

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

Mayor Kramer called the meeting to order at 5:02pm.

Roll call of members present: Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: Dean Sherman.

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

Consent Agenda

2.1 Approval of the minutes of the February 26, 2018 City Council meeting

2.2 R-032-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the February 8, 2018 Library Board Meeting
- the February 2018 Library Statistical Report
- the February 2018 IDNR Wastewater Reports

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License for Beavers Lounge
- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Blue Collar Sports Bar

2.5 Approve payment of claims totaling \$18,405.00 to Burrington Group for engineering services

2.6 Downtown Incentive Program Grant Applications

- Commercial Interior Grant in the amount of \$3,607.34 for Rockin' 5K BBQ at 112 North Madison Street
- Facade Grant in the amount of \$775.66 plus 1/3 of electrical expenses for Rockin' 5K BBQ at 112 North Madison Street

2.7 Review the decision of the Board of Adjustment to approve the request John and Betty Errthum, for the property at 108 West Acres Street, for a variance to Section 165.25.8 "Accessory Buildings, Structures and Garages" of the City Code, which would eliminate the required ten foot setback on the side (west) property line and an exception to Section 165.25.8 "Accessory Buildings, Structures and Garages" of the City Code which would allow for a nine foot setback on the rear property line for the construction of an addition to the detached garage

2.8 Approve the purchase of 2011 Sewer Jet Vac from Mid-Iowa at a cost of \$186,250.00

2.9 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the City Council. Following discussion, motion by Behnken, seconded by Poynor to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGES	224.85
AFLAC	PAYROLL WITHHOLDINGS	569.32
ALLIANT ENERGY	ELECTRICITY	2,473.73
AMAZON	LIB SUPPLIES	233.11
AMAZON CAPITAL SERVICES	SUPPLIES	286.23
ANDERSON WELDING	REPAIR/MAINTENANCE	372.90
AWWA REGION I	AWWA REGISTRATIONS	140.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,105.92
BARRON MOTOR	PARTS/SUPPLIES	34.36
BAUMGARTNER GATE FACTORY	SUPPLIES	317.00
BOOK FARM	BOOKS	789.23
BOUBIN TIRE & AUTOMOTIVE	REPAIR & MAINTENANCE	35.50
BROWNELLS	FIREARM SUPPLIES	14.72
CDW GOVERNMENT	IT PRODUCTS/SERVICE	88.87
CENGAGE LEARNING	LIBRARY MATERIALS	31.19
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	105.26
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32

COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
CORKERY, MIKE	REIMB SUPPLIES HAZARD LIGHT	359.85
COUNTRY INN & SUITES	FD CONFERENCE	1,355.20
DEL CO ABSTRACT CO	ABSTRACT FEES	410.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIB SUPPLIES	125.21
DOLAN INS AGENCY	INSURANCE	393.00
DON'S TRUCK SALES	PARTS & SUPPLIES	102.21
EFTPS	PAYROLL WITHHOLDINGS	18,772.34
ELM USA	DISC MAINTENANCE	25.00
FANGMANN, LINDA	CPR	450.00
FASTENAL COMPANY	PARTS/SUPPLIES	85.73
GEORGEN AUTO	PARTS/MAINTENANCE	48.85
GRAINGER	INDUSTRIAL SUPPLIES	74.66
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	954.40
HAWKINS	BULK CHEMICALS	575.27
HENDERSON PRODUCTS	VEHICLE SUPPLIES	302.43
HITECH COMMUNICATIONS	ALARM MONITORING	2,147.50
HUBER TECHNOLOGY	WWTP SUPPLIES	625.00
IA FIRE CHIEFS ASSOC	MEMBERSHIP	56.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	87.90
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	340.80
J'S AUTO	VEHICLE MAINT	4,650.42
KMCH	ANNOUNCEMENTS	260.00
LAHR REPAIR	SUPPLIES	167.27
MANCHESTER MOTOR SUPPLY	PARTS & SUPPLIES	147.67
MARK FINK	LABOR	50.00
MARTIN EQUIP OF IA-IL	PARTS	59.52
MATT WILBER & ASSOCIATES	LAW ENFORCEMENT TRAINING	360.00
MEDIACOM	PHONE/INTERNET	375.00
MIDWEST PATCH/HI-VIZ SAFETY	PATCH	716.80
MIDWEST TAPE LLC	LIBRARY MATERIALS	877.53
MONKEYTOWN	SUPPLIES	592.74
NE IA REGIONAL LEAGUE	NEIRL DUES	25.00
ON-SITE INFORMATION DESTR	SHREDDING	45.00
PALMER HARDWARE	PARTS/SUPPLIES	609.26
PAYROLL CHECKS	PAYROLL	53,452.23
PERSONNEL CONCEPTS	PERSONNEL POSTERS	394.68
PETERS & LONGMUIR	PROFESSIONAL SERVICES	850.00
PITNEY BOWES	POSTAGE	152.34
PITNEY BOWES	POSTAGE SUPPLIES	80.74
POSTMASTER	UTILITY BILLING POSTAGE	539.91
PREMIER PARTS	PARTS/SUPPLIES	157.40
RELIANCE STANDARD LIFE INS	INSURANCE	396.40
RIVER CITY STONE	AGGRGATE/ROCK/STONE	65.83
SCHROEDERS CASH SUPPLY	SUPPLIES	54.06
SIMMERING-CORY	ONLINE CODE HOSTING	475.00
SMOCK, JEFF	MILEAGE	167.86
SMOKE-EATER PUBLICATIONS	SUBSCRIPTION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	191.66
SONICWALL	SECURITY	995.00
STATE HYGIENIC LABORATORY	LAB TESTS	175.50

SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	44.00
SUPREME GREEN	LAWNCARE MAINT	128.25
THE COURIER	SUBSCRIPTION	483.51
TREASURER STATE OF IOWA	STATE TAX	3,539.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VISION SERVICE PLAN	INSURANCE	586.80
WELLMARK	INSURANCE	27,579.97
WINDSTREAM	PHONE/INTERNET	1,042.92
WOODWARD COMMUNICATIONS	LEGALS/ADVERTISEMENTS	691.13
X-L SPECIALIZED TRAILERS	FRANCHISE FEE REBATE	3,418.41
TOTAL ACCOUNTS PAYABLE		142,158.22
	FUND TOTALS	
	GENERAL	70,423.69
	FRANCHISE FEES	3,418.41
	ROAD USE TAX	18,704.65
	EMPLOYEE BENEFIT	23,162.10
	LIBRARY GIFT & TRUST	22.99
	DEBT SERVICE	41.94
	CAPITAL PROJECTS	410.00
	WHITEWATER PARK PROJECT	341.82
	WATER	13,764.88
	SEWER	11,867.74
	TOTAL	142,158.22

Public Hearing on the proposed vacation of City property described as Parcel of Land; in the Ballard Subdivision, Section 28, Township 89 North, Range 5 West of the 5th P.M., City of Manchester, Delaware County, Iowa
Mayor Kramer opened the Public Hearing at 5:08pm.

City Manager Vick explained that the vacation request is for a sliver of land the City owns, which has no value to City. It is located near River Street adjacent to property owned by Randy Hahn.

Mayor Kramer read a letter from Joe Hildebrand.

Randy Hahn addressed the Council stating he has been maintaining the property since he acquired his property and didn't realize he didn't own it until recently. He is requesting the vacation of the land to clean-up his property line. The Council reviewed the map with Randy Hahn.

There being no comments to be heard, Mayor Kramer closed the Public Hearing at 5:14pm.

Motion by Poynor, seconded by Stelken to approve the first consideration and adoption of Ordinance 001-2018 An Ordinance Vacating a Portion of City Property described as Parcel of Land; in the Ballard Subdivision, Section 28, Township 89 North, Range 5 West of the 5th P.M., City of Manchester, Delaware County, Iowa. Motion carried, all ayes.

Public Hearing on the proposed budget for Fiscal Year July 1, 2018-June 30, 2019

Mayor Kramer opened the Public Hearing at 5:15pm.

Mayor Kramer informed the Council that the proposed budget sets the levy rate at \$15.57523, a decrease of \$0.02025 from last year. Mayor Kramer reviewed the City's budget process with those present.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the public hearing at 5:19pm.

Motion by Struble, seconded by Behnken to adopt R-033-2018 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2018-June 30, 2019. Motion carried, all ayes.

Public Hearing on proposal to enter into an Essential Purpose Loan Agreement

Mayor Kramer opened the Public Hearing at 5:21pm.

Mayor Kramer informed the Council this loan agreement in the amount of \$1,250,000 was for the following projects: construction of street, water system, sanitary sewer system, storm water drainage and sidewalk improvements and extensions; improving and equipping existing city parks.

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

Public Hearing on proposal to enter into a General Purpose Loan Agreement

Mayor Kramer opened the Public Hearing at 5:23pm.

Mayor Kramer informed the Council this loan agreement in the amount of \$225,000 was for the following projects: funding of economic development grants to private property owners for the improvement and rehabilitation of infrastructure and private facilities; undertaking of improvements to a municipal parking lot.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the public hearing at 5:25pm.

Motion by Poynor, seconded by Stelken to adopt R-034-2018 Resolution taking additional action on proposals to enter into General Obligation Loan Agreements, combining Loan Agreements, setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2018, authorizing the use of a preliminary official statement in connection therewith and providing for the levy of taxes to pay the same. Motion carried, all ayes.

Delaware County Fair 150th Anniversary

Jeannie Domeyer, Fair Manager, addressed the Council about the 150th Anniversary of the Delaware County Fair this summer. The Fair Board is excited about the extra things they will offer as part of the anniversary celebration. Domeyer reviewed a handout with the Council highlighting the special events planned for the fair as well as potential sponsorship opportunities for the City.

The Council discussed the events and potential sponsorships, and asked Ms. Domeyer to provide specific dollar amounts for the sponsorships.

Delaware County Fair Society Alternative Sewer Request

City Manager Vick informed the Council that city staff met with the Delaware County Fair Society regarding the Beef Producer's interest in constructing a permanent structure for the Steer and Stein at the Fair. Due to the location and elevations of where the Steer and Stein is, the site does not have the ability to be served by a gravity sewer. City staff reviewed the option of using a holding tank or the installation of a grinder pump and pressure main. A septic system has been ruled out. If the Beef Producers decide to install a holding tank, the Council would be asked to approve the tank and authorize the dumping of the tank at the wastewater plant.

Jeannie Domeyer, Fair Manager, discussed the proposed project and timeline with the Council. The Fair Board will review the proposed project on Wednesday night and make a determination on how they would like to proceed.

Review bids received for Riverfront Phase 1 Project

Mayor Kramer referred the Council to the two bids received for the Riverfront Phase 1 Project, noting that the low bid came in \$200,000 over the engineer's estimate.

Ryan Wicks, Fehr Graham, updated the Council on discussions held with the low bidder regarding removing items from the bid. However, the removal of items doesn't seem to bring the price down enough. The recommendation is to reject all bids, amend the plans and re-bid the project. Preliminary indications are that the City will see a significant decrease in price.

The Council discussed the proposed amendments to the plans, the timeline for the project, and the potential cost savings.

Motion by Behnken, seconded by Struble to reject the two bids received for the Riverfront Phase 1 Project, revise the plans and re-bid the project. Motion carried, all ayes.

Motion by Poynor, seconded by Behnken to set April 19, 2018 as the letting date for the Riverfront Phase 1 Project and April 23, 2018 as the date for a Public Hearing on the proposed project. Motion carried, all ayes.

Review bids received for Well Installation, part of the Riverfront Phase 1 Project

Ryan Wicks, Fehr Graham, noted that the City has 60 days to act on the well bids and recommended the Council wait to take action on the bids until the scope of the entire project is determined.

The Council took no action on the bids for well installation.

Construction Project Updates

Jason Wenger, Burrington Group, and Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that Project Aware is planning to come to Manchester on Sunday, July 8, 2018 to work on river clean-up.

Morgan Martin, East Buchanan student, asked if the City limits how big a shop or shed can be in town. City Manager Vick responded that the City Code does have restrictions based on the location of the shop/shed.

Jodie Mausser, East Buchanan student, asked what the parking lot project entailed. City Manager Vick responded that the project was the resurfacing of the municipal parking lot across from City Hall.

Carter Palmer, East Buchanan student, asked how loan types are determined. City Manager Vick responded that Iowa Code is very specific on the types of debt and what types of projects can be included.

Council Member Behnken asked about the status of the rental code. City Manager Vick responded that the Housing Committee has reviewed and recommended changes, they will review one more time before it comes before the Council.

Motion by Struble, seconded by Behnken to adjourn at 6:16pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk