

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, April 11, 2016

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

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

Consent Agenda

- 2.1 Approval of the minutes of the 3/28/2016 City Council Meeting
- 2.2 R-037-2016 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
  - minutes of the 4/4/2016 Parks and Recreation Commission meeting
  - minutes of the 4/6/2016 Planning and Zoning Commission meeting
  - 3/2016 Wastewater Reports
  - minutes of the 3/10/2016 Library Board meeting
  - 3/2016 Statistical Report for the Library
- 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, third reading and final adoption
- 2.5 Commercial Incentive Program
  - Facade Grant in the amount of \$7,033.25 to Healthworks LLC for the building at 953 East Main Street
- 2.6 Approve Street Department ton truck chassis specifications and bid form
- 2.7 Approve Crack Sealing Specifications
- 2.8 R-039-2016 Resolution setting a date of meeting at which it is proposed to approve a Development Agreement with A.J. Spiegel dba Royal Oaks Development Corp., including annual appropriation tax increment payments in an amount not to exceed \$400,000
- 2.9 R-040-2016 Resolution setting a date of meeting at which it is proposed to approve a Development Agreement with the Delaware County Economic Development Corporation, including annual appropriation tax increment payments in an amount not to exceed \$90,000
- 2.10 R-041-2016 Resolution Approving Contract for the Airport Apron & Taxiway Expansion
- 2.11 Approve the request of the Delaware County Fair Society to have a fireworks display on 5/29/2016
- 2.12 Approve the request of the Delaware County Fair Society to have fireworks displays on 7/11/2016, 7/14/2016, and 7/15/2016 during the Delaware County Fair
- 2.13 Approve sale of surplus traffic light equipment
- 2.14 R-042-2016 Resolution Amending Salary Resolution (Library, Wastewater)
- 2.15 R-043-2016 Resolution Approving Job Descriptions (Police, Building)
- 2.16 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the consent agenda with the Council. Following discussion, motion by Behnken, seconded by Struble to approve the consent agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER, INC	TONER	474.70
ACCESS SYSTEMS LEASING	COPIER FEES	375.34
AFLAC	PAYROLL WITHHOLDINGS	444.58
AK SPORTS	UNIFORM	45.00
AMAZON	LIB SUPPLIES	574.93
ANDERSON WELDING & MACH	REPAIR	517.19
BARCO MUNICIPAL PRODUCTS	SUPPLIES	459.86

BAUMGARTNER GATE FACTORY	SUPPLIES	48.00
BEN MEADOWS	TORCH	309.68
BIBLIONIX, LLC	SUBSCRIPTION	3,230.00
BOUBIN TIRE	REPAIR	403.50
BROWN SUPPLY CO, INC	SUPPLIES	2,943.74
BROWN, CECIL	VB SUPERVISOR	90.00
BUNTING, CLIFFORD D	REIMB MILEAGE/EIRHA	44.82
CARGILL	SALT	18,811.24
CENGAGE LEARNING	LIB MATERIALS	123.16
CENTER POINT	LIB MATERIALS	124.02
COMMUNITY FOUNDATION	GREAT GIVE DAY	75.00
CINTAS	FIRST AID SUPPLIES	80.34
CITY LAUNDERING	LIB MAINTENANCE	87.26
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,181.76
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
DEL CO FAIR SOCIETY	ROOM USAGE	25.20
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DJ REPAIR	REPAIR	1,774.61
DOCUMENT DESTRUCTION, LLC	SHREDDING	43.00
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	190.00
ED ROEHR SAFETY PRODUCTS	AIR CARTRIDGE	119.95
EDGEWOOD OIL, INC.	SUPPLIES	133.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	23,038.44
ENGINEERED EQUIPMENT SOLUTIONS	RADIAL VENTILATOR	1,829.20
FAREWAY STORES	SUPPLIES	92.63
GEORGEN AUTO	VEHICLE MAINT	276.30
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HAWKINS, INC.	CHEMICALS	405.94
HAYNES, CHARLES	GARDEN TILLING	100.00
HERITAGE PRINTING	SUPPLIES	2,017.89
HILL, JAMES W	REIMB SUPPLIES	70.00
IA PATCH	PATCH	1,433.60
IA PRISON INDUSTRIES	TABLE	159.50
IAMU	DUES	744.68
INGRAM LIBRARY SERVICES	LIB MATERIALS	64.27
IPERS	PAYROLL WITHHOLDINGS	21,242.49
ISU	TRAINING	400.00
JOHN DEERE FINANCIAL	SUPPLIES	375.33
KARR, LLC	SUPPLIES	535.92
KIPP BROTHERS/KIPP TOYS	SUPPLIES	93.68
KLUESNER SANITATION LLC	SOLID WASTE	7.00
KMCH	PUBLIC RELATIONS	308.34
KOCH BROTHERS, INC	MAINTENANCE	103.89
KRAFT, SARAH M.	FITNESS INSTRUCTOR	75.60
KRAMER, MILT L	MILEAGE REIMB	49.92
LAWSON PRODUCTS	SUPPLIES	166.41
LOUGHREN, MELISSA	VB SUPERVISOR	210.00
MANCHESTER FIRE FIGHTERS	REIMBURSE ASSOCIATION	493.00
MANCHESTER SIGNS	GARDEN SIGN	87.00
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	200.00
MEDIACOM	PHONE/INTERNET	415.87
MES - MIDAM	SUPPLIES	912.00

MIDWEST TAPE	LIB MATERIALS	494.73
MOBOTREX	PEDESTRIAN LIGHTS	354.00
NORTHWAY WELL & PUMP CO	PUMP REPAIR	27,292.38
PALMER HARDWARE	SUPPLIES	277.13
PITNEY BOWES	LIB RENTAL	360.72
PITNEY BOWES	LIB SUPPLIES	405.37
POSTMASTER	UTILITY BILLING POSTAGE	560.58
PRICE INDUSTRIAL ELECTRIC	REPAIR N FRANK/BUTLER	1,875.00
QUILL	SUPPLIES	73.76
RADIO COMMUNICATIONS, INC	RADIO	7,692.30
REGIONAL FAMILY HEALTH	PHYSICAL	110.00
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	393.15
RITE PRICE	OFFICE SUPPLIES	119.01
SCHUMACHER ELEVATOR CO	MAINTENANCE	152.70
STATE HYGIENIC LABORATORY	LAB TESTS	462.00
SUPREME GREEN LAWN CARE	LIB MAINTENANCE	122.55
T & W GRINDING	COMPOST CONTRACT	8,250.00
THE PENWORTHY COMPANY	LIB MATERIALS	234.11
THOMPSON SHOES	UNIFORM SUPPLIES	445.00
THREE RIVERS FS	FUEL	2,679.75
TONKA WATER	KITS	277.07
TOP GRADE EXCAVATING	MANOLE, SEAL BOOT, BASE	1,068.00
TRANS-IOWA EQUIPMENT	SWEEPER SUPPLIES	1,450.37
TREASURER STATE OF IOWA	STATE TAX	3,524.00
USA BLUE BOOK	LAB SUPPLIES	886.93
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VERIZON WIRELESS	MOBILE DATA	40.01
VISION SERVICE PLAN	VISION INSURANCE	541.36
WALMART COMMUNITY/RFCSELLC	SUPPLIES	257.01
WATERLOO/C.F. COURIER	SUBSCRIPTION	408.72
CHARLIE WEBER	DOWNTOWN DESIGN GRANT	2,000.00
WELLMARK	HEALTH/DENTAL INSURANCE	24,127.75
WINDSTREAM	PHONE/INTERNET	188.72
PAYROLL CHECKS		62,519.67
TOTAL		243,136.75
	FUND TOTALS	
	GENERAL	115,338.79
	HOTEL MOTEL TAX	153.34
	ANIMAL CONTROL	23.96
	ROAD USE TAX	43,556.05
	EMPLOYEE BENEFIT	17,640.89
	POLICE SPECIAL USES	46.66
	TIRRILL TRUST	700.25
	PARK GIFT & TRUST	70.90
	LIBRARY GIFT & TRUST	75.00
	DOWNTOWN INCENTIVE	2,709.82
	WATER	45,929.05
	SEWER	16,892.04
	TOTAL	243,136.75

#### Public Hearing on Urban Renewal Plan Amendment

Mayor Kramer opened the Public Hearing at 5:10pm.

City Manager Vick informed the Council that the proposed amendment to the Urban Renewal Plan identifies two projects, Royal Oaks and Delaware County Economic Development, for which the City may use Tax Increment Financing funds.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:11pm.

Motion by Poynor, seconded by Stelken to adopt R-044-2016 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

#### Public Hearing on Rezoning Request

Mayor Kramer opened the Public Hearing at 5:12pm.

Mayor Kramer informed the Council that the proposed rezoning is for a lot north of 628 Prospect Street, owned by Jerome & Rose Ann Krogmann, changing it from R1-70 Single Family Low-Density District to R-3 Townhome Residential Moderate Density District. Mayor Kramer further informed the Council that the Planning & Zoning Commission met on the request and recommend approval.

The Council reviewed the proposed rezoning.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:16pm.

Motion by Stelken, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 002-2016 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

#### 2017 Street Project

Ryan Wicks, Fehr Graham reviewed the scope of the 2017 Street Project with the Council.

Motion by Struble, seconded by Poynor to adopt R-045-2016 Resolution Approving Engineering Agreement (2017 Street Improvement Project). Motion carried, all ayes.

#### Award bid for Dump Truck Replacement

Motion by Sherman, seconded by Behnken to approve bid of \$79,850 from Don's Truck Sales, Inc. for a Freightliner 108SD Dump Truck. Motion carried, all ayes.

#### Award bid for Sidewalk Replacement Projects

Motion by Sherman, seconded by Poynor to approve bids of \$15,192.31 and \$4,663.68 from Neuhaus Construction & Concrete, Inc. for sidewalk replacement in Tirrill Park and walkway replacement. Motion carried, all ayes.

#### Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

#### Reports

City Manager Vick informed the Council that there will be a meeting to interview the two architect firms that submitted RFQs for the Downtown Concept Plan on May 2, 2016.

Council Member Poynor reported that the kaleidoscope has arrived and will be installed in the next few weeks at Shelly Memorial Park.

Information

The Council reviewed correspondence received.

Motion by Struble, seconded by Stelken that the meeting adjourn at 5:39pm. Motion carried, all ayes.

Attest:

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Milt L. Kramer, Mayor

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Erin Learn, City Clerk