

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 10, 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 Sherman, seconded by Schmitt to approve the agenda as presented. Motion carried, all ayes.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the September 26, 2022 City Council meeting & the October 3, 2022 Committee of the Whole meeting

3.2 R-116-2022 Resolution Approving Bills

3.3 Liquor License Applications: Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Cork 'N Bottle at 900 East Main Street

3.4 R-117-2022 Resolution Amending Salary Resolution

3.5 Ordinance 006-2022 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Setback Requirements for Dog Kennels in Commercial Areas, third consideration and final adoption

3.6 R-118-2022 Resolution Waiving Right to Review Plat (Gudenkauf)

3.7 R-119-2022 Resolution Approving Change Order #1 (West Main Water Main Replacement Project)

3.8 Approve payment of claims totaling \$9,429.75 to Fehr Graham for engineering services

3.9 Approve Pay Estimate #2 in the amount of \$81,498.25 to Connolly Construction for the West Main Water Main Replacement Project

3.10 R-120-2022 Resolution Accepting Work Covering the West Main Water Main Replacement Project

3.11 Approve Pay Estimate #3 (Final Retainage) in the amount of \$6,968.81 to Connolly Construction for the West Main Water Main Replacement Project

3.12 Approve Pay Estimate #7 in the amount of \$259,224.20 to Pirc-Tobin Construction, Inc for the East Main Street Improvement Project

3.13 R-121-2022 Resolution Approving Change Order #8 (East Main Street Improvement Project)

3.14 Approve Pay Estimate #3 in the amount of \$176,036.13 to Connolly Construction for the Storm Water Wetlands Project

3.15 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
5K SPORTS & MORE	UNIFORM SUPPLIES	340.15
ACCENT LASER	LIBRARY TONER	224.80
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT AGREEMENT	927.29
AFLAC	PAYROLL WITHHOLDINGS	677.83
ALLIANT ENERGY	ELECTRICITY	7,066.49
ALLIED SYSTEMS	OAKVIEW & GRAYSON LIFT STATION EQUIP	54,902.62

AMAZON BUSINESS	SUPPLIES	61.78
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	630.26
BASE	HSA INSURANCE	108.00
BECKER ELECTRIC	MAINT TIRRILL PARK PICKLEBALL/FOUNTAIN	469.68
BSN SPORTS	FLAG FOOTBALL SUPPLIES	451.46
CITY LAUNDERING	BUILDING MAINT	23.39
CITY OF MANCHESTER	COMPLEX WATER	190.36
ERIN LEARN, PETTY CASH	REIMBURSE PETTY CASH	88.82
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
CONNIE BEHNKEN	MILEAGE REIMB: LEAGUE CONFERENCE	121.26
CRAW DADDY OUTDOORS	16 PFDS	716.44
D & S PORTABLES	AIRPORT PORT-A-POTTY	475.00
DELHI LUMBER	BUILDING MAINTENANCE/REPAIR	4,595.46
DINGES FIRE	VEHICLE REPAIR/MAINTENANCE	1,556.88
DISPLAY SALES	HOLIDAY LIGHT POLE DECOR	5,661.00
DJ REPAIR	VEHICLE REPAIR	99.93
DON & WALT	LIFT STATION REPAIRS	389.81
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	21,517.42
ERIN LEARN	MILEAGE REIMBURSEMENT	113.13
FASTENAL COMPANY	SAFETY GLASSES, ON CALL PAINT	135.73
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HACH CO	TESTING FLUORIDE	2,703.88
HAUSERS WATER SYSTEMS	D45 CHEMSCAN WATER	20.00
HEIMS AWARDS	HERO HUSTLE AWARDS	771.00
HERITAGE PRINTING	ENVELOPES, PAPER	1,726.43
IA DEPT OF NATURAL RESOURCES	2023 ANNUAL WATER USE FEE 1350	115.00
IA DEPT OF REVENUE	SALES TAX/PAYROLL TAX	9,222.26
IA ONE CALL	LOCATES	27.20
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	50.61
IPERS	PAYROLL WITHHOLDINGS	13,699.80
J & R SUPPLY	SERVICE LINE FITTINGS	160.00
JOHN DEERE FINANCIAL	SUPPLIES	372.84
KATHY J WILSON	LIBRARY PROGRAM	150.00
KIRKHAM MICHAEL	PAY #20 AIRPORT LAND ACQ/EASEMENT	2,852.00
KMCH	RADIO SPOTS & WATER LEVEL	893.00
LANDSCAPES BY CHILDS PLAY	WHITewater PARK TREES	925.00
LANGE TECH	OAKVIEW/GRAYSON LIFT STATIONS	1,500.00
LAWSON PRODUCTS	PARTS/HARDWARE	162.80
LL PELLING CO	STREET MAINTENANCE	459.78
MANCHESTER CARQUEST	SUPPLIES	7.44
MANCHESTER SIGNS	STREET PROJECT SIGNS, POLICE DOOR	206.00
MANCHESTER TRUCK CENTER	SEAL KIT	489.95
MASTERPIECE CLEANING	CLEANING	880.00
MEARDON SUEPPEL & DOWNER PLC	LEGAL FEES	100.00
MEDIACOM	INTERNET/PHONE	174.90
MIDLAND OVERHEAD DOORS	GARAGE DOOR REPAIR	42.50
MIDWEST PATCH HI-VIZ SAFETY	NO PARKING SIGNS, WARNING STICKERS	403.00
MIDWEST TAPE HOOPLA	HOOPLA SUBSCRIPTION	502.00
OPG-3	LASERFICHE	4,335.00
PALMER HARDWARE	SUPPLIES, EQUIPMENT RENTALS	1,630.19
PETERS & LONGMUIR PLC	LEGAL FEES	850.00

PITNEY BOWES	INK	84.99
PMMIC INSURANCE	AIRPORT UST INSURANCE	1,629.00
POSTMASTER	UTILITY BILLING POSTAGE	921.17
PREMIER PARTS	REPAIR/MAINTENANCE SUPPLIES	235.56
PRO HYDRO TESTING	TEST STORAGE CYLINDERS	402.32
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	496.80
RICHARD MCCRABB	MOWING NEW SHOP SITE	180.00
RJM3 CONSULTING	HERO HUSTLE SOUND EQUIP	500.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT CONTRACT	159.32
STATE HYGIENIC LABORATORY	LAB TESTS	778.00
STERICYCLE	SHREDDING	56.21
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE MATERIALS	108.00
SUPREME GREEN	2022 MOWING CONTRACT	4,632.00
TANIA BRADLEY	MILEAGE REIMB	60.63
THE COURIER	SUBSCRIPTION	639.00
THE FISH SHACK	TANK MAINTENANCE	75.00
THE GATHERING PLACE	LIQUOR LICENSE REFUND	308.75
THREE RIVERS FS	FUEL/FERTILIZER	6,081.02
TIMOTHY J VICK	MILEAGE REIMB	121.26
UEMSI/HTV	ROOT CUTTER	695.77
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	930.15
VISION SERVICE PLAN	VISION INSURANCE	598.40
WELLMARK	HEALTH/DENTAL INSURANCE	28,481.00
WESSELS TUCKPOINTING	POOL CONCRETE/WALL REPAIR	1,600.00
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,002.26
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	2,041.79
ZANGERLE REPAIR	MOWER BLADE	92.76
	TOTAL	200,747.26
	FUND SUMMARY	
	001 - GENERAL	70,082.81
	047 - HOLIDAY DECORATIONS	5,661.00
	110 - ROAD USE TAX	14,589.59
	112 - EMPLOYEE BENEFITS	26,490.68
	168 - PARK GIFT & TRUST	1,271.00
	171 - LIBRARY GIFT & TRUST	43.99
	324 - STREET PROJECTS	164.00
	600 - WATER	17,561.88
	610 - SEWER	8,089.88
	612 - SEWER CAPITAL IMPROVEMENTS	56,792.43
	TOTAL	200,747.26

2024 East Main Street Project (Bailey Drive to Stiles Street)

Ryan Wicks, Fehr Graham, reviewed the proposal and project scope for the engineering for the 2024 East Main Street Project with the Council.

Following discussion, motion by Poynor, seconded by Schmitt to adopt R-122-2022 Resolution Approving Engineering Agreement with Fehr Graham for the East Main Street Project (Bailey Drive to Stiles Street). Motion carried, all ayes.

Utility Rates

City Manager Vick reviewed the proposed rate increases with the Council, noting these were the rate increases discussed during the budget process.

Motion by Scherbring, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 007-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Utility Rates. Motion carried, all ayes.

Street Department Vehicle Replacement: Salt Truck, Half Ton Truck

The Council reviewed the quote from Henderson Products for a multi-task body package for the new salt truck and the quote from Runde Auto Group for a new pick-up truck for the Street Department. City Manager Vick noted that both of these vehicles had been included in the budget.

Motion by Sherman, seconded by Bradley to approve the quote of \$122,933 from Henderson Products for a multi-task body package and the quote of \$38,135 from Runde Auto Group for a 2022 Ford F150XL 4x4 as recommended by the Street Superintendent. Motion carried, all ayes.

Social Media Policy

Motion by Poynor, seconded by Scherbring to adopt R-123-2022 Resolution Adopting Social Media Policy. Motion carried, all ayes.

Update on Video Recording City Council Meetings

City Manager Vick updated the Council on the status of video recording City Council meetings.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Closed Session

Motion by Bradley, seconded by Sherman to enter into Closed Session at 5:31pm pursuant to Iowa Code Section 21.5(1j) to discuss the acquisition of real estate. Motion carried, all ayes.

The Council returned to open session at 5:49pm.

Motion by Poynor, seconded by Bradley that the meeting adjourn at 5:50pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk