

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, October 22, 2018

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Tania Bradley, Ron Struble (arrived at 5:02pm). Absent: None.

City Manager Vick asked that Item 2.8 "Approve payment of claims totaling \$17,231.63 to Fehr Graham for engineering services" be moved from the Consent Agenda to the Regular Agenda. Motion by Stelken, seconded by Poynor to approve the agenda as amended. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the October 8, 2018 City Council meeting

2.2 R-115-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the October 8, 2018 Parks & Recreation Commission meeting
- the September 2018 Wastewater IDNR Reports

2.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Cork 'N Bottle at 900 East Main Street
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for E-Z Pickin's at 2210 Highway 13
- Renewal Application for On Premise Class B Beer Permit with Sunday Sales for Pizza Hut #4695 at 1129 East Main Street

2.5 R-116-2018 Resolution Amending Salary Resolution

2.6 Downtown/Commercial Incentive Grant Applications

- Interior Grant in the amount of \$7,500.00 to Gosling & Company PC for the property at 215 North Franklin Street

2.7 Approve changing the date of the first City Council meeting in November from November 12, 2018 to November 13, 2018 at 5:00pm due to the Veteran's Day holiday

2.9 R-117-2018 Resolution Approving Contract and Performance/Payment Bonds for the Highway 13 Water Main Project

2.10 Approve Pay Estimate #3 in the amount of \$9,765.23 to Kirkham Michael for the Airport Environmental Assessment

2.11 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Council Member Struble arrived at 5:02pm. Motion by Sherman, seconded by Bradley to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	39.95
ACCESS SYSTEMS LEASING	COPIER MAINT	361.05
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	20,418.19
AMAZON	LIB SUPPLIES	122.66
AMAZON CAPITAL SERVICES	SUPPLIES	122.64
AMERICAN BUTTON MACHINES	LIB BUTTONS	53.90
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,224.18
BARRON MOTOR	PARTS/SUPPLIES	83.19
BAUMGARTNER GATE FACTORY	RIVERFRONT PROJECT	708.00
BSN SPORTS	RECREATION SUPPLIES	233.94

BURRINGTON GROUP	ENGINEERING	6,046.50
CASTLE THEATRE	MERCHANT MOVIES	50.00
CEDAR RAPIDS TRUCK CENTER	MAINTENANCE/SUPPLIES	728.15
CENGAGE LEARNING	LIBRARY MATERIALS	31.19
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	103.68
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	570.37
D & S PORTABLES	PUMP TURKEY TIMBER LS	1,500.00
DEL CO EXTENSION	APPLICATOR CLASS	70.00
DEL CO SOLID WASTE COMM	LANDFILL	955.60
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	SUPPLIES	224.13
DEMCO	LIBRARY MATERIALS	199.26
DON & WALT	REPAIR/MAINTENANCE	82.86
DON'S TRUCK SALES	PARTS & SUPPLIES	202.56
DUBUQUE FIRE EQUIPMENT	PD MAINT/REPAIR	29.65
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,650.63
ELM USA	LIBRARY MATERIALS	25.00
ERIN LEARN PETTY CASH	REIMB PETTY CASH	85.75
F.L. KRAPFL	PAY #3: RIVERFRONT PARK	239,494.50
FASTENAL COMPANY	PARTS/SUPPLIES	489.55
FEHR GRAHAM	ENGINEERING SERVICES	26,665.50
FRANCOIS, GARY	GARDEN REFUND	30.00
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	56.25
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,615.01
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO	WATER SUPPLIES	1,053.50
HARLAND TECHNOLOGY SERVICES	COMPUTER MAINTENANCE	56.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	431.20
HENDERSON PRODUCTS	VEHICLE SUPPLIES	2,095.25
HERITAGE PRINTING	OFFICE SUPPLIES	1,149.00
HITECH COMMUNICATIONS	STREET LIGHT REPAIR	1,092.84
IA DEPT OF TRANSPORTATION	STREET MATERIALS	1,436.85
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	105.88
IOWA ONE CALL	ONE CALLS	46.80
IPERS	IPERS	25,228.96
J & R SUPPLY	WTR/SWR SUPPLIES	330.00
KELLY, JESSICA	REIMB CONFERENCE	152.18
KIRKHAM MICHAEL	PAY #2 AIRPORT ENVIRONMENTAL	7,812.18
KLUESNER SANITATION	GARBAGE/RECYCLING	21,124.16
KMCH	RADIO ANNOUNCEMENTS	560.00
KRAMER, MILT L	MILEAGE REIMB	37.06
LANDSCAPES BY CHILDSPLAY	VETERAN MEMORIAL TREES	840.00
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MANCHESTER SIGNS	SIGNS	4,202.00
MARLA'S SCREEEN PRINTS & MORE	T-SHIRTS	348.40
MCCRABB, RICHARD	MOWING	120.00
MEDIACOM	PHONE/INTERNET	535.12
MIDWEST TAPE	LIBRARY MATERIALS	628.95
MONKEYTOWN	SUPPLIES	397.97

MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	175.00
NICC	MREP PHONE/INTERNET	170.00
OLIVE THAT DELI	DOWNTOWN INCENTIVE GRANT	635.00
ONEIDA SIGNS	NAMEPLATE	7.95
PAYROLL CHECKS	PAYROLL	61,700.60
PHYSIO-CONTROL	AED & SUPPLIES	1,893.50
REAL DEALS ON HOME DÉCOR	COMMERCIAL INCENTIVE GRANTS	7,995.28
RELIANCE STANDARD LIFE INS	INSURANCE	381.55
RIVER CITY STONE	ROCK/STONE	2,043.01
RUNDE AUTO GROUP	TRUCK PURCHASE	44,754.00
SHERE, ANGELA	REIMB SUPPLIES	235.64
SMOCK, JEFF	MILEAGE REIMB	167.86
STATE HYGIENIC LABORATORY	LAB TESTS	576.00
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	564.17
SUPREME GREEN	LAWNCARE MAINTENANCE	160.00
TAUKE, MATT	PURCHASE	80.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	421.00
THE FISH SHACK	LIBRARY: MAINT	75.00
THREE RIVERS FS	FUEL/FERTILIZER	4,195.98
TOP GRADE EXCAVATING	PAY #4: 2018 STREET PROJECT	122,919.50
TREASURER STATE OF IOWA	STATE TAX	3,642.00
ULINE	LIB SUPPLIES	790.17
US DEPT OF EDUCATION	PAYROLL WITHHOLDINGS	225.22
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
WELLMARK	INSURANCE	27,270.28
WILSON, JOANN	SEIBERT REFUND	75.00
TOTAL ACCOUNTS PAYABLE		678,949.51
	FUND TOTALS	
	GENERAL	134,359.74
	FRANCHISE FEES	4,202.00
	STREET EQUIPMENT RESERVE	22,377.00
	ROAD USE TAX	26,523.62
	EMPLOYEE BENEFIT	22,102.03
	POLICE SPECIAL USES	1,536.50
	LIBRARY GIFT & TRUST	70.12
	POLICE CANINE	21.82
	CAPITAL PROJECTS	2,832.75
	DOWNTOWN INCENTIVE	8,630.28
	WHITewater PARK PROJECT	248,956.27
	STREET PROJECTS	138,066.00
	WATER	29,606.52
	WATER CAPITAL PROJECT	6,000.00
	SEWER	33,664.86
	TOTAL	678,949.51

Ordinance 012-2018 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa  
Motion by Poynor, seconded by Stelken to approve the third consideration and final adoption of Ordinance 012-2018  
An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.  
R-113-2018 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the Riverfront Park Project

City Manager Vick referred the Council to additional information provided by Ryan Wicks, Fehr Graham, regarding the additional work on the Riverfront Project.

The Council reviewed the information provided and discussed the additional work, communication with City Staff, working with the adjoining property owner, documentation for future projects, utilizing deadlines, and the parking lot layout.

Motion by Poynor, seconded by Bradley to adopt R-113-2018 Resolution Approving Change of Scope Authorization Form with Fehr Graham for the Riverfront Park Project. Motion carried, all ayes.

Approve payment of claims totaling \$17,231.63 to Fehr Graham for engineering services (moved from Consent Agenda)

Motion by Stelken, seconded by Struble to approve payment of claims totaling \$17,231.63 to Fehr Graham for engineering services. Motion carried, all ayes.

South Tama Street Patch

City Manager Vick informed the Council that City Staff have been coordinating the street patch and curb replacement along South Tama Street with Kluesner Construction, the paving contractor for the CSB Bank project. City Staff has noted the condition of the asphalt along this portion of South Tama Street has significant cracking and that paving between the curb and existing street would not provide for a clean transition. Staff would like to remove the remaining portion of the travel lane to the center of the street which would provide for a better transition line and drainage. If the City were to do that, it would at the City's cost. Street Superintendent Jason Haight obtained a quote from Kluesner Construction in the amount of \$7,252 to cut, remove and pave a section of South Tama Street from the centerline of the road to a point 5 feet from the poured curb.

Following discussion, motion by Stelken, seconded by Struble to approve quote from Kluesner Construction in the amount of \$7,252.00 for an asphalt patch on South Tama Street from East Main Street to East Delaware Street. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that there would be a meeting at Acers Street and North Franklin Street on Wednesday to discuss the 2020 Street Project. Vick also noted that the City's health insurance cost will be decreasing by 5% this year.

Council Member Sherman updated the Council on a community tour that McClure Engineering did of Manchester. McClure will provide the City with a report highlighting ideas they have for the community for the Council to review.

Council Member Stelken asked about returning sandbags and flood damage.

Mayor Kramer informed the Council that the annual Boards & Commissions reception will be held on November 7, 2018.

Motion by Sherman, seconded by Stelken that the meeting adjourn at 5:41pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk