

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, November 28, 2022

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

City Manager Vick asked that a request from the Delaware County ATV/UTV Club be added to the agenda. They are requesting permission to operate after dusk in the downtown area on December 1, 2022 for the Window Walk to allow them to participate in the static parade.

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

Motion by Sherman, seconded by Schmitt to approve the agenda as amended by adding the Delaware County ATV/UTV request to the Consent Agenda. Motion carried, all ayes.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the November 14, 2022 City Council meeting

3.2 R-139-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the October 10, 2022 Library Board meeting

3.4 Liquor License Applications: Renewal Application for On Premise Class B Beer Permit for Onie's Wooden Nickel at 312 South 1st Street

3.5 Approval of the New Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor from Stay Wild Gifts at 210 South Franklin Street

3.6 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," second consideration and adoption

3.7 R-140-2022 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2022

3.8 R-141-2022 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2022

3.9 R-142-2022 Resolution Approving Fiscal Year 2022 Street Finance Report

3.10 R-143-2022 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment financed obligations which shall come due in the next succeeding Fiscal Year

3.11 Approve the sale of the 2001 Ford F350 Street Department Truck to Ace Concrete LLC for \$7,301.00

3.12 Approve Audit Proposal from Faller, Kincheloe & Co, PLC for Fiscal Year ending June 30, 2023

3.13 Approve payment of claims totaling \$12,181.25 to Burrington Group for engineering services

3.14 Approve payment of claim totaling \$5,042.75 to Fehr Graham for engineering services

3.15 ADDITION: Approve a one-time exemption on December 1, 2022 from 4:00 – 9:00pm to allow the Delaware County ATV/UTV Club to operate on City streets after dusk and in the downtown so they can participate in the Chamber's Annual Window Walk and Static Parade, and that the most direct route be taken to and from their home for the Static Parade

3.15 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 as amended. Motion carried, all ayes.

Bills approved for payment:

| VENDOR | DESCRIPTION | AMOUNT |
|-------------------------------|--------------------------------------|------------|
| AFLAC | PAYROLL WITHHOLDINGS | 551.11 |
| ALLIANT ENERGY | ELECTRICITY | 19,929.47 |
| ALLIED SYSTEMS | WWTP BUILDING MAINT | 132.00 |
| AMAZON BUSINESS | SUPPLIES, LIBRARY MATERIALS | 429.71 |
| BLACK HILLS ENERGY | HEATING FUEL | 1,747.86 |
| CASTLE THEATRE | HOLIDAY MERCHANT MOVIES | 50.00 |
| CITY OF MANCHESTER FLEX | PAYROLL WITHHOLDINGS | 948.75 |
| COLLECTION SERVICE CENTER | CHILD SUPPORT WITHHOLDINGS | 173.53 |
| CONNOLLY CONSTRUCTION | STORM WATER WETLANDS/WEST MAIN WATER | 15,410.00 |
| DEL CO SOLID WASTE COMMISSION | OCT 2022 LANDFILL CHARGES | 1,022.30 |
| EFTPS FED FICA MEDICARE | PAYROLL WITHHOLDINGS | 20,553.78 |
| ERIN LEARN | MILEAGE REIMBURSEMENT | 172.50 |
| FEHR GRAHAM | ENGINEERING: 2024 EAST MAIN PROJECT | 9,900.00 |
| GRUNDY NATIONAL BANK | CHRISTMAS CLUB | 410.00 |
| IA DEPT OF REVENUE | STATE TAXES | 3,474.94 |
| IPERS | PAYROLL WITHHOLDINGS | 13,355.99 |
| JULIE KEMP | CPR TRAINING @ LIBRARY | 64.00 |
| KEVIN HEIMS CONSTRUCTION | COMPLEX REPAIRS: INSURANCE REIMB | 5,025.00 |
| KLUESNER SANITATION | GARBAGE/RECYCLING CONTRACT | 24,959.43 |
| LANGE TECH | GRAYSON LIFT STATION EQUIPMENT | 1,441.98 |
| MANCHESTER FIRE ASSOCIATION | REIMBURSE FIRE SUPPLIES | 197.65 |
| MASTERPIECE CLEANING | CLEANING | 440.00 |
| MISSIONSQUARE | PAYROLL WITHHOLDINGS | 932.04 |
| PIRC TOBIN CONSTRUCTION | EAST MAIN STREET PROJECT | 421,031.39 |
| TOP GRADE EXCAVATING | GRAYSON/OAKVIEW LIFT STATION PROJECT | 73,224.97 |
| US CELLULAR | FD MOBILE DATA | 44.48 |
| VOYA | PAYROLL WITHHOLDINGS | 2,057.00 |
| WALMART | DEPT SUPPLIES | 121.91 |
| WELLMARK | HEALTH/DENTAL INSURANCE | 2,835.60 |
| WIN TECHNOLOGY | PHONE/INTERNET | 275.00 |
| WINDSTREAM | PHONE/INTERNET | 703.54 |
| | TOTAL | 621,615.93 |
| | | |
| | FUND TOTALS | |
| | GENERAL FUND | 78,476.43 |
| | ROAD USE TAX FUND | 5,017.29 |
| | LIBRARY GIFT & TRUST | 50.00 |
| | STORM WATER/WQI PROJECTS | 8,441.19 |
| | STREET PROJECTS | 430,931.39 |
| | WATER | 5,938.86 |
| | WATER CAPITAL IMPROVEMENTS | 6,968.81 |
| | SEWER | 11,125.01 |
| | SEWER CAPITAL IMPROVEMENTS | 74,666.95 |
| | TOTAL | 621,615.93 |

TIF Report Presentation - Speer Financial

Maggie Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) Report with the Council.

R-144-2022 Resolution Approving Amended Development Agreement with S & R Construction, Inc.

Motion by Scherbring, seconded by Bradley to adopt R-144-2022 Resolution Approving Amended Development Agreement with S & R Construction, Inc. Motion carried, all ayes.

R-145-2022 Resolution Establishing a Public Purpose for Certain Purchases

Motion by Sherman, seconded by Schmitt to adopt R-145-2022 Resolution Establishing a Public Purpose for Certain Purchases. Motion carried, all ayes.

December 26, 2022 City Council Meeting

The Council discussed the date for the second City Council meeting in December which falls on a City Holiday. The Council agreed the December 26, 2022 City Council meeting should be canceled and moved to December 27, 2022 if needed.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Motion by Scherbring, seconded by Poynor that the meeting adjourn at 5:51pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk