentive Program Grant Applications

- Facade Grant Application in the amount of \$7,500.00 for Roger Lake for the building at 105 North Franklin Street
- Commercial Interior Grant Application in the amount of \$7,500.00 for Roger Lake for the building at 105 North Franklin Street
- Commercial Interior Grant in the amount of \$4,903.89 for Roger Lake for the building at 107 North Franklin Street

2.8 Review the decision of the Board of Adjustment to approve the request of Craig Kluesner for property located at 404 South 3rd Street, for a variance to Section 165.18(18.2) "Site Development Regulations" of the Manchester City Code, which will allow for a reduction of 15.0 feet to the minimum side yard setback of 15.0 feet for the construction of an addition to the existing building on the property

2.9 Review the decision of the Board of Adjustment to approve the request of Norby's Farm & Fleet for property located at 1341 West Main Street, for a conditional use permit for the purpose of placing a sequencing messaging sign on the property

2.10 Approve payment of claims totaling \$4,218.25 to Fehr Graham for engineering services

2.11 R-013-2018 Resolution Rescinding Resolution 003-2018 and Approving Final Plat (West Commercial Second Subdivision)

2.12 R-014-2018 Resolution Approving Contract and Performance and/or Payment Bonds for the 2018 Street Improvement Project

2.13 R-015-2018 Resolution Approving Final Plat (Parcel 2018-06)

2.14 Acknowledge receipt of the Audit Report for Fiscal Year ending June 30, 2017

2.15 Acknowledge receipt and accept the 2018 Goal Setting Report

2.16 R-016-2018 Street Lighting Resolution (Baum Park)

2.17 R-017-2018 Resolution Approving Airport Hangar Leases

2.18 R-018-2018 Resolution Approving Property Tax Abatement Applications Submitted by Property Owners in Recognized Urban Revitalization Areas and Authorizing the Transmittal of the Approved Applications to the Delaware County Assessor

2.19 Approval of the Consent Agenda

Following discussion, motion by Sherman, seconded by Poynor to approve the Consent Agenda items as presented. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	PD TONER	104.90
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE	340.56
AFLAC	PAYROLL WITHHOLDINGS	569.32
ALLIANT ENERGY	ELECTRICITY	15,010.58
AMAZON	LIB SUPPLIES	256.40
AMAZON CAPITAL SERVICES	BUILDING SUPPLIES	108.49
BAKER & TAYLOR BOOKS	LIB MATERIALS	738.31
BROWNELLS	SUPPLIES	42.51
BURRINGTON GROUP	ENGINEERING SERVICES	20,125.00
CENGAGE LEARNING	LIB MATERIALS	97.97
CITY LAUNDERING	MAINTENANCE	237.86
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	466.05
DEL CO ECONOMIC DEVELOPMENT	DCED CONTRIBUTION	15,000.00
DEL CO PLUMBING	PD MAINTENANCE	90.00
DEL CO RECORDER	RECORDING FEES	256.20
DEL CO SOLID WASTE COMMISSION	LANDFILL	940.10
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	SUPPLIES	375.14
DJ REPAIR	TOWING	294.50
DON & WALT LLC	LIB MAINTENANCE	55.00
EDGEWOOD OIL	SUPPLIES	120.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	26,493.80
ELM USA	MAINTENANCE	25.00
FAREWAY STORES	WWTP SUPPLIES	20.72
FASTENAL COMPANY	SUPPLIES	13.79
FEHR GRAHAM	ENGINEERING SERVICES	13,346.50
FISCHER BROTHERS	WATERSLIDE MAINTENANCE	14,326.55
FRANKLIN & WILLOW	WEBSITE	43.75
GALLS	UNIFORM SUPPLIES	63.64
GRAINGER	SUPPLIES	470.08
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO	TUBING	131.79
HARLAND TECHNOLOGY SERVICES	SERVICE CONTRACT	624.00
HARRISON TRUCK CENTERS	TRUCK PARTS	52.84
HAWKINS	SALT	411.50
HENDERSON PRODUCTS	LIGHT	77.00
HERITAGE PRINTING	PRINTING	43.00
HITECH COMMUNICATIONS	WIRING	127.50
IA DARE ASSOCIATION	MEMBERSHIP DUES	100.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	52.09
INT'L ASSOC CHIEFS OF POL	MEMBERSHIP	150.00

ISAACS, DALTON	SUPPLIES	170.00
ISU	SHADE TREE SHORT COURSE	680.00
KING, JODY	REIMB SUPPLIES	78.00
KLUESNER FLOORING	FLOORING	4,781.17
KLUESNER SANITATION	GARBAGE/RECYCLING	20,134.12
KRAMER, MILT L	MILEAGE REIMB	85.02
LEARN, ERIN	REIMB MILEAGE	199.26
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	900.00
MANCHESTER FIRE ASSOCIATION	AMAZON/GRAYBILL 176	73.72
MARTHA'S CLEANING SERVICE	FD MAINTENANCE	200.00
MIDWEST TAPE	LIB MATERIALS	467.46
MONKEYTOWN	OFFICE SUPPLIES	143.69
MUNICIPAL SUPPLY	METERS	1,294.30
PAYROLL CHECKS	PAYROLL	70,486.17
RADIO COMMUNICATIONS	TECH SERVICE	210.00
RITE PRICE	FD SUPPLIES	70.12
SMOCK, JEFF	MILEAGE	167.86
SOPPE & MCCRABB	LAND PURCHASE	149,362.56
STATE HYGIENIC LABORATORY	LAB TESTS	234.00
SUNSHINE BOY WINDOW CLEANER	MAINTENANCE	100.00
SUPREME GREEN	MAINTENANCE	50.00
TELEDYNE ISCO	WWTP TUBING	137.00
THE FISH SHACK	MAINTENANCE	75.00
THE PENWORTHY COMPANY	LIB MATERIALS	508.18
TREASURER STATE OF IOWA	STATE TAX	4,181.00
TRUE NORTH COMPANIES	FIRE INSURANCE RENEWAL	395.20
TSCHIGGFRIE EXCAVATING	PAY #2 (FINAL): 2017 UTILITY	12,839.84
UNITY POINT CLINIC	MUCCA MEMBERSHIP	60.00
VANTAGE TRANSFER AGENTS	ICMARC	771.96
WELLMARK	PAYROLL WITHHOLDINGS	2,403.54
WINDSTREAM	LIB PHONE	69.80
WOODWARD COMMUNICATIONS	LIB AD	131.67
TOTAL ACCOUNTS PAYABLE		385,036.40
	FUND TOTALS	
	GENERAL	147,094.86
	ROAD USE TAX	14,720.00
	POLICE SPECIAL USES	216.66
	LIBRARY GIFT & TRUST	92.80
	CAPITAL PROJECTS	160,851.56
	WHITewater PARK PROJECT	10,482.75
	STREET PROJECTS	20,281.00
	FEMA CAPITAL PROJECTS	3,611.04
	WATER	11,257.48
	SEWER	16,428.25
	TOTAL	385,036.40

Delaware County Fair 150th Anniversary

City Manager Vick informed the Council that the Fair is celebrating their 150th Anniversary this summer and are seeking additional sponsors to assist in making this years' fair a memorable event. The Council discussed the

sponsorship request and were receptive to it but requested further information on the specific events they could sponsor.

Delaware County Fair Society Alternative Sewer Request

Bob Ries and Cameron Schulte, representing the Delaware County Beef Producers, addressed the Council regarding sewer system options if they were to construct a permanent structure for the Steer & Stein at the Delaware County Fairgrounds.

The Council discussed the sewer alternatives at that location, the size of the structure and the sewer needs, and the timeframe. Following discussion, the Council agreed City staff should meet with representatives from the Beef Producers and the Fair at the fairgrounds to review the location and discuss alternatives.

Site Plan Review (Casey's)

Wally Peld, Pelds Engineering, reviewed the proposed site plan for the Casey's Convenience Store to be located in the West Commercial Subdivision.

Mayor Kramer informed the Council that the Planning and Zoning Commission had met on January 17, 2018 to review the request and they recommend approval of the proposed site plan.

Following review, motion by Behnken, seconded by Sherman to approve the site plan for Casey's Convenience Store. Motion carried, all ayes.

2018 Street Improvement Project Start Date Request

Jason Wenger, Burrington Group, referred the Council to a request received from Top Grade Excavating, to move the start date for the 2018 Street Project from June 1st to mid-March.

Following review, the Council agreed that the start date should remain June 1, 2018.

East Delaware Parking Lot Surfacing Project

Motion by Struble, seconded by Stelken to adopt R-019-2018 Resolution Approving Engineering Agreement with Fehr Graham for the East Delaware Parking Lot Surfacing Project. Motion carried, all ayes.

Construction Project Updates

Brian McWilliams, Fehr Graham, updated the Council on construction projects in the City.

Reports

None.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:57pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk

