

Minutes of the Manchester City Council Goal Setting Session
Wednesday, January 8, 2020

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

Staff present: Chad Wulfekuhle, Tim Heims, Jim Hauschild, Perry Peterson, Kristy Folsom, Jason Haight, Tim Vick,
Mike Ryan, Doug Foley, Erin Learn

Mayor Kramer called the goal setting session to order at 5:15pm.

Eric Christiansen & Aimee Viniard-Weldeman, Iowa State University, facilitated the goal setting session.

The goal setting session adjourned at 8:15pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 13, 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.

Presentation of Service Award

Mayor Kramer presented a Service Award to Jim Wessels for 30 years of service to the Manchester Police Department and the City of Manchester.

Presentation of Nice Neighbor Award

Mayor Kramer presented a Nice Neighbor Award to Ron & Janine Stellick who were nominated by Scott & Carolyn Shives.

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

Public Input

Harold Blatt, 176 Prospect Street, addressed the Council regarding a public safety concern as he, and his pet dog, were recently attacked by a dog running at large while they were on a walk. Mr. Blatt asked the Council to review their ordinances to ensure citizens and their pets are protected.

Consent Agenda

3.1 Approval of the minutes of the December 23, 2019 City Council meeting

3.2 R-001-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the December 2019 Wastewater IDNR Report
- the minutes of the January 6, 2020 Parks & Recreation Commission meeting
- the minutes of the December 12, 2019 Library Board meeting
- the December 2019 Library Monthly Statistical Report

3.4 R-002-2020 Resolution Approving Airport Hangar Leases

3.5 R-003-2020 Resolution Approving Voluntary Assessment Agreement (Tibbott)

3.6 Approve payment in the amount of \$10,570.00 to Burrington Group for engineering services for the East Main Street Improvement Project

3.7 Approve payment in the amount of \$393.50 to Fehr Graham for engineering services for NPDES Discharge Permit

3.8 R-004-2020 Resolution Waiving Right to Review Plat (Bishop)

3.9 R-008-2020 Resolution Waiving Right to Review Plat (Loecke/Carpenter)

3.10 R-009-2020 Resolution Waiving Right to Review Plat (Loecke/Bushaw/Baker)

3.11 R-010-2020 Resolution Waving Right to Review Plat (Loecke/Cannon)

3.12 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 aye.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	64.95
AFLAC	AFLAC	1,062.56
ALLIANT ENERGY	ELECTRICITY	3,701.29
AMAZON	LIB SUPPLIES	671.59
AMAZON CAPITAL SERVICES	SUPPLIES	45.43

ANDERSON WELDING&MACHINE SHOP	REPAIR/MAINTENANCE	530.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	982.60
BARRON MOTOR	PARTS/SUPPLIES	1,630.94
BLACK HILLS ENERGY	HEATING FUEL	2,558.39
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	143.99
BROWN SUPPLY	SUPPLIES	257.97
CARGILL	STREET SALT	7,921.41
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER-FLEX	MED FLEX	1,922.44
COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	890.74
CREDIT BUREAU SERVICES	COLLECTION SERVICES	33.95
DEL CO RECORDER	RECORDING FEES	10.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	966.80
DELAWARE INVESTMENTS	SAVINGS PLAN	750.00
DON & WALT	REPAIR/MAINTENANCE	2,066.51
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	77.24
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	1,089.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	45,374.01
ELM USA	LIBRARY MATERIALS	25.00
ENGINEERED EQUIPMENT	WASTEWATER SUPPLIES	5,350.15
FAREWAY STORES	SUPPLIES	55.36
FARONICS TECH USA	MULTIUSER IT SOFTWARE	88.80
FASTENAL COMPANY	PARTS/SUPPLIES	414.43
GALLS	PD UNIFORM/SUPPLIES	41.97
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,174.99
GRUNDY NATIONAL BANK	XMAS CLUB	790.00
HACH	WATER SUPPLIES	1,261.94
HARRISON TRUCK CENTERS	VEHICLE PARTS	34.71
HAUSERS WATER CONDITIONING	CHEMICALS/SUPPLIES	20.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	31.00
HERITAGE PRINTING	OFFICE SUPPLIES	65.50
HERMANSON, SARAH	104 N TAMA DEMO	9,999.00
IA PARK & REC ASSOC	WORKSHOP	280.00
IA PUBLIC AIRPORTS ASSOC	MEMBERSHIP	100.00
IDNR	AIRPORT UST TANK REGISTRATION	65.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	58.28
IPERS	IPERS REGULAR	25,728.21
J & R SUPPLY	WTR/SWR SUPPLIES	165.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	908.51
KLUESNER SANITATION	GARBAGE/RECYCLING	22,281.58
KMCH	RADIO ANNOUNCEMENTS	260.00
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	124.01
LIMESTONE BLUFFS RC & D	GRANT WRITING	4,000.00
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	3,885.00
MANCHESTER MOTOR SUPPLY	AUTO PARTS	5.99
MARTIN GARDNER ARCHITECTURE	ARCHITECTURE SERVICES	992.92
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	833.12
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST BUSINESS PRODUCTS	COPIER MAINT CONTRACT	378.30
MIDWEST PATCH	STREET MAINT MATERIALS	2,842.05
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	621.99

MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	1,120.00
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	933.03
NORSOLV SYSTEMS ENVIRONMENTAL	CHEMICALS	143.95
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	7,875.00
PALMER HARDWARE	PARTS/SUPPLIES	726.73
PAYROLL CHECKS	PAYROLL CHECKS	136,257.10
PETERS & LONGMUIR PLC	LEGAL FEES	946.00
PHYSICAL THERAPY SOLUTION	SAFETY INSTRUCTION	100.00
POSTMASTER	POSTAGE	543.89
PREMIER PARTS	PARTS/SUPPLIES	403.54
PRONTO MART	FUEL	5.33
QUILL CORPORATION	PD OFFICE SUPPLIES	4.14
RELIANCE STANDARD LIFE INS	INSURANCE	481.53
SHRED-IT US JV	SHREDDING	39.83
SMOCK, JEFF	MILEAGE REIMB	357.28
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	146.68
STATE HYGIENIC LABORATORY	LAB TESTS	286.00
STOREY KENWORTHY	OFFICE SUPPLIES	669.23
TASC	FLEX BENEFITS	1,252.88
TATEMS TRUCK & TRAILER	FLEET SOFTWARE	284.00
THE COURIER	SUBSCRIPTION	372.99
THREE RIVERS FS	FUEL/FERTILIZER	3,748.72
TREASURER STATE OF IOWA	STATE TAX	7,748.00
USA BLUE BOOK	PARTS/SUPPLIES	1,793.32
VALLIN DISTRIBUTION	RAIN GEAR	120.07
VANTAGE TRANSFER AGENTS	ICMARC	1,355.35
VERIZON WIRELESS	MOBILE DATA	280.21
VICK, TIMOTHY J	REIMBURSEMENT	20.32
VISION SERVICE PLAN	INSURANCE	625.57
VOSS, JENNIE MAE	VB SUPERVISOR	102.00
WELLMARK	INSURANCE	27,312.42
WINDSTREAM	PHONE/INTERNET	1,916.24
WOODWARD COMMUNITY MEDIA	PUBLICATION EXPENSE	249.92
TOTALS		354,087.11
***** REPORT TOTAL *****		
	GENERAL	204,059.80
	ROAD USE TAX	45,484.92
	EMPLOYEE BENEFIT	23,214.87
	PARK IMPROVEMENT	992.92
	ACQUISITION/DEMOLITION	10,095.00
	LIBRARY GIFT & TRUST	450.33
	CAPITAL PROJECTS	-37.15
	WATER FUND	32,946.28
	SEWER FUND	36,880.14
	TOTAL FUNDS	354,087.11

University of Iowa - Iowa Initiative for Sustainable Communities

Mayor Kramer informed the Council that the City of Manchester has been selected to partner with the University of Iowa and their Iowa Initiative for Sustainable Communities program.

City Manager Vick informed the Council that the City is one of two communities selected to work with the University of Iowa in developing projects throughout the community to be completed with graduate students and university faculty.

The Council discussed the program requirements and potential projects.

East Main Street Improvement Project

Motion by Behnken, seconded by Scherbring to adopt R-005-2020 Preliminary Resolution pursuant to Section 384.42 of the Iowa Code covering the East Main Street Improvement Project. Motion carried, all ayes.

Motion by Sherman, seconded by Bradley to adopt R-006-2020 Resolution Approving and Adopting Preliminary Plans and Specifications, Estimate of Cost and Plat and Schedule for the East Main Street Improvement Project. Motion carried, all ayes.

The Proposed Resolution of Necessity for the East Main Street Improvement Project was introduced. Motion by Behnken, seconded by Poynor that a Public Hearing be held on the proposed Resolution of Necessity on February 10, 2020 at 5:00 p.m., and that the City Clerk be authorized and directed to give notice of the public hearing by publication and mailing, as required by Section 384.50 of the Code of Iowa, and that the notice be in substantially the form set out in these proceedings. Motion carried, all ayes.

Motion by Scherbring, seconded by Poynor to adopt R-007-2020 Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the East Main Street Improvement Project, and the taking of bids therefor. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that the first budget work session would be Monday, January 20, 2020 at 5:00pm.

Motion by Scherbring, seconded by Bradley that the meeting adjourn at 5:55pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Budget Work Session
Monday, January 20, 2020

Council members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken.

Mayor Kramer called the budget work session to order at 5:03pm.

City Manager Tim Vick reviewed the budget presentation with the City Council. The Council reviewed levy rates, property valuations, and capital projects.

Motion by Behnken, seconded by Scherbring that the meeting adjourned 6:55pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 27, 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 January 13, 2020 City Council meeting; the minutes of the January 8, 2020 Goal Setting Session; the minutes of the January 20, 2020 Budget Work Session

3.2 R-011-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the January 15, 2020 Planning & Zoning Commission meeting
- the Wastewater Monthly Activity Reports for October 2019, November 2019, December 2019

3.4 Approval of Liquor License Applications

- Renewal Application for Off Premise Class B Native Wine Permit with Sunday Sales for MiaJo Boutique at 210 South Franklin Street
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Dollar General Store #4812 at 203 South 9th Street
- Renewal Application for Off Premise Class E Liquor License for Fareway Stores #594 at 109 East Marion Street

3.5 R-012-2020 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment (Meadow Brook Trail Subdivision)

3.6 R-013-2020 Resolution Amending Salary Resolution

3.7 R-014-2020 Resolution Waiving Right to Review Plat (Wendling)

3.8 R-015-2020 Resolution Approving Final Plat (TeKippe Brothers Subdivision)

3.9 R-016-2020 Resolution Approving Preliminary & Final Plat (West Brook Addition-Phase 1)

3.10 R-017-2020 Resolution Waiving Right to Review Plat (York)

3.11 Acknowledge receipt of the Annual Goal Setting Report

3.12 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)	74.95
AFLAC	AFLAC	531.28
ALLIANT ENERGY	ELECTRICITY	17,909.70
ALLIED SYSTEMS	TRANSDUCER	1,780.37
AMAZON CAPITAL SERVICES	SUPPLIES	214.40
BECKER ELECTRIC	REPAIR/MAINT	116.00
BLACK HILLS ENERGY	HEATING FUEL	3,750.69
BUNTING, CLIFFORD D	MILEAGE REIMB	47.56
BURRINGTON GROUP	ENGINEERING SERVICES	11,013.33

CARGILL	STREET SALT	9,711.56
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
COLESBURG EMS	HERO HUSTLE INDIVIDUAL CHAMP	500.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
D & S PORTABLES	JET LINE	300.00
DEL CO ECONOMIC DEVELOPMENT	ANNUAL CONTRIBUTION	15,000.00
DEL CO EMS	2019 HERO HUSTLE GRANT	3,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	REPAIR/MAINTENANCE	2,970.00
DYERSVILLE EQUIPMENT COMP	JD SNOWTHROWER	2,150.00
EARLVILLE FIRE DEPARTMENT	HERO HUSTLE TEAM CHAMPIONS	500.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,961.13
FAREWAY STORES	SUPPLIES	54.36
FASTENAL COMPANY	PARTS/SUPPLIES	379.39
FEHR GRAHAM	ENGINEERING FEES	393.50
GALLS	PD UNIFORM/SUPPLIES	28.16
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	315.00
IA DARE ASSOCIATION	MEMBERSHIP DUES	100.00
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	3,768.00
IA DEPT OF TRANSPORTATION	SIGN TUBING/ICE MELT/CACL	3,704.86
IA LAW ENFORCEMENT ACADEMY	TASER INSTRUCTOR TRAINING	50.00
IABO	MEMBERSHIP	50.00
IOWA ONE CALL	LOCATES	91.90
IPERS	IPERS	27,547.30
KRAMER, MILT L	MILEAGE REIMB	161.82
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	81.90
MANCHESTER MOTOR SUPPLY	AUTO PARTS	246.33
MANCHESTER POLICE DEPT	2019 HERO HUSTLE GRANT	3,000.00
MANCHESTER SIGNS	MAGNETIC SIGNS	141.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	264.00
NE IA REGIONAL LEAGUE	NEIRL DUES	25.00
NICC	REIMB PHONE/INTERNET	1,258.80
OLIVE THAT DELI	MEALS, FOOD	129.45
PAYROLL CHECKS	PAYROLL	57,781.13
PREMIER PARTS	PARTS/SUPPLIES	12.24
RADIO COMMUNICATIONS	REPAIR/MAINT	1,803.09
RIVER CITY STONE	ROCK/STONE	721.35
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	56.00
SIMMERING & CORY	IA CODIFICATION	2,162.00
SMOCK, JEFF	MILEAGE REIMB	178.64
STATE HYGIENIC LABORATORY	LAB TESTS	136.50
STUDIO K PHOTOGRAPHY	PD/DISPATCH PHOTOGRAPHY	140.00
SUNSHINE BOY	WINDOW MAINT	210.00
SUPREME GREEN	NUISANCE SNOW REMOVAL	120.00
TREASURER STATE OF IOWA	STATE TAX	3,552.00
UNITY POINT CLINIC	DRUG TEST	42.00
US CELLULAR	FD CELL	43.38
UTILITY DEPOSIT REFUNDS	REFUND CHECKS	135.89
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
VERIZON WIRELESS	MOBILE DATA	280.11

WALMART	SUPPLIES	202.95
WELLMARK	HEALTH INS	2,320.98
WIDNER DRUG & GIFT	SUPPLIES	13.49
WINDSTREAM	PHONE/INTERNET	826.94
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	146.40
ACCOUNTS PAYABLE TOTALS		205,113.42
***** REPORT TOTAL *****		
	GENERAL	118,767.90
	ROAD USE TAX	32,064.13
	POLICE SPECIAL USES	28.16
	ACQUISITION/DEMOLITION	721.35
	PARK GIFT & TRUST	7,059.50
	DOWNTOWN INCENTIVE	443.33
	STREET PROJECTS	10,570.00
	WATER FUND	12,673.46
	UTILITY DEPOSIT TRUST	53.35
	SEWER FUND	22,732.24
	TOTAL FUNDS	205,113.42

University of Iowa Initiative for Sustainable Communities Presentation - Travis Kraus, Director

Travis Kraus, Director of the University of Iowa's Initiative for Sustainable Communities, reviewed a presentation with the Council regarding the details of the program and discussed how they can collaborate with the City.

Manchester Municipal Airport Environmental Assessment Update - Eric Johnson, Kirkham Michael

Eric Johnson, Kirkham Michael, provided the Council with an overview of the Manchester Municipal Airport Environmental Assessment that was completed this past year and discussed potential future projects with the Council.

Energy Analysis for Public Works Facility

Motion by Poynor, seconded by Behnken to proceed with Architectural Services with Demmer Architecture for completing a Commercial New Construction Energy Efficiency Program in the amount \$5,000. Motion carried, all ayes.

2020 Highway 13 Street Improvement Project

Motion by Scherbring, seconded by Bradley to set Monday, February 10, 2020 at 5:00pm as the date & time for a Public Hearing on the plans, specifications, and form of contract for the 2020 Highway 13 Street Improvement Project. Motion carried, all ayes.

Wastewater Treatment Plant Control Computer Replacement

Wastewater Superintendent Perry Peterson informed the Council that the hard drive in the wastewater treatment plant control computer has failed. Peterson has been working with Automation Engineering, and they have provided a quote to replace the computer.

The Council reviewed the quote, discussed the cost and installation timeframe.

Motion by Behnken, seconded by Poynor to approve the estimate from Automation Engineering Ltd in the amount of \$33,800.23 for control computer replacement. Motion carried, all ayes.

East Main Street Improvement Project

Motion by Bradley, seconded by Scherbring to adopt R-018-2020 Preliminary Resolution pursuant to Section 384.42 of the Iowa Code covering the East Main Street Improvement Project. Motion carried, all ayes.

The City Clerk stated that the Project Engineers had completed and filed the plat. The City Council reviewed the proposed valuation of each lot within the assessment district and confirmed that such valuations should be included on the schedule to be filed. The City Clerk stated that the Project Engineers had prepared and filed preliminary plans and specifications, an estimated total cost of the work and the plat and schedule, as directed in the preliminary resolution just adopted.

Motion by Behnken, seconded by Bradley to adopt R-019-2020 Resolution Approving and Adopting Preliminary Plans and Specifications, Estimate of Cost and Plat and Schedule for the East Main Street Improvement Project. Motion carried, all ayes.

Motion by Poynor, seconded by Sherman that a Public Hearing be held on the proposed Resolution of Necessity on February 24, 2020 at 5:00 p.m., and that the City Clerk be authorized and directed to give notice of the public hearing by publication and mailing, as required by Section 384.50 of the Code of Iowa, and that the notice be in substantially the form set out in these proceedings. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick discussed the budget process with the Council, noting there would be budget work session on Monday, February 3, 2020.

Council Member Poynor updated the Council on the Delaware County Tourism vacancy.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 6:18pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
January 29, 2020

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

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

Also present: Jim Hauschild, Perry Peterson, Mike Ryan, Doug Foley, Chad Wulfekuhle, Michael LeClere, Jason Wenger, Sam Ertl.

Items discussed at the committee meeting were: Shelly Park Improvements; Water Department Valve Turner; University of Iowa Initiative for Sustainable Communities; and Goal Setting Progress Reports. Departmental updates and engineering updates were also given.

The meeting adjourned at 6:57pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Special Meeting & Budget Work Session of the City Council of the City of Manchester
Monday, February 03, 2020

Mayor Kramer called the special meeting and budget work session to order at 5:00pm.

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

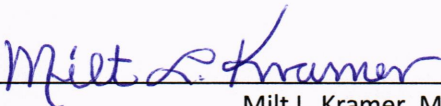
Water Quality Initiative Targeted Demonstration Watershed Projects Application

Motion by Poynor, seconded by Bradley to adopt R-020-2020 Resolution of Support for the Water Quality Initiative Targeted Demonstration Watershed Projects Application. Motion carried, all ayes.

Budget Work Session

City Manager Tim Vick reviewed the budget presentation with the City Council.

Motion by Poynor, seconded by Bradley that the meeting adjourned 5:47pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 10, 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 Bradley, seconded by Scherbring to approve the agenda as presented. Motion carried, all ayes.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the January 27, 2020 City Council meeting; the minutes of the January 29, 2020 Committee of the Whole meeting; and the minutes of the February 3, 2020 Special Meeting & Budget Work Session

3.2 R-021-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the January 2020 Wastewater Monthly Reports
- the minutes of the February 3, 2020 Parks & Recreation Commission meeting
- the minutes of the January 9, 2020 Library Board meeting
- the January 2020 Library Statistical Report

3.4 Approval of Liquor License Applications

- New Application for 5 Day On Premise Class C Liquor License for St. Mary Church for their Gala Event on March 7, 2020

3.5 R-022-2020 A Resolution Approving the Agreement between the City of Manchester and the Chauffeurs, Teamsters and Helpers Local Union No. 238 Affiliated with International Brotherhood of Teamsters covering the Police Bargaining Unit - July 1, 2020 to June 30, 2021

3.6 R-023-2020 Resolution Approving Property Tax Abatement Applications Submitted by Property Owners in Recognized Urban Revitalization Areas and Authorizing the Transmittal of the Approved Applications to the Delaware County Assessor

3.7 R-024-2020 Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the East Main Street Improvement Project, and the taking of bids therefor

3.8 Motion to set February 24, 2020 at 5:00pm as the date and time for a Public Hearing on the Proposed Maximum Property Tax Levy from Certain Levies

3.9 Approve payment of claims totaling \$8,292.00 to Fehr Graham for engineering services

3.10 R-025-2020 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

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
5K SPORTS & MORE	SAFETY SUPPLIES	80.25
ABUNDANT PLAYSCAPES	CONFERENCE REGISTRATION	630.00
ACCESS SYSTEMS LEASING	COPIER MAINT	378.30
AFLAC	PAYROLL WITHHOLDINGS	531.28

ALLIANT ENERGY	ELECTRICITY	778.57
AMAZON	LIB SUPPLIES	210.93
AMAZON CAPITAL SERVICES	SUPPLIES	202.99
ANDERSON WELDING	REPAIR/MAINTENANCE	98.92
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,030.95
BARRON MOTOR	PARTS/SUPPLIES	61.90
BECKER ELECTRIC	REPAIR/MAINT	520.57
CARGILL	STREET SALT	5,565.35
CENGAGE LEARNING	LIBRARY MATERIALS	61.58
CENTER POINT	LIBRARY MATERIALS	131.22
CITY LAUNDERING	MAINTENANCE/SUPPLIES	62.98
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CONWAY SHIELD	SCBA FLOW TEST	1,160.00
DEL CO AUDITOR	CITY/SCHOOL ELECTION	2,114.20
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DITTRICK, ANGELA	REFUND OVERPAYMENT	10.00
DON & WALT	REPAIR/MAINTENANCE	660.00
EDE, TONY D	CPR INSTRUCTION (FIRE DEPT)	500.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,818.74
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	93.80
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	206.25
GEORGEN AUTO	VEHICLE MAINT/REPAIR	172.99
GRUNDY NATIONAL BANK	XMAS CLUB	395.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	40.00
HAWKINS	CHEMICALS	402.00
HERITAGE PRINTING	OFFICE SUPPLIES	110.00
IA RURAL WATER ASSOC	MEMBERSHIP DUES	375.00
IMFOA	MEMBERSHIP DUES	100.00
INT'L CODE COUNCIL	MEMBERSHIP DUES	230.00
IOWA DEPT OF REVENUE	WATER EXCISE TAX	4,498.23
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	605.72
KMCH	RADIO ANNOUNCEMENTS	385.00
KRAFT CAR CARE	AUTO MAINTENANCE	60.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE FIRE DEPT SUPPLIES	68.38
MEARDON, SUEPPEL, DOWNER	LEGAL FEES	1,400.00
MEDIACOM	PHONE/INTERNET	404.15
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	643.68
MOTION PICTURE LICENSING CORP	LICENSING	141.00
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	1,764.00
NORTHWAY CORPORATION	LIFT STATION REPAIR	675.00
PALMER HARDWARE	PARTS/SUPPLIES	368.01
PASKER, KELSEY	REFUND/REIMBURSEMENT	15.00
PAYROLL CHECKS	PAYROLL	55,023.65
PETERS & LONGMUIR	LEGAL FEES	850.00
POSTMASTER	POSTAGE	548.39
RADIO COMMUNICATIONS	REPAIR/MAINT	6,846.15
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	56.00
SCHROEDERS CASH SUPPLY	SUPPLIES	691.95

SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	172.94
SMOCK, JEFF	MILEAGE REIMB	178.64
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	146.68
STOREY KENWORTHY	OFFICE SUPPLIES	49.98
SUPREME GREEN	SNOW REMOVAL	120.00
TREASURER STATE OF IOWA	STATE TAX	3,388.00
UNITY POINT CLINIC	DRUG TEST	42.00
UTILITY DEPOSIT TRUST	REFUND CHECKS TOTAL	178.94
VAN METER	ELECTRICAL SUPPLIES	195.87
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
WELLMARK	PAYROLL WITHHOLDINGS	2,320.98
WINDSTREAM	PHONE/INTERNET	1,083.63
WINSTON, CURTIS	REFUND WATER DEPOSIT	75.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,998.61
	TOTAL	123,434.94
	***** REPORT TOTAL *****	
	GENERAL	77,379.22
	HOTEL MOTEL TAX	110.00
	ROAD USE TAX	18,616.90
	LIBRARY GIFT & TRUST	393.36
	WHITEWATER PARK PROJECT	520.57
	WATER FUND	13,455.99
	UTILITY DEPOSIT TRUST	178.94
	SEWER FUND	12,779.96
	TOTAL FUNDS	123,434.94

Public Hearing on the Proposed Contract Documents and Estimated of Cost for the 2020 Highway 13 Improvement Project

Mayor Kramer opened the Public Hearing at 5:08pm.

Ryan Wicks, Fehr Graham, informed the Council that three bids were received with Pirc Tobin Construction, Inc. submitting the lowest bid of \$3,708,772.79.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:11pm.

Motion by Behnken, seconded by Scherbring to adopt R-026-2020 Resolution Approving and Confirming Plans, Specifications, Form of Contract, and Estimate of Cost for the 2020 Highway 13 Improvement Project. Motion carried, all ayes.

The Council reviewed the bid tabulation for the project and discussed the funding for the project.

Motion by Poynor, seconded by Bradley to adopt R-027-2020 Resolution Awarding Contract for the 2020 Highway 13 Improvement Project. Motion carried, all ayes.

Police Department Vacancies

Mayor Kramer informed the Council that the Police Department has two officers that are leaving employment with the City to go to work for the Dyersville Police Department, noting that the officers will be making more money and are not required to relocate. The Dyersville Police Department has had a number of their officers

take positions in other communities recently and, in order to attract and retain officers, they have removed their residency requirement, restrictions on lateral transfers, and restructured their pay plan. City Staff is requesting the City Council consider removing or revising the residency requirement for Police Officers, and are proposing a language change in the Collective Bargaining Agreement to allow for employees to start at the years of experience the employee may have had at another organization.

The Council discussed the proposed changes and were supportive of the modifications. The Personnel Committee will meet to further review and will bring recommendations back to the City Council.

Police Canine

Mayor Kramer informed the Council that Police Officer/Canine Handler David Trumblee has accepted employment with another agency and, per the agreement the City has with Trumblee, he would like to purchase his partner/police dog known as Ace. Mayor Kramer noted the depreciated value of Ace is \$10,000.00.

Following discussion, motion by Scherbring, seconded by Behnken to adopt R-028-2020 Resolution for Transfer of Police Dog. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that bids had been received and opened for the East Main Street Improvement Project with the low bid received from Boomerang Corp in the amount of \$667,396.00, and noted that action would be taken on the bids at the February 24, 2020 City Council meeting. City Manager Vick also informed the Council that a formal complaint had been received on the property at 112 South Franklin Street. The Council discussed the property and the next steps.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 5:42pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Budget Work Session of the City Council of the City of Manchester
Monday, February 17, 2020

Mayor Kramer called the budget work session to order at 5:00pm.

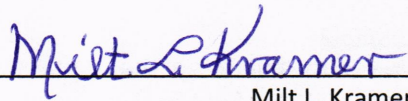
Roll call of Council members present: Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken.
Absent: Dean Sherman.

Budget Work Session

City Manager Tim Vick reviewed the budget presentation with the City Council.

Council Member Bradley left at 6:00pm.

The budget work session adjourned at 6:24pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 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

Jeff Ogden, representing the Hughes Trust, updated the Council on the plans for the building at 112 South Franklin Street. Ogden also addressed the Council regarding concerns about the City's debt, the proposed City Shop project, the City's budget, and potential cost saving ideas.

Consent Agenda

3.1 Approval of the minutes of the February 10, 2020 City Council meeting and the minutes of the February 17, 2020 Budget Work Session

3.2 R-029-2020 Resolution Approving Bills

3.3 Approval of Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Blue Collar Sports Bar at 120 East Main Street
- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Wal-Mart Store #1506 at 1220 West Main Street

3.4 R-030-2020 Resolution Amending Employee Handbook (Residency Requirements)

3.5 R-031-2020 Resolution Approving Contract for the 2020 Highway 13 Improvement Project

3.6 Approve payment in the amount of \$5,928.00 to Burrington Group for engineering services

3.7 R-032-2020 Resolution Approving Lease Agreement with Todd Brooks and Frank McEnany

3.8 Approve the request of Country Cruisers to close the following streets on June 12, 2020 and August 7, 2020 from 4:00pm - 9:00pm for their Show & Shine Events: South Franklin Street from West Main Street to the West Marion Street and East Delaware Street from South Franklin Street to South Madison Street

3.9 R-040-2020 Resolution setting the date for Public Hearing on proposal to enter into General Obligation Loan Agreement and to borrow money thereunder in a Principal Amount not to exceed \$1,405,000

3.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	20,229.04
AWWA REGION I (MARION)	CONTINUING EDUCATION	100.00
BARRON MOTOR	PARTS/SUPPLIES	82.53
BDH	DEVELOPMENT AGREEMENT	2,711.13
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	9.50
BOOK FARM	BOOKS	891.12
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	10.30
CARGILL	STREET SALT	12,147.33

CDW GOVERNMENT	IT PRODUCTS/SERVICE	899.67
CENGAGE LEARNING	LIBRARY MATERIALS	30.39
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
DEL CO SOLID WASTE COMMISSION	LANDFILL	971.20
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DILIGENT CORPORATION	BOARDDOCS SUBSCRIPTION	2,700.00
DJ REPAIR	REPAIR/MAINTENANCE	379.00
DON & WALT	REPAIR/MAINTENANCE	754.62
DYERSVILLE READY MIX	DEVELOPMENT AGREEMENT	8,480.45
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,977.58
FAREWAY STORES	SUPPLIES	5.94
FASTENAL COMPANY	PARTS/SUPPLIES	395.73
FOLEY, DOUG	REIMBURSEMENT	189.75
GIENAPP CONSTRUCTION	MAINTENANCE/REPAIR	40.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
H&H INDUSTRIES	LIGHTING SUPPLIES	218.74
HAWKINS	CHEMICALS	580.75
HENDERSON PRODUCTS	VEHICLE SUPPLIES	209.93
HOLTZ, ALISSA	COMPLIANCE CHECKS	175.00
IA FIRE CHIEFS ASSOCIATION	FD MEMBERSHIP DUES	63.00
IAMU	MEMBERSHIP DUES	916.00
IDNR	CONSTRUCTION PERMIT	196.40
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	144.16
INSPIRON LOGISTICS	ANNUAL WENS SERVICE	1,855.00
IPERS	IPERS	24,261.17
K & W COATINGS	CHANGE BULBS	220.00
KLUESNER SANITATION	GARBAGE/RECYCLING	22,612.20
LOCAL GOV'T PROFESSIONAL SVCS	IA CODIFICATION	475.00
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT	5,986.62
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	32.38
MANCHESTER TRUCK CENTER	DIAGNOSTIC TESTING	65.00
MES FIRE/MUNICIPAL EMERG SVCS	AIR COMPRESSOR CALIBRATION	210.00
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	1,743.00
NICC	BASIC LIFE SUPPORT CERT	21.00
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT	23,867.69
PAYROLL CHECKS	PAYROLL	55,839.77
PREMIER PARTS	PARTS/SUPPLIES	6.89
RADIO COMMUNICATIONS	REPAIR/MAINT	257.00
REGIONAL MEDICAL CENTER	LAB WORK	30.00
RIVER CITY STONE	ROCK/STONE	206.70
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	5,935.57
SMOCK, JEFF	MILEAGE REIMB	177.10
STAR EQUIPMENT	EQUIPMENT & SUPPLIES	934.67
STATE HYGIENIC LABORATORY	LAB TESTS	312.00
STEVE MOYLE MASONRY	PLOW SUPPLIES	7,310.00
STOREY KENWORTHY	OFFICE SUPPLIES	423.42
SUPREME GREEN	FD LAWN CARE	163.40

THREE RIVERS FS	FUEL/FERTILIZER	5,863.17
TREASURER STATE OF IOWA	STATE TAX	3,361.00
ULINE	LIB EQUIPMENT	141.68
US CELLULAR	FIRE CELL PHONE	43.38
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
VICK, TIMOTHY J	MILEAGE REIMB	201.25
WALMART	SUPPLIES	236.60
WELLMARK	PAYROLL WITHHOLDINGS	2,320.98
WINDSTREAM	PHONE/INTERNET	802.74
WULFEKUHL ELECTRIC	REPAIRS	349.14
TOTAL		242,349.85
	FUND TOTALS	
	GENERAL	118,112.11
	STREET EQUIPMENT RESERVE	6,572.00
	ROAD USE TAX	34,037.42
	POLICE SPECIAL USES	175.00
	TAX INCREMENT FINANCING	46,981.46
	CAPITAL PROJECTS	349.14
	STREET PROJECTS	196.40
	WATER FUND	15,956.25
	SEWER FUND	19,970.07
	TOTAL FUNDS	242,349.85

Public Hearing on Proposed Resolution of Necessity for the 2020 East Main Street Improvement Project
Mayor Kramer opened the Public Hearing at 5:18pm.

City Manager Vick reviewed the scope of the project with the Council, noting that it will tie in with Delaware County's project this summer, which resurfaces 210th Street from Manchester city limits to Earlville.

Richard Fisher, 1312 East Main Street, asked about the road height, storm water, right of way, and utility boxes on his property. Jason Wenger, Burrington Group, reviewed and explained the plans for that area.

Chris McDowell, 1213 East Main Street, asked if the City would consider lowering the speed limit as the area is becoming more residential and there is the potential for parking on the sides of the street. City Manager Vick responded that he would have City staff review the speed limit and make a recommendation to the Council.

Verla Tegeler, 160 Delhi Road, asked about the sidewalks and trails that are part of the project. Jason Wenger explained the sidewalk/trail plans, noting that the City is working towards connecting the trail system throughout the community.

Richard Fisher asked who maintains the eight-foot sidewalk. Jason Wenger responded that the City would maintain as it is considered a trail. Fisher also asked about the water pressure to his property. City Manager Vick explained the issue with water pressure and what would need to be done to resolve it. Chris McDowell asked if the City would consider installing a welcome sign on the east side of town once the project is complete. The Council agreed the City should look into signage for the east end.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:32pm.

Motion by Poynor, seconded by Sherman to adopt R-033-2020 Resolution of Necessity. Motion carried, all ayes.

Motion by Sherman, seconded by Scherbring to adopt R-034-2020 Resolution Ratifying the Preparation of Detailed Plans, Specifications, Notice of Hearing, Notice to Bidders and Form of Contract. Motion carried, all ayes.

Public Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2020 East Main Street Improvement Project

Mayor Kramer opened the Public Hearing at 5:34pm.

Chris McDowell asked how the special assessment process works. City Manager Tim Vick explained the timeframe and the steps in the special assessment process.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:36pm.

Motion by Behnken, seconded by Bradley to adopt R-035-2020 Resolution Finally Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the 2020 East Main Street Improvement Project. Motion carried, all ayes.

Mayor Kramer referred the Council to the bids received for the project, noting that six bids were received with Boomerang Corp submitted the lowest bid of \$667,396.00. Mayor Kramer further noted that the bid from Boomerang Corp was \$129,775.00 below the engineer's estimate.

Following review of the bids, motion by Poynor, seconded by Scherbring to adopt R-036-2020 Resolution Awarding Contract for the 2020 East Main Street Improvement Project. Motion carried, all ayes.

Public Hearing on Proposed Maximum Property Tax Dollars for Certain Levies for Budget Year July 1, 2020 through June 30, 2021

Mayor Kramer opened the Public Hearing at 5:38pm.

Jeff Ogden, 1332 North Franklin Street, asked what the City's current levy rate is and what the proposed rate will mean to residents. City Manager Vick responded that the City's current levy rate is \$15.57523 and that the proposed levy rate, including debt service, is \$15.31918 which will be a decrease in the levy rate.

The Council received a written comment opposing the proposed maximum property tax levy from Curt Meiner, 702 East Howard Street.

There being no further comments to be heard and no further written comments on file, Mayor Kramer closed the Public Hearing at 5:41pm.

Motion by Bradley, seconded by Behnken to adopt R-037-2020 Resolution Approving the Maximum Property Tax Dollars for Budget Year July 1, 2020 through June 30, 2021. Motion carried, all ayes.

Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area

Mayor Kramer opened the Public Hearing at 5:43pm.

City Manager Vick explained that the amendment would allow for the use of tax increment financing for development projects along Bailey Drive and East Main Street.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:44pm.

Motion by Sherman, seconded by Scherbring to adopt R-038-2020 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Public Hearing on Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC

Mayor Kramer opened the Public Hearing at 5:45pm.

City Manager Vick explained that Joe Hildebrand, Bailey Drive Estates, is proposing to construct two additional duplexes on the property along Bailey Drive and the proposed development agreement is the same as what he was awarded in 2017 for the original duplexes.

Verla Tegeler asked about the driveway entrance to the duplexes, expressing concern about the amount of traffic in that area. Tegeler also asked if the incentives were available to everyone who develops. City Manager Vick explained the incentives the City has available and how incentive packages are created.

The Council discussed the need for housing in the community and potential developments in the City.

Dave Tegeler, 160 Delhi Road, asked about the property Joe Hildebrand has on West Main Street and the upkeep on that property. City Manager Vick responded that the Council did meet with Hildebrand to discuss the maintenance of the property and noted that he has had several developers interested in the property.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:54pm.

Manchester Placemaking Report - McClure/Alchemy

Alex Pearlstein and Clint Sloss, Alchemy Community Transformations, presented the Manchester Placemaking Report to the Council.

Proposed Budget for Fiscal Year July 1, 2020 - June 30, 2021

Motion by Behnken, seconded by Bradley to set March 23, 2020 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget for Fiscal Year July 1, 2020 - June 30, 2021. Motion carried, all ayes.

2020 Highway 13 Improvement Project

Ryan Wicks, Fehr Graham, explained and discussed with the Council the issues they have faced in trying to get Windstream to provide proper drawings and obtain necessary IDOT permits to complete the work required for the Highway 13 Project.

Motion by Scherbring, seconded by Poynor to adopt R-039-2020 Resolution Declaring Windstream Non-Responsive to Request for Relocates (2020 Highway 13 Improvement Project). Motion carried, all ayes.

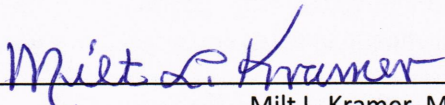
Construction Project Updates

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

Reports

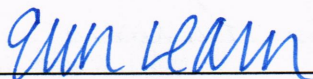
None.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 6:55pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
March 4, 2020

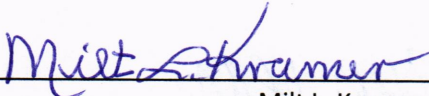
Mayor Kramer called the committee meeting to order at 5:00pm.

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

Also present: Jason Haight, Perry Peterson, Chad Wulfekuhle, Mike Ryan, Tim Heims, Jim Hauschild, Jason Wenger, Sam Ertl, Wes Schulte.

Items discussed at the committee meeting were: East Main Street Improvement Project; Highway 13 Improvement Project; UI Initiative for Sustainable Communities; Right of Way Ordinance; ECIA Nuisance Abatement Agreement; Committee of the Whole Meeting Dates and Goal Setting Progress Reports. Departmental updates and engineering updates were also given.

The meeting adjourned at 5:45pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 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. Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the February 24, 2020 City Council meeting and the minutes of the March 4, 2020 Committee of the Whole meeting

3.2 R-041-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the March 2, 2020 Parks & Recreation meeting
- 2019 Aquatic Center Final Report
- February 2020 Wastewater IDNR Reports
- minutes of the February 13, 2020 Library Board meeting
- February 2020 Library Statistical Report
- January 2020 Revenue & Expense Reports

3.4 Approval of Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Blue Collar Sports Bar at 120 East Main Street
- New Application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for Fiesta Cancun Authentic Mexican Restaurant at 110 West Main Street

3.5 R-042-2020 Resolution Approving Contract and Performance/Payment Bonds for the East Main Street Improvement Project

3.6 Approve payment of claims totaling \$10,227.50 to Fehr Graham for engineering services

3.7 R-043-2020 Resolution Waiving Right to Review Plat

3.8 R-044-2020 Resolution Amending Salary Resolution (Library Employees)

3.9 Motion to set March 23, 2020 at 5:00pm as the date and time for a Public Hearing on the Communications Site Lease Agreement with Comelec Internet LLC

3.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
5K SPORTS & MORE	SUPPLIES	10.00
ACCENT LASER	TONER CARTRIDGE(S)	254.80
ACCESS SYSTEMS LEASING	COPIER MAINT	378.30
AFLAC	AFLAC	668.48
ALLIANT ENERGY	ELECTRICITY	4,318.94

AMAZON	LIB SUPPLIES	566.35
AUNT EMMY'S	MEETING SUPPLIES	29.36
AUTOMATION ENGINEERING	CONTROL COMPUTER @ WWTP	23,940.23
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	774.29
BARRON MOTOR	PARTS/SUPPLIES	13.63
BECKER ELECTRIC	REPAIR/MAINT	471.62
BLACK HAWK AUTOMATIC SPRINKLER	FIRE SPRINKLER MAINTENANCE	221.00
BLACK HILLS ENERGY	HEATING FUEL	4,020.17
CENTER POINT	LIBRARY MATERIALS	131.22
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DAVIS, JEREMIAH	REIMBURSE CONFERENCE	40.51
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DON & WALT	REPAIR/MAINTENANCE	10.44
DON'S TRUCK SALES	PARTS & SUPPLIES	575.73
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,258.35
ELM USA	LIBRARY MATERIALS	25.00
FASTENAL COMPANY	PARTS/SUPPLIES	1.09
GALLS	PD UNIFORM/SUPPLIES	55.58
GRUNDY NATIONAL BANK	XMAS CLUB	395.00
HACH CO	WATER SUPPLIES	434.63
HARRISON TRUCK CENTERS	VEHICLE PARTS	114.44
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HERITAGE PRINTING	OFFICE SUPPLIES	89.00
IA DEPT OF JUSTICE	CASE #181063	25.13
IA DIV OF LABOR SERVICES	ELEVATOR PERMIT 7883	175.00
IOWA WINDOW SERVICE	CHAINSAW CARVING @ TIRRILL	2,350.00
J & R SUPPLY	WTR/SWR SUPPLIES	3,638.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	351.25
KMCH	RADIO ANNOUNCEMENTS	343.20
LAWSON PRODUCTS	TOOLS & MATERIALS	157.23
LIBRARY IDEAS	DIGITAL MATERIALS	483.40
MANCHESTER MOTOR SUPPLY	OIL FLOOR DRY	90.16
MES FIRE/MUNICIPAL EMERG SVCS	UNIFORM SUPPLIES	1,475.65
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	1,545.60
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	558.50
MOMENTUM	SCREEN PRINTING	154.99
PALMER HARDWARE	PARTS/SUPPLIES	813.19
PAYROLL CHECKS	PAYROLL	60,749.93
PETERS & LONGMUIR PLC	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE SUPPLIES	80.74
PITNEY BOWES	POSTAGE SUPPLIES	354.51
POSTMASTER	POSTAGE	546.31
PRAIRIE VALLEY TECHNOLOGIES	PHONE MAINTENANCE/REPAIR	650.00
PREMIER PARTS	PARTS/SUPPLIES	9.61
RADIO COMMUNICATIONS	REPAIR/MAINT	14.00
RELiance STANDARD LIFE INS	INSURANCE	519.13

RIVER CITY STONE	ROCK/STONE	129.40
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	4,274.00
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	218.64
SHERE, ANGELA	REIMB SUPPLIES	14.70
SMOCK, JEFF	MILEAGE REIMB	177.10
SMOKE-EATER PUBLICATIONS	FD SUBSCRIPTION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	176.10
STOREY KENWORTHY	OFFICE SUPPLIES	520.24
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	45.00
SUPREME GREEN	LIB MOWING SERVICES	228.00
THOMPSON SHOES	UNIFORM SUPPLIES	190.00
THREE RIVERS FS	FUEL/FERTILIZER	2,906.47
TREASURER STATE OF IOWA	STATE TAX	3,772.00
USA BLUE BOOK	PARTS/SUPPLIES	670.49
UTILITY DEPOSIT REFUNDS	DEPOSIT REFUNDS	690.47
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
VISION SERVICE PLAN	INSURANCE	541.22
WELLMARK	INSURANCE	26,055.54
WINDSTREAM	PHONE/INTERNET	1,084.87
WOOD, KEVIN	PORTRAYAL OF PRESIDENT LINCOLN	300.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	320.00
TOTAL PAYABLES		179,768.52
	TOTALS	
	GENERAL	83,301.32
	ROAD USE TAX	15,335.49
	EMPLOYEE BENEFIT	23,202.87
	POLICE SPECIAL USES	25.13
	LIBRARY GIFT & TRUST	323.37
	STREET PROJECTS	3,638.00
	WATER FUND	13,109.00
	UTILITY DEPOSIT TRUST	230.37
	SEWER FUND	40,602.97
	TOTAL FUNDS	179,768.52

Public Hearing on proposal to enter into General Obligation Loan Agreement and to borrow money thereunder in a Principal Amount not to exceed \$1,405,000
Mayor Kramer opened the Public Hearing at 5:05pm.

Mayor Kramer informed the Council that this was a Public Hearing on a proposed General Obligation Loan in the amount of \$1,405,000 to be used for the following items: Highway 13 and East Main Street improvement projects, Tanglewood lift station replacement, stormwater management/Wetland Restoration, Salt Truck Replacement, and Water Department Truck with Valve Turner/Utility box.

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

Motion by Poynor, seconded by Bradley to adopt R-045-2020 Resolution Authorizing General Obligation Loan Agreement, Approving the Future Issuance of General Obligation Bonds and Providing for the Levy of Taxes to Pay the Same. Motion carried, all ayes.

Police Department

Motion by Scherbring, seconded by Behnken to adopt R-046-2020 Resolution Approving Letter of Understanding between the City of Manchester and Teamsters Local 238 Regarding Lateral Transfers. Motion carried, all ayes.

Motion by Poynor, seconded by Bradley to adopt R-047-2020 Resolution Approving Letter of Understanding between the City of Manchester and Teamsters Local 238 Regarding Police Officer Wages. Motion carried, all ayes.

Motion by Sherman, seconded by Scherbring to adopt R-048-2020 Resolution Rescinding "R-028-2020 Resolution for Transfer of Police Dog." Motion carried, all ayes.

Motion by Behnken, seconded by Poynor to adopt R-049-2020 Resolution Amending Salary Resolution (Police Officer Wages). 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 Manager Vick informed the Council that the streetlight at East Main Street and Madison Street is not functioning and the contractor is working to repair it.

Motion by Sherman, seconded by Behnken that the meeting adjourn at 5:42pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Work Session
March 18, 2020

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

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

Also present: Wes Schulte.

Meadow Brook Trail Subdivision Development Incentive

The Council met with Wes Schulte to discuss incentives for the Meadow Brook Trail Subdivision Development Project.

COVID-19 Update

City Manager Vick updated the Council on actions taken to date by the City in response to the COVID-19 pandemic.

Motion by Behnken, seconded by Sherman that the meeting adjourn at 6:33pm. 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, March 23, 2020**

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

Roll call of members present: Dean Sherman, Mary Ann Poynor (via Zoom), Bill Scherbring, Tania Bradley (via Zoom). Absent: Connie Behnken (Behnken was absent due to audio difficulties with Zoom).

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

Public Input

Suspended for this meeting.

Consent Agenda

3.1 Approval of the minutes of the March 9, 2020 City Council meeting

3.2 R-050-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the 2019 Manchester Police Department Annual Report

3.4 R-051-2020 Resolution Amending Salary Resolution

3.5 R-052-2020 Resolution Waiving Right to Review Plat

3.6 R-053-2020 Resolution Approving Agreement with the Delaware County Emergency Management Commission for the Davis Weather System

3.7 R-054-2020 Resolution Approving and Authorizing Utility Write-Offs

3.8 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	269.80
ADVANTAGE ARCHIVES	SCANNING	1,820.00
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	18,166.73
AMAZON CAPITAL SERVICES	SUPPLIES	333.15
AMERICAN RED CROSS	FACILITY FEE	300.00
ANTE, JOHN & LINDSAY	EASEMENT: HWY 13 PROJECT	1.83
BARD MATERIALS	READY MIX, SAND, GRAVEL	124.25
BARRON MOTOR	PARTS/SUPPLIES	59.40
BECKER ELECTRIC	REPAIR/MAINT	1,071.50
BIGGART-HEMPSTEAD, LORI	EASEMENT: HWY 13 PROJECT	24.09
BOLL, WILLIAM	EASEMENT: HWY 13 PROJECT	21.76
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	45.09
BUNTING, THOMAS & LORI	EASEMENT: HWY 13 PROJECT	12.43

BURRINGTON GROUP	ENGINEERING SERVICES	5,928.00
CITY OF FAYETTE	BODY ARMOR	405.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
CLARKE, LAURA	SEIBERT CANCELLATION	75.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
COUNSELING & ASSESS SERV	EVALUATION	180.00
CRAWFORD, WILLIAM	EASEMENT: HWY 13 PROJECT	224.04
DAVIS, WALTER & BARBARA	EASEMENT: HWY 13 PROJECT	23.68
DEL CO EXTENSION & OUTREACH	CONTINUING EDUCATION	35.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	968.40
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	18,783.04
FAREWAY STORES	SUPPLIES	86.62
FASTENAL COMPANY	PARTS/SUPPLIES	226.09
FEHR GRAHAM	ENGINEERING FEES	10,227.50
FINK, MARK	HAUL SNOW	750.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	150.54
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
HANKINS, DEAN & DANETTE	EASEMENT: HWY 13 PROJECT	28.84
HANKINS, JAMES	EASEMENT: HWY 13 PROJECT	32.08
HEINRICHS, ROXANNE	EASEMENT: HWY 13 PROJECT	22.55
HOGAN, BARB	REIMBURSE SUPPLIES	30.75
HOWLETT, DAN	MILEAGE REIMB	197.23
IDNR	WATER MAIN PERMIT FEE	100.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	76.26
IPERS	IPERS	24,708.57
J & R SUPPLY	WTR/SWR SUPPLIES	123.00
JOHNSON, JOYCE	EASEMENT: HWY 13 PROJECT	13.33
JONES, MARILYN & CHARLES	EASEMENT: HWY 13 PROJECT	24.75
KAESSER, SLATER	EASEMENT: HWY 13 PROJECT	24.11
KELCHEN, DAN	EASEMENT: HWY 13 PROJECT	13.33
KEMP, CHRIS	CPR	104.00
KLUESNER SANITATION	GARBAGE/RECYCLING	22,567.60
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	143.23
MANCHESTER FIRE ASSOCIATION	IFA MEMBERSHIPS	811.22
MANCHESTER SIGNS	SIGNS	110.20
MCGRANE, RITA	EASEMENT: HWY 13 PROJECT	6.08
MEARDON, SUEPPEL & DOWNER	LEGAL FEES	1,291.50
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	143.95
PADILLA, CAROLINE & JAMES	EASEMENT: HWY 13 PROJECT	24.70
PALMER, STEVE & ANITA	EASEMENT: HWY 13 PROJECT	24.68
PEYTON, MICHAEL & DEBORAH	EASEMENT: HWY 13 PROJECT	139.32
QC SUPPLY	MASKS	51.20
RIVER CITY STONE	ROCK/STONE	139.65
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	56.00
SCHIESS, MARLA	EASEMENT: HWY 13 PROJECT	29.09
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	103.30
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	172.94

SHRED-IT US JV	SHREDDING	39.83
SMOCK, JEFF	MILEAGE REIMB	177.10
STATE HYGIENIC LABORATORY	LAB TESTS	214.50
STEVE MEYER CONSULTING	AFG COMPRESSOR APPLICATION	13,550.00
STOREY KENWORTHY	OFFICE SUPPLIES	145.28
STREICHER'S	UNIFORM SUPPLIES	704.75
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	48.00
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	120.00
TEGELER, MICHAEL	EASEMENT: HWY 13 PROJECT	10.95
THE GATHERING PLACE	ARRANGEMENT	75.00
TREASURER STATE OF IOWA	STATE TAX	3,372.00
UNITY POINT CLINIC	LAB	42.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
VOSS, JENNIE MAE	VB SUPERVISOR	240.00
WELLMARK	PAYROLL WITHHOLDINGS	2,241.39
WORRALL, JANET	EASEMENT: HWY 13 PROJECT	10.95
YODER, DAVID	EASEMENT: HWY 13 PROJECT	58.63
PAYROLL CHECKS	PAYROLL	56,885.09
TOTAL		193,136.94
GENERAL		124,426.43
ROAD USE TAX		15,303.52
POLICE SPECIAL USES		75.00
LIBRARY GIFT & TRUST		1,820.00
STREET PROJECTS		17,149.72
WATER FUND		13,190.68
SEWER FUND		21,171.59
TOTAL FUNDS		193,136.94

Public Hearing on the proposed budget for Fiscal Year July 1, 2020 - June 30, 2021

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

Mayor Kramer informed the Council that the proposed budget sets the City's levy rate at \$15.31918 per \$1,000 of taxable value, which is a reduction of \$0.25605 from last fiscal year's levy rate of \$15.57523. Mayor Kramer discussed with the Council the budget process.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:15pm.

Motion by Sherman, seconded by Scherbring to adopt R-055-2020 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2020-June 30, 2021. Motion carried, all ayes.

Public Hearing on the Communications Site Lease Agreement with Comelec Internet LLC

Mayor Kramer opened the Public Hearing at 5:17pm.

Zach Lujan, 109 Bailey Drive, addressed the Council with concerns on the radiation frequency of the equipment proposed to be installed on the water tower and asked if will be a 5G frequency? Lujan commented on the potential health implications of the higher frequency.

City Manager Vick responded that he will contact the company to get additional information on the equipment they plan to install and the frequency of that equipment.

City Attorney Peters commented that the federal government does limit what the City can regulate; he will research the issue and draft a letter to the Council on the limitations.

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

The Council agreed that no action would be taken on the lease agreement until further information can be obtained.

No action was taken on R-056-2020 Resolution Approving Communications Site Lease Agreement with Comelec Internet LLC.

Construction Project Updates

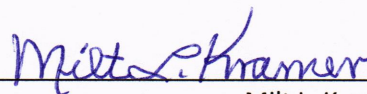
Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City and the potential impact of COVID-19 on the projects.

Reports

City Manager Vick informed the Council that the informational meeting on the Highway 13 Project scheduled for Thursday has been postponed. The City will utilize the Manchester Info Now notification system to keep the public informed.


The Council thanked everyone for their patience and cooperation during this time.

Motion by Sherman, seconded by Scherbring that the meeting adjourn at 5:30pm. Motion carried, all ayes.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
April 6, 2020

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

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

Also present: Jason Haight, Perry Peterson, Doug Foley, Chad Wulfekuhle, Jim Hauschild, Jason Wenger, Ryan Wicks, Sam Ertl.

Items discussed at the committee meeting were: Highway 13 Improvement Project; East Main Street Improvement Project; COVID-19; Goal Setting Progress Reports. Departmental updates and engineering updates were also given.

The meeting adjourned at 5:29pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 13, 2020

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Tania Bradley, Connie Behnken, Bill Scherbring (Council Member Scherbring arrived at 5:09pm). Absent: None.

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

Public Input

This will be suspended for the duration of the public emergency.

Consent Agenda

3.1 Approval of the minutes of the March 18, 2020 City Council work session; the March 23, 2020 City Council meeting; and the April 6, 2020 Committee of the Whole meeting

3.2 R-057-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the March 2020 IDNR Wastewater Reports
- the March 2020 Revenue & Expense Reports

3.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Casey's General Store #2624 at 1413 North Franklin Street
- Renewal Application for On Premise Class C Liquor License with Sunday Sales for Fraternal Order of Eagles Aerie #3538 at 110 North Franklin Street

3.5 Approve Pay Estimate #3 in the amount of \$9,059.67 to Horsfield Construction, Inc. for the South Madison Parking Lot Project

3.6 R-058-2020 Resolution Approving Change Order #1 for the South Madison Parking Lot Project

3.7 R-059-2020 Resolution Accepting Work Covering the City's South Madison Parking Lot Project

3.8 Approve Pay Estimate #4 (Final Retainage) in the amount of \$10,151.86 to Horsfield Construction, Inc. for the South Madison Parking Lot Project

3.9 Approve changing the date of the second City Council meeting in May from May 25, 2020 to May 26, 2020 at 5:00pm due to the Memorial Day holiday

3.10 Approve Pay Estimate #1 in the amount of \$122,087.29 to Pirc-Tobin Construction, Inc. for the Highway 13 Improvement Project

3.11 R-060-2020 Resolution Approving Change Order #1 for the Highway 13 Improvement Project

3.12 R-061-2020 Resolution Amending Salary Resolution

3.13 R-062-2020 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2020

3.14 Approve payment in the amount of \$2,663.25 to Burrington Group for engineering services

3.15 R-063-2020 Resolution Approving Water Quality Agriculture Infrastructure Cost Share Grant Contract

3.16 R-064-2020 Resolution Approving Engineering Services Proposal for the Storm Water Wetlands Project with Burrington Group

3.17 Motion to set May 11, 2020 at 5:00pm as the date and time for a Public Hearing on a Lease Agreement with Mediacom

- 3.18 R-065-2020 Resolution Waiving Right to Review Plat (Bishop Parcel)
- 3.19 R-066-2020 Resolution Authorizing the Submission of Application for General Aviation Vertical Infrastructure (GAVI) Program and Certifying Eligibility Requirements
- 3.20 Approve payment in the amount of \$31,668.00 to Fehr Graham for engineering services
- 3.21 Approval of the Consent Agenda

Council Member Scherbring arrived at 5:09pm.

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

Bills approved for payment

VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	378.30
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	3,940.95
AMAZON	LIBRARY SUPPLIES	434.35
AMAZON CAPITAL SERVICES	SUPPLIES	25.98
AMERICAN WATER WORKS ASSOC	MEMBERSHIP DUES	382.00
AUTOMATION ENGINEERING	WASTEWATER COMPUTER UPGRADE	4,930.00
AXON ENTERPRISE	EQUIPMENT	846.30
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	410.49
BARD MATERIALS	READY MIX, SAND, GRAVEL	194.56
BARRON MOTOR	PARTS/SUPPLIES	22.56
BIBLIONIX	LIBRARY: APOLLO ILS/LSP SYSTEM	3,015.00
BLACK HILLS ENERGY	HEATING FUEL	4,978.74
BROWN SUPPLY	SUPPLIES	37,596.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,450.00
CENGAGE LEARNING	LIBRARY MATERIALS	30.39
CENTER POINT	LIBRARY MATERIALS	131.22
CHATEAU DIVING & FITNESS	POOL USAGE	125.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	137.98
CITY OF FAYETTE	BODY ARMOR	405.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	961.22
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	95.74
DEL CO RECORDER	RECORDING FEES	7.20
DEL CO SOLID WASTE COMMISSION	LANDFILL	969.70
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	112.43
DEMMER ARCHITECTURE	DESIGN FEES	5,000.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	29.75
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,481.26
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	13.99
FASTENAL COMPANY	PARTS/SUPPLIES	72.35
GEORGEN AUTO	VEHICLE MAINT/REPAIR	661.27

GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	390.00
HAWKINS	CHEMICALS	457.00
HERITAGE PRINTING	LEISURE GUIDE PRINTING	1,513.45
IA DEPT OF AG & LAND STEW	LICENSE	4.50
IA DEPT OF INSPECTIONS & APPEALS	CONCESSION STAND LICENSING	151.00
IA DEPT OF TRANSPORTATION	SIGN TUBING, REFLECTIVE BEADS	1,590.10
J & R SUPPLY	WTR/SWR SUPPLIES	910.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	485.16
KLUESNER FLOORING	MAINTENANCE/REPAIR	227.27
KLUESNER SANITATION	GARBAGE/RECYCLING	22,612.20
KMCH	RADIO ANNOUNCEMENTS	343.20
LAKE DESIGN & DECOR	SUPPLIES	119.40
LL PELLING	ASPHALT/PAVING SUPPLIES	713.00
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MEDIACOM	PHONE/INTERNET	404.15
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	977.30
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	3,913.80
MIDWEST TAPE	LIBRARY MATERIALS	554.58
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	933.03
NRPA	MEMBERSHIP DUES	175.00
OFFICE EXPRESS	OFFICE SUPPLIES	17.59
OVERDRIVE	LIBRARY MATERIALS	1,230.77
PALMER HARDWARE	PARTS/SUPPLIES	380.96
PAYROLL CHECKS	PAYROLL CHECKS	58,227.21
PETERS & LONGMUIR PLC	LEGAL FEES	800.00
POSTMASTER	POSTAGE	547.17
QC SUPPLY	DUST MASKS	41.80
RADIO COMMUNICATIONS	CHARGER/BATTERY/ANTENNA	464.09
REGIONAL MEDICAL CENTER	PHYSICAL	360.00
RELIANCE STANDARD LIFE INS	INSURANCE	448.33
SCHMITZ JANITORIAL SUPPLY	SUPPLIES	57.00
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	19.13
SHERE, ANGELA	REIMB SUPPLIES	73.60
SMOCK, JEFF	MILEAGE REIMB	172.10
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT CONTRACT	146.68
STATE HYGIENIC LABORATORY	LAB TESTS	175.50
STEVE MEYER CONSULTING	FIRE GRANT APPLICATION	1,350.00
STOREY KENWORTHY	DESK	778.63
STREICHER'S	UNIFORM SUPPLIES	40.99
T & W GRINDING	COMPOST CONTRACT	8,662.00
TASC	PAYROLL WITHHOLDINGS	1,252.88
THREE RIVERS FS	FUEL/FERTILIZER	3,137.87
TOP GRADE EXCAVATING	SEWER PIPE REPLACEMENT	6,000.00
TREASURER STATE OF IOWA	STATE TAX	3,518.00
US CELLULAR	MOBILE PHONE	43.38
UTILITY DEPOSIT TRUST	DEPOSIT REFUND CHECKS TOTAL	184.68
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00

VERIZON WIRELESS	MOBILE DATA	280.09
VISION SERVICE PLAN	INSURANCE	556.46
WAID, BRIAN	REIMBURSE SUPPLIES	20.37
WALMART	SUPPLIES	102.86
WELLMARK	INSURANCE	23,847.69
WIDNER DRUG & GIFT	SUPPLIES	8.98
WILGENBUSCH, JOHN	REIMBURSE HALL RENTAL	75.00
WINDSTREAM	PHONE/INTERNET	1,888.38
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,699.69
WORLD TRADE PRESS	SUBSCRIPTION	460.00
YOUNG, APRIL	REIMBURSE SEIBERT RENTAL	75.00
***** REPORT TOTAL *****		245,211.60
	GENERAL	119,041.46
	HOTEL MOTEL TAX	289.00
	ROAD USE TAX	20,617.45
	EMPLOYEE BENEFIT	22,213.05
	ACQUISITION/DEMOLITION	7.20
	LIBRARY GIFT & TRUST	57.56
	POLICE CANINE	20.98
	CAPITAL PROJECTS	5,000.00
	STREET PROJECTS	38,647.30
	WATER FUND	14,277.23
	UTILITY DEPOSIT TRUST	184.68
	SEWER FUND	24,855.69
	TOTAL FUNDS	245,211.60

Communications Site Lease Agreement with Comelec Internet LLC

City Attorney Jim Peters referred the Council to his correspondence, and noted that he found the City does not have authority to place any restrictions on cell towers based upon frequencies to be emitted from the facility.

Motion by Poynor, seconded by Bradley to adopt R-056-2020 Resolution Approving Communications Site Lease Agreement with Comelec Internet LLC. Motion carried, all ayes.

Ordinance 001-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Service Rates and Charges

The Council reviewed the proposed ordinance, which would give the City Manager authority to waive late fees and penalties for late payment or non-payment during a "Proclamation of Emergency" by the Mayor and/or a "Proclamation of Disaster Emergency" by the Governor of the State of Iowa.

Motion by Behnken, seconded by Scherbring to waive the first and second consideration of Ordinance 001-2020 and proceed to the third consideration and final adoption of Ordinance 001-2020. Motion carried, all ayes.

Motion by Behnken, seconded by Scherbring to approve the third consideration and final adoption of Ordinance 001-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water Service Rates and Charges. 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 Manager Vick informed the Council that the party that was investigating the cost to renovate 500 North Franklin Street has sent a letter indicating that they are no longer interested in the property as it is not financially feasible.

Motion by Behnken, seconded by Scherbring to adjourn at 5:34pm. 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, April 27, 2020

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

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

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

Public Input

Suspended for the duration of the public emergency.

Consent Agenda

3.1 Approval of the minutes of the April 13, 2020 City Council meeting

3.2 R-067-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- 2019 Water Quality Report
- 2019 Water Department Annual Report
- minutes of the April 22, 2020 Planning & Zoning Commission meeting
- minutes of the March 12, 2020 Library Board minutes

3.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales for The Gathering Place at 1711 North 2nd Street

3.5 R-068-2020 Resolution Amending Salary Resolution

3.6 Acknowledge receipt of unpaid nuisance snow removal bills and to approve the certification to the Delaware County Treasurer for collection on property taxes

3.7 R-069-2020 Resolution Setting the Date for Public Hearing on Proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to Borrow Money thereunder in a Principal Amount not to exceed \$650,000

3.8 Approve the purchase of a 2012 John Deere X728 Signature Tractor at a cost of \$7,450.00 from Dyersville Equipment Company

3.9 R-070-2020 Resolution Approving Preliminary and Final Plat (Holtz Subdivision)

3.10 R-071-2020 Resolution Approving Preliminary and Final Plat (Meadow Brook Trail Addition)

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINT	19.46
ADDOCO	PLAYGROUND MULCH	1,338.75
AFLAC	PAYROLL WITHHOLDINGS	668.48
AFRICAN AMERICAN MUSEUM OF IA	LIBRARY: MEMBERSHIP	100.00
ALLIANT ENERGY	ELECTRICITY	19,160.24

AMAZON	LIBRARY SUPPLIES	113.62
AMERICAN LEGION POST 45	FLAGS	176.00
ANDERSON WELDING	REPAIR/MAINTENANCE	12.00
BARD MATERIALS	READY MIX, SAND, GRAVEL	176.63
BLACK HILLS ENERGY	HEATING FUEL	3,445.22
BLANK PARK ZOO	LIBRARY: MEMBERSHIP	250.00
BURRINGTON GROUP	ENGINEERING SERVICES	2,663.25
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	919.56
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	61.58
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DOGS FOR LAW ENFORCEMENT	MEMBERSHIP DUES	65.00
DOLAN INS AGENCY	ANNUAL INSURANCE RENEWAL	139,693.00
DON & WALT	REPAIR/MAINTENANCE	215.93
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,623.43
ERIN LEARN PETTY CASH	REIMBURSE PETTY CASH	92.31
FAREWAY STORES	SUPPLIES	3.29
FASTENAL COMPANY	PARTS/SUPPLIES	144.74
FEHR GRAHAM	ENGINEERING FEES	31,668.00
FISCHER BROTHERS	AQUATIC CENTER PAINTING	5,650.00
FRIENDS OF THE GRIMES PUBLIC LIBRARY	LIBRARY: TIXKEEPER SOFTWARE	225.00
GALLS	PD UNIFORM/SUPPLIES	193.39
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HACH	TESTING SUPPLIES	1,024.34
HAWKINS	CHEMICALS	388.25
HERITAGE PRINTING	OFFICE SUPPLIES	44.00
HITECH COMMUNICATIONS	ALARM MONITORING	1,440.00
HORSFIELD CONSTRUCTION	PAY ESTIMATE #3: S MADISON	9,059.67
IOWA DEPT OF REVENUE	WATER EXCISE TAX	3,670.97
IOWA ONE CALL	LOCATES	43.30
IPERS	IPERS	25,502.22
KLUESNER FLOORING	MAINTENANCE/REPAIR	145.53
LAKE DESIGN & DECOR	PAINT	24.99
MERCY EAP SERVICES	EAP SERVICES	320.00
MIDWEST PATCH	STREET MAINT MATERIALS	33.00
MODERN COMPRESSED AIR	FIRE: AIR DRYER & FILTER	1,983.92
PAYROLL CHECKS	PAYROLL CHECKS	64,226.01
PIRC-TOBIN CONSTRUCTION	PAY ESTIMATE #1: HWY 13 IMPR	122,087.29
PITNEY BOWES	CITY POSTAGE	1,008.50
PRAIRIE VALLEY TECHNOLOGIES	PHONE MAINTENANCE/REPAIR	650.00
RADIO COMMUNICATIONS	FIRE: BATTERY/TECH SERVICE	109.17
RELIANCE STANDARD LIFE INS	INSURANCE	500.33
RIVER CITY STONE	ROCK/STONE	1,049.32

SMOCK, JEFF	MILEAGE REIMB	177.10
STOREY KENWORTHY	OFFICE SUPPLIES	78.32
T&W GRINDING	GRIND TREES	1,500.00
THE FISH SHACK	LIBRARY: AQUARIUM MAINT	75.00
THOLE ELECTRIC	REPAIR	385.50
TREASURER STATE OF IOWA	STATE TAX	3,474.00
US CELLULAR	FIRE: CELL	43.37
USA BLUE BOOK	PARTS/SUPPLIES	1,786.74
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
VERIZON WIRELESS	MOBILE DATA	280.19
VISION SERVICE PLAN	INSURANCE	602.18
WALMART	SUPPLIES	58.92
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	1,262.50
WELLMARK	INSURANCE	25,688.18
WELTER STORAGE EQUIPMENT	ADMIN SUPPLIES	641.00
WINDSTREAM	PHONE/INTERNET	803.46
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	788.86
***** REPORT TOTAL *****		500,680.38
	GENERAL	200,315.35
	ROAD USE TAX	14,669.53
	EMPLOYEE BENEFIT	22,842.36
	POLICE SPECIAL USES	193.39
	POLICE CANINE	65.00
	CAPITAL PROJECTS	10,559.67
	STORM WATER/WQ PROJECTS	1,281.25
	STREET PROJECTS	155,137.29
	WATER FUND	41,026.17
	SEWER FUND	54,590.37
	TOTAL FUNDS	500,680.38

Public Hearing on the Request of Wes Schulte to rezone 1220 East Main Street from C-3 (Highway Commercial District) to R-3 (Townhome Residential Moderate Density)

Mayor Kramer opened the Public Hearing at 5:13pm.

Mayor Kramer informed the Council that the Planning and Zoning Commission had held a public hearing on April 22, 2020, and the Commission recommends approval.

The Council received a written comment stating concerns to the proposed rezoning from Dr. Robert and Lola Galiher, 114 Neighbor Drive. City Manager Vick noted that the Galiher's participated in the Planning and Zoning Commission public hearing and their concerns were addressed.

There being no comments to be heard, Mayor Kramer closed the Public Hearing at 5:17pm.

Motion by Behnken, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 002-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Meadow Brook Trail Addition). Motion carried, all ayes.

Public Hearing on the Request of Manchester Enterprises to rezone lots adjacent to 621 Grant Street from C-2 (Community Commercial District) to I-2 (Heavy Industrial District)

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

Mayor Kramer informed the Council that the Planning and Zoning Commission had held a public hearing on April 22, 2020, and the Commission recommends approval.

City Manager Vick informed the Council that Manchester Enterprises has requested the rezoning of the property north of 621 Grant Street to match the current zoning of adjacent parcels, which is I-2 Heavy Industrial District.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:20pm.

Motion by Poynor, seconded by Scherbring to proceed with the first consideration and adoption of Ordinance 003-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Public Hearing on Ordinance 004-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, providing for Amendment to the Zoning District Regulations for Off-Street Parking and Loading

Mayor Kramer opened the Public Hearing at 5:23pm.

City Manager Vick informed the Council that this amendment would increase the maximum driveway width from 30 feet wide to 36 feet.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:25pm.

Motion by Behnken, seconded by Sherman to proceed with the first consideration and adoption Ordinance 004-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, providing for Amendment to the Zoning District Regulations for Off-Street Parking and Loading. Motion carried, all ayes.

Public Hearing on Ordinance 005-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, by adding Section 165.30 "Certificate of Occupancy"

City Manager Vick informed the Council that this amendment would require a certificate of occupancy be issued prior to the occupancy of a structure, and will be issued upon completion of a final inspection.

Mayor Kramer opened the Public Hearing at 5:27pm.

Wes Schulte asked if this would be required for only residential properties or all types and if the City is able to inspect electrical. City Manager Vick responded that it is for all property classes, and that the City is able to do residential electrical inspections.

There being no further comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:28pm.

Motion by Bradley, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 005-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, by adding Section 165.30 "Certificate of Occupancy." Motion carried, all ayes.

Development Agreement with Meadow Brook Trail Inc.

Motion by Behnken, seconded by Scherbring to approve R-072-2020 Resolution Approving Development Agreement with Meadow Brook Trail Inc. Motion carried, all ayes.

Aquatic Center Features Pump Replacement

Parks and Recreation Director Doug Foley informed the Council that the feature pump for the aquatic center was sent in for repair and it was determined that it needs to be replaced. Foley obtained two quotes for the replacement, with the lowest quote of \$18,578.75 received from Northway Well and Pump.

The Council discussed the cost of the pump, the budget, lifespan of pumps, and pool operations for the summer.

Motion by Scherbring, seconded by Poynor to approve the purchase of a replacement features pump for the Aquatic Center at a cost of \$18,578.75 from Northway Well and Pump Co. Motion carried, all ayes.

Water Department Valve Truck Replacement

Motion by Poynor, seconded by Bradley seconded by to approve the following quotes for the Water Department Valve Truck Replacement: Runde Auto Group in the amount of \$32,067.96 for a 2020 Ford F350 Truck; E.H. Wachs in the amount of \$20,355.00 for valve operator and controls; Future Line Truck Equipment in the amount of \$22,418.17 for truck box equipment and controls. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick informed the Council that with some of the restrictions lifting, he is planning to reopen City Hall with restrictions. Vick also informed the Council that there would be a Committee of the Whole meeting on Monday, May 4, 2020.

Motion by Scherbring, seconded by Bradley that the meeting adjourn at 5:49pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
May 4, 2020

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

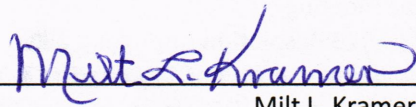
Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

Also present: Doug Foley, Jim Hauschild, Jason Haight, Perry Peterson, Tim Heims, Chad Wulfekuhle, Ryan Wicks, Jason Wenger, Nick Klostermann.

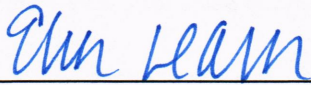
Items discussed at the committee meeting were: Highway 13 Improvement Project; West Marion Street Bridge Review; Update on University of Iowa Sustainability Projects; 500 North Franklin Street; COVID-19; Goal Setting Progress Reports. Departmental updates and engineering updates were also given.

The meeting adjourned at 6:10pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

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

Monday, May 11, 2020

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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 Scherbring to approve the agenda as presented. Motion carried, all ayes.

Public Input

Suspended for the duration of the public emergency.

Consent Agenda

3.1 Approval of the minutes of the April 27, 2020 City Council meeting and the May 4, 2020 Committee of the Whole meeting

3.2 R-073-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- Wastewater IDNR Report (April 2020)

3.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Casey's General Store #3854 at 1305 West Commercial Street

3.5 R-074-2020 Resolution Amending Salary Resolution

3.6 Ordinance 002-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Meadow Brook Trail Addition), second consideration and adoption

3.7 Ordinance 003-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second consideration and adoption

3.8 Ordinance 004-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, providing for Amendment to the Zoning District Regulations for Off-Street Parking and Loading, second consideration and adoption

3.9 Ordinance 005-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, by adding Section 165.30 "Certificate of Occupancy," second consideration and adoption

3.10 Ordinance 006-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Portions of Chapter 63 "Speed Regulations," first consideration and adoption

3.11 R-075-2020 Resolution Waiving Right to Review Plat of Survey, Parcel 2020-34

3.12 R-076-2020 Resolution of Support for a Workforce Housing Tax Credit (WHTC) Benefit Application to be Submitted to the Iowa Economic Development Authority (IEDA) by Wesley D. Schulte for a 14 Unit Housing Project located at 1220 East Main Street

3.13 Downtown Incentive Grant Application

- Approve Facade Grant Application from Carr & Carr Lawyers at 117 South Franklin Street in the amount of \$1,723.33

3.14 Approve payment of claims totaling \$2,050.00 to Burrington Group for engineering services

3.15 Approve payment of claims totaling \$49,273.75 to Fehr Graham for engineering services

3.16 Approve Pay Estimate #2 in the amount of \$546,234.43 to Pirc Tobin for the Highway 13 Improvement Project

3.17 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	64.95
ACCESS SYSTEMS LEASING	COPIER MAINT	378.30
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	3,752.87
AMAZON CAPITAL SERVICES	SUPPLIES	17.98
BARD MATERIALS	CONCRETE, SUPPLIES	1,335.00
DAVID B SMITH	BUSINESS FORMS	1,271.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	919.56
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	445.37
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CREDIT BUREAU SERVICES	COLLECTION SERVICES	284.80
DEL CO AUDITOR	GIS	9,000.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DELHI LUMBER	BUILDING SUPPLIES	799.97
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	1,847.75
DYERSVILLE EQUIPMENT COMPANY	2012 JOHN DEERE X728	7,450.00
EFTPS - FED FICA MEDICARE	FED/FICA TAX	19,687.28
ELM USA	LIBRARY MATERIALS	25.00
FASTENAL COMPANY	PARTS/SUPPLIES	29.94
GEORGEN AUTO	VEHICLE MAINT/REPAIR	85.52
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HITECH COMMUNICATIONS	MAINT/REPAIR	375.00
IA DIV OF LABOR SERVICES	BOILER INSPECTION	200.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	137.79
KMCH	RADIO ANNOUNCEMENTS	418.20
LANDSCAPES BY CHILDSPLAY	LANDSCAPE SUPPLIES/MATERIALS	50.00
MEARDON SUEPPEL & DOWNER PLC	LEGAL FEES	525.00
MEDIACOM	PHONE/INTERNET	403.59
MES FIRE/MUNICIPAL EMERG SVCS	FIRE EQUIPMENT	3,150.13
MIDWEST TAPE	LIBRARY MATERIALS	412.66
PREMIER PARTS	PARTS/SUPPLIES	372.99
OVERDRIVE	LIBRARY MATERIALS	758.67
PALMER HARDWARE	PARTS/SUPPLIES	474.06
PETERS & LONGMUIR PLC	LEGAL FEES	1,700.00
POSTMASTER	POSTAGE	552.04
PRICE INDUSTRIAL ELECTRIC	STREET SIGNALS MAIN/MADISON	8,157.00
REGIONAL MEDICAL CENTER	PHYSICAL	88.00
RIVER CITY STONE	ROCK/STONE	1,728.72
RUNDE AUTO GROUP	LATCH ASSEMBLY	86.44
SCHMITZ JANITORIAL SUPPLY	SANITIZER/GLOVES	42.90

SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	649.20
SMOCK JEFF	MILEAGE REIMB	177.10
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STATE HYGIENIC LABORATORY	LAB TESTS	117.00
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	126.21
STREICHER'S	SUPPLIES	147.96
THREE RIVERS FS	FUEL/FERTILIZER	3,254.40
TREASURER STATE OF IOWA	STATE TAX	3,569.00
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
WELLMARK	PAYROLL WITHHOLDINGS	2,117.52
WINDSTREAM	PHONE/INTERNET	1,082.14
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,177.03
UTILITY DEPOSIT	UTILITY DEPOSIT REFUNDS	261.55
PAYROLL CHECKS	PAYROLL	57,672.80
***** REPORT TOTAL *****		139,988.37
	GENERAL	75,519.50
	STREET EQUIPMENT RESERVE	3,725.00
	ROAD USE TAX	18,379.24
	STREET PROJECTS	17,157.00
	WATER FUND	13,810.65
	UTILITY DEPOSIT TRUST	261.55
	SEWER FUND	11,135.43
	TOTAL FUNDS	139,988.37

Request for Special Exception to Livestock Restrictions from Lynne Majetic for the property at 724 East Fayette Street

Mayor Kramer informed the Council that Lynne Majetic would was requesting a special exception to the City's livestock restrictions to allow here to have chickens at her property at 724 East Fayette Street.

Lynne Majetic addressed the Council regarding her request. She would like to have about six chickens for personal use, noting she would have no roosters. Ms. Majetic stated that she had talked to her neighbors and they had no objection.

The Council discussed with Ms. Majetic the location of the proposed coop and her plans.

Motion by Sherman, seconded by Bradley to approve the special exception to livestock restrictions for Lynne Majetic for the property at 724 East Fayette Street to allow for a chicken coop and six chickens and no roosters. Motion carried, all ayes.

Public Hearing on Proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to Borrow Money thereunder in a Principal Amount not to exceed \$650,000

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

City Manager Vick informed the Council that this bond would be used for infrastructure improvements associated with the Meadow Brook Trail development.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:20pm.

Motion by Behnken, seconded by Scherbring to adopt R-078-2020 Resolution Taking Additional Action on Proposals to enter into Loan Agreements, Combining Loan Agreements, Setting Date for the sale of General Obligation Corporate Purpose Bonds, Series 2020A and Authorizing the use of a Preliminary Official Statement in connection therewith. Motion carried, all ayes.

Motion by Behnken, seconded by Bradley to adopt R-079-2020 Resolution Setting the Date for Sale of Taxable General Obligation Urban Renewal Bonds, Series 2020B and Authorizing the use of a Preliminary Official Statement in connection therewith. Motion carried, all ayes.

Public Hearing on Proposed Five Year Lease Agreement with Mediacom for former Well House adjacent to the Williams Street Water Tower

Mayor Kramer opened the Public Hearing at 5:23pm.

City Manager Vick informed the Council that the City currently has a lease with Mediacom for the building by the Williams Street water tower. The proposed lease will be for an initial five-year term with an auto-renewal for an additional five-year term, the rent is currently \$489.76 and increases by 3% annually.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:24pm.

Fee Schedule

Following review, motion by Scherbring, seconded by Poynor to adopt R-077-2020 Resolution Amending the City of Manchester Fee Schedule. Motion carried, all ayes.

Construction Project Updates

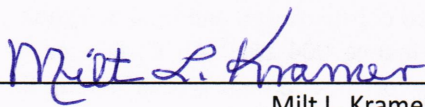
Jason Wenger, Burrington Group, and Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

Council Member Scherbring commented that he had toured 500 North Franklin Street with Tim Heims and it is not in good condition. Council Member Sherman commented that he had also toured the building and agrees it is in poor condition, noting that he is reaching out to some contacts to see if there are any feasible options for the building.

Council Member Bradley asked if there had been any issues last week with overcrowding at restaurants. City Manager Vick stated there was one complaint and the police department was able to resolve it.

Motion by Behnken, seconded by Sherman to adjourn at 5:39pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Tuesday, May 26, 2020

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

Roll call of members present: Dean Sherman (arrived at 5:18pm), 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

Suspended for the duration of public emergency

Consent Agenda

3.1 Approval of the minutes of the May 11, 2020 City Council meeting

3.2 R-080-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the May 18, 2020 Parks & Recreation Commission meeting
- the April 2020 Revenue and Expense Reports

3.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Outdoor Service and Sunday Sales for Lightning Lanes at 1110 East Main Street

3.5 Review the decision of the Board of Adjustment to approve the request of Dale Hanenburg for the property located at 105 East Howard Street, for a variance to Section 165.06(6.2) Site Development Regulations of the City Code which would allow for a reduction of 25 feet to the rear yard setback requirements for the construction of an open air deck

3.6 Motion to accept the resignation of Lucas Thomas from the Library Board of Trustees and approve the appointment of Lucas Elsbernd as his replacement (term expires June 30, 2022)

3.7 Approve Pay Estimate #13 (Final) in the amount of \$976.52 to Kirkham Michael for the Airport Environmental Assessment

3.8 R-081-2020 Resolution Approving Lease Agreement with Mediacom Iowa LLC

3.9 Ordinance 002-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Meadow Brook Trail Addition), third consideration and final adoption

3.10 Ordinance 003-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption

3.11 Ordinance 004-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, providing for Amendment to the Zoning District Regulations for Off-Street Parking and Loading, third consideration and final adoption

3.12 Ordinance 005-2020 An Ordinance Amending the City Code of the City of Manchester, Iowa, by adding Section 165.30 Certificate of Occupancy, third consideration and final adoption

3.13 Ordinance 006-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Portions of Chapter 63 Speed Regulations, second consideration and adoption

3.14 Motion to authorize the City Manager to sign the award letter for the CARES Act Grant Funding for the Manchester Municipal Airport

3.15 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	AFLAC	668.48
STONE ALLEN	REIMB SUPPLIES	20.74
ALLIANT ENERGY	ELECTRICITY	18,422.41
AMAZON CAPITAL SERVICES	SUPPLIES	184.15
ANDERSON WELDING & MACHINE SHP	REPAIR/MAINTENANCE	40.35
BARD MATERIALS	READY MIX, SAND, GRAVEL	3,344.40
BAUMGARTNER GATE FACTORY	REPAIR/MAINTENANCE	18.00
BLACK HILLS ENERGY	HEATING FUEL	2,351.58
BROWN SUPPLY CO	SUPPLIES	2,160.00
BURRINGTON GROUP	ENGINEERING SERVICES	2,050.00
CHEMSCAN	SUPPLIES	1,317.00
CITY OF MANCHESTER-FLEX	MED FLEX	919.56
COLE, HELEN	REIMBURSE	20.00
COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	445.37
DEL CO ABSTRACT CO	ABSTRACT FEES	270.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	975.80
DEL CO TREASURER	132 W HOWARD PROPERTY TAXES	851.00
DELAWARE INVESTMENTS	SAVINGS PLAN	375.00
DOG WASTE DEPOT	SUPPLIES	395.29
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,051.13
FEHR GRAHAM	ENGINEERING FEES	57,565.75
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	172.50
FUNKE, BARRY	REMOVE PAINT OVERSPRAY	100.00
GAZETTE COMMUNICATIONS	LEGAL PUBLICATION	20.88
GEORGEN AUTO	VEHICLE MAINT/REPAIR	34.85
GRUNDY NATIONAL BANK	XMAS CLUB	495.00
HAWKINS	CHEMICALS	498.25
HEIMS, TIM	REIMB SUPPLIES	130.22
HERITAGE PRINTING	LETTERHEAD ENVELOPES	353.68
HITECH COMMUNICATIONS	MAINT/REPAIR	360.00
HORSFIELD CONSTRUCTION	PAY #4 (FINAL) S MADISON	10,151.86
IA FIREFIGHTERS MEMORIAL	SUPPLIES	1,600.00

IOWA ONE CALL	LOCATES	126.10
IA WALL SAWING SVCS	POLY LIFTING	3,000.00
IA DEPT OF TRANSPORTATION	SIGN TUBING ANCHOR	314.10
IPERS	IPERS REGULAR	25,078.19
J & R SUPPLY	WATER SUPPLIES	1,881.56
KIESLER'S POLICE SUPPLY	SUPPLIES	849.00
KLUESNER FLOORING	MAINTENANCE/REPAIR	18.62
KLUESNER SANITATION	GARBAGE/RECYCLING	22,679.10
MANCHESTER SIGNS	SIGNS	124.50
MERCY EAP SERVICES	EAP SESSIONS	80.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	232.00
OFFICE OF AUDITOR OF STATE	FILING FEE	625.00
OVERDRIVE	LIB MATERIALS	273.22
PIERSCH, JONATHON	REIMBURSEMENT	20.37
PIRC-TOBIN CONSTRUCTION	PAY EST #2 HWY 13 PROJECT	546,234.43
PRONTO MART	FUEL	1.97
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	172.94
SHRED-IT US JV	SHREDDING	657.22
SMOCK, JEFF	MILEAGE REIMB	177.10
STATE HYGIENIC LABORATORY	LAB TESTS	195.50
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	102.12
STOREY KENWORTHY	OFFICE SUPPLIES	570.57
SUPREME GREEN	MOWING CONTRACT	11,473.38
TREASURER STATE OF IOWA	STATE TAX	3,627.00
VANTAGE TRANSFER AGENTS	ICMARC	730.00
WALMART	SUPPLIES	79.71
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	304.50
WELLMARK	HEALTH INS	2,117.52
WERTJES UNIFORMS	PD UNIFORM SUPPLIES	1,500.82
WICKS, RYAN OR ANGIE	PRORATED TAXES: 132 W HOWARD	606.83
WINDSTREAM	PHONE/INTERNET	801.10
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	46.00
ZANGERLE REPAIR	EQUIPMENT REPAIR	161.93
PAYROLL CHECKS	PAYROLL CHECKS	58,600.03
***** REPORT TOTAL *****		809,825.68
	GENERAL	123,932.23
	ROAD USE TAX	24,754.52

	ACQUISITION/DEMOLITION	1,727.83
	CAPITAL PROJECTS	10,151.86
	BIKEWAY/WALKWAY PROJECTS	2,600.00
	STORM WATER/WQ PROJECTS	2,050.00
	STREET PROJECTS	606,045.68
	WATER FUND	17,952.32
	WATER CAPITAL PROJECT	559.06
	SEWER FUND	20,052.18
	TOTAL FUNDS	809,825.68

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2020
Mayor Kramer opened the Public Hearing at 5:11pm.

City Clerk Erin Learn reviewed and discussed the proposed budget amendment with the Council.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:13pm.

Motion by Behnken, seconded by Poynor to adopt R-082-2020 Resolution Amending the Current Budget for the fiscal year ending June 30, 2020. Motion carried, all ayes.

Development Agreement with Joe Hildebrand/Bailey Drive Estates, LLC

City Manager Vick reviewed the development agreement for Joe Hildebrand/Bailey Drive Estates with the Council, noting the agreement mimics the development agreement awarded to him in 2017. The agreement provides an 80% property tax rebate for 10 years.

Council Member Sherman joined the meeting at 5:18pm.

Following discussion, motion by Scherbring, seconded by Bradley to adopt R-083-2020 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.

Aquatic Center Operations

Parks & Recreation Director Doug Foley provided an update for the Council on the status of the aquatic center and the current plan for operation for 2020 as a result of the coronavirus. The Council discussed with Foley the proposed timeline, swim team, open swim options, limitations on attendance, aquatic center employees, and aquatic center operations.

Construction Project Updates

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

Reports

City Manager Vick discussed with the Council the process to start to hold in-person City Council meetings.

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

Milt L. Kramer
Milt L. Kramer, Mayor

Attest:

Erin Learn
Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting
June 1, 2020

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

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

Also present: Mike Ryan, Tim Heims, Ryan Wicks, Jason Haight, Doug Foley, Perry Peterson, Jim Hauschild, Jason Wenger, Lisa Holtz, Chad Wulfekuhle.

Items discussed at the committee meeting were: Highway 13 Improvement Project; 500 North Franklin Street; Goal Setting Progress Reports. Departmental updates and engineering updates were also given.

The meeting adjourned at 6:15pm.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, June 8, 2020

Due to the novel coronavirus, COVID-19, and the State of Iowa's Proclamation of Disaster Emergency, which prohibits gatherings of 10, or more, this meeting was held with some members and the public attending electronically via Zoom.

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

Public Input

Suspended for the duration of public emergency

Consent Agenda

3.1 Approval of the minutes of the May 26, 2020 City Council meeting and the June 1, 2020 Committee of the Whole meeting

3.2 R-084-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the May 14, 2020 Library Board meeting
- the May 2020 Statistical Report for the Library

3.4 Ordinance 006-2020 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Portions of Chapter 63 "Speed Regulations," third consideration and final adoption

3.5 R-085-2020 Resolution Amending the Downtown/Commercial Incentive Program

3.6 Downtown/Commercial Incentive Grant Applications

- Interior Grant in the amount of \$3,033.33 for Aunt Emmy's at 114 North Franklin Street
- Facade Grant (west facade) in the amount of \$1,000.00 for Sister Hill at 704 East Main Street
- Facade Grant (south facade) in the amount of \$1,072.47 for Palmer Hardware at 115 North Franklin Street
- Parking Lot Grant in the amount of \$5,500.00 for Sue's Flower and Garden Center at 1146 North Franklin Street

3.7 R-086-2020 Resolution Approving Lease Agreement with Franklin Street Underground

3.8 Approve the request of Darrel Rich to have a firework display on July 26, 2020 at the Delaware County Fairgrounds

3.9 Approval of Renewal Applications for Iowa Retail Cigarette Permits

- Casey's #3854 at 1305 West Commercial Street
- Casey's #2624 at 1413 North Franklin Street
- Cork N' Bottle at 900 East Main Street
- Dollar General at 203 South 9th Street
- Quik 'N Handi at 2210 Highway 13
- Fareway Stores #594 at 109 East Main Street
- Kwik Star #790 at 1000 West Main Street
- Pronto Mart at 316 East Main Street
- Walmart #1506 at 1223 West Main Street

3.10 R-087-2020 Resolution Amending Salary Resolution

3.11 Motion to authorize the City Manager to sign the "Request for FAA Approval of Agreement for Transfer of Entitlements"

3.12 Approve Pay Estimate #3 in the amount of \$1,191,207.72 to Pirc-Tobin Construction, Inc. for the Highway 13 Improvement Project

3.13 Approve payment of claims totaling \$940.00 to Burrington Group for Engineering Services

3.14 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DEPOSIT	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	3,266.12
AMAZON CAPITAL SERVICES	SUPPLIES	21.21
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	735.81
BARD MATERIALS	READY MIX, SAND, GRAVEL	567.00
BARRON MOTOR	PARTS/SUPPLIES	22.56
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CRAW DADDY OUTDOORS	PFD	122.41
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	1,193.90
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	20,375.99
ELM USA	LIBRARY MATERIALS	25.00
ERIN LEARN PETTY CASH	AQUATIC CENTER START-UP CASH	300.00
FAREWAY STORES	SUPPLIES	25.46
FARMERS & MERCHANTS	2019 GENERAL OBLIGATION BOND	121,500.00
FASTENAL COMPANY	PARTS/SUPPLIES	125.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,654.20
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HEIMS AWARDS	SIGNS	20.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	210.00
HITECH COMMUNICATIONS	MAINT/REPAIR	680.00
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
IPERS	IPERS	12,651.07
J & R SUPPLY	WTR/SWR SUPPLIES	383.70
KEYSTONE LABORATORIES	LAB TESTS	138.50
KMCH	RADIO ANNOUNCEMENTS	768.20
MANCHESTER SIGNS	SIGNS	15.00
MCCRABB, RICHARD	MOWING SERVICES	240.00
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	444.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	234.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	378.75
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	152.95
OVERDRIVE	LIB SUPPLIES	292.23
PAYROLL	PAYROLL	60,521.33
PETERS & LONGMUIR PLC	LEGAL FEES	850.00
POSTMASTER	POSTAGE	551.18
PREMIER PARTS	PARTS/SUPPLIES	10.50
RELIANCE STANDARD LIFE INS	INSURANCE	487.33

RIVER CITY STONE	ROCK/STONE	1,224.86
RUNDE AUTO GROUP	PARTS & SUPPLIES	76.20
SMOCK, JEFF	MILEAGE REIMB	177.10
STOREY KENWORTHY	OFFICE SUPPLIES	178.18
TREASURER STATE OF IOWA	STATE TAX	3,534.00
TRIPLE E TECHNOLOGIES	POINT OF SALE SOFTWARE	3,733.00
USA BLUE BOOK	PARTS/SUPPLIES	54.49
UTILITY DEPOSIT TRUST	UTILITY DEPOSIT REFUNDS	195.57
VANTAGE TRANSFER AGENTS	PAYROL WITHHOLDINGS	730.00
VISION SERVICE PLAN	INSURANCE	601.12
WELLMARK	INSURANCE	21,875.88
WORLD BOOK DIRECT MKTG	LIBRARY MATERIALS	55.40
TOTAL		262,955.21
FUND TOTALS		
GENERAL		79,490.57
ROAD USE TAX		15,845.30
EMPLOYEE BENEFIT		21,133.52
ACQUISITION/DEMOLITION		475.02
DEBT SERVICE		121,500.00
WATER FUND		12,713.69
UTILITY DEPOSIT TRUST		195.57
SEWER FUND		11,601.54
TOTAL FUNDS		262,955.21

Public Hearing on the request of Timothy Clay to rezone the property at 404 Warren Street from R-2 (Two Family Low Density District) to C-1 (Neighborhood Commercial District)

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

Mayor Kramer reviewed the request with the Council, noting that the Planning & Zoning Commission had reviewed the request at their meeting on June 4, 2020 and recommend approval.

The Council discussed the location of the property and the proposed use.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:20pm.

Motion by Poynor, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 007-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Public Hearing on the application of Joe Hildebrand for an amendment to the Planned Unit Development for Bailey Drive Estates

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

Mayor Kramer referred the Council to the request from Joe Hildebrand, and noted that the Planning & Zoning Commission had reviewed the request at their meeting on June 4, 2020 and recommend approval.

City Manager Vick informed the Council that Hildebrand would like to amend the Bailey Drive Estates Planned Unit Development by reducing the two triplexes to duplexes and move one set of duplexes to behind the existing triplex.

Jason Wenger, Burrington Group, discussed the proposed changes with the Council.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:25pm.

Motion by Scherbring, seconded by Behnken to adopt R-088-020 Resolution Approving Planned Unit Development (PUD) Amendment for Bailey Drive Estates. Motion carried, all ayes.

2020 General Obligation Bonds

Maggie Burger, Speer Financial, informed the Council that bids were received that morning for the two bond issues and rates came in very good. There were six bidders on the \$1,750,000 Series 2020A Bonds and the low bid was received from Bankers' Bank with an interest rate of 1.2637%. The \$300,000 Taxable Series 2020B Bonds had four bidders with the low bid received from UMB Bank with an interest rate of 1.9261%. Burger stated that Speer Financial recommends the City proceed with both of the low bidders.

The Council discussed the bids and reviewed the projects included with both bond issues.

Motion by Behnken, seconded by Scherbring to adopt R-089-2020 Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2020A. Motion carried, all ayes.

Motion by Poynor, seconded by Behnken to adopt R-090-2020 Resolution Awarding Taxable General Obligation Urban Renewal Bonds, Series 2020B. Motion carried, all ayes.

Airport Land Acquisition

Eric Johnson, Kirkham Michael, addressed the Council regarding the airport and the next steps in long range plan for the facility. Johnson informed the Council that the FAA has given the City approval to begin proceeding with land acquisition at the airport. Johnson reviewed the steps that must be completed in order to acquire land, and noted that the acquisition will be funded 90% by the FAA.

Motion by Sherman, seconded by Poynor to adopt R-091-2020 Resolution Approving Agreement for Airport Land Acquisition and Easements with Kirkham Michael & Associates, Inc. Motion carried, all ayes.

Site Plan Review - 621 Grant Street

Mayor Kramer referred the Council to the site plan for 621 Grant Street and noted that the Planning & Zoning Commission had approved the site plan at their meeting on June 4, 2020.

Jason Wenger, Burrington Group, reviewed the site plan with the Council. Wenger informed the Council that Manchester Enterprises is proposing a 70,000 square foot addition to their building at 621 Grant Street, noting that Stanley Black & Decker is planning to add 50 employees at the facility.

Motion by Scherbring, seconded by Bradley to approve the site plan for 621 Grant Street. Motion carried, all ayes.

University of Iowa - Iowa Initiative for Sustainable Communities

Motion by Behnken, seconded by Poynor to adopt R-092-2020 Resolution Approving Memorandum of Agreement between the University of Iowa and the City of Manchester, Iowa. Motion carried, all ayes.

Motion by Sherman, seconded by Bradley to approve payment in the amount of \$13,250.00 to the University of Iowa - Iowa Initiative for Sustainable Communities. Motion carried, all ayes.

Board of Supervisor's Letter Demanding the City Waive Special Assessments in the amount of \$63,113.40 for Parcels of Land associated with the new Jail Project

Mayor Kramer informed the Council that a week ago the City Council had received a letter from the Delaware County Board of Supervisors regarding the special assessments on the land they had purchased for the new jail facility. The letter demanded that the City Council waive the special assessments or the Board of Supervisors would take action to abate them.

City Manager Vick referred the Council to a memo he had drafted in response to the letter, which provides history on the development of that area and addresses statements made in the letter from the Supervisors. Vick noted that he contacted the City's bonding attorney, John Danos, as he prepares the City's special assessment proceedings and reviewed his comments with the Council. Vick also noted that the Supervisors were aware of the special assessment prior to purchasing the property and the issue should have been resolved at or before closing on the property.

The Council discussed the next steps, the need for clarification on the laws related to special assessments, and the history of the development of the area where the new jail is being constructed. The Council discussed their desire to maintain a positive working relationship with the County; however, they felt it was unfair for the citizens of Manchester, who are also Delaware County residents, to absorb the assessment costs for the County Jail Project.

City Attorney Jim Peters advised that Iowa Code is unclear regarding the ability of the County to abate the special assessment, and recommended the Council request an Attorney General opinion on the matter. The Council agreed that the City should seek an opinion and asked the City Attorney to work with City Staff and Bond Counsel to prepare the request.

City Attorney Jim Peters also advised that the City should send a response to the County stating that we disagree and informing them of the City's plan to seek clarification from the Attorney General's office. The Council agreed with the City Attorney's recommendation.

Construction Project Updates

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

Reports

None.

Motion by Sherman, seconded by Behnken to adjourn at 6:17pm. 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, June 22, 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 June 8, 2020 City Council meeting

3.2 R-093-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- May 2020 Wastewater IDNR Reports

3.4 Liquor License Applications

- Renewal Application for Off Premise Class B Native Wine Permit for New To You Consignment & Home Decor at 100 North Franklin Street

3.5 Approval of the following appointments: Richard Justice to the Board of Adjustment for a 5 year term; Melissa Coates & Ed Poynor to the Parks & Recreation Commission for 3 year terms; Fr. Gabriel Anderson, Kathy Rempe & Rev. David Weber as Trustees of the Public Library for 6 year terms

3.6 R-094-2020 Resolution Setting the Salaries for Appointed Officers and Employees of the City of Manchester, Iowa for the Fiscal Year beginning July 1, 2020, Effective with the Payroll Start Date of June 21, 2020

3.7 Ordinance 007-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, second consideration and adoption

3.8 Review the decision of the Board of Adjustment to deny the request of Kristy Sargent, for the property at 207 Legion Street, for a variance to Section 165.09(9.2) "Site Development Regulations" of the City Code, which reduce the street side yard setback requirement of 15 feet by 13 feet to allow for the construction of an open air deck on the property

3.9 Review the decision of the Board of Adjustment to deny the request of John & Leann Keppler, for the property at 1224 North 6th Street, for an exception to Section 165.06(6.2) "Site Development Regulations" of the City Code, which reduce the front yard setback requirement of 25 feet by 8 feet which would allow for the construction of an open air deck on the property

3.10 R-095-2020 Resolution Authorizing and Approving a Loan Agreement, Providing for the Issuance of General Obligation Corporate Purpose Bonds, Series 2020A, and Providing for the Levy of Taxes to Pay the Same

3.11 R-096-2020 Resolution Authorizing and Approving a certain Loan Agreement, Providing for the Issuance of Taxable General Obligation Urban Renewal Bonds, Series 2020B, and Providing for the Levy of Taxes to Pay the Same

3.12 R-097-2020 Resolution Approving Agreement with the Delaware County Emergency Management Commission for the Davis Weather System

3.13 Approve payment of claims totaling \$57,666.83 to Fehr Graham for Engineering Services

3.14 R-098-2020 Resolution Approving Final Plat (Robinson)

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	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	209.85
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	17,865.89
AMAZON	LIBRARY SUPPLIES	203.61
AMAZON CAPITAL SERVICES	SUPPLIES	179.98
AMERICAN TEST CENTER	FIRE TRUCK TESTING	575.00
APPARATUS TESTING SERVICE	ANNUAL FIRE PUMP TESTING	1,198.25
AXON ENTERPRISE	EQUIPMENT	165.10
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,213.18
BDH	DEVELOPMENT AGREEMENT PAYMENT	2,711.13
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	4,355.82
BURRINGTON GROUP	ENGINEERING SERVICES	940.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,392.59
CENTER POINT	LIBRARY MATERIALS	131.22
CHEMSEARCH	CHEMICALS	319.85
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	919.56
COLE, HELEN	REIMBURSE SHELTER	20.00
COLIBRI SYSTEMS NORTH AMERICA	LIBRARY MATERIALS	1,843.25
COLLABORATIVE SUMMER LIBRARY	SUMMER LIBRARY PROGRAM	131.30
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
CSG FORTE PAYMENTS	CREDIT CARD MACHINES	994.28
DEL CO RECREATION CENTER	DODGEBALL RENTAL FEE	67.50
DEL CO SOLID WASTE COMMISSION	LANDFILL	977.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIBRARY MATERIALS	8,719.00
DON & WALT	REPAIR/MAINTENANCE	137.54
DURATUFF FLOOR COATINGS	POOL FLOOR REPAIRS	460.00
DYERSVILLE READY MIX	DEVELOPMENT AGREEMENT PAYMENT	8,480.44
EBSCO	LIBRARY EBSCO PACKAGE	5,630.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,212.35
FAREWAY STORES	POOL SUPPLIES	102.22
FASTENAL COMPANY	PARTS/SUPPLIES	212.40
FOLSOM, KRISTY	REIMB ALA ANNUAL DUES	231.00
GAZETTE COMMUNICATIONS	PUBLICATION EXPENSE	80.37
GEORGEN AUTO	VEHICLE MAINT/REPAIR	152.24
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HAWKINS	CHEMICALS	491.69
HERITAGE PRINTING	OFFICE SUPPLIES	32.42
HITECH COMMUNICATIONS	MAINT/REPAIR	255.00
IA LIBRARY ASSOC	ILA ANNUAL MEMBERSHIP DUES	85.00
ICMA	ANNUAL MEMBERSHIP DUES	822.76
INFRASTRUCTURE TECHNOLOGY SOL	FIRE STATION SERVER	3,185.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	224.95

J & R SUPPLY	BOOSTER PUMP	2,242.91
KIRKHAM MICHAEL	AIRPORT ENVIRONMENTAL ASMT	976.52
KLUESNER CONSTRUCTION	ASPHALT PATCH - S 3RD	1,085.00
KLUESNER SANITATION	GARBAGE/RECYCLING	22,812.90
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	25.97
LIBRARY IDEAS	DIGITAL MATERIALS	3,691.45
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT PAYMENT	11,973.24
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	5,917.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	294.48
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	101.39
MID AMERICA ADMINISTRATIVE	EARLY RETIREMENT PROGRAM	2,747.10
MOMENTUM	SCREEN PRINTING	290.56
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT PAYMENT	23,867.70
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	8,550.00
NORTHWAY CORPORATION	POOL PUMP REPAIR	19,688.75
OVERDRIVE	LIBRARY MATERIALS	1,585.76
PIRC-TOBIN CONSTRUCTION	PAY ESTIMATE #3: HWY 13 IMPR	1,196,459.68
PITNEY BOWES	LEASE PAYMENT	152.34
PRONTO MART	FUEL	1.97
QUILL CORPORATION	PD OFFICE SUPPLIES	238.83
RADIO COMMUNICATIONS	REPAIR/MAINT	3,435.00
RIVER CITY PAVING	ASPHALT PAVING MATERIALS	87.64
RIVER CITY STONE	ROCK/STONE	915.60
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT PAYMENT	5,935.58
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	507.95
SHERE, ANGELA	REIMB ALA & ILA ANNUAL DUES	303.00
SMOCK, JEFF	MILEAGE REIMB	177.10
STATE HYGIENIC LABORATORY	LAB TESTS	39.00
STOREY KENWORTHY	OFFICE SUPPLIES	344.66
STREICHER'S	POLICE UNIFORM	29.99
SUPREME GREEN	PARKING LOT MAINT	540.00
TREASURER STATE OF IOWA	STATE TAX	3,664.00
UNIVERSITY OF IOWA SCHOOL	IISC STORMWATER & SOURCE WATER	13,250.00
US CELLULAR	FD CELL	43.37
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	730.00
WELLMARK	PAYROLL WITHHOLDINGS	2,117.52
WELTER STORAGE EQUIPMENT	OFFICE EQUIPMENT	795.00
ZOOBEAN	LIBRARY ANNUAL LICENSE	895.00
Payroll Checks	PAYROLL	61,907.88
***** REPORT TOTAL *****		1,488,062.59
	FUND TOTALS	
	GENERAL	153,497.46
	ROAD USE TAX	23,678.61
	EMPLOYEE BENEFIT	2,747.10
	TAX INCREMENT FINANCING	52,968.09
	PARK IMPROVEMENT	19,688.75
	STORM WATER/WQ PROJECTS	13,250.00

	STREET PROJECTS	1,192,147.72
	WATER FUND	14,428.14
	SEWER FUND	15,656.72
	TOTAL FUNDS	1,488,062.59

Construction Project Updates

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

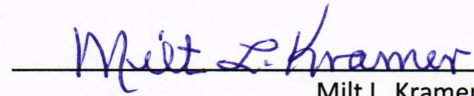
Reports

City Manager Vick updated the Council on the Board of Supervisors' meeting and informed the Council they would like to meet jointly next Monday, June 29, 2020 to discuss the special assessment. The Council discussed the special assessment and agreed it would be good to meet with the Supervisors.

Council Member Behnken informed the Council that the Friends of the American Legion would be having an event on July 4, 2020 from noon-4:00pm at Riverfront Park. Behnken also updated the Council on her meeting with Jeff & Diane Ogden to discuss the downtown Hughes property.

Council Member Bradley thanked the Police Department for their work in the community and expressed her support of the department.

Motion by Bradley, seconded by Scherbring that the meeting adjourn at 5:29pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk

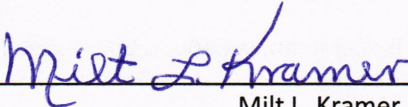
Minutes of the Manchester City Council Work Session with the Delaware County Board of Supervisors
June 29, 2020

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

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

The City Council met with the Board of Supervisors to discuss the special assessment on the new jail property and the letter the Board of Supervisors had sent requesting the City Council waive the special assessment or they would take action to abate it. Following discussion, the Council stated they would review the special assessment at their meeting on July 6, 2020.

The meeting adjourned at 5:54pm.



Milt L. Kramer, Mayor

Attest:



Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting and Special City Council Meeting
Monday, July 6, 2020

Mayor Kramer called the committee 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, Chad Wulfekuhle, Perry Peterson, Mike Ryan, Tim Heims, Jim Hauschild, Mike Putz, Jason Wenger, Nick Klostermann, Sam Ertl, Ryan Wicks.

Items discussed at the committee meeting were: Highway 13 Improvement Project; Acers Street Water Main Change Order; 500 North Franklin; IISC Update; and Goal Setting Progress Reports. Department updates and engineering updates were also given.

Motion by Behnken, seconded by Bradley that the committee meeting adjourned at 6:04pm. Motion carried, all ayes.

Mayor Kramer then called the special meeting to order at 6:05pm.

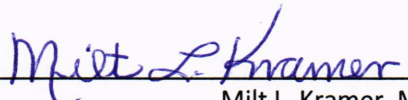
Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Tania Bradley, Connie Behnken. Absent: None.

Delaware County Jail Property Assessment

City Manager Vick provided the Council with handouts regarding the breakout of the special assessment for the jail property, and provided the history of the assessment. The Council discussed the assessment, the attorney's opinion, connection fees, the precedent that would be set, the interest rate, and the need to represent the citizens of Manchester.

Following discussion, motion by Scherbring, seconded by Sherman to approve keeping the full special assessment charged to the property in place. Motion carried, all ayes.

Motion by Poynor, seconded by Bradley to adjourn at 6:28pm. 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, July 13, 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 June 22, 2020 City Council meeting; the minutes of the June 29, 2020 City Council Work Session; the minutes of the July 6, 2020 Committee of Whole & Special City Council meeting

3.2 R-099-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the June 15, 2020 Parks & Recreation Commission meeting
- the Annual Report for the Manchester Public Library
- Wastewater IDNR Report (June 2020)
- minutes of the June 11, 2020 Library Board meeting
- June 2020 Library Statistical Report

3.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Sunday Sales and Outdoor Service for Riverbend Pub at 121 South Franklin Street
- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Pronto Mart at 316 East Main Street

3.5 Ordinance 007-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa, third consideration and final adoption

3.6 Review the decision of the Board of Adjustment to approve the request of Gary Johnson for the property at 820 East Main Street for a three and one-half (3 ½) foot side yard variance to Section 165.13.2 of the Manchester Code of Ordinances, which will allow for the construction of an addition to their existing building, three (3) feet from the east side property line

3.7 Downtown/Commercial Incentive Grant Payments

- Interior Grant in the amount of \$3,031.36 to Aunt Emmy's for the property at 114 North Franklin Street
- Facade Grant in the amount of \$988.87 to Turnkey Security Equipment for the property at 913 East Main Street

3.8 Downtown Incentive Grant Application

- Facade (Front) Application in the amount of \$791.52 to Ann Meyer for the property at 108 North Franklin Street

3.9 R-100-2020 Resolution Amending Salary Resolution

3.10 Approval of Pay Application #1 from Wes Schulte in the amount of \$172,198.00 for worked completed on the Meadow Brook Trail Subdivision

3.11 R-101-2020 Resolution Approving Change Order #2 (Highway 13 Improvement Project)

3.12 R-102-2020 Resolution Approving Change Order #3 (Highway 13 Improvement Project)

3.13 Approve Pay Estimate #4 in the amount of \$574,344.81 to Pirc-Tobin for the Highway 13 Improvement Project

3.14 Approve Pay Estimate #3 in the amount of \$3,766.45 to Kirkham Michael for the Airport Crack Repair/Seal Coat Project

3.15 Approve payment to Fehr Graham in the amount of \$51,010.44 for engineering services

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	500.00
ADVANTAGE ARCHIVES	SCANNING	1,010.00
AFLAC	PAYROLL WITHHOLDINGS	1,336.96
ALLIANT ENERGY	ELECTRICITY	4,234.86
AMAZON	LIBRARY SUPPLIES	980.00
AMAZON CAPITAL SERVICES	SUPPLIES	179.98
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	350.93
BARRON MOTOR	PARTS/SUPPLIES	359.59
BLACK HILLS ENERGY	HEATING FUEL	934.20
BOOK PAGE	LIBRARY MATERIALS	354.00
BREHME DRUG	FIRST AID SUPPLIES	87.06
BROWN SUPPLY	SUPPLIES	730.48
BUSINESS FORMS DIVERSIFIED	BUSINESS FORMS	455.25
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,431.04
CDW GOVERNMENT	IT PRODUCTS/SERVICE	2,943.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,839.12
COLIBRI SYSTEMS	LIBRARY MATERIALS	918.91
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	347.06
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
COUNSELING & ASSESS SERV	MMPI-2 EVALUTAION	180.00
CRAW DADDY OUTDOORS	WHITEWATER SAFETY GEAR	723.90
CURTIS, LINDA	REFUND TIRRILL PARK RESERVATION	20.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	750.00
DEMCO	LIBRARY MATERIALS	1,176.00
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	2,901.50
DMASWA	SOLID WASTE	216.45
DON & WALT	REPAIR/MAINTENANCE	183.11
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	47,902.32
ELM USA	LIBRARY MATERIALS	25.00
FAREWAY STORES	SUPPLIES	117.93
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,900.29
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	990.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	2,990.00

HERITAGE PRINTING	OFFICE SUPPLIES	22.05
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	3,768.00
IA LAW ENFORCEMENT ACADEMY	911 TRAINING	375.00
IA PARK & REC ASSOC	MEMBERSHIP DUES	170.00
IDNR	PWS ID 2839021	592.83
INFRASTRUCTURE TECHNOLOGY SOL	FIRE COMPUTER EQUIPMENT	10,055.00
IOWA ONE CALL	LOCATES	85.70
IPERS	IPERS	26,154.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	2,079.07
KBI WAREHOUSE & DISTRIB	BUCKET RENTAL	750.00
KMCH	RADIO ANNOUNCEMENTS	643.20
KRISTA BRIGGS-MAURER	LIFEGUARD CERTIFICATIONS	266.00
LANDSCAPES BY CHILDSPLAY	LANDSCAPE SUPPLIES/MATERIALS	729.86
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MANCHESTER MOTOR SUPPLY	AUTO PARTS	43.09
MANCHESTER SIGNS	SIGNS	356.00
MCCRABB, RICHARD	MOWING SERVICES	270.00
MEDIACOM	PHONE/INTERNET	403.59
MERCY EAP SERVICES	EAP SESSION	80.00
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	209.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	835.80
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	335.06
MOMENTUM	SCREEN PRINTING	176.00
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	933.03
NICC	REFUND/REIMBURSEMENT	480.00
NORTHERN BALANCE & SCALE	CALIBRATION SERVICES	167.00
NORTHERN LIGHTS DISTR	CONCESSIONS	1,132.80
PALMER HARDWARE	PARTS/SUPPLIES	2,188.65
PAYROLL CHECKS	PAYROLL CHECKS	152,033.22
PEPSI COLA BOTTLING	CONCESSIONS	396.51
PETERS & LONGMUIR	LEGAL FEES	851.60
PITNEY BOWES	POSTAGE	800.00
POSTMASTER	POSTAGE	553.51
PREMIER PARTS	PARTS/SUPPLIES	161.31
RADIO COMMUNICATIONS	REPAIR/MAINT	96.05
RELIANCE STANDARD LIFE INS	INSURANCE	487.33
RIO BLANCO	REFUND LIQUOR LICENSE	463.13
RIVER CITY STONE	ROCK/STONE	340.16
ROBIN PAULSEN	REFUND SEIBERT PARK RENTAL	75.00
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	180.65
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	172.94

SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	742.85
SMOCK, JEFF	MILEAGE REIMB	354.20
STATE HYGIENIC LABORATORY	LAB TESTS	364.50
STOREY KENWORTHY	OFFICE SUPPLIES	1,891.84
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	204.78
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	205.00
SUPREME GREEN	MOWING CONTRACT	4,716.69
T&W GRINDING	COMPOST CONTRACT	8,662.00
TASC	PAYROLL WITHHOLDINGS	1,304.72
THREE RIVERS FS	FUEL/FERTILIZER	6,860.29
TIMMER, MARTHA	FD MAINTENANCE	210.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	53.75
TREASURER STATE OF IOWA	STATE TAX	7,747.00
TRIPLE THREAT	MUSIC ON THE MAQUOKETA EVENT	450.00
USA BLUE BOOK	PARTS/SUPPLIES	244.94
UTILITY DEPOSIT REFUNDS	REFUND CHECKS	373.61
VANTAGE TRANSFER AGENTS	ICMARC	1,500.00
VISION SERVICE PLAN	INSURANCE	594.03
WALMART	SUPPLIES	211.55
WATERLOO TENT & TARP	WINCH ASSEMBLY	186.05
WELLMARK	INSURANCE	25,671.14
WINDSTREAM	PHONE/INTERNET	1,888.04
REPORT TOTAL		355,552.06
	FUND TOTALS	
	GENERAL	234,448.99
	HOTEL MOTEL TAX	450.00
	ROAD USE TAX	46,136.55
	EMPLOYEE BENEFIT	21,991.37
	LIBRARY GIFT & TRUST	1,075.21
	STREET PROJECTS	560.00
	WATER FUND	27,803.67
	UTILITY DEPOSIT TRUST	373.61
	SEWER FUND	22,712.66
	TOTAL FUNDS	355,552.06

Public Hearing on the request of Kevin Robinson, Executor, to rezone the property at 617 East Prospect Street from R-1 Single Family Residential District to R-2 Two Family Residential District
Mayor Kramer opened the Public Hearing at 5:11pm.

Mayor Kramer informed the Council that the Planning & Zoning Commission had held a public hearing on the request to rezone 617 East Prospect Street and recommend approval.

City Manager Vick reviewed the rezoning request with the Council, noting the developed would like to construct a two-unit condominium on the south lot.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:13pm.

Motion by Behnken, seconded by Poynor to waive the first and second consideration and adoption of Ordinance 008-2020 and proceed to the final consideration and adoption. Motion carried, all ayes.

Motion by Bradley, seconded by Scherbring to approve the third consideration and final adoption of Ordinance 008-2020 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa. Motion carried, all ayes.

Delaware County Fair Society Request

Mayor Kramer informed the Council that the Delaware County Fair Society has submitted a request to the City Council to waive the water and sewer portion of their utility bill during Fair Week (July 13-19, 2020) due to the cancellation of large public portions of the fair because of COVID-19.

The Council reviewed the request and discussed the Fair's water usage during fair week.

Motion by Bradley, seconded by Scherbring to approve the request to waive the water and sewer charges, up to a maximum of \$2,000.00, for the Delaware County Fair during the week of July 13-19, 2020 due to the COVID-19 pandemic. Motion carried, all ayes.

Access Systems Total IT Care Proposal

City Manager Vick reviewed the Total IT Care Proposal from Access Systems for the City's information technology services. City Manager Vick informed the Council that the City had a network assessment completed to identify areas to secure the City's IT infrastructure and ways to enhance the City's service capabilities.

The Council discussed the proposal, the cost and the City's IT needs.

Motion by Sherman, seconded by Behnken to approve the IT Services Quote from Access Systems. Motion carried, all ayes.

Construction Project Updates

Randy Rattenborg, Burlington Group, and Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that the Board of Supervisors had voted to abate the special assessment on the new jail property. City Attorney Jim Peters advised the Council on the next steps available to resolve the question whether or not the special assessment can be abated.

City Clerk Learn updated the Council on the change in credit card processor for the City.

Council Member Behnken updated the Council on discussions she has had with Craig Hutton regarding 500 North Franklin Street.

Motion by Sherman, seconded by Bradley that the meeting adjourn at 5:47pm. 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, July 27, 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 July 13, 2020 City Council meeting

3.2 R-103-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the July 20, 2020 Parks & Recreation Commission meeting

3.4 Liquor License Applications

- Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Kwik Star #790 at 1000 West Main Street

3.5 Downtown Incentive Grant Applications

- Facade Grant not to exceed \$1,730.19 to Donna Reeder for the property at 304 East Main Street
- Facade Grant in the amount of \$7,500.00 to Sylvia Carr for the property at 117 South Franklin Street

3.6 R-104-2020 Resolution Amending Salary Resolution

3.7 R-105-2020 Resolution Approving Third Amendment to Water Tower & Ground Space Lease Agreement between Iowa RSA No. 12 Limited Partnership and the City of Manchester

3.8 Approve Pay Estimate #1 in the amount of \$153,838.61 to Struck & Irwin Paving, Inc. for the Airport Crack Seal & Slurry Seal Runway Project

3.9 R-106-2020 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2020

3.10 R-107-2020 Resolution Approving Airport Hangar Lease (Hangar #1)

3.11 Approval of Pay Application #2 from Wes Schulte in the amount of \$225,955.75 for work completed on the Meadow Brook Trail Addition Project

3.12 R-108-2020 Resolution Approving Final Plat (MEI-SBD Subdivision)

3.13 Approve the request of Riverbend Pub to close East Delaware Street from South Franklin Street to South Madison Street from 3:00-4:30pm on Saturday, August 22, 2020 for a benefit ride

3.14 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	17,092.36
AMAZON CAPITAL SERVICES	SUPPLIES	706.21
AUNT EMMY'S	DOWNTOWN INCENTIVE GRANT	3,031.36
BARD MATERIALS	READY MIX, SAND, GRAVEL	939.26
BECKER ELECTRIC	REPAIR/MAINT	252.28
BLACK HILLS ENERGY	HEATING FUEL	1,058.99
BREHME DRUG	FIRST AID SUPPLIES	5.61
CHEMSEARCH	CHEMICALS	122.00

CITY LAUNDERING	MAINTENANCE/SUPPLIES	85.80
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	919.56
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
DEL CO AUDITOR	GIS SERVICE AGREEMENT	3,300.00
DEL CO ECONOMIC DEVELOPMENT	MEMBERSHIP DUES	15,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	979.30
DEL CO TOURISM	ANNUAL CONTRIBUTION	15,000.00
DEL CO TREASURER	PROPERTY TAXES	1,360.00
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEPARTMENT OF THE TREASURER	2ND QUARTER 426004909	18.38
DOG WASTE DEPOT	SUPPLIES	381.12
DOLAN INS AGENCY	INSURANCE	5,060.00
DON & WALT	REPAIR/MAINTENANCE	2,406.93
DORSEY & WHITNEY	PROFESSIONAL SERVICES	12,080.50
ECIA	INSTALLMENT	3,625.30
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	23,656.26
FAREWAY STORES	SUPPLIES	40.64
FASTENAL COMPANY	PARTS/SUPPLIES	55.84
FEHR GRAHAM	ENGINEERING FEES	108,677.27
GEORGEN AUTO	VEHICLE MAINT/REPAIR	577.22
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	505.00
HACH	TESTING SUPPLIES	1,449.31
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	377.80
HAWKINS	CHEMICALS	1,238.40
HERITAGE PRINTING	OFFICE SUPPLIES	68.75
IA LEAGUE OF CITIES	MEMBER DUES	2,704.00
IA WORKFORCE DEVELOPMENT	CLAIM	3.01
IOWA ONE CALL	LOCATES	198.20
IPERS	IPERS	26,821.79
J & R SUPPLY	WTR/SWR SUPPLIES	545.00
JEFF SMOCK	MILEAGE REIMB	177.10
KIRKHAM MICHAEL	PAY #3: CRACK REPAIR/SEAL COAT	3,766.45
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	10,702.60
KLUESNER SANITATION	GARBAGE/RECYCLING	22,969.00
MANCHESTER AREA CHAMBER OF COM	ENTREPRENEUR LAB	500.00
MANCHESTER SIGNS	SIGNS	28.50
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	1,600.28
MAQUOKETA RIVER WMA	WATERSHED PROJECT	5,179.00
MEADOW BROOK TRAIL	PAY APPLICATION #1	172,198.00
MERCY EAP SERVICES	HEALTH SERVICES	80.00
MID AMERICA ADMINISTRATIVE	HRA DEPOSIT (EARLY RETIREES)	8,450.10
MOMENTUM	SCREEN PRINTING	742.16
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	4,159.85
NORTHERN LIGHTS DISTR	CONCESSIONS	804.09
PAYROLL CHECKS	PAYROLL	74,436.59
PEPSI COLA BOTTLING CO	CONCESSIONS	339.14
PIRC-TOBIN CONSTRUCTION	PAY #4: HWY 13 IMPR PROJECT	579,844.81
PITNEY BOWES	CITY POSTAGE	1,008.50
POWER SERVICES COMPANY	GENERATOR REPAIR	400.00
QUILL CORPORATION	PD OFFICE SUPPLIES	60.98
SATOR SPORTS	SOCCER SUPPLIES	304.40
SCANTRON SERVICE GROUP	COMPUTER MAINTENANCE	112.00
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	600.23
SENSUS METERING SYSTEMS	SOFTWARE	1,949.94

SHRED-IT US JV	SHREDDING	43.45
STRATEGIC INSIGHTS	SOFTWARE	550.00
SUPREME GREEN	NUISANCE ABATEMENT	160.00
TREASURER STATE OF IOWA	STATE TAX	3,828.00
TURNKEY SECURITY EQUIPMENT	COMMERCIAL INCENTIVE GRANT:	988.87
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
VERIZON WIRELESS	MOBILE DATA	280.07
WALMART	SUPPLIES	307.79
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	320.00
WELLMARK	HEALTH INS	2,117.52
WINDSTREAM	PHONE/INTERNET	801.38
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,513.95
ZANGERLE REPAIR	POWER WASHER	529.99
***** REPORT TOTAL *****		1,154,185.20
	FUND TOTALS	
	GENERAL	175,534.22
	HOTEL MOTEL TAX	15,274.00
	ROAD USE TAX	18,256.59
	EMPLOYEE BENEFIT	8,471.49
	TAX INCREMENT FINANCING	5,000.00
	ACQUISITION/DEMOLITION	1,360.00
	PARK GIFT & TRUST	68.75
	CAPITAL PROJECTS	175,198.00
	DOWNTOWN INCENTIVE	4,020.23
	STREET IMPROVEMENT	10,702.60
	STREET PROJECTS	690,431.08
	WATER FUND	28,578.01
	SEWER FUND	21,290.23
	TOTAL FUNDS	1,154,185.20

Salt Truck Bids

Street Superintendent Jason Haight reviewed the bids received for a new salt truck and snowplow with the Council, noting Don's Truck Sales submitted the lowest bid of \$80,425.00 for the truck and Henderson's submitted a quote of \$89,820.00 for the truck body and plow.

Motion by Scherbring, seconded by Behnken to approve the bid of Don's Truck Sales in the amount of \$80,425.00 for a 2021 Freightliner 108SD and the quote of Henderson Products in the amount of \$89,820.00 for the truck body and plow. Motion carried, all ayes.

Riverbend Pub Fence Request

Ed Wulfekuhle, Riverbend Pub, addressed the Council regarding a fence they would like to install around their patio area, which they lease from the City. Mr. Wulfekuhle reviewed drawings of the proposed fence with the Council.

Following discussion, motion by Bradley, seconded by Poynor to approve the request of Riverbend Pub to install a fence around the patio area adjacent their building. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, and Randy Rattenborg, Burlington Group updated the Council on construction projects in the City.

Reports

City Attorney Peters updated the Council on the lawsuit with Delaware County regarding the special assessment.

Motion by Scherbring, seconded by Sherman that the meeting adjourn at 5:32pm. 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, August 3, 2020**

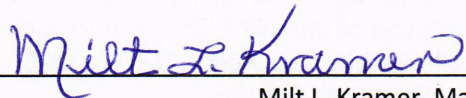
Mayor Kramer called the committee meeting to order at 5:00pm.

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

Also present: Mike Ryan, Jason Haight, Perry Peterson, Jim Hauschild, Tim Heims, Chad Wulfekuhle, Doug Foley, Nick Klostermann, Sam Ertl, Ryan Wicks, Jason Wenger.

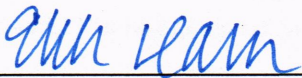
Items discussed at the committee meeting were: Highway 13 Improvement Project; East Main Street Project Update; Water/Sewer Connection Fees; Downtown Incentive Program; Construction Projects; and IISC Update. Department updates and engineering updates were also given.

Motion by Scherbring, seconded by Sherman that the committee meeting adjourned at 6:10pm. 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, August 10, 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 July 27, 2020 City Council meeting and the August 3, 2020 Committee of the Whole meeting

3.2 R-109-2020 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- Wastewater IDNR Reports for July 2020
- minutes of the July 9, 2020 Library Board meeting
- Library Statistical Report for July 2020

3.4 Liquor License Applications

- Renewal Application for On Premise Class C Liquor License with Outdoor Service, Sunday Sales and Catering Privilege for Fireside Pub & Steakhouse at 205 South 12th Street
- Renewal Application for Off Premise Class C Native Wine Permit for The Bread Basket at 113 East Main Street

3.5 Downtown Incentive Grant Payment

- Parking Lot Grant in the amount of \$4,604.31 to Sue's Flower & Garden Center for the property at 1146 North Franklin Street

3.6 R-110-2020 Resolution Amending Salary Resolution

3.7 Approve the request of the Hero Hustle Committee to use Schram Park for the Hero Hustle Sprint Triathlon on August 30, 2020

3.8 Approve payment in the amount \$36,663.15 to Fehr Graham for engineering services

3.9 Approve Pay Estimate #4 in the amount of \$1,456.04 to Kirkham Michael for the Airport Crack Repair/Seal Coat Project

3.10 Approve Pay Estimate #5 in the amount of \$536,899.56 to Pirc-Tobin Construction, Inc for the Highway 13 Street Improvement Project

3.11 Acknowledge Receipt and Acceptance of the Maintenance Bond in the amount of \$40,000.00 for the pavement placement completed on Seeley Street as part of the Highway 13 Street Improvement Project

3.12 Approve payment in the amount of \$7,088.50 to Burrington Group for engineering services

3.13 R-111-2020 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

3.14 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	378.30
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	6,652.70

ALLIED SYSTEMS	WATER/SEWER SUPPLIES	216.35
AMAZON CAPITAL SERVICES	WIRELESS PRINTER	400.10
BARD MATERIALS	READY MIX, SAND, GRAVEL	105.18
BARRON MOTOR	PARTS/SUPPLIES	1,147.55
BECKER ELECTRIC	REPAIR/MAINT	56.33
BLACK HAWK AUTOMATIC SPRINKLER	POOL BACKFLOW TEST	221.00
BREHME DRUG	FIRST AID SUPPLIES	3.78
BROWN SUPPLY	SUPPLIES	401.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,200.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	33.79
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	919.56
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CRUMPTON, HANNAH	INSTRUCTOR	450.00
DAN'S OVERHEAD DOORS	MAINTENANCE/REPAIR	2,143.06
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	1,153.60
DON & WALT	ALUMINUM DOOR REPAIR	116.37
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	37.75
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	23,451.72
FAREWAY STORES	SUPPLIES	74.87
GEORGEN AUTO	VEHICLE MAINT/REPAIR	181.53
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
GURNEY	WWTP EQUIPMENT/SUPPLIES	1,249.84
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	5,512.04
IA DEPT OF AG & LAND STEW	LICENSE	75.00
IA WALL SAWING	CONCRETE MODIFICATIONS	600.00
IDNR	PERMIT	210.00
INFRASTRUCTURE TECHNOLOGY SOL	IT SUPPLIES/SERVICES	115.00
J P COOKE	DOG TAGS	71.10
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	608.81
KARA HAWKER	REIMBURSEMENT	250.00
KILBURG EQUIPMENT	MAINTENANCE/REPAIR	4,850.58
KMCH	RADIO ANNOUNCEMENTS	643.20
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	1,123.00
MANCHESTER MOTOR SUPPLY	HI COUNT LED	43.63
MCCRABB, RICHARD	MOWING SERVICES	240.00
MEADOW BROOK TRAIL	PAY ESTIMATE #2	184,465.75
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	1,297.80
NICC	EMS IN SERVICE AGREEMENT	120.00
OELWEIN PUBLISHING	PUBLICATION	300.00
ORKIN EXTERMINATION	EXTERMINATION	725.76
PALMER HARDWARE	PARTS/SUPPLIES	582.06
PAYROLL CHECKS	PAYROLL	74,791.94
PETERS & LONGMUIR	LEGAL FEES	892.00
PIRC-TOBIN CONSTRUCTION	CITY SHARE OF MEADOW BROOK	41,490.00
POSTMASTER	POSTAGE	552.48
PRAETORIAN DIGITAL	SUBSCRIPTION	1,180.00
PRONTO MART	FUEL	3.85
QUILL CORPORATION	PD OFFICE SUPPLIES	263.61
RADIO COMMUNICATIONS	REPAIR/MAINT	33.40

RIVER CITY STONE	ROCK/STONE	1,036.95
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	545.54
SMOCK, JEFF	MILEAGE REIMB	177.10
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STRUCK & IRWIN PAVING	PAY ESTIMATE #1: CRACK SEAL/	153,838.61
SUPREME GREEN	MOWING CONTRACT	4,486.69
THREE RIVERS FS	FUEL/FERTILIZER	4,187.28
TREASURER STATE OF IOWA	STATE TAX	3,791.00
UTILITY REFUNDS	REFUND CHECKS TOTAL	210.70
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	770.00
WELLMARK	PAYROLL WITHHOLDINGS	2,212.51
WELTER STORAGE EQUIPMENT	OFFICE EQUIPMENT	350.00
WINDSTREAM	PHONE/INTERNET	1,094.70
REPORT TOTAL		537,367.98
	FUND TOTALS	
	GENERAL	254,865.09
	HOTEL MOTEL TAX	300.00
	ROAD USE TAX	20,596.33
	CAPITAL PROJECTS	225,955.75
	STREET PROJECTS	328.54
	WATER FUND	19,102.87
	UTILITY DEPOSIT TRUST	210.70
	SEWER FUND	16,008.70
	TOTAL FUNDS	537,367.98

City Council Proclamation

Motion by Scherbring, seconded by Sherman to approve the Proclamation of the City Council of the City of Manchester, Iowa dated August 10, 2020 regarding equity and inclusion. Motion carried, all ayes.

Construction Project Updates

Ryan Wicks, Fehr Graham, updated the Council on the Highway 13 Project.

Reports

City Manager Vick updated the Council on the East Main Street Project, a potential economic development prospect, and coronavirus funding.

Motion by Behnken, seconded by Poynor that the meeting adjourn at 5:19pm. Motion carried, all ayes.


Milt L. Kramer, Mayor

Attest:


Erin Learn, City Clerk