

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, June 25, 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 (Council Member Behnken arrived at 5:02pm), Ron Struble. Absent: None.

Motion by Struble, seconded by Stelken to approve the agenda as presented. On call of roll: AYES: Struble, Stelken, Sherman, Poynor. NAYS: None. Motion carried.

Consent Agenda

2.1 Approval of the minutes of the June 6, 2018 Rental Housing Code Public Input meeting and the minutes of the June 11, 2018 City Council meeting

2.2 R-073-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- May 2018 Wastewater Monthly Activity Report
- minutes of the June 5, 2018 Parks & Recreation Commission meeting

2.4 Ordinance 005-2018 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Chapter 21 City Manager, third consideration and final adoption

2.5 Ordinance 006-2018 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Rates and Sewer Rates, third consideration and final adoption

2.6 R-074-2018 Resolution Approving Supplemental Agreement to the existing Administrative Services Agreement with ICMA Retirement Corporation

2.7 Approve payment of claims totaling \$21,809.50 to Fehr Graham for engineering services

2.8 Approve payment in the amount of \$2,098.00 to the Burrington Group for engineering services related to the 2018 Street Improvement Project

2.9 Approve changing the time for the July 9, 2018 from 5:00pm to 4:00pm due to the Delaware County Fair Parade

2.10 R-075-2018 Resolution Waiving Right to Review Plat (Pinter)

2.11 R-076-2018 Resolution Approving Change Order 1 (Riverfront Phase 1 Project)

2.12 Approval of the Consent Agenda

Council Member Behnken arrived at 5:02pm.

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Poynor to approve the consent agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	361.05
AFLAC	PAYROLL WITHHOLDINGS	590.56
ALLIANT ENERGY	ELECTRICITY	15,677.23
AMAZON	SUPPLIES	62.00
BARD MATERIALS	ROCK	212.00
BECKER ELECTRIC	MAINTENANCE	399.56
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	17.47
BROWN SUPPLY	WATER SUPPLIES	545.00

CENGAGE LEARNING	LIBRARY MATERIALS	60.78
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	913.32
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
COOK, ALAN B	WELL MAINTENANCE	176.00
CRAIG, CINDY	REIMBURSEMENT	130.00
DEL CO AUDITOR	GIS WORK	6,000.00
DEL CO FAIR SOCIETY	CITY FLAG	200.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	952.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	REPAIR/MAINTENANCE	3,809.54
DORSEY & WHITNEY	PROFESSIONAL SERVICES	18,500.00
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	517.20
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	22,085.70
FAREWAY STORES	SUPPLIES	470.83
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	12.50
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HARRISON TRUCK CENTERS	VEHICLE PARTS	112.50
HAWKINS	CHEMICALS	559.70
HERITAGE PRINTING	OFFICE SUPPLIES	11.80
HITECH COMMUNICATIONS	MAINT/REPAIR	1,587.20
IA CITY/COUNTY MGMT ASSOC	MEMBERSHIP DUES	150.00
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	4,470.00
IA WALL SAWING SVCS	CURB CUTTING	616.00
IOWA ONE CALL	LOCATES	103.50
IPERS	IPERS	22,851.95
J & R SUPPLY	WTR/SWR SUPPLIES	6,855.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	137.64
KLUESNER SANITATION	GARBAGE/RECYCLING	21,071.56
LANDSCAPES BY CHILDSPLAY	LANDSCAPING/TREES	1,646.73
LONZA	MAINTENANCE	186.41
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	449.53
MANCHESTER PIZZA RANCH	CONCESSIONS	320.58
MARLA'S SCREEEN PRINTS & MORE	SHIRTS	986.70
MERKES, JOHN	SUPPLIES	50.00
MID-IOWA SOLID WASTE EQUIPMENT	SEWER JET VAC	186,250.00
MONKEYTOWN STOREY KENWORTHY	SUPPLIES	991.85
MYERS-COX CO	CONCESSIONS	1,378.65
NAT'L MISSISSIPPI RIVER MUSEUM	PRESENTATION	223.00
PALMER HARDWARE	PARTS/SUPPLIES	2,037.33
PAYROLL CHECKS	PAYROLL	68,698.02
PEPSI COLA BOTTLING CO	CONCESSIONS	1,459.95
PHILGREEN, MICHELLE	2018 BROADWAY KIDS	2,854.34
POWER SERVICES	RADIATOR REPAIR	195.00
PREMIER PARTS	PARTS/SUPPLIES	3.52
PRONTO MART	FUEL	12.05
REGIONAL MEDICAL CENTER	AED RENTAL	10.00
RUNDE AUTO GROUP	SUPPLIES	46.75
SCHWAN'S HOME SERVICE	CONCESSIONS	751.90
SHERE, ANGELA	MILEAGE REIMB	96.65
SMOCK, JEFF	MILEAGE REIMB	167.86

STATE HYGIENIC LABORATORY	LAB TESTS	149.50
STETSON BLDG PRODUCTS	BUILDING SUPPLIES	83.86
TEAMSTERS LOCAL 238	UNION DUES	356.00
TREASURER STATE OF IOWA	STATE TAX	3,876.00
TRUMBLEE, DAVID	REIMB MEAL	19.77
ULTRAMAX AMMUNITION	SUPPLIES	727.20
UNITY POINT CLINIC	DRUG TEST/DOMEYER	42.00
USA BLUE BOOK	PARTS/SUPPLIES	202.90
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	771.96
WALMART	SUPPLIES	573.32
WELLMARK	HEALTH INS	2,310.51
WESSELS, JESSICA	REFUND LESSON	30.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,363.82
TOTAL ACCOUNTS PAYABLE		411,105.64
	FUND TOTALS	
	GENERAL	143,489.80
	ROAD USE TAX	15,219.24
	TAX INCREMENT FINANCING	6,500.00
	PARK GIFT & TRUST	4,326.29
	LIBRARY GIFT & TRUST	362.41
	DEBT SERVICE	12,000.00
	CAPITAL PROJECTS	629.70
	STREET PROJECTS	6,000.00
	WATER	15,303.36
	SEWER	207,274.84
	TOTAL	411,105.64

Union Contract Letter of Understanding

Police Chief Jim Hauschild informed the Council that he had been asked to evaluate the potential to change to a four day, ten hour shift schedule. In evaluating the work schedule, it does appear a ten hour work shift schedule would be able to accommodate the necessary staffing without affecting coverage or services, however a modification to the current Labor Agreement is needed to accommodate the change.

Following review, motion by Sherman, seconded by Struble to approve the Union Contract Letter of Understanding. Motion carried, all ayes.

R-077-2018 Law Enforcement Mutual Aid 28E Agreement

Motion by Poynor, seconded by Behnken to adopt R-077-2018 Resolution Approving 28E Agreement for Mutual Assistance for Northeast Iowa Area Law Enforcement Services. Motion carried, all ayes.

Frank Sailer - Tree Removal Policy

Mayor Kramer informed the Council that Frank Sailer owns property at 1007 New Street and has requested the City remove the tree located in the terrace due to the roots damaging the sidewalk, curb and driveway. City Staff reviewed the tree and determined that it was healthy and not dangerous to the public. Under the City's Administrative Policy, City Staff denied his request to remove the tree. Mr. Sailer requested an opportunity to speak with the City Council regarding this matter.

Mr. Sailer addressed the Council requesting removal of the tree due to ongoing issues with the roots of the tree. The Council discussed with Mr. Sailer the following items: the location of the tree, the health of the tree, the cost to replace trees, the issues caused by the tree, the location of the water and sewer lines on the property, and replacement tree programs.

Jason Wenger, Burrington Group, noted that they would need to evaluate the location of the service lines that serve that property, and the tree may need to be removed based on its proximity to the lines when the area is opened up by the contractor.

Following discussion, motion by Stelken, seconded by Sherman to authorize the City Manager and City Staff to make the determination on the removal of the tree based on feedback from the engineer and project contractor on the location of the service lines on the property. Motion carried, all eyes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that the Community Savings Bank ground breaking was last week, and that the IDNR dedicated the Maquoketa River Water Trail during Rhubarb on the River.

Motion by Behnken, seconded by Sherman that the meeting adjourn at 5:37pm. Motion carried, all eyes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk