

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 12, 2018

Mayor Kramer called the meeting to order at 5:00pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Ron Struble, Connie Behnken (Behnken arrived at 5:08pm). Absent: None.

Motion by Sherman, seconded by Poynor to approve the agenda as presented. ON CALL OF ROLL: AYES: Sherman, Poynor, Stelken, Struble. NAYS: None.

Consent Agenda

2.1 Approval of the minutes of the January 22, 2018 City Council meeting

2.2 R-020-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- 2017 Final Report for the Manchester Aquatic Center
- January 2018 Statistical Report for the Library
- minutes of the January 11, 2018 Library Board meeting
- Wastewater IDNR Reports for January 2018

2.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Dollar General Store #4812

2.5 R-021-2018 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

2.6 R-022-2018 Resolution Amending Salary Resolution

2.7 R-023-2018 Resolution Setting the date for Public Hearings on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder

2.8 R-024-2018 Resolution Authorizing Adoption of Policies and Procedures regarding Municipal Securities Disclosure

2.9 Approval of the Consent Agenda

Council Member Behnken arrived at 5:08pm. Following review, motion by Sherman, seconded by Stelken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

| VENDOR | REFERENCE | AMOUNT |
|-------------------------|-----------------------------|----------|
| ACCENT LASER | TONER CARTRIDGE(S) | 54.95 |
| AFLAC | AFLAC-NONTAX | 1,138.64 |
| ALEX AIR APPARATUS | TELECRIB STRUT KIT | 5,287.84 |
| ALLIANT ENERGY | ELECTRICITY | 2,520.07 |
| AMAZON | LIB SUPPLIES | 84.98 |
| AMAZON CAPITAL SERVICES | SUPPLIES | 229.30 |
| ANDERSON WELDING | REPAIR/MAINTENANCE | 232.62 |
| BAKER & TAYLOR BOOKS | VIDEO/AUDIO/PRINT MATERIALS | 1,395.22 |
| BARRON MOTOR | PARTS/SUPPLIES | 75.00 |
| BEVERLY BECKER | WWTP REPAIR | 241.66 |
| BL MURRAY COMPANY | SUPPLIES | 51.60 |
| BLACK HILLS AMMUNITION | HEATING FUEL | 5,871.48 |
| BLACK HILLS ENERGY | HEATING FUEL | 3,169.55 |
| BUNTING, CLIFFORD D | REIMB MILEAGE EIRHA | 49.05 |
| CARYSSA PHILGREEN | WEBSITE UPDATE | 18.75 |

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| CDW GOVERNMENT | PARTS/SUPPLIES | 1,195.41 |
| CENTER POINT | LIB MATERIALS | 131.22 |
| CINTAS CORPORATION | SHOP SUPPLIES | 82.06 |
| CITY LAUNDERING | MAINTENANCE/SUPPLIES | 97.46 |
| CITY OF MANCHESTER-FLEX | MED FLEX | 1,826.64 |
| COLLECTION SERV CENTER | CHLD SUPP BI-WK | 1,036.42 |
| COLOFF DIGITAL | WEBDESIGN | 179.00 |
| CREDIT BUREAU SERVICES OF IA | COLLECTION SERVICES | 23.47 |
| DEL CO ABSTRACT CO | ABSTRACT FEES | 525.00 |
| DELAWARE INVESTMENTS | SAVINGS PLAN | 750.00 |
| DELHI LUMBER | SUPPLIES | 75.72 |
| DEMCO | LIB SUPPLIES | 30.50 |
| DEPOSIT REFUNDS ON 1/30/2018 | | 12.88 |
| DEPOSIT REFUNDS ON 1/31/2018 | | 532.39 |
| DEPOSIT REFUNDS ON 2/02/2018 | | 294.35 |
| DIGITAL ALLEY | BELT CLIP | 50.00 |
| DOLAN INS AGENCY | INSURANCE | 269.00 |
| DON & WALT | REPAIR/MAINT WELL#6 | 477.85 |
| DUANE F CONRAD | STUMP REMOVAL | 54.00 |
| EDGEWOOD OIL | VEHICLE OIL/SUPPLIES | 61.00 |
| EFTPS - FED,FICA,MEDICARE | FED/FICA TAX | 35,571.25 |
| ELM USA | DISC MAINTENANCE | 25.00 |
| EMERALD DATA SOLUTIONS | BOARDDOCS SUBSCRIPTION | 2,700.00 |
| FAREWAY STORES | SUPPLIES | 52.39 |
| FARONICS TECH USA | LIB MAINTENANCE | 85.20 |
| FASTENAL COMPANY | PARTS/SUPPLIES | 55.52 |
| FEHR GRAHAM | SURVEY | 4,218.25 |
| GALLS LLC | PD UNIFORM/SUPPLIES | 23.97 |
| GEORGEN AUTO | VEHICLE REPAIR | 298.17 |
| GRUNDY NATIONAL BANK | XMAS CLUB | 970.00 |
| HARLAND TECHNOLOGY SERVIC | SOFTWARE MANAGED SERVICES | 1,146.41 |
| HARRISON TRUCK CENTERS | FREIGHT | 26.00 |
| HAUSERS WATER CONDITIONING | D45 | 20.00 |
| HENDERSON PRODUCTS | VEHICLE SUPPLIES | 90.97 |
| HERITAGE PRINTING | FD SUPPLIES | 130.50 |
| IA DEPT OF PUBLIC SAFETY | JUL-DEC 2017 | 4,470.00 |
| IA PUBLIC AIRPORTS ASSOC | IPAA CONFERENCE | 225.00 |
| IMFOA | MEMBERSHIP ELL | 100.00 |
| INGRAM LIBRARY SERVICES | LIBRARY MATERIALS | 89.51 |
| IPERS | IPERS | 24,263.12 |
| J & R SUPPLY | GLOVE/HOSES | 73.50 |
| JAMES T PETERS | PROFESSIONAL FEES | 910.00 |
| JOHN DEERE FINANCIAL | PARTS/SUPPLIES | 330.81 |
| LINK HYDRAULIC | REPAIR CYLINDER | 637.86 |
| MANCHESTER AREA CHAMBER | MEETING SUPPLIES | 10.00 |
| MARK FINK | SNOW REMOVAL | 150.00 |
| MEDIACOM | PHONE/INTERNET | 375.00 |
| MID AMERICA ADMINISTRATIVE | EARLY RETIREMENT CONTRIBUTION | 5,227.93 |
| MIDWEST BUSINESS PRODUCTS | DIGITAL SUBSCRIPTION | 305.52 |
| MIDWEST TAPE | VIDEO/AUDIO/PRINT MATERIALS | 474.42 |
| MONKEYTOWN | SUPPLIES | 829.83 |
| MOTION PICTURE LICENSING CORP | LICENSING | 135.00 |
| MPH INDUSTRIES | SPEED DISPLAY | 4,200.00 |
| MUNICIPAL SUPPLY | WTR/SWR SUPPLIES | 7,910.70 |

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| NICC | PHONE/INTERNET | 1,258.80 |
| NICHOLAS J SIMON | NUISANCE MOW 132 W HOWARD | 50.00 |
| PALMER HARDWARE | PARTS/SUPPLIES | 462.71 |
| PAYROLL CHECKS | | 103,432.05 |
| PIERCE MANUFACTURING | FREIGHLINER CHASSIS | 20,092.00 |
| PITNEY BOWES | REIMB POSTAGE | 1,006.05 |
| POSTMASTER | utility billing postage | 545.55 |
| PREMIER PARTS | PARTS/SUPPLIES | 388.16 |
| PRONTO MART | SUPPLIES | 3.10 |
| QUILL | SUPPLIES | 72.50 |
| RADIO COMMUNICATIONS | TECH SERVICE/MICROPULSE | 7,515.73 |
| RELIANCE STANDARD LIFE INS | insurance | 396.40 |
| SCHOLASTIC | SUBSCRIPTION | 618.00 |
| SCHUMACHER ELEVATOR | MAINTENANCE CONTRACT | 163.90 |
| SMOCK, JEFF | REIMB ANIMAL CONTROL | 335.72 |
| SOLUTIONS MANAGEMENT GROUP | COPIER CONTRACT | 191.66 |
| TEAMSTERS LOCAL 238 | UNION DUES | 356.00 |
| THE PENWORTHY COMPANY LLC | CHILDREN'S BOOKS | 63.42 |
| THREE RIVERS FS | FUEL/FERTILIZER | 7,177.79 |
| TREASURER STATE OF IOWA | STATE TAX | 6,745.00 |
| TRUMBLEE, DAVID | UNIFORM SUPPLIES | 209.95 |
| USA BLUE BOOK | SUPPLIES | 312.61 |
| VANTAGE TRANSFER AGENTS | ICMARC | 1,543.92 |
| VERIZON WIRELESS | MOBILE DATA | 280.17 |
| VICK, TIMOTHY J | REIMB MILEAGE/IA LEAGUE MTG | 196.51 |
| VISION SERVICE PLAN | INSURANCE | 586.80 |
| WALMART COMMUNITY | SUPPLIES | 135.27 |
| WELLMARK | INSURANCE | 29,982.72 |
| WESSELS, JAMES L | MEETING REIMB | 9.36 |
| WHITE, JASON | UNIFORM SUPPLIES | 137.76 |
| WINDSTREAM | PHONE/INTERNET | 1,252.87 |
| WOODWARD COMMUNICATIONS | LEGALS | 777.17 |
| TOTAL | | 310,556.56 |
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| | FUND TOTALS | |
| | GENERAL | 159,807.31 |
| | FIRE TRUCK RESERVE | 20,092.00 |
| | HOLIDAY DECORATIONS | 22.45 |
| | ROAD USE TAX | 31,527.42 |
| | EMPLOYEE BENEFIT | 28,389.24 |
| | POLICE SPECIAL USES | 4,246.66 |
| | LIBRARY GIFT & TRUST | 1,285.20 |
| | CAPITAL PROJECTS | 571.25 |
| | WHITewater PARK PROJECT | 4,019.25 |
| | STREET PROJECTS | 21.36 |
| | FEMA CAPITAL PROJECTS | 152.75 |
| | WATER | 32,438.22 |
| | UTILITY DEPOSIT TRUST | 532.39 |
| | WATER CAPITAL PROJECT | 30.00 |
| | SEWER | 27,421.06 |
| | TOTAL | 310,556.56 |

Combat Veterans Motorcycle Association Ride (July 14, 2018) - Jim Thurman

Mayor Kramer informed the Council that Jim Thurman has requested an opportunity to discuss with the Council the possibility of hosting a stop on the Combat Veterans Motorcycle Association Ride on July 14, 2018.

Jim Thurman addressed the Council stating that the Combat Veterans would like to stop in Manchester for a couple of hours during the afternoon of July 14, 2018. Mr. Thurman provided the Council with a map of the streets he is requesting to have closed that afternoon for the event.

Mike Zellner and Larry Wilson, representing the Combat Veterans Motorcycle Association, explained this is the 4th year for the ride, reviewed the route for the ride and what their organization does, noting they provide several scholarships to area schools.

The Council discussed with those present the following items: the route into town, that July 14 is Saturday of Fair Week, the duration of the event, working with downtown businesses and the impact of closing the streets.

Motion by Struble, seconded by Stelken to approve closing the streets as identified on the map for the Combat Veterans Motorcycle Association Ride on July 14, 2018. Motion carried, all ayes.

R-025-2018 Resolution Approving Engineering Agreement (Highway 13 Water Main Loop)

Mayor Kramer referred the Council to the proposed engineering agreement which would loop a 12 inch water main from the intersection of Main Street and Highway 13 to the intersection of Burrington Road and Commercial Court. The project will provide better water pressure, circulation and the ability to service property along Highway 13.

The Council discussed the proposed project. City Manager Vick noted that part of the work entails the submittal of an application to have the project added to the State Revolving Fund Intended Use Plan to allow the City to obtain low interest financing for the project. Council Member Stelken questioned why the costs were lump sums for the four phases instead of actual time. Council Member Poynor asked if that was so the project engineering couldn't come in higher. City Manager Vick responded that if engineering was going to exceed the lump sum amount, Council approval would be required.

Motion by Stelken, seconded by Behnken to adopt R-025-2018 Resolution Approving Engineering Agreement (Highway 13 Water Main Loop). Motion carried, all ayes.

R-026-2018 Resolution Approving Change of Scope Authorization Form for the Phase 1 Riverfront Development Project

Mayor Kramer informed the Council that the change in scope was due to the installation of a new well for the water feature at the Riverfront Park.

Council Member Behnken questioned what the water feature was and noted this was just the cost for engineering the well, not the well itself. City Manager Vick responded that the water feature was part of the children's play area in the design. Council Member Stelken questioned why engineering was needed for the well? Brian McWilliams, Fehr Graham, responded that an engineer is required for the IDNR permit that has to be done with a well installation. Council Member Stelken further asked if there would be a discount on the engineering in the original agreement since that included engineering for connection to City water for the water feature.

The Council discussed the well at length, including the following items: the constraints of using City water versus well water versus river water, the elimination of the water feature, and the water usage.

Motion by Sherman, seconded by Poynor to adopt R-026-2018 Resolution Approving Change of Scope Authorization Form for the Phase 1 Riverfront Development Project. Motion carried, all ayes.

Cooperative At-Grade Crossing Surface Repair Project Unit Cost Agreement with Chicago, Central & Pacific Railroad Company

City Manager Vick informed the Council that the Railroad is proposing to upgrade and renew the at-grade crossing at Brewer Street. They have contacted City Staff about upgrading from the standard wooden ties surface crossing to a new rubber surface crossing, at an estimated material cost of \$27,786. The proposed material is similar to what was constructed on the Bailey Drive crossing and the South 5th Street Crossing (near Enterprise Avenue).

Council Member Behnken questioned why the crossing needed to be done. Council Member Sherman commented that he was opposed to the rubber surface because of the cost and would prefer the City utilize the wooden ties. City Manager Vick noted there would still be a cost for the wooden ties but it would be less expensive than the rubber surface.

Following discussion, motion by Stelken, seconded by Struble to table the agreement until City Staff can get an estimate of cost from the railroad on wooden ties. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on snow removal and noted there would be a budget work session at 4:00pm on February 15, 2018.

Council Member Sherman informed the Council that there is a DCED meeting on February 16, 2018.

Council Member Stelken informed the Council that the Delaware County Solid Waste Commission had their audit last week and everything is in order.

Police Chief Hauschild updated the Council on the replacement of the Police Department's canine, noting he is applying for grants and received a donation this week.

Motion by Behnken, seconded by Sherman that the meeting adjourned at 5:55pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk