

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 14, 2019

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.
Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the September 23, 2019 City Council meeting and the October 9, 2019 Committee of the Whole meeting

3.2 R-108-2019 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the October 9, 2019 Forestry Committee meeting
- September 2019 Wastewater Reports
- minutes of September 12, 2019 Library Board meeting
- September 2019 Library Statistical Report

3.4 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 On Premise Class B Beer Permit with Sunday Sales for Pizza Hut #4695 at 1129 East Main Street

3.5 R-109-2019 Resolution Amending Salary Resolution

3.6 Ordinance 012-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Traffic Regulations, third consideration and final adoption

3.7 Ordinance 013-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Alcoholic Beverage Control, third consideration and final adoption

3.8 Ordinance 014-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Operating Budget Preparation, third consideration and final adoption

3.9 Ordinance 015-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Cigarette and Tobacco Permits, third consideration and final adoption

3.10 Ordinance 016-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Conflict of Interest, third consideration and final adoption

3.11 Ordinance 017-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Interference with Official Acts, third consideration and final adoption

3.12 Ordinance 018-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Solid Waste Control, third consideration and final adoption

3.13 Ordinance 019-2019 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Service Discontinued, third consideration and final adoption

3.14 Approve the quote of \$11,900 from Del-Clay Farm Equipment for the purchase of a Landpride 12' H.D. Rotary Cutter and associated equipment

3.15 Approve Pay Estimate 2 in the amount of \$8,058.56 to Kirkham Michael for the Airport Crack Repair/Seal Coat Project

3.16 R-110-2019 Resolution Approving Street Lighting Agreement with Maquoketa Valley Electric Cooperative for the West Commercial Subdivision

- 3.17 Approve payment of claims totaling \$15,032.00 to Fehr Graham for engineering services
- 3.18 R-111-2019 Resolution Waiving Right to Review Plat (Soppe)
- 3.19 R-112-2019 Resolution Waiving Right to Review Plat (Tschiggfrie's Second Subdivision)
- 3.20 Approve payment of \$10,230.00 to Burrington Group for engineering services related to the East Main Street Project
- 3.21 Approve Pay Estimate #9 (Final) in the amount of \$38,777.05 to F.L. Krapfl, Inc. for the Riverfront Park Project
- 3.22 R-113-2019 Resolution Accepting Work Covering the City's Riverfront Park Project
- 3.23 Approve Pay Estimate #2 in the amount of \$28,393.81 to Horsfield Construction, Inc. for the South Madison Parking Lot Project
- 3.24 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club
- 3.25 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	349.75
AFLAC	PAYROLL WITHHOLDINGS	560.74
ALLEN OCCUPATIONAL HEALTH	HEARING TESTS	336.50
ALLIANT ENERGY	ELECTRICITY	7,904.42
AMAZON	SUPPLIES	447.22
ASCAP	CONTRACT	10.02
AUNT EMMY'S	PROGRAM SUPPLIES	60.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,393.68
BARD MATERIALS	STREET MATERIALS	412.50
BARRON MOTOR	PARTS/SUPPLIES	327.52
BETSINGER MCCANN, LINDA	LIBRARY MATERIALS	20.00
BIECHLER ELECTRIC	PARKING LOT ELECTRICAL	214.00
BLACK HILLS ENERGY	HEATING FUEL	925.05
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	477.02
BURRINGTON GROUP	ENGINEERING SERVICES	1,910.00
CENGAGE LEARNING	LIBRARY MATERIALS	155.15
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER	COMPLEX WATER/SEWER	55.20
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,252.88
CLARK EQUIPMENT	SKID LOADER	51,156.35
COLEMAN MOORE	ROAD PATCH	570.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
D & S PORTABLES	JET LINE	300.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	960.30
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEPOSIT REFUNDS ON 9/30/2019	DEPOSIT REFUNDS	478.89
DES MOINES REGISTER	SUBSCRIPTION	413.25
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	79.24
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,293.50
ELM USA	LIBRARY MATERIALS	25.00
FALLER, KINCHELOE & CO PLC	AUDITING SERVICES	7,500.00

FASTENAL COMPANY	PARTS/SUPPLIES	951.42
FEHR GRAHAM	ENGINEERING FEES	58,865.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	587.80
GIENAPP CONSTRUCTION	SHOP DOOR REPAIR	35.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	434.05
HOGAN, BARB	REIMBURSEMENTS	31.76
HORSFIELD CONSTRUCTION	S MADISON PARKING LOT PROJECT	155,431.87
HYDRITE CHEMICAL	CHEMICALS	2,763.00
IA LEAGUE OF CITIES	MEMBERSHIP DUES	2,704.00
IDNR	WATER USE PERMIT	95.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	77.92
IOWA ONE CALL	LOCATES	76.50
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	541.84
K&A FARM EQUIPMENT	SPRING/ASSEMBLY	194.00
KELLY, JESSICA	REIMBURSEMENT	84.68
KIRKHAM MICHAEL	AIRPORT ENVIRONMENTAL ASMT	4,882.62
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	1,470.00
KLUESNER SANITATION	GARBAGE/RECYCLING	21,822.45
KMCH	RADIO ANNOUNCEMENTS	560.00
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	449.73
KRAMER, MILT L	MILEAGE REIMB	109.04
LAWSON PRODUCTS	TOOLS & MATERIALS	134.98
LEARN, ERIN	MILEAGE REIMB	109.04
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	3,708.00
MANCHESTER MOTOR SUPPLY	AUTO PARTS	222.28
MANCHESTER SIGNS	SIGNS	649.00
MANSON CONCRETE	CONCRETE	24,800.00
MARTIN GARDNER ARCHITECTURE	ARCHITECTURAL SERVICES	760.00
MCCLURE ENGINEERING	CREATIVE PLACEMAKING	17,566.00
MCCRABB, RICHARD H	MOWING SERVICES	120.00
MCGREAL, AMANDA	REIMBURSE SUPPLIES	12.77
MEARDON, SUEPPEL, DOWNER PLC	LEGAL FEES	75.00
MEDIACOM	PHONE/INTERNET	405.15
MIDWEST BUSINESS PRODUCTS	COPIER MAINT CONTRACT	378.30
MIDWEST PATCH	STREET MAINT MATERIALS	224.00
MIDWEST TAPE	LIBRARY MATERIALS	445.91
MOMENTUM	SCREEN PRINTING	372.60
MPH INDUSTRIES	LASER/RADAR TECHNOLOGY	145.09
NICC	FIRE TRAINING	170.00
NOAH RIEMER PRODUCTIONS	LIBRARY PROGRAM	450.00
NORLAB	TOILET DYE	81.00
NORSOLV SYSTEMS	CHEMICALS	143.95
ORIENTAL TRADING COMPANY	PROGRAM SUPPLIES	58.94
OVERHEAD DOOR	FD DOORS	17,653.00
PAYROLL CHECKS	PAYROLL	53,415.92
PETERS & LONGMUIR PLC	LEGAL FEES	1,100.00
POSTMASTER	POSTAGE	541.67
PREMIER PARTS	PARTS/SUPPLIES	14.46
PRONTO MART	FUEL	188.19

RADIO COMMUNICATIONS	TRACTOR RADIO	589.20
RELIANCE STANDARD LIFE INS	INSURANCE	468.53
RIVER CITY STONE	ROCK/STONE	773.46
RIVERBEND PUB & GRILL	DOWNTOWN INCENTIVE GRANTS	28,500.00
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	304.05
SHERE, ANGELA	REIMBURSEMENT	122.69
SHERMAN, DEAN	MILEAGE REIMB	109.04
SHRED-IT US JV	SHREDDING	39.83
SMALL ANIMAL CLINIC	SUPPLIES	51.00
SMOCK, JEFF	MILEAGE REIMB	178.64
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	195.07
STATE HYGIENIC LABORATORY	LAB TESTS	175.00
STOREY KENWORTHY	OFFICE SUPPLIES	5.50
SUE'S FLOWER & GARDEN CTR	LANDSCAPE PLANTS/MATERIALS	260.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	110.00
SUPREME GREEN	MOWING CONTRACT	4,716.69
THE FISH SHACK	LIB: AQUARIUM MAINT	75.00
THREE RIVERS FS	FUEL/FERTILIZER	4,219.68
TREASURER STATE OF IOWA	STATE TAX	3,264.00
US CELLULAR	MONTHLY CELL/DATA	42.82
USA BLUE BOOK	PARTS/SUPPLIES	61.17
VAN METER	ELECTRICAL SUPPLIES	1,752.94
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	625.35
VELOCITY SYSTEMS	SUPPLIES	5,700.00
VERIZON WIRELESS	MOBILE DATA	280.11
VICK, TIMOTHY J	MILEAGE REIMB	54.42
VISION SERVICE PLAN	INSURANCE	604.30
WALMART	SUPPLIES	301.14
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	232.50
WELLMARK	INSURANCE	20,532.03
WINDSTREAM	PHONE/INTERNET	958.05
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	785.99
ZANGERLE REPAIR	HOSE VAC	111.74
TOTAL ACCOUNTS PAYABLE		550,571.64
	FUND TOTALS	
	GENERAL	136,724.48
	FRANCHISE FEES	17,566.00
	HOTEL MOTEL TAX	-19.97
	STREET EQUIPMENT RESERVE	51,611.55
	ROAD USE TAX	21,681.06
	EMPLOYEE BENEFIT	16,411.96
	POLICE SPECIAL USES	5,700.00
	PARK IMPROVEMENT	1,960.00
	PARK GIFT & TRUST	24.70
	LIBRARY GIFT & TRUST	420.15
	CAPITAL PROJECTS	164,824.87
	DOWNTOWN INCENTIVE	28,500.00
	BIKEWAY/WALKWAY PROJECTS	24,800.00
	STREET PROJECTS	49,396.00
	WATER	16,716.37

	UTILITY DEPOSIT TRUST	478.89
	WATER CAPITAL PROJECT	1,000.00
	SEWER	12,775.58
	TOTAL	550,571.64

Public Hearing on the Intention to Issue Revenue Bonds or Notes on behalf of the Good Neighbor Society in an Aggregate Principal Amount not to exceed \$6,000,000

Mayor Kramer opened the Public Hearing at 5:13pm.

Mayor Kramer informed the Council that the City would act as the conduit for the Good Neighbor Society to qualify for tax exempt bonds, and noted that the City will have no financial obligations or responsibilities for this debt.

Matt Carpenter, Good Neighbor Society CEO, reviewed the proposed plans for the project with the Council.

Christina Kuhn, Dorsey & Whitney LLP, reviewed with the Council the laws related to conduit financing and explained how the process works.

The Council discussed the project with Mr. Carpenter.

Verla Tegeler, 160 Delhi Road, asked what was going to be done with the existing beds that are for physical therapy and questioned the size of the proposed gymnasium. Mr. Carpenter responded that the current beds would be converted to hospice beds for the facility.

Dave Tegeler, 160 Delhi Road, asked why there wasn't a drain in the shop.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:24pm.

Motion by Poynor, seconded by Bradley to adopt R-114-2019 Resolution Authorizing and Providing for the Issuance of not to exceed \$6,000,000 Aggregate of Retirement Facility Revenue Note for Good Neighbor Society and the Execution and Delivery of Related Documents. Motion carried, all ayes.

Highway 13 Water Main Loop Project - John Houlihan

John Houlihan addressed the Council with concerns about the condition of the right of way in front of the property his family owns along the Highway 13 Water Main Loop Project area following the project. Mr. Houlihan noted several issues, including the slope of the ditches, water ponding and the waterways, and the need for rock alongside the driveways. Mr. Houlihan asked the City to work with him to have the property returned to the condition it was prior to the project.

Ryan Wicks, Fehr Graham, noted that their staff had met with the Iowa Department of Transportation (IDOT) and City Inspector Perry Peterson onsite this fall to review the project. The IDOT reviewed and approved the work that was done by the contractor.

The Council discussed with Mr. Houlihan and Mr. Wicks the condition of the property, the work that was completed, the weather issues, the IDOT inspection, seeding, waterway repairs, slope of the ditches, and contractor responsibilities.

The Council agreed that the City needs to work with Mr. Houlihan to resolve the issues identified before the final pay estimate is approved and the project is accepted.

Approve Pay Estimate #2 in the amount of \$10,108.00 to Top Grade Excavating, Inc. for the Highway 13 Water Main Loop Project

Motion by Sherman, seconded by Stelken to approve Pay Estimate #2 in the amount of \$10,108.00 to Top Grade Excavating, Inc. for the Highway 13 Water Main Loop Project. Motion carried, all ayes.

R-115-2019 Resolution Approving Change Order #1 for the Highway 13 Water Main Loop Project

No action was taken.

Approve Pay Estimate #3 (Final) in the amount of \$28,018.02 to Top Grade Excavating, Inc. for the Highway 13 Water Main Loop Project

No action was taken.

R-116-2019 Resolution Accepting Work Covering the City's Highway 13 Water Main Loop Project

No action was taken.

Acknowledge Receipt of City Council Member Resignation

Motion by Stelken, seconded by Sherman to acknowledge receipt of Council Member Ron Struble's resignation effective immediately. On call of roll: Ayes: Stelken, Sherman, Bradley, Poynor. Nays: None. Abstentions: Struble. Motion carried.

The Council thanked Council Member Struble for his service to the City.

Motion by Bradley, seconded by Poynor to publish notice of intent to fill the vacancy by appointment. On call of roll: Ayes: Bradley, Poynor, Stelken, Sherman. Nays: None. Motion carried

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the status of the vacant properties the City owns.

Motion by Sherman, seconded by Stelken that the meeting adjourn at 6:06pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk