

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, April 9, 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.

Mayor Kramer recognized the 50<sup>th</sup> Anniversary of municipal Home Rule in Iowa through a Home Rule Proclamation.

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

Consent Agenda

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

2.2 R-041-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the March 2018 Statistical Report for the Library
- the March 8, 2018 Library Board minutes
- the March 2018 Wastewater IDNR Reports

2.4 R-042-2018 Resolution Approving Easement

2.5 Downtown/Commercial Incentive Program Grant Applications

- Facade Grant Application in the amount of \$1,737.49 and Commercial Interior Grant Application in the amount of \$5,980.17 for Real Deals on Home Decor & RD Boutique at 945 East Main Street
- Commercial Interior Grant Application in the amount of \$2,355.13 for Posy Place Floral & Gifts at 613 East Main Street

2.6 R-043-2018 Resolution Amending Salary Resolution (Dispatch)

2.7 R-044-2018 Street Lighting Resolution

2.8 Motion to set April 23, 2018 at 5:00pm as the date and time for a Public Hearing on the sale of a 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

2.9 R-045-2018 Resolution Authorizing and Approving a certain Loan Agreement, providing for the issuance of \$1,435,000 General Obligation Corporate Purpose Bonds, Series 2018, and providing for the levy of taxes to pay the same

2.10 R-046-2018 Resolution Authorizing Adoption of Policies and Procedures Regarding Municipal Securities Disclosure

2.11 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Stelken to approve the Consent Agenda. Motion carried, all aye.

Bills presented for approval:

VENDOR	REFERENCE	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	569.32
ALLIANT ENERGY	ELECTRICITY	1,865.21
ALTHOF ENTERPRISES	UNIFORM SUPPLIES	109.97
AMAZON	LIBRARY SUPPLIES	301.42
AMAZON CAPITAL SERVICES	SUPPLIES	146.57

BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,385.76
BIBLIONIX	DUES/SUBSCRIPTION	2,820.00
BOB STEPHEN MOTORS	VEHICLE REPAIR	734.48
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT	58.27
BURRINGTON GROUP	ENGINEERING SERVICES	18,405.00
CCP INDUSTRIES	SAFETY SUPPLIES	46.69
CENGAGE LEARNING	LIBRARY MATERIALS	154.35
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	104.47
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COMELEC SERVICES	SIREN REPAIR	245.10
DATA TECHNOLOGIES	TRAINING	245.00
DEL CO EXTENSION	TRAINING	35.00
DEL CO RECORDER	RECORDING FEES	51.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIB SUPPLIES/C81009	244.20
DEPOSIT REFUNDS ON 3/27/2018		551.20
DOG WASTE DEPOT	DOGGIE BAGS	235.98
DOLAN INS AGENCY	INSURANCE	128,182.00
DON & WALT	MAINTENANCE/SUPPLIES	539.80
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	20,648.94
ELM USA	LIBRARY SUPPLIES	25.00
EMERGENCY MEDICAL PRODUCT	SUPPLIES	50.48
FANGMANN, LINDA	CPR RECERTIFICATION	200.00
FAREWAY STORES	SUPPLIES	40.48
FEHR GRAHAM	ENGINEERING SERVICES	41,526.75
FIRETEC USED APPARATUS SALES	FIRE EQUIPMENT	2,000.00
FISCHER BROTHERS	WATER SLIDE RESTORATION	6,422.00
FOLEY, DOUG	MILEAGE REIMB	80.66
GEORGEN AUTO	VEHICLE MAINT	157.99
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HERITAGE PRINTING	LEISURE GUIDE	1,591.90
HOGAN, BARB	REIMB CONFERENCE	579.88
HYDRITE CHEMICAL	CHEMICALS	1,456.34
IA DEPT OF AG & LAND STEW	METER LICENSE	9.00
IA DEPT OF PUBLIC HEALTH	POOL REGISTRATION	140.00
IA LAW ENFORCEMENT ACADEMY	TRAINING	350.00
ISAACS, DALTON	COMPLIANCE SERVICES	120.00
JUDITH SAGART	REFUND PARKING TICKET	25.00
K & K LOGO DESIGNS	EMBROIDERY	39.00
KOCH BROTHERS	COPIER FEES	122.60
LL PELLING CO	SUPPLIES	192.50
LUKE J OGDEN	SNOW REMOVAL	675.00
MANCHESTER FIRE ASSOCIATION	REIMB DUES	25.00

MANCHESTER SIGNS	BANNER	270.00
MARK FINK	SNOW REMOVAL	757.75
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	129.34
MEDIACOM	PHONE/INTERNET	13.95
MIDWEST TAPE	LIBRARY MATERIALS	294.17
MONKEYTOWN	SUPPLIES	353.03
OLIVE THAT DELI	COMMITTEE MEETING	44.20
PATTEN EQUIPMENT	PARKS TRAILER	1,404.00
PAYROLL CHECKS	PAYROLL	64,163.14
PERMA BOUND	LIB MATERIALS	388.33
PHILGREEN, CARYSSA	WEBSITE/NEWSLETTER	175.00
POSTMASTER	POSTAGE	540.42
RADIO COMMUNICATIONS	TECH SERVICE	422.70
RELIANCE STANDARD LIFE INS	INSURANCE	396.40
S&P GLOBAL MARKET INTELLIGENCE	CREDIT CARD PROCESSING	97.00
SCANTRON SERVICE GROUP	IT SERVICES	269.06
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	163.90
SMOCK, JEFF	MILEAGE REIMB	167.86
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	200.93
STOREY KENWORTHY	FRONT OFFICE FURNITURE	16,363.33
THOMPSON SHOES	UNIFORM	390.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	424.86
TREASURER STATE OF IOWA	STATE TAX	3,630.00
TRUMBLEE, DAVID	REIMBURSEMENT	189.83
USA BLUE BOOK	PARTS/SUPPLIES	123.21
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VISION SERVICE PLAN	INSURANCE	586.80
WELLMARK	INSURANCE	27,415.48
WINDSTREAM	PHONE/INTERNET	1,029.16
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	967.21
WORLD BOOK DIRECT MKTG	LIBRARY MATERIALS	53.40
TOTAL ACCOUNTS PAYABLE		358,180.64
	FUND TOTALS	
	GENERAL	179,413.95
	HOTEL MOTEL TAX	270.00
	FIRE TRUCK RESERVE	2,000.00
	ROAD USE TAX	19,173.99
	EMPLOYEE BENEFIT	23,162.10
	POLICE SPECIAL USES	120.00
	PARK GIFT & TRUST	240.41
	LIBRARY GIFT & TRUST	205.85
	CAPITAL PROJECTS	5,720.00
	WHITewater PARK PROJECT	11,494.25
	STREET PROJECTS	24,817.50

	WATER	31,359.99
	UTILITY DEPOSIT TRUST	337.19
	WATER CAPITAL PROJECT	15,750.00
	SEWER	44,115.41
	TOTAL	358,180.64

Public Hearing on the proposed vacation of City street right of way described as a Portion of South 7th Street lying South of West Jasper Street and North of existing railroad right-of-way, City of Manchester, Delaware County, Iowa

Mayor Kramer opened the Public Hearing at 5:06pm.

City Manager Vick referred the Council to an email from Wes Schulte stating his objection to the proposed vacation as he was talking to the other adjacent property owner about acquiring their property.

Frank Sailer stated that he has requested the vacation as he owns the adjacent lot and would like to purchase the right-of-way for access and development of his lot. Sailer also addressed the objection the City received, noting that he had talked to the other adjacent property owner and she was not interested in selling the property.

The Council discussed the easement for the City and the other adjacent property owner and the process for vacation and sale of City owned property.

City Manager Vick noted that the Planning and Zoning Commission had reviewed the vacation request and recommend approval.

There being no further comments to be heard, Mayor Kramer closed the public hearing at 5:13pm.

Motion by Behnken, seconded by Struble to proceed with the first consideration and adoption of Ordinance 003-2018 An Ordinance Vacating a Portion of South 7th Street lying South of West Jasper Street and North of existing railroad right-of-way, City of Manchester, Delaware County, Iowa. Motion carried, all ayes.

Public Hearing on the proposed ten year lease agreement with the Hartwick Huskys

Mayor Kramer opened the public hearing at 5:15pm.

Council discussed the proposed lease agreement with the Hartwick Huskys, the ten year term, ownership of the building, maintenance of the building, and permit requirements.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the public hearing at 5:18pm.

Alley surfacing request for the 200 block of South 8th Street

City Manager Vick informed the Council that Mary Ellen Richter is requesting permission to place a 10x120 foot asphalt strip in the unimproved alley leading from South 8th Street to her garage. City Manager Vick further noted that Ms. Richter understands that the pavement request does not meet the City's minimum improvement requirement for the City to take over maintenance and repair to the alley.

Motion by Poynor, seconded by Struble to approve the request of Mary Ellen Richter to place a 10x120 foot asphalt strip in the unimproved alley leading from South 8<sup>th</sup> Street to her garage, and because it does not meet the City's minimum improvement requirement, the City will not take over maintenance or repair of said alley. Motion carried, all ayes.

Riverfront Park Project

Mayor Kramer informed the Council that a pre-bid meeting on the Riverfront Park Project had been held on April 5<sup>th</sup>, 2018 with interested contractors.

Ryan Wicks, Fehr Graham, reviewed with the Council some items that had come up at that meeting. Issues discussed were the completion date, substitution of materials, roofing for the shelter, and the parts required for the water feature.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City, and referred the Council to his written report.

Reports

City Manager Vick informed the Council that he had attended Iowa Rural Housing Summit in Grinnell with Donna Boss and Jessica Pape on April 5<sup>th</sup>, 2018. Vick also informed the Council that the Housing Committee will be meeting to finalize the proposed rental housing code and it would be brought to the City Council within the next month.

City Attorney Jim Peters updated on the Council on the property at 500 North Franklin Street.

Council Member Sherman informed the Council that there'd been a conference call with McClure Engineering, the firm that is going to look at our community for The Forge and updated the Council on that project.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 5:51pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk