

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, March 28, 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: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

1.3 Presentation of Service Awards

Mayor Kramer presented Service Awards to the following employees: Chad Wright for 15 years of service to the Manchester Police Department; Laura Thomas for 15 years of service to the City of Manchester; and Ken Hempstead for 15 years of service to the Manchester Street Department.

1.4 Approval of the Agenda

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

2. Consent Agenda

2.1 Approval of the minutes of the March 14, 2016 City Council Meeting

2.2 R-030-2016 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the March 23, 2016 Board of Adjustment meeting

2.4 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, second reading

2.5 Downtown Incentive Program

- Design Assistance Grant payment in the amount of \$2,000.00 to Manchester Pi for property at 112 North Madison Street

2.6 R-031-2016 Resolution Amending Salary Resolution

2.7 Review decision of the Board of Adjustment to approve the request submitted of GNB Bank, for property located at 300 East Main Street, for a Special Use Permit for the purpose of placing a sequencing messaging sign

2.8 Review decision of the Board of Adjustment to approve the request of Our Savior Lutheran Church, for property located at 113 Guetzko Court, for an exception to Section 165.6.2 of the City Code, which would allow for a reduction of 10-ft to the minimum required rear yard setback of 30-feet for the construction of an addition

2.9 R-032-2016 Resolution Approving Development Agreement with Norbys Farm Fleet, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

2.10 R-033-2016 Resolution Approving Agreement

2.11 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER, INC	TONER	479.70
AFLAC	PAYROLL WITHHOLDINGS	444.58
AK SPORTS	UNIFORM	592.00
ALASTORE	SIGN LANGUAGE COURSE	175.50
ALLIANT ENERGY	ELECTRICITY	19,416.99
AMAZON	SUPPLIES	697.82
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,147.98
BARCO MUNICIPAL PRODUCTS	STREET MAINT SUPPLIES	459.86
BAUMGARTNER GATE FACTORY	SUPPLIES	48.00
BECKER ELECTRIC, LLC	REPAIR	63.07
BECKER, KRIS	INSTRUCTOR FEE	151.20
BLACK HILLS	HEATING FUEL	4,408.85
BOB STEPHEN MOTORS	PARTS	62.50
BOUBIN TIRE	PARTS	12.10
BROWN, CECIL	VB SUPERVISOR	210.00
BUNTING, CLIFFORD D	REIMB MILEAGE/EIRHA	44.82
BURRINGTON GROUP, INC	ENGINEERING FEES	3,156.50
CARGILL	SALT	18,811.24
CENTER POINT	LIB MATERIALS	124.02
CITY LAUNDERING	MAINTENANCE	87.26
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,181.76
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
COLOFF DIGITAL	WEBSITE	3,240.00
CUTTING EDGE GRAPHICS	HERO HUSTLE TRIATHLON SHIRTS	131.50
DATA TECHNOLOGIES, INC	BILLING & LICENSING	3,211.25
DEL CO FAIR SOCIETY	AEROBICS ROOM RENTAL	50.40
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	LIBRARY SUPPLIES	175.38
DOCUMENT DESTRUCTION, LLC	SHREDDING	43.00
DON & WALT, LLC	BOILER MAINTENANCE	91.43
EASTERN IA EXCAVATING	WATER MAIN REPAIR	4,677.16
ECIA	RTA SERVICES/LIGHTING TOUR	387.00
ED ROEHR SAFETY PRODUCTS	AIR CARTRIDGE	119.95
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,192.89
ENGINEERED EQUIP SOLUTIONS	WWTP UV SYSTEM REPAIRS	28,432.70
FEHR GRAHAM	ENGINEERING	5,746.75
FINK, MARK	SNOW REMOVAL	425.00
GEORGEN AUTO	VEHICLE MAINT	159.78
GRAINGER, INC	WWTP SUPPLIES	422.20
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HAUSERS WATER CONDITION	D45	20.00
HAWKINS, INC	CHEMICALS	405.94
HERITAGE PRINTING	LEISURE GUIDE, PRINTING	1,942.90
HORSFIELD CONSTRUCTION	S 5TH ST RECONSTRUCTION	3,060.31
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING	4,326.00
IA PATCH	STREET PATCH	1,433.60
IA UTILITY ASSOC	SMART CONFERENCE	65.00
IAMU	DUES	744.68
INGRAM LIBRARY SERVICES	LIB MATERIALS	117.54

IPERS	PAYROLL WITHHOLDINGS	41,888.75
JAM SYSTEMS & MIDLAND	REPAIR	150.84
KARR, LLC	LIB SUPPLIES	900.11
KIPP BROTHERS/KIPP TOYS	LIB SUPPLIES	364.32
KIRKHAM MICHAEL, INC	AIRPORT ENGINEERING	8,140.00
KLUESNER SANITATION LLC	GARBAGE	335.74
KMCH	PUBLIC RELATIONS	569.76
KOCH BROTHERS, INC	COPIER MAINTENANCE	106.80
KRAMER, MILT L	MILEAGE REIMB	49.92
LEARN, ERIN	MILEAGE REIMB	19.66
LEGISLATIVE SERVICES AGENCY	IOWA CODE	75.00
LOUGHREN, MELISSA	VB SUPERVISOR	210.00
MANCHESTER ANIMAL MEDICAL	ANIMAL CARE	347.28
MANCHESTER FIRE FIGHTERS	REIMB TRAVEL & CONF	689.20
MANCHESTER SIGNS	WHITEWATER MARKETING	288.75
MARLA'S SCREEN PRINTS	DODGEBALL TSHIRTS	230.00
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	2,700.00
MEDIACOM	PHONE & INTERNET	338.42
MIDWEST TAPE	LIB MATERIALS	304.24
MOBOTREX	PEDESTRIAN LIGHTS	354.00
MUNICIPAL SUPPLY	SUPPLIES	177.00
NAT'L REC & PARK ASSOC	MEMBERSHIP	165.00
NE IA TELEPHONE SERVICE	ALARM BATTERIES	59.97
ONEIDA SIGNS, LLC	NAME PLATE	12.75
PALMER HARDWARE	OPERATING SUPPLIES	1,274.06
PETERS LAW OFFICE	LEGAL FEES	1,700.00
MOLLY PEYTON	WSI REIMBURSEMENT	180.00
PITNEY BOWES	LEASE	201.72
PITNEY BOWES	SUPPLIES	183.57
POSTMASTER	POSTAGE	944.83
QUILL	OFFICE SUPPLIES	15.27
RC SYSTEMS	FCC LICENSE MODIFICATIONS	50.00
REGIONAL FAMILY HEALTH	PHYSICAL	220.00
REGIONAL MEDICAL CENTER	MINOR MEDICAL	282.00
RITE PRICE	OFFICE SUPPLIES	119.01
RUNDE FORD, CHRYSLER, DODGE	PARTS	256.03
SMOKE-EATER PUBLICATIONS	SUBSCRIPTION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	183.23
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	208.76
STATE HYGIENIC LABORATORY	LAB TESTS	462.00
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	44.00
SUPREME GREEN LAWN CARE	SNOW REMOVAL	660.00
T & W GRINDING	COMPOST CONTRACT	8,250.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	378.00
THREE RIVERS FS	FUEL	2,780.21
TONKA WATER	KITS	277.07
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,897.00
TSCHIGGFRIE EXCAVATING	W MARION/RIVERFRONT TRAILS	3,306.81
USA BLUE BOOK	LAB SUPPLIES	886.93
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	40.01

VICK, TIMOTHY J	MILEAGE REIMB	77.76
WALMART COMMUNITY	SUPPLIES	257.01
WELLMARK	HEALTH/DENTAL INSURANCE	4,786.80
WESSELS, JAMES L	TREE REMOVAL	1,470.00
WINDSTREAM	PHONE & INTERNET	1,040.54
WORLD BOOK DIRECT MKTG	LIB MATERIALS	49.40
PAYROLL CHECKS		48,956.28
TOTAL		275,188.04
	FUND TOTALS	
	GENERAL	138,878.21
	HOTEL MOTEL TAX	1,100.51
	ROAD USE TAX	41,848.47
	EMPLOYEE BENEFITS	182.00
	TIRRILL TRUST	760.40
	PARK GIFT & TRUST	202.40
	DOWNTOWN INCENTIVE	216.34
	WHITEWATER PARK PROJECT	1,626.50
	BIKEWAY/WALKWAY PROJECTS	4,952.06
	STREET PROJECTS	8,691.81
	WATER	19,800.96
	WATER CAPITAL PROJECT	4,677.16
	SEWER	52,251.22
	TOTAL	275,188.04

### 3. Items Removed from the Consent Agenda

None.

### 4. Public Hearings

#### 4.1 Public Hearing on the Proposed Contract Documents and Estimated Cost for the Apron and Taxiway Expansion Project

Mayor Kramer opened the Public Hearing at 5:16pm.

The Council reviewed the project scope and funding.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:19pm.

#### 4.2 R-034-2016 Resolution Finally Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the Apron and Taxiway Expansion Project

Motion by Stelken, seconded by Struble to adopt R-034-2016 Resolution Finally Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the Apron and Taxiway Expansion Project. Motion carried, all ayes.

#### 4.3 R-035-2016 Resolution Awarding Contract for the Apron and Taxiway Expansion Project

Mayor Kramer reviewed the bids with the Council, noting that two bids had been received with River City Paving having the low bid in the amount of \$169,451.35.

Motion by Poynor, seconded by Behnken to adopt R-035-2016 Resolution Awarding Contract for the Apron and Taxiway Expansion Project. Motion carried, all ayes.

#### 5. Regular Agenda Items

5.1 Audit Presentation for Fiscal Year ending June 30, 2015 - Jeremy Lockard, RFSW & Co, P.C. Jeremy Lockard, Ridihalgh, Fuelling, Snitker, Weber & Co., P.C., provided the Council with the audit report for the fiscal year ended June 30, 2015. Mr. Lockard reviewed the report with the Council and also provided the Council with a management letter which included recommendations for the City to implement.

Motion by Stelken, seconded by Struble to acknowledge receipt of the audit for the fiscal year ended June 30, 2015. Motion carried, all ayes.

#### 5.2 R-036-2016 Resolution Approving Security for Installation of Improvements for Fairview Acres Subdivision

Motion by Behnken, seconded by Poynor to adopt R-036-2016 Resolution Approving Security for Installation of Improvements for Fairview Acres Subdivision. Motion carried, all ayes.

#### 5.3 Franklin Street Brewing Company Outdoor Seating Request

City Attorney Peters advised that Franklin Street Brewing has requested permission to have outdoor seating again this year. Peters noted that he is working with City Staff on an ordinance amendment that would allow outdoor seating if certain requirements were met.

Motion by Struble, seconded by Sherman to approve the outdoor seating request of Franklin Street Brewing Company. Motion carried, all ayes.

#### 5.4 Tirrill Park Improvements

Mayor Kramer referred the Council to information regarding the Tirrill Park playground equipment project and the Tirrill Park tennis court repainting project from Parks & Recreation Director Doug Foley.

Following review, motion by Poynor, seconded by Behnken to approve proceeding with the purchase of playground equipment for Tirrill Park at an estimated cost of \$170,000. Motion carried, all ayes.

Motion by Struble, seconded by Stelken to approve the Tirrill Park tennis court resurfacing bid in the amount of \$19,700 from Tennis Services of Iowa, LLC. Motion carried, all ayes.

#### 5.5 Police Squad Car Replacement

Police Chief Jim Hauschild discussed with the Council the squad car replacement for the upcoming fiscal year, noting that the Chevrolet Impala will no longer be available as a fleet vehicle. Chief Hauschild reviewed the quotes obtained and the research he had done regarding vehicle options.

Following discussion, motion by Struble, seconded by Behnken to approve the purchase of a 2016 Dodge Charger from Runde Auto Group at an estimated cost of \$25,500 and equipment for the vehicle from RC Systems at an estimated cost of \$3,882.11. Motion carried, all ayes.

#### 5.6 Dump Truck Replacement

Motion by Poynor, seconded by Stelken to approve the specifications and bid form for the dump truck replacement. Motion carried, all ayes.

6. Construction Project Updates

None.

7. Reports

7.1 City Attorney

None.

7.2 City Manager

None.

7.3 City Clerk

None.

7.4 City Council Members

None.

7.5 Mayor

None.

8. Information

The Council reviewed correspondence received.

9. Closed Session

None.

10. Adjourn

Motion by Behnken, seconded by Sherman that the meeting adjourn at 5:59pm. Motion carried, all ayes.

Attest:

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Milt L. Kramer, Mayor

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Erin Learn, City Clerk