

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, June 24, 2019

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

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

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

Consent Agenda

2.1 Approval of the minutes of the June 10, 2019 City Council meeting

2.2 R-067-2019 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the June 12, 2019 Planning & Zoning Commission

2.4 Liquor License Applications

- New Application for Off Premise Class B Native Wine Permit for New To You Consignment & Home Decor at 100 North Franklin Street
- New Application for 14 Day On Premise Class C Liquor License with Sunday Sales and Outdoor Service Area for the Delaware County Fair effective July 8, 2019

2.5 R-068-2019 Resolution Amending Salary Resolution

2.6 Commercial Incentive Grant Applications

- Facade Grant in the amount of \$3,291.69 for TurnKey Security Equipment Inc. for property at 913 East Main Street
- Parking Lot Assistance Grant in the amount of \$1,700.00 and an Interior Assistance Grant in the amount of \$1,140.14 for Heims Awards for property at 106 McCarren Drive

2.7 R-069-2019 Resolution Appointing Commissioners to the Eastern Iowa Regional Housing Authority from the City of Manchester, Iowa

2.8 R-070-2019 Resolution Setting Dates of a Public Hearing to Consider the Vacation of a Portion of South Second Street

2.9 R-071-2019 Resolution Approving Final Plat (Deer Field Fourth Addition)

2.10 R-072-2019 Resolution Setting Date of a Public Hearing on Urban Renewal Plan Amendment (Public Works Building Project)

2.11 R-073-2019 Resolution Approving & Authorizing Utility Write Offs

2.12 R-074-2019 Resolution Waiving Right to Review (MacTaggart Survey)

2.13 Approve payment of claims totaling \$42,832.00 to Fehr Graham for engineering services

2.14 Approve Pay Estimate #7 in the amount of \$84,823.51 to F.L. Krapfl, Inc. for the Riverfront Park Project

2.15 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	383.59
AFLAC	PAYROLL WITHHOLDINGS	584.56
ALLIANT ENERGY	ELECTRICITY	18,608.27
AMAZON CAPITAL SERVICES	SUPPLIES	167.65
BARD MATERIALS	STREET MAINT	1,001.00
BECKER ELECTRIC	REPAIR/MAINT	419.37

BROWN SUPPLY	SUPPLIES	1,246.42
CENGAGE LEARNING	LIBRARY MATERIALS	122.36
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	115.40
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,377.19
CLAIMS MANAGEMENT RESOURCES	DAMAGE TO WINDSTREAM LINE	1,145.96
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
DEL CO AUDITOR	GIS	3,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	956.10
DEL CO TOURISM	STATE FARM GRANT PASS THRU	500.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	BUILDING SUPPLIES	43.84
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	227.40
DIGITAL ALLEY	VIDEO SUPPLIES	790.00
DON & WALT	REPAIR/MAINTENANCE	3,641.25
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	22,631.77
ERIN LEARN PETTY CASH	REIMBURSE PETTY CASH	90.22
FAREWAY STORES	SUPPLIES	1,009.20
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
HAWKINS	CHEMICALS	396.00
HEMPSTEAD, KEN	REIMB SUPPLIES	70.02
HITECH COMMUNICATIONS	MAINT/REPAIR	5,883.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	77.45
IOWA ONE CALL	LOCATES	72.90
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	236.53
KAY PARK-REC	PARK EQUIPMENT	1,846.40
KIRKHAM MICHAEL	PAY #10 AIRPORT ENVIRONMENTAL	4,882.61
KLUESNER SANITATION	GARBAGE/RECYCLING	22,029.13
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	201.26
LANDSCAPES BY CHILDSPLAY	FD LANDSCAPE MATERIALS	515.62
MANCHESTER CHIROPRACTIC	COMMERCIAL INCENTIVE GRANT	2,222.23
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	85.64
MERKES, JOHN	SUPPLIES	60.00
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	553.17
MID IOWA PETROLEUM EQUIP	REPAIR DAMAGED PEDESTAL	1,516.00
MOMENTUM	SCREEN PRINTING	1,938.97
MPH INDUSTRIES	LASER/RADAR TECHNOLOGY	82.64
NORTHERN LIGHTS DISTRIBUTING	CONCESSION/JANITORIAL	1,529.33
OLIVE THAT DELI	DOWNTOWN INCENTIVE GRANT	13,903.46
PALMER HARDWARE	PARTS/SUPPLIES	909.89
PAYROLL CHECKS	PAYROLL	69,267.28
PEPSI COLA BOTTLING CO	CONCESSIONS	765.79
PHILGREEN, MICHELLE	2019 BROADWAY KIDS	2,972.99
POTTER, LYLE	LIB PROGRAM	125.00
PRAIRIE VALLEY TECHNOLOGIES	PHONE MAINTENANCE/REPAIR	175.00
RIVER CITY STONE	ROCK/STONE	607.50
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	68.94
SCHRECK, JO	REIMBURSE SUPPLIES	69.51
SCHWAN'S HOME SERVICE	CONCESSIONS	998.41
SHERE, ANGELA	REIMB SUPPLIES	64.09
SMOCK, JEFF	MILEAGE REIMB	178.68
STATE HYGIENIC LABORATORY	LAB TESTS	189.50

STOREY KENWORTHY	OFFICE SUPPLIES	593.00
SUE'S FLOWER & GARDEN CTR	LANDSCAPE PLANTS/MATERIALS	709.33
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	154.00
SUPREME GREEN	CITY PROP CONTRACT MOWING	4,886.69
THE PENWORTHY COMPANY	CHILDREN'S BOOKS	99.77
TREASURER STATE OF IOWA	STATE TAX	3,745.00
TRIPLE E TECHNOLOGIES	REPAIR DAMAGED PEDESTAL	4,666.54
TRI-TECH FORENSICS	FORENSIC KITS	70.93
US DEPT OF EDUCATION	GARNISHMENT	252.47
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	819.69
VERIZON WIRELESS	MOBILE DATA	280.23
WALMART	SUPPLIES	1,015.41
WELLMARK	PAYROLL WITHHOLDINGS	2,423.66
WINDSTREAM	PHONE/INTERNET	812.92
WOODWARD COMMUNITY MEDIA	PUBLICATION EXPENSE	1,292.96
WT.COX	LIB SUPPLIES	585.56
ZEHR, AMY	REIMBURSE CONFERENCE	248.82
TOTAL ACCOUNTS PAYABLE		216,715.06
	FUND TOTALS	
	GENERAL	140,345.53
	ROAD USE TAX	17,400.53
	PARK IMPROVEMENT	1,170.00
	PARK GIFT & TRUST	3,610.35
	LIBRARY GIFT & TRUST	6,152.34
	DOWNTOWN INCENTIVE	16,125.69
	STREET PROJECTS	3,000.00
	WATER	13,162.10
	SEWER	15,748.52
	TOTAL	216,715.06

Regional Planning Affiliation Region 8 - Chandra Ravada, Transportation Director

Chandra Ravada, Transportation Director RPA Region 8, provided the Council with a handout detailing the Transportation Improvement Program and the City of Manchester's Surface Transportation Program funding history. Mr. Ravada discussed with the Council the process for federal funding for transportation projects, Manchester's projects, and his agency's role.

Fire Station Door Replacement

Mayor Kramer referred the Council to the seven quotes received for the replacement of the five west garage doors on the south side of the Fire Department. The lowest quote of \$17,653.00 was received from Overhead Door Company, Dubuque, Iowa.

Following discussion, motion by Sherman, seconded by Struble to accept the quote from Overhead Door in the amount of \$17,653.00 for the Fire Station Door Replacement project. Motion carried, all ayes.

Approval of Variance Request of Kristy Folsom to the City of Manchester Employee Handbook Section 2.8 Residency Requirement

Mayor Kramer informed the Council that Library Director Kristy Folsom has submitted a request for a variance of the City's Personnel Handbook requiring Department Heads to reside within a ten mile radius of their departmental headquarters. Members of the Library Board and the City Manager have reviewed the request and recommend approval of the variance request.

Library Director Kristy Folsom addressed the Council regarding the request, stating that it is in the best interest of her family to live in Hiawatha, Iowa. The Council discussed the request with Library Director Folsom.

Motion by Poynor, seconded by Bradley to approve the request from Library Director Kristy Folsom for a variance to the City's Personnel Handbook requiring Department Heads reside within a ten mile radius of their departmental headquarters contingent upon formal action by the Library Board at their next meeting. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Tim Vick updated the Council on the properties the City owns and noted the next Committee of the Whole meeting will be July 17, 2019 at 4:30pm.

Jeff Ogden, 1332 North Franklin Street, addressed the Council with questions and concerns on the proposed City Shop Project and the City's debt.

Motion by Bradley, seconded by Struble that the meeting adjourn at 5:51pm. Motion carried, all ayes.

---

Milt L. Kramer, Mayor

Attest:

---

Erin Learn, City Clerk