

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 24, 2022

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

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

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

Presentation of Awards/Commendations

Mayor Behnken presented commendations to Police Officer Brad Comer and Fire Department Member Todd Nylund for their life saving efforts while off duty.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the January 10, 2022 City Council meeting and the January 17, 2022 Budget Work Session

3.2 R-006-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- Minutes of the January 17, 2022 Parks & Recreation Commission meeting
- December 2021 Wastewater Reports

3.4 Liquor License Applications

- Renewal Application for Off Premise Class E Liquor License for Fareway Stores, Inc dba Fareway Stores, Inc #594 at 109 East Marion Street

3.5 R-007-2022 Resolution Amending Salary Resolution

3.6 Acknowledge receipt of the Annual Goal Setting Report

3.7 Approve payment of claims totaling \$13,250.00 to Fehr Graham for engineering services

3.8 Approve the request of the Delaware County Country Car Cruisers to close the following streets on June 10, 2022 and August 12, 2022 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 Approval of the Consent Agenda

Mayor Behnken 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)	239.85
ACCESS SYSTEMS LEASING	IT/COPIER SERVICES	10.99
AMAZON	LIBRARY SUPPLIES	1,010.15
AMAZON CAPITAL SERVICES	SUPPLIES	355.20
AMERICAN RED CROSS	LTS REGISTRATION FEE	300.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	609.21
BARD MATERIALS	READY MIX, SAND, GRAVEL	676.89
BOOK FARM	BOOKS	714.88

BROWN SUPPLY	SUPPLIES	11,432.00
CENGAGE LEARNING	LIBRARY MATERIALS	519.95
CITY LAUNDERING	BUILDING MAINT SUPPLIES	51.21
COMER, BRAD	REIMBURSE FUEL PURCHASE	65.71
CREDIT BUREAU SERVICES	COLLECTION SERVICES	63.62
DEL CO AUDITOR	BEACON MAPPING	3,300.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	997.60
DEMCO	LIBRARY MATERIALS	361.07
DES MOINES REGISTER	SUBSCRIPTION	30.58
DILIGENT CORPORATION	BOARDDOCS	2,700.00
DON & WALT	REPAIR/MAINTENANCE	13.67
FAREWAY STORES	SUPPLIES	91.37
FILAMENT ESSENTIAL SERVICES	WEBSITE CONVERSION	650.00
FIRST ONSITE	STORM RESTORATION/RECOVERY	30,052.80
FISH SHACK	LIBRARY: AQUARIUM MAINT	75.00
FUN EXPRESS	LIB SUPPLIES	29.95
GEORGEN AUTO	VEHICLE MAINT/REPAIR	434.69
GINGERBREAD HOUSE BAKERY	BAKED GOODS	30.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	458.73
HENDERSON PRODUCTS	VEHICLE SUPPLIES	252.56
IA LEAGUE OF CITIES	MEMBERSHIP DUES	30.00
IA SECRETARY OF STATE	NOTARY	30.00
IA DEPT OF NATURAL RESOURCES	2022 EAST MAIN WATER PERMIT	254.60
IOWA STATE UNIVERSITY	WORK ZONE SAFETY WORKSHOP	360.00
KIESLER'S POLICE SUPPLY	GLOCK SITES	265.00
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	11,302.52
KLUESNER SANITATION	GARBAGE/RECYCLING	24,101.72
KROGMANN, JEROME	MEADOW PARK 4 DEV AGRMNT	110,172.08
LEARN, ERIN	REMBURSE SUPPLIES	23.57
MAIL SERVICES	POSTAGE FOR INCOME SURVEY	2,000.00
MANCHESTER SIGNS	SIGNS	5.00
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	99.00
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	640.00
MCCANN, LINDA	PRESENTATION	65.00
MID STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDAMERICA BOOKS	LIBRARY SUPPLIES	181.17
MIDLAND OVERHEAD DOORS	MAINTENANCE/REPAIR	85.00
MIDWEST TAPE HOOPLA	LIBRARY MATERIALS	843.75
MORTON SALT	SALT	15,498.16
POSY PLACE FLORAL & GIFTS	SUPPLIES	70.00
PRICE INDUSTRIAL ELECTRIC	ELECTRICAL MAINTENANCE	10,989.88
RIVER CITY STONE	ROCK/STONE	660.08
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	12.50
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	334.50
STATE HYGIENIC LABORATORY	LAB TESTS	410.00
STOREY KENWORTHY	OFFICE SUPPLIES	101.32
TAYLOR, ELISABETH	REIMBURSEMENT	3.32
THREE RIVERS FS	FUEL/FERTILIZER	6,162.41
US CELLULAR	FD PHONE	43.23
USA BLUE BOOK	PARTS/SUPPLIES	905.57

WALMART	SUPPLIES	455.58
WELTER STORAGE EQUIPMENT	OFFICE EQUIPMENT	865.00
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	849.75
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	196.00
PAYROLL CHECKS	PAYROLL	61,920.19
TOTAL		305,858.58
FUNDS		
	GENERAL	112,638.86
	HOTEL MOTEL TAX	382.75
	ROAD USE TAX	40,156.68
	PARK GIFT & TRUST	5.00
	LIBRARY GIFT & TRUST	1,378.49
	STREET IMPROVEMENT	9,602.52
	SUBDIVISION PROJECTS	121,604.08
	STREET PROJECTS	3,554.60
	WATER FUND	8,066.62
	SEWER FUND	8,468.98
TOTAL		305,858.58

Public Hearing

Mayor Behnken opened the Public Hearing at 5:08pm on proposed plans, specifications, form of contract and estimate of cost for the 2022 East Main Street Improvement Project.

Ryan Wicks, Fehr Graham, reviewed the project scope with the Council, the project estimate, the bids received, the difference from the preliminary estimate to the final estimate of cost.

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

Motion by Sherman, seconded by Poynor to adopt R-008-2022 Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the 2022 East Main Street Improvement Project. Motion carried, all ayes.

Mayor Behnken referred the Council to the bids received for the 2022 East Main Street Improvement Project, noting the low bid of \$2,087,582.50, which was \$184,421 over the engineer's estimate, was received from Pirc-Tobin Construction. The Council discussed the bids and City Manager Vick reviewed the funding for the project, including how the increase in cost would be paid.

Motion by Bradley, seconded by Schmitt to adopt R-009-2022 Resolution awarding contract for the 2022 East Main Street Improvement Project to Pirc Tobin Construction. Motion carried, all ayes.

Voluntary Early Retirement Program Application

City Manager Vick informed the Council that Ken Hempstead had submitted his application for the 2022 Voluntary Early Retirement Program. Motion by Poynor, seconded by Sherman to adopt R-010-2022 Resolution Approving Voluntary Early Retirement Program Application. On call of roll: Ayes: Poynor, Sherman, Schmitt. Nays: None. Abstentions: Bradley (Bradley abstained as she is related to Hempstead). Motion carried.

Review of Audit for Fiscal Year Ending June 30, 2021

City Staff reviewed the audit for the fiscal year ended June 30, 2021 with the Council. Motion by Schmitt, seconded by Bradley to acknowledge receipt of the audit for the fiscal year ending June 30, 2021. Motion carried, all ayes.

Water & Sewer Rates

The Council reviewed and discussed the proposed rate increases for water and sewer.

Motion by Poynor, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 001-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water and Sewer Rates. Motion carried, all ayes.

Flood Plain Regulations

Motion by Poynor, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 002-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Flood Plain Regulations. 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 Council and staff reports were given.

Closed Session

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

Motion by Bradley, seconded by Sherman to enter into closed session pursuant to Iowa Code Section 21.5(1c) to discuss potential litigation at 5:40pm. Motion carried, all ayes.

The Council returned to open session at 6:03pm.

Motion by Sherman, seconded by Schmitt that the meeting adjourn at 6:05pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk