

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Tuesday, November 13, 2018

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken. Absent: Tania Bradley, Ron Struble.

Mayor Kramer presented the following Service Awards:

- Matt Tauke for 5 years of service to the Manchester Police Department
- Chad Wulfekuhle for 10 years of service to the Manchester Water Department
- Angela Shere for 10 years of service to the Manchester Public Library

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

Consent Agenda

2.1 Approval of the minutes of the October 22, 2018 City Council meeting

2.2 R-118-2018 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the July 12, 2018 Library Board minutes
- the September 13, 2018 Library Board minutes
- the November 8, 2018 Library Board minutes
- the September 2018 Library Statistical Report
- the October 2018 Library Statistical Report
- the November 6, 2018 Parks & Recreation Commission minutes
- the October 2018 Wastewater IDNR Reports

2.4 Liquor License Applications

- Renewal Application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company at 116 South Franklin Street
- Renewal Application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service, and Sunday Sales for Delaware County Fair Society at 200-400 East Acers Street
- Renewal Application for On Premise Class C Liquor License with Outdoor Service for American Legion Post #45 at 206 North Franklin Street

2.5 R-119-2018 Resolution Amending Salary Resolution

2.6 Approve payment of claims totaling \$36,635.37 to Fehr Graham for engineering services

2.7 Downtown/Commercial Incentive Grant Applications

- Awning Grant in the amount of \$1,190.00 to Roger Lake, Lake Design & Decor, for the property at 105 North Franklin Street

2.8 Downtown/Commercial Incentive Grant Payment Requests

- Acquisition Grant in the amount of \$1,329.00 to Gosling & Company, P.C. for the property at 215 North Franklin Street
- Design Assistance Grant in the amount of \$880.00 to Gosling & Company, P.C. for the property at 215 North Franklin Street

2.9 R-120-2018 Resolution Providing for Reduction of Interest Rate for Sewer Revenue Bond

2.10 Approve Pay Estimate #4 in the amount of \$74,434.67 to F.L. Krapfl for the Riverfront Phase 1 Project

2.11 R-121-2018 Resolution Approving Annual Financial Report for Fiscal Year ended June 30, 2018

2.12 R-122-2018 Resolution Approving Depository Resolution with Farmers & Merchants Savings Bank

2.13 R-123-2018 Resolution Approving Depository Resolution with Citizens State Bank

2.14 R-124-2018 Resolution Approving Depository Resolution with Community Savings Bank

2.15 R-125-2018 Resolution Approving Depository Resolution with GNB Bank

2.16 Approval of the Consent Agenda

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	DESCRIPTION	AMOUNT
A1A SANDBLASTING	SANDBLASTING	10,200.00
ACCENT LASER	TONER CARTRIDGE(S)	494.64
ADL	FIRE EQUIPMENT SUPPLIES	1,316.16
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	20,565.64
AMAZON CAPITAL SERVICES	SUPPLIES	681.33
ANDERSON WELDING	REPAIR/MAINTENANCE	63.57
AUNT EMMY'S	BOARDS & COMMISSIONS	682.50
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,723.00
BARD MATERIALS	ROCK/CONCRETE	66.53
BARRON MOTOR	PARTS/SUPPLIES	4.53
BIG 3 DESIGN	WEBSITE DESIGN	436.98
BLACK HILLS ENERGY	HEATING FUEL	835.51
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	1,253.78
BROOKS, KATIE	LIBRARY PROGRAM	150.00
CENGAGE LEARNING	LIBRARY MATERIALS	60.78
CITY OF MANCHESTER	SPORTS COMPLEX WATER	166.95
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
CN RAILROAD	BREWER ST CROSSING REPAIR	27,786.00
COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
CREATIVE PRODUCT SOURCING	CERTIFICATES	98.50
D & S PORTABLES	PORTAPOTTY	1,466.25
DEL CO CLERK OF COURT	FILING FEE	40.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	SUPPLIES	28.10
DEPOSIT REFUNDS ON 10/30/2018	DEPOSIT REFUNDS	82.20
DEPOSIT REFUNDS ON 10/31/2018	DEPOSIT REFUNDS	431.56
DON & WALT	REPAIR/MAINTENANCE	198.42
DUBUQUE FIRE EQUIPMENT	FIRE EQUIP REPAIR	182.58
DURATUFF FLOOR COATINGS	EPOXY COAT POOL	5,245.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,001.70
ENVIRONMENTAL RESOURCE ASSOC	CHEMICALS	362.24
ERIN LEARN PETTY CASH	POSTAGE, SUPPLIES	86.12
FALLER, KINCHELOE & CO	AUDIT	7,600.00
FAREWAY STORES	SUPPLIES	37.73
FASTENAL COMPANY	PARTS/SUPPLIES	106.06
FEHR GRAHAM	ENGINEERING SERVICES	17,231.63
FOLSOM, KRISTY	REIMB CONFERENCE, SUPPLIES	480.59
FOX APPARATUS REPAIR & MAINT	FD SUPPLIES/MAINTENANCE	409.65
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	156.25

GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,132.68
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	30.00
HERITAGE PRINTING	OFFICE SUPPLIES	45.25
HEYER, KATHRYN	LIBCON EXPENSES	115.15
IA DEPT OF JUSTICE	SPCR012628/SPCR012558	150.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	102.02
IOWA DEPT OF REVENUE	SALES TAX	4,578.61
J & R SUPPLY	WTR/SWR SUPPLIES	28.40
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	494.34
J'S AUTO	VEHICLE REPAIR/MAINT	699.21
KIRKHAM MICHAEL	PAY #3: AIRPORT ENVIRONMENTAL	9,765.23
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	15,000.00
KMCH	RADIO ANNOUNCEMENTS	260.00
KRAMER, MILT L	MILEAGE REIMB	86.11
LEARN, ERIN	MILEAGE REIMB	291.86
MANCHESTER ANIMAL MEDICAL	VETERINARY CARE	187.82
MANCHESTER MOTOR SUPPLY	AUTO PARTS	169.99
MANCHESTER SIGNS	SIGNS	293.75
MANSON CONCRETE	CONCRETE	7,340.50
MEDIACOM	PHONE/INTERNET	400.88
MIDWEST PATCH	STREET MAINT MATERIALS	1,197.20
MIDWEST TAPE	LIBRARY MATERIALS	791.18
MONKEYTOWN	SUPPLIES	1,227.43
NICC	MREP PHONE/INTERNET	175.00
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT	61,889.23
NORSOLV SYSTEMS	CHEMICALS	143.95
ONEIDA SIGNS	SIGNS/PLAQUES	297.75
PALMER HARDWARE	PARTS/SUPPLIES	322.22
PAYROLL CHECKS	PAYROLL CHECKS	54,330.85
PETERS & LONGMUIR	LEGAL FEES	1,265.59
PITNEY BOWES	POSTAGE MACHINE	161.48
POSTMASTER	POSTAGE	547.03
PREMIER PARTS	PARTS/SUPPLIES	58.14
RADIO COMMUNICATIONS	REPAIR/MAINT	166.70
REGIONAL MEDICAL CENTER	RECORDS REQUEST	24.75
RIVER CITY STONE	ROCK/STONE	267.93
RUNDE AUTO GROUP	PARTS/REPAIR	44.63
SCHROEDERS CASH SUPPLY	SUPPLIES	8.76
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	163.90
SHERE, ANGELA	SUPPLIES	13.50
SMOCK, JEFF	MILEAGE REIMB	167.86
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	200.93

STATE HYGIENIC LABORATORY	LAB TESTS	608.00
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	43.95
SUE'S FLOWER & GARDEN CTR	LANDSCAPE PLANTS/MATERIALS	130.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	220.00
TASC	FLEX BENEFITS	1,377.19
TAUKE, MATT	REIMB SUPPLIES	14.97
THREE RIVERS FS	FUEL/FERTILIZER	6,083.07
TREASURER STATE OF IOWA	STATE TAX	3,595.00
TRUMBLEE, DAVID	REIMBURSEMENT	20.00
US DEPT OF EDUCATION	GARNISHMENT	225.22
USA BLUE BOOK	PARTS/SUPPLIES	919.51
VANTAGE TRANSFER AGENTS	ICMARC	819.69
VISA	SUPPLIES	1,075.09
VISION SERVICE PLAN	INSURANCE	586.80
VOSS, JENNIE	VB SUPERVISOR	300.00
WALMART	SUPPLIES	42.84
WELLMARK	PAYROLL WITHHOLDINGS	2,402.07
WESSELS, JAMES L	REIMBURSEMENT	4,750.00
WIDNER DRUG	SUPPLIES	16.99
WINDSTREAM	PHONE/INTERNET	1,763.02
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	741.12
TOTAL ACCOUNTS PAYABLE		313,695.94
	FUND TOTALS	
	GENERAL	129229.49
	ROAD USE TAX	18,110.16
	EMPLOYEE BENEFIT	1,912.71
	POLICE SPECIAL USES	248.50
	PARK IMPROVEMENT	1,808.50
	PARK GIFT & TRUST	80.97
	LIBRARY GIFT & TRUST	269.54
	POLICE CANINE	187.82
	CAPITAL PROJECTS	650.00
	WHITEWATER PARK PROJECT	3,503.18
	STREET IMPROVEMENT	15,000.00
	STREET PROJECTS	34,416.40
	WATER	19,866.87
	UTILITY DEPOSIT TRUST	431.56
	WATER CAPITAL PROJECT	68,489.23
	SEWER	19,491.01
	TOTAL	313,695.94

2020 Street Project

Mayor Kramer informed the Council that before staff and the project engineer can complete the final design for the 2020 Street Project, the Council needs to finalize some aspects of the proposed project.

The Council discussed the following items with the City Manager and Project Engineer: lane configuration and turn lanes, storm sewers, assessments, and sidewalks within the project area.

104 North Tama Street

Mayor Kramer informed the Council that no proposals were received to remove the structure at 104 North Tama Street. City Staff would like to re-advertise the Request for Proposals and allow for proposals to be submitted until March 1, 2019, with a June 1, 2019 removal requirement.

R-126-2018 Resolution Accepting and Approving Acquisition of Property Generally Located at 500 North Franklin Street, in the City of Manchester, Delaware County, Iowa

Mayor Kramer informed the Council that the District Court for Delaware County ruled that 500 North Franklin Street is an abandoned building pursuant to Code of Iowa Section 657A.10A, and that the City of Manchester is entitled to relief. The City will have to pay the United States Small Business Administration \$4,000 in return for their waiver of all rights to the property. The order further states that Delaware County is able to seek payment of back property taxes assessed against the property in the event the City of Manchester transfers the property to a nongovernmental entity.

The Council discussed the condition of the property and options for the property once the City acquires it. The Council agreed further discussion and study will need to be done on the best way to proceed with the building.

Motion by Poynor, seconded by Stelken to adopt R-126-2018 Resolution Accepting and Approving Acquisition of Property Generally Located at 500 North Franklin Street, in the City of Manchester, Delaware County, Iowa. Motion carried, all ayes.

Police Squad Car Replacement

Mayor Kramer referred the Council to a memo from Police Chief Jim Hauschild requesting permission to purchase a 2019 Dodge Charger from Runde Auto Group at a cost of \$24,689 and for the installation of equipment in the vehicle by RC Systems at a cost of \$7,404.96. Mayor Kramer noted the purchase of a new squad car was included in the Fiscal Year 2018-2019 Budget.

Motion by Stelken, seconded by Poynor to approve the purchase 2019 Dodge Charger from Runde Auto Group at a cost of \$24,689 and for the installation of equipment in the vehicle by RC Systems at a cost of \$7,404.96. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Attorney Jim Peters updated the Council on progress on nuisance and abandoned properties in the City.

City Manager Tim Vick informed the Council that the annual goal setting session will be December 5th at 4:30pm at Fire Station.

Motion by Sherman, seconded by Stelken that the meeting adjourn at 6:38pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk