

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 23, 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 proclaimed April 29 through May 5, 2018 as National Small Business Week.

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

Consent Agenda

2.1 Approval of the minutes of the April 9, 2018 City Council meeting

2.2 R-047-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the April 2, 2018 Parks & Recreation Commission meeting
- March 2018 Revenue and Expense Reports
- March 2018 Treasurer's Report
- April 18, 2018 Planning & Zoning Commission meeting

2.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for The Gathering Place at 1711 North 2nd Street
- New Application for On Premise Special Class C Liquor License with Sunday Sales for 5K BBQ Shack at 112 North Madison Street

2.5 Downtown/Commercial Incentive Program Grant Applications

- Facade Grant in the amount of \$1,337.98 for the Manchester Area Chamber of Commerce's north facade
- Facade Grant in the amount of \$2,120.17 for the Manchester Area Chamber of Commerce's south facade
- Facade Grant in the amount of \$4,048.34 for the Manchester Area Chamber of Commerce's west facade

2.6 Downtown/Commercial Incentive Program Grant Disbursement Request

- Commercial Interior Grant in the amount of \$2,830.98 to KDT Properties (112 North Madison Street/5K BBQ)

2.7 R-048-2018 Resolution Amending Salary Resolution

2.8 Approve payment of claims totaling \$16,219.40 to Fehr Graham for engineering services

2.9 R-049-2018 Street Lighting Resolution

2.10 R-050-2018 Resolution Approving Hold Harmless Agreement with the Delaware County Emergency Management Commission for the Davis Weather System

2.11 Approve the closure of the 100 block of South Franklin Street on May 17, 2018 at 5:00pm for the West Delaware Middle School Jazz in the Streets event

2.12 R-051-2018 Resolution Approving Delaware County E-911 Generator Joint Agreement with the Delaware County 911 Service Board

2.13 R-052-2018 Resolution for Disposal of Abandoned Bicycles

2.14 R-053-2018 A Resolution Authorizing the Submission of Application for General Aviation Vertical Infrastructure (GAVI) Program and Certifying Eligibility Requirements

2.15 R-054-2018 Resolution Approving Preliminary Plat (Oberreuter Subdivision)

2.16 R-055-2018 Resolution Approving Final Plat (Oberreuter Subdivision)

2.17 R-056-2018 Resolution Approving Lease Agreement with the Hartwick Lake Ski Club

2.18 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	424.60
AFLAC	PAYROLL WITHHOLDINGS	545.08
ALLIANT ENERGY	ELECTRICITY	17,354.81
AMAZON CAPITAL SERVICES	SCANNER	191.99
BARRON MOTOR	PARTS/SUPPLIES	47.48
BECKER ELECTRIC	BUILDING MAINT	95.00
BLACK HILLS ENERGY	NATURAL GAS	4,612.40
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	443.23
BROWNELLS INC	FIREARM SUPPLIES	27.93
CENGAGE LEARNING	LIBRARY MATERIALS	30.39
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
DEL CO RECREATION CENTER	RENTALS	90.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	942.30
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	REPAIR/MAINTENANCE	54.00
DUDE SOLUTIONS	WORKFLOW SOFTWARE	4,140.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,244.52
FASTENAL COMPANY	PARTS/SUPPLIES	281.37
GEORGEN AUTO	VEHICLE MAINT/REPAIR	26.72
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO	WATER SUPPLIES	861.69
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	373.60
HENDERSON PRODUCTS	VEHICLE SUPPLIES	32.25
HERITAGE PRINTING	OFFICE SUPPLIES	15.00
HITECH COMMUNICATIONS	MAINT/REPAIR	280.88
HYDRITE CHEMICAL CO	CHEMICALS	998.10
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	144.80
IPERS	PAYROLL WITHHOLDINGS	22,721.09
ISU	CONTINUING EDUCATION	385.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	370.19
KLUESNER SANITATION	GARBAGE/RECYCLING	20,819.08
KMCH	RADIO ANNOUNCEMENTS	260.00
MAINSTAY SYSTEMS	NETWORK MAINT	900.00
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	625.20
MEDIACOM	PHONE/INTERNET	365.00
MID IOWA PETROLEUM SVC	AIRPORT MAINT	9,160.00
MIDWEST PATCH/HI-VIZ SAFETY	SUPPLIES	52.20
MIDWEST TAPE	LIBRARY MATERIALS	380.07
MONKEYTOWN	SUPPLIES	569.19
NADERMANN, DOUG	VB SUPERVISOR	504.00

ONEIDA SIGNS	SERVICE PINS	94.50
PALMER HARDWARE	PARTS/SUPPLIES	152.83
PAYROLL CHECKS	PAYROLL	49,760.16
PETERS & LONGMUIR	LEGAL FEES	960.00
PIERSCH, JONATHON	REIMB TRAVEL	313.77
PITNEY BOWES	POSTAGE	1,003.18
PREMIER PARTS	PARTS/SUPPLIES	161.70
PRICE INDUSTRIAL ELECTRIC	MAINT/REPAIR	350.00
QUILL CORPORATION	OFFICE SUPPLIES	287.47
RADIO COMMUNICATIONS	REPAIR/MAINT	4,176.26
SMOCK, JEFF	MILEAGE REIMB	167.86
STATE HYGIENIC LABORATORY	LAB TESTS	175.50
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINTENANCE	44.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	356.00
THREE RIVERS FS	FUEL/FERTILIZER	4,678.04
TREASURER STATE OF IOWA	STATE TAX	3,227.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
WELLMARK	HEALTH INS	2,239.05
WINDSTREAM	PHONE/INTERNET	219.14
WOODWARD COMMUNICATIONS	LEGALS/ADVERTISING	329.42
WRIGHT, CHAD	REIMB TRAVEL	19.24
TOTAL ACCOUNTS PAYABLE		178,398.93
FUND TOTALS		
GENERAL		123,006.91
STREET EQUIPMENT RESERVE		301.03
ROAD USE TAX		18,314.97
POLICE SPECIAL USES		46.66
PARK GIFT & TRUST		15.00
WATER		16,842.64
SEWER		19,871.72
TOTAL		178,398.93

Mayor Kramer presented a Service Award to Loretta Welcher for 25 years of service to the City of Manchester and the Manchester Police Department.

Public Hearing on Proposed Contract Documents and Estimated Costs for the Riverfront Phase 1 Project
 Mayor Kramer opened the Public Hearing at 5:15pm.

Mayor Kramer informed the Council that the bid opening will be Friday, April 27, 2018 at 10:00am.

The Council reviewed written correspondence received from Curt Meiner, 702 East Howard Street regarding the project.

Wes Schulte, 17080 185th Street, asked what would happen if the bids come in higher than anticipated again. Ryan Wicks, Fehr Graham, explained the modifications made to the project in hopes that the bids will come in closer to the estimate this time.

There being no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:24pm.

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 by Poynor, seconded by Stelken to waive the second reading of Ordinance 003-2018 and proceed to the third consideration and final adoption. Motion carried, all ayes.

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

Telephone System Update

City Manager Vick informed the Council that staff have been working with Ryan Roach, Prairie Valley Technologies and HiTech Communications, to review the City's costs for telephone and internet service. Mr. Roach recently assisted the County in an update to their phone system, and has put together a proposal that would update the City's telephone system while reducing the City's overall costs for these services.

Ryan Roach informed the Council that the proposal will update the City's telephone system, increasing the system's capabilities (i.e. allowing for inter-departmental connections, conference call hosting and call transfer capabilities) and increased internet speeds for most departments. Under the proposal, the City will replace 57 phones in eight locations at a cost of \$47,803. The cost for the new telephone system will be covered by the \$950/month savings in the City's telephone and internet service. The proposal includes the City leasing the equipment and using the estimated savings to cover the lease costs.

City Manager Vick also informed the Council that Delaware County E-911 has indicated that they will cover the costs of 13 telephones for the police and dispatch departments, reducing the total costs to the City and the lease terms by \$9,537.58.

The Council discussed the phone system capabilities, timeframe, and costs. The proposed lease agreement for the phone system will be on the next agenda for review.

Police Department Canine Replacement

Mayor Kramer informed the Council that the Police Department has reached their fundraising goal for the new canine.

Police Chief Hauschild stated he would like Council approval to place a down payment of \$6,000 to North Iowa K-9 for the new canine.

Motion by Struble, seconded by Stelken to approve the down payment of \$6,000 to North Iowa K-9 for the new canine. Motion carried, all ayes.

Downtown Parking

City Manager Vick informed the Council that Chamber Director Jessica Pape has submitted a letter on behalf of her board and downtown business owners regarding the potential to create a parking task force. It would be the goal of the task force to identify strategies to help improve parking within the downtown area.

Council Member Poynor and Council Member Sherman volunteered to serve on the task force. Mayor Kramer asked that City Manager Tim Vick and Police Chief Jim Hauschild also serve on the task force.

R-057-2018 Resolution Waiving Right to Review (Schulte)

Motion by Struble, seconded by Behnken to approve R-057-2018 Resolution Waiving Right to Review Plat (Schulte). Motion carried, all ayes.

Site Plan Review (Bailey Drive Estates/Hildebrand)

The Council reviewed the proposed site plan for the Bailey Drive Estates development along Bailey Drive.

Motion by Behnken, seconded by Sherman to approve the site plan for Bailey Drive Estates. Motion carried, all ayes.

Construction Project Updates

Jason Wenger, Burrington Group, updated the Council on the 2018 Street Project.

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City, and referred the Council to the written update included in the Council packet.

Reports

City Manager Vick informed the Council that staff is working on budget amendment.

Council Member Poynor stated that she thought the newsletter was very well done, and thanked City Staff and the Lions Club for their assistance in changing the downtown banners.

Council Member Behnken congratulated KMCH Radio on the awards they received at the Iowa Broadcast News Association Awards this weekend.

Council Member Struble asked about the chase on Friday night. Police Chief Jim Hauschild updated the Council on the incident.

Motion by Behnken, seconded by Poynor to adjourn at 5:55pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk