

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, June 13, 2022

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

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

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

Public Input

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None

Consent Agenda

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3.1 Approval of the minutes of the May 23, 2022 City Council meeting; May 26, 2022 Special City Council meeting; and June 6, 2022 Committee of the Whole meeting

3.2 R-072-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

3.4 Liquor License Applications

3.5 R-073-2022 Annual Salary Resolution

3.6 Approve payment in the amount of \$4,130.00 to Fehr Graham for engineering services

3.7 Approval of Renewal Applications for Iowa Retail Cigarette Permits

3.8 Approve Pay Estimate #3 in the amount of \$105,769.48 to Pirc-Tobin Construction, Inc. for the East Main Street Improvement Project

3.9 R-074-2022 Resolution Approving Permanent Storm Drainage and Management Easement Permanent Access Easement with Kluesner Real Estate, LLC

3.10 R-075-2022 Resolution Adopting Operation Rules for the Manchester Municipal Airport

3.11 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
5K SPORTS & MORE	SUPPLIES	1,474.21
ACCENT LASER	TONER CARTRIDGE(S)	239.85
ACCESS SYSTEMS LEASING	IT/COPIER SERVICES	2,201.80
ALLIANT ENERGY	ELECTRICITY	3,900.56
ALLIED SYSTEMS	WATER/SEWER SUPPLIES	4,843.37
AMAZON	LIBRARY SUPPLIES	35.92
AMAZON CAPITAL SERVICES	SUPPLIES	589.59
AMERICAN LIBRARY ASSOC	MEMBERSHIP	164.00
ANGELINA RUCKER	UTILITY DEPOSIT REFUND	12.44
ANTHONY KRUM	UTILITY DEPOSIT REFUND	45.59
ARTIC FUSION NUTRITION	LIFEGUARD RECOGNITIONS	48.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	816.51
BARD MATERIALS	READY MIX, SAND, GRAVEL	771.88
BASE	BASE SELF INSURANCE	108.00
BLACK HILLS ENERGY	HEATING FUEL	5,364.66
BROWN SUPPLY CO	SUPPLIES	1,565.00
BSN SPORTS	RECREATION SUPPLIES	128.00

BUCHANAN CO DAIRY PRODUCERS	SUPPLIES	66.00
BURRINGTON GROUP	ENGINEERING SERVICES	20,072.75
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	3,175.00
CEDAR + SALT MARKETING CO	MARKETING/COMMUNICATIONS	2,500.00
CENTER POINT	LIBRARY MATERIALS	22.50
CHATEAU DIVING & FITNESS	POOL USAGE	325.00
CHEMSEARCH	CHEMICALS	694.95
CITY LAUNDERING	BUILDING MAINT SUPPLIES	161.97
CITY OF MANCHESTER	COMPLEX WATER	41.12
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,017.30
DOG WASTE DEPOT	DOGIPOTS	539.97
DOROTHY PENNINGTON	UTILITY DEPOSIT REFUND	26.52
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	69.00
ELIZABETH FISHER	UTILITY DEPOSIT REFUND	56.81
FAREWAY STORES	SUPPLIES	1,050.30
FEHR GRAHAM	ENGINEERING FEES	6,217.75
FL KRAPFL	#3 FINAL BAILEY DR WTR/SWR	9,160.93
GEORGEN AUTO	VEHICLE MAINT/REPAIR	141.00
HACH CO	TESTING SUPPLIES	659.07
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	4,990.00
HAWKINS	CHEMICALS	1,155.11
HEIMS, TIM	REIMBURSEMENT	10.69
HEMANN, ALLISON	REIMBURSEMENT	19.00
HERITAGE PRINTING	PRINTING/SUPPLIES	104.21
IA LAW ENFORCEMENT ACADEMY	ILEA SCHOOL	375.00
IA SECRETARY OF STATE	NOTARY STAMP	30.00
INFRASTRUCTURE TECHNOLOGY	IT SUPPLIES/SERVICES	120.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	71.74
J & R SUPPLY	WTR/SWR SUPPLIES	5,228.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	736.47
JOHN LEGASSICK	UTILITY DEPOSIT REFUND	57.73
KARINA RECKER	UTILITY DEPOSIT REFUND	55.61
KAY PARK REC	PARK & REC SUPPLIES	1,534.00
KEYSTONE LABORATORIES	LAB TESTS	153.00
KLUESNER SANITATION	GARBAGE/RECYCLING	24,935.85
KMCH	RADIO ANNOUNCEMENTS	1,336.20
KROGMANN, JEROME	MEADOW PARK 4 DEV AGRMNT	21,662.92
LEWIN, BRANDI	POLICE CONTRIBUTION SART MEM	50.00
LIBRARY IDEAS	DIGITAL MATERIALS	44.95
MANSON CONCRETE	SCHRAM PARK SIDEWALK	5,950.00
MARISA TOPLIFF BOYD	UTILITY DEPOSIT REFUND	37.12
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	1,320.00
MCCRABB, RICHARD	MOWING SERVICES	240.00
MEDICAL ASSOCIATES CLINIC	MEDICAL	156.00
MID-AMERICAN RESEARCH CHEMICAL	WASP/HORNET KILLER	170.69
MIDWEST PATCH HI-VIZ SAFETY	STREET MAINT MATERIALS	35.00
MIDWEST TAPE HOOPLA	LIBRARY MATERIALS	550.11
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	4,139.00
NORTHERN LIGHTS DISTR	CONCESSIONS	5,633.40
OELWEIN PUBLISHING	PUBLICATION	230.00
ONE SOLUTION	WIFI EXPANSION	266.97

OVERDRIVE	AUDIO EBOOKS	2,719.13
OVERHEAD DOOR	DOOR REPAIR/MAINTENANCE	121.00
PALMER HARDWARE	PARTS/SUPPLIES	928.56
PAYROLL CHECKS	PAYROLL CHECKS	137,240.44
PEPSI COLA BOTTLING CO	CONCESSIONS 7530233/7533624	3,860.68
PETER WESSELS	MUSIC ON MAQUOKETA 6/2/2022	500.00
PETERS & LONGMUIR PLC	LEGAL FEES	2,536.06
PETTY CASH	2022 POOL START-UP CASH	300.00
PITNEY BOWES	POSTAGE/LEASE/SUPPLIES	1,210.67
POSTMASTER	POSTAGE	867.55
RADIO COMMUNICATIONS	REPAIR/MAINT	270.21
RAY O'HERRON	OFFICER SUPPLIES	1,054.61
RED RIVER SOFTWARE	AIRPORT CC SOFTWARE	3,733.00
REENIE MONTGOMERY	UTILITY DEPOSIT REFUND	8.60
REGIONAL MEDICAL CENTER	FD PHYSICALS	10,292.00
RELIANT FIRE APPARATUS	FIRE EQUIPMENT	35.13
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	256.35
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	849.38
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	204.78
STATE HYGIENIC LABORATORY	LAB TESTS	81.00
STOREY KENWORTHY	OFFICE SUPPLIES	1,341.70
SUPERIOR TECHNOLOGY SERVICES	PHONE LINE REPAIR	187.50
SUPREME GREEN	MOWING SERVICE	5,231.60
TENNIS SERVICES OF IOWA	PICKLEBALL COURTS	25,780.00
THE PENWORTHY COMPANY	CHILDREN'S BOOKS	205.85
THREE RIVERS FS	FUEL/FERTILIZER	6,212.21
TYLER TECHNOLOGIES	SOFTWARE CONVERSION	3,360.00
VERIZON WIRELESS	MOBILE DATA	280.33
WAVERLY NEWSPAPERS	PUBLICATIONS	315.00
WIN	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,176.98
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,087.76
	TOTAL	362,229.17
	FUND TOTALS	
	GENERAL	187,731.60
	HOTEL MOTEL TAX	3,545.00
	ROAD USE TAX	24,446.71
	EMPLOYEE BENEFIT	108.00
	POLICE SPECIAL USES	50.00
	PARK IMPROVEMENT	25,780.00
	PARK GIFT & TRUST	2,048.01
	LORA STEWART TRUST	70.08
	LIBRARY GIFT & TRUST	197.25
	BIKEWAY/WALKWAY PROJECTS	5,950.00
	STORM WATER/WQ PROJECTS	9,225.00
	SUBDIVISION PROJECTS	21,662.92
	STREET PROJECTS	7,752.75
	WATER FUND	29,908.60
	UTILITY DEPOSIT TRUST	300.42
	WATER CAPITAL PROJECT	7,682.84

	SEWER FUND	22,786.15
	SEWER CAPITAL PROJECT	12,983.84
	TOTAL	362,229.17

Public Hearing on the Plans, Specifications and Contract Documents for the Storm Water Wetlands Project (Water Quality Initiative Nutrient Reduction Strategy Planning and Development (WQI) Project)

Mayor Behnken opened the Public Hearing at 5:07pm on the Plans, Specifications and Contract Documents for the Storm Water Wetlands Project.

City Manager Vick reviewed the project with the Council, noting the City has been awarded a grant in the amount of \$100,000 from the Iowa Department of Agriculture and Land Stewardship and a grant in the amount of \$119,385 from the Iowa Finance Authority's Water Infrastructure Fund for this project. City Manager Vick discussed with the Council the timeframe for the project, the cost share with the developer, and the work the project entailed.

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

Motion by Poynor, seconded by Bradley to adopt R-076-2022 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Storm Water Wetlands Project. Motion carried, all ayes.

The Council reviewed the bids received for the project. City Manager Vick asked that action be tabled on the resolution awarding contract to allow City Staff time to contact the property developer regarding the cost share amount now that bids have been received. Motion by Bradley, seconded by Scherbring to table R-077-2022 Resolution Awarding Contract for the Storm Water Wetlands Project until the June 27, 2022 City Council meeting. Motion carried, all ayes.

Lease Agreement Extension with Dupaco Community Credit Union

Motion by Scherbring, seconded by Schmitt to adopt R-078-2022 Resolution Approving Lease Agreement Extension with Dupaco Community Credit Union. Motion carried, all ayes.

Memorandum of Understanding with Northeast Iowa Community College

Motion by Scherbring, seconded by Bradley to adopt R-079-2022 Resolution Approving Memorandum of Understanding between the City of Manchester, Iowa and Northeast Iowa Community College. Motion carried, all ayes.

Shelley Park Redevelopment

Motion by Schmitt, seconded by Poynor to adopt R-080-2022 Resolution Approving Iowa Economic Development Authority Non-Entitlement Community Development Block Grant (COVID-19) Program Contract #20-CVN-060. Motion carried, all ayes.

Alcoholic Beverages in City Parks

Motion by Bradley, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 004-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Section 45.02 "Public Consumption or Intoxication" and Section 47.06 "Alcoholic Beverages." Motion carried, all ayes.

Construction Project Updates

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

Reports

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City Council and staff reports were given.

Closed Session

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City Attorney Peters advised this was a lawful reason to enter closed session.

Motion by Bradley, seconded by Sherman to enter into closed session pursuant to Iowa Code Section 21.5(1c) to discuss litigation at 5:37pm. Motion carried, all ayes.

The Council returned to open session at 5:51pm.

Motion by Bradley, seconded by Sherman that the meeting adjourn at 5:53pm. Motion carried, all ayes.

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Connie Behnken, Mayor

Attest:

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Laura Thomas, Deputy City Clerk