

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 9, 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.

City Manager Vick informed the Council that the amount of the Downtown Incentive Program Application under 2.6 for 107 & 109 North Franklin Street should be changed from \$746.59 to \$765.00. Motion by Struble, seconded by Stelken to approve the agenda as amended. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the April 25, 2016 City Council Meeting

2.2 R-054-2016 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- Minutes of the May 2, 2016 Parks & Recreation Commission meeting
- Minutes of the April 29, 2016 Commercial Incentive meeting

2.4 Ordinance 002-2016 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption

2.5 Liquor License Applications

- On Premise 5 Day Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the June 3, 2016 First Friday at Five
- On Premise 5 Day Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the June 18, 2016 Riverfest Event
- On Premise 5 Day Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the August 5, 2016 First Friday at Five
- On Premise 5 Day Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for the August 13, 2016 Bacon n Hops Fest

2.6 Downtown Incentive Program Applications

- Awning Grant in the amount of \$765.00 to Roger Lake for the property at 107 & 109 North Franklin Street
- Facade Grant in the amount of \$819.19 to Kevin McCusker for the property at 103 South Franklin Street

2.7 Approve the appointment of Alison Kass to the Downtown/Commercial Incentive Committee

2.8 R-055-2016 Salary Resolution (Seasonal)

2.9 R-056-2016 Resolution for Disposal of Abandoned Bicycles

2.10 Approval of the closure of the 100 block of South Franklin Street on May 19, 2016 at 5:00pm for the West Delaware Middle School "Jazz in the Streets" event

2.11 Approval of Water Department control equipment upgrades as budgeted

2.12 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	REFERENCE	AMOUNT
ACCENT LASER, INC	TONER	259.80
ADDOCO, INC	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	444.58
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,345.37
BARD CONCRETE	SUPPLIES	127.50
BARRON MOTOR SUPPLY	SUPPLIES	1,003.34

BECKER ELECTRIC, LLC	MAINTENACE & REPAIR	2,539.55
BECKER, KRIS	INSTRUCTOR FEES	188.40
CENTER POINT	LIB MATERIALS	124.02
CHEMSEARCH	CHEMICALS	169.90
CITY LAUNDERING	SUPPLIES	277.26
CITY OF MANCHESTER	PAYROLL WITHHOLDINGS	3,156.76
CLARK, ROD	MAINTENANCE	15.00
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	517.52
CORE DISTINCTION GROUP	HOTEL FEASIBILITY STUDY	3,750.00
DEL CO AUDITOR	ELECTION COSTS	3,203.26
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	62.80
DEL CO RECREATION CENTER	DODGEBALL LEAGUE	270.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DELCO PLUMBING & HEATING	PD REPAIR	265.55
DEMCO	SUPPLIES	152.90
DYERSVILLE COMMERCIAL	SUBSCRIPTION	42.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	17,779.53
FAREWAY STORES	SUPPLIES	49.82
FARNER-BOCKEN CO.	CONCESSION SUPPLIES	732.50
FEHR GRAHAM	ENGINEERING	3,416.50
FISH SHACK	MAINTENANCE	75.00
FOLSOM, KRISTY	REIMB MILEAGE	55.08
GALE/CENGAGE LEARNING	LIB MATERIALS	60.78
GALLS	UNIFORM SUPPLIES	17.99
GEORGEN AUTO	MAINTENANCE	49.10
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HACH CO, INC	CHEMICALS	1,023.07
HAUSERS WATER CONDITION	SUPPLIES	20.00
HAWKINS, INC.	CHEMICALS	296.89
HERITAGE PRINTING	PRINTING EXPENSE	431.13
HITECH COMMUNICATIONS, LLC	ALARM TEST	1,929.47
IA DIV OF LABOR SERVICES	BOILER INSPECTION	200.00
IA ONE CALL	ONE CALLS	122.90
IA PRISON INDUSTRIES	SIGNAGE	1,666.15
IA PUBLIC AIRPORTS ASSOC	CONFERENCE	99.00
INNOVATIVE AG SERVICES	TORDON RTU	81.36
IPERS	PAYROLL WITHHOLDINGS	21,242.49
JANDA ELECTRIC MOTOR SERVICE	MAINTENANCE	83.38
JOHN DEERE FINANCIAL	SUPPLIES	248.63
KARR, LLC	SUPPLIES	400.55
KIRKHAM MICHAEL, INC	AIRPORT ENGINEERING	4,070.00
KLUESNER SANITATION LLC	SOLID WASTE	267.05
KMCH	PUBLIC ANNOUNCEMENTS	308.34
KRAMER, MILT L	MILEAGE REIMB	36.72
MANCHESTER SIGNS	SIGNAGE	126.25
MES - MIDAM	SUPPLIES	1,000.26
MUSGROVE, CHANCE	MAINTENANCE	90.00
MYERS-COX CO	CONCESSION SUPPLIES	1,208.02
NICC	REIMB PHONE & INTERNET	629.40
NORSOLV, INC	MACHINE RENTAL	67.48
NYSTROM, KELLEY	MAINTENANCE	75.00

PALMER HARDWARE	SUPPLIES	1,625.73
PAZ, IRMA	MAINTENANCE	75.00
PEPSI COLA BOTTLING CO	CONCESSIONS SUPPLIES	1,793.00
PERFECTION LEARNING	LIB MATERIALS	161.10
PIONEER COMMUNICATIONS	PUBLICATION	741.00
POOL TECH, INC	CHEMICALS	3,858.36
POSTMASTER	POSTAGE	535.39
POWER SERVICES	SERVICE CALL	193.00
RC ANDERSON COMPANY LLC	KALEIDOSCOPE	6,000.00
RFSW	ANNUAL AUDIT	7,000.00
RITCHISON, ROBERT	MAINTENANCE	45.00
SCHOLASTIC INC.	SUBSCRIPTIONS	589.00
SMALL ANIMAL CLINIC	PHYSICAL	47.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	183.23
STATE HYGIENIC LABORATORY	LAB TESTS	217.00
IOWA DEPT OF REVENUE	SALES TAX	4,172.73
SUNSHINE BOY WINDOW CLEAN	MAINTENANCE	154.00
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,888.00
TRI-TECH FORENSICS, INC	SUPPLIES	56.77
UPS	SHIPPING	14.63
US CELLULAR	MOBILE PHONE	186.58
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VICK, TIMOTHY J	MILEAGE REIMB	186.84
WALMART COMMUNITY	SUPPLIES	646.00
WEINER'S STUMP REMOVAL	STUMP REMOVAL	3,898.50
WELLMARK	HEALTH/DENTAL INSURANCE	4,729.23
WINDSTREAM	TELEPHONE/INTERNET	995.34
PAYROLL CHECKS		46,072.13
TOTAL		166,615.26
FUND TOTALS		
GENERAL		105,528.36
HOTEL MOTEL TAX		4,599.34
ROAD USE TAX		16,418.84
POLICE SPECIAL USES		46.66
PARK IMPROVEMENT		6,000.00
TIRRILL TRUST		1,068.06
PARK GIFT & TRUST		221.50
POLICE CANINE		47.00
DOWNTOWN INCENTIVE		56.62
STREET PROJECTS		3,258.41
WATER		16361.92
SEWER		13008.55
TOTAL		166,615.26

Downtown Concept Plan

Mayor Kramer informed the Council that the scores have been compiled following the interviews of the two architectural firms on their qualifications to assist the City in the preparation of the Downtown Concept Plan and Park Development Project. Confluence, partnering with Martin-Gardner and Fehr Graham, was awarded the highest scores by the majority of the review committee. Mayor Kramer stated that if the City Council was in agreement with moving forward, then a motion directing the City Manager to proceed with negotiating a contract with Confluence would be in order.

The Council discussed the firms interviewed, the cost, the challenges of the area, and the need to develop a cohesive vision for the downtown and whitewater park area.

Motion by Poynor, seconded by Struble that the City Manager proceed with negotiating with Confluence for the development of the Downtown Concept Plan and Park Development Project. Motion carried, all ayes.

Lawn Mower Purchase

Mayor Kramer referred the Council to a memo from Parks and Recreation Director Doug Foley regarding the replacement of the Parks Department mower which recommended three alternatives.

Following review, motion by Sherman, seconded by Behnken to approve the purchase of Hustler Super Z Hyperdrive from Advanced Coating Concepts at a cost of \$9,549.00. 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 were 23 applicants for the Building Inspector position.

Information

The Council reviewed correspondence received.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:44pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk