

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Tuesday, November 12, 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, Connie Behnken.  
Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the October 28, 2019 City Council meeting and the November 6, 2019 Committee of the Whole meeting

3.2 R-123-2019 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- October 2019 Wastewater IDNR Reports
- Minutes of the October 17, 2019 Library Board meeting
- October 2019 Library Statistical Report

3.4 Approval of Liquor License Applications

- Renewal Application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company, LLC at 116 South Franklin Street
- Renewal Application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service, Sunday Sales for Delaware County Fair Society at 200-400 Acres Street

3.5 R-124-2019 Resolution Amending Salary Resolution

3.6 Downtown Incentive Program Grant Application

- Awning Grant in the amount of \$443.33 for West Main Properties LLC for the building at 105 West Main Street

3.7 Approve payment in the amount of \$6,840.00 to Burrington Group for engineering services related to the East Main Street Improvement Project

3.8 R-125-2019 Resolution Approving Final Plat

3.9 Motion to set November 25, 2019 at 5:00pm as the date and time for a Public Hearing on a proposed right of way lease agreement with Regional Medical Center

3.10 Approve the request of the Police Department to purchase seven Combat Helmets and seven Protective Bags from Federal Eastern Initiative at a total cost of \$2,932.60

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	64.95
AFLAC	PAYROLL WITHHOLDINGS	531.28
ALLIANT ENERGY	ELECTRICITY	4,421.08
AL'S ELECTRICAL SERVICE	FD MAINTENANCE	257.50
AMAZON CAPITAL SERVICES	SUPPLIES	545.39
ANDERSON WELDING	REPAIR/MAINTENANCE	14.59
AUNT EMMY'S	SUPPLIES	740.00

BARRON MOTOR	PARTS/SUPPLIES	254.55
BECKER ELECTRIC	REPAIR/MAINT	54.95
BERG, MASON	COMMUNITY GARDEN	15.00
BUNTING, CLIFFORD D	MILEAGE REIMB	47.56
CALHOUN-BURNS & ASSOC	PROFESSIONAL SERVICES	1,689.35
CARGILL	STREET SALT	12,094.45
CARRICO AQUATIC RESOURCES	POOL SUPPLIES/DRAINS	4,878.54
CITY LAUNDERING	MAINTENANCE/SUPPLIES	128.46
CITY OF MANCHESTER	COMPLEX UTILITIES	23.51
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,252.88
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	179.00
D & S PORTABLES	PORTAPOTTY	157.50
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEL-CLAY FARM EQUIPMENT	JD FLAIL CUTTER	16,120.00
DELHI LUMBER	BUILDING SUPPLIES	26.04
DEPOSIT REFUNDS ON 10/31/2019	UTILITY DEPOSIT REFUNDS	157.90
DON & WALT	REPAIR/MAINTENANCE	2,882.59
DON'S TRUCK SALES	PARTS & SUPPLIES	137.64
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	259.96
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	86.40
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,537.18
ERIN LEARN PETTY CASH	POSTAGE/SUPPLIES	92.25
FASTENAL COMPANY	PARTS/SUPPLIES	17.28
FRANCOIS, GARY	COMMUNITY GARDEN REFUND	45.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	671.55
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	60.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	5,380.00
IOWA DEPT OF REVENUE	SALES TAX	4,565.32
J & R SUPPLY	WTR/SWR SUPPLIES	125.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	546.53
KMCH	RADIO ANNOUNCEMENTS	260.00
KRAMER, MILT L	MILEAGE REIMB	77.72
LANDSCAPES BY CHILDSPLAY	LANDSCAPE SUPPLIES	2,168.48
LARSON, DAVID	COMMUNITY GARDEN REFUND	30.00
LECLERE, BURT	COMMUNITY GARDEN REFUND	15.00
LINDSAY, MELISSA	COMMUNITY GARDEN REFUND	30.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE PURCHASES	2,333.33
MANCHESTER SIGNS	SIGNS	16.00
MARTIN ENGINEERING	VEHICLE PARTS	674.00
MIDWEST BUSINESS PRODUCTS	COPIER MAINT CONTRACT	378.30
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION/CERTIFICATION	280.00
NELSON, SUSAN	COMMUNITY GARDEN REFUND	15.00
PALMER HARDWARE	PARTS/SUPPLIES	2,047.52
PASKER, CHARLIE	COMMUNITY GARDEN REFUND	30.00
PAYROLL CHECKS	PAYROLL	59,193.21
PETERS & LONGMUIR PLC	LEGAL FEES	976.00
PITNEY BOWES	CITY POSTAGE	2,008.50
POSTMASTER	POSTAGE	549.31
PREMIER PARTS	PARTS/SUPPLIES	573.60

RADIO COMMUNICATIONS	REPAIR/MAINT	2,436.82
RELIANCE STANDARD LIFE INS	INSURANCE	481.53
SARAH'S FLOWERS & GIFTS	SUPPLIES	41.94
SMOCK, JEFF	MILEAGE REIMB	178.68
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT CONTRACT	146.68
STOREY KENWORTHY	OFFICE SUPPLIES	38.32
SUPREME GREEN	VET MEMORIAL SUPPLIES	1,055.00
THREE RIVERS FS	FUEL/FERTILIZER	5,774.06
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	18.85
TREASURER STATE OF IOWA	STATE TAX	3,708.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	625.35
VISION SERVICE PLAN	INSURANCE	619.54
VOSS, JENNIE MAE	VB SUPERVISOR	300.00
WEAVER, DONNA	COMMUNITY GARDEN REFUND	15.00
WELLMARK	INSURANCE	24,779.52
WINDSTREAM	PHONE/INTERNET	959.27
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,510.49
TOTAL		194,746.57
	FUND TOTALS	
	GENERAL	88,103.54
	STREET EQUIPMENT RESERVE	21,516.00
	ROAD USE TAX	27,582.09
	EMPLOYEE BENEFIT	20,739.88
	PARK GIFT & TRUST	2,498.48
	CAPITAL PROJECTS	37.15
	BIKEWAY/WALKWAY PROJECTS	81.95
	STREET PROJECTS	1,689.35
	WATER	16,767.53
	UTILITY DEPOSIT TRUST	157.90
	SEWER	15,572.70
	TOTAL	194,746.57

Public Hearing

Mayor Kramer opened the Public Hearing on a proposed lease agreement with the Delaware County 911 Board at 5:09pm.

City Manager Vick reviewed the lease with the Council.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:10pm.

Motion by Stelken, seconded by Behnken to adopt R-126-2019 Resolution Approving Lease Agreement with Delaware County 911 Board. Motion carried, all ayes.

TIF Report Presentation - Larry Burger, Speer Financial

Larry Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) District Report with the Council.

Motion by Poynor, seconded by Sherman to acknowledge receipt of the TIF Report. Motion carried, all ayes.

Highway 13 Water Main Loop Project

Mayor Kramer reviewed the information in the packet regarding the concerns identified at the October 14, 2019 City Council meeting by John Houlihan, property owner adjacent to the project area.

City Manager Vick discussed with the Council the items identified and the proposed resolution.

Motion by Behnken, seconded by Sherman to adopt R-127-2019 Resolution Approving Change Order #1 for the Highway 13 Water Main Loop Project. Motion carried, all ayes.

Motion by Poynor, seconded by Bradley to adopt R-128-2019 Resolution Accepting Work Covering the City's Highway 13 Water Main Loop Project. Motion carried, all ayes.

Motion by Sherman, seconded by Stelken to 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. Motion carried, all ayes.

Snow Bucket for the Skid Loader

The Council reviewed the quote and the information regarding the snow bucket for the skid loader. Motion by Poynor, seconded by Bradley to approve the quote from Star Equipment in the amount of \$7,150.00 for a snow bucket for the skid loader. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the upcoming legislative round table and discussed a date for the annual goal setting for the City.

Motion by Behnken, seconded by Stelken that the meeting adjourn at 6:02pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk