

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 14, 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 April 23, 2018 City Council meeting

2.2 R-058-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- April 2018 Statistical Report for the Library
- minutes of the April 12, 2018 Library Board meeting
- minutes of the May 10, 2018 Library Board meeting
- March 2018 Wastewater Activity Report
- April 2018 Wastewater Activity Report

2.4 Liquor License Applications

- New Application for Off Premise Class E Liquor License with Sunday Sales for Casey's General Store #2624 (North Franklin Street)

2.5 R-059-2018 Resolution Amending Salary Resolution

2.6 Approve changing the date of the second City Council meeting in May from May 28, 2018 to May 29, 2018 at 5:00pm due to the Memorial Day holiday

2.7 Approve the request of the Delaware County Fair to have a fireworks display on Sunday, May 27, 2018 following their Hairball event

2.8 Approve the request of the Delaware County Fair to have fireworks displays on July 9, 12, and 13, 2018 during the annual County Fair

2.9 Approve the closure of the 100 block of East Delaware Street as requested by the Manchester Area Chamber of Commerce for their Bacon N Hops event on Saturday, August 11, 2018

2.10 R-060-2018 Resolution Approving Lease Agreement with Prairie Valley Technologies for the Telephone System Update for the City of Manchester, Iowa

2.11 R-061-2018 Resolution Approving the Sale of Certain Real Estate (West Marion Street alley)

2.12 Approve the quote from Subsurface Solutions in the amount of \$8,950.00 for the purchase of a new locator/trail machine

2.13 Approve estimate from DuraTuff Floor Coatings LLC in the amount of \$8,340.00 for painting the locker room floors and hallway floors at the Aquatic Center

2.14 Ordinance 004-2018 An Ordinance Amending the City Code of Manchester, Iowa, by Amending Chapter 135.09 Excavations

2.15 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	489.55
ADDOCO	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	545.08
ALLIANT ENERGY	ELECTRICITY	1,962.62

AMAZON	LIBRARY SUPPLIES	847.21
AMAZON CAPITAL SERVICES	SUPPLIES	130.80
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	694.22
BARRON MOTOR	PARTS/SUPPLIES	453.46
BLANK PARK ZOO	SUMMER READING PROGRAM	189.36
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	172.94
CCP INDUSTRIES	OPERATING SUPPLIES	230.42
CENGAGE LEARNING	LIBRARY MATERIALS	121.56
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	103.68
CITY OF HIAWATHA	PERMIT TECH INSTITUTE 2018	55.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLIBRI SYSTEMS N AMERICA	OFFICE SUPPLIES	1,357.20
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
COMPASS MINERALS	SALT/MAGNESIUM CHLORIDE	6,667.66
CREATIVE PRODUCT SOURCING	SUPPLIES	89.50
DEL CO EMS	2017 HERO HUSTLE PROCEEDS	2,300.00
DEL CO RECORDER	RECORDING FEES	15.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	948.10
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	938.56
DIAMOND VOGEL PAINTS	SUPPLIES	2,659.29
DON & WALT	REPAIR/MAINTENANCE	112.34
DOSTART, JAMES	TRAFFIC COUNTER	200.00
DOSTART, MARY KAY	TRAFFIC COUNTER	200.00
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	83.65
DURATUFF FLOOR COATINGS	POOL FLOOR PAINTING	4,170.00
EARLVILLE FIRE DEPARTMENT	2017 HERO HUSTLE: 1ST PLACE	500.00
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	44.80
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,312.04
ELM USA INC	LIBRARY SUPPLIES	30.00
ERIN LEARN PETTY CASH	COMPLEX START-UP CASH	300.00
FAREWAY STORES	SUPPLIES	263.52
FASTENAL COMPANY	PARTS/SUPPLIES	9.46
FEHR GRAHAM	ENGINEERING SERVICES	16,219.40
FELD FIRE	EXTEND CYLINDERS	5,501.24
FISCHER BROTHERS	WATER SLIDE RESTORATION	20,184.45
FONZIBA KOSTER	SUMMER READING PROGRAM	375.00
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	37.50
GALLS LLC	PD UNIFORM/SUPPLIES	99.93
GAZETTE COMMUNICATIONS	ADVERTISING	265.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	239.66

GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARRISON TRUCK CENTERS	VEHICLE PARTS	277.77
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	40.00
HERITAGE PRINTING	OFFICE SUPPLIES	245.94
HEYER, KATHRYN	REIMB EXPENSE	207.00
IA DEPT OF INSPECTIONS & APPEALS	FOOD SERVICE LICENSE	67.50
IA DEPT OF TRANSPORTATION	REFLECTIVE BEADS	691.60
IA DIV OF LABOR SERVICES	BOILER INSPECTIONS	200.00
IDALS	LICENSE	4.50
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	89.62
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	155.14
KLOSTERMAN, STEVE	112 N MADISON INTERIOR GRANT	2,830.98
KLUESNER SANITATION	GARBAGE/RECYCLING	20,945.32
KMCH	RADIO ANNOUNCEMENTS	260.00
KORY'S CUSTOM TILLING	GARDEN TILLING	150.00
KRAMER, MILT L	MILEAGE REIMB	37.06
LEARN, ERIN	MILEAGE REIMB/TRAVEL	194.84
LYNCH DALLAS PC	LEGAL FEES	174.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	55.04
MANCHESTER POLICE DEPT	2017 HERO HUSTLE: FIRST PLACE	500.00
MANCHESTER SIGNS	SIGNS	273.75
MB MOLD & AIR QUALITY TESTING	INSPECTION	250.00
MCGREAL, AMANDA	REIMBURSE SUPPLIES	39.09
MEDIACOM	PHONE/INTERNET	404.08
MIDWEST PATCH/HI-VIZ SAFETY	PATCH/SAFETY EQUIP	772.80
MIDWEST TAPE LLC	LIBRARY MATERIALS	600.10
MONKEYTOWN STOREY KENWORTHY	SUPPLIES	533.58
NORTH IOWA K-9	CANINE DEPOSIT	6,000.00
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	143.95
ONEIDA SIGNS	TAGS	60.00
PAINT N PLACE BODY SHOP	BEDLINER	350.00
PALMER HARDWARE	PARTS/SUPPLIES	1,339.08
PAYROLL CHECKS	PAYROLL	49,587.38
PEPSI COLA BOTTLING CO	SUPPLIES	1,933.65
PETERS & LONGMUIR PLC	LEGAL FEES	1,500.00
PHILIPPSON CONCRETE	PARKING LOT	13,313.31
PLAYPOWER LT FARMINGTON	REPLACEMENT PARTS	787.19
POSTMASTER	POSTAGE	545.09
POWER SERVICES	PREVENTIVE MAINTENANCE	426.00
PREMIER PARTS	PARTS/SUPPLIES	382.37
RADIO COMMUNICATIONS	REPAIR/MAINT	765.78
REGIONAL MEDICAL CENTER	LABS	568.00
RELIANCE STANDARD LIFE INS	INSURANCE	396.40

ROGER ERICKSON	SNOW REMOVAL	675.00
SCHMITZ, JULIE A	MILEAGE REIMB	76.52
SCHOOL SPECIALTY	LOUNGERS	383.96
SCHWEER, KRISTY	VOLLEYBALL SUPERVISOR	270.00
SERVPRO	MAINTENANCE	250.00
SHERE, ANGELA	REIMB SUPPLIES	145.79
SIMON'S LAWN CARE & MAINT	MOWING/TRIMMING	4,415.34
SMOCK, JEFF	MILEAGE REIMB	167.86
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	206.17
SPEER FINANCIAL	PROFESSIONAL SERVICES	8,770.00
THREE RIVERS FS	FUEL/FERTILIZER	3,279.15
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	1,969.20
TREASURER STATE OF IOWA	STATE TAX	3,269.00
UNITY POINT CLINIC	LAB TESTS	42.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
VERIZON WIRELESS	MOBILE DATA	280.25
VICK, TIMOTHY J	MILEAGE REIMB	189.66
VISA	MONTHLY CREDIT CARD	3,492.63
VISION SERVICE PLAN	INSURANCE	557.20
WAGeworks	PAYROLL WITHHOLDINGS	61.40
WALMART	SUPPLIES	347.95
WELLMARK	INSURANCE	26,552.38
WILD TIMES EXOTICS	ZOO SHOW	325.00
WINDSTREAM	PHONE/INTERNET	1,155.91
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,116.05
TOTAL ACCOUNTS PAYABLE		257,980.15
	FUND TOTALS	
	GENERAL	144,010.02
	HOTEL MOTEL TAX	265.00
	ROAD USE TAX	26,950.07
	EMPLOYEE BENEFIT	22,330.80
	POLICE SPECIAL USES	136.16
	TIRRILL TRUST	24.09
	PARK GIFT & TRUST	4,364.00
	LIBRARY GIFT & TRUST	1,720.95
	POLICE CANINE	6,000.00
	DEBT SERVICE	8,770.00
	CAPITAL PROJECTS	2,730.00
	DOWNTOWN INCENTIVE	2,830.98
	WHITEWATER PARK PROJECT	3,057.67
	STREET PROJECTS	2,492.00
	WATER	11,247.14

	WATER CAPITAL PROJECT	9,000.00
	SEWER	12,051.27
	TOTAL	257,980.15

Public Hearing

Mayor Kramer opened the Public Hearing at 5:07pm on the sale of a portion of an alley described as an alley lying south of Lots 153 and 154 and north of Lots 189 and 190, Manchester, Iowa, according to plat recorded in Book I, L.D., Page 284.

City Manager Vick reviewed the location of the alley with the Council.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:09pm.

Motion by Poynor, seconded by Behnken to adopt Resolution R-062-2018 Resolution Approving the Sale of Certain Real Estate (CSB). Motion carried, all ayes.

Public Hearing

Mayor Kramer opened the Public Hearing at 5:09pm on the sale 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.

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

Motion by Behnken, seconded by Stelken to adopt Resolution R-063-2018 Resolution Approving Sale of Certain Real Estate (Hahn). Motion carried, all ayes.

Public Hearing

Mayor Kramer opened the Public Hearing at 5:11pm on the sale of City property described as South 7th Street lying South of West Jasper Street and North of existing railroad right-of-way, City of Manchester, Iowa, according to original plat.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Struble to adopt R-064-2018 Resolution Approving the Sale of Certain Real Estate (Sailer Properties LLC). Motion carried, all ayes.

Land Vacation Request (Schnieders)

Mayor Kramer referred the Council to the written request from Gary and Mary Chris Schnieders regarding a small piece of City property adjacent to their residence.

Gary Schnieders addressed the Council stating they would like to square up the corner of their property by acquiring the small section of City property adjacent to theirs. They are requesting permission to make improvements to this property as well as purchase it from the City.

The Council discussed the request with the Schnieders and City Staff. Following discussion, the Council was receptive to selling a portion of the City property and directed the City Attorney and City Staff to work with the Schnieders to determine the exact dimensions of the property to be sold.

Review bids received for the Riverfront Park Phase 1 Project

Mayor Kramer referred the Council to the five bids received for the Riverfront Park Phase 1 Project, noting that the low bid of \$826,819.30 had been received from F.L. Krapfl, Inc., Dyersville, Iowa.

Following review of the bids, motion by Struble, seconded by Stelken to adopt Resolution R-065-2018 Resolution Awarding Contract for the Riverfront Park Phase 1 Project. Motion carried, all ayes.

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

Mayor Kramer referred the Council to the two bids for the well installation, noting the low bid of \$20,291.00 was submitted by Oasis Well and Pump, Manchester, Iowa.

City Manager Vick informed the Council that the IDNR has some concerns about the well installation and is in the process of reviewing the project.

Motion by Behnken, seconded by Poynor to accept the bid of \$20,291.00 from Oasis Well and Pump contingent upon the City being able to obtain a well permit from the State of Iowa. Motion carried, all ayes.

Utility Relocation (South Madison Street)

Motion by Stelken, seconded by Struble to approve the agreement with Interstate Power and Light for the relocation of utilities along South Madison Street at an estimated cost of \$7,806.62. Motion carried, all ayes.

Rental Housing Code

The Council reviewed and discussed the proposed Rental Housing Code.

Police Squad Car Replacement

Mayor Kramer informed the Council that Police Chief Jim Hauschild has found a police car to replace the police car totaled in the police chase a few weeks ago, and referred the Council to a memo from the Police Chief with details on the vehicle.

Police Chief Jim Hauschild noted that the vehicle is a 2018 Dodge Charger, and that insurance will cover \$17,034.55 of the \$36,656.55 total cost.

Motion by Poynor, seconded by Behnken to approve the purchase of a 2018 Dodge Charger from Stew Hanson Dodge with lettering by Manchester Signs and the purchase and installation of the new equipment by Karl Emergency Vehicles at a total cost of \$36,656.55. Motion carried, all ayes.

Construction Project Updates

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

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

Reports

City Manager Vick informed the Council that there would be a Committee of the Whole meeting on May 24th, 2018.

Council Member Sherman updated the Council on The Forge Project progress and informed the Council that there will be a DCED meeting on Friday.

Council Member Behnken updated the Council on the NICC Sector Board Alliance activity.

Council Member Stelken informed the Council that the Delaware County Solid Waste Commission will be having an electronics and hazardous materials clean-up this fall.

Western Dubuque government student Garrett Bierkant and West Delaware government student Ethan Urhig introduced themselves.

Motion by Stelken, seconded by Struble that the meeting adjourn at 6:08pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk