

Minutes of the Regular Meeting of the City Council of the City of Manchester
 Monday, March 26, 2018

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

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

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

Consent Agenda

2.1 Approval of the minutes of the March 12, 2018 City Council meeting

2.2 R-035-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the January 2018 & February 2018 Wastewater Monthly Reports
- minutes of the March 12, 2018 Parks & Recreation Commission meeting
- minutes of the March 21, 2018 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Wal-Mart Store #1506
- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Fraternal Order of Eagles Aerie #3538

2.5 R-036-2018 Resolution Approving Communications Center Agreement

2.6 Approve payment of claims totaling \$31,355.25 to Fehr Graham for engineering services

2.7 R-037-2018 Resolution Amending Salary Resolution (Police)

2.8 Motion to set April 23, 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

2.9 Motion to set April 9, 2018 at 5:00pm as the date & time for a Public Hearing on the proposed ten year lease agreement with the Hartwick Huskys

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 Poynor to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	340.56
AFLAC	PAYROLL WITHHOLDINGS	569.32
ALLIANT ENERGY	ELECTRICITY	18,219.10
AMAZON CAPITAL SERVICES	SUPPLIES	58.82
BARRON MOTORS	PARTS/SUPPLIES	59.31
BLACK HILLS ENERGY	HEATING FUEL	5,613.02
BUNTING, CLIFFORD D	MILEAGE REIMB	47.42
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
FUCHS TRAFFIC TECHNOLOGY	MONITOR TESTING	1,237.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	939.40
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	REPAIR/MAINTENANCE	16.94
EFTPS - FED,FICA,MEDICARE	FICA/MEDICARE	18,057.61
FAREWAY STORES	SUPPLIES	287.48

FOOD & CONSUMER SAFETY BUREAU	COMPLEX LICENSE	67.50
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	8,610.00
HAWKINS	BULK CHEMICALS	325.85
HERITAGE PRINTING	OFFICE SUPPLIES	20.00
HITECH COMMUNICATIONS	CABLING MAINT/REPAIR	255.00
IPERS	IPERS	22,717.81
JESSICA KELLY	MILEAGE REIMB	170.04
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	340.85
K & K LOGO DESIGNS	SUPPLIES	64.00
KLUESNER SANITATION	GARBAGE/RECYCLING CONTRACT	20,766.48
KRAMER, MILT L	MILEAGE REIMB	95.92
LEARN, ERIN	MILEAGE REIMB	28.34
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	398.43
MANCHESTER SIGNS	UNIT#17 SIGNAGE	73.00
MARK FINK	SAND, HAULING	1,405.37
MES FIRE/MUNICIPAL EMERG SVCS	SUPPLIES	196.86
MID IOWA PETROLEUM SVC	AIRPORT REPAIRS	543.00
MONKEYTOWN	SUPPLIES	154.15
MUNICIPAL SUPPLY	SHIPPING	19.74
PAYROLL CHECKS	PAYROLL	53,350.60
RADIO COMMUNICATIONS	TECH SERVICE	616.85
RUNDE AUTO GROUP	POLICE VEHICLE	24,303.00
SCHISSEL, GARRET	REIMB EXAM FEES	90.00
SMOCK, JEFF	MILEAGE REIMB	167.86
STATE HYGIENIC LABORATORY	LAB TESTS	39.00
STELKEN, DANIEL	REIMB MILEAGE	40.88
STEPHANIE EDMONDS	PAINTING	150.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINTENANCE	110.00
T & W GRINDING	COMPOST GRINDING	8,250.00
TEAMSTERS LOCAL 238	UNION DUES	356.00
THREE RIVERS FS	FUEL/FERTILIZER	4,496.15
TRANS-IOWA EQUIPMENT	SUPPLIES	17.90
TREASURER STATE OF IOWA	STATE TAX	3,390.00
USA BLUE BOOK	PARTS/SUPPLIES	500.20
VANTAGE TRANSFER AGENTS	ICMARC	771.96
VICK, TIMOTHY J	REIMBURSEMENT	146.52
WALMART	SUPPLIES	67.23
WELLMARK	HEALTH INS	2,403.54
WINDSTREAM	PHONE/INTERNET	147.34
TOTAL ACCOUNTS PAYABLE		203,457.04
	FUND TOTALS	
	GENERAL	139,017.87
	ROAD USE TAX	22,331.02
	WATER	23,098.73
	SEWER	19,009.42
	TOTAL	203,457.04

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Kramer opened the Public Hearing at 5:08pm.

Mayor Kramer reviewed the proposed urban renewal amendment with the Council.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the public hearing at 5:10pm.

Motion by Struble, seconded by Poynor to adopt R-038-2018 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Motion by Behnken, seconded by Struble to adopt R-039-2018 Resolution Authorizing Internal Advance for Funding of Urban Renewal Project. Motion carried, all ayes.

Public Hearing on the proposed amendment to the Zoning Ordinance to include High-Rise Signs

Mayor Kramer opened the Public Hearing at 5:11pm.

City Manager Vick reviewed the proposed amendment with the Council, noting that it would permit signs up to 95 feet tall within 1,250 feet of Highway 20 right-of-way.

Mayor Kramer informed the Council that the Planning and Zoning Commission had met and reviewed the proposed ordinance, and they recommend approval.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the public hearing at 5:14pm.

Following discussion, motion by Poynor, seconded by Behnken to waive the first and second consideration of Ordinance 002-2018 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, providing for Amendment to the Zoning District Regulations for Signs and proceed with the third consideration and final adoption. Motion carried, all ayes.

Motion by Stelken, seconded by Struble to approve the third consideration and final adoption of Ordinance 002-2018 Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, providing for Amendment to the Zoning District Regulations for Signs. Motion carried, all ayes.

R-040-2018 Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2018

Maggie Burger, Speer Financial, reviewed the bids received for the 2018 General Obligation Bond. Ms. Burger noted that six bids had been received and Bankers' Bank had submitted the low bid with a true interest rate of 2.6813%.

Motion by Struble, seconded by Behnken to adopt R-040-2018 Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2018. Motion carried, all ayes.

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 by Poynor, seconded by Stelken to waive the second consideration and proceed to the third consideration 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.

Motion by Stelken, seconded by Behnken to approve the third consideration and final 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.

Delaware County Fair 150th Anniversary Sponsorship Request

Mayor Kramer referred the Council to the letter from the Delaware County Fair with the different sponsorship options for the Fair's 150th anniversary celebration this summer.

The Council reviewed the options provided, noting that this was a special occasion and not something the City would do every year. The Council also commented that the Fair is a big attraction for the City of Manchester.

Following discussion, motion by Poynor, seconded by Stelken to approve \$5,000 toward the Hot Air Balloon Exhibit and utilize Hotel Motel Tax funds for the sponsorship. Motion carried, all ayes.

Airport Fuel Pump Credit Card Reader Replacement

City Manager Vick informed the Council that the credit card system at the airport has been out of operation for the past 3 months. The manufacturer of the point of sale machine went out of the business almost two years ago, and City Staff have not been able to identify a workable replacement unit. The machine provides for a remote card reader to activate the pump and process the sale. Working with Mid-Iowa Petroleum Services, a suitable replacement operating system has been identified for the site. Triple E Systems provides operating software and credit card readers for fueling stations and have presented the City with two options. The first option contains the complete system with a sentinel island card reader (\$21,235.43), and the second option provides a complete system, but it will use the existing card reader in the pump (\$14,908.16). Purchasing the system with the sentinel island card reader will bring the system into compliance with EMV requirements. The second option will continue to use the reader at the pump, however it will need to be replaced in the future to come into EMV compliance.

Motion by Behnken, seconded by Struble to proceed with the quote of \$21,235.43 for the Triple E System with Sentinel Island Card Reader. Motion carried, all ayes.

Ton Truck Bids

Mayor Kramer informed the Council that two bids were received to replace the 1993 Ford F-150 ton truck, with Runde Auto Group submitting the low bid of \$44,754.00.

Motion by Poynor, seconded by Struble to proceed with the bid from Runde Auto Group in the amount of \$44,754.00 for a 2019 Ford Super Duty F-450 truck. Motion carried, all ayes.

Communications Center Staffing

Police Chief Hauschild updated the Council on the replacement of a part-time Communications Center dispatcher, noting he is looking to change the position to a 32 hour per week position.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the parking lot project.

Reports

Council Member Sherman updated the Council on a recent meeting with The Forge. Sherman also updated the Council on the recent DCED meeting.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 5:50pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk