

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 14, 2022

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

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

City Manager Tim Vick asked that Ryan Miller be removed from the salary resolution at this time. Motion by Poynor, seconded by Scherbring to approve the agenda as amended. Motion carried, all ayes.

Public Input

None.

Consent Agenda

- 3.1 Approval of the minutes of the October 24, 2022 City Council meeting and the November 7, 2022 Committee of the Whole meeting, as amended removing the "Review of City Council Rules of Procedure" from the items discussed
- 3.2 R-133-2022 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: September 2022 Revenue & Expense Report; October 2022 Revenue & Expense Report; October 2022 Wastewater IDNR Report
- 3.4 R-134-2022 Resolution Amending Salary Resolution, as amended by removing Ryan Miller at this time
- 3.5 Ordinance 007-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Utility Rates, third consideration and final adoption
- 3.6 Approve the purchase of video recording equipment at a cost of up to \$5,000.00 for recording City Council Meetings
- 3.7 Ordinance 009-2022 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by Amending Section 136.22 "Maintenance and Repair of Bikeways/Walkways," first consideration and adoption
- 3.8 Approve Pay Estimate #4 in the amount of \$8,441.19 to Connolly Construction for the Storm Water Wetlands Project
- 3.9 Approve Pay Estimate #4 in the amount of \$73,224.97 to Top Grade Excavating for the Grayson Court & Oakview Estates Lift Station Project
- 3.10 Approve Pay Estimate #8 in the amount of \$421,031.39 to Pirc-Tobin Construction, Inc for the East Main Street Improvement Project
- 3.11 R-136-2022 Resolution Approving Change Order #9 (East Main Street Improvement Project)
- 3.12 Approval of temporary street closing as requested by the Manchester Area Chamber of Commerce for the December 1, 2022 Window Walk & Static Christmas Parade Event LIST STREETS
- 3.13 Approve the purchase of a Freightliner 108SD Truck Chassis from Truck Center Companies at a cost of \$92,558.00
- 3.14 R-137-2022 Resolution Approving Final Plat of Gudenkauf Subdivision No. 1
- 3.15 R-138-2022 Resolution Approving Final Plat of Gudenkauf Subdivision No. 2
- 3.16 Approve payment in the amount of \$9,900.00 to Fehr Graham for engineering services
- 3.17 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. Council Member Schmitt noted the review of City Council Rules of Procedure as listed in the November 7, 2022 Committee of the Whole minutes was not done and should be removed from the items discussed. Motion by Sherman, seconded by Schmitt to approve the Consent Agenda with the change to the November 7, 2022 Committee of the Whole

minutes and the removal of Ryan Miller from R-134-2022 Resolution Amending Salary Resolution. Motion carried, all ayes.

Bills approved for payment

Vendor	Description	Amount
5K SPORTS & MORE	POOL/PARK STAFF SHIRTS	834.63
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	427.29
AFLAC	PAYROLL WITHHOLDINGS	677.83
HEGLAND, ALISON	MILEAGE REIMBURSEMENT	68.75
ALLIANT ENERGY	ELECTRICITY	4,357.63
ALLIED SYSTEMS	LIFT STATION IMPROVEMENTS	2,000.00
AMAZON BUSINESS	OPERATING/BUILDING/LIBRARY SUPPLIES	623.50
AUNT EMMY'S	DOWNTOWN INCENTIVE 2ND STORY LOAN	10,000.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	723.81
BARD MATERIALS	CONCRETE	232.51
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINTENANCE	1,363.74
BROWN SUPPLY CO	2022 STREET PROJECT SUPPLIES	7,369.00
BSN SPORTS	BASE PLUGS/COMPLEX	113.28
CEDAR + SALT MARKETING CO	TOURISM/MARKETING CONTRACT	2,500.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COUNSELING ASSESSMENT SERVICE	PROFESSIONAL SERVICES	180.00
DEL CO EXTENSION & OUTREACH	PESTICIDE TRAINING	140.00
DELHI LUMBER	BUILDING MAINTENANCE	59.80
DOG WASTE DEPOT	DOG STATIONS & SUPPLIES	169.99
DOLAN INSURANCE AGENCY	VEHICLE INSURANCE	559.00
DON & WALT	PARTS & SUPPLIES	606.40
FOLEY, DOUG	MILEAGE REIMBURSEMENT	48.13
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	975.70
EASTERN IA ASPHALT MAINTENANCE	ALLEY MAINTENANCE	1,445.65
ECIA	CDBG GRANT ADMINISTRATION	1,420.01
EDGEWOOD OIL	VEHICLE FUEL	299.00
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	20,012.17
EMS INDUSTRIAL	AIRDRYER PARTS	158.86
ENVIRONMENTAL RESOURCE ASSOC	TESTING	438.90
LEARN, ERIN	MILEAGE REIMBURSEMENT	480.38
FALLER KINCHELOW & CO	ANNUAL AUDIT	8,000.00
FAREWAY STORES	MEETING SUPPLIES	14.86
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HEARTLAND MECHANICAL	FIRE ANNUAL INSPECTION	180.00
HEIMS AWARDS	BOARDS & COMMISSIONS AWARDS	275.00
HOTSY CLEANING SYSTEMS	SUPPLIES	85.20
IA DEPT OF REVENUE	STATE TAXES	8,150.24
IA DEPT OF TRANSPORTATION	ICE MELT/SALT	1,542.00
IA ONE CALL	ONE CALLS	134.50
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	93.08
IPERS	PAYROLL WITHHOLDINGS	13,370.57
JEFF'S AUTO SERVICE	VEHICLE TIRES	572.04

JOHN DEERE FINANCIAL	SUPPLIES	446.05
KIRKHAM MICHAEL	PAY #21 AIRPORT LAND ACQ/EASEMENTS	7,130.00
KMCH	MARKETING/RADIO ADS	793.00
LANDSCAPES BY CHILDS PLAY	LANDSCAPING, GROUNDS MAINTENANCE	185.00
MANCHESTER AREA CHAMBER	DOWNTOWN INCENTIVE 2ND STORY LOAN	10,000.00
MANCHESTER AREA CHAMBER	ANNUAL MEMBERSHIP DUES	625.00
MANCHESTER TRUCK CENTER	VEHICLE MAINTENANCE	2,130.85
MASTERPIECE CLEANING	CLEANING	880.00
MEDIACOM	PHONE/INTERNET	174.90
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	479.08
MISSIONSQUARE	PAYROLL WITHHOLDINGS	932.04
NEC FINANCIAL SERVICES	PHONE SYSTEM PAYMENT	933.03
PALMER HARDWARE	OPERATING SUPPLIES	395.49
PETERS & LONGMUIR	LEGAL FEES	862.00
PITNEY BOWES	POSTAGE	1,008.50
POSTMASTER	UTILITY BILLING POSTAGE	925.52
RADIO COMMUNICATIONS	RADIO MAINTENANCE	677.99
RELIANCE STANDARD LIFE INSURANCE	GROUP LIFE INSURANCE	509.80
RELIANT FIRE APPARATUS	FIRE SUPPLIES	324.61
RIVER CITY STONE	ROCK/STONE	223.48
RUNDE AUTO GROUP	VEHICLE MAINTENANCE	590.95
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	183.46
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE CONTRACT	159.32
STATE HYGENIC LABORATORY	TESTING	161.00
STETSON BUILDING PRODUCTS	BUILDING MAINTENANCE	212.10
STREICHER'S	POLICE UNIFORMS	261.99
SUPREME GREEN	MOWING/GROUNDS MAINTENANCE	240.50
T&W GRINDING	WETLAND PROJECT TREES	2,771.00
TASC	PAYROLL WITHHOLDINGS	948.75
THE BREAD BASKET	DOWNTOWN INCENTIVE GRANT	2,474.50
THE WALDINGER CORPORATION	WWTP ERV REPAIRS	6,453.84
THREE RIVERS FS	VEHICLE FUEL	8,895.23
TRUCK COUNTRY OF IOWA	VEHICLE MAINTENANCE	360.79
TRUE TIME RACING SERVICES	HERO HUSTLE TIMING	1,197.50
TYLER TECHNOLOGIES	SOFTWARE CONVERSION	262.50
UMB BANK	BOND SERVICE FEES	1,200.00
US CELLULAR	CELL/DATA CHARGES	557.75
VISION SERVICE PLAN	GROUP VISION INSURANCE	582.70
VOYA	PAYROLL WITHHOLDINGS	2,007.00
WELLMARK	PAYROLL WITHHOLDINGS	29,212.48
WELTER STORAGE EQUIPMENT	OFFICE FURNITURE	3,490.00
WEST DELAWARE SCHOOLS	LIBRARY MATERIALS	95.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,302.93
	TOTAL	185,601.36
	Fund Summary	
	001 - GENERAL	69,544.46
	003 - HOTEL/MOTEL TAX	2,500.00
	110 - ROAD USE TAX	19,017.14

	112 - EMPLOYEE BENEFITS	25,332.61
	168 - PARK GIFT & TRUST	1,197.50
	171 - LIBRARY GIFT & TRUST	321.97
	200 - DEBT SERVICE	1,200.00
	302 - DOWNTOWN/COMMERCIAL INCENTIVE	22,474.50
	307 - WHITEWATER/RIVERFRONT PARK PROJECTS	1,420.01
	309 - STREET IMPROVEMENT	1,445.65
	310 - STORM WATER/WQI PROJECTS	2,771.00
	320 - SUBDIVISION PROJECTS	2,536.80
	324 - STREET PROJECTS	7,381.00
	600 - WATER	12,037.29
	610 - SEWER	14,421.43
	612 - SEWER CAPITAL IMPROVEMENTS	2,000.00
	TOTAL	185,601.36

Maquoketa Valley Rural Electric Cooperative Electric Utility Franchise

Motion by Poynor, seconded Scherbring by to waive the second consideration and adoption and proceed to the final consideration and adoption of Ordinance 008-2022 An Ordinance Granting Non-Exclusive Electric Utility Franchise to Maquoketa Valley Rural Electric Cooperative by adding a New Section Establishing Terms and Conditions of the Grant of Franchise. Motion carried, all ayes.

Motion by Schmitt, seconded by Sherman to approve the third consideration and final adoption of Ordinance 008-2022 An Ordinance Granting Non-Exclusive Electric Utility Franchise to Maquoketa Valley Rural Electric Cooperative by adding a New Section Establishing Terms and Conditions of the Grant of Franchise. Motion carried, all ayes.

City Sidewalk and Nuisance Sidewalk Snow Removal

Motion by Scherbring, seconded by Poynor to award the following contracts to Mark Fink: City Sidewalk Snow Removal with a bid of \$430.00 per time and Nuisance Sidewalk Snow Removal with a bid of \$50.00 per sidewalk. Motion carried, all ayes.

Downtown Streetlight Flower Baskets

Council Member Dean Sherman, Lisa Guetzko, Julie Frick and Jackie Sherman were present representing the Manchester Vitality Group to discuss the installation of flower baskets in the downtown. The group discussed with the Council the purpose of their organization, their fundraising efforts, the funding for the flower basket project, the scope of the project and the work they've done to date, and the timeline for the project. The Council expressed their support for the project and thanked the group for the work they've done.

Police Department Taser Replacement

Motion by Poynor, seconded by Sherman to approve the purchase of 10 T7 Tasers and training cartridges at a total cost of \$34,002.00 as recommended by Police Chief Jim Hauschild. Motion carried, all ayes.

Police Department Rifle Replacement

Motion by Scherbring, seconded by Schmitt to approve the purchase of 6 new rifles from Sionics Weapons at a total cost of \$11,969.10 as recommended by the Police Chief. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Closed Session

Motion by Sherman, seconded by Poynor to enter into Closed Session at 5:36pm pursuant to Iowa Code Section 21.5(1j) to discuss the acquisition of real estate. Motion carried, all ayes.

The Council returned to open session at 6:02pm.

Motion by Scherbring, seconded by Poynor that the meeting adjourn at 6:03pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk