

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 14, 2016

1. Opening

1.1 Call to Order

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

1.2 Roll Call

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

1.3 Approval of the Agenda

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

2. Consent Agenda

2.1 Approval of the minutes of the February 22, 2016 City Council Meeting

2.2 R-023-2016 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- Delaware County Tourism Update (January-February 2016)
- minutes of the February 11, 2016 Library Board meeting
- February 2016 Library Statistical Report
- minutes of the March 9, 2016 Planning & Zoning Commission meeting
- minutes of the March 8, 2016 Forestry Committee meeting
- minutes of the March 7, 2016 Parks & Recreation Commission meeting
- February 2016 Wastewater Reports

2.4 Liquor License Applications

- Renewal On Premise Class C Liquor License for Beavers Lounge
- Renewal On Premise Class C Liquor License with Sunday Sales for Blue Collar Sports Bar
- Renewal Off Premise Class E Liquor License with Sunday Sales for Wal-Mart Store #1506
- Renewal On Premise Class C Liquor License with Sunday Sales for Fraternal Order of Eagles Aerie #3538

2.5 Approve payment in the amount of \$26,603.50 to Engineered Equipment Solutions Inc. for the wastewater treatment plant UV system repairs

2.6 R-025-2016 Resolution Amending Salary Resolution

2.7 Approval of agreement with Core Distinction Group LLC for a Hotel Feasibility Study at a cost of \$7,500.00

2.8 Approve payment in the amount of \$5,746.75 to Fehr Graham Engineering & Environmental for engineering services

2.9 Approve Pay Estimate 5 (Semi-Final) in the amount of \$3,306.81 to Tschiggfrie Excavating Company for the West Marion Street Trail & Riverfront Trail Extension Project

2.10 Approve Pay Estimate 6 (Final) in the amount of \$9,813.95 to Tschiggfrie Excavating Company for the West Marion Street Trail & Riverfront Trail Extension Project

2.11 R-026-2016 Resolution Approving Change Order #2 for the South 5th Street Reconstruction Project

2.12 Approve Pay Estimate 4 (Semi-Final) in the amount of \$3,060.31 to Horsfield Construction, Inc. for the South 5th Street Reconstruction Project

2.13 Approve Pay Estimate 5 (Final) in the amount of \$16,939.22 to Horsfield Construction, Inc. for the South 5th Street Reconstruction Project

2.14 Approve payment in the amount of \$3,156.50 to Burrington Group, Inc. for engineering services

2.15 R-027-2016 Resolution Amending Employee Handbook (Sick Leave)

2.16 R-029-2016 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

2.17 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	279.80
ACCESS SYSTEMS LEASING	MAINTENANCE	305.00
AFLAC	PAYROLL WITHHOLDINGS	889.16
AK SPORTS	150TH SUPPLIES	547.00
ALASTORE	SIGN LANGUAGE COURSE	175.50
AMAZON	SUPPLIES	697.82
AUTHNET GATEWAY BILLING	ONLINE BILL PAY FEES	14.71
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,147.98
BDI, INC	SUPPLIES	82.62
BECKER ELECTRIC, LLC	REPAIR	63.07
BECKER, KRIS	INSTRUCTOR FEE	151.20
BLACK HILLS/IA GAS UTILITY CO	HEATING FUEL	4,408.85
BLATT, DIANE	150TH VINTAGE STYLE SHOW	350.00
BOB STEPHEN MOTORS	PARTS	62.50
BOUBIN TIRE	PARTS	12.10
BROWN, CECIL	VB SUPERVISOR	210.00
CASTLE THEATRE	FACADE GRANT	2,696.66
CENTER POINT	LIBRARY MATERIALS	124.02
CITY LAUNDERING	MAINTENANCE	87.26
CITY OF MANCHESTER-FLEX	MED FLEX	4,259.83
COLLECTION SERV CENTER	CHLD SUPP BI-WK	1,035.04
COLOFF DIGITAL	WEBSITE	3,240.00
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	64.50
CUTTING EDGE GRAPHICS	HERO HUSTLE TRIATHLON SHIRTS	131.50
DATA TECHNOLOGIES, INC	BILLING & LICENSING	3,711.25
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	50.40
DEL CO RECORDER	RECORDING FEES	25.00
DEL CO SOLID WASTE COMMIS	LANDFILL	929.90
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,500.00
DEMCO	LIBRARY SUPPLIES	175.38
DJ REPAIR	PARTS	142.43
DOCUMENT DESTRUCTION, LLC	SHREDDING	43.00
DON & WALKT LLC	BOILER MAINTENANCE	91.43
DUPACO COMMUNITY CREDIT UNION	MREP RENT	1,900.00
DYERSVILLE COMMERCIAL, INC	PUBLICATION EXPENSE	164.42
EASTERN IA EXCAVATING	WATER MAIN REPAIR	4,677.16
ECIA	RTA SERVICES/LIGHTING TOUR	387.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	38,013.63
FANGMANN, LINDA	CPR TRAINING	225.00
FEHR GRAHAM	ENGINEERING EXPENSE	18,122.75
FINK, MARK	SNOW REMOVAL	425.00
GEORGEN AUTO	MAINTENANCE	159.78
GLOBAL PAYMENTS/OPEN EDGE	SUMMIT CREDIT CARD PROCESSING	135.52

GRAINGER, INC	WWTP SUPPLIES	422.20
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	1,080.00
HAUSERS WATER CONDITION	D45	20.00
HERITAGE PRINTING	ENVELOPES	98.27
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING	4,326.00
IA UTILITY ASSOC	SMART CONFERENCE	65.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	117.54
INTOXIMETERS	REPAIR	291.65
IPERS	PAYROLL WITHHOLDINGS	42,431.22
JAM SYSTEMS & MIDLAND	REPAIR	150.84
JOHN DEERE FINANCIAL	SUPPLIES	537.59
KARR LLC	LIBRARY SUPPLIES	900.11
KIPP BROTHERS/KIPP TOYS	LIBRARY SUPPLIES	364.32
KIRKHAM MICHAEL, INC	APRON & TAXIWAY	8,140.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	21,653.01
KMCH	PUBLIC RELATIONS	569.76
KOCH BROTHERS, INC	COPIER MAINTENANCE	106.80
LEGISLATIVE SERVICES AGENCY	IOWA CODE	75.00
MAIN STREET INVESTMENTS	FACADE GRANT	11,250.00
MANCHESTER ANIMAL MEDICAL	ANIMAL CARE	347.28
MANCHESTER FIRE FIGHTERS	REIMB TRAVEL & CONFERENCE	689.20
MANCHESTER PRESS	PUBLICATION EXPENSE	658.61
MANCHESTER SIGNS	WHITewater MARKETING	288.75
MARLA'S SCREEN PRINTS	REC T-SHIRTS	230.00
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	2,500.00
MEDIACOM	PHONE & INTERNET	408.37
MIDWEST TAPE	LIBRARY MATERIALS	304.24
MUNICIPAL SUPPLY	SUPPLIES	177.00
NAT'L REC & PARK ASSOC	MEMBERSHIP DUES	165.00
NE IA TELEPHONE SERVICE	ALARM BATTERIES	59.97
NEIRL	MEMBERSHIP DUES	25.00
ONEIDA SIGNS, LLC	NAME PLATE	12.75
PALMER HARDWARE	OPERATING SUPPLIES	1,274.06
PETERS LAW OFFICE	LEGAL FEES	1,700.00
PEYTON, MOLLY	WSI REIMBURSEMENT	180.00
POSTMASTER	UTILITY BILLING POSTAGE	565.83
PRICE INDUSTRIAL ELECTRIC	PARTS	1,500.00
RADIO COMMUNICATIONS, INC	TECH SERVICE	457.40
RC SYSTEMS	FCC LICENSE MODIFICATIONS	50.00
REGIONAL FAMILY HEALTH	MINOR MEDICAL	110.00
REGIONAL MEDICAL CENTER	MINOR MEDICAL	282.00
RELIANCE STANDARD LIFE INS	INSURANCE	404.15
RUNDE FORD, CHRYSLER, DODGE	PARTS	256.03
SCHISSEL, GARRETT	REIMB GRADE 3 TEST	80.00
SMOKE-EATER PUBLICATIONS	SUBSCRIPTION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	183.23
STANDARD AUTO PARTS	PARTS	208.76
STANER, DAVE	CPR TRAINING	675.00
STELKEN, DANIEL	MILEAGE REIMB	40.50
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	44.00
SUPREME GREEN LAWN CARE	SNOW REMOVAL	660.00

TAUKE, MATT	UNIFORM	184.81
TEAMSTERS LOCAL 238	UNION DUES	378.00
THREE RIVERS FS	FUEL	2,780.21
TONKA WATER	SOLENOID/REPAIR KIT	448.15
TREASURER STATE OF IOWA	STATE TAX	6,046.00
TYLER TECHNOLOGIES	SOFTWARE MAINT: TO BE REIMB	15,484.84
VAN METER INC	COMPRESSOR	116.85
VANTAGE TRANSFER AGENTS	ICMARC	1,343.20
VERIZON WIRELESS	MOBILE DATA	203.31
VICK, TIMOTHY J	MILEAGE REIM	143.64
VISA	CPO RECERTIFICATION	2,038.30
VISION SERVICE PLAN	INSURANCE	495.92
WAGeworks	FLEX PLAN PAYMENT	1,460.51
WALMART COMMUNITY	SUPPLIES	387.54
WELLMARK	INSURANCE	29,799.60
WESSELS, JAMES	TREE REMOVAL	1,470.00
WINDSTREAM	TELEPHONE	2,036.47
WORLD BOOK DIRECT MKTG	LIBRARY MATERIALS	49.40
WORLDPAY US, INC	AIRPORT CC MACHINE CHARGES	27.82
PAYROLL CHECKS	PAYROLL WITHHOLDINGS	97,396.36
UTILITY DEPOSIT REFUNDS		478.44
TOTAL		361,840.98
FUND TOTALS		
GENERAL		213,821.40
HOTEL MOTEL TAX		1,802.25
ROAD USE TAX		32,602.05
EMPLOYEE BENEFITS		23,228.89
POLICE SPECIAL USES		111.16
TIRRILL TRUST		565.04
PARK GIFT & TRUST		273.75
LIBRARY GIFT & TRUST		81.81
DOWNTOWN INCENTIVE		14,087.13
BIKEWAY/WALKWAY PROJECTS		2,583.00
STREET PROJECTS		5,395.34
WATER		35,323.60
UTILITY DEPOSIT TRUST		478.44
WATER CAPITAL PROJECT		5,771.66
SEWER		25,715.46
TOTAL		361,840.98

3. Items Removed from the Consent Agenda

None.

4. Public Hearings

4.1 Public Hearing on the Proposed Budget for Fiscal Year July 1, 2016- June 30, 2017

Mayor Kramer opened the Public Hearing at 5:08pm.

Mayor Kramer reviewed the budget process, and noted that the City's property tax levy rate will remain the same next year as the current year.

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

4.2 R-024-2016 Resolution Adopting the Budget for Fiscal Year July 1, 2016 - June 30, 2017

Motion by Behnken, seconded by Poynor to adopt R-024-2016 Resolution Adopting the Budget for Fiscal Year July 1, 2016 - June 30, 2017. Motion carried, all ayes.

4.3 Public Hearing on a proposed amendment to Chapter 165, Section 4 Zoning District Regulations

Mayor Kramer opened the Public Hearing at 5:11pm.

City Manager Vick informed the Council that the proposed amendment adds two definitions for Construction Yards based on size. Small Construction Yards will be sized under 40,000 square feet and will be allowed by Special Permit in the C-3 Highway Commercial District. Large Construction Yards are larger than 40,000 square feet and will be permitted to be located in the industrial zoned districts.

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

4.4 Ordinance 001-2016 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, providing for amendment to the Zoning District Regulations to allow Construction Yards to be permitted by a Special Use Permit

Motion by Stelken, seconded by Struble to proceed with the first consideration and adoption of Ordinance 001-2016 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, providing for amendment to the Zoning District Regulations to allow Construction Yards to be permitted by a Special Use Permit. Motion carried, all ayes.

5. Regular Agenda Items

5.1 Award Tree Removal Contract

City Manager Vick informed the Council that a bid request had been sent out for the removal of 25 ash trees this spring. The Council reviewed the three bids received.

Motion by Behnken, seconded by Struble to accept the tree removal bid in the amount of \$5,600 from John Keppler. Motion carried, all ayes.

5.2 R-028-2016 Resolution Approving Engineering Services Proposal for South 12th Street & West Marion Street Pavement Rehabilitation

City Manager Vick informed the Council that the engineering services proposal from the Burrington Group, Inc. is for the South 12th Street and West Marion Street Pavement Rehabilitation Project in an amount not to exceed \$10,800.

The Council reviewed the project which will entail rehabilitating the pavement along South 12th Street from West Main Street to a point approximately 550 feet south, and West Marion Street from Highway 13 to a point approximately 300 feet east. The Council discussed the timeline for the project and the age of the streets in that area.

Motion by Poynor, seconded by Struble to adopt R-028-2016 Resolution Approving Engineering Services Proposal for South 12th Street & West Marion Street Pavement Rehabilitation. Motion carried, all ayes.

5.3 Manchester Downtown Concept Plan & Park Development Project Request for Qualifications
City Manager Vick reviewed the request for qualifications draft for the downtown concept plan and park development, noting that this had been identified as a priority of during the goal setting session.

Dalton Brown, East Buchanan High School Student, asked if the request for qualifications was for more buildings in the downtown. City Manager Vick responded that it would be for more aesthetic qualities, intended to give the downtown and riverfront area a more cohesive appearance.

Motion by Struble, seconded by Behnken to approve the Manchester Downtown Concept Plan & Park Development Project Request for Qualifications. Motion carried, all ayes.

5.4 Delaware County Tourism Funding Request

Motion by Behnken, seconded by Stelken to approve the request of Delaware County Tourism for \$741 to advertise and market Manchester in The lowan magazine. Motion carried, all ayes.

6. Construction Project Updates

None.

7. Reports

7.1 City Attorney

None.

7.2 City Manager

City Manager Vick informed the Council that he would be attending the IMMI Conference this week.

7.3 City Clerk

None.

7.4 City Council Members

Council Member Poynor commented that the new banners are up and they look nice.

Council Member Behnken updated the Council of the March Sesquicentennial Arts Celebration.

7.5 Mayor

None.

8. Information

The Council reviewed the correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Poynor that the meeting be adjourned at 5:39pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk