

**Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, November 25, 2019**

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

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

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the November 12, 2019 City Council meeting and the November 19, 2019 Legislative Round Table meeting

3.2 R-129-2019 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the November 18, 2019 Parks & Recreation Commission meeting

3.4 Approval of Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for E-Z Pickin's at 2210 State Highway 13
- Renewal Application for On Premise Class B Beer Permit with Living Quarters for Onie's Wooden Nickel at 312 South 1st Street

3.5 R-130-2019 Resolution Amending Salary Resolution

3.6 Approve payment of claims totaling \$7,470.25 to Fehr Graham for engineering services

3.7 R-131-2019 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2019

3.8 R-132-2019 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment financed obligations which shall come due in the next succeeding Fiscal Year

3.9 Approval of temporary street closing as requested by the Manchester Area Chamber of Commerce for the December 5, 2019 Window Walk & Static Christmas Parade Event

3.10 Review the decision of the Board of Adjustment to approve the request of Pizza Ranch for the property located at 1100 West Main Street, for a conditional use permit for the purpose of placing a sequencing messaging sign

3.11 Police Squad Car Replacement

- Approve the purchase of a 2020 Dodge Charger from Runde's, the removal of old equipment from the 2016 Chevrolet Impala and installation of the new equipment in the Dodge Charger by RCSsystems, at a total cost of \$35,930.15; and selling the 2016 Chevrolet Impala to the Manchester Airport for \$4,000.00.

3.12 R-133-2019 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2019

3.13 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2019-6/30/2020)

Recommended Action: Motion to approve

3.14 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
AFLAC	PAYROLL WITHHOLDINGS	531.28
ALCOPRO DRUG & ALCOHOL	ALSO SENSOR FST	575.00
ALLIANT ENERGY	ELECTRICITY	17,742.84
AMAZON CAPITAL SERVICES	SUPPLIES	166.98
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	731.14
BLACK HILLS ENERGY	HEATING FUEL	920.13
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	13.99
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	361.64
BSN SPORTS	RECREATION SUPPLIES	562.08
CARGILL	DEICER SALT	7,994.82
CASTLE THEATRE	MERCHANT MOVIES	50.00
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
DEL CO SOLID WASTE COMMISSION	LANDFILL	959.70
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DIGITAL ALLEY	VIDEO SUPPLIES	3,345.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	38.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	19,190.47
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	86.39
GIENAPP CONSTRUCTION	RESET SHOP DOOR	172.00
GRUNDY NATIONAL BANK	INVOICE DESCRIPTION NOT FOUND	395.00
gWORKS	SIMPLE CITY SOFTWARE	7,255.64
HAWKINS	CHEMICALS	495.00
HERITAGE PRINTING	OFFICE SUPPLIES	101.69
HOLIDAY INN MERLE HAY	CONFERENCE 10.16.19	145.60
HOTSY CLEANING SYSTEMS	PRESSURE WASHER SUPPLIES	490.63
IMWCA	AUDIT PREMIUM	519.00
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES	275.00
IPERS	PAYROLL WITHHOLDINGS	23,978.06
KBI WAREHOUSE & DISTRIBUTION	SCREENING BUCKET RENTAL	2,062.50
KLUESNER SANITATION	GARBAGE/RECYCLING	21,963.24
KRAMER, MILT L	MILEAGE REIMB	49.88
LAHR REPAIR	HEAVY EQUIP MAINT/REPAIR	116.40
LANDSCAPES BY CHILDSPLAY	LANDSCAPE SUPPLIES/MATERIALS	50.00
LEARN, ERIN	MILEAGE REIMB	297.31
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	2,176.00
MIDWEST TAPE	LIBRARY MATERIALS	548.66
MOMENTUM	SCREEN PRINTING	290.16
MPH INDUSTRIES	LASER/RADAR TECHNOLOGY	79.95
ONE SOLUTION	WIFI EXPANSION	2,362.50

ONEIDA SIGNS	SIGNS/PLAQUES	28.25
PAYROLL CHECKS	PAYROLL WITHHOLDINGS	55,659.15
PERSONNEL CONCEPTS	PERSONNEL POSTERS	98.90
PITNEY BOWES	CITY POSTAGE	8.50
POSY PLACE FLORAL & GIFTS	EVENT SUPPLIES	132.40
REGIONAL MEDICAL CENTER	EE PHYSICAL	100.00
RELIANT FIRE APPARATUS	FIRE EQUIPMENT	980.76
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	24,217.58
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	702.90
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	170.29
SHELDON PUBLIC LIBRARY	LIB MATERIALS	24.20
SHRED-IT US JV	SHREDDING	39.83
SMOCK, JEFF	MILEAGE REIMB	178.64
SPEER FINANCIAL	FINANCIAL SERVICES	350.00
STATE HYGIENIC LABORATORY	LAB TESTS	449.00
SUNSHINE BOY WINDOW CLEANER	WINDOW MAINT	220.00
SUPREME GREEN	LIB MOWING CONTRACT	250.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	1,267.36
TREASURER STATE OF IOWA	SALES TAX	3,444.00
UPS	WTR POSTAGE	13.17
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	625.35
WELLMARK	PAYROLL WITHHOLDINGS	2,070.16
WINDSTREAM	PHONE/INTERNET	803.57
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	390.80
TOTAL		211,381.30
	***** REPORT TOTAL *****	
	GENERAL	138,152.20
	HOTEL MOTEL TAX	290.16
	ROAD USE TAX	25,950.39
	EMPLOYEE BENEFIT	519.00
	POLICE SPECIAL USES	3,920.00
	LIBRARY GIFT & TRUST	74.20
	WATER FUND	17,600.50
	SEWER FUND	24,874.85
	TOTAL FUNDS	211,381.30

Public Hearing

Mayor Kramer opened the Public Hearing at 5:12pm on a proposed right of way lease agreement with Regional Medical Center.

City Manager Vick informed the Council that Regional Medical Center has an underground telecommunications cable running from 613 West Main Street to 709 West Main Street that is buried in the City's right of way. The lease agreement has expired for this and the City is proposing a new lease

agreement with an initial term of five years and allowing for an auto renewal for every year thereafter unless terminated by either party.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:14pm.

Motion by Poynor, seconded by Stelken to adopt Resolution R-134-2019 Resolution Approving Lease Agreement with Regional Medical Center. Motion carried, all ayes.

Delaware County Tourism Update - Caryssa O'Connell, Tourism Director

Caryssa O'Connell, Delaware County Tourism Director reviewed with the Council the 2019 year-end report, which detailed tourism activities over the past year. O'Connell thanked the Council for their continued support of tourism.

Source Water Protection & Flood Mitigation Project

Water Superintendent Chad Wulfekuhle updated the Council on source water protection/flood mitigation activities and discussed the opportunity to submit a grant application to the Iowa Department of Agriculture and Land Stewardship for a potential project on the west end of Manchester. Wulfekuhle requested Council authorization to submit the grant pre-application.

The Council discussed with those present the project scope, the grant process, the landowners in the proposed project area, and the timeline for grant submittal and project completion. Following discussion, motion by Poynor, seconded by Sherman to authorize the submittal of the grant pre-application to the Iowa Department of Agriculture and Land Stewardship. Motion carried, all ayes.

28E Agreement for Project Costs

Motion by Stelken, seconded by Sherman to adopt R-135-2019 Resolution Approving 28E Agreement for Project Costs between Delaware County and the City of Manchester for the 2020 East Main Street Resurfacing Project (Project FM-C028(97)--55-28). 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 informed the Council that the annual goal setting session would be held on January 8, 2020.

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

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk