

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, June 13, 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 Struble to approve the agenda as presented. Motion carried, all ayes.

Consent Agenda

2.1 Approval of the minutes of the May 23, 2016 City Council Meeting

2.3 R-062-2016 Resolution Approving Bills

2.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the May 12, 2016 Library Board meeting
- May 2016 Monthly Statistical Report for the Library
- May 2016 Wastewater Reports
- minutes of the June 6, 2016 Parks & Recreation Commission meeting

2.4 Approval of Renewal Applications for Iowa Retail Cigarette Permits

- Casey's #2185 (W Main)
- Casey's #2624 (N Franklin)
- Cork N' Bottle
- Dollar General
- E-Z Pickins
- Fareway Stores
- Fraternal Order of Eagles Club
- Kwik Star #790
- Pronto
- Wal-Mart

2.5 Approve the following appointments: Rich McMahon to the Board of Adjustment (5 year term); Annette Lenz to the Parks & Recreation Commission (3 year term); Jennifer Livingston to the Library Board of Trustees (6 year term); Lucas Thomas to the Library Board of Trustees (6 year term); Kathy Mersch to the Library Board of Trustees (6 year term)

2.6 R-063-2016 Resolution Amending Job Descriptions

2.7 R-064-2016 Salary Resolution (Annual)

2.8 Approve payment of the following Downtown Incentive Program Grant: Awning Grant in the amount of \$765.00 to Roger Lake for his building at 107 & 109 North Franklin Street

2.9 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2016-6/30/2017)

2.10 Approve the replacement of ten ballistic vests for the Police Department at a cost of \$7,650.00 from Ray O' Herron Company

2.11 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 CARTRIDGES	644.85
ADDOCO, INC	PLAYGROUND MULCH	1,338.75
ADVANCED COATING CONCEPTS	OIL	48.84
AFLAC	PAYROLL WITHHOLDINGS	438.15
ALL INCLUSIVE REC	MEMORIAL BENCH @ COMPLEX	1,299.00
AMAZON	LIBRARY MATERIALS	401.63
AWE DIGITAL LEARNING SOLUTIONS	LIBRARY FURNITURE/EQUIP	3,619.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,696.91
BARD CONCRETE	CONCRETE	11,438.88

BARRON MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	243.32
BAUMGARTNER GATE FACTORY	SIGNS @ SCHRAM	52.00
BECKER, KRIS	AEROBICS INSTRUCTOR	151.20
BILL'S SMOKEHOUSE	NEIRL MEETING	30.00
BOB STEPHEN MOTORS	PD VEHICLE MAINT	348.27
BOLAND RECREATION	TIRRILL PARK EQUIP/INSTALL	146,525.00
BROWN SUPPLY CO, INC	SAFETY GEAR	69.40
BUNTING, CLIFFORD D	REIMB MILEAGE	45.90
CARPENTER UNIFORM	POLICE UNIFORM SUPPLIES	246.52
CENGAGE LEARNING	LIBRARY MATERIALS	152.75
CENTER POINT	LIBRARY MATERIALS	127.62
CHEMSEARCH	RESTROOM SUPPLIES	277.03
CITY LAUNDERING	BUILDING MAINT	240.74
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	3,156.76
COLIBRI SYSTEMS N AMERICA INC	LIBRARY EQUIPMENT	2,784.00
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	267.52
CRESCENT ELECTRIC SUPPLY	SUPPLIES	147.61
DEL CO FAIR SOCIETY	AEROBICS ROOM USAGE	50.40
DEL CO HISTORICAL SOCIETY	150TH VETERANS TOUR	467.50
DEL CO SOLID WASTE COMM	LANDFILL	939.00
DEL DUB JAC CO RTA	150TH VETERANS TOUR	810.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	1,125.00
DEMCO	OFFICE SUPPLIES	196.07
DIGITAL ALLEY, INC	POLICE SUPPLIES	30.00
DOCUMENT DESTRUCTION, LLC	SHREDDING	43.00
DON & WALT, LLC	REPAIRS	2,175.20
DYERSVILLE COMMERCIAL	PUBLICATION EXPENSE	327.63
EBSCO	LIBRARY ONLINE DATABASES	10,287.00
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,452.32
ERIN LEARN: PETTY CASH	POOL START-UP CASH	300.00
FAREWAY STORES	CONCESSION SUPPLIES	1,186.86
FARNER-BOCKEN CO.	COMPLEX CONCESSIONS	1,892.37
FEHR GRAHAM	ENGINEERING	8,298.50
HARPER FOLSOM	SUMMER READING PROGRAM	450.00
FOLSOM, KRISTY	REIMB SUPPLIES	96.40
FUNKE, ANGIE	FIRE: CLEANING	106.60
GALLS	POLICE UNIFORM	669.13
GEORGEN AUTO	VEHICLE MAINT	90.49
GLOCK PROFESSIONAL, INC	POLICE TRAINING	250.00
GROUT MUSEUM DISTRICT	SUMMER READING PROGRAM	195.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	540.00
HAGEMEYER	UNIFORM SUPPLIES	62.97
HALVERSON, KIRSTEN	REFUND PRIVATE LESSONS	70.00
HAMMER-TIME CONSTRUCTION	WATER REPAIRS	800.00
HAUSERS WATER CONDITION	D-45	40.00
HAWKINS, INC.	CHEMICALS	843.42
HENDERSON TRUCK EQUIPMENT	VEHICLE SUPPLIES	6.50
HERITAGE PRINTING	OFFICE SUPPLIES	231.87
HODGES, ANGELA	REFUND SHELTER RENTAL	20.00
HOPKINS, GERRY	SUMMER READING PROGRAM	122.00
IA CITY/COUNTY MGMT ASSOC	ANNUAL DUES	150.00
IA ONE CALL	ONE CALLS	320.80
ICMA	ANNUAL DUES	734.82
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	150.98

IOWA RAPTOR PROJECT	KIDS & CRITTERS CAMP	227.18
IPERS	PAYROLL WITHHOLDINGS	21,242.49
J & R SUPPLY, INC	SUPPLIES	36.00
JANWAY COMPANY USA INC	SUMMER READING PROGRAM	257.50
JAY CADY, LAUGHING MATTERS	SUMMER READING PROGRAM	325.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	644.77
JONES, DENISE	SUMMER READING PROGRAM	50.00
KARR, LLC	OFFICE EQUIPMENT	1,200.10
KEO ASSOCIATES	SUMMER READING PROGRAM	350.00
KIRKHAM MICHAEL, INC	AIRPORT APRON/TAXIWAY PROJECT	2,600.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	21,873.31
KMCH	PUBLIC RELATIONS	408.33
KRAMER, MILT L	REIMB MILEAGE	74.52
LANDSCAPES BY CHILDSPLAY	BUILDING/GROUNDS	126.24
LAWSON PRODUCTS	SUPPLIES	158.54
LECHTENBERG JANITORIAL	SUPPLIES	110.30
LEWISBINS	WATER SUPPLIES	22.00
LIBRARY IDEAS LLC	MUSIC STREAMING SUBSCRIPTION	3,250.00
MACH 3 ENTERPRISES	SUMMER READING PROGRAM	300.00
MANCHESTER AREA CHAMBER	SIGNS	4.50
MANCHESTER FIRE FIGHTERS	REIMB TRAINING EXPENSE	125.00
MANCHESTER PIZZA RANCH	CONCESSIONS	442.25
MANCHESTER PRESS	PUBLICATION EXPENSE	578.53
MANCHESTER SIGNS	150TH BANNERS	221.00
MARLA'S SCREEN PRINTS & M	PARK UNIFORMS	768.59
MARTIN EQUIP OF IA-IL	OIL FILTERS	169.32
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	200.00
MEDIACOM	TELEPHONE/INTERNET	3.95
MIDWEST TAPE	LIBRARY MATERIALS	776.21
MIKE'S LANDSCAPING & LAWN	MOWING CONTRACT	85.00
MYERS-COX CO	CONCESSIONS	1,327.30
NE IA OVERHEAD DOOR	GARAGE DOOR REPAIR	120.00
NEUHAUS CONSTRUCTION	TIRRILL PARK SIDEWALKS	18,309.93
NORTHERN IOWA TREE CARE	TREE REMOVALS	6,950.00
OFFICE EXPRESS, INC	OFFICE SUPPLIES	239.20
PALMER HARDWARE	OPERATING SUPPLIES	761.66
PEPSI COLA BOTTLING CO	CONCESSIONS	1,332.45
PETERS LAW OFFICE	LEGAL FEES	850.00
PIERSCH, JONATHON	REIMB POLICE UNIFORM	59.90
PITNEY BOWES	POSTAGE	1,008.50
POOL TECH, INC	POOL CHEMICALS	1,719.92
POSTMASTER	POSTAGE FOR UTILITY BILLS	530.15
PRONTO MART	FIRE SUPPLIES	45.06
RADIO COMMUNICATIONS, INC	POLICE LIGHTBAR	2,126.30
RADIOLOGY CONSULTANTS	FIRE PHYSICAL	34.00
REGAL PLASTIC SUPPLY CO	DISPATCH SECURITY WINDOW	772.50
REGIONAL FAMILY HEALTH	FIRE PHYSICAL	191.00
REGIONAL MEDICAL CENTER	FIRE PHYSICAL	421.00
RELIANCE STANDARD LIFE INS	INSURANCE	404.15
RIVER CITY STONE	TIRRILL PLAYGROUND SIDEWALK	535.41
RUNDE FORD, CHRYSLER, DOD	VEHICLE MAINT SUPPLIES	77.69
SCHOLASTIC INC.	SUMMER READING PROGRAM	402.00
SCHRECK, JO	REIMB KIDS & CRITTER SUPPLIES	106.63
SCHUCHMANN, KEVIN	PHOTOGRAPHY/EDITING	500.00

SCHUMACHER ELEVATOR CO	LIBRARY ELEVATOR MAINT	152.70
SCHWAN'S HOME SERVICE	CONCESSIONS	822.35
SIMON'S LAWN CARE & MAINT	MOWING CONTRACT	9,243.18
SOLUTIONS MANAGEMENT	PRINTER MAINT	366.46
STANDARD AUTO PARTS	VEHICLE MAINT SUPPLIES	298.33
STATE HYGIENIC LABORATORY	TESTING	549.00
STETSON BLDG PRODUCTS	OPERATING SUPPLIES	233.60
STRATEGIC INSIGHTS INC	CIP SOFTWARE MAINT	499.50
SULLIVAN, EMILY	RED CROSS RE-CERT INSTRUCTOR	50.00
TAUKE, MATT	TRAVEL EXPENSE @ TRAINING	272.35
TENNIS SERVICES OF IOWA	TIRRILL PARK TENNIS COURTS	19,770.00
THE PENWORTHY COMPANY	LIBRARY MATERIALS	345.89
THREE RIVERS FS	VEHICLE FUEL	6,384.00
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	2,885.00
TREAT AMERICA	POLICE TRAINING	65.10
TRUMBLEE, DAVID	REIMB TRAVEL EXPENSE	25.11
ULTRAMAX AMMUNITION	AMMUNITION	616.00
UPSTART	SUMMER READING PROGRAM	1,105.75
US CELLULAR	CELLULAR PLAN	196.57
USA BLUE BOOK	VALVES	191.96
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	671.60
VICK, TIMOTHY J	IACMA SUMMER CONF REGISTRATION	298.64
VISION SERVICE PLAN	INSURANCE	541.36
WALMART COMMUNITY	SUPPLIES	353.68
WELLMARK	INSURANCE	25,479.98
WINDSTREAM	TELEPHONE/INTERNET	1,125.30
WRIGHT, CHAD	REIMB MEAL @ TRAINING	13.57
PAYROLL CHECKS		50,184.33
TOTAL		446,520.17
	FUND TOTALS	
	GENERAL	168,177.18
	HOTEL MOTEL TAX	2,125.83
	ROAD USE TAX	28,618.14
	EMPLOYEE BENEFITS	19,004.12
	POLICE SPECIAL USES	46.66
	PARK IMPROVEMENT	185,143.62
	TIRRILL TRUST	509.47
	PARK GIFT & TRUST	1,299.00
	LIBRARY GIFT & TRUST	3,687.62
	DOWNTOWN INCENTIVE	56.62
	STREET PROJECTS	6,111.41
	WATER	18,087.64
	SEWER	13,652.86
	TOTAL	446,520.17

Delaware County Roads to Trails UTV/ATV Club

Susan Scherbring, Delaware County Roads to Trails UTV/ATV Club, provided the Council with information about the Roads to Trails Club and the UTV/ATV Ordinance recently adopted by the Delaware County Board of Supervisors. Mrs. Scherbring asked that the Council consider the following: adoption of the current rules as stated in the county ordinance to be used as enforcement; all access to City via shortest route into and out of town; use of non-primary street to get into and out of town; and to allow for access to businesses (gas stations, restaurants, and stores) via the shortest route.

Several members of the Roads to Trails Club were in attendance, and the Council discussed the proposal with those present.

The Council agreed that additional time was needed to review the request and research options. The City Attorney will gather information from other communities that allow UTV/ATV operation in city limits.

The Council recessed at 5:45pm. The Council reconvened at 6:00pm.

#### Manchester Downtown Concept Plan & Park Development Project

City Manager Vick informed the Council that Confluence has prepared a professional service agreement for the Manchester Downtown Concept Plan and Park Project in the amount of \$46,230.00. The agreement provides for multiple public meetings to gather public input during the predesign phase and the concept planning (preliminary design) phase. The process will allow for orderly development of the bank improvements along the Whitewater Park and design themes to meld the Downtown with the Whitewater Park.

Following review, motion by Sherman, seconded by Struble to approve the Agreement for the Provision of Professional Services for Design and Engineering Services for the Manchester Downtown Concept Plan and Park Project with Confluence. Motion carried, all ayes.

#### Tirrill Park Playground

Parks and Recreation Director Doug Foley discussed with the Council the removal of the old playground set at Tirrill Park. The Council agreed that City Staff should remove the old equipment, scrap the metal, and offer the slides for sale if they are still functional.

#### Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City. The Council discussed structure 3.5 at the Whitewater Park with Mr. Wicks.

#### Reports

City Manager Vick updated the Council on upcoming events in the community.

Mike Letts, owner of 908 West Marion Street, expressed his concern to the Council about the proposed vacation of the alley behind his property on West Marion Street.

#### Information

The Council reviewed correspondence received.

Motion by Stelken, seconded by Poynor to adjourn the meeting at 6:37pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk