

Minutes of the Regular Meeting of the Manchester City Council  
Monday, August 24, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the August 10, 2020 City Council meeting

3.2 R-112-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the August 13, 2020 Planning & Zoning Commission meeting
- the minutes of the August 17, 2020 Parks & Recreation Commission meeting

3.4 Downtown Incentive Grant Payment

- Facade Grant (West Facade) in the amount of \$1,000.00 to Jeff Orr for the Sister Hill property at 704 East Main Street

3.5 R-113-2020 Resolution Amending Salary Resolution

3.6 Approval of Pay Application #3 from Wes Schulte in the amount of \$211,171.32 for work completed on the Meadow Brook Trail Addition Project

3.7 Ordinance 009-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Animal Control, first consideration and adoption

3.8 Ordinance 010-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Tobacco Use, first consideration and adoption

3.9 R-114-2020 Resolution Authorizing Fund Transfer for the Fiscal Year Ending June 30, 2020

3.10 R-115-2020 Resolution Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund

3.11 R-116-2020 Resolution Approving Amended Final Plat (Oak Valley Subdivision)

3.12 Approval of the Consent Agenda

Mayor Kramer reviewed the Consent Agenda with the Council. Motion by Poynor, seconded by Scherbring to approve the Consent Agenda. Motion carried, all ayes.

**Bills approved for payment:**

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	284.80
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	20,386.83
AMAZON CAPITAL SERVICES	SUPPLIES	640.66
ASCAP	LICENSE FEE	366.76
BARD MATERIALS	READY MIX, SAND, GRAVEL	1,801.63
BURRINGTON GROUP	ENGINEERING SERVICES	7,088.50
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	919.56
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53

D & S PORTABLES	PORTAPOTTY	120.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	982.20
DEL CO TREASURER	PROPERTY TAXES	580.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	BUILDING SUPPLIES	820.10
DEMCO	LIBRARY MATERIALS	108.25
DOLAN INS AGENCY	INSURANCE	1,494.00
DON & WALT	REPAIR/MAINTENANCE	1,775.00
DMASWA	SOLID WASTE	238.05
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	22,274.19
ELEC ENGINEERING & EQUIP	ELECTRICAL SUPPLIES	1,992.13
EZ PICKIN'S	FUEL	2.45
FAREWAY STORES	SUPPLIES	19.86
FEHR GRAHAM	ENGINEERING FEES	36,663.15
MARK FINK	CONTRACTED SERVICES	630.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	250.00
HAWKINS	CHEMICALS	1,074.73
HEIMS AWARDS	HERO HUSTLE MEDALS	861.50
IMWCA	WORK COMP PREMIUM	35,296.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	96.90
IPERS	IPERS REGULAR	25,755.01
KEYSTONE LABORATORIES	LAB TESTS	538.00
KIRKHAM MICHAEL	PAY #4 AIRPORT SEAL COAT	1,456.04
KLUESNER SANITATION	GARBAGE/RECYCLING	22,969.00
LEARN, ERIN	REIMBURSEMENT	198.95
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	32.45
MANCHESTER SIGNS	SIGNS	124.00
MEADOW BROOK TRAIL	PAY APPLICATION #2	182,751.35
MERCY EAP SERVICES	EMPLOYEE RESOURCE/SUPPORT	80.00
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	1,125.00
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	152.95
PIRC-TOBIN CONSTRUCTION	PAY #5 HWY 13 IMPR PROJECT	538,613.96
PITNEY BOWES	POSTAGE SUPPLIES	80.74
REGIONAL MEDICAL CENTER	LAB TEST	30.00
RIVER CITY STONE	ROCK/STONE	420.98
ERMA ROBINSON	REFUND	20.00
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	84.91
SHRED-IT US JV	SHREDDING	44.40
LOCAL GOV'T PROFESSIONAL SVCS	IA CODIFICATION	911.00
JEFF SMOCK	MILEAGE REIMB	177.10
SPEER FINANCIAL	FINANCIAL SERVICES	14,365.00
STATE HYGIENIC LABORATORY	LAB TESTS	325.50
STOREY KENWORTHY	OFFICE SUPPLIES	600.13
SUE'S FLOWER & GARDEN CENTER	COMMERCIAL INCENTIVE PARKING	4,674.31
TREASURER STATE OF IOWA	STATE TAX	3,661.00
UNITY POINT CLINIC	MRO SERVICE	42.00
US CELLULAR	FD CELL	43.43
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
WALMART	SUPPLIES	87.66
WELLMARK	HEALTH INS	2,212.51

JAMES L WESSELS	TREE SERVICE	350.00
WEST DELAWARE BOOSTER CLU	YEARBOOK	45.00
WINDSTREAM	PHONE/INTERNET	649.10
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	722.15
Payroll Checks		69,053.40
***** REPORT TOTAL *****		1,011,646.29
	FUND TOTALS	
	GENERAL	132,363.25
	ROAD USE TAX	19,368.13
	EMPLOYEE BENEFIT	30,886.00
	ACQUISITION/DEMOLITION	580.00
	PARK GIFT & TRUST	897.03
	DEBT SERVICE	14,365.00
	CAPITAL PROJECTS	184,465.75
	DOWNTOWN INCENTIVE	4,604.31
	STORM WATER/WQ PROJECTS	5,125.00
	STREET PROJECTS	575,650.21
	WATER FUND	18,188.51
	SEWER FUND	25,153.10
	TOTAL FUNDS	1,011,646.29

Connection Fees: 204 South 12th Street

Motion by Sherman, seconded by Scherbring to adopt R-117-2020 Resolution Waiving Connection Fees (204 South 12th Street). Motion carried, all ayes.

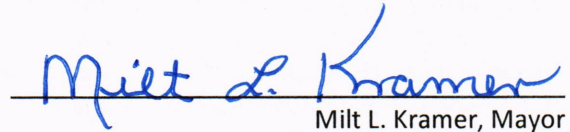
Construction Project Updates

Sam Ertl, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Clerk Erin Learn informed the Council that the annual audit would be the week of September 7, 2020.

Motion by Poynor, seconded by Bradley that the meeting adjourn at 5:25pm. Motion carried, all ayes.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, September 14, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

Service Award

Mayor Kramer presented a Service Award to City Manager Tim Vick for 15 years of service to the City of Manchester.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the August 24, 2020 City Council meeting

3.2 R-118-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the August 13, 2020 Library Board meeting
- the August 2020 Statistical Report for the Library
- the August 2020 Wastewater IDNR Reports

3.4 Downtown Incentive Grant Applications

- Facade Grants in the total amount of \$32,273.63 to Franklin Sack LLC for the buildings at 107 South Franklin Street, 109 South Franklin Street, 111 South Franklin Street, 113 South Franklin Street, and 115 South Franklin Street
- Facade Grant in the amount of \$1,065.67 to Ann Meyer for the building at 108 North Franklin Street
- Facade Grant in the amount of \$1,007.19 (front) and \$426.67 (rear) to Mike Corkery for the building at 119 South Franklin Street
- Facade Grant in the amount of \$308.67 to Sylvia Carr for the building at 117 South Franklin Street
- Facade Grant in the amount of \$1,619.63 to Donna Reeder for the building at 304 East Main Street

3.5 Ordinance 009-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Animal Control, second consideration and adoption

3.6 Ordinance 010-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Tobacco Use, second consideration and adoption

3.7 R-119-2020 Resolution Amending Salary Resolution

3.8 Approval of Pay Estimate #1 in the amount of \$142,899.00 to Boomerang Corp for the 2020 East Main Street Improvement Project

3.9 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

3.10 Approval of Pay Estimate #5 in the amount of \$2,038.45 to Kirkham Michael for Airport Crack Repair/Seal Coat Project

3.11 Approval of Pay Estimate #2 (Final) to Struck & Irwin Paving, Inc. for the Airport Crack Seal and Slurry Seal Project

3.12 R-120-2020 Resolution Approving Change Order #4 for the Highway 13 Improvement Project

3.13 Approval of Pay Estimate #6 in the amount of \$373,733.24 to Pirc-Tobin Construction for the Highway 13 Improvement Project

3.14 Acknowledge receipt of unpaid nuisance mowing bills and approve the certification to the Delaware County Treasurer for collection on property taxes

3.15 Approve Payment in the amount of \$28,654.55 to Fehr Graham for Engineering Services

3.16 R-121-2020 Resolution Approving Plat of S & R Construction Subdivision

3.17 Approval of the Consent Agenda

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

**Bills approved for payment:**

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	393.10
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	7,456.90
AMAZON	LIBRARY SUPPLIES	1,090.18
AMAZON CAPITAL SERVICES	SUPPLIES	79.85
ANDERSON WELDING	REPAIR/MAINTENANCE	59.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,400.64
BARD MATERIALS	READY MIX, SAND, GRAVEL	838.52
BARRON MOTOR	PARTS/SUPPLIES	144.53
BAUMGARTNER GATE FACTORY	REPAIR/MAINTENANCE	342.00
BECKER ELECTRIC	REPAIR/MAINT	294.02
BLACK HILLS ENERGY	HEATING FUEL	855.79
BSN SPORTS	RECREATION SUPPLIES	568.16
CENGAGE LEARNING	LIBRARY MATERIALS	456.65
CITY LAUNDERING	MAINTENANCE/SUPPLIES	127.85
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	959.14
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CUTTING EDGE GRAPHICS	HERO HUSTLE SUPPLIES	872.14
D & S PORTABLES	PORTAPOTTY	450.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	981.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	668.53
DES MOINES STAMP MFG	NOTARY STAMP	35.30
DOLAN INS AGENCY	INSURANCE	623.00
DON & WALT	REPAIR/MAINTENANCE	505.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	430.00
E.H. WACHS COMPANY	WATER VALVE HIGH STACK	20,355.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,162.09
ELM USA	LIBRARY MATERIALS	50.00
FAREWAY STORES	SUPPLIES	36.46
FASTENAL COMPANY	PARTS/SUPPLIES	65.07
GAZETTE COMMUNICATIONS	SUBSCRIPTION	417.82
GEORGEN AUTO	VEHICLE MAINT/REPAIR	683.45
GORDON FLESCH	LASERFISCHE SYSTEM	1,170.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00

HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
IA DEPT OF TRANSPORTATION	SIGN TUBING	1,122.90
INTERSTATE INDUST SERVICE	INSTRUMENTATION SYSTEMS	836.41
J & R SUPPLY	WTR/SWR SUPPLIES	2,365.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	581.20
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	3,630.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,381.20
KMCH	RADIO ANNOUNCEMENTS	768.20
KWIK TRIP	FUEL	111.60
MANCHESTER MOTOR SUPPLY	AUTO PARTS	38.70
MANCHESTER SIGNS	SIGNS	61.00
MCCRABB, RICHARD	MOWING SERVICES	40.00
MEADOW BROOK TRAIL	PAY APPLICATION #3	211,171.32
MEDIACOM	PHONE/INTERNET	813.08
MERCY EAP SERVICES	EMPLOYEE RESOURCE/SUPPORT	80.00
MID IOWA PETROLEUM EQUIP	AIRPORT MAINT	701.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	4,435.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	1,217.35
MOMENTUM	SCREEN PRINTING	888.62
MULLEN, ANGIE	REIMBURSEMENT	75.00
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	268.40
NICHE ACADEMY	ONLINE SUBSCRIPTION	1,100.00
NORTHWAY CORPORATION	HYDROMATIC PUMP	3,283.00
ORR, JAMIE & JEFF	FACADE GRANT (WEST SIDE)	1,000.00
OVERDRIVE	BRIDGES E-BOOK	1,404.07
PALMER HARDWARE	PARTS/SUPPLIES	455.17
PAYROLL CHECKS	PAYROLL	64,533.86
PETERS & LONGMUIR PLC	LEGAL FEES	958.00
PITNEY BOWES	LEASE PAYMENT	354.51
POSTMASTER	POSTAGE	554.05
PREMIER CARPET CARE	PD CARPET CLEANING	105.00
PREMIER PARTS	PARTS/SUPPLIES	29.12
RELIANCE STANDARD LIFE INS	INSURANCE	487.33
RIVER CITY STONE	ROCK/STONE	2,724.25
RUNDE AUTO GROUP	WATER VALVE TRUCK	32,067.96
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	172.94
SMALL ANIMAL CLINIC	SUPPLIES	10.00
SMOCK, JEFF	MILEAGE REIMB	177.10
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STATE HYGIENIC LABORATORY	LAB TESTS	169.50
STATE LIBRARY OF IOWA	STATEWIDE DATABASE	397.74
STOREY KENWORTHY	OFFICE SUPPLIES	150.94
SUPERIOR TECHNOLOGY SERVICES	CREDIT CARD MACHINE INSTALL	127.50
SUPREME GREEN	MOWING CONTRACT	4,606.69
THREE RIVERS FS	FUEL/FERTILIZER	3,771.41
TREASURER STATE OF IOWA	STATE TAX	3,557.00
UTILITY DEPOSIT REFUNDS	DEPOSIT REFUND CHECKS	166.10
VANTAGE TRANSFER AGENTS	ICMARC	770.00

VERIZON WIRELESS	MOBILE DATA	280.07
VISION SERVICE PLAN	INSURANCE	594.03
WAID, BRIAN	REIMBURSEMENTS	197.80
WAVERLY NEWSPAPERS	PUBLICATIONS	315.00
WELLMARK	INSURANCE	53,541.64
WINDSTREAM	PHONE/INTERNET	1,092.62
***** REPORT TOTAL *****		497,363.88
FUND TOTALS		
GENERAL		121,588.49
HOTEL MOTEL TAX		315.00
ROAD USE TAX		20,720.93
EMPLOYEE BENEFIT		48,512.23
PARK GIFT & TRUST		1,405.75
LIBRARY GIFT & TRUST		189.40
POLICE CANINE		10.00
CAPITAL PROJECTS		211,171.32
DOWNTOWN INCENTIVE		1,000.00
STREET PROJECTS		3,707.00
WATER FUND		70,604.54
UTILITY DEPOSIT TRUST		166.10
SEWER FUND		17,973.12
TOTAL FUNDS		497,363.88

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Kramer opened the Public Hearing at 5:19pm.

City Manager Vick informed the Council that the plan amendment would allow for the use of Tax Increment Financing for the continued development of condominiums on Bailey Drive by Joe Hildebrand.

There being no comments to be heard and no comments on file, Mayor Kramer closed the Public Hearing at 5:21pm.

Motion by Behnken, seconded by Bradley to adopt R-122-2020 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Motion by Poynor, seconded by Scherbring to adopt R-123-2020 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC, including Annual Appropriation Tax Increment Payments. Motion carried, all ayes.

Police Squad Car Replacement

Chief Hauschild reviewed the information regarding the proposed squad car replacement with the Council. Following discussion, motion by Poynor, seconded by Behnken to approve the following: purchase of a 2021 Dodge Charger from Runde's, the removal of the old equipment and installation of the new equipment by RC Systems, and striping of the new car for a total cost of \$31,237.00; and the sale of the 2016 Impala to the Manchester Airport for \$4,000.00. Motion carried, all ayes.

Letter of Intent with BR Development LLC

City Manager Vick reviewed the proposed Letter of Intent with the Council for the construction of a new 27,000 square foot retail building behind Pizza Ranch. Vick noted that the developer would like to start construction yet this fall and has requested a non-binding letter of intent from the City to clarify the City Council's willingness to consider the proposed terms for a formal agreement. The letter of intent provides for a 12 year 80% tax rebate for the project and waiver of the water and sewer connection fees.

Motion by Scherbring, seconded by Bradley to approve the Letter of Intent with BR Development, LLC. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Attorney Jim Peters updated the Council on the action the City has filed against Delaware County.

City Manager Tim Vick informed the Council that the virtual Iowa League of Cities Conference would be Wednesday-Friday of this week, and that the Council would hold a Committee of the Whole meeting on Monday, September 21, 2020 to review the sessions from the conference.

The Council discussed trick or treating for this year, and agreed to have it as usual on Halloween, October 31, 2020 from 5:00 – 7:00 p.m. The Council asked that those who wish to participate to please turn on their outside lights, and that residents use their own discretion in determining whether they and/or their children wish to participate.

The Council also discussed the work being done on the house at 505 East Main Street, and expressed concern about the security of the site as well as the dirt and equipment on the lot. The Council agreed the owner should be contacted regarding the property and get a timeframe as to when the work will be completed. The City Attorney asked to visit the site with the City Manager following the meeting.

The Committee of the Whole meeting in November will be held November 16, 2020.

Motion by Sherman, seconded by Scherbring that the meeting adjourn at 5:54pm. Motion carried, all ayes.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk



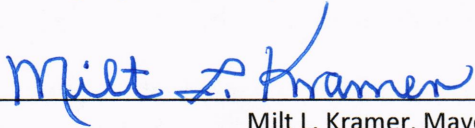
**Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, September 21, 2020**

Mayor Kramer called the committee meeting to order at 5:05pm.

Council members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

The Council discussed sessions attended at the virtual 2020 Iowa League of Cities Annual Conference and shared ideas from those sessions.

Motion by Bradley, seconded by Poynor that the committee meeting adjourn at 6:19pm.

  
\_\_\_\_\_  
Milt L. Kramer, Mayor

Attest:

  
\_\_\_\_\_  
Erin Learn, City Clerk

## Minutes of the Regular Meeting of the City Council of the City of Manchester

Monday, September 28, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

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

### Consideration of Action Regarding Proposed Hog Confinement Facility Located North of Town

Mayor Kramer informed the Council that Adam and Kari Schulte are proposing to construct a 2,500 head hog confinement facility less than one mile from city limits.

There were several members of the public present at the meeting and addressed the Council regarding their concerns with the location of the proposed hog confinement. Items discussed included: the location of the hog confinement, the permitting requirements, zoning, water quality, residential development, environmental concerns, impact on property values, IDNR regulations, manure management plan, sinkholes in the area, litigation, annexation, weight embargo on the road, proximity to the school, contacting state legislators with concerns, contacting the property owner, the watershed, and when construction could potentially begin on the structure.

City Attorney Jim Peters reviewed the rules with the City Council and commented that there was little the City could do to stop the construction due to legislation enacted by the State. Mr. Peters advised the City could request a third party to do a review of the manure management plan to ensure it is correct.

Barb Sailer, 1100 Rosewood Drive, presented the City Council with a petition opposing the proposed hog confinement, noting they had over 450 people sign it.

Mayor Kramer provided the Council with a resolution opposing the hog confinement and asked the Council to consider acting upon it. Motion by Poynor, seconded by Behnken to adopt resolution R-130-2020 Resolution in Opposition to Confined Animal Feeding Operations within Two Miles of the Corporate Limits of the City of Manchester, Iowa. Motion carried, all ayes.

Mayor Kramer called for a recess at 5:52pm. The Council reconvened at 5:59pm.

### Public Input

None.

### Consent Agenda

3.1 Approval of the minutes of the September 14, 2020 City Council meeting and the September 21, 2020 Committee of the Whole meeting

3.2 R-124-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the September 21, 2020 Parks & Recreation Commission meeting
- Revenue & Expense Reports for July 2020 & August 2020

3.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Cork 'N Bottle at 900 East Main Street
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for E-Z Pickin's at 2210 State Highway 13
- Renewal Application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company at 116 South Franklin Street

3.5 Ordinance 009-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Animal Control, third consideration and final adoption

3.6 Ordinance 010-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Tobacco Use, third consideration and final adoption

3.7 R-125-2020 Resolution Approving Fiscal Year 2019/20 Street Finance Report

3.8 R-126-2020 Resolution Accepting Work Covering the City's Airport Crack Seal and Slurry Seal Project

3.9 Approval of Pay Estimate #6 in the amount of \$2,329.66 to Kirkham Michael for Airport Crack Repair/Seal Coat Project

3.10 Motion to set October 26, 2020 at 5:00pm as the date and time for a Public Hearing on the Voluntary Annexation Application for 1747 195th Street

3.11 R-127-2020 Street Lighting Resolution

3.12 R-128-2020 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

3.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Behnken, seconded by Scherbring to approve the Consent Agenda as presented. Motion carried, all ayes.

**Bills approved for payment:**

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	PAYROLL WITHHOLDINGS	304.80
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	19,515.50
AMAZON CAPITAL SERVICES	SUPPLIES	205.24
AUTOMATION ENGINEERING	SERVER UPGRADE	5,440.00
BARD MATERIALS	READY MIX, SAND, GRAVEL	455.00
BECKER ELECTRIC	REPAIR/MAINT	894.61
BLACK HILLS ENERGY	HEATING FUEL	1,192.75
BOOMERANG CORP	PAY EST #1: EAST MAIN PROJECT	142,899.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	959.14
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
CONRAD CONSTRUCTION	BUILDING PATCH	400.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DIGITAL ALLEY	VIDEO SUPPLIES	395.00
DOLAN, PAT	FENCING	849.45
DON & WALT	REPAIR/MAINTENANCE	950.14
ECIA	RPA LOCAL MATCH	3,268.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,893.71
ENGINEERED OPERATIONS & SERV	WASTEWATER SUPPLIES	1,397.08
FALLER, KINCHELOE & CO PLC	AUDIT SERVICES	7,800.00
FAREWAY STORES	SUPPLIES	98.74
FASTENAL COMPANY	PARTS/SUPPLIES	59.88
FEHR GRAHAM	ENGINEERING FEES	28,654.55
GEORGEN AUTO	VEHICLE MAINT/REPAIR	212.56
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HAWKINS	CHEMICALS	615.06

HOTSY CLEANING SYSTEMS	PRESSURE WASHER SUPPLIES	241.00
IOWA ONE CALL	LOCATES	47.90
IA DEPT OF TRANSPORTATION	SALT	4,194.80
IPERS	IPERS	26,390.49
ISAACS, RILEY	SUPPLIES	115.00
KIRKHAM MICHAEL	PAY #5: AIRPORT SEAL COAT	2,038.45
LAWSON PRODUCTS	TOOLS & MATERIALS	63.08
LL PELLING CO	ASPHALT/PAVING SUPPLIES	89.10
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	592.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	847.05
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	2,109.56
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	2,400.00
PIRC-TOBIN CONSTRUCTION	PAY EST #6: HWY 13 PROJECT	373,733.24
RIVER CITY STONE	ROCK/STONE	70.56
SMOCK, JEFF	MILEAGE REIMB	177.10
STATE HYGIENIC LABORATORY	LAB TESTS	39.00
STRUCK & IRWIN PAVING	PAY EST #2: AIRPORT SEAL COAT	14,787.47
TREASURER STATE OF IOWA	STATE TAX	3,787.00
UEMSI-UTECH ENVIRONMENTAL	HOSE/TELEVISION EQUIPMENT	631.82
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
VERIZON WIRELESS	MOBILE DATA	280.25
WALMART	SUPPLIES	56.35
WELLMARK	PAYROLL WITHHOLDINGS	2,392.40
WINDSTREAM	PHONE/INTERNET	899.86
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	669.94
PAYROLL CHECKS	PAYROLL CHECKS	64,483.62
	REPORT TOTAL	742,079.26
	GENERAL	122,417.45
	ROAD USE TAX	25,758.25
	POLICE SPECIAL USES	115.00
	STREET PROJECTS	545,761.04
	WATER FUND	17,358.09
	SEWER FUND	30,669.43
	TOTAL FUNDS	742,079.26

Public Hearings

Mayor Kramer opened the Public Hearing at 6:05pm.

Mayor Kramer informed the Council that the Public Hearing was regarding the proposed Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC. Mr. Hildebrand plans to construct two additional duplexes on his property along Bailey Drive.

City Manager Vick noted that the agreement mirrors the development agreements approved for Mr. Hildebrand in 2017 and earlier in 2020.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 6:06pm.

Motion by Sherman, seconded by Bradley to adopt R-129-2020 Resolution Approving Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

Radio System Upgrade - Water & Sewer Departments

Wastewater Superintendent Perry Peterson informed the Council that after the electrical storm on Labor Day weekend, both the water and sewer departments lost additional radios due to lightning strikes/power surges. Peterson noted that he and Water Superintendent Chad Wulfekuhle have been working to determine the best route for updating the radio communication system. Peterson reviewed the quote of \$61,829.40 received from Automation Engineering for the radio upgrade and PLC replacement.

Mayor Kramer asked how this would be paid for. City Clerk Erin Learn responded that it would be paid from water and sewer funds, and noted that \$50,000.00 had been budgeted this year for radio replacement.

The Council discussed the project, the life span for radios, and how the system works.

Motion by Bradley, seconded by Behnken to approve the Radio Upgrade and PLC Replacement quote from Automation Engineering in the amount of \$61,829.40. Motion carried, all ayes.

Construction Project Updates

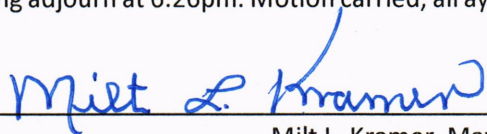
Ryan Wicks, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Attorney Peters updated the Council on current litigation with Delaware County and nuisance properties.

City Manager Vick updated the Council on the projects with the University of Iowa students.

Motion by Sherman, seconded by Scherbring that the meeting adjourn at 6:26pm. Motion carried, all ayes.

  
\_\_\_\_\_  
Milt L. Kramer, Mayor

Attest:

  
\_\_\_\_\_  
Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, October 5, 2020

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

Council members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

Also present: Jason Haight, Tim Heims, Perry Peterson, Jason Wenger, Ryan Wicks, Sam Ertl, Jim Hauschild.

Items discussed at the committee meeting were: Highway 13 Improvement Project Update; East Main Street Project Update; Environmental Review; Street Equipment Replacement Review; and IISC Update. Department updates and engineering updates were also given.

The committee meeting adjourned at 5:59pm.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk

**Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, October 12, 2020**

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the September 28, 2020 City Council meeting and the October 5, 2020 Committee of the Whole meeting

3.2 R-131-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

Recommended Action: Motion to acknowledge receipt of the following City Reports and Minutes:

- the minutes of the September 10, 2020 Library Board meeting
- the September 2020 Statistical Report for the Library
- the September 2020 IDNR Wastewater Reports

3.4 Review the decision of the Board of Adjustment to approve the request of Frank Sailer for the property at 604 East Union Street for a variance to Section 165.27(4.a) "Residential Parking" of the City of Manchester City Code, which would allow for a 36 foot wide driveway curb cut on the west side of the property

3.5 Downtown Incentive Grant Payments

- Facade Grant in the amount of \$791.52 to Ann Meyer for the property at 108 North Franklin Street
- Facade (South facade) Grant in the amount of \$1,017.31 to Steve Palmer/Palmer Hardware for the property at 115 North Franklin Street

3.6 Approval of Pay Estimate #7 in the amount of \$374,387.55 to Pirc Tobin Construction for the Highway 13 Improvement Project

3.7 Approve payment in the amount of \$33,639.00 to Fehr Graham for Engineering Services

3.8 Approval of Pay Estimate #2 in the amount of \$339,255.60 to Boomerang Corp for the East Main Street Improvement Project

3.9 Approve payment in the amount of \$9,850.00 to Burrington Group for Engineering Services

3.10 Approval of Progress Estimates 1 & 2 in the total amount of \$9,200.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	209.85
ACCESS SYSTEMS LEASING	CONTRACT SUPPORT	1,882.89
AFLAC	PAYROLL WITHHOLDINGS	668.48

ALLEN OCCUPATIONAL HEALTH	HEARING TESTS	367.25
ALLIANT ENERGY	ELECTRICITY	5,835.24
AMAZON	LIBRARY SUPPLIES	443.62
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	59.38
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	736.93
BARD MATERIALS	READY MIX, SAND, GRAVEL	475.38
BARRON MOTOR	PARTS/SUPPLIES	16.32
BECKER ELECTRIC	LIB REPAIR/MAINT	129.25
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	959.14
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CREDIT BUREAU SERVICES	COLLECTION SERVICES	94.48
DARE IOWA	DARE TRAINING	100.00
DEL CO AUDITOR	GIS STAFF AUGMENTATION	3,300.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	BUILDING SUPPLIES	94.95
DES MOINES STAMP MFG	NOTARY STAMP	33.00
DMASWA	LANDFILL FEES	313.20
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	980.50
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,981.00
ELM USA	LIBRARY MATERIALS	25.00
EQUIPMENT MANAGEMENT	ANNUAL SERVICE	1,246.00
FAREWAY STORES	SUPPLIES	51.95
FASTENAL COMPANY	PARTS/SUPPLIES	954.70
FOLLETT SOFTWARE CO	LIB LABELS	459.52
GEORGEN AUTO	VEHICLE MAINT/REPAIR	94.27
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	52.90
IA PARK & REC ASSOCIATION	MEMBERSHIP DUES	90.00
IDNR	WATER USE FEE	95.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	165.98
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	465.25
KBI WAREHOUSE & DISTRIB	SCREENING BUCKET RENTAL	750.00
KMCH	RADIO ANNOUNCEMENTS	768.20
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	165.44
LANDSCAPES BY CHILDS PLAY	LANDSCAPE SUPPLIES/MATERIALS	50.00
LIBRARY IDEAS	DIGITAL MATERIALS	525.35
LL PELLING CO	ASPHALT/PAVING SUPPLIES	199.80
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MANCHESTER MOTOR SUPPLY	SUPPLIES	8.39
MEDIACOM	PHONE/INTERNET	407.08
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	368.69
MOMENTUM	SCREEN PRINTING	65.00
OVERDRIVE	LIB MATERIALS	89.99
PALMER HARDWARE	PARTS/SUPPLIES	164.54
PAYROLL CHECKS	PAYROLL CHECKS	58,531.52
PERSONNEL CONCEPTS	EMPLOYMENT LAW POSTERS	636.90
PETERS & LONGMUIR PLC	LEGAL FEES	1,123.00
PIERSCH, JONATHON	REIMBURSEMENT	10.73
POSTMASTER	POSTAGE	553.28
PREMIER PARTS	PARTS/SUPPLIES	28.80



PRO HYDRO TESTING	SCBA REPAIR/MAINTENANCE	1,184.00
RADIO COMMUNICATIONS	REPAIR/MAINT	3,180.00
RELIANCE STANDARD LIFE INS	INSURANCE	487.33
RIVER CITY STONE	ROCK/STONE	334.95
RUNDE AUTO GROUP	REPAIR/MAINTENANCE	31.46
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	337.05
SHIVES, CAROLYN	REIMBURSEMENT	21.00
SMOCK, JEFF	MILEAGE REIMB	177.10
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STATE HYGIENIC LABORATORY	LAB TESTS	339.50
STOREY KENWORTHY	OFFICE SUPPLIES	335.29
SUNSHINE BOY WINDOW CLEANING	FD WINDOW MAINT	120.00
SUPREME GREEN	MOWING CONTRACT	4,366.69
T&W GRINDING	COMPOST CONTRACT	8,662.00
THREE RIVERS FS	FUEL/FERTILIZER	3,364.23
TREASURER STATE OF IOWA	STATE TAX	3,484.00
UTILITY DEPOSIT REFUNDS	REFUND CHECKS TOTAL	158.67
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
VISION SERVICE PLAN	INSURANCE	594.03
WELLMARK	INSURANCE	3,185.13
WINDSTREAM	PHONE/INTERNET	1,092.62
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,854.16
	TOTAL	141,215.38
	FUND TOTALS	
	GENERAL	90,987.86
	ROAD USE TAX	18,928.28
	EMPLOYEE BENEFIT	293.78
	PARK GIFT & TRUST	46.00
	LIBRARY GIFT & TRUST	169.62
	BIKEWAY/WALKWAY PROJECTS	359.13
	STREET PROJECTS	3,499.80
	WATER FUND	14,399.78
	UTILITY DEPOSIT TRUST	158.67
	SEWER FUND	12,372.46
	TOTAL FUNDS	141,215.38

July 2020 Revenues:

FUND	AMOUNT
GENERAL	253,139.83
FRANCHISE FEES	59,739.07
FIRE TRUCK RESERVE	102.65
ROAD USE TAX	87,184.03
EMPLOYEE BENEFIT	10,610.03
POLICE SPECIAL USES	13.69
EMERGENCY FUND	592.10
LOCAL OPTION SALES TAX	42,998.20
TAX INCREMENT FINANCING	6,031.47
PARK IMPROVEMENT	85.54
PARK GIFT & TRUST	4,793.51

LORA STEWART TRUST	3.42
LIBRARY GIFT & TRUST	1,136.16
DEBT SERVICE	2,017,267.47
DOWNTOWN INCENTIVE	166.67
STREET IMPROVEMENT	116.00
STREET PROJECTS	468,173.62
WATER FUND	67,299.01
UTILITY DEPOSIT TRUST	870.62
WATER DEBT SERVICE	20,000.00
SEWER FUND	90,130.89
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,246.73
TOTAL REVENUE BY FUND	3,170,200.71

**August 2020 Revenues:**

FUND	AMOUNT
GENERAL	137,827.33
FRANCHISE FEES	1,948.03
FIRE TRUCK RESERVE	82.21
STREET EQUIPMENT RESERVE	132.52
ROAD USE TAX	54,890.45
EMPLOYEE BENEFIT	2,357.11
POLICE SPECIAL USES	10.96
LOCAL OPTION SALES TAX	48,919.64
PARK IMPROVEMENT	68.51
PARK GIFT & TRUST	5,531.95
LORA STEWART TRUST	2.74
LIBRARY GIFT & TRUST	40.20
POLICE "COPS" FUND	3,000.00
DOWNTOWN INCENTIVE	166.67
STREET IMPROVEMENT	2,553.00
STREET PROJECTS	99,461.25
WATER FUND	75,235.28
UTILITY DEPOSIT TRUST	411.54
WATER DEBT SERVICE	20,000.00
SEWER FUND	99,735.55
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,197.60
TOTAL REVENUE BY FUND	592,072.54

**Public Hearing on the request of the City of Manchester to rezone the Fire Station property at 400 East Main Street from R-4 Multi-Family Residential District to CBD Central Business District**

Mayor Kramer opened the Public Hearing at 5:05pm.

Mayor Kramer informed the Council that the City is requesting to rezone the property at 400 East Main Street from R-4 Multi-Family Residential to CBD Central Business District. Mayor Kramer noted that the Planning & Zoning Commission had met on October 8, 2020 regarding the request and recommend approval.

City Manager Vick reviewed the request with the Council, noting that the City had acquired several parcels around the fire station and the intent of the rezoning request is to bring all the parcels owned by the City around the fire station into the same zoning district.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:07pm.

Motion by Behnken, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 011-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Manure Management Plan Review

Mayor Kramer informed the Council that Fehr Graham had completed the review of Adam Schulte's Manure Management Plan and referred the Council to the report they provided.

Ryan Wicks, Fehr Graham, reviewed the report with the Council, noting that for the most part everything is in compliance.

The Council discussed the report, the proposed confinement, annexation, and the need to work with state legislators to have changes made to the law to provide cities with more options.

R-132-2020 Resolution Approving Final Plat (Parcel 2020-95) & R-133-2020 Resolution Approving Final Plat (Parcel 2020-96)

Motion by Scherbring, seconded by Behnken to adopt R-132-2020 Resolution Approving Final Plat (Parcel 2020-95). Motion carried, all ayes.

Motion by Behnken, seconded by Bradley to adopt R-133-2020 Resolution Approving Final Plat (Parcel 2020-96). Motion carried, all ayes.

Construction Project Updates

Jason Wenger, Burrington Group, and Sam Ertl, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Tim Vick informed the Council that a legislative round table has been tentatively scheduled for November 30, 2020, he will have more details at a future meeting.

Motion by Bradley, seconded by Behnken that the meeting adjourn at 5:37pm. Motion carried, all ayes.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, October 26, 2020

Mayor Pro Tem Behnken called the meeting to order at 5:04pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley (via Zoom), Connie Behnken, Mayor Milt Kramer (via Zoom). Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the October 12, 2020 City Council meeting

3.2 R-134-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the October 8, 2020 Planning & Zoning Commission meeting
- September 2020 Revenue & Expense Reports
- minutes of the October 22, 2020 Planning & Zoning Commission meeting

3.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Outdoor Service for American Legion Post #45 at 206 North Franklin Street

3.5 Downtown Incentive Grant Applications

- Interior Grant Application in the amount of \$2,192.06 to Roger Lake for the building at 107 North Franklin Street
- Interior Grant Application in the amount of \$1,596.83 to Roger Lake for the building at 109 North Franklin Street
- Facade Grant Application in the amount of \$516.62 to Mike Corkery for the building at 119 South Franklin Street

3.6 Ordinance 011-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second consideration and adoption

3.7 R-135-2020 Resolution Amending Salary Resolution

3.8 R-136-2020 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with BR Development LLC, Including Annual Appropriation Tax Increment Payments in an amount not to exceed \$1,200,000

3.9 R-137-2020 Resolution Setting a Date of Meeting at which it is proposed to approve a Development Agreement with Delaware County Economic Development Corporation, including Annual Appropriation Tax Increment Payments in an amount not to exceed \$90,000

3.10 R-138-2020 Resolution Authorizing Internal Advance for Funding of Urban Renewal Programs

3.11 R-139-2020 Resolution Waiving Right to Review Plat of Survey 2020-109 and 2020-110 (Entsminger)

3.12 Approve the sale of the 2009 Sterling Plow Truck to the City of West Branch for \$35,205.42

3.13 Motion to set November 9, 2020 at 5:00pm as the date and time for a Public Hearing on a proposed 30 year Airport Lease Agreement with Jim and Jean Fisher

3.14 Approval of the Consent Agenda

Mayor Pro Tem Behnken reviewed the items on the Consent Agenda with the Council. Motion by Scherbring, seconded by Tania to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	17,552.75
AMAZON CAPITAL SERVICES	SUPPLIES	36.94
BARD MATERIALS	READY MIX, SAND, GRAVEL	1,254.45
BARRON MOTOR	PARTS/SUPPLIES	61.51
BOLSINGER, KESHIA	VOLLEYBALL REFUND	25.00
BOOMERANG CORP	PAY #2: EAST MAIN PROJECT	339,255.60
BURRINGTON GROUP	ENGINEERING SERVICES	9,850.00
CANTWELL, TONIA	VOLLEYBALL REFUND	25.00
CARNEY'S LOW VOLTAGE	TECH SUPPORT	782.68
CARROLL, LACEY	VOLLEYBALL REFUND	25.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	959.14
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
DAVIS, JEREMIAH	REIMBURSEMENT	58.90
DEL CO SOLID WASTE COMMISSION	LANDFILL	983.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DJ REPAIR	REPAIR/MAINTENANCE	200.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,052.02
ENGELKEN, JEN	VOLLEYBALL REFUND	25.00
FEHR GRAHAM	ENGINEERING FEES	33,639.00
FELDMANN, ELIZABETH	VOLLEYBALL REFUND	25.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	113.74
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HALL, JENNIFER	VOLLEYBALL REFUND	25.00
HAWKINS	CHEMICALS	786.07
HESS, MELISSA	VOLLEYBALL REFUND	25.00
HOYLE, KARA	VOLLEYBALL REFUND	25.00
IA WALL SAWING	CONCRETE MODIFICATIONS	769.00
IDNR	WATER TREATMENT EXAM FEE	30.00
IMWCA	WORK COMP INSURANCE	1,293.00
IOWA ONE CALL	LOCATES	77.50
IPERS	IPERS REGULAR	25,934.32
KELCHEN, SARAH	VOLLEYBALL REFUND	25.00
KIRKHAM MICHAEL	PAY #1: AIRPORT LAND ACQ	9,200.00
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	825.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,002.45
KWIK TRIP	FUEL	182.71
LANDSCAPES BY CHILDS PLAY	LANDSCAPE SUPPLIES/MATERIALS	40.00
LANGEL, APRIL	VOLLEYBALL REFUND	25.00
LOECKE, JOANNA	VOLLEYBALL REFUND	25.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE FUEL	62.45
MCINTYRE, MISSY	VOLLEYBALL REFUND	25.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	558.00
MOMENTUM	SCREEN PRINTING	139.74
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	1,122.90
NEUZIL, AMY	VOLLEYBALL REFUND	25.00
NICC	EMERGENCY MED TECH/STANER	1,284.00

ONE SOLUTION	CAMERA	1,140.75
PALMER HARDWARE	FACADE GRANT: 115 N FRANKLIN	1,017.31
PAYROLL CHECKS	PAYROLL	65,441.62
PIERSCH, JONATHON	REIMBURSEMENT	20.00
PIRC-TOBIN CONSTRUCTION	PAY #7: HIGHWAY 13 PROJECT	374,387.55
PITNEY BOWES	CITY POSTAGE	1,008.50
PMMIC INSURANCE	AIRPORT UST INSURANCE	1,546.00
PRICE INDUSTRIAL ELECTRIC	ELECTRICAL MAINTENANCE	1,315.94
PUFFETT, JONI	YOGA INSTRUCTOR	168.00
QUINT, ERIN	VOLLEYBALL REFUND	50.00
RAVE, BRIANNE	VOLLEYBALL REFUND	25.00
REILING, HOLLY	VOLLEYBALL REFUND	25.00
RIVER CITY STONE	ROCK/STONE	625.53
SATOR SPORTS	SOCCER NET/BALLS	304.40
SCHERBRING, EMILY	VOLLEYBALL REFUND	25.00
SCHULTE, KERI	VOLLEYBALL REFUND	25.00
SCOTT, SAMANTHA	VOLLEYBALL REFUND	25.00
SHRED-IT US JV	SHREDDING	45.92
SMOCK, JEFF	MILEAGE REIMB	177.10
SPECIAL DRIVERS AGENCY	FACADE GRANT: 108 N FRANKLIN	791.52
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	1,111.90
SUPREME GREEN	FD MOWING CONTRACT	60.00
TREASURER STATE OF IOWA	STATE TAX	3,463.00
US CELLULAR	FD CONNECTED DEVICE	43.43
VAN METER	ELECTRICAL SUPPLIES	50.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
VERIZON WIRELESS	MOBILE DATA	280.15
VORWALD, STACY	VOLLEYBALL REFUND	25.00
WALMART	SUPPLIES	217.72
WEGMANN, SHELBY	VOLLEYBALL REFUND	60.00
WELLMARK	HEALTH INS	2,392.40
WINDSTREAM	PHONE/INTERNET	649.10
YOUNG, APRIL	VOLLEYBALL REFUND	25.00
	***** REPORT TOTAL *****	950,456.72
	GENERAL	135,371.78
	ROAD USE TAX	22,063.09
	EMPLOYEE BENEFIT	1,293.00
	DOWNTOWN INCENTIVE	1,808.83
	STREET PROJECTS	757,132.15
	WATER FUND	14,392.71
	SEWER FUND	18,395.16
	TOTAL FUNDS	950,456.72

September Revenues

FUND	AMOUNT
GENERAL	240,017.58
FRANCHISE FEES	2,165.47
FIRE TRUCK RESERVE	102.86

STREET EQUIPMENT RESERVE	150,000.00
ROAD USE TAX	73,661.11
EMPLOYEE BENEFIT	71,082.86
POLICE SPECIAL USES	13.71
EMERGENCY FUND	5,733.02
LOCAL OPTION SALES TAX	48,942.58
TAX INCREMENT FINANCING	52,788.40
PARK IMPROVEMENT	85.91
TIRRILL TRUST	375.42
PARK GIFT & TRUST	2,169.68
LORA STEWART TRUST	3.43
LIBRARY GIFT & TRUST	2,614.75
DEBT SERVICE	74,652.59
CAPITAL PROJECTS	625,000.00
DOWNTOWN INCENTIVE	2,166.67
STREET IMPROVEMENT	4,498.00
STORM WATER/WQ PROJECTS	140,000.00
STREET PROJECTS	2,411,640.99
WATER FUND	137,181.64
UTILITY DEPOSIT TRUST	495.71
WATER DEBT SERVICE	20,000.00
SEWER FUND	93,290.29
SEWER REPLACEMENT	4,500.00
SEWER CAPITAL PROJECT	210,000.00
SEWER DEBT SERVICE	35,247.22
TOTAL REVENUE BY FUND	4,408,429.89

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area  
Mayor Pro Tem Behnken opened the Public Hearing at 5:10pm.

City Manager Vick discussed the urban renewal plan amendment with the Council, noting it was for three items: funding for the City's annual contribution to Delaware County Economic Development, the Downtown/Commercial Incentive Program, and the BR Development LLC project.

There being no comments to be heard and no written comments on file, Mayor Pro Tem Behnken closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Scherbring to adopt R-140-2020 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Public Hearing on the Application for Voluntary Annexation (Niemer/1747 195th Street)  
Mayor Pro Tem Behnken opened the Public Hearing at 5:13pm.

City Manager Vick informed the Council that septic system at the property had failed and the property owners had requested to connect on to the City's sanitary sewer.

There being no comments to be heard and no written comments on file, Mayor Pro Tem Behnken closed the Public Hearing at 5:14pm.

Motion by Bradley, seconded by Sherman to adopt R-141-2020 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. Motion carried, all ayes.

#### TIF Report Presentation - Speer Financial

Maggie Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) District Report with the Council.

#### Site Plan Review

Brian Ridge, BR Development LLC, and Ryan Fitzpatrick, Cushman & Wakefield, reviewed with the Council the site plan for BR Development's proposal to construct a 27,490 square foot retail store on the lot located behind Pizza Ranch.

City Manager Vick informed the Council that the Planning & Zoning Commission had reviewed the site plan and recommend approval.

Following discussion, motion by Scherbring, seconded by Poynor to approve the site plan of BR Development LLC. Motion carried, all ayes.

#### East Main Street Storm Sewer Outlet Revision

City Manager Vick informed the Council that storm sewer outlet along East Main Street needs to be extended forty feet to the east to allow for easier maintenance of the area.

Jason Wenger, Burrington Group, reviewed the plans for the extension, noting quotes were received from four contractors with Tschiggfrie Excavating submitting the low quote.

Motion by Scherbring, seconded by Sherman to approve the quote of \$7,900.00 from Tschiggfrie Excavating for the East Main Street Storm Sewer Outlet Revision. Motion carried, all ayes.

#### Dispatch Staffing Update

Police Chief Jim Hauschild addressed the Council regarding adding a full time dispatcher to the Communications Center. Chief Hauschild discussed some of the challenges the department faces in scheduling and the impact COVID-19 has had on the Communications Center. Chief Hauschild also informed the Council that he had spoken with the Delaware County Sheriff, Delaware County Supervisors and the Personnel Committee and they were supportive of adding a full time dispatcher.

Motion by Poynor, seconded by Scherbring to approve the addition of a full time dispatcher. Motion carried, all ayes.

#### Construction Project Updates

Sam Ertl, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

#### Reports

City Attorney Peters updated the Council on pending litigation, work he is doing for the airport land acquisition project, and the status of nuisance filings.

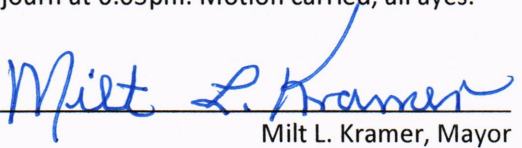
City Manager Vick informed the Council that he has been working with DCED on two potential developments.



Council Member Scherbring informed the Council that he has received a complaint from a property owner about the issues he's had with the East Main Street Project.

Council Member Poynor informed the Council that she received a phone call about the condition of the West Marion Street Bridge and went and looked at it herself. Poynor expressed concern about the condition of the bridge. City Manager Vick noted that the bridge is inspected every two years and that it is still staff but will require some work in the coming years.

Motion by Poynor, seconded by Scherbring that the meeting adjourn at 6:03pm. Motion carried, all ayes.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, November 9, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken (via Zoom). Absent: none.

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

Public Input

None.

Consent Agenda

- 3.1 Approval of the minutes of the October 26, 2020 City Council meeting
- 3.2 R-142-2020 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes
  - minutes of the October 8, 2020 Library Board meeting
  - October 2020 Library Statistical Report
- 3.4 Liquor License Applications
  - New Application for Class B Native Wine Permit for The Bread Basket at 113 East Main Street
- 3.5 Downtown Incentive Grant Payment Requests
  - Facade Grant in the amount of \$823.48 to Donna Reeder for the property at 304 E Main St
  - Facade Grant in the amount of \$1,065.56 to Ann Meyer for the property at 108 N Franklin St
- 3.6 Ordinance 011-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa - third consideration and final adoption
- 3.7 R-143-2020 Resolution Amending Salary Resolution
- 3.8 Motion to award contract for City Sidewalk Snow Removal to Mark Fink with a bid of \$440.00 per time
- 3.9 Motion to award contract for Nuisance Sidewalk Snow Removal to Supreme Green with a bid of \$60.00 per sidewalk
- 3.10 R-144-2020 Resolution Waiving Right to Review Plat
- 3.11 Approve Pay Estimate #3 in the amount of \$4,800.00 to Kirkham Michael for engineering services related to the Airport Land Acquisition & Easements Project
- 3.12 R-145-2020 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment
- 3.13 Ordinance 012-2020 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Section 136.22 "Maintenance and Repair of Bikeways/Walkways" - first consideration and adoption
- 3.14 R-146-2020 Resolution Approving Change Order #5 for the Highway 13 Improvement Project
- 3.15 Approve Pay Estimate #8 in the amount of \$42,396.11 to Pirc Tobin Construction for the Highway 13 Improvement Project
- 3.16 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	1,882.89
AFLAC	PAYROLL WITHHOLDINGS	668.48

ALLIANT ENERGY	ELECTRICITY	3,168.29
AMAZON	LIBRARY SUPPLIES	623.35
ANDERSON WELDING	REPAIR/MAINTENANCE	129.58
AUTOMATION ENGINEERING	SERVER UPGRADE	5,440.00
AXON ENTERPRISE	EQUIPMENT	159.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	891.08
BARRON MOTOR	PARTS/SUPPLIES	179.68
BLACK HILLS ENERGY	HEATING FUEL	796.29
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	4,091.77
BREHME DRUG	FIRST AID SUPPLIES	6.07
CASTLE THEATRE	HOLIDAY MOVIES	50.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DON & WALT	REPAIR/MAINTENANCE	305.29
DON'S TRUCK SALES	2021 FREIGHTLINER	80,425.00
DORSEY & WHITNEY	PROFESSIONAL SERVICES	3,108.50
EASTERN IA PUMPING	SLUDGE REMOVAL	28,000.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,092.36
ELM USA	LIBRARY MATERIALS	25.00
ENVIRONMENTAL RESOURCE ASSOC	WWTP LAB CERTIFICATION	386.52
ERIN LEARN PETTY CASH	REIMBURSE PETTY CASH	85.45
FAREWAY STORES	SUPPLIES	43.94
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	622.50
GEORGEN AUTO	VEHICLE MAINT/REPAIR	490.72
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HERITAGE PRINTING	OFFICE SUPPLIES	18.00
HITECH COMMUNICATIONS	MAINT/REPAIR	167.50
IA WALL SAWING	CONCRETE MODIFICATIONS	2,500.00
IOWA DEPT OF REVENUE	WATER EXCISE TAX	5,265.51
IPERS	IPERS	12,453.70
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	231.66
KEMP, CHRIS	CPR INSTRUCTION	50.00
KEYSTONE LABORATORIES	LAB TESTS	138.50
KMCH	RADIO ANNOUNCEMENTS	493.20
LEARN, ERIN	MILEAGE REIMB	227.70
MANCHESTER MOTOR SUPPLY	AUTO PARTS	81.60
MEARDON, SUEPPEL & DOWNER	LEGAL FEES	300.00
MEDIAQUEST SIGN	LIB ETHERNET CABLE	255.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	1,653.80
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	404.81

OVERDRIVE	LIB MATERIALS	673.97
PALMER HARDWARE	PARTS/SUPPLIES	195.39
PAYROLL CHECKS	PAYROLL	59,221.12
PETERS & LONGMUIR PLC	LEGAL FEES	1,607.00
POSTMASTER	POSTAGE	550.17
PREMIER PARTS	FD PARTS/SUPPLIES	112.02
RADIO COMMUNICATIONS	REPAIR/MAINT	127.50
RELIANCE STANDARD LIFE INS	INSURANCE	487.33
SANDRY FIRE SUPPLY	PD FLOW TEST	271.25
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	160.00
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	207.20
SERVICE MASTER BY KNIPPER	PD DUCT CLEANING	900.00
SMOCK, JEFF	MILEAGE REIMB	177.10
STOREY KENWORTHY	OFFICE SUPPLIES	268.75
STUDIO K PHOTOGRAPHY	PD PRINT	20.00
SUPREME GREEN	LIB MOWING CONTRACT	120.00
TREASURER STATE OF IOWA	STATE TAX	3,526.00
TRUE TIME RACING SERVICES	RACE TIMING FEE	1,184.23
USA BLUE BOOK	PARTS/SUPPLIES	637.15
UTILITY DEPOSIT TRUST	DEPOSIT REFUNDS	129.50
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
VISION SERVICE PLAN	INSURANCE	594.03
WAID, BRIAN	REIMBURSEMENTS	575.58
WELLMARK	INSURANCE	19,010.26
WINDSTREAM	PHONE/INTERNET	1,093.64
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	455.40
	REPORT TOTAL	269,824.86
	FUND TOTALS	
	GENERAL	79,257.31
	STREET EQUIPMENT RESERVE	80,425.00
	ROAD USE TAX	17,129.85
	EMPLOYEE BENEFIT	17,666.43
	POLICE SPECIAL USES	575.58
	PARK GIFT & TRUST	1,184.23
	LIBRARY GIFT & TRUST	334.25
	POLICE CANINE	7.99
	CAPITAL PROJECTS	3,108.50
	STREET PROJECTS	3,381.00
	WATER FUND	17,681.23

	UTILITY DEPOSIT TRUST	129.50
	SEWER FUND	48,943.99
	TOTAL FUNDS	269,824.86

Public Hearing on Proposed Development Agreement with BR Development LLC

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

Mayor Kramer informed the Council that the Public Hearing was for a development agreement with Brian Ridge, BR Development LLC. Mr. Ridge is planning to construct a 27,000 square foot commercial retail building on West Marion Street behind Pizza Ranch. The development agreement provides for a 12 year 80% tax rebate.

Ryan Fitzpatrick, represent BR Development LLC, discussed the proposed construction with the Council, noting the retailer is a familiar grocery operation and would have approximately 50 full time and part time jobs. The current plan is to open late summer 2021.

The Council discussed the development agreement, timeframe, and proposed project.

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

Motion by Bradley, seconded by Behnken to adopt R-147-2020 Resolution Approving Development Agreement with BR Development LLC, 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 Proposed Development Agreement with Delaware County Economic Development Corporation (DCEDC)

Mayor Kramer opened the Public Hearing at 5:18pm.

City Manager Vick informed the Council that the development agreement approved the use of tax increment funds for City's annual contribution of \$30,000 to DCEDC for a term of 3 years.

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

Motion by Scherbring, seconded by Poynor to adopt R-148-2020 Resolution Approving Development Agreement with 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.

Public Hearing on a proposed 30 year Airport Lease Agreement with Jim and Jean Fisher

Mayor Kramer opened the Public Hearing at 5:21pm.

City Manager Vick informed the Council that Jim and Jean Fisher would like to construct a hangar at the airport and reviewed the proposed lease with the Council.

Jim Fisher discussed his plans for the hangar with the Council.

There being no written comments on file and no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:23pm.

Motion by Bradley, seconded by Sherman to adopt R-149-2020 Resolution Approving Airport Hangar Lease. Motion carried, all ayes.

Construction Project Updates

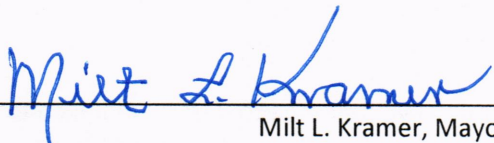
Sam Ertl, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Attorney Peters informed the Council that a trial date of January 8, 2021 has been set on the case with Delaware County.

City Manager Vick informed the Council that the health insurance renewal for the City is increasing by 22% so he has asked the City's broker to investigate alternatives.

Motion by Poynor, seconded by Bradley to adjourn at 5:39pm. Motion carried, all ayes.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk

**Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, November 16, 2020**

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

Also present: Julie Schmitz, Jason Haight, Tim Heims, Chad Wulfekuhle, Chad Wright, Lisa Holtz, Jim Hauschild, Perry Peterson, Kris Hopkins, Cassandra Mueller (via Zoom), Craig Kluesner, Ryan Wicks, Jason Wenger.

City Health Insurance Renewal

Kris Hopkins, North Risk Partners, discussed the City's health insurance renewal with the Council and possible alternatives. Cassandra Mueller, BASE, provided the Council information on self-insurance services her company provides.

City Garbage & Recycling Contract

Craig Kluesner, Kluesner Sanitation, discussed with the Council the extension of the solid waste contract and moving toward an automated pick-up where the hauler would provide the totes.

Other items discussed were: East Main Street Project, West Marion Street Bridge, Utility Rate Increase and IISC Update. Department updates and engineering updates were also given.

Motion by Behnken, seconded by Scherbring that the meeting adjourn at 6:54pm. Motion carried, all ayes.

  
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Milt L. Kramer, Mayor

Attest:

  
\_\_\_\_\_  
Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, November 23, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the November 9, 2020 City Council meeting & the November 16, 2020 Committee of the Whole meeting

3.2 R-150-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- October 2020 Wastewater IDNR Reports
- Revenue & Expense Reports for October 2020

3.4 Liquor License Applications

- Renewal Application for On Premise Class B Beer Permit with Living Quarters Permit for Onie's Wooden Nickel at 312 South 1st Street

3.5 Downtown Incentive Grant Payment Requests

- Facade Grant (front facade) in the amount of \$7,500.00 to Sylvia Carr for the property at 117 South Franklin Street

3.6 R-151-2020 Resolution Amending Salary Resolution

3.7 Ordinance 012-2020 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Section 136.22 "Maintenance and Repair of Bikeways/Walkways," second consideration and adoption

3.8 R-152-2020 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2020

3.9 R-153-2020 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed obligations which shall come due in the next succeeding Fiscal Year

3.10 R-154-2020 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2020

3.11 Ordinance 013-2020 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Provisions Pertaining to Contractor Licensing, first consideration and adoption

3.12 Approve payment in the amount of \$22,995.50 to Fehr Graham for engineering services

3.13 Motion to set December 14, 2020 at 5:00pm as the date and time for a Public Hearing on the Proposed Contract Documents and Estimated Costs for the Tanglewood Lift Station Project

3.14 Approve Pay Estimate #3 in the amount of \$127,448.83 to Boomerang Corp for the East Main Street Improvement Project

3.15 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	119.90
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	8,812.01



AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	15,873.30
AMAZON CAPITAL SERVICES	SUPPLIES	498.02
AUTOMATION ENGINEERING	RADIO UPGRADE/PLC REPLACEMENT	14,318.71
BARD MATERIALS	READY MIX, SAND, GRAVEL	853.14
BAUMGARTNER GATE FACTORY	REPAIR/MAINTENANCE	108.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	959.14
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
D & S PORTABLES	PORTAPOTTY	176.25
DEL CO EXTENSION & OUTREACH	CONTINUING EDUCATION	70.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	981.90
DEL CO TREASURER	PROPERTY TAXES	4.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	1,281.90
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,967.60
FASTENAL COMPANY	PARTS/SUPPLIES	3.71
FOOD'S HERE	SUPPLIES	216.68
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	7,510.59
HACH CO	TESTING SUPPLIES	1,103.31
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	829.70
HERITAGE PRINTING	OFFICE SUPPLIES	339.01
IABO	MEMBERSHIP DUES	75.00
IDNR	WATER DISTRIBUTION EXAM FEE	30.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	98.99
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES	275.00
IOWA ONE CALL	LOCATES	58.50
IOWA STUDIO /ONE SOLUTION	WIFI EXPANSION	1,140.75
J & R SUPPLY	WTR/SWR SUPPLIES	1,561.25
KIRKHAM MICHAEL	PAY #3: AIRPORT ACQ & EASEMENT	4,800.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,062.05
LANDSCAPES BY CHILDS PLAY	FD LANDSCAPE SUPPLIES/MATERIAL	50.00
LEARN, ERIN	MILEAGE REIMBURSEMENT	205.85
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT PAYMENT	11,973.24
MANCHESTER AREA CHAMBER	IISC MEETING	50.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	32.09
MANCHESTER SIGNS	SIGNS	96.75
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	822.28
MEYER, ANN	DOWNTOWN INCENTIVE GRANT	1,065.56
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	936.00
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	152.95
OVERDRIVE	LIB MATERIALS	132.50
PAYROLL CHECKS	PAYROLL CHECKS	58,399.20
PERFORMANCE ADVANTAGE	FD EQUIPMENT MOUNTS	876.16
PIRC-TOBIN CONSTRUCTION	PAY #8: HIGHWAY 13 PROJECT	42,396.11
POSTMASTER	POSTAGE DUE ACCOUNT	50.00
RADIO COMMUNICATIONS	REPAIR/MAINT	324.40
RAY O'HERRON	PD SUPPLIES	905.67
REEDER, DONNA	DOWNTOWN INCENTIVE GRANT	823.48

REGIONAL MEDICAL CENTER	DRUG SCREENING	90.00
RIVER CITY STONE	ROCK/STONE	81.20
S & R CONSTRUCTION	MAINTENANCE & REPAIR	1,760.00
STATE HYGIENIC LABORATORY	LAB TESTS	262.00
STOREY KENWORTHY	OFFICE SUPPLIES	45.98
SUPREME GREEN	BAUM PARK SEEDING	1,290.00
THREE RIVERS FS	FUEL/FERTILIZER	4,396.64
TREASURER STATE OF IOWA	STATE TAX	3,500.00
TSCHIGGFRIE EXCAVATING	STORM SEWER OUTLET REVISION	7,900.00
UNITY POINT CLINIC	DRUG TESTING	126.00
US CELLULAR	FD CONNECTED DEVICE	43.43
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
WELLMARK	PAYROLL WITHHOLDINGS	2,392.40
WINDSTREAM	PHONE/INTERNET	789.86
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	763.90
	***** REPORT TOTAL *****	250,393.07
	FUND TOTALS	
	GENERAL	113,999.40
	HOLIDAY DECORATIONS	108.00
	ROAD USE TAX	16,434.34
	POLICE SPECIAL USES	905.67
	TAX INCREMENT FINANCING	11,973.24
	ACQUISITION/DEMOLITION	4.00
	PARK GIFT & TRUST	40.50
	DOWNTOWN INCENTIVE	1,889.04
	STREET PROJECTS	50,296.11
	WATER FUND	30,731.53
	SEWER FUND	24,011.24
	TOTAL FUNDS	250,393.07

#### October 2020 Revenues

FUND	AMOUNT
GENERAL	641,354.97
FRANCHISE FEES	106,075.60
FIRE TRUCK RESERVE	82.38
STREET EQUIPMENT RESERVE	35,205.42
ROAD USE TAX	44,877.36
EMPLOYEE BENEFIT	223,239.23
POLICE SPECIAL USES	3,750.98
EMERGENCY FUND	18,374.68
LOCAL OPTION SALES TAX	48,919.84
TAX INCREMENT FINANCING	155,685.62
PARK IMPROVEMENT	68.65
PARK GIFT & TRUST	522.88
LORA STEWART TRUST	2.75
LIBRARY GIFT & TRUST	145.20
DEBT SERVICE	237,754.72
STREET IMPROVEMENT	14,317.00
WATER FUND	84,205.11
UTILITY DEPOSIT TRUST	636.61

WATER DEBT SERVICE	20,000.00
SEWER FUND	104,341.31
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,197.99
TOTAL REVENUE BY FUND	1,779,258.30

#### Utility Rates

Motion by Behnken, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 014-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water, Sewer, and Solid Waste Collection Rates. Motion carried, all ayes.

#### State of Iowa 457 Deferred Compensation Plan

Motion by Poynor, seconded by Scherbring to adopt R-155-2020 Resolution Approving Service Agreement with the State of Iowa Retirement Investors' Club Department of Administrative Services. Motion carried, all ayes.

#### Health Insurance Renewal

City Manager Vick informed the Council that the City's health insurance renewal had come back with a 22% premium increase. City Manager Vick reviewed options for the City's health insurance with the Council which included partially self-funding. The Council discussed the plan options and employee contributions.

Motion by Behnken, seconded by Bradley to approve offering the Blue Advantage Plan (U6H) through Wellmark with U6H with a \$3000/\$9000 deductible and to partially self-fund with Base. Motion carried, all ayes.

The Council agreed that the employee share for health insurance plans other than a single plan should be 15%, and directed City staff to draft a resolution amending the employee handbook to reflect that change.

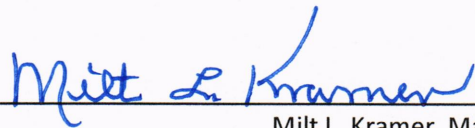
#### Construction Project Updates

Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

#### Reports

City Manager Vick informed the Council there would be a round table meeting with area legislators Monday, November 30, 2020 at 6:00pm.

Motion by Scherbring, seconded by Behnken that the meeting adjourn at 5:37pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Legislative Round Table  
November 30, 2020


Mayor Kramer called the round table to order at 6:00pm.

Council members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

Also present: State Senator Dan Zumbach, State Senator Carrie Koelker, and State Representative Lee Hein (via Zoom).

A round table discussion was held with the State Representative Lee Hein, State Senator Dan Zumbach, and State Senator Carrie Koelker.

The meeting ended at 7:27pm.

  
Milt L. Kramer, Mayor

Attest:

  
Erin Learn, City Clerk

Minutes of the Manchester City Council Special Meeting & Committee of the Whole Meeting  
Monday, December 7, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

Also present: Craig Kluesner, Kluesner Sanitation; Jim Hauschild; Chad Wulfekuhle; Tim Heims; Jason Haight; Perry Peterson; Mike Ryan; Jason Wenger; Ryan Wicks.

Special Meeting Agenda Item

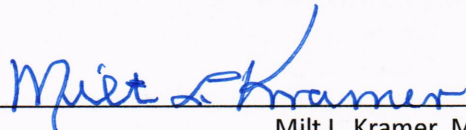
- R-156-2020 Resolution Approving Contract for Collection of Solid Waste & Recyclables  
Craig Kluesner, Kluesner Sanitation, reviewed the changes for garbage and recycling collection with the Council, noting they would like to start delivering the containers this week as the weather is nice.

Following discussion, motion by Poynor, seconded by Behnken to adopt R-156-2020 Resolution Approving Contract for Collection of Solid Waste & Recyclables. Motion carried, all ayes.

Committee of the Whole Agenda Items

Items discussed included: West Marion Street Bridge, East Main Street from Stiles Street to McCarren Drive Project, and the Fiscal Year 2022 Budget. Department updates and engineering updates were also given.

Motion by Scherbring, seconded by Sherman that the meeting adjourned at 6:21pm.

  
\_\_\_\_\_  
Milt L. Kramer, Mayor

Attest:

  
\_\_\_\_\_  
Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, December 14, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the November 23, 2020 City Council meeting, the November 30, 2020 Legislative Roundtable meeting & the December 7, 2020 Special City Council meeting & Committee of the Whole meeting

3.2 R-157-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the November 2020 Wastewater Reports
- the minutes of the November 12, 2020 Library Board meeting
- the November 2020 Library Statistical Report

3.4 R-158-2020 Resolution Amending Salary Resolution

3.5 R-159-2020 Resolution Setting Health Insurance Contribution Rates

3.6 Downtown Incentive Grant Payment Requests

- Facade Grant (rear facade) in the amount of \$196.15 to Sylvia Carr for the property at 117 South Franklin Street

3.7 Ordinance 012-2020 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Section 136.22 "Maintenance and Repair of Bikeways/Walkways," third consideration and final adoption

3.8 Ordinance 013-2020 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Provisions Pertaining to Contractor Licensing, second consideration and adoption

3.9 Ordinance 014-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water, Sewer, and Solid Waste Collection Rates, second consideration and adoption

3.10 Approve payment in the amount of \$14,045.50 to Fehr Graham for engineering services

3.11 R-160-2020 Resolution Approving Transfer and Amendment of Utility Easement

3.12 Approve Pay Estimate #4 in the amount of \$9,077.29 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.13 Approve the sale of the 2004 Ford F250 Water Department Truck to Rod Hacke for \$3,676.00

3.14 Approval of the Consent Agenda

Following discussion, motion by Scherbring, seconded by Behnken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,827.89
AFLAC	PAYROLL WITHHOLDINGS	1,336.96

ALLIANT ENERGY	ELECTRICITY	19,019.86
AMAZON	LIBRARY SUPPLIES	517.18
ANDERSON WELDING	REPAIR/MAINTENANCE	48.08
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	950.73
BARRON MOTOR	PARTS/SUPPLIES	370.75
BLACK HILLS ENERGY	HEATING FUEL	766.49
BOOMERANG CORP	PAY #3: E MAIN ST PROJECT	127,448.83
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	638.50
BROWN SUPPLY	SUPPLIES	1,070.00
CARGILL	STREET SALT	8,317.68
CARR, SYLVIA	FACADE GRANT	7,500.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,918.28
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	347.06
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CREDIT BUREAU SERVICES	COLLECTION SERVICES	19.79
DEL CO RECORDER	RECORDING FEES	10.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	981.30
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	750.00
DELHI LUMBER	BUILDING SUPPLIES	138.60
DEMCO	LIBRARY MATERIALS	91.03
DEPENDABLE AUTOMOTIVE PRODUCTS	SHOP SUPPLIES	219.85
DES MOINES STAMP MFG	STAMP	33.00
DON & WALT	REPAIR/MAINTENANCE	21.48
DON'S TRUCK SALES	PARTS & SUPPLIES	279.31
EDGEWOOD AUTO & TIRE	TOWING	890.00
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	495.40
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	44,435.13
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	119.56
FEHR GRAHAM	ENGINEERING FEES	22,995.50
FORTE PAYMENTS	CC PROCESSING	8.40
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,886.97
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	990.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	107.40
IA LAW ENFORCEMENT ACADEMY	SAFE POLICING FOR SAFE	125.00
IPERS	IPERS	25,672.26
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	299.89
KEYSTONE LABORATORIES	LAB TESTS	31.00
KLUESNER SANITATION	GARBAGE/RECYCLING	22,969.00
KMCH	RADIO ANNOUNCEMENTS	468.20
LANDSCAPES BY CHILDS PLAY	LANDSCAPE SUPPLIES/MATERIALS	50.00
LAWSON PRODUCTS	TOOLS & MATERIALS	112.32
LIBRARY IDEAS	DIGITAL MATERIALS	483.40
LL PELLING	ASPHALT/PAVING SUPPLIES	202.50
MANCHESTER MOTOR SUPPLY	AUTO PARTS	1,390.10
MEDIACOM	PHONE/INTERNET	407.29
MEDIAQUEST SIGN	LIBRARY SIGN	467.50
MIDWEST TAPE /HOOPLA	LIBRARY MATERIALS	402.14

NEC FINANCIAL SERVICES	PHONE SYSTEM LEASE PAYMENT	933.03
PALMER HARDWARE	PARTS/SUPPLIES	984.65
PAYROLL CHECKS	PAYROLL CHECKS	126,138.02
PETERS & LONGMUIR PLC	LEGAL FEES	1,236.50
PITNEY BOWES	LEASE PAYMENT	202.17
POSTMASTER	POSTAGE	545.76
PREMIER PARTS	PARTS/SUPPLIES	21.02
PRICE INDUSTRIAL ELECTRIC	ELECTRICAL MAINTENANCE	165.00
RADIO COMMUNICATIONS	REPAIR/MAINT	1,445.01
RELIANCE STANDARD LIFE INS	INSURANCE	487.33
RIVER CITY STONE	ROCK/STONE	1,235.87
SANDRY FIRE SUPPLY	CHINSTRAPS	312.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	172.94
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	168.99
STOREY KENWORTHY	OFFICE SUPPLIES	212.00
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	120.00
TASC	FLEX BENEFITS	314.28
THREE RIVERS FS	FUEL/FERTILIZER	3,168.92
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	75.78
TREASURER STATE OF IOWA	STATE TAX	7,763.00
UMB BANK NA	2018 INTEREST PAYMENT	60,503.82
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	112.27
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	1,540.00
VERIZON WIRELESS	MOBILE DATA	280.31
VISION SERVICE PLAN	INSURANCE	594.03
WELLMARK	INSURANCE	28,459.77
WINDSTREAM	PHONE/INTERNET	1,093.49
REPORT TOTAL		538,111.57
FUND TOTALS		
GENERAL		198,596.72
HOLIDAY DECORATIONS		53.37
ROAD USE TAX		40,825.73
EMPLOYEE BENEFIT		22,244.17
LIBRARY GIFT & TRUST		174.77
DEBT SERVICE		60,503.82
DOWNTOWN INCENTIVE		7,500.00
STREET PROJECTS		150,954.33
WATER FUND		27,089.40
UTILITY DEPOSIT TRUST		112.27
SEWER FUND		30,056.99
TOTAL FUNDS		538,111.57

**Tanglewood Lift Station Project**

Mayor Kramer opened the Public Hearing at 5:12pm on the Proposed Contract Documents and Estimated Costs for the Tanglewood Lift Station Project.



City Manager Vick reviewed the proposed project with the Council, noting the project included the replacement of the existing lift station and apparatuses.

Jason Wenger, Burrington Group, discussed the project cost with the Council and reviewed the bids received.

Faith Rogers, East Buchanan student, asked what a lift station was. Jason Wenger explained a lift station is a pumping station for the City's wastewater system.

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

Motion by Sherman, seconded by Behnken to adopt R-161-2020 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Tanglewood Lift Station Project. Motion carried, all ayes.

Motion by Poynor, seconded by Bradley to adopt R-162-2020 Resolution Awarding Contract for the Tanglewood Lift Station Project to Top Grade Excavating. Motion carried, all ayes.

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

City Manager Vick explained the urban renewal amendment was to allow for the use of tax increment financing to assist with the Bull Moose Heavy Haul expansion project.

Mayor Kramer opened the Public Hearing at 5:20pm.

Donna Boss, Delaware County Economic Development Director informed the Council that the Iowa Economic Development Authority had approved an award for the expansion project at the XL Specialized Trailers facility.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:22pm.

Motion by Scherbring, seconded by Sherman to adopt R-163-2020 Resolution Approving Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Motion by Behnken, seconded by Bradley to adopt R-164-2020 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Bull Moose Heavy Haul, Inc., including Annual Appropriation Tax Increment Payments in an amount not to exceed \$575,000. Motion carried, all ayes.

Manchester Cemetery Request

City Manager Vick informed the Council that the Manchester Cemetery Board had submitted a request for assistance with tuck pointing the mausoleum. The estimate for the repairs is \$2,100.00 plus the cost of painting of the building.

Motion by Poynor, seconded by Scherbring to approve assistance to the Manchester Cemetery of up to one-third of the estimated cost to be paid from franchise fees. Motion carried, all ayes.

500 North Franklin Street

City Manager Vick informed the Council that Advanced Environmental had collected samples for asbestos testing and the results should be back in a couple of weeks. The Council discussed the asbestos removal and the estimated cost for demolition.

Engineer Updates

Ryan Wicks, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Manager Vick updated the Council on the first snowfall operations, and noted City Staff had begun work on the budget for next fiscal year.

City Clerk Learn updated the Council on the garbage container delivery/implementation progress.

Closed Session

Motion by Bradley, seconded by Behnken to enter closed session at 5:34pm. Motion carried, all ayes.

The Council returned to open session at 6:16pm.

Motion by Sherman, seconded by Bradley to adjourn at 6:18pm. Motion carried, all ayes.

  
\_\_\_\_\_  
Milt L. Kramer, Mayor

Attest:

  
\_\_\_\_\_  
Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, December 28, 2020

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Connie Behnken. Absent: Tania Bradley.

Motion by Behnken, seconded by Scherbring to approve the agenda as amended by removing Regular Agenda Item "gWorks Front Desk Application." Motion carried, all ayes.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the December 14, 2020 City Council meeting

3.2 R-165-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- November 2020 Revenue & Expense Reports
- minutes of the November 16, 2020 Parks & Recreation Commission meeting
- minutes of the December 21, 2020 Parks & Recreation Commission meeting

3.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Catering Privilege, Outdoor Service and Sunday Sales for Delaware County Fair Society at 200-400 East Acers Street

3.5 R-166-2020 Resolution Amending Salary Resolution

3.6 Downtown Incentive Grant Payment Requests

- Facade Grant (Front Facade) in the amount of \$1,678.25 and Facade Grant (Rear Facade) in the amount of \$183.32 to Mike Corkery for the building at 119 South Franklin Street

3.7 Approval of City Appointments for 2021

3.8 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2021

3.9 Ordinance 013-2020 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Provisions Pertaining to Contractor Licensing, third consideration and final adoption

3.10 Ordinance 014-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water, Sewer, and Solid Waste Collection Rates, third consideration and final adoption

3.11 R-167-2020 Resolution Approving Change Order #6 for the Highway 13 Improvement Project

3.12 Approval of Pay Estimate #9 in the amount of \$24,788.38 to Pirc Tobin Construction for the Highway 13 Improvement Project

3.13 R-168-2020 Resolution Approving Contract and Performance/Payment Bonds for the Tanglewood Lift Station Project

3.14 Approve the quote in the amount of \$40,639.00 from MES for a new breathing air compressor for the Fire Department

3.15 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
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,464.79

ADVANCED ENVIRONMENTAL	ASBESTOS INSP 500 N FRANKLIN	2,500.00
AFLAC	PAYROLL WITHHOLDING	668.48
ALLIANT ENERGY	ELECTRICITY	19.38
AMAZON CAPITAL SERVICES	SUPPLIES	577.97
ARBOR DAY FOUNDATION	FOUNDATION DUES	15.00
AUTOMATION ENGINEERING	RADIO UPGRADE & PLC REPL	52,285.39
BAILEY DRIVE ESTATES	DEVELOPMENT AGREEMENT	1,985.06
BDH	DEVELOPMENT AGREEMENT	2,847.04
BLACK HILLS ENERGY	HEATING FUEL	2,250.47
CARR, SYLVIA	DOWNTOWN INCENTIVE REIMB	196.15
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDING	959.14
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDING	173.53
DEL CO FAIR SOCIETY	JINGLE BRIGHT SPONSORSHIP	2,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDING	375.00
DORSEY & WHITNEY	LEGAL FEES	24,893.00
DYERSVILLE READY MIX	DEVELOPMENT AGREEMENT	7,514.33
EARLVILLE FIRE DEPARTMENT	2020 HERO HUSTLE TEAM CHAMP	500.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,719.23
ENGINEERED OPERATIONS & SERVICE	BLOWER OIL	399.60
FEHR GRAHAM	ENGINEERING FEES	14,045.50
FIELD TRAINING SOLUTIONS	POLICE TRAINING	295.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDING	495.00
HAUSCHILD, JAMES R	REIMBURSEMENT	35.11
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	655.82
HERITAGE PRINTING	OFFICE SUPPLIES	80.06
IA PARK & REC ASSOCIATION	MEMBERSHIP DUES	570.00
IA SECRETARY OF STATE	NOTARY APPLICATION	30.00
INSPIRON LOGISTICS	ANNUAL WENS SYSTEM FEE	1,855.00
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES	190.00
IOWA DEPT OF REVENUE	WATER EXCISE TAX	4,227.22
IPERS	IPERS	27,441.70
KIRKHAM MICHAEL	PAY #4: AIRPORT LAND ACQ/EAS	9,077.29
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	1,430.00
KLUESNER SANITATION	GARBAGE/RECYCLING	20.00
LL PELLING	ASPHALT/PAVING SUPPLIES	206.10
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT	7,697.34
MANCHESTER POLICE DEPT	2020 HERO HUSTLE INDIVIDUAL	500.00
MEARDON, SUEPPEL & DOWNER	LEGAL FEES	300.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	2,664.75
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	2,112.00
NACOP	NACOP MEMBERSHIP	60.00
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT	21,148.24
PAYROLL CHECKS	PAYROLL CHECKS	62,505.21
PITNEY BOWES	CITY POSTAGE	1,008.50
POSTMASTER	POSTAGE	545.02
RADIO COMMUNICATIONS	REPAIR/MAINT	297.50
REGIONAL MEDICAL CENTER	MINOR MEDICAL CLAIMS	482.00
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	6,290.16
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	162.00
SHRED-IT US JV	SHREDDING	46.99

SPEER FINANCIAL	ANNUAL TIF REPORT	350.00
STATE HYGIENIC LABORATORY	LAB TESTS	141.00
STOREY KENWORTHY	OFFICE SUPPLIES	158.11
T&W GRINDING	COMPOST CONTRACT	8,662.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	2,951.57
TREASURER STATE OF IOWA	STATE TAX	3,580.00
USA BLUE BOOK	PARTS/SUPPLIES	650.02
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDING	770.00
VERIZON WIRELESS	MOBILE DATA	280.17
WALMART	SUPPLIES	186.75
WELLMARK	PAYROLL WITHHOLDING	2,216.10
WINDSTREAM	PHONE/INTERNET	811.25
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,352.49
ZANGERLE REPAIR	REPAIR & MAINTENANCE	78.88
TOTAL		311,025.41
	FUND TOTALS	
	GENERAL	114,560.57
	HOTEL MOTEL TAX	2,000.00
	ROAD USE TAX	18,589.13
	TAX INCREMENT FINANCING	52,832.17
	ACQUISITION/DEMOLITION	2,500.00
	PARK GIFT & TRUST	1,080.06
	DEBT SERVICE	18,000.00
	DOWNTOWN INCENTIVE	196.15
	STREET PROJECTS	14,045.50
	WATER FUND	43,420.13
	SEWER FUND	43,801.70
	TOTAL FUNDS	311,025.41

#### November 2020 Revenues

FUND	AMOUNT
GENERAL	232,478.26
FRANCHISE FEES	3,000.58
FIRE TRUCK RESERVE	82.45
ROAD USE TAX	64,582.29
EMPLOYEE BENEFIT	36,591.71
POLICE SPECIAL USES	69.87
EMERGENCY FUND	2,882.61
LOCAL OPTION SALES TAX	155,158.71
TAX INCREMENT FINANCING	25,588.68
PARK IMPROVEMENT	68.71
PARK GIFT & TRUST	22.90
LORA STEWART TRUST	2.75
LIBRARY GIFT & TRUST	2,528.71
DEBT SERVICE	37,429.97
DOWNTOWN INCENTIVE	333.34
STREET IMPROVEMENT	4,619.00
WATER FUND	67,412.25
UTILITY DEPOSIT TRUST	336.64
WATER DEBT SERVICE	20,000.00

SEWER FUND	95,690.66
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,198.17
TOTAL REVENUE BY FUND	788,578.26

Public Hearing on Proposed Development Agreement with Bull Moose Heavy Haul, Inc., including Annual Appropriation Tax Increment Payments in an amount not to exceed \$575,000

Mayor Kramer opened the Public Hearing at 5:07pm.

Mayor Kramer informed the Council that Bull Moose Heavy Haul, Inc. owner of X-L Specialized Trailers, is proposing the construction of a 55,000 square foot addition to their building in Manchester. The proposed Development Agreement provides a ten year 80% tax rebate for the expansion project.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:08pm.

Motion by Scherbring, seconded by Behnken to adopt R-169-2020 Resolution Approving Development Agreement with Bull Moose Heavy Haul, Inc, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. Motion carried, all ayes.

Tanglewood Lift Station Equipment Quote

Jason Wenger, Burrington Group, reviewed the quote from Allied Systems, Inc. for equipment for the Tanglewood Lift Station Project with the Council.

Motion by Poynor, seconded by Behnken to approve the quote submitted by Allied Systems, Inc. in the amount of \$40,145.00 for equipment for the Tanglewood Lift Station Project. Motion carried, all ayes.

gWorks Front Desk Application

Removed from the agenda.

Construction Project Updates

Jason Wenger, Burrington Group, and Sam Ertl, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that they would begin meeting in City Council Chambers starting in January with the public invited to attend via Zoom. Vick also discussed with the Council the preliminary cost estimates for asbestos removal and demolition of 500 North Franklin Street and potential changes to the street equipment replacement schedule.

Motion by Sherman, seconded by Behnken that the meeting adjourn at 5:21pm.

  
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Milt L. Kramer, Mayor

Attest:

  
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Erin Learn, City Clerk