

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, December 12, 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 Bradley to approve the agenda as presented. Motion carried, all ayes.

Public Input

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Dr. Mary Chris O'Brien, Small Animal Clinic at 1102 East Main Street, addressed the Council regarding damage done to her business sign when it was removed during the East Main Street Project construction.

Consent Agenda

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- 3.1 Approval of the minutes of the November 28, 2022 City Council meeting & December 5, 2022 Committee of the Whole meeting
- 3.2 R-146-2022 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the November 10, 2022 Library Board meeting; November 2022 Wastewater IDNR Reports
- 3.4 Ordinance 009-2022 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
- 3.5 Downtown Incentive Program Grant Applications: Interior Grant Application in the amount of \$2,384.32 from Mark Roeder for property at 119 East Main Street; Façade Grant Application in the amount of \$7,500.00, Interior Grant Application in the amount of \$7,500.00, and Second Story Loan Application in the amount \$10,000.00 from Todd & Shelly Schrader for the property at 113 East Main Street
- 3.6 Downtown Incentive Grant Payment Requests: Awning Grant (Rear) in the amount of \$916.28 to S. Moyle Masonry for the property at 112 East Fayette Street; Facade Grant (Front) in the amount of \$3,624.79, Facade Grant (Rear) in the amount of \$3,106.52, Design Assistance in the amount of \$2,000.00, and Interior Grant (Second Story) in the amount of \$7,500.00 to Aunt Emmy's for the property at 114 & 114 1/2 North Franklin Street
- 3.7 R-147-2022 Resolution Amending Salary Resolution
- 3.8 R-148-2022 Resolution Approving Change Order 1 for the Contract A (Grading) Storm Water Wetlands Project
- 3.9 R-149-2022 Resolution Accepting Storm Water Wetland Project Contract A
- 3.10 Approve Pay Estimate #5 in the amount of \$2,798.70 to Connolly Construction for the Storm Water Wetlands Project Contract A
- 3.11 Approve Pay Estimate #6 (Final Retainage) in the amount of \$10,745.63 to Connolly Construction for the Storm Water Wetlands Project Contract A
- 3.12 R-150-2022 Resolution Approving Change Order #1 for the Contract B (Wetland Planting & Maintenance) - Storm Water Wetlands Project
- 3.13 Approve Pay Estimate #1 in the amount of \$21,968.75 to Connolly Construction for the Storm Water Wetlands Project Contract B
- 3.14 Approve payment of claims totaling \$22,874.25 to Fehr Graham for engineering services
- 3.15 R-151-2022 Resolution Amending Employee Handbook (Library Personal Days)
- 3.16 Acknowledge receipt of unpaid nuisance mowing bills and approve the certification to the Delaware County Treasurer for collection on property taxes

3.17 R-152-2022 Resolution Approving Engineering Agreement with Burrington Group for Library Parking Lot Project

3.18 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER INC	TONER/INK	234.85
ACCESS SYSTEMS LEASING INC	NETWORK/COPIER MAINT AGREEMENT	427.29
AFLAC	PAYROLL WITHHOLDINGS	1,313.42
ALIGN ARCHITECTURE & PLANNING, PLC	SHELLY PARK RE-DESIGN	18,000.00
ALLIANT ENERGY	ELECTRICITY	3,698.77
AMAZON BUSINESS	SUPPLIES	3,251.85
APPARATUS TESTING SERVICE	FIRE PUMP CERTIFICATION	1,081.01
ASCENT AVIATION INC	AVIATION FUEL	5,972.03
AUNT EMMY'S LLC	BOARDS & COMMISSIONS	1,700.00
AXON ENTERPRISE INC	TASER REPLACEMENTS	6,799.20
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	727.94
BARD MATERIALS	DEVELOPMENT AGREEMENT	8,490.30
BARRON MOTOR INC	VEHICLE MAINTENANCE	1,233.57
BASE	SELF INSURANCE/HRA	1,284.46
BDH LLC	DEVELOPMENT AGREEMENT	2,884.43
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINTENANCE	102.33
BURRINGTON GROUP INC	ENGINEERING SERVICES	12,181.25
BUSHEL & A PECK	PARK & REC SUPPLIES	23.96
CEDAR + SALT MARKETING CO	MARKETING CONTRACT	2,500.00
CITY LAUNDERING INC	BUILDING MAINTENANCE	144.95
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,897.50
COAST TO COAST SOLUTIONS	SQUAD CAR SUPPLIES	191.50
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	347.06
COMELEC SERVICES, INC	INTERNET	374.35
COMMUNITY SAVINGS BANK	DEVELOPMENT AGREEMENT	21,002.76
D & S PORTABLES INC	FLAG FB PORT-A-POTTY	240.00
DEL CO EMS	HERO HUSTLE PROCEEDS	11,000.00
DELHI LUMBER INC	BUILDING MATERIALS	44.90
DEMCO INC	OFFICE SUPPLIES	60.58
DJ REPAIR INC	TRUCK TOW	235.00
DON & WALT LLC	REPAIRS, SUPPLIES	1,243.78
DUBUQUE FIRE EQUIPMENT INC	FIRE EXTINGUISHER MAINTENANCE	111.00
EARLVILLE FIRE DEPARTMENT	HERO HUSTLE PROCEEDS	500.00
EASTERN IA PUMPING INC	2018, 2020 DEVELOPMENT AGREEMENTS	9,981.34
ECIA	SHELLY PARK GRANT ADMIN	1,171.54
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	44,871.02
ENGINEERED EQUIPMENT SOLUTIONS	UV EQUIP/AFTER STORM DAMAGE	2,635.22
FAREWAY STORES INC	SUPPLIES	225.21
FEHR GRAHAM	ENGINEERING SERVICES	5,042.75
GEORGEN AUTO	TIRES	115.91

GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	820.00
GWORKS - GIS WORKSHOP LLC	LICENSE FEE (1ST QUARTER: 1/1-3/31/2023)	2,509.00
HAUSERS WATER SYSTEMS INC	WATER	40.00
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	10,665.37
IMWCA	WORK COMP AUDIT	852.00
IA ONE CALL	LOCATES	209.40
IA PARK & REC ASSOCIATION	WORKSHOP & CEUS	300.00
IA POLICE CHIEFS ASSOC	MEMBERSHIP RENEWAL	125.00
IA PRISON INDUSTRIES	UNIFORMS	286.95
IA PUBLIC AIRPORTS ASSOC	MEMBERSHIP RENEWAL	100.00
INTERSPIRO INC	SCBA FACE MASKS	1,779.40
INT'L ASSOC OF CHIEFS OF POLICE	MEMBERSHIP DUES	275.00
IPERS	PAYROLL WITHHOLDINGS	28,610.68
ISCIA	ISCIA REGISTRATION	175.00
J & R SUPPLY INC	SUPPLIES	1,685.41
JEROME KROGMANN	DEVELOPMENT AGREEMENT	33,541.65
JOHN DEERE FINANCIAL	SUPPLIES	377.43
KAMMILLER TREE SERVICE	TREE REMOVAL/GRINDING	4,100.00
KBI WAREHOUSE & DISTRIBUTING	STREET SWEEPINGS	950.00
KLUESNER CONSTRUCTION INC	STREET MAINTENANCE	9,052.00
KLUESNER SANITATION LLC	GARBAGE	20.00
KMCH INC/DEL CO BROADCASTING INC	RADIO ANNOUNCEMENTS	768.00
LANDSCAPES BY CHILDS PLAY INC	SUPPLIES	60.00
LANGE TECH	LIFT STATION IMPROVEMENTS	9,081.00
LUCAS HOLDINGS LLC	DEVELOPMENT AGREEMENT	7,853.22
LYNCH DALLAS PC	LEGAL SERVICES	66.00
MACQUEEN TRANS IOWA EQUIPMENT	SWEEPER CURTAINS	392.42
MANCHESTER ANIMAL MEDICAL	VET CARE	114.56
MANCHESTER AREA CHAMBER	ELECTED OFFICIALS LUNCHEON	72.00
MANCHESTER CARQUEST INC	VEHICLE MAINTENANCE	42.78
MANCHESTER POLICE DEPT	HERO HUSTLE PROCEEDS	500.00
MANCHESTER SIGNS LLC	SIGNS	205.50
MANCHESTER TRUCK CENTER	VEHICLE REPAIRS	195.89
MASTERPIECE CLEANING	CLEANING	1,760.00
MEARDON SUEPPEL & DOWNER PLC	LEGAL FEES	500.00
MEDICAL ASSOCIATES CLINIC	DRUG SCREEN	50.00
MES FIRE MUNICIPAL EMERG SVCS	HOSE GASKETS	136.34
MID IOWA PETROLEUM EQUIP INC	UNDERGROUND FUEL TANK CERT	1,407.60
MIDWEST TAPE LLC/HOOPLA	LIBRARY SUPPLIES & MATERIALS	454.92
MISSIONSQUARE	PAYROLL WITHHOLDINGS	1,864.08
MR CONSTRUCTION	CITY SIDEWALK CONCRETE	480.00
MUNICIPAL SUPPLY INC	WATER METERS	7,240.00
NAPA AUTO PARTS	PARTS & SUPPLIES	303.30
NORBY DEVELOPMENT LLC	DEVELOPMENT AGREEMENT	22,372.07
OVERDRIVE	LIB AUDIO/EBOOKS	1,460.39
PALMER HARDWARE INC	SUPPLIES	1,576.94
PETERS & LONGMUIR PLC	LEGAL FEES	1,146.32
PITNEY BOWES	POSTAGE METER	202.17

POSTMASTER	UTILITY BILLING POSTAGE	932.66
QUILL CORPORATION	PD SUPPLIES	70.92
RADIO COMMUNICATIONS INC	MAINTENANCE	154.37
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	6,372.79
RUNDE AUTO GROUP	VEHICLE MAINTENANCE	121.51
SANDRY FIRE SUPPLY	TEST SCBAS	223.00
SASCS	BUS EXTRIXION INSTRUCTION	500.00
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	100.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	286.54
STATE HYGIENIC LABORATORY	LAB TESTS	201.00
STOREY KENWORTHY INC	OFFICE SUPPLIES	425.35
STREICHER'S INC	WEAPONS HOLSTER	124.99
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	125.00
SUPREME GREEN INC	LANDSCAPE MAINTENANCE	65.00
SWANK MOTION PICTURES	MOVIE LICENSE RENEWAL	405.00
TASC	PAYROLL WITHHOLDINGS	1,245.57
THE HORN BOOK	LIBRARY MATERIALS	49.00
THREE RIVERS FS	FUEL/FERTILIZER	8,121.02
TRIVIAL DUDES	EE APPRECIATION EVENT	150.00
TRUCK COUNTRY OF IOWA	VEHICLE SUPPLIES	135.92
TYLER TECHNOLOGIES	SOFTWARE CONVERSION	31,502.50
UMB BANK NA	GENERAL OBLIGATION BOND PAYMENT	76,812.50
UNITY POINT CLINIC	DRUG SCREENING	84.00
US CELLULAR	MONTHLY CELL/DATA CHARGES	436.45
USA BLUE BOOK	LAB TESTS	394.31
VERA SMITH	REFUND SEIBERT RENTAL	75.00
VOYA	PAYROLL WITHHOLDINGS	4,064.00
WELLMARK	PAYROLL WITHHOLDINGS	5,715.28
WELTER STORAGE EQUIPMENT INC	OFFICE EQUIPMENT	709.00
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,094.39
WOODWARD COMMUNICATIONS INC	PUBLICATIONS	1,810.73
	TOTAL	472,905.62
	Fund Summary	
	Fund	Amount
	001 - GENERAL	136,820.39
	003 - HOTEL/MOTEL TAX	2,500.00
	047 - HOLIDAY DECORATIONS	460.73
	110 - ROAD USE TAX	22,826.19
	112 - EMPLOYEE BENEFITS	2,530.03
	125 - TAX INCREMENT FINANCING	78,956.91
	168 - PARK GIFT & TRUST	12,000.00
	169 - LORA STEWART TRUST	176.86
	171 - LIBRARY GIFT & TRUST	71.00
	180 - POLICE CANINE	7.99
	200 - DEBT SERVICE	76,812.50
	307 - WHITEWATER/RIVERFRONT PARK PROJ	19,171.54

	309 - STREET IMPROVEMENT	9,052.00
	310 - STORM WATER/WQI PROJECTS	8,467.25
	320 - SUBDIVISION PROJECTS	33,541.65
	324 - STREET PROJECTS	5,150.75
	600 - WATER	27,578.54
	610 - SEWER	23,716.81
	612 - SEWER CAPITAL IMPROVEMENTS	13,064.48
	Grand Total:	472,905.62

East Main Street Project - Sign Request

The Council discussed with Dr. O'Brien the damage done to the sign at her business. Following discussion, motion by Scherbring, seconded by Poynor to approve payment of \$525.00 to Dr. Mary Chris O'Brien/Small Animal Clinic for replacement of the sign damaged during the East Main Street Project construction. 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 Council and staff reports were given.

Closed Session

Motion by Bradley, seconded by Scherbring to enter into closed session at 5:40pm pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. Motion carried, all ayes.

The Council returned to open session at 6:40pm.

Motion by Bradley, seconded by Scherbring that the meeting adjourn at 6:41pm. Motion carried, all ayes.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk