

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 25, 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.

Mayor Kramer presented Service Awards to the following employees: Kathryn Heyer for 30 years of service to the City of Manchester and the Manchester Public Library and Timothy Montgomery for 15 years of service to the City of Manchester and the Manchester Police Department.

Proclamation Honoring Northeast Iowa Community College's 50 Year Anniversary

Wendy Mihm-Herold, presented the proclamation to the City Council and reviewed the activities of Northeast Iowa Community College in the community. Holly Maurer, new director of the Manchester Regional Education Partnership, introduced herself to the Council.

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

Consent Agenda

- 2.1 Approval of the minutes of the 4/11/2016 City Council Meeting
- 2.2 R-046-2016 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
 - Minutes of the 4/20/2016 Planning & Zoning Commission meeting
- 2.4 Ordinance 002-2016 An Ordinance Amending the Official Zoning Map of the City of Manchester, second consideration and adoption
- 2.5 R-047-2016 Resolution Amending Salary Resolution
- 2.6 Approval of an Agreement for Maintenance and Repair of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of 5 years (July 1, 2016 - June 30, 2021)
- 2.7 Approve payment to Fehr Graham for claims totaling \$3,416.50
- 2.8 R-048-2016 Resolution Waiving Right to Review Plat (Krogmann)
- 2.9 R-049-2016 Resolution Waiving Right to Review Plat (Langel)
- 2.10 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	274.80
ACCESS SYSTEMS LEASING	COPIER FEES	375.34
ADDOCO, INC	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	444.58
ALLIANT ENERGY	ELECTRICITY	17,357.76
AMAZON	LIB SUPPLIES	574.93
ANDERSON WELDING & MACH	PARTS	517.19
AUL	RETIREMENT PLAN	1,668.72
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,345.37
BARD CONCRETE	SUPPLIES	127.50
BECKER ELECTRIC, LLC	TENNIS COURT LIGHT REPAIR	1,607.55
BECKER, KRIS	INSTRUCTOR FEES	188.40
BEN MEADOWS	TORCH	309.68
BIBLIONIX, LLC	SUBSCRIPTION	3,230.00

BLACK HAWK CO HEALTH DEPY	FOOD ESTABLISHMENT LICENSE	67.50
BOUBIN TIRE	REPAIR	403.50
BRIES, WILLIAM	OFFICIATING	40.00
BROWN SUPPLY CO, INC	SUPPLIES	2,943.74
BROWN, CECIL	VB SUPERVISOR	90.00
CENGAGE LEARNING	LIB MATERIALS	123.16
CENTER POINT	LIB MATERIALS	248.04
COMMUNITY FOUNDATION	GREAT GIVE DAY	75.00
CHEMSEARCH	CHEMICALS	169.90
CINTAS	SUPPLIES	80.34
CITY LAUNDERING	SUPPLIES	364.52
CITY OF MANCHESTER-FLEX	MED FLEX	3,156.76
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
ERIC CONNER	OFFICIATING	20.00
DATA TECHNOLOGIES, INC	SOFTWARE TRAINING	170.00
DEL CO AUDITOR	ELECTION COSTS	3,203.26
DEL CO FAIR SOCIETY	BECKER ROOM USAGE	88.00
DEL CO RECREATION CENTER	DODGEBALL LEAGUE	270.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	929.60
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	SUPPLIES	152.90
DJ REPAIR	REPAIR	1,774.61
DOCUMENT DESTRUCTION, LLC	SHREDDING	43.00
DOLAN INS AGENCY	ANNUAL INSURANCE	120,332.00
DYERSVILLE COMMERCIAL	SUMMER ADS	190.00
EDGEWOOD OIL, INC.	SUPPLIES	133.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,750.63
FAREWAY STORES	SUPPLIES	92.63
FISH SHACK	MAINTENANCE	75.00
FOLEY, DOUG	MILEAGE REIMB	337.50
FOLSOM, KRISTY	REIMB MILEAGE	55.08
GALE/CENGAGE LEARNING	LIB MATERIALS	60.78
GALLS	UNIFORM SUPPLIES	17.99
GEORGEN AUTO	13 IMPALA REPAIR	276.30
GRUNDY NATIONAL BANK	XMAS CLUB	540.00
HAUSERS WATER CONDITION	SUPPLIES	20.00
HAWKINS, INC.	CHEMICALS	296.89
HAYNES, CHARLES	GARDEN TILLING	100.00
HERITAGE PRINTING	SUPPLIES	510.39
HILL, JAMES W	REIMB SUPPLIES	70.00
IA DEPT OF AG & LAND STEW	AIRPORT FUEL PUMP	4.50
IA DIV OF LABOR SERVICES	BOILER MAINTENANCE	200.00
IA ONE CALL	ONE CALL	122.90
IA PRISON INDUSTRIES	TABLE	159.50
IMFOA	ANNUAL DUES	50.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	64.27
IPERS	PAYROLL WITHHOLDINGS	41,948.03
ISU	TRAINING	400.00
JANDA ELECTRIC MOTOR SERV	MAINTENANCE	83.38
JOHN DEERE FINANCIAL	SUPPLIES	375.33
JONES, SCOTT	OFFICIATING	60.00

KARR, LLC	SUPPLIES	936.47
KIPP BROTHERS/KIPP TOYS	SUPPLIES	93.68
KLUESNER CONSTRUCTION	SOLID WASTE	173.75
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	21,348.34
KMCH	PR	308.34
KOCH BROTHERS, INC	MAINTENANCE	103.89
KRAFT, SARAH M.	FITNESS INSTRUCTOR	75.60
LAWSON PRODUCTS	SUPPLIES	166.41
MANCHESTER FIRE FIGHTERS	REIMB ASSOCIATION	493.00
MANCHESTER PRESS	PUBLICATION EXPENSE	1,174.59
MANCHESTER SIGNS	SIGN	97.00
MEDIACOM	PHONE/INTERNET	154.90
MES - MIDAM	SUPPLIES	1,087.84
MIDWEST TAPE	LIB MATERIALS	494.73
MONTGOMERY, MAUREEN	TRAVEL REIMBURSEMENT	61.60
NICC	REIMB PHONE & INTERNET	629.40
JASON NOLZ	FACADE GRANT: 953 E MAIN ST	7,033.20
NORTHWAY WELL & PUMP CO	PUMP REPAIR	27,292.38
OFFICE OF AUDITOR OF STATE	AUDIT FILING FEE	625.00
PALMER HARDWARE	SUPPLIES	277.13
PERFECTION LEARNING	LIB MATERIALS	161.10
PETERS LAW OFFICE	LEGAL FEES	1,000.49
PIONEER COMMUNICATIONS	PUBLICATION	741.00
PITNEY BOWES	LIB RENTAL	159.00
PITNEY BOWES	LIB SUPPLIES	221.80
PRICE INDUSTRIAL ELECTRIC	REPAIR N FRANK/BUTLER	1,875.00
BEN PUTZ	OFFICIATING	40.00
QUILL	SUPPLIES	58.49
RADIO COMMUNICATIONS, INC	RADIO	7,692.30
RC ANDERSON COMPANY LLC	KALEIDOSCOPE	6,000.00
REGIONAL FAMILY HEALTH	FIRE PHYSICAL	110.00
REGIONAL MEDICAL CENTER	MINOR MEDICAL CLAIM	39.00
RELIANCE STANDARD LIFE INS	INSURANCE	404.15
SCHOLASTIC INC.	SUBSCRIPTIONS	589.00
SCHROEDERS CASH SUPPLY	WASTEWATER UV SHELTER ROOF	1,570.01
SCHUMACHER ELEVATOR CO	MAINTENANCE	152.70
SMALL ANIMAL CLINIC	PHYSICAL	47.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	183.23
STATE HYGIENIC LABORATORY	LAB TESTS	178.00
STEGER, JOSHUA	OFFICIATING	20.00
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	154.00
SUPREME GREEN LAWN CARE	LIB MAINTENANCE	122.55
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	378.00
THE PENWORTHY COMPANY	LIB MATERIALS	234.11
THOLE, MIKE	OFFICIATING	20.00
THOMPSON SHOES	SUPPLIES	445.00
THREE RIVERS FS	FUEL	2,679.75
TOP GRADE EXCAVATING	MANOLE, SEAL BOOT, BASE	1,068.00
TRANS-IOWA EQUIPMENT	SWEEPER SUPPLIES	1,450.37
TREASURER STATE OF IOWA	STATE TAX	2,858.00
TRI-TECH FORENSICS, INC	SUPPLIES	56.77

UPS	RETURN TO GAMBER JOHNSON	14.63
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VISION SERVICE PLAN	INSURANCE	541.36
WALMART COMMUNITY/RFCSLLC	SUPPLIES	646.00
WATERLOO/C.F. COURIER	SUBSCRIPTION	408.72
WELLMARK	INSURANCE	25,238.27
PAYROLL CHECKS		46,373.45
TOTAL		396,973.12
	FUND TOTAL	
	GENERAL	220,296.00
	HOTEL MOTEL TAX	1,108.34
	ANIMAL CONTROL	23.96
	ROAD USE TAX	25,067.97
	EMPLOYEE BENEFIT	20,470.13
	TAX INCREMENT FINANCING	14.49
	PARK IMPROVEMENT	6,000.00
	TIRRILL TRUST	1,950.55
	PARK GIFT & TRUST	127.50
	LIBRARY GIFT & TRUST	75.00
	POLICE CANINE	47.00
	DOWNTOWN INCENTIVE	7,098.87
	WATER	64,023.93
	SEWER	49,099.37
	SEWER CAPITAL PROJECTS	1,570.01
	TOTAL	396,973.12

Public Hearing on a Development Agreement with Royal Oaks Development Corporation

Mayor Kramer opened the Public Hearing at 5:29pm.

City Manager Vick reviewed the development agreement with the Council.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:31pm.

Motion by Behnken, seconded by Struble to adopt R-050-2016 Resolution Approving Development Agreement with Royal Oaks Development Corporation, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

Public Hearing on a Development Agreement with the Delaware County Economic Development Corporation

Mayor Kramer opened the Public Hearing at 5:34pm.

City Manager Vick reviewed the development agreement with the Council.

There being no written comments on file and no oral comments to be heard, Mayor Kramer closed the Public Hearing at 5:35pm.

Motion by Stelken, seconded by Struble to adopt R-051-2016 Resolution Approving Development Agreement with the Delaware County Economic Development Corporation, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

J's Auto Site Plan Review

Jason Wenger, Burrington Group, reviewed the proposed site plan for the project on West Main Street with the Council.

Motion by Poynor, seconded by Stelken to approve the site plan for J's Auto. Motion carried, all ayes.

Preliminary & Final Plat, Fisher Subdivision

Motion by Sherman, seconded by Struble to adopt R-052-2016 Resolution Approving Preliminary & Final Plat (Fisher Subdivision). Motion carried, all ayes.

Iowa Airport Improvement Program

Motion by Behnken, seconded by Poynor to adopt R-053-2016 A Resolution Authorizing the Submission of Applications for Iowa Airport Improvement Program and Certifying Eligibility Requirements. Motion carried, all ayes.

Award bid for Street Department ton truck chassis

Motion by Stelken, seconded by Struble to approve the bid of Bob Stephen Motors in the amount of \$29,410 for the purchase of a Chevrolet CK35903 Silverado 3500. Motion carried, all ayes.

Award bid for Street Department ton truck box & plow

Motion by Poynor, seconded by Stelken to approve the bid of Monroe Truck Equipment in the amount of \$17,355 for the ton truck box, plow, and back-up camera. Motion carried, all ayes.

Award bid for Street Department dump truck box, plow & wing

Motion by Sherman, seconded by Behnken to approve the bid for the dump truck box, plow and wing from Henderson Products, Inc. in the amount of \$54,855. Motion carried, all ayes.

Award bid for Crack Sealing Project

Motion by Struble, seconded by Behnken to approve the bid of \$40,000 for 2016 crack & joint sealing project from Kluesner Construction, Inc. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the May 2, 2016 work session regarding the downtown concept plan.

Information

The Council reviewed correspondence received.

Motion by Stelken, seconded by Struble that the meeting adjourn at 6:11pm. Motion carried, all ayes.

Attest:

Milt L. Kramer, Mayor

Erin Learn, City Clerk

