

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, January 11, 2021

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 December 28, 2020 City Council meeting

3.2 R-001-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- Wastewater Treatment Plant IDNR Reports for December 2020
- minutes of the December 10, 2020 Library Board meeting
- December 2020 Library Statistical Report

3.4 Liquor License Applications

- New Application for Off Premise Class C Beer Permit with Sunday Sales for H & S Stores LLC dba Liquor, Tobacco & Vape at 316 East Main Street
- Renewal Application for On Premise Class B Beer Permit with Sunday Sales for Tran Restaurant, Inc dba Chuong Garden Restaurant at 118 East Main Street

3.5 Approval of New Application for Iowa Retail Cigarette Permit for H & S Stores LLC dba Liquor, Tobacco & Vape at 316 East Main Street

3.6 Approve payment of claims totaling \$8,225.00 to Burrington Group for engineering services

3.7 R-002-2021 Resolution Waiving Right to Review Plat

3.8 Approval of Pay Estimate #5 in the amount of \$2,922.71 to Kirkham Michael for Airport Land Acquisition & Easements Project

3.9 R-003-2021 Resolution Approving Change Order #7 for the Highway 13 Improvement Project

3.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	194.85
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	393.10
AFLAC	AFLAC	668.48
ALLIANT ENERGY	ELECTRICITY	3,165.65
AMAZON	LIBRARY SUPPLIES	206.14
AMAZON CAPITAL SERVICES	SUPPLIES	735.70
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	876.45
BARRON MOTOR	PARTS/SUPPLIES	182.96
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	939.87

CARGILL	STREET SALT	10,170.14
CITY LAUNDERING	MAINTENANCE/SUPPLIES	118.52
CITY OF MANCHESTER	RES-20-0117 JOSLYN PERMIT	35.00
CITY OF MANCHESTER-FLEX	DEPCARE REIMB	959.14
COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CORKERY, MICHAEL	FACADE GRANT: 119 S FRANKLIN	1,861.57
DEL CO AUDITOR	GIS AUGMENTATION	3,300.00
DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	41.09
DEL-CLAY FARM EQUIPMENT	OIL	134.10
DELAWARE INVESTMENTS	SAVINGS PLAN	375.00
DELHI LUMBER	BUILDING SUPPLIES	322.01
DEPENDABLE AUTOMOTIVE	SUPPLIES	219.85
DOG WASTE DEPOT	DOGGIE BAGS	144.83
DON & WALT	REPAIR/MAINTENANCE	422.06
DON'S TRUCK SALES	PARTS & SUPPLIES	144.12
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	86.80
EASTERN IA PUMPING	BAILEY DRIVE ESTATES	1,985.06
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	27,829.75
ELM USA	LIBRARY MATERIALS	25.00
FARONICS TECH USA	MULTIUSER IT SOFTWARE	88.80
FASTENAL COMPANY	PARTS/SUPPLIES	183.42
FUTURE LINE TRUCK EQUIP	WATER TRUCK SUPPLIES	22,418.17
GEORGEN AUTO	VEHICLE MAINT/REPAIR	309.75
GRAYBILL, KEVIN	REIMBURSEMENT	23.51
GRUNDY NATIONAL BANK	XMAS CLUB	495.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	90,442.20
IA LIBRARY ASSOC	MEMBERSHIP	150.00
IOWA ONE CALL	LOCATES	41.40
IA DEPT OF TRANSPORTATION	SIGN TUBING	1,100.70
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	1,932.22
JOSLYN, LILA	REIMBURSEMENT	40.00
KILBURG EQUIPMENT	SUPPLIES	955.78
KMCH	RADIO ANNOUNCEMENTS	34.20
KOCH OFFICE GROUP	LIB COPIER MAINTENANCE	91.41
LINN CO SHERIFFS OFFICE	SUBPOENA	40.53
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	979.57
MANCHESTER SIGNS	SIGNS	96.75
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	1,621.09
MID AMERICA BOOKS	LIB MATERIALS	170.55
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	540.41
MOTION PICTURE LICENSING CORP	LICENSING	141.00
PREMIER PARTS	PARTS/SUPPLIES	539.73
NICC	2021 BUSINESS SECTOR BOARD	175.00
OVERDRIVE	LIB MATERIALS	873.52
PALMER HARDWARE	PARTS/SUPPLIES	3,528.33

PETERS & LONGMUIR	LEGAL FEES	1,208.00
PIRC-TOBIN CONSTRUCTION	PAY ESTIMATE #9	15,485.12
PITNEY BOWES	LEASE PAYMENT	152.34
QUILL CORPORATION	PD OFFICE SUPPLIES	136.14
RADIO COMMUNICATIONS	REPAIR/MAINT	81.60
RIVER CITY STONE	ROCK/STONE	49.15
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	1,556.99
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STOREY KENWORTHY	OFFICE SUPPLIES	368.83
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	254.08
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	100.00
SUPREME GREEN	NUISANCE	60.00
THREE RIVERS FS	FUEL/FERTILIZER	4,031.92
TREASURER STATE OF IOWA	STATE TAX	4,351.00
UI URBAN & REGIONAL PLANNING	IISC PARTNERSHIP	12,500.00
VANTAGE TRANSFER AGENTS	ICMARC	770.00
WELLMARK	HEALTH INS	2,332.23
WINDSTREAM	PHONE/INTERNET	1,093.46
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	699.60
PAYROLL CHECKS	PAYROLL	82,152.37
UTILITY DEPOSIT REFUNDS	REFUND CHECKS TOTAL	179.87
TOTAL		310,726.01
	GENERAL	99,551.21
	FRANCHISE FEES	12,500.00
	STREET EQUIPMENT RESERVE	89,916.75
	ROAD USE TAX	36,304.95
	TAX INCREMENT FINANCING	1,985.06
	LIBRARY GIFT & TRUST	98.17
	DOWNTOWN INCENTIVE	1,861.57
	STREET PROJECTS	18,785.12
	WATER FUND	35,525.72
	UTILITY DEPOSIT TRUST	75.99
	SEWER FUND	14,121.47
	TOTAL FUNDS	310,726.01

#### Mowing Contract

Mayor Kramer referred the Council to a memo from Parks and Recreation Director Doug Foley regarding extension of the City's mowing contract with Supreme Green.

City Manager Vick informed the Council that the contract with Supreme Green has expired and that Supreme Green would be will to renew the contract for three years with a 3% increase annually. Vick noted that staff has been satisfied with the service provided and would like to renew the contract.

The Council discussed the areas mowed by Supreme Green, the quality of service, the costs, and potential additional mowing.

Motion by Scherbring, seconded by Behnken to approve the renewal of the mowing contract with Supreme Green Lawn & Landscape for a term of three years with an increase of 3% each year. Motion carried, all ayes.

IISC Final Reports

City Manager Vick reviewed and discussed with the Council the final reports for the Schram Park/Pedestrian Bridge, Fire Station Expansion, and Subdivision Site Plan which were prepared by the University of Iowa Students as part of the Iowa Initiative for Sustainable Communities project.

Construction Project Updates

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

Reports

Council Member Scherbring asked about the status of the lawsuit with Delaware County. City Attorney Peters informed the Council that the case had been continued at his request.

Council Member Sherman informed the Council that Senator Grassley would be in Manchester visiting Henderson's on Tuesday, January 12, 2021.

Closed Session

Motion by Behnken, seconded by Bradley to enter into closed session at 5:31pm pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. Motion carried, all ayes.

The Council returned to open session at 5:44pm.

Motion by Behnken, seconded by Bradley that the meeting adjourn at 6:09pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Budget Work Session  
Monday, January 18, 2021

Mayor Protem Connie Behnken called the budget work session to order at 5:00pm.

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

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

Motion by Poynor, seconded by Bradley that the meeting adjourn at 7:09pm.

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Milt L. Kramer, Mayor

ATTEST:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, January 25, 2021

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 Sherman, 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 11, 2021 City Council meeting and the January 18, 2021 Budget Work Session

3.2 R-004-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the January 18, 2021 Parks & Recreation Commission meeting
- the minutes of the January 21, 2021 Planning & Zoning Commission meeting
- the December 2020 Revenue and Expense Reports

3.4 Liquor License Applications

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

3.5 Approve payment in the amount of \$8,835.25 to Fehr Graham for engineering services

3.6 Downtown Incentive Grant Payment Requests

- Interior Grant in the amount of \$2,500.00 to Roger Lake for the property at 107 North Franklin Street
- Interior Grant in the amount of \$1,859.92 to Roger Lake for the property at 109 North Franklin Street

3.7 Ordinance 001-2021 An Ordinance amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Solid Waste and Recycling Collection, first consideration and adoption

3.8 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
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,464.79
ALLIANT ENERGY	ELECTRICITY	16,505.76
AMAZON	LIBRARY SUPPLIES	1,436.42
AMAZON CAPITAL SERVICES	SUPPLIES	753.03
BECKER ELECTRIC	REPAIR/MAINT	517.20
BLACK HILLS ENERGY	HEATING FUEL	3,321.94
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	715.00
BURRINGTON GROUP	ENGINEERING SERVICES	8,225.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	50.75

DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	97.31
DEL CO SOLID WASTE COMMISSION	LANDFILL	982.60
DILIGENT CORPORATION	BOARDDOCS	2,889.00
DOLAN INS AGENCY	INSURANCE	245.00
DON & WALT	REPAIR/MAINTENANCE	65.00
ENGINEERED OPER & SVC	WASTEWATER SUPPLIES	1,397.08
FAREWAY STORES	SUPPLIES	64.14
FASTENAL COMPANY	PARTS/SUPPLIES	389.79
THE FISH SHACK	LIBRARY: AQUARIUM MAINT	50.00
CARYSSA O'CONNELL	WEBSITE/NEWSLETTER	90.00
GIENAPP CONSTRUCTION	CONTRUCTION SERVICES	40.00
GORDON FLESCHE	LASERFISCHE SYSTEM	3,140.00
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	114.75
H & S STORES	REIMBURSEMENT	37.50
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	9,140.00
HAWKINS	CHEMICALS	256.31
HENDERSON PRODUCTS	VEHICLE SUPPLIES	2,007.25
IA DARE ASSOCIATION	MEMBERSHIP DUES	100.00
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	4,164.00
IA LIBRARY ASSOC	MEMBERSHIP	75.00
IOWA ONE CALL	LOCATES	80.50
IA SECRETARY OF STATE	NOTARY	30.00
IA WALL SAWING	CONCRETE MODIFICATIONS	766.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	93.59
IA PUBLIC AIRPORTS ASSOC	MEMBERSHIP	100.00
J & R SUPPLY	WTR/SWR SUPPLIES	560.00
KILBURG EQUIPMENT	SPRAY GUN	1,308.70
KIRKHAM MICHAEL	PROJECT 2006235/AIRPORT	2,922.71
KLUESNER SANITATION	GARBAGE/RECYCLING	23,660.28
KMCH	RADIO ANNOUNCEMENTS	343.20
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MEARDON, SUEPPEL & DOWNER	LEGAL FEES	2,800.00
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	3,000.00
PIRC-TOBIN CONSTRUCTION	SNOW HAULING	1,400.00
PRONTO MART	REIMBURSEMENT	18.75
PUFFETT, JONI	YOGA INSTRUCTOR	294.00
RADAR ROAD TEC	RADAR CERTIFICATION	210.00
RADIO COMMUNICATIONS	REPAIR/MAINT	495.70
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
STATE HYGIENIC LABORATORY	LAB TESTS	201.00
STOREY KENWORTHY	OFFICE SUPPLIES	150.16
US CELLULAR	FD PHONE	43.72
WADE'S CUSTOM WOODWORKING	OFFICE MATERIALS	3,000.00
WALMART	SUPPLIES	254.23
WINDSTREAM	PHONE/INTERNET	811.25
PAYROLL CHECKS	PAYROLL CHECKS	61,028.56
	TOTAL	163,028.37

	FUND TOTALS	
	GENERAL	102,807.09
	STREET EQUIPMENT RESERVE	325.70
	ROAD USE TAX	15,589.88
	LIBRARY GIFT & TRUST	226.00
	STORM WATER/WQ PROJECTS	2,050.00
	STREET PROJECTS	6,175.00
	WATER FUND	17,653.64
	SEWER FUND	18,201.06
	TOTAL	163,028.37

December 2020 Revenues:

FUND	AMOUNT
GENERAL	303,620.34
FRANCHISE FEES	5,842.83
FIRE TRUCK RESERVE	87.13
ROAD USE TAX	63,608.33
EMPLOYEE BENEFIT	36,641.56
POLICE SPECIAL USES	11.62
EMERGENCY FUND	2,804.53
LOCAL OPTION SALES TAX	49,782.88
TAX INCREMENT FINANCING	30,530.76
PARK IMPROVEMENT	72.61
PARK GIFT & TRUST	143.81
LORA STEWART TRUST	2.90
LIBRARY GIFT & TRUST	838.28
POLICE CANINE	700.00
DEBT SERVICE	37,043.06
DOWNTOWN INCENTIVE	166.67
STREET IMPROVEMENT	5,539.00
STREET PROJECTS	752,203.63
WATER FUND	76,220.60
UTILITY DEPOSIT TRUST	638.73
WATER DEBT SERVICE	20,000.00
SEWER FUND	94,236.52
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,209.43
TOTAL REVENUE BY FUND	1,520,445.22

M3J Subdivision Preliminary & Final Plat

Following review, motion by Poynor, seconded by Behnken to adopt R-005-2021 Resolution Approving Preliminary & Final Plat (M3J Subdivision). 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 he had been contacted by NLC Service Line Warranty Program. The Council discussed the program and agreed to have the representative present information at the next City Council meeting.

Motion by Behnken, seconded by Bradley that the meeting adjourn at 5:25pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Budget Work Session  
Monday, February 1, 2021

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

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

City Manager Tim Vick reviewed the budget presentation with the City Council. The Council discussed departmental budgets, levy rates, and the budget as a whole.

Motion by Behnken, seconded by Sherman that the meeting adjourn at 7:03pm.

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Milt L. Kramer, Mayor

ATTEST:

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Erin Learn, City Clerk

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

Monday, February 8, 2021

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 Sherman, 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 25, 2021 City Council meeting and the February 1, 2021 Budget Work Session

3.2 R-006-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- 2020 Annual Report for the Manchester Police Department
- January 2021 Wastewater IDNR Reports
- minutes of the January 14, 2021 Library Board meeting
- January 2021 Library Statistical Report
- 2020 Annual Report for the Manchester Aquatic Center

3.4 Liquor License Applications

- New Application for On Premise Class E Liquor License with Sunday Sales for Liquor, Tobacco & Vape at 316 East Main Street

3.5 Ordinance 001-2021 An Ordinance amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Solid Waste and Recycling Collection, second consideration and adoption

3.6 Motion to set February 22, 2021 at 5:00pm as the date and time for a Public Hearing on the Proposed Maximum Property Tax Levy from Certain Levies

3.7 R-007-2021 Resolution Amending Employee Handbook

3.8 R-008-2021 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

3.9 R-009-2021 Resolution Approving Airport Hangar Leases

3.10 R-010-2021 Resolution Amending Salary Resolution

3.11 Approve Pay Estimate #6 in the amount of \$6,000.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.12 R-011-2021 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

3.13 Approve the request of Country Cruisers to close the following streets on June 11, 2021 and August 6, 2021 from 4:00pm - 9:00pm for their Show & Shine Events: South Franklin Street from West Main Street to the West Marion Street Bridge and East Delaware Street from South Franklin Street to South Madison Street

3.14 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)	354.75
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	393.10
ALLIANT ENERGY	ELECTRICITY	3,482.78
AMAZON CAPITAL SERVICES	SUPPLIES	151.01
AUDIO ADVENTURES/LANDMARK	AUDIOBOOKS	518.68
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	293.33
BARRON MOTOR	PARTS/SUPPLIES	370.53
BLACK HAWK AUTOMATIC SPRINKLER	FIRE SPRINKLER MAINTENANCE	221.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	510.81
CARGILL	STREET SALT	8,398.62
CITY OF MANCHESTER	WATER USAGE	403.35
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
COMPUSYSTEMS	LIB REGISTRATION	130.00
DILIGENT CORPORATION	BOARDDOCS	2,700.00
DON & WALT	REPAIR/MAINTENANCE	65.00
ELM USA	LIBRARY MATERIALS	25.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	389.31
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	1,114.75
IA WORKFORCE DEVELOPMENT	CLAIM	0.66
IMFOA	MEMBERSHIP	100.00
INTOXIMETERS	MAINTENANCE/REPAIR	262.25
IOWA DEPT OF REVENUE	WATER EXCISE TAX	4,072.38
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	184.91
KMCH	RADIO ANNOUNCEMENTS	468.20
MANCHESTER AREA CHAMBER	MEMBERSHIP	625.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	29.16
MANCHESTER MOTOR SUPPLY	AUTO PARTS	96.74
MATCO TOOLS	TOOLS	40.00
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	2,466.59
MIDWEST TAPE /HOOPLA	LIBRARY MATERIALS	446.34
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	8,446.58
NICC	EMS YEARLY INSERVICE	200.00
OVERDRIVE	LIB MATERIALS	623.16
PALMER HARDWARE	PARTS/SUPPLIES	754.14
PAYROLL CHECKS	PAYROLL CHECKS	60,199.74
PETERS & LONGMUIR PLC	LEGAL FEES	881.00
POSTMASTER	POSTAGE	566.00
PREMIER PARTS	PARTS/SUPPLIES	158.22
RELIANCE STANDARD LIFE INS	INSURANCE	500.33
SCHMITZ, JULIE A	REIMBURSEMENTS	27.44
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
SUPREME GREEN	MAINTENANCE	476.55
THOLE, RICHARD	ELECTRICAL REPAIR	552.00

THREE RIVERS FS	FUEL/FERTILIZER	4,927.07
UTILITY DEPOSIT FUND	REFUND CHECKS	329.82
WELLMARK	INSURANCE	16,913.57
WINDSTREAM	PHONE/INTERNET	1,101.83
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	682.24
***** REPORT TOTAL *****		125,973.44
	GENERAL	59,509.71
	ROAD USE TAX	22,820.88
	EMPLOYEE BENEFIT	15,348.30
	LIBRARY GIFT & TRUST	12.31
	WATER FUND	15,588.43
	UTILITY DEPOSIT TRUST	329.82
	SEWER FUND	12,363.99
	TOTAL FUNDS	125,973.44

#### NLC Service Line Program

Ashley Shiwarski, HomeServe representative, reviewed a presentation detailing the Service Line Warranty Program offered by HomeServe and discussed the program with the Council. Shiwarski noted that the program is endorsed by both the National League of Cities and the Iowa League of Cities.

Following discussion, motion by Poynor, seconded by Sherman to proceed with the HomeServe/Nation League of Cities Service Line Warranty Program. Motion carried, all ayes.

#### Riverbend Pub & Grill Covered Deck Request

J.W. Scott, Riverbend Pub & Grill, addressed the Council regarding their request to enclose their existing deck, and eventually add a second open air deck.

City Attorney Jim Peters commented that the existing deck is on land leased from the City and discussed potential tax implications if the deck is enclosed as well as other possible liabilities. Peters noted that an amendment to the lease agreement would need to be drafted if the Council wanted to proceed.

The Council discussed with Mr. Scott the utilities in the area, the neighboring properties, and the plans for the deck area. The Council asked that an amendment to the lease agreement be drafted for consideration at the next meeting.

#### Riverbend Pub & Grill Street Closure Request - July 10, 2021

The Council reviewed the street closure request. Motion by Scherbring, seconded by Behnken to approve the request to close South Franklin Street from Main Street to the Marion Street Bridge and East Delaware Street from South Franklin Street to South Madison Street from 12:00pm-4:00pm on Saturday, July 10, 2021. Motion carried, all ayes.

#### Tirrill Park Pickleball & Tennis Court Project

Doug Foley, Parks & Recreation Director, addressed the Council regarding a grant the City has received in the amount of \$20,000 from MinnTex Citrus to be used for the construction of two new Pickleball courts. Foley reviewed the plans for the courts, noting he would like to remove the existing tennis courts at Tirrill Park which are in poor condition and replace them with the two Pickleball courts and one tennis court. Foley noted the total project cost would be approximately \$100,000 and would consist of the tear out of

the existing courts, construction of the new courts and replacement of the fencing. Foley stated he is applying for additional grants and that there is funding available in the Park Improvement Fund to be used toward this project.

The Council discussed the project, the funding and the grant. Motion by Behnken, seconded by Bradley to approve proceeding with the proposed 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

City Attorney Jim Peters updated the Council on various legal matters in the City.

City Manager Vick updated the Council on the University of Iowa IISC Projects. Vick also informed the Council that the school referendum will be March 2<sup>nd</sup>, 2021.

Motion by Scherbring, seconded by Poynor that the meeting adjourn at 6:24pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

ATTEST:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, February 22, 2021

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 February 8, 2021 City Council meeting

3.2 R-012-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- 2020 Wastewater Treatment Plant Annual Report
- 2020 Water Department Annual Report;

3.4 Liquor License Applications

- 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 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

3.5 Ordinance 001-2021 An Ordinance amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Solid Waste and Recycling Collection, third consideration and final adoption

3.6 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2020-6/30/2021)

3.7 Approve payment of claims totaling \$6,182.00 to Fehr Graham for engineering services

3.8 R-013-2021 Resolution Authorizing Sponsorship of Bull Moose Heavy Haul's Application to the Iowa Economic Development Authority's High Quality Jobs Program

3.9 R-014-2021 Resolution Waiving Right to Review Plat (Mike Loecke)

3.10 R-015-2021 Resolution setting the date for a Public Hearing on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,000,000

3.11 R-016-2021 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2021

3.12 R-017-2021 Resolution Amending Salary Resolution

3.13 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	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	64.95
ALLIANT ENERGY	ELECTRICITY	16,666.03

AMAZON CAPITAL SERVICES	SUPPLIES	156.31
BASE	INSURANCE	108.00
CARGILL	STREET SALT	8,503.68
CREATIVE PRODUCT SOURCE	SUPPLIES	291.05
DEL CO ECONOMIC DEVELOPMENT	MEMBERSHIP DUES	15,000.00
DEL CO EMS	2020 HERO HUSTLE PROCEEDS	8,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	989.50
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	96.15
FAREWAY STORES	SUPPLIES	23.76
FASTENAL COMPANY	PARTS/SUPPLIES	415.56
FEHR GRAHAM	ENGINEERING FEES	8,835.25
GEORGEN AUTO	VEHICLE MAINT/REPAIR	72.34
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	427.97
HERITAGE PRINTING	OFFICE SUPPLIES	44.00
IA DEPT OF ADMINISTRATIVE SVCS	INITIAL SETUP FEE & ANNUAL FEE	141.67
IA PARK & REC ASSOCIATION	DELEGATE FEE	90.00
IA PERMIT TECH ASSOCIATION	MEMBERSHIP	40.00
IAMU	MEMBERSHIP/DUES	944.00
KIRKHAM MICHAEL	PAY 6: AIRPORT LAND ACQ/EASEMNT	8,329.66
KLUESNER SANITATION	GARBAGE/RECYCLING	23,660.28
LAKE DESIGN & DECOR	DOWNTOWN INCENTIVE GRANTS	4,359.92
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	274.52
MANCHESTER SIGNS	SIGNS	14.00
MERCY EAP SERVICES	EMPLOYEE RESOURCE/SUPPORT	160.00
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	152.95
OFFICE EXPRESS	OFFICE SUPPLIES	105.95
PAYROLL CHECKS	PAYROLL CHECKS	64,925.60
PIRC-TOBIN CONSTRUCTION	SNOW HAULING	1,800.00
QUILL CORPORATION	PD OFFICE SUPPLIES	20.98
RADIO COMMUNICATIONS	REPAIR/MAINT	297.50
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	360.55
SHIELD TECHNOLOGY	SWRMS IA IBR COMPLIANCE	500.00
SIMON FIRE EQUIP & REPAIR	FIRE/RESCUE APPARATUS	275.00
STERICYCLE	SHREDDING	47.67
STOREY KENWORTHY	OFFICE SUPPLIES	119.95
SUPREME GREEN	MAINTENANCE	240.01
US CELLULAR	CONNECTED DEVICE	43.77
USA BLUE BOOK	PARTS/SUPPLIES	1,718.99
UTILITY DEPOSIT TRUST	DEPOSIT REFUND CHECKS	4,098.71
***** REPORT TOTAL *****		172,436.23
	FUND TOTALS	
	GENERAL	101,168.66
	ROAD USE TAX	24,116.09
	EMPLOYEE BENEFIT	249.67
	PARK GIFT & TRUST	8,000.00
	DOWNTOWN INCENTIVE	4,359.92

	STREET PROJECTS	8,835.25
	WATER FUND	6,791.64
	UTILITY DEPOSIT TRUST	4,085.00
	SEWER FUND	14,830.00
	TOTAL FUNDS	172,436.23

Public Hearing on Proposed Maximum Property Tax Dollars for Certain Levies for Budget Year July 1, 2021 through June 30, 2022

Mayor Kramer opened the Public Hearing at 5:12pm.

City Clerk Erin Learn reviewed the information included in the maximum property tax levy.

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

Motion by Behnken, seconded by Poynor to adopt R-018-2021 Resolution Approving the Maximum Property Tax Dollars for Budget Year July 1, 2021 through June 30, 2022. Motion carried, all ayes.

Riverbend Pub & Grill Covered Deck Request

City Manager Vick informed the Council that some concerns had been received since the last meeting regarding the request from Riverbend Pub & Grill to cover and extend their deck.

Kyle Sands, Franklin Street Brewing Company, addressed the Council regarding the request, expressing concerns about the impact of the covered deck on their view of the riverfront.

Discussion followed between the City Council; J.W. Scott, Riverbend Pub & Grill; Kyle Sands, Franklin Street Brewing Company; City Attorney Jim Peters; and City Manager Tim Vick. Items discussed regarding the deck request included: previous requests for the Riverbend property, easements in the alley, impact on adjacent properties, enclosing the existing versus extending it to the west, construction on top of the easements, selling the vacated alley versus leasing the area, the park property, the timeline for the deck project, and continued collaboration between the businesses.

Motion by Bradley, seconded by Scherbring to approve the extension of the uncovered deck within the existing lease terms subject to building permit and plan approval by City Staff. Motion carried, all ayes.

Incode Software

City Manager Tim Vick and City Clerk Erin Learn reviewed and discussed the software proposal with the Council.

Motion by Poynor, seconded by Sherman to adopt R-019-2021 Resolution Approving License and Services Agreement for Software Purchase with Tyler Technologies, Inc. Motion carried, all ayes.

Fiscal Year 2022 Budget

Motion by Behnken, seconded by Bradley to set March 22, 2021 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget for Fiscal Year July 1, 2021 - June 30, 2022. Motion carried, all ayes.

2021 Asphalt Street Projects

Motion by Scherbring, seconded by Poynor to approve estimates totaling \$244,915 from River City Paving for small street resurfacing projects this summer. 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 Manager Vick informed the Council that the next Committee of the Whole meeting will be Monday, March 1, 2021 at 5:00pm at the Fire Station.

The Council thanked the Public Works staff for the work they'd been doing in keeping the streets cleared this winter.

Motion by Behnken, seconded by Scherbring that the meeting adjourn at 5:59pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

**Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, March 1, 2021**

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 (via Zoom). Absent: None.

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

Items discussed included: West Marion Street Bridge; East Main Street (Stiles to McCarren) Project; Traffic Signals at North Franklin & Butler Street; and the Comelec Fiber Project. Department updates and engineering updates were also given.

Motion by Poynor, seconded by Bradley that the committee meeting adjourn at 6:05pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

**Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, March 8, 2021**

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

Service Award

Mayor Kramer presented a Service Award to Chad Wright for 20 years of service to the City of Manchester and the Manchester Police Department.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the February 22, 2021 City Council meeting and the March 1, 2021 Committee of the Whole meeting

3.2 R-020-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- minutes of the February 22, 2021 Parks & Recreation Commission meeting
- minutes of the March 3, 2021 Forestry Committee meeting
- February 2021 Wastewater IDNR Reports
- minutes of the February 11, 2021 Library Board meeting
- February 2021 Library Statistical Report

3.4 R-021-2021 Resolution Amending Salary Resolution

3.5 Approval of Pay Application #7 in the amount of \$6,000.00 to Kirkham Michael for the Airport Land Acquisition and Easement Project

3.6 Approval of the estimate from Price Electric in the amount of \$12,715.00 for the traffic signals at North Franklin Street/Butler Street

3.7 Approval of Pay Application #1 in the amount of \$36,100 to Top Grade Excavating, Inc for the Tanglewood Lift Station Project

3.8 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	410.76
ALLIANT ENERGY	ELECTRICITY	3,513.71
AMAZON	LIBRARY SUPPLIES	618.64
AMAZON CAPITAL SERVICES	SUPPLIES	38.99
AUTOMATION ENGINEERING	LIFT STATION MAINT	5,864.87
AXON ENTERPRISE	EQUIPMENT	81.60
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	811.63
BARRON MOTOR	PARTS/SUPPLIES	441.53

BASE	INSURANCE	108.00
BLACK HILLS ENERGY	HEATING FUEL	3,665.28
BLUE VALLEY PUBLIC SAFETY	PUBLIC SAFETY SUPPLIES	1,148.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	72.59
BROWN SUPPLY CO	SUPPLIES	275.00
CARGILL	STREET SALT	8,220.01
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
COMPUSYSTEMS	LIB REGISTRATION	179.00
CONWAY SHIELD	AIRPACK SUPPLIES	1,310.00
ELM USA	LIBRARY MATERIALS	25.00
FALLER, KINCHELOE & CO	AUDIT SERVICES	7,800.00
FAREWAY STORES	SUPPLIES	28.51
FEHR GRAHAM	ENGINEERING FEES	6,182.00
FOLEY, DOUG	REIMBURSEMENT	57.12
GEORGEN AUTO	VEHICLE MAINT/REPAIR	279.26
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	942.29
HERITAGE PRINTING	OFFICE SUPPLIES	208.48
IA PERMIT TECH ASSOCIATION	2021 MEMBERSHIP	20.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	477.71
KEMP, JULIE	CPR INSTRUCTION	100.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	5.70
MANCHESTER FIRE ASSOCIATION	FUEL	17.00
MANCHESTER SIGNS	SIGNS	499.00
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	1,364.24
MATCO TOOLS	TOOLS	40.00
MEARDON, SUEPPEL & DOWNER	LEGAL FEES	500.00
MIDWEST TAPE /HOOPLA	LIBRARY MATERIALS	402.01
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	345.20
OVERDRIVE	LIB MATERIALS	558.87
PALMER HARDWARE	PARTS/SUPPLIES	1,121.81
POSTMASTER	POSTAGE	559.84
QUILL CORPORATION	PD OFFICE SUPPLIES	120.23
REGIONAL MEDICAL CENTER	WORK COMP CLAIM	679.00
RELIANCE STANDARD LIFE INS	LIFE INSURANCE	500.33
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	339.60
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	122.70
SCHROEDERS CASH SUPPLY	CEILING TILES	505.00
SIMMERING CORY	IA CODIFICATION	475.00
SMOKE-EATER PUBLICATIONS	FD SUBSCRIPTION	20.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STATE HYGIENIC LABORATORY	LAB TESTS	181.00
STOREY KENWORTHY	LIB SUPPLIES	49.68
SUPREME GREEN	SNOW HAULING	405.00
TSWAILS.COM	LIBRARY MATERIALS	30.95
VISION SERVICE PLAN	INSURANCE	563.55
WALMART	SUPPLIES	190.87
WELLMARK	INSURANCE	25,395.77
WINDSTREAM	PHONE/INTERNET	2,539.77

PAYROLL CHECKS	PAYROLL	61,099.50
UTILITY DEPOSIT TRUST	UTILITY DEPOSIT REFUNDS	285.70
***** REPORT TOTAL *****		142,136.80
	GENERAL	60,052.86
	ROAD USE TAX	22,338.96
	EMPLOYEE BENEFIT	23,693.59
	PARK GIFT & TRUST	208.48
	LIBRARY GIFT & TRUST	450.92
	STREET PROJECTS	6,182.00
	WATER FUND	12,443.00
	UTILITY DEPOSIT TRUST	285.70
	SEWER FUND	10,616.42
	SEWER CAPITAL PROJECT	5,864.87
	TOTAL FUNDS	142,136.80

Public Hearing on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement  
 Mayor Kramer opened the Public Hearing at 5:13pm.

Mayor Kramer informed the Council that the bond would be used for the 2022 Street Project, Water Quality Initiative Projects and street equipment purchase. City Clerk Learn reviewed the bond issuance process with the Council.

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

Motion by Poynor, seconded by Scherbring to adopt R-022-2021 Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay General Obligation Corporate Purpose Bonds. Motion carried, all ayes.

Comelec Fiber Project

Keith Brimeyer, Comelec, discussed the proposed fiber project with the City Council. Comelec would like to install fiber east and south of the Williams Street water tower. Mr. Brimeyer noted they would like to install the fiber in the rear yards of properties to minimize the impact on utilities and asked about rear easements in that area of town. City Manager Vick informed the Council and Mr. Brimeyer that because this is an older area of town, there are not rear easements like those found in newer subdivisions. The Council discussed with Mr. Brimeyer the easements needed, location of utilities, alternative subdivisions for the fiber project, maps and existing easements. City Manager Vick will meet with Mr. Brimeyer to continue discussions on the easements needed.

Service Line Warranties Draft Letter

The Council reviewed the draft letters for the service line warranty program and recommended changes to the letter. An updated draft will be reviewed at a future meeting.

Review of Audit for Fiscal Year Ending June 30, 2020

City Manager Vick reviewed the audit for the fiscal year ended June 30, 2020 with the Council. Motion by Behnken, seconded by Bradley to acknowledge receipt of the audit for the fiscal year ended June 30, 2020. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Manager Vick updated the Council on the Iowa Initiative for Sustainable Communities project at Shelly Park.

Closed Session

Motion by Behnken, seconded by Scherbring to enter into closed session at 5:55pm pursuant to Iowa Code Section 21.5(1c) to discuss imminent litigation. Motion carried, all ayes.

The Council returned to open session at 6:23pm.

Motion by Bradley, seconded by Scherbring that the meeting adjourn at 6:23pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, March 22, 2021

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 March 8, 2021 City Council meeting

3.2 R-023-2021 Resolution Approving Bills

3.3 Liquor License Applications

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

3.4 Downtown Incentive Grant Payment Request

- Facade Grants in the total amount of \$32,273.63 to Franklin Sack LLC for the buildings at 107 South Franklin Street, 109 South Franklin Street, 111 South Franklin Street, 113 South Franklin Street, and 115 South Franklin Street

3.5 R-024-2021 Resolution Amending Salary Resolution

3.6 Approval of an Agreement for Maintenance and Repair of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of 5 years (July 1, 2021 - June 30, 2026)

3.7 R-025-2021 Resolution Amending the City of Manchester Fee Schedule

3.8 Approve payment of claims totaling \$14,158.99 to Fehr Graham for engineering services

3.9 R-026-2021 Resolution Approving Preliminary & Final Plat (McEnany Addition)

3.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,669.36
ALLIANT ENERGY	ELECTRICITY	16,252.76
ANDERSON WELDING	REPAIR/MAINTENANCE	279.56
BOOK FARM	BOOKS	520.95
CDW GOVERNMENT	IT PRODUCTS/SERVICE	1,874.98
COLIBRI SYSTEMS NORTH AMERICA	LIBRARY MATERIALS	1,824.37
DEL CO SOLID WASTE COMMISSION	LANDFILL	981.80
DEMCO	LIBRARY MATERIALS	2,215.38
DON & WALT	REPAIR/MAINTENANCE	82.50
FINK, MARK	CONTRACTED SERVICES	3,125.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	35.08

HACH	TESTING SUPPLIES	1,268.71
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	118.43
ISAACS, RILEY	SUPPLIES	160.00
KEMP, JULIE	CPR INSTRUCTION	100.00
KILBURG EQUIPMENT	MAINTENANCE/REPAIR	50.57
KLUESNER SANITATION	GARBAGE/RECYCLING	23,625.84
KMCH	RADIO ANNOUNCEMENTS	343.20
MARTIN GARDNER ARCHITECTURE	ARCHITECTURE SERVICES	612.75
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	1,761.00
MOMENTUM	SCREEN PRINTING	418.73
OVERDRIVE	LIB MATERIALS	364.50
PAYROLL CHECKS	PAYROLL CHECKS	60,175.75
PETERS & LONGMUIR PLC	LEGAL FEES	1,047.94
PITNEY BOWES	CITY POSTAGE	1,008.50
PRICE INDUSTRIAL ELECTRIC	ELECTRICAL MAINTENANCE	650.00
RADIO COMMUNICATIONS	REPAIR/MAINT	117.65
RIVER CITY STONE	ROCK/STONE	641.81
RUNDE AUTO GROUP	POLICE SQUAD CAR	28,146.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
STATE HYGIENIC LABORATORY	LAB TESTS	160.00
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	125.00
T&W GRINDING	COMPOST CONTRACT	8,662.00
THREE RIVERS FS	FUEL/FERTILIZER	5,957.54
TRAF-O-TERIA SYSTEM	SUPPLIES	260.13
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	3,356.00
US CELLULAR	FD CONNECTED DEVICE	43.23
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	435.13
WORLD BOOK DIRECT MKTG	LIBRARY MATERIALS	55.40
ZOOBEAN	LIB WEB/MOBILE SOFTWARE	895.00
	***** REPORT TOTAL *****	169,598.95
	FUND TOTALS	
	GENERAL	125,918.05
	ROAD USE TAX	19,549.71
	POLICE SPECIAL USES	160.00
	WHITEWATER PARK PROJECT	612.75
	STREET PROJECTS	650.00
	WATER FUND	9,450.61
	SEWER FUND	13,257.83
	TOTAL FUNDS	169,598.95

Public Hearing on the proposed budget for Fiscal Year July 1, 2021 - June 30, 2022

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 \$15.58 per \$1,000 of taxable value. Mayor Kramer discussed with the Council the budget process and timeline.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Scherbring to adopt R-027-2021 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2021-June 30, 2022. Motion carried, all ayes.

Request for Special Exception to Livestock Restrictions from Jeremy Hempstead for the property at 728 East Butler Street

The Council reviewed the request from Jeremy Hempstead, 728 East Butler Street, to have four chickens at his house.

Motion by Sherman, seconded by Poynor to approve the request of Jeremy Hempstead for the special exception to the City's livestock restrictions to allow for four chickens on his property at 728 East Butler Street. Ayes: Sherman, Poynor, Behnken, Scherbring. Nays: None. Abstentions: Bradley (Council Member Bradley abstained as she is related to Jeremy Hempstead). Motion carried.

Bailey Drive Water Main & Sanitary Sewer Extension Project

City Manager Vick informed the Council that the work will consist of a sanitary sewer extension from Woodland Drive to Bailey Drive Estates and water main from Bailey Drive, running through Bailey Drive Estates and Simon Grain and ending at Lot 5 of the Homeworks Subdivision.

Following review, motion by Scherbring, seconded by Bradley to adopt R-028-2021 Resolution Approving Engineering Agreement with Burrington Group for Bailey Drive Water Main & Sanitary Sewer Extension Project. Motion carried, all ayes.

Regional Medical Center Request - 7th Street Entrance

Mayor Kramer informed the Council that RMC has contacted the City regarding reconstructing the paving at the 7th Street entrance and parking area adjacent to the hospital and has asked if the City would be willing to cost share. After reviewing the condition of the parking area and street entrance, City Staff is recommending the City Council approve covering the cost for the curb and gutter area along Denton Park with RMC picking up the remaining costs.

The Council discussed the area to be repaved, the lease agreement with RMC for the parking area, Denton Park, and ownership of the land.

Motion by Behnken, seconded by Bradley to approve reimbursing Regional Medical Center for the cost of replacing the curb and gutter area along Denton Park. Motion carried, all ayes.

West Marion Street Bridge Inspection

Motion by Scherbring, seconded by Poynor to adopt R-029-2021 Resolution Approving Engineering Agreement with Fehr Graham for the West Marion Street Bridge Inspection. Motion carried, all ayes.

East Main Street Project (Stiles Street to McCarren Drive)

City Manager Vick informed the Council that the work will consist of the next phase of East Main Street reconstruction which will be from McCarren Drive to Stiles Street, noting the work would be extensive and require significant coordination in order to keep one lane of traffic open.

Motion by Scherbring, seconded by Behnken to adopt R-030-2021 Resolution Approving Engineering Agreement with Fehr Graham for the East Main Street Project (Stiles Street to McCarren Drive). Motion carried, all ayes.

IISC Tributary A Update

Ryan Wicks, Fehr Graham, discussed with the Council the Tributary A Project he has been working on with the University of Iowa students.

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 updated the Council on the conference he had recently attended, COVID vaccine availability for City employees, and funding from the recent American Rescue Plan Act.

Council Member Sherman updated the Council on the recent Delaware County Economic Development meeting and legislative forum he attended.

Council Member Scherbring discussed with the Council an email from Sam Milroy regarding solar panels.

City Manager Vick informed the Council there would be a Committee of the Whole meeting on April 5, 2021 at the Fire Station.

Motion by Bradley, seconded by Behnken that the meeting adjourn at 6:08pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

**Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, April 5, 2021**

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: Doug Foley, Jason Haight, Perry Peterson, Jim Hauschild, Chad Wulfekuhle, Tim Heims, Sam Ertl, Jason Wenger.

Items discussed included: 500 North Franklin Street; Airport Update; 2020 East Main Street Project; Housing Developments; National Service Line Warranty Letter; and the City Website. Department updates and engineering updates were also given.

Motion by Sherman, seconded by Scherbring that the committee meeting adjourn at 6:20pm.

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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 12, 2021

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

Roll call of members present: Dean Sherman (via Zoom); 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 March 22, 2021 City Council meeting and April 5, 2021 Committee of the Whole meeting

3.2 R-031-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: March 11, 2021 Library Board Minutes; March 2021 Library Statistical Report; February 2021 Revenue & Expense Reports; March 2021 Wastewater IDNR Reports; March 23, 2021 Parks & Recreation Commission Minutes; April 1, 2021 Planning & Zoning Commission Minutes

3.4 Motion to set May 10, 2021 at 5:00pm as the date and time for a Public Hearing on the Voluntary Annexation Application of Wilbur Kehrli

3.5 R-032-2021 Resolution Amending Salary Resolution

3.6 Motion to authorize the City Manager to sign the Airport Coronavirus Relief Grant Program Grant Agreement for the Manchester Municipal Airport

3.7 Review the decision of the Board of Adjustment to approve the request of Adam and Jena Clemen for the property at 105 Lakeview Court for an exception to Section 165.06(6.2) "Site Development Regulations" of the City Code which would reduce the west side yard setback requirement of 6.5 feet by 2.0 feet to allow for the construction of a garage addition

3.8 Review the decision of the Board of Adjustment to approve the request of Missi Thede for the property at 101 Woodland Drive for a variance to Section 165.06(6.2) "Site Development Regulations" of the City Code which would reduce the east side yard setback requirement of 15 feet by 12 feet to allow for the construction of an addition

3.9 Review the decision of the Board of Adjustment to deny the request of Blair and Zachary Schmitt for property located at 1109 North 3rd Street for a variance to Section 165.06(6.2) "Site Development Regulations" of the City Code which would reduce the front yard setback requirement of 25 feet by 10 feet to allow for the construction of a deck

3.10 R-033-2021 Resolution Approving Engineering Agreement for Ludland Drive Repair Project

3.11 Motion to set May 10, 2021 at 5:00pm as the date and time for a Public Hearing on plans and specifications for the Ludland Drive Repair Project

3.12 Approve payment in the amount of \$2,661.00 to Fehr Graham for engineering services

3.13 R-034-2021 Resolution Awarding Service Weapon to Tim Montgomery in Acknowledgement of his Years of Service to the City of Manchester, Iowa

3.14 Motion to approve License and Service Agreement with Filament Essential Services for Web Hosting Services

3.15 Approve Pay Estimate #8 in the amount of \$6,000.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

- 3.16 R-037-2021 Resolution Approving Change Order #8 for the Highway 13 Improvement Project
- 3.17 R-038-2021 Resolution Approving Change Order #1 for the East Main Street Improvement Project
- 3.18 Approve Pay Estimate #4 in the amount of \$19,809.78 to Boomerang Corp for the East Main Street Improvement Project
- 3.19 R-039-2021 Resolution Accepting Meadow Brook Trail Addition Dedication for Public Street, Public Right-of-Way, Public Easements and Public Utilities
- 3.20 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	NETWORK/COPIER MAINT	1,857.93
ADVANTAGE ARCHIVES	SCANNING	365.00
ALLIANT ENERGY	ELECTRICITY	3,907.33
AMAZON	LIBRARY SUPPLIES	540.67
AMAZON CAPITAL SERVICES	SUPPLIES	698.10
AMERICAN LIBRARY ASSOC	MEMBERSHIP	289.00
ASSOC OF AQUATIC PROFESSIONALS	MEMBERSHIP	110.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	619.99
BARRON MOTOR	PARTS/SUPPLIES	28.09
BASE	INSURANCE	108.00
BIBLIONIX	APOLLO ILS/LSP SYSTEM	1,900.00
BLACK HILLS ENERGY	HEATING FUEL	5,656.43
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	105.05
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,450.00
CITY LAUNDERING	MAINTENANCE/SUPPLIES	43.52
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO AUDITOR	GIS STAFF AUGMENTATION	3,300.00
DEL CO CLERK OF COURT	COURT FEES	10.50
DEL CO EXTENSION & OUTREACH	CONTINUING EDUCATION	35.00
DEL CO FIRE ASSOCIATION	2021 DUES	25.00
DEL-CLAY FARM EQUIPMENT	PARTS & SUPPLIES	6.75
DELHI LUMBER	BUILDING SUPPLIES	30.88
DON & WALT	REPAIR/MAINTENANCE	107.97
FAREWAY STORES	SUPPLIES	36.72
FASTENAL COMPANY	PARTS/SUPPLIES	124.92
FEHR GRAHAM	ENGINEERING FEES	14,158.99
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	412.50
FRANKLIN SACK	FACADE GRANTS	32,273.63
FRIENDS OF GRIMES PUBLIC LIBRARY	TIXKEEPER SOFTWARE	225.00
GAZETTE COMMUNICATIONS	SUBSCRIPTION	383.74
GEORGEN AUTO	VEHICLE MAINT/REPAIR	956.97
GORDON FLESCH	LASERFISCHE SYSTEM	55.68
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	318.00
HAWKINS	CHEMICALS	614.56
HOTSY CLEANING SYSTEMS	PRESSURE WASHER SUPPLIES	80.00
IA DEPT OF AG & LAND STEW	LICENSE	4.50

IA FIREFIGHTER'S ASSOCIATION	MEMBERSHIP DUES	476.00
J & R SUPPLY	WTR/SWR SUPPLIES	700.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	413.27
J'S AUTO	VEHICLE REPAIR/MAINT	117.48
KIRKHAM MICHAEL	PAY #7: AIRPORT LAND ACQ	6,000.00
KMCH	RADIO ANNOUNCEMENTS	343.20
KRAMER, MILT L	MILEAGE REIMB	21.84
LIBRARY IDEAS	DIGITAL MATERIALS	483.40
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	945.00
MANCHESTER ANIMAL MEDICAL	VETERINARY CARE	350.35
MANCHESTER SIGNS	CAR LETTERING	268.75
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	307.16
MEDIACOM	PHONE/INTERNET	154.90
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	469.73
MPH INDUSTRIES	LASER/RADAR TECHNOLOGY	2,399.00
OVERDRIVE	LIB MATERIALS	537.32
PALMER HARDWARE	PARTS/SUPPLIES	1,670.50
PAYROLL CHECKS	PAYROLL CHECKS	58,267.74
PETERS & LONGMUIR	LEGAL FEES	922.00
POSTMASTER	POSTAGE	561.47
QC SUPPLY	INDUSTRIAL SUPPLIES	19.60
RADIO COMMUNICATIONS	REPAIR/MAINT	3,000.00
RELIANCE STANDARD LIFE INS	INSURANCE	500.33
RIVER CITY STONE	ROCK/STONE	603.52
RYAN, MIKE	REIMBURSEMENTS	44.23
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	98.45
SIMMERING CORY	IA CODIFICATION	389.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	150.50
STATE HYGIENIC LABORATORY	LAB TESTS	40.00
STOREY KENWORTHY	OFFICE SUPPLIES	1,197.65
T&W GRINDING	COMPOST CONTRACT	5,000.00
THOMPSON SHOES	UNIFORM SUPPLIES	420.00
THREE RIVERS FS	FUEL/FERTILIZER	5,100.96
TOP GRADE EXCAVATING	PAY #1: TANGLEWOOD LIFT	36,100.00
TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	1,071.82
TYLER TECHNOLOGIES	LICENSE FEE	13,941.00
USA BLUE BOOK	PARTS/SUPPLIES	295.82
VICK, TIMOTHY J	REIMBURSEMENT	82.43
VISION SERVICE PLAN	INSURANCE	641.87
WALMART	SUPPLIES	32.43
WELLMARK	INSURANCE	24,177.93
WESSELS, JAMES L	REIMBURSEMENTS	15.00
WINDSTREAM	PHONE/INTERNET	1,320.21
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,355.99
	***** REPORT TOTAL *****	243,017.27
	FUND TOTALS	
	GENERAL	84,747.48

	ROAD USE TAX	16,731.98
	EMPLOYEE BENEFIT	22,554.07
	POLICE SPECIAL USES	2,399.00
	LIBRARY GIFT & TRUST	473.52
	POLICE CANINE	350.35
	DOWNTOWN INCENTIVE	32,273.63
	STREET PROJECTS	17,458.99
	WATER FUND	16,236.11
	SEWER FUND	13,692.14
	SEWER CAPITAL PROJECT	36,100.00
	TOTAL FUNDS	243,017.27

#### January 2021 Revenue Report

FUND	AMOUNT
GENERAL	57,202.79
FRANCHISE FEES	74,027.07
HOTEL MOTEL TAX	23,099.86
FIRE TRUCK RESERVE	64.64
STREET EQUIPMENT RESERVE	322.40
ROAD USE TAX	59,983.03
EMPLOYEE BENEFIT	7,970.42
POLICE SPECIAL USES	8.62
EMERGENCY FUND	393.80
LOCAL OPTION SALES TAX	49,757.90
TAX INCREMENT FINANCING	2,470.22
PARK IMPROVEMENT	23,153.73
PARK GIFT & TRUST	1,392.60
LORA STEWART TRUST	2.15
LIBRARY GIFT & TRUST	52.89
DEBT SERVICE	4,999.21
DOWNTOWN INCENTIVE	50,000.00
BIKEWAY/WALKWAY PROJECTS	39,412.22
STREET PROJECTS	350,000.00
WATER FUND	57,106.46
UTILITY DEPOSIT TRUST	403.73
WATER DEBT SERVICE	20,000.00
SEWER FUND	80,202.15
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,155.37
TOTAL REVENUE BY FUND	941,681.26

#### February 2021 Revenue Report

FUND	AMOUNT
GENERAL	77,088.25
FRANCHISE FEES	6,094.47
FIRE TRUCK RESERVE	64.69
ROAD USE TAX	45,335.67
EMPLOYEE BENEFIT	5,420.86

POLICE SPECIAL USES	158.62
EMERGENCY FUND	247.65
LOCAL OPTION SALES TAX	71.87
TAX INCREMENT FINANCING	1,908.50
PARK IMPROVEMENT	53.91
PARK GIFT & TRUST	136.52
LORA STEWART TRUST	2.16
LIBRARY GIFT & TRUST	430.10
DEBT SERVICE	3,183.08
DOWNTOWN INCENTIVE	166.67
WATER FUND	62,984.52
UTILITY DEPOSIT TRUST	703.75
WATER DEBT SERVICE	20,000.00
SEWER FUND	90,168.45
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,155.48
TOTAL REVENUE BY FUND	353,875.22

#### 500 North Franklin Street

City Manager Vick informed the Council that three bids were received for both the asbestos abatement and the demolition of the house at 500 North Franklin Street. Advanced Environmental Testing & Abatement, Waterloo, Iowa, has the low bid of \$18,444.00 for asbestos abatement and Lansing Brothers Construction, Luxemburg, Iowa, had the low bid of \$25,850.00 for the demolition.

The Council reviewed the bids. Following discussion, motion by Scherbring, seconded by Behnken to accept the bid of \$18,444.00 from Advanced Environmental Testing & Abatement for asbestos abatement at 500 North Franklin Street and the bid of \$25,850.00 from Lansing Brothers Construction for the demolition of the structure at 500 North Franklin Street. Motion carried, all ayes.

#### Approving Preliminary and Final Plat (Kehrli Farmstead 5th Subdivision)

Motion by Bradley, seconded by Sherman to adopt R-035-2021 Resolution Approving Preliminary and Final Plat (Kehrli Farmstead 5th Subdivision). Motion carried, all ayes.

#### Approving Final Plat (K & L Robinson Estate Second Subdivision)

Motion by Scherbring, seconded by Behnken R-036-2021 Resolution Approving Final Plat (K & L Robinson Estate Second Subdivision). Motion carried.

#### Construction Project Updates

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

#### Reports

City Manager Vick updated the Council on two potential residential developments in the City.

#### Closed Session

Motion by Bradley, seconded by Poynor to enter into Closed Session at 5:31pm pursuant to Iowa Code Section 21.5(1i) for the evaluation of an employee. Motion carried, all ayes.

The Council returned to open session at 5:44pm.

Motion by Sherman, seconded by Behnken to adjourn 5:47pm. Motion carried, all ayes.

Attest:

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Milt L. Kramer, Mayor

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, April 26, 2021

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the April 12, 2021 City Council meeting

3.2 R-040-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: March 2021 Revenue and Expense Reports; the 2020 Water Quality Report

3.4 R-041-2021 Resolution Amending Salary Resolution

3.5 R-042-2021 Resolution Approving Communications Center Agreement

3.6 Approval of Pay Application #2 in the amount of \$119,101.50 to Top Grade Excavating, Inc for the Tanglewood Lift Station Project

3.7 Downtown Incentive Grant Applications: Rear Facade Grant Application in the amount of \$700.00 for Mike Corkery for the building at 119 South Franklin Street

3.8 Acknowledge receipt of unpaid nuisance snow removal, permit and bulk water bills and approve the certification to the Delaware County Treasurer for collection on property taxes

3.9 Motion to set May 24, 2021 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget Amendment for Fiscal Year 2021

3.10 043-2021 A Resolution Authorizing the Submission of Application for Airport Improvement Program and Certifying Eligibility Requirements

3.11 Approve the request of the Manchester Area Chamber of Commerce to close South Franklin Street from Main Street to East Delaware Street from 6:00am - 2:00pm on June 5, 2021 for the Rhubacue on the River event

3.12 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. The Council asked for an update from the Library on their re-opening status. Following discussion, motion by Scherbring, seconded by Bradley to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING INC	NETWORK/COPIER MAINT	1,522.83
ADDOCO	PLAYGROUND MULCH	1,381.50
ADVANTAGE ARCHIVES	SCANNING	30.00
AFLAC	PAYROLL WITHHOLDINGS	668.48
ALLIANT ENERGY	ELECTRICITY	17,242.99
AMAZON CAPITAL SERVICES INC	SUPPLIES	175.85
AMERICAN WATER WORKS ASSOC	MEMBERSHIP DUES	394.00
BARD MATERIALS	READY MIX, SAND, GRAVEL	1,020.00
BLACK HILLS ENERGY	HEATING FUEL	4,107.57
CARGILL	STREET SALT	13,440.88

CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	959.14
COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	173.53
CONTINENTAL RESEARCH	SUPPLIES	205.38
DEL CO SOLID WASTE COMMISSION	LANDFILL	983.60
DJ REPAIR INC	REPAIR/MAINTENANCE	353.06
DON & WALT LLC	REPAIR/MAINTENANCE	47.46
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,378.08
ENGINEERED OPER & SVC INC	WASTEWATER SUPPLIES	1,030.73
FAREWAY STORES INC	SUPPLIES	86.88
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	495.00
HALLIDAY PRODUCTS INC	WWTP SUPPLIES	759.72
HAUSERS WATER SYSTEMS INC	CHEMICALS/SUPPLIES	20.00
HAWKINS INC	CHEMICALS	1,112.14
HISTORIC ROUTE 20-IOWA	SIGNAGE	198.00
IA RURAL WATER ASSOC	MEMBERSHIP DUES	375.00
ICMA	MEMBERSHIP DUES	831.08
IPERS	IPERS	26,441.83
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	23,648.80
MANCHESTER SIGNS LLC	SIGNS	57.75
MANCHESTER TRUCK CENTER	MAINTENANCE/REPAIR	309.11
MARTIN GARDNER ARCHITECTURE	ARCHITECTURE SERVICES	290.25
MEDICAL ASSOCIATES CLINIC	DRUG SCREEN	24.50
MUNICIPAL SUPPLY,INC	WTR/SWR SUPPLIES	1,761.98
NE IA REGIONAL LEAGUE	NEIRL DUES	25.00
OFFICE EXPRESS INC	OFFICE SUPPLIES	63.99
PAYROLL CHECKS	PAYROLL CHECKS	66,538.54
RIVER CITY STONE INC	ROCK/STONE	85.82
SCHIESS, DARCY	REIMBURSEMENT	60.00
SHIVES, CAROLYN	REIMBURSEMENT	18.00
SIMMERING CORY	IA CODIFICATION	475.00
STATE HYGIENIC LABORATORY	LAB TESTS	981.50
TREASURER STATE OF IOWA	STATE TAX	3,309.00
UNITY POINT CLINIC	MUCC MEMBERSHIP DUES	42.00
US CELLULAR	CONNECTED DEVICE	43.23
USA BLUE BOOK	PARTS/SUPPLIES	42.50
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	850.00
VERIZON WIRELESS	MOBILE DATA	280.17
VOSS, JENNIE MAE	INSTRUCTOR VB	240.00
VOYA	PAYROLL WITHHOLDINGS	1,575.00
WELLMARK	HEALTH INS	2,644.29
WINDSTREAM	PHONE/INTERNET	163.33
***** REPORT TOTAL *****		198,964.49
	FUND TOTALS	
	GENERAL	128,300.88
	ROAD USE TAX	28,392.90
	LIBRARY GIFT & TRUST	30.00
	WHITewater PARK PROJECT	290.25
	WATER FUND	17,372.71
	SEWER FUND	24,577.75
	TOTAL FUNDS	198,964.49

March 2021 Revenues

FUND	AMOUNT
GENERAL	110,219.13
FRANCHISE FEES	10,973.03
FIRE TRUCK RESERVE	58.95
HOLIDAY DECORATIONS	4,240.00
ROAD USE TAX	22,481.25
EMPLOYEE BENEFIT	22,308.40
POLICE SPECIAL USES	7.86
EMERGENCY FUND	1,537.86
LOCAL OPTION SALES TAX	83,672.28
TAX INCREMENT FINANCING	14,929.23
PARK IMPROVEMENT	23,549.13
PARK GIFT & TRUST	1,743.49
LORA STEWART TRUST	1.97
LIBRARY GIFT & TRUST	156.30
DEBT SERVICE	20,110.13
DOWNTOWN INCENTIVE	333.34
STREET PROJECTS	652,587.81
WATER FUND	83,383.26
UTILITY DEPOSIT TRUST	851.20
WATER DEBT SERVICE	20,000.00
SEWER FUND	100,264.51
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,141.69
TOTAL REVENUE BY FUND	1,213,050.82

Construction Project Updates

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

Reports

City Manager Vick updated the Council on work at 500 North Franklin Street, improvements at Schram Park and wastewater needs of Stanley Black & Decker.

Police Chief Jim Hauschild updated the Council on issues with the 2012 Chevrolet Tahoe K9 Vehicle.

Motion by Behnken, seconded by Bradley that the meeting adjourn at 5:36pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

**Minutes of the Manchester City Council Committee of the Whole Meeting**

Monday, May 3, 2021

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

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

Also present: Travis Kraus, Doug Foley, Tim Vick, Tim Heims, Jason Wenger, Jim Hauschild, Perry Peterson, Ryan Wicks, Mike Ryan.

Travis Kraus, University of Iowa, provided an update on the Iowa Initiative for Sustainable Communities Projects that had been worked on during the year, noting there were 14 projects that involved 7 different departments at the University and 64 students and faculty.

Additional items discussed included: Library Re-Opening Update; Wastewater Update: Aeration Basins, Stanley Testing Requirements, and Lift Stations. Department updates and engineering updates were also given.

The committee meeting adjourned at 6:12pm.

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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 10, 2021

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 Sherman, seconded by Scherbring that the agenda be approved as presented. Motion carried, all ayes.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the April 26, 2021 City Council meeting & the May 3, 2021 Committee of the Whole meeting

3.2 R-044-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the minutes of the April 19, 2021 Parks & Recreation Commission meeting
- the minutes of the April 8, 2021 Library Board meeting
- the minutes of the April 22, 2021 Library Board meeting
- the April 2021 Library Statistical Report

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

3.5 Commercial Incentive Grant Application

- Awning Grant in the amount of \$2,100.00 for Trish LeClere/Posy Place at 613 East Main Street

3.6 R-045-2021 Resolution Amending Salary Resolution

3.7 R-046-2021 Resolution Approving Engineering Agreement

3.8 Approve purchase of 9 Bullet Proof Vests for the Police Department at a cost of \$8,325.00

3.9 R-050-2021 Resolution Approving the Release of Security for Installation of Improvements, Fairview Acres Subdivision

3.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	139.90
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	393.10
ALLEN, STONE	REIMBURSEMENT	291.38
ALLIANT ENERGY	ELECTRICITY	19,344.25
ALLIED SYSTEMS	WATER/SEWER SUPPLIES	37,832.50
AMAZON CAPITAL SERVICES	SUPPLIES	29.95
AMERICAN LEGION POST 45	FLAGS	430.00
BARD MATERIALS	READY MIX, SAND, GRAVEL	7,446.54
BARRON MOTOR	PARTS/SUPPLIES	77.17

BOOMERANG CORP	PAY #4: EAST MAIN PROJECT	19,809.78
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	505.67
CARR & CARR ATTORNEYS	LEGAL SERVICES	195.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,462.16
CITY LAUNDERING	MAINTENANCE/SUPPLIES	37.96
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO TREASURER	PROPERTY TAXES	6.00
DELHI LUMBER	BUILDING SUPPLIES	635.70
DOLAN INS AGENCY	INSURANCE	153,632.00
DON & WALT	REPAIR/MAINTENANCE	193.17
ERIN LEARN PETTY CASH	SPORTS COMPLEX CONCESSIONS	600.00
FAREWAY STORES	SUPPLIES	418.74
FEHR GRAHAM	ENGINEERING FEES	2,661.00
FELD FIRE	BLOWHARD FAN WITH BATTERY	3,550.00
GAZETTE COMMUNICATIONS	PUBLICATION	23.57
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,450.70
HERITAGE PRINTING	OFFICE SUPPLIES	278.54
IA DEPT OF TRANSPORTATION	FAX PAPER	77.76
IA LAW ENFORCEMENT ACADEMY	TELECOMMUNICATOR TRAINING	800.00
IA SECRETARY OF STATE	NOTARY	30.00
IA WORKFORCE DEVELOPMENT	ELEVATOR SAFETY	175.00
IOWA DEPT OF REVENUE	WATER EXCISE TAX	3,932.13
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	967.81
K & W COATINGS	TOWER PAINTING	5,200.00
KAY PARK-REC	BENCH & FRAMES	3,973.00
KIRKHAM MICHAEL	#8: AIRPORT ACQ/EASEMENTS	6,000.00
KMCH	RADIO ANNOUNCEMENTS	343.20
LEARN, ERIN	MILEAGE REIMBURSEMENT	196.56
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	29.59
MANCHESTER MOTOR SUPPLY	AUTO PARTS	25.47
MEARDON, SUEPPEL & DOWNER	LEGAL FEES	75.00
MEDIACOM	PHONE/INTERNET	154.90
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	1,015.16
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	422.50
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	601.39
NORTHERN LIGHTS DISTR	CONCESSIONS	830.83
OVERDRIVE	LIBRARY MATERIALS	33.25
PAYROLL CHECKS	PAYROLL CHECKS	61,816.17
PEPSI COLA BOTTLING CO	CONCESSIONS	2,361.12
PRAIRIE VALLEY TECHNOLOGIES	PHONE MAINTENANCE/REPAIR	250.00
PREMIER PARTS	PARTS/SUPPLIES	279.44
PRICE INDUSTRIAL ELECTRIC	ELECTRICAL MAINTENANCE	12,715.00
RELIANCE STANDARD LIFE INS	INSURANCE	476.73
RIVER CITY STONE	ROCK/STONE	1,036.70
SCHOLASTIC	AUDIO/VIDEO/PRINT MATERIALS	1,061.53
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
STOREY KENWORTHY	OFFICE SUPPLIES	381.04
STREICHER'S	PD SUPPLIES	546.87

SUPREME GREEN	CONTRACT MOWING	4,497.67
THREE RIVERS FS	FUEL/FERTILIZER	4,675.64
TOP GRADE EXCAVATING	PAY #2 TANGLEWOOD LIFT STATION	119,101.50
UTILITY DEPOSIT TRUST	UTILITY DEPOSIT REFUNDS	374.35
VISION SERVICE PLAN	INSURANCE	565.67
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	759.25
WELLMARK	INSURANCE	24,014.15
WINDSTREAM	PHONE/INTERNET	1,159.71
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,680.97
	TOTAL	515,405.54
	FUND TOTALS	
	GENERAL	183,749.63
	ROAD USE TAX	10,479.99
	EMPLOYEE BENEFIT	22,182.49
	PARK GIFT & TRUST	2,651.40
	LIBRARY GIFT & TRUST	1,061.53
	BIKEWAY/WALKWAY PROJECTS	7,913.16
	STREET PROJECTS	40,473.58
	WATER FUND	38,554.81
	UTILITY DEPOSIT TRUST	374.35
	SEWER FUND	51,030.60
	SEWER CAPITAL PROJECT	156,934.00
	TOTAL FUNDS	515,405.54

Public Hearing on the Application for Voluntary Annexation (Kehrli)

Mayor Kramer opened the Public Hearing on the application for voluntary annexation at 5:10pm.

City Manager Vick reviewed the location of the proposed annexation and discussed the potential development with the Council.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Behnken to adopt R-047-2021 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. Motion carried, all ayes.

Public Hearing on the Proposed Contract Documents for the Ludland Drive Street Repair Project

City Manager reviewed the project scope with the Council.

Mayor Kramer opened the Public Hearing on the contract documents at 5:14pm.

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

Following review of the bids received, motion by Bradley, seconded by Scherbring to adopt R-048-2021 Resolution Awarding Contract for the Ludland Drive Street Repair Project. Motion carried, all ayes.

Strategic Growth Plan Presentation (IISC Project) - University of Iowa Students

University of Iowa Students Flavia Hauss, Jack Johansen, Nafisa Binti, Parya Seif, and Shila de Morais presented the Strategic Growth Plan they'd prepared as part of the Iowa Initiative for Sustainable Communities Project.

Manchester Public Library Re-Opening Update - Kristy Folsom, Library Director

Library Director Kristy Folsom was present to update the Council on the reopening plan for the Public Library. Director Folsom reviewed the plan adopted by the Library Board of Trustees and discussed the phases of the plan. The Council had a lengthy discussion with Director Folsom about the reopening plan and the need to reopen the library as soon as possible to the public. Director Folsom stated she would relay the Council's concerns to the Library Board at their meeting on May 13, 2021, and they would review the reopening plan.

The Council requested Director Folsom or a member of the Library Board start attending the Committee of the Whole meetings.

R-049-2021 Resolution Approving Residential Purchase Agreement (Boge)

Motion by Scherbring, seconded by Behnken to adopt R-049-2021 Resolution Approving Residential Purchase Agreement (Boge). Motion carried, all ayes.

ATV/UTV Ordinance Review

The Council reviewed the City's ordinance on ATV/UTV usage in the City. Discussion included: driving where they are not allowed, speeding, policing, potentially rescinding the ordinance, informing residents of the rules, and regulations in other communities. The Council asked that the City Manager work with the Police Chief to inform residents of the regulations and they will continue to monitor usage in the City.

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 progress at 500 North Franklin Street.

Motion by Behnken, seconded by Sherman that the meeting adjourn at 7:02pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of Regular Meeting of the City Council of the City of Manchester  
Monday, May 24, 2021

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 May 10, 2021 City Council meeting

3.2 R-051-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- April 2021 Wastewater IDNR Reports
- minutes of the May 17, 2021 Parks & Recreation Commission meeting
- minutes of the May 20, 2021 Planning & Zoning Commission meeting

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
- Renewal Application for On Premise Class C Liquor License with Sunday Sales and Outdoor Service for Lightning Lanes at 1110 East Main Street
- New Application for 5 Day On Premise Class B Beer Permit with Outdoor Service for the Manchester Area Chamber of Commerce for their June 5, 2021 Rhubacue Event on South Franklin Street

3.5 Commercial Incentive Grant Payment

- Awning Grant in the amount of \$1,733.33 for Trish LeClere/Posy Place at 613 East Main Street

3.6 R-052-2021 Resolution Amending Salary Resolution

3.7 R-053-2021 Resolution Approving Entering into the Keep Iowa Beautiful Hometown Pride Partnership with ECIA, Keep Iowa Beautiful, and the Cities and Counties in Delaware and Cedar County

3.8 Police Squad Car Replacement

- Approve the purchase of a 2021 Dodge Charger from Runde's, the removal of old equipment and installation of the new equipment in the Dodge Charger by RCSystems, and the striping of the new car by Manchester Signs at a total cost of \$21,807.00

3.9 Approve Pay Estimate #9 in the amount of \$24,000.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.10 Approve payment in the amount of \$13,813.50 to Fehr Graham for engineering services

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	159.90
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,522.83
ADVANCED ENVIRONMENTAL	ASBESTOS REMOVAL	18,444.00
AMAZON	LIBRARY SUPPLIES	916.88

AMAZON CAPITAL SERVICES	SUPPLIES	149.67
AUTOMATION ENGINEERING	TANGLEWOOD LS MAINTENANCE	10,612.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,154.66
BARD MATERIALS	READY MIX, SAND, GRAVEL	9,200.00
BASE	INSURANCE	108.00
BLACK HILLS ENERGY	HEATING FUEL	2,475.30
BROWN SUPPLY	SUPPLIES	735.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	5,583.17
CHEMSEARCH	CHEMICALS	553.35
CITY LAUNDERING	MAINTENANCE/SUPPLIES	57.12
CORKERY, CATHY	EMPLOYEE FITNESS	440.00
COURIER	SUBSCRIPTION	537.00
DEL CO SOLID WASTE COMM	LANDFILL	986.90
DEMCO	LIBRARY MATERIALS	68.37
ELLEDGE, HANNAH	REIMBURMENT	384.87
FAREWAY STORES	SUPPLIES	156.43
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	374.74
HERITAGE PRINTING	PAPER	344.09
HITECH COMMUNICATIONS	MAINT/REPAIR	1,440.00
HOEPFNER, JORDAN	BUSINESS CARDS	20.72
IA LAW ENFORCEMENT ACADEMY	ACADEMY TRAINING	575.00
IA DEPT OF TRANSPORTATION	PAINT	3,969.12
INFRASTRUCTURE TECHNOLOGY	FD IT SUPPLIES/SERVICES	287.50
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	74.27
K & W COATINGS	TOWER PAINTING	2,955.00
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	4,858.60
KLUESNER SANITATION	GARBAGE/RECYCLING	23,671.76
MACQUEEN/TRANS-IOWA EQUIP	EQUIP PARTS/SERVICE	521.60
MANCHESTER SIGNS	SIGNS	10.00
MAQUOKETA RIVER WMA	WATERSHED PROJECT	108.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	1,067.00
MYERS POLARIS	FD ROLLER CLUTCH/BELT DRIVE	214.97
NORTHLAND PRODUCTS	MOTOR OILS & LUBRICANTS	152.95
PALMER HARDWARE	PARTS/SUPPLIES	1,513.94
PETERS & LONGMUIR	LEGAL FEES	935.00
RICKEY, KRISTEN	REIMBURSEMENT	70.00
RIVER CITY STONE	ROCK/STONE	76.30
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
STATE HYGIENIC LABORATORY	LAB TESTS	396.00
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	134.39
SUPREME GREEN	LIB MAINTENANCE	80.00
UNIVERSITY OF IOWA SCHOOL	IISC PLANNING & DEVELOPMENT	25,000.00
US CELLULAR	FD CONNECTED DEVICE	43.23
WAUKEE PUBLIC LIBRARY	SUPPLIES	10.60
WINDSTREAM	PHONE/INTERNET	774.28
PAYROLL CHECKS	PAYROLL CHECKS	68,234.09
TOTAL		192,355.00

	FUND TOTALS	
	GENERAL	91,856.19
	FRANCHISE FEES	25,000.00
	ROAD USE TAX	14,225.23
	EMPLOYEE BENEFIT	108.00
	ACQUISITION/DEMOLITION	18,444.00
	PARK GIFT & TRUST	35.00
	LIBRARY GIFT & TRUST	200.46
	BIKEWAY/WALKWAY PROJECTS	9,200.00
	STORM WATER/WQ PROJECTS	108.00
	STREET PROJECTS	475.00
	WATER FUND	15,279.01
	SEWER FUND	7,004.11
	SEWER CAPITAL PROJECT	10,420.00
	TOTAL FUNDS	192,355.00

Public Hearing on the Request of Jerry and Rose Ann Krogmann to rezone Meadow Park Fourth Subdivision from AG (Agricultural) to R1-80 (Single Family Low Density District))

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

Mayor Kramer reviewed information regarding the rezoning request with the Council, noting the Planning and Zoning Commission had met on May 20, 2021 and recommend approval. Council Member Behnken asked about the additional runoff created by the additional housing. City Manager Vick responded that the stormwater runoff retention is required to be addressed as part of the subdivision platting and noted that Lot 13 will have a retention basin sized to meet the runoff calculations. The stormwater management plan will be part of the final plat documents.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:14pm.

Motion by Sherman, seconded by Poynor to approve the first consideration and adoption of Ordinance 002-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Meadow Park Fourth Subdivision). Motion carried, all ayes.

Motion by Behnken, seconded by Scherbring to adopt R-054-2021 Resolution Approving Meadow Park Fourth Subdivision Preliminary Plat. Motion carried, all ayes.

Nice Neighbor Award

Mayor Kramer presented the Nice Neighbor Award to Mary Wegmann who was nominated by Dick and Carol Justice.

Public Hearing on Ordinance 003-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Section 165.27.1 Table 1, Minimum Off-Street Parking Requirements, Commercial Use Types

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

City Manager Vick reviewed with the Council the proposed change to the City Code which reduces the minimum off street parking requirements in commercial districts.

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

Motion by Bradley, seconded by Scherbring to approve the first consideration and adoption of Ordinance 003-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by amending Section 165.27.1 Table 1, Minimum Off-Street Parking Requirements, Commercial Use Types. Motion carried, all ayes.

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2021

Mayor Kramer opened the Public Hearing at 5:24pm.

City Clerk Erin Learn reviewed the changes to the budget with the Council.

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

Motion by Poynor, seconded by Sherman to adopt R-055-2021 Resolution Amending the Current Budget for the fiscal year ending June 30, 2021. Motion carried, all ayes.

R-056-2021 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

Motion by Sherman, seconded by Behnken to adopt R-056-2021 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. Motion carried, all ayes.

Mayor Kramer turned the meeting over to Mayor Pro tem Connie Behnken.

R-057-2021 Resolution Renaming the Manchester Family Aquatic Center the "Milt & Joanne Kramer Aquatic Center"

Mayor Pro Tem Behnken informed the Council that adoption of Resolution 057-2021 will approve the renaming of the Manchester Family Aquatic Center as the "Milt & Joanne Kramer Aquatic Center," noting the rededication of the aquatic center provides the City an opportunity to recognize the many years of commitment and dedication Milt, and his wife Joanne, have provided to the community during his multiple terms as Council Member and Mayor.

Motion by Scherbring, seconded by Bradley to adopt R-057-2021 Resolution Renaming the Manchester Family Aquatic Center the "Milt & Joanne Kramer Aquatic Center." Motion carried, all ayes.

Mayor Pro Tem Behnken turned the meeting back over to Mayor Kramer.

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 progress on 500 North Franklin Street, noting the asbestos has been abated and demolition will begin in the next few weeks. City Manager Vick also noted there would

be a Council work session on June 10, 2021 at 7:00pm to discuss the two subdivision projects and the proposed financing for those projects.

Motion by Behnken, seconded by Scherbring that the meeting adjourn at 5:45pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Work Session  
June 10, 2021

Mayor Kramer called the work session to order at 7:00pm.

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

HOUSING DEVELOPMENT PROJECTS FINANCING

City Manager Vick informed the Council the purpose of the work session was to discuss financing options for the Krogmann and Pettlon housing development projects.

Maggie Burger, Speer Financial, provided the Council with information regarding financing and reviewed the requirements to utilize tax increment financing (TIF) for residential development.

Discussion was held on the following items: general obligation versus tax increment bonds; phasing of projects; set aside requirements; anticipated costs for the housing developments; housing needs; interest rates; developer obligations; timeline for the housing developments; utilizing rebates; structure of the bond issue; future development incentives; and upcoming projects.

Motion by Behnken, seconded by Scherbring to adjourn at 8:20pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, June 14, 2021

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

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

Motion by Behnken, 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 May 24, 2021 City Council meeting

3.2 R-058-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the May 13, 2021 Library Board meeting; May 2021 Library Statistical Report; May 2021 Wastewater IDNR Report; April 2021 Revenue & Expense Report; May 2021 Revenue & Expense Report

3.4 Liquor License Applications

- New Application for Off Premise Class E Liquor License with Sunday Sales for Hy-Vee Dollar Fresh at 1080 West Main Street
- Renewal Application for Off Premise Class B Native Wine Permit for New to You Consignments & Home Decor at 100 North Franklin Street

3.5 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
- Hy-Vee Dollar Fresh at 1080 West Main Street
- Kwik Star #790 at 1000 West Main Street
- Liquor, Tobacco & Vape at 316 East Main Street
- Walmart #1506 at 1223 West Main Street

3.6 Downtown Incentive Grant Applications

- Facade Grant (rear facade) in the amount of \$1,000 to Sylvia Carr for the property at 117 South Franklin Street
- Facade Grant in the amount of \$1,425.00 to Donna Reeder for the property at 304 East Main Street

3.7 Commercial Incentive Grant Payment

- Facade Grant (rear facade) in the amount of \$700.00 to Mike Corkery for the property at 119 South Franklin Street

3.8 R-059-2021 Annual Salary Resolution

3.9 Approve the following appointments: Mike Wessels and Tim Egemo to the Parks & Recreation Commission for 3 year terms; Richard McMahon to the Board of Adjustment for a 5 year term

3.10 Ordinance 002-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Meadow Park Fourth Subdivision)

- 3.11 Ordinance 003-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by amending Section 165.27.1 Table 1, Minimum Off-Street Parking Requirements, Commercial Use Types, second consideration and adoption of Ordinance 003-2021
- 3.12 Approve payment of claims totaling \$14,983.50 to Burrington Group for engineering services
- 3.13 R-062-2021 Resolution Approving Final Plat (Maurer Family Second Subdivision)
- 3.14 R-063-2021 Resolution Approving Contract
- 3.15 R-064-2021 Resolution Waiving Right to Review Plat Wendling/Clemen/Domeyer)
- 3.16 R-065-2021 Resolution Approving Engineering Agreement for Grayson Court Lift Station Replacement and Bailey Drive Lift Station Project
- 3.17 Approve payment of claims totaling \$11,627.00 to Fehr Graham for engineering services
- 3.18 R-066-2021 Resolution Approving Change Order #9 (Highway 13 Improvement Project)
- 3.19 Approve Pay Estimate #10 in the amount of \$65,391.86 to Pirc Tobin for the Highway 13 Improvement Project
- 3.20 Approval of the Consent Agenda
- Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Sherman to approve the Consent Agenda. Motion carried, all ayes.

**Bills approved for payment:**

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	209.85
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	393.10
ADVANCED EYECARE ASSOCIATES	WORK INJURY	185.00
AFRICAN AMERICAN MUSEUM OF IA	MEMBERSHIP	100.00
ALLIANT ENERGY	ELECTRICITY	3,437.11
ALLIED SYSTEMS	WATER/SEWER SUPPLIES	2,312.50
AMAZON CAPITAL SERVICES	SUPPLIES	269.96
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,185.64
BARD MATERIALS	READY MIX, SAND, GRAVEL	108.50
BARRON MOTOR	PARTS/SUPPLIES	72.66
BASE	INSURANCE	108.00
BAUMGARTNER GATE FACTORY	REPAIR/MAINTENANCE	20.00
BDH	FASTENAL DEV AGRMNT	2,847.04
BECKER ELECTRIC	REPAIR/MAINT	130.00
BLANK PARK ZOO	LIB MEMBERSHIP	410.00
BLUE VALLEY PUBLIC SAFETY	PUBLIC SAFETY SUPPLIES	1,016.43
BSN SPORTS	RECREATION SUPPLIES	58.95
CAKES BY KIM	SUPPLIES	60.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,200.00
CHATEAU DIVING & FITNESS	POOL USAGE	390.00
CITY OF MANCHESTER	WATER USE	585.11
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CUTTING EDGE GRAPHICS	SIGNS/GRAPHICS	282.38
DEL CO SOLID WASTE COMMISSION	LANDFILL	993.00
DEMCO	LIBRARY MATERIALS	957.89
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	437.00
DOG WASTE DEPOT	DOG WASTE SUPPLIES	144.83
DON & WALT	REPAIR/MAINTENANCE	469.06
DON'S TRUCK SALES	PARTS & SUPPLIES	174.53
DYERSVILLE READY MIX	BARD DEVELOPMENT AGREEMENT	7,514.34
EASTERN IA PUMPING	DEVELOPMENT AGREEMENT 8/13/18	1,985.06
EBSCO	DUES/SUBSCRIPTIONS	5,789.00
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	1,020.00

FAREWAY STORES	SUPPLIES	1,070.21
FEHR GRAHAM	ENGINEERING FEES	13,813.50
FOLLETT SOFTWARE CO	SCANNER & PRINTERS	2,360.98
GALLS	POLICE: UNIFORM/SUPPLIES	17.74
GEORGEN AUTO	VEHICLE MAINT/REPAIR	138.65
GRAINGER	INDUSTRIAL SUPPLIES	64.56
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HITECH COMMUNICATIONS	MAINT/REPAIR	360.00
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	4,164.00
ILLINOIS LIBRARY ASSOCIATION	IREAD	281.90
INFRASTRUCTURE TECHNOLOGY SOL	IT SUPPLIES/SERVICES	420.00
IOWA ONE CALL	LOCATES	122.00
J & R SUPPLY	WTR/SWR SUPPLIES	752.50
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	804.10
K & W COATINGS	TRAFFIC LIGHT MADISON/MAIN	5,200.00
KEYSTONE LABORATORIES	LAB TESTS	138.50
KIRKHAM MICHAEL	PAY #9 AIRPORT ACQ/EASEMENTS	24,000.00
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	8,455.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,832.48
KMCH	RADIO ANNOUNCEMENTS	868.20
LIBRARY IDEAS	DIGITAL MATERIALS	483.40
LUCAS HOLDINGS	ADVANCED EYECARE DEVELOPMENT	7,697.34
LYNCH DALLAS PC	PROFESSIONAL SERVICES	148.50
MACLE TECH	MAINTENANCE SUPPLIES	64.90
MACQUEEN/TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	72.30
MANCHESTER MOTOR SUPPLY	AUTO PARTS	143.19
MANCHESTER SIGNS	DEDICATION SIGN	3,355.00
MARTIN GARDNER ARCHITECTURE	ARCHITECTURE SERVICES	193.50
MARY KENYON	TAKE BACK YOUR CRAYONS	50.00
MEDIACOM	PHONE/INTERNET	154.90
MES FIRE/MUNICIPAL EMERG SVCS	5 STAGE COMPRESSOR/AUTO CASCAD	47,102.00
MID AMERICA ADMINISTRATIVE	PCORI FEES	17.78
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	170.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	613.09
NEC FINANCIAL SERVICES	PHONE SYSTEM LEASE PAYMENT	933.03
NORBY DEVELOPMENT	NORBY'S DEVELOPMENT AGREEMENT	21,148.24
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	1,600.00
NORTHERN LIGHTS DISTR	CONCESSIONS	7,274.33
OELWEIN PUBLISHING	PUBLICATION	225.00
PALMER HARDWARE	PARTS/SUPPLIES	1,940.86
PAYROLL CHECKS	PAYROLL CHECKS	130,494.05
PEPSI COLA BOTTLING	CONCESSIONS	3,299.64
PETERS & LONGMUIR PLC	LEGAL FEES	1,080.21
PITNEY BOWES	LEASE PAYMENT	202.17
PITNEY BOWES	LIBRARY POSTAGE	900.00
POSTMASTER	POSTAGE	563.33
POSY PLACE FLORAL & GIFTS	COMMERCIAL INCENTIVE GRANT	1,783.33
PREMIER PARTS	PARTS/SUPPLIES	101.04
RADIO COMMUNICATIONS	RADIOS	5,576.00
REDRIVER SOFTWARE	NEXGEN SOFTWARE LICENSE	3,733.00
RELIANCE STANDARD LIFE INS	INSURANCE	502.60
RICHARD MCCRABB	MOWING SERVICES	240.00
RIVER CITY STONE	ROCK/STONE	692.53
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	6,290.16

SATOR SPORTS	SOCCER BALLS	186.50
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	266.29
SCHLEE & SOMMERS ELECTRIC	ELECTRICAL REPAIR	112.50
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	144.60
SCHRECK, JO	REIMB SUPPLIES	73.38
SCHROEDERS CASH SUPPLY	DOOR & SUPPLIES	620.00
SIMON'S LAWN CARE & MAINT	HYDROSEED	348.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
STATE HYGIENIC LABORATORY	LAB TESTS	120.00
STERICYCLE	SHREDDING	102.07
STOREY KENWORTHY	OFFICE SUPPLIES	204.94
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	125.00
SUPREME GREEN	CONTRACT MOWING	4,657.67
TASC	FLEX BENEFITS	314.28
THE BREAD BASKET MANCHESTER	MEETING SUPPLIES	187.88
THREE RIVERS FS	FUEL/FERTILIZER	5,499.65
TRIPLE THREAT	MUSIC ON THE MAQUOKETA	450.00
UMB BANK NA	BOND PAYMENTS	1,082,728.75
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	304.57
VERIZON WIRELESS	MOBILE DATA	280.11
VISION SERVICE PLAN	INSURANCE	618.48
WALMART	SUPPLIES	568.60
WELLMARK	INSURANCE	23,806.19
WERTJES UNIFORMS	PD UNIFORM SUPPLIES	742.94
WINDSTREAM	PHONE/INTERNET	1,159.22
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,475.37
ZANGERLE REPAIR	REPAIR & MAINTENANCE	59.85
	TOTAL	1,497,077.22
	FUND TOTALS	
	GENERAL	255,458.15
	HOTEL MOTEL TAX	1,016.10
	ROAD USE TAX	21,581.18
	EMPLOYEE BENEFIT	22,506.27
	TAX INCREMENT FINANCING	47,482.18
	PARK GIFT & TRUST	282.38
	LIBRARY GIFT & TRUST	97.58
	DEBT SERVICE	1,082,728.75
	DOWNTOWN INCENTIVE	1,733.33
	WHITewater PARK PROJECT	193.50
	BIKEWAY/WALKWAY PROJECTS	559.74
	STREET IMPROVEMENT	13,655.00
	STREET PROJECTS	13,813.50
	WATER FUND	16,995.43
	UTILITY DEPOSIT TRUST	195.81
	SEWER FUND	16,465.82
	SEWER CAPITAL PROJECT	2,312.50
	TOTAL FUNDS	1,497,077.22

April 2021 Revenue Report

FUND	AMOUNT
GENERAL	727,054.57
FRANCHISE FEES	82,408.16

FIRE TRUCK RESERVE	67.47
ROAD USE TAX	139,252.37
EMPLOYEE BENEFIT	236,247.84
POLICE SPECIAL USES	9.00
EMERGENCY FUND	19,582.91
LOCAL OPTION SALES TAX	41,878.38
TAX INCREMENT FINANCING	173,639.95
PARK IMPROVEMENT	56.23
PARK GIFT & TRUST	872.29
LORA STEWART TRUST	2.25
LIBRARY GIFT & TRUST	4,020.07
DEBT SERVICE	254,251.35
DOWNTOWN INCENTIVE	166.67
STREET IMPROVEMENT	2,588.00
WATER FUND	56,018.40
UTILITY DEPOSIT TRUST	554.99
WATER DEBT SERVICE	20,000.00
SEWER FUND	91,830.96
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,162.17
TOTAL REVENUE BY FUND	1,890,164.03

#### May 2021 Revenue Report

FUND	AMOUNT
GENERAL	236,380.37
FRANCHISE FEES	5,684.25
FIRE TRUCK RESERVE	25.08
ROAD USE TAX	52,798.98
EMPLOYEE BENEFIT	44,148.51
POLICE SPECIAL USES	603.34
EMERGENCY FUND	3,421.60
LOCAL OPTION SALES TAX	49,080.50
TAX INCREMENT FINANCING	36,581.86
PARK IMPROVEMENT	20.90
ECONOMIC DEV REVOLVING LOAN	5,450.00
PARK GIFT & TRUST	1,204.78
LORA STEWART TRUST	0.84
LIBRARY GIFT & TRUST	1,918.76
POLICE "COPS"	3,000.00
DEBT SERVICE	45,120.75
STREET IMPROVEMENT	795.91
WATER FUND	51,170.49
UTILITY DEPOSIT TRUST	611.15
WATER DEBT SERVICE	20,000.00
SEWER FUND	79,704.78
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,060.28
TOTAL REVENUE BY FUND	677,283.13

#### Wheel Loader Purchase

City Staff is looking to replace the 1994 John Deere motor grader with a new wheel loader. The proposed wheel loader would be outfitted the same as our current John Deere wheel loader, allowing it to attach to the snow blower and operate in the same manner. Replacing the motor grader with the wheel loader will provide

the Street Department with another tool that can serve multiple purposes. The motor grader's roll had been primarily snow removal, meaning that it was not used the majority of the year. Staff is also proposing the purchase of a 12' Kage snow plow/box. This style snow plow provides more flexibility during snow removal operations. Staff has obtained a quote from Martin Equipment for a 2021 John Deere 544 Wheel Loader for \$174,000. Should the City trade the motor grader in, they are offering the City \$18,000 trade in allowance for a total price of \$156,000. City Staff would like to see if we can sell the motor grader outright first, to see if we can get a little more value out of the unit. The purchase of the proposed Kage Snowstorm System is listed at \$16,560. The total purchase price for both units would be \$172,560. Motion by Scherbring, seconded by Poynor to approve proceeding with the purchase. Motion carried, all ayes.

#### Tirrill Park Pickleball & Tennis Court Project

City Staff is proposing to work with Fehr Graham to meet the necessary engineering requirements for renovation of the tennis courts at Tirrill Park. A licensed engineer is required when a "horizontal" public improvement is being completed and the expected cost is over \$50,000. The proposed agreement calls for a lump sum payment of \$11,250 for field work and design services. Construction services fees will be based on time and material with an estimate of \$5,500. The total agreement cost is estimated at \$16,750. Motion by Behnken, seconded by Scherbring to approve the agreement with Fehr Graham. Motion carried, all ayes.

#### R-060-2021 Resolution Approving Change Order #1

Resolution 060-2021 approves Change Order #1 for the Tanglewood Lift Station Replacement Project which provides for an increase to the contract price of \$2,836.80 based on final quantity adjustments. Additional paving was completed. Motion by Sherman, seconded by Poynor to approve Resolution R-060-2021 Approving Change Order #1. Motion carried, all ayes.

#### R-061-2021 Resolution Accepting Tanglewood Lift Station Replacement

Resolution 061-2021 accepts the work covering the Tanglewood Lift Station Replacement Project. The engineer has reviewed the project and recommends acceptance. Motion by Scherbring, seconded by Behnken to approve Resolution R-061-2021 Accepting Tanglewood Lift Station Replacement. Motion carried, all ayes.

#### Approve Pay Estimate #3 to Top Grade Excavating, Inc

Top Grade Excavating, Inc. has submitted Pay Estimate No. 3 in the amount of \$32,871.71 for work completed on the Tanglewood Lift Station Project. This is the Final Pay Estimate and will be released 30 days following acceptance. Motion by Poynor, seconded by Scherbring to approve Pay Estimate #3 to Top Grade Excavating, Inc. Motion carried, all ayes.

#### Construction Project Updates

Randy Rattenborg, 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 Board of Adjustment has received 7 exception requests in 5 years for encroachment into the front yard setback requirements. As such, the Board of Adjustment has remanded this discussion to the Planning & Zoning Commission for review and recommendation to the City Council. City Manager Vick also noted demolition of 500 N Franklin Street and 411 S Madison Street has been completed. City Manager informed the Council the next Committee of the Whole meeting will be scheduled for Tuesday, July 6, 2021.

Councilmember Scherbring inquired about sunken pavement near the storm sewer at the corner of E Fayette Street and N Madison Street. City Manager Vick commented it is undergoing repair.

Councilmember Behnken inquired if DCED could aid in purchase and rehabilitation efforts for blighted properties within the City limits to assist with the current housing crisis. Instead of building outside our City limits, perhaps we should focus on updating within.

Closed Session

Motion by Behnken, seconded by Poynor to enter closed session at 5:47pm pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation. Motion carried, all ayes.

The Council returned to open session at 6:05pm.

Motion by Scherbring, seconded by Behnken to adjourn at 6:05pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Laura Thomas, Deputy City Clerk

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

Monday, June 28, 2021

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

### Public Input

None.

### Petition to Stop Dust Control Application in Alley between West Union Street and West Howard Street

Rebecca Fletcher and Barry Funke, 140 West Union Street, addressed the Council regarding the petition the City had received, informing the Council that they have sprayed dust control in that alley by their property for many years and it has never been an issue.

Burton Oehler, 120 West Union Street, commented that he has also been applying dust control in that alley by his property for several years and it has not been an issue.

The Council discussed with the property owners present the area of application for the dust control and the petition received.

City Manager Vick informed the Council that one of the neighbors was upset when the dust control was applied last year and contacted the City so City Staff worked to notify the neighboring properties this year prior to the application as well as place signage on the day it was sprayed. Vick noted the spraying is done by the private property owners and the City does not have a policy regarding the application of dust control.

Following discussion, motion by Behnken, seconded by Poynor to acknowledge receipt of the petition to stop dust control in the alley between West Union Street and West Howard Street. Motion carried, all ayes.

The Council asked that City Staff continue to work with property owners to notify neighbors a day or two ahead of the application of the dust control. The Council took no further action.

### Consent Agenda

3.1 Approval of the minutes of the June 10, 2021 City Council Work Session and the June 14, 2021 City Council meeting

3.2 R-067-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the June 17, 2021 Planning & Zoning Commission meeting; the minutes of the June 23, 2021 Parks & Recreation Commission meeting

3.4 R-068-2021 Resolution Amending Salary Resolution

3.5 Ordinance 002-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Meadow Park Fourth Subdivision), third consideration and final adoption

3.6 Ordinance 003-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by amending Section 165.27.1 Table 1, Minimum Off-Street Parking Requirements, Commercial Use Types, third consideration and final adoption

3.7 Approve Pay Request #1 in the amount of \$23,750.00 to Lansing Brothers Construction Co. Inc. for the 500 North Franklin Demolition Project

3.8 R-069-2021 Resolution Approving Final Plat (Maurer Family Third Subdivision)

3.9 R-070-2021 Resolution for Disposal of Abandoned Bicycles

City Clerk Erin Learn asked that the Council add approval of a 14 Day Class C Liquor License for the Delaware County Fair Society for the Delaware County Fair effective July 12, 2021. Motion by Scherbring, seconded by Sherman to approve adding approval of the 14 Day Class C Liquor License for the Delaware County Fair Society for the Delaware County Fair effective July 12, 2021 to the Consent Agenda. Motion carried, all ayes. Motion by Behnken, seconded by Scherbring to approve the Consent Agenda with the addition of the liquor license application. Motion carried, all ayes.

**Bills approved for payment**

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	264.80
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,522.83
ALLIANT ENERGY	ELECTRICITY	17,357.19
AMAZON	LIBRARY SUPPLIES	4,662.43
AMAZON CAPITAL SERVICES	SUPPLIES	22.55
AMERICAN BUTTON MACHINES	LIBRARY PROGRAM SUPPLIES	411.95
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,861.05
BARD MATERIALS	READY MIX, SAND, GRAVEL	3,286.38
BARRON MOTOR	PARTS/SUPPLIES	10.66
BLACK HILLS ENERGY	HEATING FUEL	1,881.97
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	519.82
BRODART	OFFICE SUPPLIES	1,226.04
BSN SPORTS	RECREATION SUPPLIES	4.50
BURRINGTON GROUP	ENGINEERING SERVICES	14,983.50
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	126.64
CITY LAUNDERING	MAINTENANCE/SUPPLIES	54.82
CONRAD CONSTRUCTION	FD CUSTODIAL SERVICES	520.00
CORKERY, MICHAEL	DOWNTOWN INCENTIVE GRANT	700.00
DEL CO ABSTRACT	ABSTRACT FEES	270.00
DELCO PAINT	LIBRARY PAINTING	725.00
DEMCO	LIBRARY MATERIALS	10,015.54
DOG WASTE DEPOT	DOG WASTE STATION/SUPPLIES	833.02
DON & WALT	REPAIR/MAINTENANCE	366.53
EBSCO	ELECTRONIC DATABASE	3,200.00
ENVISIONWARE	LIB 6 TABLET STATION/ACCESSORY	16,491.66
FAREWAY STORES	SUPPLIES	955.76
FASTENAL COMPANY	PARTS/SUPPLIES	120.24
FEHR GRAHAM	ENGINEERING FEES	11,627.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	9,275.80
GORDON FLESCH	LASERFISCHE SYSTEM	148.15
HACH CO	TESTING SUPPLIES	2,184.04
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	80.00
HAWKINS	CHEMICALS	1,097.69
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
J & R SUPPLY	WTR/SWR SUPPLIES	1,090.00
KAY PARK-REC	BENCHES/GARBAGE CANS TIRRILL	6,426.80

KILBURG EQUIPMENT	MAINTENANCE/REPAIR	3,101.06
LEARN, ERIN	MILEAGE REIMBURSEMENT	182.56
LIBRARY IDEAS	DIGITAL MATERIALS	3,250.00
LINKEDIN	LIBRARY PROGRAMS	2,500.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	560.00
MOMENTUM	SCREEN PRINTING	187.50
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	7,632.00
NORTHERN BALANCE & SCALE	CALIBRATION SERVICES	168.00
NORTHERN LIGHTS DISTR	CONCESSIONS	1,993.58
OASIS PUMP SERVICE	SCHRAM WATER SERVICE	40,360.56
OVERDRIVE	LIBRARY MATERIALS	1,984.20
PALMER HARDWARE	PARTS/SUPPLIES	729.98
PEPSI COLA BOTTLING	CONCESSIONS	928.60
PIRC-TOBIN CONSTRUCTION	HWY 13 IMPR PROJECT	65,391.86
PIZZA RANCH	COMPLEX CONCESSIONS	187.50
SCHLEE & SOMMERS ELECTRIC	ELECTRICAL REPAIR	1,948.68
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	152.40
STATE HYGIENIC LABORATORY	LAB TESTS	1,048.50
STOREY KENWORTHY	PARK SUPPLIES	1,460.14
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	276.02
TRI-TECH FORENSICS	FORENSIC KITS	163.46
VERIZON WIRELESS	MOBILE DATA	280.19
WINDSTREAM	PHONE/INTERNET	781.50
PAYROLL CHECKS	PAYROLL CHECKS	78,519.88
TOTAL		328,142.53
FUND TOTAL		
GENERAL		154,742.95
ROAD USE TAX		9,232.03
POLICE SPECIAL USES		7,904.91
LIBRARY GIFT & TRUST		22,533.39
DOWNTOWN INCENTIVE		700.00
BIKEWAY/WALKWAY PROJECTS		2,883.88
STREET PROJECTS		78,938.86
WATER FUND		17,073.23
SEWER FUND		20,799.78
SEWER CAPITAL PROJECT		13,333.50
TOTAL FUNDS		328,142.53

**East Main Street Improvement Project**

Mayor Kramer referred the Council to Change Order #2 which decreases the total project cost by \$8,400.00, noting it was the result of applying 14 days of liquidated damages due to the contractor not completing the project within the contract timeframe.

Jason Wenger, Burrington Group, reviewed the Change Order with the Council. Council Member Poynor asked about the total number of days the contractor went over on the project. Wenger responded that it was approximately 18-19 days. Motion by Sherman, seconded by Bradley to adopt R-071-2021 Resolution Approving Change Order #2 for the East Main Street Improvement Project. Motion carried, all ayes.

Motion by Scherbring, seconded by Poynor to approve Pay Estimate #5 (Final) in the amount of \$24,727.01 to Boomerang Corp for the East Main Street Improvement Project

Motion by Behnken, seconded by Scherbring to adopt R-072-2021 Resolution Accepting the Work Covering the East Main Street Improvement Project. Motion carried, all ayes.

Jason Wenger, Burrington Group, reviewed the final assessments with the Council, noting the assessments overall came in approximately 20% lower than anticipated. Motion by Poynor, seconded by Bradley to adopt R-073-2021 Resolution Adopting Final Assessment Schedule for the East Main Street Improvement Project and Amending, Confirming and Levying the Assessments. Motion carried, all ayes.

#### Construction Project Updates

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

#### Reports

City Manager Vick informed the Council that City Staff were following up on sidewalk notices that had been sent out. Vick also updated the Council on the financing for the housing developments, nuisances, and upcoming meetings.

Council Member Poynor asked if there were any regulations on how early construction work could start as she had received complaints from two people. City Attorney Peters advised that is was not addressed in the City Code and would be hard to regulate.

Council Member Bradley commented that she had been approached by a couple of individuals with concerns on the new pedestrian light at North Franklin Street and Union Street. The Council, Police Chief, Engineers and City Manager discussed options to address the concern, noting that because it is a state highway the City is limited in what signage it can place there.

Motion by Behnken, seconded by Scherbring to adjourn at 5:56pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

**Minutes of the Manchester City Council Committee of the Whole Meeting**

Tuesday, July 6, 2021

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: Jim Hauschild, Perry Peterson, Doug Foley, Chad Wulfekuhle, Tim Heims, Kristy Folsom, Jason Haight, Jason Wenger, Sam Ertl, Nick LaRosa.

Items discussed included: American Rescue Plan Act Project Review; Housing Development Projects; WQI Stormwater Wetland Project; Bailey Drive Estates Utility Extensions; 2022 Street Improvement Project; and Software Conversion. Department updates and engineering updates were also given.

The meeting adjourned at 6:31pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, July 12, 2021

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

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None.

Consent Agenda

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3.1 Approval of the minutes of the June 28, 2021 City Council meeting and July 6, 2021 Committee of the Whole meeting

3.2 R-074-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: the June 10, 2021 Library Board minutes; the June 2021 Library Statistical Report; the Library Annual Report (7/1/2020-6/30/2021); the June 2021 Wastewater IDNR Reports

3.4 Liquor License Applications: approve the Renewal Application for On Premise Class C Liquor License with Sunday Sales and Outdoor Service for Riverbend Pub at 121 South Franklin Street

3.5 Review the decision of the Board of Adjustment to approve the request of Robert & Susan Morris, for property located at 109 Unga Court, for an exception to Section 165.06(6.2) "Site Development Regulations" of the City Code, which reduces the front yard setback requirement of 25 feet by 5 ½ feet to allow for the construction of a front porch

3.6 R-075-2021 Resolution Approving Easement Agreement

3.7 R-076-2021 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

3.8 R-077-2021 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 \$2,500,000

3.9 Approve payment of invoices totaling \$9,560.62 to Fehr Graham for engineering services

3.10 Approve the request of the Manchester Public Library to carryover unspent General Fund dollars in the approximate amount of \$6,869.50 for building projects

3.11 R-078-2021 Resolution Rescinding Resolution R-019-2021 and Approving Software as a Service Agreement with Tyler Technologies, Inc.

3.12 Motion to set August 9, 2021 at 5:00pm as the date and time for a Public Hearing on the Plans, Specifications and Contract Documents for the Bailey Drive Water and Sewer Extension Project

3.13 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AMAZON CAPITAL SERVICES	SUPPLIES	138.86
AMERICAN BANKERS INS CO	FLOOD INSURANCE	6,758.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	299.27
BARD MATERIALS	READY MIX, SAND, GRAVEL	171.75

BASE	SELF INSURANCE ADMINISTRATION	108.00
BECKER ELECTRIC LLC	WELL #4 PUMP FUSES	234.92
BLACK HAWK AUTOMATIC SPRINKLER	POOL BACKFLOW TESTING	225.00
BLANK PARK ZOO	LIVE ZOO PROGRAM	80.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	2,200.00
CHEMSEARCH	CHEMICALS	419.63
CITY LAUNDERING	FIRST AID SUPPLIES	142.44
CITY OF MANCHESTER	COMPLEX WATER & SEWER	824.94
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO ECONOMIC DEVELOPMENT	1ST HALF ANNUAL DUES	15,000.00
DIAMOND VOGEL PAINTS	PAINT/SUPPLIES	531.64
DOLAN INS AGENCY	AIRPORT INSURANCE RENEWAL	4,009.00
DON & WALT	REPAIR/MAINTENANCE	2,417.29
DOWNNS, MICHELLE	MILEAGE REIMB: EMD TRAINING	229.38
ECIA	MEMBERSHIP DUES (1ST HALF)	1,812.65
ERIN LEARN PETTY CASH	POSTAGE & REIMBURSEMENTS	82.35
FAREWAY STORES	SUPPLIES	215.26
FASTENAL COMPANY	PARTS/SUPPLIES	834.05
FILAMENT ESSENTIAL SERVICES	WEB HOSTING/SET-UP FEE	4,550.00
FOLEY, DOUG	MILEAGE REIMBURSEMENT	43.12
GRUNDY NATIONAL BANK	XMAS CLUB	15.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	928.71
IOWA ONE CALL	LOCATES	83.90
IDNR	ANNUAL PUBLIC WATER SUPPLY FEE	591.56
J'S AUTO	VEHICLE REPAIR/MAINT	159.95
JAMES PETERS TRUST ACCOUT	BOGE LAND ACQ/LIFT STATION	12,250.00
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	1,020.00
KMCH	RADIO ANNOUNCEMENTS	643.20
LANSING BROTHERS CONSTRUCTION	PAY #1: 500 N FRANKLIN DEMO	23,750.00
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	1,020.00
MANCHESTER ANIMAL MEDICAL	VETERINARY CARE	867.62
MANCHESTER SIGNS	SIGNS	4,996.75
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	18.42
MCCRABB, RICHARD	MOWING SERVICES	180.00
MEDIAQUEST SIGN	MESSAGE CENTER REPAIR	170.00
MEDICAL ASSOCIATES CLINIC	RANDOM DRUG/ALCOHOL TESTING	125.00
MIDAMERICA BOOKS	LIBRARY MATERIALS	182.55
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	585.39
PREMIER PARTS	PARTS/SUPPLIES	156.92
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	1,200.00
NORTHERN LIGHTS DISTR	CONCESSIONS	960.91
ONE SOLUTION	TECHNICAL WORK @ POOL	42.50
PEPSI COLA BOTTLING	CONCESSIONS	68.85
PITNEY BOWES	LEASE PAYMENT	152.34
POSTMASTER	POSTAGE	564.64
QUILL CORPORATION	PD OFFICE SUPPLIES	105.09
RIVER CITY STONE	ROCK/STONE	57,910.04
THE SCHMIDT BROTHERS	MUSIC ON THE MAQUOKETA	600.00

SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	357.45
STATE HYGIENIC LABORATORY	LAB TESTS	80.00
STERICYCLE	SHREDDING	50.71
STOREY KENWORTHY	OFFICE SUPPLIES	595.22
STRATEGIC INSIGHTS	CIP SOFTWARE	550.00
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	100.00
SUPREME GREEN	MOWING CONTRACT SERVICES	4,557.67
T&W GRINDING	COMPOST CONTRACT	8,662.00
TASC	FLEX BENEFITS	1,159.14
UNITY POINT CLINIC	RANDOM DRUG TESTS	84.00
USA BLUE BOOK	PARTS/SUPPLIES	956.79
WALMART	SUPPLIES	582.52
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	367.50
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,682.30
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	406.62
PAYROLL CHECKS	PAYROLL CHECKS	93,194.91
	TOTAL	264,429.12
	FUND TOTALS	
	GENERAL	128,796.32
	HOTEL MOTEL TAX	865.50
	HOLIDAY DECORATIONS	4,895.00
	ROAD USE TAX	69,922.39
	EMPLOYEE BENEFIT	1,267.14
	ACQUISITION/DEMOLITION	23,750.00
	PARK GIFT & TRUST	70.00
	LIBRARY GIFT & TRUST	7.27
	BIKEWAY/WALKWAY PROJECTS	50.79
	WATER FUND	8,718.55
	UTILITY DEPOSIT TRUST	175.54
	SEWER FUND	13,660.62
	SEWER CAPITAL PROJECT	12,250.00
	TOTAL FUNDS	264,429.12

#### Alley Purchase Request - Richard Zehr, 201 South 7th Street

City Manager Vick referred the Council to a letter from Richard Zehr requesting to purchase the alley next to his property. City Manager Vick noted that it is an unimproved alley on the east half of the alley. The Council discussed the request and asked the City Clerk to contact the neighboring property owners to see if they are interested in the alley adjacent to their properties.

#### Airport Land Acquisition

Motion by Scherbring, seconded by Poynor to adopt R-079-2021 Resolution Approving Offer to Buy Real Estate and Acceptance (Francois/Airport). Motion carried, all ayes.

#### American Rescue Plan Funds for the Manchester Airport

Motion by Bradley, seconded by Behnken to authorize the City Manager to sign the "Application for Federal Assistance SF-424" for American Rescue Plan Funds for the Manchester Airport. Motion carried, all ayes.

### Board of Adjustment

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The Council reviewed and concurred with the decision of the Board of Adjustment to approve the request of Michael and Patricia Briggs, for property located at 834 New Street, for an exception to Section 165.06(6.2) "Site Development Regulations" of the City Code, which reduces the front yard setback requirement of 25 feet by 8 feet to allow for the construction of a front porch. Council Member Behnken abstained from discussion as she is related to the applicants.

### Construction Project Updates

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

### Reports

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City Manager Vick updated the Council on the IaCMA Summer Conference and the Delaware County Fair. Council Member Sherman shared feedback he had received on 500 North Franklin Street. Council Member Bradley thanked the Manchester Press for the article on the pedestrian light at North Franklin Street and Union Street.

Motion by Behnken, seconded by Scherbring to adjourn at 5:32pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, July 26, 2021

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the July 12, 2021 City Council meeting

3.2 R-080-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the July 19, 2021 Parks & Recreation meeting

3.4 Approve the request of the Hero Hustle Committee to use Schram Park for the Hero Hustle Sprint Triathlon on August 29, 2021

3.5 Motion to approve holding the CMJ Motorcycle Trials at the Whitewater Park on August 7, 2021

3.6 Motion to authorize the City Manager to sign the "FAA Airport Improvement Program Grant Agreement 3-19-0137-004-2021" for Acquisition of Land at the Manchester Airport

3.7 Commercial Incentive Grant Applications: Parking Lot Assistance Grant in the amount of \$3,238.00 for Main Street Repair at 1213 East Main Street contingent upon work not starting until City Council approval; Facade Grant in the amount of \$1,000.00 for Main Street Repair at 1213 East Main Street

3.8 R-081-2021 Resolution Approving Final Plat

3.9 Motion to set August 9, 2021 at 5:00pm as the date and time for a Public Hearing on the sale of a Parcel of Land

3.10 Approve the appointment of Tim Vick to the Community Childcare of Manchester Board

3.11 Approve Pay Estimate #10 in the amount of \$6,000.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.12 Wastewater Treatment Plant Wash Press Repair: Approve the quote of Vulcan Industries in the amount of \$10,445 for the repairs

3.13 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	129.92
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,522.83
ACE ELECTRIC	GENERATOR REPAIR	327.27
AMAZON CAPITAL SERVICES	SUPPLIES	597.21
BARD MATERIALS	READY MIX, SAND, GRAVEL	230.00
BARRON MOTOR	PARTS/SUPPLIES	314.03
BECKER ELECTRIC	REPAIR/MAINT	1,269.69

BLACK HILLS ENERGY	HEATING FUEL	3,888.23
BOOK PAGE	SUBSCRIPTION	354.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	131.96
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	21.75
CHEMSEARCH	CHEMICALS	956.10
CITY LAUNDERING	MAINTENANCE/SUPPLIES	76.24
COMMUNITY SAVINGS BANK	SUBPOENA	50.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	997.00
DON & WALT	REPAIR/MAINTENANCE	265.00
EDGEWOOD REMINDER	SUBSCRIPTION	29.00
EMS INDUSTRIAL	ELECTRIC MOTOR REPAIR	816.16
FAREWAY STORES	SUPPLIES	111.33
FEHR GRAHAM	ENGINEERING FEES	9,560.62
GEORGEN AUTO	VEHICLE MAINT/REPAIR	480.78
GIENAPP CONSTRUCTION	CONSTRUCTION SERVICES	158.00
GRAINGER	INDUSTRIAL SUPPLIES	23.74
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	390.00
HEIMS AWARDS	HERO HUSTLE	1,600.00
HERITAGE PRINTING	OFFICE SUPPLIES	94.55
IA LEAGUE OF CITIES	HANDBOOK	20.00
IOWA ONE CALL	LOCATES	161.50
IA PARK & REC ASSOCIATION	MEMBERSHIP DUES	170.00
IA SECRETARY OF STATE	NOTARY	30.00
IDNR	CONSTRUCTION PERMIT	200.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	85.83
J & R SUPPLY	WTR/SWR SUPPLIES	1,016.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	357.21
KLUESNER SANITATION	GARBAGE/RECYCLING	23,878.40
KMCH	RADIO ANNOUNCEMENTS	643.20
KRAMER, MILT L	MILEAGE REIMB	80.64
LANDSCAPES BY CHILDS PLAY	LANDSCAPE SUPPLIES/MATERIALS	1,749.95
LEARN, ERIN	REIMBURSEMENT	170.91
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	1,020.00
MANCHESTER ANIMAL MEDICAL	VETERINARY CARE	867.62
MANCHESTER SIGNS	SIGNS	5,062.25
MAQUOKETA RIVER WMA	WATERSHED PROJECT	5,179.00
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	18.42
MCCRABB, RICHARD	MOWING SERVICES	180.00
MEDIAQUEST SIGN CO	MESSAGE CENTER REPAIR	170.00
MEDICAL ASSOCIATES CLINIC	RANDOM DRUG/ALCOHOL TESTING	125.00
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	68.94
MEYER, TIFFANY	REFUND	70.00
MIDAMERICA BOOKS	LIB MATERIALS	880.80
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	484.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	119.94
PREMIER PARTS	PARTS/SUPPLIES	156.92

NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	3,700.00
NORTHERN LIGHTS DISTR	CONCESSIONS	1,541.12
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	152.95
ONE SOLUTION	WIFI EXPANSION	821.75
PALMER HARDWARE	PARTS/SUPPLIES	1,509.86
PEPSI COLA BOTTLING CO	CONCESSIONS 7530233/7533624	1,707.41
PETERS & LONGMUIR PLC	LEGAL FEES	1,462.32
PEYTON, KRISTIN	REFUND	140.00
PITNEY BOWES	CITY POSTAGE	2,090.32
QUILL CORPORATION	PD OFFICE SUPPLIES	105.09
REGIONAL MEDICAL CENTER	PHYSICAL	202.00
RIVER CITY STONE	ROCK/STONE	1,188.98
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	26.00
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	420.80
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	2,690.10
SMALL ANIMAL CLINIC	NEXGUARD	74.00
STATE HYGIENIC LABORATORY	LAB TESTS	254.50
STERICYCLE	SHREDDING	50.71
STOREY KENWORTHY	OFFICE SUPPLIES	1,010.42
STRATEGIC INSIGHTS	CIP SOFTWARE	550.00
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	100.00
SUPREME GREEN	LIB MAINTENANCE	180.00
T&W GRINDING	COMPOST CONTRACT	8,662.00
THREE RIVERS FS	FUEL/FERTILIZER	4,633.89
UNITY POINT CLINIC	RANDOM DRUG TESTS	84.00
US CELLULAR	FD CONNECTED DEVICE	43.23
USA BLUE BOOK	PARTS/SUPPLIES	956.79
VICK, TIMOTHY J	REIMBURSEMENT	163.52
WAID, BRIAN	REIMBURSEMENTS	269.92
WALMART	SUPPLIES	582.52
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	367.50
WINDSTREAM	PHONE/INTERNET	781.50
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,682.30
PAYROLL CHECKS	PAYROLL CHECKS	80,603.48
	TOTAL	186,347.32
	***** REPORT TOTAL *****	
	GENERAL	134,653.94
	HOTEL MOTEL TAX	265.50
	HOLIDAY DECORATIONS	4,895.00
	ROAD USE TAX	15,441.15
	PARK IMPROVEMENT	1,350.00
	PARK GIFT & TRUST	2,091.74
	POLICE CANINE	74.00
	BIKEWAY/WALKWAY PROJECTS	50.79

	STREET PROJECTS	8,210.62
	WATER FUND	9,521.18
	WATER CAPITAL PROJECT	100.00
	SEWER FUND	9,593.40
	SEWER CAPITAL PROJECT	100.00
	TOTAL FUNDS	186,347.32

#### West Delaware Schools Doctor Street Repairs and ADA Sidewalk Improvements

City Manager Vick informed the Council that West Delaware has started to obtain bids for construction projects in the school district. One of the projects includes replacing sidewalks and curbs along Doctor Street. Vick noted City Staff have reviewed the intersections of Harris, Strickland and Acers Streets for ADA compliant sidewalks ramps and domes and none of the intersections are compliant at this time. City Staff would like to work with the school and address the sidewalk ramps on the west side of the street at the same time the school is doing their work. Vick also noted that with the curb replacement, the new concrete curb will be tying into an older asphalt street that has significant cracking. City Staff is proposing to mill and place a 4' wide asphalt patch along the new curb to provide a clean transition. Street Superintendent Jason Haight obtained a quote of \$14,000.00 from Kluesner Construction to complete this project.

The Council discussed the timeline for the school's project, the estimate from Kluesner Construction, and the improvements being done by the school. Motion by Poynor, seconded by Bradley to approve the quote of Kluesner Construction in the amount of \$14,000.00 for the asphalt patch on Doctor Street. Motion carried, all ayes.

#### IDNR Treatment Agreement and Addendum between the City of Manchester and Paladin Attachments

City Manager Vick informed the Council that the IDNR Treatment Agreement and Addendum with Stanley Black & Decker/Paladin Attachments for their facility at 621 Grant Street. With Stanley's recent expansion in the Industrial Park and the City's NPDES permit for the wastewater treatment plant, the City is now required to conduct monthly testing for Total Chromium and Total Copper. As these tests are currently specifically related to Stanley's operations, the agreement provides for Stanley to reimburse the City for the testing costs and sets their discharge limits.

Motion by Scherbring, seconded by Behnken to adopt R-082-2021 Resolution Approving Iowa Department of Natural Resources Treatment Agreement and Addendum between the City of Manchester and Paladin Attachments. Motion carried, all ayes.

#### Life Jacket Station at Whitewater Park

Mayor Kramer referred the Council to a memo from Parks & Recreation Director Doug Foley regarding the new life jacket station at the Whitewater Park.

City Manager Vick informed the Council that the life jacket station was designed, constructed and installed by Spenser Vande Voorde with help from Kory Nefzger and it was modeled after the design of the shelter. Vick stated City Staff would like to thank everyone that helped bring this project together and that it looks great. Vick also noted this was all paid for through grants and donations.

The Council discussed the project and expressed their appreciation for the work that was done to bring this life jack station to the Whitewater Park.

### Construction Project Updates

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

### Reports

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City Manager Vick informed the Council he is working on updating the City's snow removal policy and updated the Council on the events happening in town next week.

Council Member Bradley updated the Council on complaints she'd received about the Central Park restrooms being locked during the fair parade. Bradley noted she'd contacted Parks & Rec Director Foley regarding the concern and was informed it was due to an increase in vandalism at Central Park.

Council Member Scherbring asked about the work done at 500 North Franklin Street. City Manager Vick responded that City Staff completed final grading on the lot and noted that Lansing Brothers still needs to finish capping the sewer and seeding the lot.

Mayor Kramer announced that he will not be seeking re-election this fall. The Council expressed their gratitude for Mayor Kramer's service to the City of Manchester.

Motion by Scherbring, seconded by Behnken that the meeting adjourn at 5:37pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, August 2, 2021

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: Jim Hauschild, Jason Haight, Doug Foley, Perry Peterson, Tim Heims, Kristy Folsom, Marla Quinn, Jason Wenger, Ryan Wicks, Nick La Rosa, Chad Wulfekuhle.

Items discussed included: Keep Iowa Beautiful; review of parking concerns on Marion Street; Meadow Park 4<sup>th</sup> Addition Subdivision update; Oak View Estates Subdivision update; WQI Stormwater Wetland Project update; and 2022 Street Improvement Project update. Department reports and engineering updates were also given.

Motion by Behnken, seconded by Bradley that the meeting adjourn at 6:17pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, August 9, 2021

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the July 26, 2021 City Council meeting and the August 2, 2021 Committee of the Whole meeting

3.2 R-083-2021 Resolution Approving Bills

3.3 Liquor License Applications: Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for Kwik Star #790 at 1000 West Main Street; Renewal Application for On Premise Class C Liquor License for Fireside Pub & Steakhouse at 205 South 12th Street

3.4 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

3.6 Approve the request of the Fire Department to transfer funds to the Fire Truck Reserve Fund

3.7 R-085-2021 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2021

3.8 Approve payment of invoices totaling \$13,684.38 to Fehr Graham for engineering services

3.9 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2021-6/30/2022)

3.10 Motion to set September 13, 2021 at 5:00pm as the date and time for a Public Hearing on the Plans, Specifications and Contract Documents for the Tirrill Park Pickleball Court Project

3.11 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the consent agenda with the Council. Council Member Behnken requested item 3.5 be removed from the Consent Agenda and be considered separately as she needed to abstain from the vote. Motion by Scherbring, seconded by Bradley to remove Item 3.5 from the Consent Agenda to be considered separately, and to approve the remainder of the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	79.95
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	393.10
ACUMEN ADVISORS	COBRA SERVICES	1,221.00
ALLIANT ENERGY	ELECTRICITY	26,057.14
AMAZON CAPITAL SERVICES	SUPPLIES	1,328.46
AMERICAN TEST CENTER	#474 TEST	970.00
ANDEREGG FAMILY BAND	MUSIC ON THE MAQUOKETA	450.00
AXON ENTERPRISE	EQUIPMENT	1,095.28
BARD MATERIALS	READY MIX, SAND, GRAVEL	112.50
BASE	INSURANCE	108.00
BOOMERANG CORP	PAY ESTIMATE #5 (FINAL)	24,727.01

BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	186.77
BREHME DRUG	FIRST AID SUPPLIES	18.21
CITY OF MANCHESTER	SPORTS COMPLEX	544.22
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CRUMPTON, HANNAH	SOCCER INSTRUCTOR	450.00
DEL CO AUDITOR	GIS SOFTWARE	3,300.00
DEPARTMENT OF THE TREASUR	MID AMERICAA PCORI FEES	17.78
DMASWA	LANDFILL FEE	479.04
DON & WALT	REPAIR/MAINTENANCE	29.94
ECIA	KEEP IA BEAUTIFUL	1,000.00
FAREWAY STORES	SUPPLIES	21.25
FASTENAL COMPANY	PARTS/SUPPLIES	246.54
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	250.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	5,318.50
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
IA DIV OF LABOR SERVICES	BOILER INSPECTION	675.00
IA LEAGUE OF CITIES	MEMBERSHIP DUES	2,785.00
IDNR	NPDES PERMIT	210.00
J & R SUPPLY	WTR/SWR SUPPLIES	9,275.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	942.11
KIRKHAM MICHAEL	PAY #10 AIRPORT ACQ/EASEMENTS	6,000.00
KLUESNER SANITATION	GARBAGE/RECYCLING	25.00
KMCH	RADIO ANNOUNCEMENTS	643.20
LEARN, ERIN	MILEAGE REIMBURSEMENT	170.02
MANCHESTER SIGNS	SIGNS	129.50
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	425.39
MCCRABB, RICHARD	MOWING SERVICES	270.00
MEDIACOM	PHONE/INTERNET	154.90
MID AMERICA ADMINISTRATIVE	EARLY RETIREMENT PLAN	2,978.40
O'CONNELL, BROOKE	SOCCER INSTRUCTOR	350.00
OELWEIN PUBLISHING	PUBLICATION	300.00
PALMER HARDWARE	PARTS/SUPPLIES	433.65
PAYROLL CHECKS	PAYROLL CHECKS	78,660.87
PETERS & LONGMUIR PLC	LEGAL FEES	850.00
POSTMASTER	POSTAGE	562.16
RIVER CITY STONE	ROCK/STONE	204.92
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	904.32
SENSUS METERING SYSTEMS	SOFTWARE	1,949.94
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
STAR EQUIPMENT	EQUIPMENT & SUPPLIES	18,187.56
STOREY KENWORTHY	OFFICE SUPPLIES	576.12
SUPREME GREEN	MOWING CONTRACT	4,497.67
THREE RIVERS FS	FUEL/FERTILIZER	6,556.07
TOP GRADE EXCAVATING	PAY #3 TANGLEWOOD LIFT STATION	32,871.71
TRUCK COUNTRY OF IOWA	#176 TRANSMISSION	4,350.81
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	180.17
WAVERLY NEWSPAPERS	PUBLICATIONS	315.00
WINDSTREAM	PHONE/INTERNET	1,156.22
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,061.13

XYLEM WATER SOLUTIONS	AERATION VALVES	160.80
	TOTAL	247,561.03
	FUND TOTALS	
	GENERAL	111,569.61
	HOTEL MOTEL TAX	750.00
	STREET EQUIPMENT RESERVE	18,187.56
	ROAD USE TAX	13,335.66
	EMPLOYEE BENEFIT	4,325.18
	STREET PROJECTS	37,413.23
	WATER FUND	11,592.93
	UTILITY DEPOSIT TRUST	180.17
	SEWER FUND	17,334.98
	SEWER CAPITAL PROJECT	32,871.71
	TOTAL	247,561.03

### 3.5 R-084-2021 Resolution Amending Salary Resolution

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Motion by Poynor, seconded by Bradley to adopt R-084-2021 Resolution Amending Salary Resolution. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring. Nays: None. Abstentions: Behnken. Motion carried, all ayes.

### Public Hearing on the sale of City Property

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Mayor Kramer opened the Public Hearing at 5:10pm on the sale of City property described as Parcel 2021-100 in the Northwest Quarter of the Southwest Quarter of Section 33, Township 89 North, Range 6 West of the 5th P.M.

City Manager Vick reviewed the proposed sale with the Council, noting the area is excess City right of way.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:12pm.

Motion by Behnken, seconded by Sherman to adopt R-086-2021 Resolution Approving the Sale of Certain Real Estate. Motion carried, all ayes.

### Public Hearing on Urban Renewal Plan Amendment

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Mayor Kramer opened the Public Hearing at 5:13pm on the Urban Renewal Amendment.

City Manager Vick informed the Council that the projects included in this Urban Renewal Amendment include: providing tax increment financing support to Joe Hildebrand/Bailey Drive Estates, LLC in connection with the construction of two duplexes; providing tax increment financing support to Jerome Krogmann in connection with the construction of public infrastructure necessary for the development of a new residential subdivision; and (3) providing tax increment financing support to S & R Construction, Inc. in connection with the construction of public infrastructure necessary for the development of a new residential subdivision.

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

Motion by Bradley, seconded by Scherbring to adopt R-087-2021 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Public Hearing on Proposal to enter into a General Obligation Corporate Purpose Loan Agreement

Mayor Kramer opened the Public Hearing at 5:17pm on the Proposal to enter into a General Obligation Corporate Purpose Loan Agreement.

City Manager Vick reviewed with the Council the items the bond proceeds would be used for: constructing street, sanitary sewer, storm water drainage, water and sidewalk improvements; acquisition and installation of streetlight, signage and signalization; and purchase of an end loader for the street department.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:18pm.

Motion by Poynor, seconded by Behnken to adopt R-088-2021 Resolution taking additional action on proposals to enter into Loan Agreements, combining Loan Agreements, setting the date for the sale of Bonds and authorizing the use of a Preliminary Official Statement in connection therewith. Motion carried, all ayes.

Public Hearing on the Bailey Drive Water and Sewer Extension Project

Mayor Kramer opened the Public Hearing at 5:19pm on the Plans, Specifications and Contract Documents for the Bailey Drive Water and Sewer Extension Project.

The Council reviewed the project, scope and timeline.

There being no comments to be heard and no written comments on file, Mayor Kramer closed the Public Hearing at 5:22pm.

Motion by Behnken, seconded by Sherman to adopt R-089-2021 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Bailey Drive Water and Sewer Extension Project. Motion carried, all ayes.

Mayor Kramer referred the Council to the bids received for the Bailey Driver Water and Sewer Extension Project, noting the low bid of \$170,486.00 was received from F.L. Krapfl, Inc.

Motion by Poynor, seconded by Bradley to adopt R-090-2021 Resolution Awarding Contract for the Bailey Drive Water and Sewer Extension Project. Motion carried, all ayes.

Request for modification to City Code for Garage/Shed Material - Edward Paulson, 117 Marshall Court

Edward Paulson, 117 Marshall Court, addressed the Council requesting the City amend the City Code which prohibits the use steel for siding materials on an accessory building. Mr. Paulson stated that he purchased the property a year ago and has combined the two parcels in order to be able to construct a detached 16' x 32' garage in his rear yard. Mr. Paulson further stated that he has purchased his materials and was then informed by City Staff that the City Code does not permit the use of steel for siding materials. Mr. Paulson provided the Council with a rendering of his proposed building.

The Council discussed the change in quality of materials, the original intent of the City Code, the location of the proposed structure, other buildings in the City and the process to modify the City Code.

City Attorney Jim Peters advised that it was part of the City's zoning code so the Planning & Zoning Commission should review the request and make a recommendation to the Council. City Manager Vick informed the Council that the Planning & Zoning Commission will meet on August 19, 2021. The Council asked that the request be sent to the Planning & Zoning Commission for review, noting they were supportive of a modification to the City Code.

Ordinance 004-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Sidewalk Standards

Motion by Behnken, seconded by Sherman to approve the first consideration and adoption of Ordinance 004-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Sidewalk Standards. Motion carried, all ayes.

Agreement for Main Street and Franklin Street Traffic Signal Review

City Manager Vick informed the Council that the agreement was for Fehr Graham to review the traffic light timing at the intersection of Main Street and Franklin Street to see if changes could be made to improve traffic flow, noting the estimated cost for the work was \$2,000.00.

Following discussion, the Council determined they did not want to proceed with this agreement.

Police Department/City Hall Internet

City Manager Vick informed the Council that Delaware County E911 Director Mike Corkery has been working with an alternate internet provider, WIN Technology, for internet service for the County and that the City would also be able to connect on with this provider. Vick reviewed the service with the Council and the proposed contract.

Following discussion, motion by Poynor, seconded by Bradley to approve proceeding with WIN Technology for internet service at City Hall and the Police Department. Motion carried, all ayes.

Stop Signs at South 9th Street & West Marion Street

Motion by Behnken, seconded by Scherbring to adopt R-091-2021 Resolution Approving the Installation of Stop Signs (South 9th Street and West Marion Street). Motion carried, all ayes.

Keep Iowa Beautiful/Hometown Pride Committee

The Council discussed the creation of a Keep Iowa Beautiful/Hometown Pride Committee to work with ECIA staff on projects in the City. The Council agreed to advertise for interested individuals and schedule an introductory meeting.

Construction Project Updates

Jason Wenger, Burrington Group, and Nick La Rosa, Fehr Graham, updated the Council on construction projects in the City.

Reports

City Manager Vick informed the Council that Well 4 has been repaired and that the small asphalt projects were being done around the City.

Council Member Bradley commented on the great amount of events happening in the City over the past week and thanked the staff for their involvement.

Council Member Behnken informed the Council that she intends to run for Mayor in the upcoming City election.

Motion by Sherman, seconded by Behnken to adjourn at 6:21pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, August 23, 2021

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

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None.

Consent Agenda

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3.1 Approval of the minutes of the August 9, 2021 City Council meeting

3.2 R-092-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the July 8, 2021 Library Board meeting; July 2021 Library Statistical Report; minutes of the August 16, 2021 Parks & Recreation Commission meeting; July 2021 Wastewater IDNR Reports; minutes of the August 19, 2021 Planning & Zoning Commission meeting

3.5 R-093-2021 Resolution Amending Salary Resolution

3.6 R-094-2021 Resolution Appointing Commissioners to the Eastern Iowa Regional Housing Authority from the City of Manchester, Iowa

3.7 Approve Pay Estimate #11 in the amount of \$7,200.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.8 Commercial Incentive Grant Application: Facade Grant Application in the amount of \$2,322.68 to Rick Brunsmann for Cork N Bottle Liquor Store at 900 East Main Street

3.9 R-095-2021 Resolution Approving Easement Agreement

3.10 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. The Council discussed Ordinance 004-2021 and agreed that clarification was needed as to when the standards were required for replacement of existing sidewalks. Motion by Behnken, seconded by Scherbring to remove "3.4 Ordinance 004-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Sidewalk Standards" from the Consent Agenda to allow for changes to be made and to have the revised ordinance on the agenda for the 2<sup>nd</sup> and 3<sup>rd</sup> readings at the next meeting. Motion carried, all ayes. Motion by Sherman, seconded by Scherbring to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ALLIANT ENERGY	ELECTRICITY	20,905.58
AMAZON	LIBRARY SUPPLIES	756.85
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,002.88
BARRON MOTOR	PARTS/SUPPLIES	62.26
BOB STEPHEN MOTORS	VEHICLE MAINT/REPAIR	136.50
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	86.83
DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	1,550.00

DEL CO SOLID WASTE COMMISSION	LANDFILL	996.40
DEMCO	LIBRARY MATERIALS	69.61
DOG WASTE DEPOT	DOGIPOT SUPPLIES	304.85
DON & WALT	REPAIR/MAINTENANCE	122.85
FASTENAL COMPANY	PARTS/SUPPLIES	8.96
FEHR GRAHAM	ENGINEERING FEES	13,684.38
FOLEY, DOUG	REIMBURSEMENT	145.60
HAWKEYE COMMUNITY COLLEGE	PD ACADEMY	5,120.00
HAWKINS	CHEMICALS	726.24
HERITAGE PRINTING	OFFICE SUPPLIES	23.50
HILLSIDE MANUFACTURING	LIFEJACKET LOANER STATION	275.00
IA DEPT OF AG	AW1678 LICENSE	75.00
IMWCA	WORK COMP INSURANCE	27,074.00
ISAACS, RILEY	SUPPLIES	105.00
KBI WAREHOUSE & DISTR	BUCKET RENTAL	250.00
KEYSTONE LABORATORIES	LAB TESTS	538.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,924.32
LEARN, ERIN	MILEAGE REIMBURSEMENT	183.68
MANCHESTER MOTOR SUPPLY	AUTO PARTS	20.17
MANCHESTER SIGNS	SIGNS	1,506.75
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	2,535.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	625.82
ONE SOLUTION	WIFI EXPANSION	344.00
ORKIN EXTERMINATION	EXTERMINATION SERVICES	725.76
OVERDRIVE	LIB MATERIALS	393.41
PAYROLL CHECKS	PAYROLL	72,858.85
PITNEY BOWES	POSTAGE SUPPLIES	80.74
PIZZA RANCH	CONCESSIONS	1,147.00
RABALAIS, PHILIP	COMMUNITY PROMOTION VIDEO	550.00
RAY O'HERRON	VESTS	8,367.84
RECORD AUTOMATIC DOORS	REPAIR/MAINTENANCE	1,140.00
SCHROEDERS CASH SUPPLY	CONSTRUCTION SUPPLIES	354.51
SHIELD TECHNOLOGY	COMPLIANCE UPDATE	500.00
STATE HYGIENIC LABORATORY	LAB TESTS	120.00
STOREY KENWORTHY	OFFICE SUPPLIES	357.18
SUPREME GREEN	MOWING CONTRACT	160.00
SWALES CONSTRUCTION	CONCRETE RISERS	277.00
UNITY POINT CLINIC	DRUG TESTING	84.00
US CELLULAR	CONNECTED DEVICE FD	43.23
VANDE VOORDE, SPENSER	LIFE JACKET LOANER STATION	533.76
WALMART	SUPPLIES	560.49
WELLER, SAM	LIB PROGRAM	300.00
WEST DELAWARE SCHOOLS	POPCORN MACHINE	919.00
WINDSTREAM	PHONE/INTERNET	870.93
XYLEM WATER SOLUTIONS	AERATION VALVES	15.01
ZANGERLE REPAIR	REPAIR & MAINTENANCE	135.62
	TOTAL	193,654.36

	FUND TOTAL	
	GENERAL	118,273.13
	HOTEL MOTEL TAX	550.00
	ROAD USE TAX	9,452.49
	EMPLOYEE BENEFIT	23,720.80
	POLICE SPECIAL USES	105.00
	PARK IMPROVEMENT	2,587.50
	PARK GIFT & TRUST	920.00
	LIBRARY GIFT & TRUST	228.19
	STREET PROJECTS	11,096.88
	WATER FUND	9,566.75
	SEWER FUND	17,153.62
	TOTAL FUNDS	193,654.36

**Public Hearing on the Request of Steve Pettlon/S&R Construction to rezone Oakview Estates Subdivision**  
 Mayor Kramer opened the Public Hearing at 5:16pm.

City Manager Vick reviewed the rezoning request with the Council, noting that the Planning and Zoning Commission had met on August 19<sup>th</sup>, 2021 and recommend approval of the rezoning.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:18pm.

Motion by Bradley, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 005-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Oakview Estates Subdivision). Motion carried, all ayes.

Motion by Behnken, seconded by Poynor to adopt R-096-2021 Resolution Approving Preliminary Plat for Oakview Estates Subdivision. Motion carried, all ayes.

**2021 General Obligation Bonds**

Maggie Burger, Speer Financial, reviewed with the Council the bids received for the 2021A General Obligation Bonds, noting six bids had been received and UMB Bank was the lowest bidder with a rate of 1.1187%.

<b><u>Name and Address of Bidder</u></b>	<b><u>Final Bid (interest cost)</u></b>
UMB Bank, n.a., Kansas City, Missouri	1.1187%
Bankers' Bank, Madison, Wisconsin	1.1926%
Northland Securities, Inc., Minneapolis, Minnesota	1.2945%
United Bankers' Bank, Bloomington, Minnesota	1.3007%
D.A. Davidson & Co., Denver, Colorado	1.3552%
Bernardi Securities, Inc., Chicago, Illinois	1.5247%

Following discussion, motion by Scherbring, seconded by Bradley to adopt R-097-2021 Resolution Awarding Sale of General Obligation Corporate Purpose Bonds, Series 2021A. Motion carried, all ayes.

Ms. Burger also reviewed with the Council the bids received for 2021B Taxable Bonds, noting five bids had been received and UMB Bank was the lowest bidder with a rate of 1.6121%.

<u>Name and Address of Bidder</u>	<u>Final Bid (interest cost)</u>
UMB Bank, n.a., Kansas City, Missouri	1.6121%
Bankers' Bank, Madison, Wisconsin	1.6361%
United Bankers' Bank, Bloomington, Minnesota	1.7465%
D.A. Davidson & Co., Denver, Colorado	1.7968%
Northland Securities, Inc., Minneapolis, Minnesota	1.8062%

Motion by Sherman, seconded by Poynor to adopt R-098-2021 Resolution Awarding Sale of Taxable General Obligation Corporate Purpose Bonds, Series 2021B. Motion carried, all ayes.

#### Hero Hustle Triathlon

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Motion by Scherbring, seconded by Behnken to approve the closure of South 3rd Street from Grant Street to the Highway 20 overpass on Sunday, August 29, 2021 from 9:00am-12:00pm for the Hero Hustle Triathlon. Motion carried, all ayes.

#### Construction Project Updates

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Jason Wenger, Burrington Group, and Nick La Rosa, Fehr Graham, updated the Council on construction projects in the City.

#### Reports

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City Manager Vick informed the Council that the Planning and Zoning Commission had initial discussions on steel siding and would be reviewing further at future meetings. Vick also informed the Council that he had been asked to serve on NICC President Search Committee.

Council Member Poynor expressed her appreciation for the work Library Director Kristy Folsom has done and wished her well in her next position. The Council agreed and thanked Ms. Folsom for her service.

Council Member Behnken noted that she has gotten some feedback on things people would like to see in Manchester and she has directed them to contact City Hall to be a part of the Keep Iowa Beautiful/ Hometown Pride Committee.

Motion by Behnken, seconded by Bradley that the meeting adjourn at 5:41pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting  
Tuesday, September 7, 2021

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

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

Also present: Jim Hauschild, Doug Foley, Chad Wulfekuhle, Jason Haight, Tim Heims, Jason Wenger, Ryan Wicks, Sam Ertl, Nick La Rosa.

Items discussed included: Meadow Park 4<sup>th</sup> Addition Subdivision Update; Oak View Estates Subdivision Update; WQI Stormwater Wetland Project Update; and 2022 Street Improvement Project Update. Department reports and engineering updates were also given.

Motion by Poynor, seconded by Bradley that the meeting adjourn at 6:20pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, September 13, 2021

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

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None.

Consent Agenda

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3.1 Approval of the minutes of the August 23, 2021 City Council meeting

3.2 R-099-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: the minutes of the August 12, 2021 Library Board meeting; the August 2021 Wastewater IDNR Reports

3.4 R-100-2021 Resolution Amending Salary Resolution

3.5 Ordinance 005-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Oakview Estates Subdivision), second consideration and adoption

3.6 Ordinance 006-2021 Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Demolition of Buildings, first consideration and adoption

3.7 Approve payment of claims totaling \$28,809.50 to Fehr Graham for engineering services

3.8 R-101-2021 Resolution authorizing and approving a Loan Agreement, providing for the issuance of \$2,135,000 General Obligation Corporate Purpose Bonds, Series 2021A, and providing for the levy of taxes to pay the same

3.9 R-102-2021 Resolution authorizing and approving a Loan Agreement, providing for the issuance of \$1,130,000 Taxable General Obligation Corporate Purpose Bonds, Series 2021B, and providing for the levy of taxes to pay the same

3.10 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	452.47
ALLEN OCCUPATIONAL HEALTH	AUDIOGRAM	430.50
ALLIANT ENERGY	ELECTRICITY	7,519.43
AMAZON	LIBRARY SUPPLIES	641.53
AMAZON CAPITAL SERVICES	SUPPLIES	737.54
AMERICAN RED CROSS	LIFEGUARD CLASS	280.00
ANDERSON WELDING	REPAIR/MAINTENANCE	96.16
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	615.65
BASE	INSURANCE	108.00
BECKER ELECTRIC	REPAIR/MAINT	655.30
BLACK HILLS ENERGY	HEATING FUEL	3,086.98
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	1,493.28

CDW GOVERNMENT	IT PRODUCTS/SERVICE	1,237.97
CENGAGE LEARNING	LIBRARY MATERIALS	237.90
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	505.02
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CUTTING EDGE GRAPHICS	HERO HUSTLE SIGNS/SHIRTS	6,276.92
D & S PORTABLES	PORTAPOTTY	1,250.00
DEL CO SHERIFF'S OFFICE	INMATE INCARCERATION FEE	150.00
DEMCO	LIBRARY MATERIALS	130.78
DON & WALT	REPAIR/MAINTENANCE	846.83
DOYLE, DAN	REFUND	20.00
ECIA	FY22 RPA MATCH	3,268.00
EDGEWOOD LOCKER	2021 HERO HUSTLE: PARTICIPANT	200.00
F.L. KRAPFL	STORM SEWER REPAIRS	13,145.83
FAREWAY STORES	SUPPLIES	5.16
FASTENAL COMPANY	PARTS/SUPPLIES	89.10
FISH SHACK	LIBRARY: AQUARIUM MAINT	50.00
GAZETTE COMMUNICATIONS	ANNUAL SUBSCRIPTION	462.80
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,672.78
GRUNDY NATIONAL BANK	SUPPLIES	45.00
GUDENKAUF TILING & EXCAVATING	6' TILE	109.60
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	9,880.00
HAWKEYE ELECTRICAL	ELECTRICAL REPAIR	1,941.00
HERITAGE PRINTING	OFFICE SUPPLIES	23.50
IA PRISON INDUSTRIES	CLOTHING	230.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	105.51
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	423.56
KIRKHAM MICHAEL	PAY #11: AIRPORT ACQ/EASEMENTS	7,200.00
KLUESNER FLOORING	LIBRARY FLOORING REPLACEMENT	2,948.94
KMCH	RADIO ANNOUNCEMENTS	768.20
LAWSON PRODUCTS	TOOLS & MATERIALS	91.19
LEARN, ERIN	MILEAGE REIMBURSEMENT	41.44
MACQUEEN/TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	539.92
MANCHESTER SIGNS	SIGNS	321.50
MCCRABB, RICHARD	MOWING SERVICES	180.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	596.54
MOMENTUM	UNIFORMS (DISPATCH)	328.76
MULTI MEDIA CHANNELS	ADVERTISING	303.00
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	1,785.72
NICHE ACADEMY	ONLINE SUBSCRIPTION	1,100.00
NORTHWAY CORPORATION	WELL 4 REPAIR	6,695.85
ONE SOLUTION	WIFI EXPANSION	2,172.50
OVERDRIVE	EBOOK CONTENT FEE	1,232.22
PALMER HARDWARE	PARTS/SUPPLIES	1,083.85
PETERS & LONGMUIR PLC	LEGAL FEES	850.00
PITNEY BOWES	LEASE PAYMENT	202.17
PIZZA RANCH	CONCESSIONS	257.79
PMMIC INSURANCE	AIRPORT UST INSURANCE	1,588.00
POSTMASTER	POSTAGE	560.51

RADIO COMMUNICATIONS	REPAIR/MAINT	45.00
REGIONAL MEDICAL CENTER	SUPPLIES	49.32
RELIANCE STANDARD LIFE INS	INSURANCE	515.60
RIVER CITY STONE	ROCK/STONE	679.60
SCHWAN'S HOME SERVICE	CONCESSIONS/RTE10504	543.07
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
STATE HYGIENIC LABORATORY	LAB TESTS	1,055.50
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	1,609.20
STOREY KENWORTHY	OFFICE SUPPLIES	556.58
SUPREME GREEN	MOWING CONTRACT	4,497.67
TASC	FLEX BENEFITS	743.52
TAYLOR & ASSOCIATES	POOL SUPPLIES	2,509.13
THE PENWORTHY COMPANY	CHILDREN'S BOOKS	276.27
THREE RIVERS FS	FUEL/FERTILIZER	6,123.53
TRI-TECH FORENSICS	FORENSIC KITS	62.10
VERIZON WIRELESS	MOBILE DATA	280.09
VISION SERVICE PLAN	INSURANCE	652.80
VULCAN	GRIT WASHER AUGER REPAIR	10,445.00
WELLMARK	INSURANCE	25,130.89
WIDNER DRUG & GIFT	SUPPLIES	21.98
WINDSTREAM	PHONE/INTERNET	1,156.74
UTILITY DEPOSITS	UTILITY DEPOSIT REFUNDS	431.82
PAYROLL CHECKS	PAYROLL	69,847.61
	TOTAL	216,828.92
	GENERAL	98,846.91
	ROAD USE TAX	34,312.45
	EMPLOYEE BENEFIT	23,781.18
	PARK GIFT & TRUST	7,669.75
	LIBRARY GIFT & TRUST	218.22
	WATER FUND	23,044.22
	UTILITY DEPOSIT TRUST	355.99
	WATER CAPITAL PROJECT	6,695.85
	SEWER FUND	21,904.35
	FUND TOTALS	216,828.92

Public Hearing on the Proposed Plans, Specifications and Form of Contract and Estimated Costs for the Tirrill Park Pickleball and Tennis Courts Project

Mayor Kramer opened the Public Hearing at 5:09pm.

Nick La Rosa, Fehr Graham, reviewed the project scope with the Council. The Council discussed the project, fencing, removal of the existing courts and the cost estimate for the project.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:19pm.

The Council reviewed the bids received for the project. City Manager Vick noted that Eastern Iowa Excavating & Concrete was the only bidder and had submitted a bid of \$101,895.50 for the HMA surfacing option and a bid of \$115,241.20 for the PCC surfacing.

Motion by Poynor, seconded by Behnken to adopt R-103-2021 Resolution Awarding Contract for the Tirrill Park Pickleball and Tennis Courts Project utilizing the PCC concrete bid. Motion carried, all ayes.

Ordinance 004-2021 An Ordinance Amending Provisions Pertaining to Sidewalk Standards

City Attorney Jim Peters reviewed the proposed modifications to the ordinance which clarify the intent of the ordinance.

Motion by Behnken, seconded by Sherman to proceed with the second consideration and adoption of Ordinance 004-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Sidewalk Standards. Motion carried, all ayes.

Construction Project Updates

Jason Wenger, Burrington Group; Nick La Rosa, Fehr Graham; and Sam Ertl, Fehr Graham updated on construction projects in the City.

Reports

City Staff and the City Council provided updates on recent activities and upcoming meetings.

Motion by Scherbring, seconded by Behnken that the meeting adjourn at 5:48pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Work Session  
Monday, September 20, 2021

Mayor Kramer called the committee meeting to order at 6:00pm.

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

Iowa League of Cities Annual Conference Workshop Review

The Council agreed to delay the workshop review to another meeting when all Council members could be present, noting that Council Member Behnken was ill and could not attend the work session.

The Council then toured the Police Department and City Hall.

The work session adjourned at 6:27pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, September 27, 2021

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the September 7, 2021 Committee of the Whole meeting and the September 13, 2021 City Council meeting

3.2 R-104-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the September 16, 2021 Planning & Zoning Commission meeting; the minutes of the September 20, 2021 Parks & Recreation Commission meeting

3.4 R-105-2021 Resolution Amending Salary Resolution

3.5 Ordinance 004-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Sidewalk Standards, third consideration and final adoption

3.6 Ordinance 005-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Oakview Estates Subdivision), third consideration and final adoption

3.7 Ordinance 006-2021 Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Demolition of Buildings, second consideration and adoption

3.8 R-106-2021 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Bailey Drive Estates, LLC, including Annual Appropriation Tax Increment Payments

3.9 R-107-2021 Resolution Approving Contract for the Bailey Drive Water & Sewer Extension Project

3.10 R-108-2021 Resolution Approving Change Order #1 for the Ludland Drive Street Repair Project

3.11 Motion to approve Pay Estimate #1 in the amount of \$55,689.04 to Eastern Iowa Excavating & Concrete for the Ludland Drive Street Repair Project

3.12 R-109-2021 Resolution Approving Contract for Tirrill Park Pickleball and Tennis Courts Project

3.13 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 with correction to the dollar amount in Resolution R-108-2021. Motion carried, all ayes.

Bills approved for payment

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<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
ACCENT LASER	TONER CARTRIDGE(S)	64.95
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,522.83
ALLIANT ENERGY	ELECTRICITY	21,327.52
AMAZON CAPITAL SERVICES	SUPPLIES	274.92
AUDITOR OF STATE OF IOWA	AUDIT FILING FEE	625.00
BARRON MOTOR	PARTS/SUPPLIES	368.67
BECKER ELECTRIC	REPAIR/MAINT	1,125.32
BLACK HILLS ENERGY	HEATING FUEL	2,023.88
BUNTING, CLIFFORD D	MILEAGE REIMB	46.48

BURNS	MOWER PARTS	102.37
CITY LAUNDERING	BUILDING MAINT SUPPLIES	64.87
COAST TO COAST SOLUTIONS	SUPPLIES	67.45
D & S PORTABLES	PORTAPOTTY	225.00
DEL CO ECONOMIC DEVELOPMENT	TOURISM CONTRIBUTION	15,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	998.20
DEL CO TREASURER	PROPERTY TAXES	590.00
DON & WALT	REPAIR/MAINTENANCE	4,309.00
DOWNS, MICHELLE	MILEAGE REIMB	285.60
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	271.40
FAREWAY STORES	SUPPLIES	201.06
FASTENAL COMPANY	PARTS/SUPPLIES	43.65
FRANKLIN & WILLOW	WEBSITE/NEWSLETTER	212.50
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,818.22
GRAINGER	INDUSTRIAL SUPPLIES	63.54
HERITAGE PRINTING	PRINTING/OFFICE SUPPLIES	272.53
HOEPPNER, JORDAN	MILEAGE REIMB	1,106.56
IA LAW ENFORCEMENT ACADEMY	DISPATCH TRAINING	375.00
J & R SUPPLY	WTR/SWR SUPPLIES	5,861.00
KILBURG EQUIPMENT	MAINTENANCE/REPAIR	234.43
KLUESNER SANITATION	GARBAGE/RECYCLING	24,059.32
KRAMER, MILT L	MILEAGE REIMB	48.16
LANDSCAPES BY CHILDS PLAY	LANDSCAPE MATERIALS	40.00
LEARN, ERIN	MILEAGE REIMB	76.16
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	15.73
MANCHESTER SIGNS	SIGNS	77.70
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	1,900.00
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	490.75
NORTHWAY CORPORATION	WELL #4 EQUIPMENT	21,794.45
OPENING SPECIALISTS	WHITewater PARK SOLENOIDS	442.80
PAYROLL CHECKS	PAYROLL CHECKS	71,792.44
POSTMASTER	POSTAGE	637.06
QUILL CORPORATION	PD OFFICE SUPPLIES	60.82
RIVER CITY PAVING	ASPHALT PAVING	265,371.21
RIVER CITY STONE	ROCK/STONE	1,892.69
STATE HYGIENIC LABORATORY	LAB TESTS	122.00
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	125.00
SUPREME GREEN	MOWING CONTRACT	4,707.67
T&W GRINDING	COMPOST CONTRACT	17,062.00
UTILITY DEPOSIT TRUST	DEPOSIT REFUNDS	13.84
VERIZON WIRELESS	MOBILE DATA	280.19
WINDSTREAM	PHONE/INTERNET	688.41
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	832.80
ZANGERLE REPAIR	REPAIR & MAINTENANCE	83.33
	TOTAL	472,096.48
	FUND TOTALS	
	GENERAL	128,079.05
	HOTEL MOTEL TAX	15,000.00
	ROAD USE TAX	10,152.18
	PARK GIFT & TRUST	300.98

STORM WATER/WQ PROJECTS	270.00
SUBDIVISION PROJECTS	3,552.00
STREET PROJECTS	265,238.21
WATER FUND	30,564.72
UTILITY DEPOSIT TRUST	13.84
WATER CAPITAL PROJECT	1,444.00
SEWER FUND	17,171.50
SEWER CAPITAL PROJECT	310.00
TOTAL FUNDS	472,096.48

#### Address Change Request - Dennis & Kathy Meisgeier

Mayor Kramer informed the Council that Dennis and Kathy Meisgeier are requesting an address change for the new house they are building and referred the Council to the letter from the Meisgeiers.

Dennis and Kathy Meisgeier discussed with the Council their request to have the address for the new house changed from 205 ½ Bailey Drive to a private drive. Meisgeier's noted the confusion the ½ is causing for mail and deliveries, and noted the uniqueness of the property as the private drive also provides access to the City's sewer manhole and an access easement for the property behind their lot.

Scott Hermanson, owner of the lot behind Meisgeier's, discussed his interest in the private drive and potential future development of their land.

The Council discussed with those present potential names for the private drive, future development in that area, precedent, and access. The Council agreed that a private drive made sense and asked the Meisgeier's to work with City Staff to determine a name to be brought back to the Council.

#### FIRM Map Update

City Manager Vick reviewed correspondence received from FEMA regarding flood hazard determinations affecting the City's Flood Insurance Rate Map.

#### West Marion Street Bridge

Mayor Kramer informed the Council that Fehr Graham has prepared a letter of request to be submitted to the Iowa DOT to request funding from the City Bridge Program. Bridges are rated and then funds are made available as bridges near the top of the rating list which can take several years as there are a number of cities that request funds. Fehr Graham would like the City Council to review the letter and approve the submittal to the City Bridge Program.

Following discussion, motion by Scherbring, seconded by Bradley to approve submittal of the letter requesting funds from the IDOT City Bridge Program for the West Marion Street Bridge. Motion carried, all ayes.

#### Iowa League of Cities Annual Conference Workshop Review

The Council will hold the workshop review at their next Committee of the Whole meeting.

#### Construction Project Updates

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

Reports

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Council Member Poynor stated she had received a couple of questions, one about the two trees planted close together at Central Park and the other about the weeds along the waterway near J's Auto.

Council Member Behnken asked about the restrooms at Tirrill Park and vandalism, noting she had received a complaint about the cleanliness.

Closed Session

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Motion by Behnken, seconded by Poynor to enter into closed session at 5:55pm pursuant to Iowa Code Section 21.5(1c) to discuss potential litigation. Motion carried, all ayes.

The Council returned to open session at 6:17pm.

Motion by Sherman, seconded by Poynor that the meeting adjourn at 6:17pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Special Meeting and Committee of the Whole Meeting  
Monday, October 4, 2021

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: Jim Hauschild, Doug Foley, Chad Wulfekuhle, Jason Haight, Tim Heims, Jason Wenger, Ryan Wicks, Sam Ertl, Nick La Rosa.

Special City Council Meeting

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Motion by Poynor, seconded by Bradley to adopt R-110-2021 Resolution Waiving Right to Review Plat (Airport/Francois). Motion carried, all ayes.

Committee of the Whole Meeting

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Items discussed included: 2022 Street Improvement Project; Meadow Park 4<sup>th</sup> Addition Subdivision Update; Oak View Estates Subdivision Update; WQI Stormwater Wetland Project Update; and Iowa League of Cities Annual Conference Workshop Review. Department reports and engineering updates were also given.

Motion by Scherbring, seconded by Behnken that the meeting adjourn at 6:40pm.

---

Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, October 11, 2021

Mayor Pro-Tem Behnken 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: Mayor Milt Kramer.

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

Public Input

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None.

Mayor Pro Tem Behnken recognized Parks & Recreation Director Doug Foley who recently received the Iowa Parks & Recreation Association's highest professional award, the Slattery/Trueblood Professional Award.

Consent Agenda

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3.1 Approval of the minutes of: the September 27, 2021 City Council minutes; the September 20, 2021 Work Session; and the October 4, 2021 Committee of the Whole meeting

3.2 R-111-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: September 2021 Wastewater IDNR Reports; July 2021 Revenue & Expense Reports; August 2021 Revenue & Expense Reports

3.4 Ordinance 006-2021 Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Demolition of Buildings, third consideration and final adoption

3.5 Downtown & Commercial Incentive Program Grant Payment Requests: Commercial Incentive Program Parking Lot Assistance Grant in the amount of \$3,238.00 to Main Street Repair for the property at 1213 East Main Street; Downtown Incentive Program Facade Grant in the amount of \$1,425.00 to Donna Reeder for the property at 304 East Main Street

3.6 R-112-2021 Resolution Adopting a Records Retention and Disposition Schedule for the City of Manchester, Iowa in accordance with Section 372.13(5) of the Code of Iowa

3.7 Approve payment of invoices totaling \$10,075.00 to Fehr Graham for engineering services

3.8 R-113-2021 Resolution Naming Wildflower Lane in the City of Manchester, Iowa

3.9 Approve Pay Estimate #12 in the amount of \$4,800.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.10 R-114-2021 Street Lighting Resolution

3.11 Approval of the Consent Agenda

Mayor Pro Tem Behnken reviewed the items on the consent agenda with the Council. Motion by Scherbring, seconded by Sherman to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	409.38
AFLAC	AFLAC	686.21
ALLIANT ENERGY	ELECTRICITY	6,140.49
AMAZON CAPITAL SERVICES	SUPPLIES	73.97
BARRON MOTOR	PARTS/SUPPLIES	69.91

BASE	INSURANCE	108.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	1,393.31
BSN SPORTS	RECREATION SUPPLIES	204.00
CITY OF MANCHESTER	COMPLEX WATER	301.34
CITY OF MANCHESTER-FLEX	DEPCARE REIMB	877.06
COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	173.53
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
EASTERN IA EXCAVATING	PAY ESTIMATE #1 LUDLAND DRIVE	55,689.04
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	19,967.00
EMS INDUSTRIAL	ELECTRIC MOTOR REPAIR	189.05
ENGINEERED OPER & SVC	WASTEWATER SUPPLIES	1,608.60
FALLER, KINCHELOE & CO PLC	AUDIT SERVICES	7,900.00
FAREWAY STORES	SUPPLIES	23.76
FASTENAL COMPANY	PARTS/SUPPLIES	313.36
FEHR GRAHAM	ENGINEERING FEES	28,809.50
FOLEY, DOUG	MILEAGE REIMB	163.52
GENERAL TRAFFIC CONTROL	TRAFFIC SIGNAL PUSH BUTTONS	596.16
GRUNDY NATIONAL BANK	XMAS CLUB	510.00
HAWKINS	CHEMICALS	1,170.69
IA SECRETARY OF STATE	NOTARY FEE	30.00
IA WATER ENVIRONMENT ASSOC	IAWEA CONFERENCE REGISTRATION	70.00
IDNR	IDNR PERMIT 1350	95.00
J & R SUPPLY	WTR/SWR SUPPLIES	351.30
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	273.09
KAMMILLER TREE SERVICE	TREE REMOVALS/STUMP GRINDING	9,000.00
KMCH	RADIO ANNOUNCEMENTS	768.20
LAHR REPAIR	LADDER TRUCK REPAIR	328.60
LAKE DESIGN & DECOR	BUILDING MAINTENANCE	1,674.75
LANDSCAPES BY CHILDS PLAY	LANDSCAPE SUPPLIES/MATERIALS	150.00
LAWSON PRODUCTS	TOOLS & MATERIALS	319.05
M RUTH FRANCOIS REVOCABLE TRUST	AIRPORT LAND PURCHASE	269,572.46
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	1,020.00
MANCHESTER ANIMAL MEDICAL	VETERINARY CARE	37.60
MANCHESTER MOTOR SUPPLY	AUTO PARTS	7.88
MANCHESTER SIGNS	SIGNS	59.25
MARTIN ENGINEERING	VEHICLE PARTS	214.20
MCCRABB, RICHARD	MOWING SERVICES	180.00
MEDIACOM	PHONE/INTERNET	154.90
MOMENTUM	SCREEN PRINTING	782.04
NORTHERN IOWA TREE CARE	TREE/STUMP REMOVAL	2,700.00
PALMER HARDWARE	PARTS/SUPPLIES	169.07
PAYROLL CHECKS	PAYROLL CHECKS	58,701.63
PITNEY BOWES	LEASE PAYMENT	208.86
POSTMASTER	POSTAGE	47.94
RADAR ROAD TEC	RADAR CERTIFICATION	210.00
RELIANCE STANDARD LIFE INS	INSURANCE	502.60
RIVER CITY STONE	ROCK/STONE	5,764.68
SCHERRMAN'S IMPLEMENT	PARTS & SUPPLIES	122.00

SCHLEE & SOMMERS ELECTRIC	ELECTRICAL REPAIR	799.04
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	351.20
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	240.00
SUPREME GREEN	MOWING	90.00
TREASURER STATE OF IOWA	STATE TAX	3,374.00
TRUE TIME RACING SERVICES	HERO HUSTLE RACE TIMING	1,184.23
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	629.13
VANTAGE TRANSFER AGENTS	ICMARC	886.92
VICK, TIMOTHY J	MILEAGE REIMB	164.64
VISION SERVICE PLAN	INSURANCE	637.10
VOYA	VOYA 457 PRETAX	1,957.00
WALMART	SUPPLIES	89.22
WELLMARK	INSURANCE	26,637.73
WINDSTREAM	PHONE/INTERNET	1,162.18
	TOTAL	519,419.07
	FUND TOTALS	
	GENERAL	363,108.03
	ROAD USE TAX	12,841.61
	EMPLOYEE BENEFIT	22,284.99
	PARK IMPROVEMENT	12,514.68
	PARK GIFT & TRUST	1,455.12
	POLICE CANINE	37.60
	STREET PROJECTS	77,748.54
	WATER FUND	16,188.40
	UTILITY DEPOSIT TRUST	209.63
	SEWER FUND	13,030.47
	TOTAL	519,419.07

**Public Hearing on Proposed Development Agreement with Bailey Drive Estates, LLC**

Mayor Pro Tem Behnken opened the Public Hearing at 5:08pm.

City Manager Vick informed the Council that Mr. Hildebrand is proposing to construct two additional duplexes on the property he owns along Bailey Drive, noting the proposed agreement is similar to the development agreements he was awarded previously.

There being no written comments on file and no comments to be heard, Mayor Pro Tem Behnken closed the Public Hearing at 5:10pm.

Motion by Bradley, seconded by Poynor to adopt R-115-2021 Resolution Approving Development Agreement with 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.

**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.

Development Agreement - Jerome Krogmann

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City Manager Vick reviewed the proposed development agreement with Jerry Krogmann with the Council, noting it provided incentives for the development of a 13 lot residential subdivision.

Motion by Scherbring, seconded by Dean to adopt R-116-2021 Resolution Approving Development Agreement with Jerome Krogmann. Motion carried, all ayes.

Development Agreement - S & R Construction, Inc

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City Manager Vick reviewed the proposed development agreement with S&R Construction with the Council, noting it provided incentives for the development of 16 single family lots, 14 duplex lots, and a commercial lot in the Oakview Estates Subdivision.

Following discussion, motion by Sherman, seconded by Bradley to adopt R-117-2021 Resolution Approving Development Agreement with S & R Construction, Inc. Motion carried, all ayes.

ECIA's HUD Lead and Healthy Homes Program

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Motion by Poynor, seconded by Scherbring to adopt R-118-2021 Resolution Supporting ECIA's HUD Lead and Healthy Homes Program Completing Ten Projects in the City of Manchester and Agreeing to Cover the Required Match Commitment per Project. Motion carried, all ayes.

Strategic Planning Proposal - Midwest Municipal Consulting

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Motion by Poynor, seconded by Sherman to approve proceeding with the Strategic Planning Proposal from Midwest Municipal Consulting. Motion carried, all ayes.

Construction Project Updates

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

Reports

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City Manager Vick informed the Council that the Keep Iowa Beautiful informational meeting would be October 13, 2021 at 6:00pm.

Motion by Bradley, seconded by Poynor that the meeting adjourn at 5:52pm. Motion carried, all ayes.

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Connie Behnken, Mayor Pro Tem

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, October 25, 2021

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

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None.

Consent Agenda

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3.1 Approval of the minutes of: the October 11, 2021 City Council minutes

3.2 R-119-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the September 9, 2021 Library Board meeting; minutes of the October 18, 2021 Parks & Recreation Commission meeting; September 2021 Revenue and Expense Reports; minutes of the October 21, 2021 Planning & Zoning Commission meeting

3.4 Downtown Incentive Grant Applications: Facade Grant in the amount of \$325.05 to Sylvia Carr for the building at 117 South Franklin Street

3.5 R-120-2021 Resolution Amending Salary Resolution

3.6 Motion to set November 22, 2021 at 5:00pm as the date and time for a Public Hearing on the Plans, Specifications and Contract Documents for the Grayson Court and Oakview Estates Lift Station Project

3.7 R-122-2021 Resolution Accepting Work Covering the Ludland Drive Street Repair

3.8 Approve Pay Estimate #2 - Final Retainage in the amount of \$2,931.00 to Eastern Iowa Excavating and Concrete, LLC for the Ludland Drive Street Repair

3.9 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
ACCENT LASER	TONER CARTRIDGE(S)	259.80
AFLAC	PAYROLL WITHHOLDINGS	686.21
ALLIANT ENERGY	ELECTRICITY	18,538.76
AMAZON	LIBRARY SUPPLIES	532.29
AMAZON CAPITAL SERVICES	SUPPLIES	182.85
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	645.62
BARD MATERIALS	CONCRETE	893.75
BECKER ELECTRIC	ELECTRICAL WORK	1,382.28
BLACK HAWK CO SHERIFF	REFUND TRAINING FEE	40.00
BLACK HILLS ENERGY	HEATING FUEL	847.97
BOUBIN TIRE & AUTOMOTIVE	120 U CASE VALVE STEMS	776.85
BREHME DRUG	FIRST AID SUPPLIES	1.48
BROWN SUPPLY CO	SUPPLIES	20,160.00
CDW GOVERNMENT	HP COMPUTER	1,911.03
CENGAGE LEARNING,	LIBRARY MATERIALS	2,859.83
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	877.06

COLLECTION SERVICE CENTER	CHLD SUPP BI-WK	173.53
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,001.40
DEMCO	LIBRARY MATERIALS	96.04
DON & WALT	SUPPLIES	1,907.06
REEDER, DONNA	DOWNTOWN INCENTIVE	1,425.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	1,338.60
EDGEWOOD OIL,	BRAKE REPAIR SUPPLIES	1,204.00
EFTPS - FED,FICA,MEDICARE	FED/FICA TAX	21,266.99
TAYLOR, ELIZABETH	LIBRARY: REIMB SUPPLIES	64.98
FALLER, KINCHELOE & CO PLC	AUDIT SERVICES	7,900.00
FAREWAY STORES	KEEP IA BEAUTIFUL MEETING	53.20
FEHR GRAHAM	ENGINEERING FEES	10,075.00
GENERAL TRAFFIC CONTROL	PED CROSSING SUPPLIES	304.02
GEORGEN AUTO	VEHICLE MAINT/REPAIR	163.22
GORDON FLESCH	LASERFISCHE SYSTEM	162.30
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	510.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HENDERSON PRODUCTS	SEAL KIT/HUB/PLATE/SPINNER	453.21
ILA/IASL	BOOK AWARD SPINE LABELS	6.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	91.29
IOWA ONE CALL	LOCATES	61.90
IPERS	IPERS	26,524.01
J & R SUPPLY	WTR/SWR SUPPLIES	4,431.00
HOEPFNER, JORDAN	TRAVEL TO ACADEMY	1,164.80
KELLY, JESSICA	REIMBURSEMENT	202.16
KILBURG EQUIPMENT	MAINTENANCE/REPAIR	1,678.44
KIRKHAM MICHAEL,	#12 AIRPORT LAND ACQ/EASEMENTS	4,800.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,912.84
LAWSON PRODUCTS	TOOLS & MATERIALS	91.89
LOECKE BUILDING SERVICE,	LIB BASEMENT CEILING REPAIRS	433.00
MAIN STREET REPAIR	COMMERCIAL INCENTIVE PARKING	3,238.00
MANCHESTER AREA CHAMBER	MEMBERSHIP DUES	625.00
MIDWEST PATCH/HI-VIZ SAFETY	ATV SIGNS; ATV CLUB BILLED	460.00
MIDWEST TAPE /HOOPLA	LIBRARY MATERIALS	543.49
MUNICIPAL SUPPLY,	WTR/SWR SUPPLIES	340.70
NORTHLAND PRODUCTS COMPANY	MOTOR OILS & LUBRICANTS	152.92
ORANGE CITY PUBLIC LIBRAY	DVD CASE UNLOCKING STATION	40.00
PAYROLL CHECKS	PAYROLL CHECKS	65,398.50
PETERS & LONGMUIR PLC	LEGAL FEES	1,835.46
RADIOLOGY CONSULTANTS OF IA	WORK COMP	89.00
RIVER CITY STONE	PICKLEBALL COURTS	185.85
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
SPEER FINANCIAL	BOND FEES 2021A	17,090.00
STATE HYGIENIC LABORATORY	LAB TESTS	607.00
STEVE MOYLE MASONRY	EQUIPMENT SUPPLIES	445.82
STOREY KENWORTHY	SUPPLIES	472.65
SUPREME GREEN	MOWING CONTRACT	1,586.90
THE FISH SHACK	LIBRARY: AQUARIUM MAINT	50.00
THREE RIVERS FS	FUEL/FERTILIZER	5,536.43

TREASURER STATE OF IOWA	STATE TAX	3,417.00
TRUCK COUNTRY OF IOWA	MAINTENACE SUPPLIES	817.99
US CELLULAR	CONNECTED DEVICE FD	43.23
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	886.92
VOSS, JENNIE MAE	REIMBURSEMENTS	300.00
VOYA	PAYROLL WITHHOLDINGS	1,957.00
WELLMARK	INSURANCE	2,716.39
WINDSTREAM	PHONE/INTERNET	864.25
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,248.76
ZANGERLE REPAIR	MOWER PARTS	83.33
	TOTAL	273,320.65
	FUND TOTALS	
	GENERAL	150,270.07
	SPORTS COMPLEX	843.75
	ROAD USE TAX	23,372.03
	PARK IMPROVEMENT	5,010.35
	LIBRARY GIFT & TRUST	3,174.63
	DEBT SERVICE	17,090.00
	DOWNTOWN INCENTIVE	4,663.00
	SUBDIVISION PROJECTS	21,356.00
	STREET PROJECTS	6,937.40
	WATER FUND	15,166.09
	WATER CAPITAL PROJECT	2,405.90
	SEWER FUND	23,031.43
	TOTAL	273,320.65

## Monthly Revenues

### JULY 2021 REVENUES

FUND	AMOUNT
GENERAL	131,876.08
FRANCHISE FEES	75,192.77
FIRE TRUCK RESERVE	59.88
STREET EQUIPMENT RESERVE	232.20
HOLIDAY DECORATIONS	655.00
ROAD USE TAX	81,078.49
EMPLOYEE BENEFIT	11,324.03
POLICE SPECIAL USES	107.98
EMERGENCY FUND	790.76
LOCAL OPTION SALES TAX	49,119.20
TAX INCREMENT FINANCING	10,752.39
PARK IMPROVEMENT	49.90
PARK GIFT & TRUST	3,342.61
LORA STEWART TRUST	2.00
LIBRARY GIFT & TRUST	300.12
DEBT SERVICE	10,683.73
STREET IMPROVEMENT	2,254.77
WATER FUND	76,109.91
UTILITY DEPOSIT TRUST	776.61
WATER DEBT SERVICE	20,000.00
SEWER FUND	100,974.64

SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,143.93
TOTAL REVENUE BY FUND	615,327.00

AUGUST 2021 REVENUES

FUND	AMOUNT
GENERAL	114,588.88
FRANCHISE FEES	2,661.22
FIRE TRUCK RESERVE	59.92
ROAD USE TAX	48,179.82
EMPLOYEE BENEFIT	1,855.16
POLICE SPECIAL USES	7.99
LOCAL OPTION SALES TAX	54,054.64
PARK IMPROVEMENT	49.93
PARK GIFT & TRUST	12,387.28
LORA STEWART TRUST	2.00
LIBRARY GIFT & TRUST	486.23
DEBT SERVICE	65,300.00
DOWNTOWN INCENTIVE	333.34
AMERICAN RESCUE PLAN	371,515.99
STREET IMPROVEMENT	18,843.21
WATER FUND	95,740.62
UTILITY DEPOSIT TRUST	851.63
WATER DEBT SERVICE	20,000.00
SEWER FUND	101,434.20
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,144.02
TOTAL REVENUE BY FUND	947,996.08

SEPTEMBER 2021 REVENUES

FUND	AMOUNT
GENERAL	283,373.78
FRANCHISE FEES	2,587.45
FIRE TRUCK RESERVE	58.02
ANIMAL CONTROL	20.00
AIRPORT	2,130.00
ROAD USE TAX	84,336.18
EMPLOYEE BENEFIT	74,417.74
POLICE SPECIAL USES	3,791.66
EMERGENCY	5,493.73
LOCAL OPTION SALES TAX	53,604.46
TAX INCREMENT FINANCING	57,511.41
PARK IMPROVEMENT	455.15
TIRRILL TRUST	230.30
PARK GIFT & TRUST	1,713.21
LORA STEWART TRUST	1.93
LIBRARY GIFT & TRUST	684.16
DEBT SERVICE	3,389,751.08
DOWNTOWN INCENTIVE	2,166.67
STREET IMPROVEMENT	22,090.59
WATER FUND	77,735.05
UTILITY DEPOSIT TRUST	850.79

WATER DEBT SERVICE	20,000.00
SEWER FUND	101,900.22
SEWER REPLACEMENT	4,500.00
SEWER DEBT SERVICE	35,139.46
TOTAL REVENUE BY FUND	4,224,543.04

Public Hearing on the Rezoning Request of the Good Neighbor Society for the property at 1208 East Main Street

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Mayor Kramer opened the Public Hearing at 5:07pm.

Mayor Kramer informed the Council that the Good Neighbor Society has requested the property at 1208 East Main Street be rezoned from R1-80 Residential to a Planned Unit Development. Mayor Kramer noted that the Planning and Zoning Commission had reviewed the request at their October 21, 2021 meeting and recommend approval of the rezoning request.

The Council reviewed the request and discussed drainage in the area and the scope of the project.

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

Motion by Sherman, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 007-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (1208 East Main Street). Motion carried, all ayes.

Public Hearing on the request of the Good Neighbor Society to amend the Planned Unit Development for the Good Neighbor campus

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Mayor Kramer opened the Public Hearing at 5:15pm.

Mayor Kramer informed the Council that the Good Neighbor Society has requested an amendment to their Planned Unit Development for the Good Neighbor Society campus. The amendment will incorporate 1208 East Main Street into the campus. The Good Neighbor Society plans to remove the church and develop one single family home and three duplex condos on the site.

Jason Wenger, Burrington Group, reviewed the proposed layout with the Council.

There being no written comments on file and no further comments to be heard, Mayor Kramer closed the Public Hearing at 5:16pm.

Motion by Poynor, seconded by Behnken to adopt R-121-2021 Resolution Approving Planned Unit Development Amendment. Motion carried, all ayes.

Public Hearing on Ordinance 008-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Rear Yard Setback Limitations Applicable to Decks

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

City Manager Vick explained that the City Council adopted Ordinances 004-2006, 005-2006, and 006-2006 on July 24, 2006 which provided for the encroachment of an uncovered deck by 10' or 33%, into the required rear yard. During a recent review of the City's Zoning Ordinance it was found that this provision was not

incorporated into the City's Code of Ordinances when the Zoning Ordinances were revised in 2015. Adoption of Ordinance 008-2021 will correct this oversight.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:19pm.

Motion by Scherbring, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 008-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Rear Yard Setback Limitations Applicable to Decks. Motion carried, all ayes.

#### CMJ Motorcycle Trials

Mayor Kramer referred the Council to memo from Parks & Recreation Director Doug Foley regarding the CMJ Motorcycle Trials. Mayor Kramer noted that Foley has received a request from CMJ Raceway to extend their Motorcycle Trial Event in 2022 to a two day event on August 5th & 6th and would use both the Whitewater Park and Schram Park. They are also seeking permission to allow camping at Schram Park during the event for the participants.

The Council reviewed the memo and discussed the event and the potential for camping. The Council was receptive to the request. Following discussion, motion by Scherbring, seconded by Bradley to approve holding the CMJ Motorcycle Trials at the Whitewater Park on Saturday, August 5, 2022 and at Schram Park on Sunday, August 6, 2022 and asked City Staff to come back with proposal for camping. Motion carried, all ayes.

#### Construction Project Updates

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

#### Reports

City Staff and Council reports were given.

Motion by Sherman, seconded by Scherbring that the meeting adjourn at 5:38pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Manchester City Council Committee of the Whole Meeting  
Monday, November 1, 2021

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: Perry Peterson, Jason Haight, Mike Ryan, Tim Heims, Chad Wulfekuhle, Angie Shere, Jim Hauschild, Jason Wenger, Diane Hammell.

Items discussed included: 2022 Street Improvement Project; WQI Stormwater Wetland Project; 2021 Redistricting; Extraterritorial Zoning; Special Event Application; Early Retirement and IDNR Water Quality Testing. Department reports and engineering updates were also given.

Motion by Scherbring, seconded by Sherman that the meeting adjourn at 6:27pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, November 8, 2021

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

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

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of: the October 25, 2021 City Council meeting and November 1, 2021 Committee of the Whole meeting

3.2 R-123-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: the minutes of the October 20, 2021 Forestry Committee meeting

3.4 Liquor License Applications: Renewal Application for On Premise Class C Liquor License with Outdoor Service for American Legion Post #45 at 206 North Franklin Street; Renewal Application for On Premise Class C Liquor License with Catering, Outdoor Service, and Sunday Service for Delaware County Fair Society at 200-400 East Acers Street; Renewal Application for Off Premise Class C Beer Permit with Sunday Sales for E-Z Pickin's at 2210 State Highway 13; Renewal Application for On Premise Class B Beer Permit with Outdoor Service and Sunday Sales for Franklin Street Brewing Company at 116 South Franklin Street; Renewal Application for Class B Native Wine Permit for The Bread Basket at 113 East Main Street

3.5 R-124-2021 Resolution Amending Salary Resolution

3.6 Ordinance 007-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (1208 East Main Street), second consideration and adoption of Ordinance 007-2021

3.7 Ordinance 008-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Rear Yard Setback Limitations Applicable to Decks, second consideration and adoption

3.8 Motion to set Monday, December 13, 2021 at 5:00pm as the date & time for a public hearing on the new precinct (ward) boundaries

3.9 Downtown Incentive Grant Payment Requests: Facade Grant (Rear Facade) in the amount of \$1,000.00 to Sylvia Carr for the building at 117 South Franklin Street

3.10 Approval of temporary street closing as requested by the Manchester Area Chamber of Commerce for the December 5, 2021 Window Walk & Static Christmas Parade Event

3.11 R-125-2021 Street Lighting Resolution

3.12 Approve Pay Estimate #13 in the amount of \$6,000.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.13 Approve Pay Request #2 in the amount of \$2,785.00 to Lansing Brothers Construction Co. Inc. for the 500 North Franklin Demolition Project

3.14 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	2,407.21
ALLIANT ENERGY	ELECTRICITY	3,901.94
APPARATUS TESTING SERVICE	PUMP TESTING	915.00
ASCAP	MUSIC LICENSE	369.51
BARRON MOTOR	PARTS/SUPPLIES	780.40
BASE	INSURANCE	108.00
BROWN SUPPLY	SUBDIVISION IMPROVEMENTS	24,783.00
BSN SPORTS	RECREATION SUPPLIES	10.00
BUNTING, CLIFFORD	MILEAGE REIMB	46.48
BUSINESS FORMS DIVERSIFIED	BUSINESS FORMS	1,515.75
CITY OF MANCHESTER	COMPLEX WATER	39.25
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
D & S PORTABLES	PORTAPOTTY	286.25
DEL CO ABSTRACT CO	ABSTRACT FEES	650.00
DEL CO AUDITOR	BEACON MAPPING	3,300.00
DELHI LUMBER	BUILDING SUPPLIES	378.00
DENISE AMBER LEE FOUNDATION	DISPATCH TRAINING	5,000.00
ENVIRONMENTAL RESOURCE ASSOC	LAB CERTIFICATION	430.32
ERIN LEARN PETTY CASH	REIMB PETTY CASH	82.35
FOLEY, DOUG	REIMBURSEMENT	257.04
GENERAL TRAFFIC CONTROL	PED CROSSING SIGNAL	368.22
GEORGEN AUTO	VEHICLE MAINT/REPAIR	2,038.87
GIENAPP CONSTRUCTION	DOOR RESET	188.00
GWORKS/GIS WORKSHOP	GWORKS: UTILITY DATA PULL FOR	2,200.00
HAWKINS	CHEMICALS	742.33
HERITAGE PRINTING	PRINTING/SUPPLIES	23.50
HOEPPNER, JORDAN	ILEA ACADEMY	582.40
IMWCA	WORK COMP AUDIT	218.00
INDEPENDENCE POLICE DEPT	FIELD SOBRIETY TRAINING	10.00
IOWA DEPT OF REVENUE	WATER EXCISE TAX	4,816.36
IOWA ONE CALL	LOCATES	143.30
J & R SUPPLY	SUBDIVISION IMPROVEMENTS	7,366.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	637.40
KEYSTONE LABORATORIES	LAB TESTS	138.50
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	6,968.80
KMCH	RADIO ANNOUNCEMENTS	618.20
KRAMER, MILT L	MILEAGE REIMB	48.16
LEARN, ERIN	MILEAGE REIMBURSEMENT	194.88
MACQUEEN/TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	73.60
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	1,434.53
MANCHESTER MOTOR SUPPLY	AUTO PARTS	281.50
MARTIN EQUIP OF IA-IL	PARTS/SUPPLIES	214.20
MASTERPIECE CLEANING	CUSTODIAL	320.00
MEDIACOM	PHONE/INTERNET	154.90
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	450.00
NORBY DEVELOPMENT	NORBY'S DEVELOPMENT AGREEMENT	21,148.24

OASIS PUMP SERVICE	SERVICE REPAIRS	49,784.77
PAYROLL CHECKS	PAYROLL CHECKS	61,745.67
PITNEY BOWES	CITY POSTAGE	1,008.50
POSTMASTER	POSTAGE	637.10
PRAIRIE VALLEY TECHNOLOGIES	PHONE MAINTENANCE/REPAIR	787.50
PREMIER PARTS	PARTS/SUPPLIES	259.73
RELIANCE STANDARD LIFE INS	INSURANCE	502.60
SANDRY FIRE SUPPLY	SCBA TESTING	224.50
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	52.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
SPEER FINANCIAL	FINANCIAL SERVICES	375.00
SUPREME GREEN	FD MOWING CONTRACT	90.00
TECHNICOM	COMMUNICATIONS/PHONE	220.44
THREE RIVERS FS	FUEL/FERTILIZER	6,297.99
ULINE	AP LABELS	75.80
UTILITY DEPOSIT TRUST	DEPOSIT REFUND CHECKS	137.75
VISION SERVICE PLAN	INSURANCE	637.10
WIN	PHONE/INTERNET	839.58
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,416.30
TOTAL		222,056.42
	FUND TOTALS	
	GENERAL	71,982.58
	ROAD USE TAX	21,670.13
	EMPLOYEE BENEFIT	1,350.90
	TAX INCREMENT FINANCING	21,148.24
	PARK IMPROVEMENT	400.00
	POLICE CANINE	7.99
	WHITewater PARK PROJECT	262.28
	BIKEWAY/WALKWAY PROJECTS	710.50
	STREET IMPROVEMENT	1,308.30
	SUBDIVISION PROJECTS	29,029.00
	STREET PROJECTS	10,866.43
	WATER FUND	23,271.92
	UTILITY DEPOSIT TRUST	137.75
	WATER CAPITAL PROJECT	2,500.00
	SEWER FUND	37,410.40
	TOTAL	222,056.42

### Voluntary Early Retirement Program

Mayor Kramer reviewed the proposed Early Retirement Program with the Council, noting it provides an incentive that promotes an orderly means of attrition of employees and anticipates a cost savings to the City. The program also recognizes service to the City and acknowledges those employees with superior attendance during their employment. City administration worked with the Personnel Committee to develop the 2022 Voluntary Early Retirement Program. This program will be available to employees with the City that have reached 55 years of age by the time they retire and have worked a minimum of 20 consecutive years with the City. Employees that choose to participate in this program will receive two

lump sum payments of \$20,000 into a Health Reimbursement Accounts (HRA). The first payment will be made the day the employee retires. The second payment will occur on July 1, 2022.

City Manager Vick noted that there are six employees that meet the requirements for the Voluntary Early Retirement Program. The Council discussed the program, noting that it is similar to what is offered by the school district. Motion by Scherbring, seconded by Bradley to approve offering the 2022 Voluntary Early Retirement Program to eligible employees. Motion carried, all ayes.

#### Construction Project Updates

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

#### Reports

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City Staff and Council reports were given.

East Buchanan students in attendance at the meeting asked questions regarding agenda items for their government class.

Motion by Behnken, seconded by Scherbring that the meeting adjourn at 5:57pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, November 22, 2021

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the November 8, 2021 City Council meeting

3.2 R-126-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: October 2021 Wastewater IDNR Reports; minutes of the October 14, 2021 Library Board meeting; minutes of the November 15, 2021 Parks & Recreation Commission 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 R-127-2021 Resolution Amending Salary Resolution

3.6 Ordinance 007-2021 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (1208 East Main Street), third consideration and final adoption

3.7 Ordinance 008-2021 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Rear Yard Setback Limitations Applicable to Decks, third consideration and final adoption

3.8 Commercial Incentive Grant Payment Requests: Facade Grant in the amount of \$832.33 to Main Street Repair/Dan & Chris McDowell for the property at 1213 East Main Street; Facade Grant in the amount of \$2,292.45 to Cork N Bottle/Rick Brunsmann for the property at 900 East Main Street

3.9 R-128-2021 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2021

3.10 R-129-2021 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2021

3.11 R-130-2021 Resolution Approving Fiscal Year 2021 Street Finance Report

3.12 R-131-2021 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

3.13 Approve Pay Estimate #4 Final Retainage in the amount of \$9,898.59 to Top Grade Excavating for the Tanglewood Lift Station Replacement Project

3.14 R-132-2021 Resolution Approving Change Order #1 for the Tirrill Park Pickleball & Tennis Courts Project

3.15 Approve Pay Estimate #1 in the amount of \$110,998.43 to Eastern Iowa Excavating & Concrete for the Tirrill Park Pickleball & Tennis Courts Project

3.16 Approve Pay Estimate #2 (Final Retainage) in the amount of \$5,842.02 to Eastern Iowa Excavating & Concrete for the Tirrill Park Pickleball & Tennis Courts Project

3.17 R-133-2021 Resolution Accepting the Tirrill Park Pickleball & Tennis Courts Project

3.18 Approve Pay Estimate #1 in the amount of \$147,933.59 to F.L. Krapfl, Inc for the Bailey Drive Water & Sewer Extension Project

3.19 Approve payment of claims totaling \$19,900.00 to Fehr Graham for engineering services

3.20 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
ACCESS SYSTEMS LEASING	INTERNET INSTALLATION	475.00
ALLIANT ENERGY	ELECTRICITY	16,942.96
AMAZON CAPITAL SERVICES	SUPPLIES	222.17
APPARATUS TESTING SERVICE	PUMP TESTING	915.00
ASCAP	MUSIC LICENSE	369.51
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	665.09
BARD MATERIALS	CRUSHING FOR 2022 E MAIN PROJ	32,250.00
BARRON MOTOR	PARTS/SUPPLIES	780.40
BASE	INSURANCE	108.00
BROWN SUPPLY	SUBDIVISION IMPROVEMENTS	24,783.00
BSN SPORTS	RECREATION SUPPLIES	10.00
BUNTING, CLIFFORD	MILEAGE REIMB	46.48
BUSINESS FORMS DIVERSIFIED	BUSINESS FORMS	1,515.75
CARR, SYLVIA	FACADE GRANT: 117 S FRANKLIN	1,000.00
CASTLE THEATRE	LIB DONATION	50.00
CDW GOVERNMENT	IT PRODUCTS/SERVICE	243.66
CENGAGE LEARNING	LIBRARY MATERIALS	33.58
CITY OF MANCHESTER	COMPLEX WATER	39.25
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
D & S PORTABLES	PORTAPOTTY	286.25
DEL CO ABSTRACT	ABSTRACT FEES	650.00
DEL CO AUDITOR	BEACON MAPPING	3,300.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,001.20
DEL-CLAY FARM EQUIPMENT	CUTTER BLADES	390.30
DELHI LUMBER	BUILDING SUPPLIES	378.00
DEMCO	LIBRARY MATERIALS	51.15
DENISE AMBER LEE FOUNDATION	DISPATCH TRAINING	5,000.00
DORSEY & WHITNEY LLP	LEGAL FEES	2,595.00
ELLISON, JAMES	IMPOUND OVERPAY	20.00
ENVIRONMENTAL RESOURCE ASSOC	LAB CERTIFICATION	430.32
FIELD TRAINING SOLUTIONS	POLICE TRAINING	295.00
FOLEY, DOUG	REIMBURSEMENT	257.04
GENERAL TRAFFIC CONTROL	PED CROSSING SIGNAL	400.22
GEORGEN AUTO	VEHICLE MAINT/REPAIR	2,120.98
GIENAPP CONSTRUCTION	DOOR RESET	188.00
GWORKS/GIS WORKSHOP	SIMPLE CITY SOFTWARE	7,932.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	742.33
HERITAGE PRINTING	PRINTING/SUPPLIES	23.50
HOEPPNER, JORDAN	ILEA ACADEMY	582.40
IOWA ONE CALL	LOCATES	143.30
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES	275.00
IMWCA	WORK COMP AUDIT	218.00
INDEPENDENCE POLICE DEPT	FIELD SOBRIETY TRAINING	10.00

J & R SUPPLY	SUBDIVISION IMPROVEMENTS	7,366.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	637.40
KEYSTONE LABORATORIES	LAB TESTS	138.50
KIRKHAM MICHAEL	PAY #13 AIRPORT LAND ACQ/ESMT	6,000.00
KLUESNER CONSTRUCTION	ASHPALT/PAVING/SEAL	6,968.80
KLUESNER SANITATION	GARBAGE/RECYCLING	24,004.68
KMCH	RADIO ANNOUNCEMENTS	618.20
KRAMER, MILT L	MILEAGE REIMB	106.96
LANSING BROTHERS CONSTRUCTION	PAY #2:500 N FRANKLIN ST	2,785.00
LEARN, ERIN	MILEAGE DES MOINES IMFOA BOARD	343.28
LEXIPOL	SUBSCRIPTION	880.00
LIBRARY IDEAS	DIGITAL MATERIALS	511.40
MACQUEEN/TRANS-IOWA EQUIPMENT	EQUIP PARTS/SERVICE	73.60
MANCHESTER MOTOR SUPPLY	AUTO PARTS	281.50
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	1,450.55
MANCHESTER SIGNS	SIGNS	499.00
MARTIN EQUIPMENT	LOADER PURCHASE	156,000.00
MASTERPIECE CLEANING	CUSTODIAL	960.00
MES FIRE/MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	450.00
MIDAMERICA BOOKS	LIB MATERIALS	215.45
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	510.60
PREMIER PARTS	PARTS/SUPPLIES	259.73
OASIS PUMP SERVICE	SERVICE REPAIRS	49,784.77
OPG-3	LASERFICHE ANNUAL FEE	1,170.00
OVERDRIVE	LIB MATERIALS	813.94
PALMER HARDWARE	PARTS/SUPPLIES	1,043.23
PETERS & LONGMUIR PLC	LEGAL FEES	970.69
PITNEY BOWES	CITY POSTAGE	1,008.50
PIZZA RANCH	CONCESSIONS	34.98
POSTMASTER	POSTAGE	639.39
REGIONAL MEDICAL CENTER	WORK COMP INJURY	2,468.00
SANDRY FIRE SUPPLY	SCBA TESTING	224.50
SCHERBRING, LINDA	REIMBURSE LIB SUPPLIES	18.00
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	52.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	176.40
SPEER FINANCIAL	FINANCIAL SERVICES	375.00
STATE HYGIENIC LABORATORY	LAB TESTS	161.00
SUPREME GREEN	FD MOWING CONTRACT	170.00
TECHNICOM	COMMUNICATIONS/PHONE	220.44
THREE RIVERS FS	FUEL/FERTILIZER	6,297.99
TYLER TECHNOLOGIES	SOFTWARE CONVERSION FEES	38,280.00
ULINE	AP LABELS	75.80
US CELLULAR	CONNECTED DEVICE	43.23
WALMART	SUPPLIES	294.89
WIN	PHONE/INTERNET	839.58
WINDSTREAM	PHONE/INTERNET	687.37
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,988.62
PAYROLL CHECKS	PAYROLL CHECKS	59,516.28
TOTAL		486,344.09

	FUND TOTALS	
	GENERAL	136,265.82
	STREET EQUIPMENT RESERVE	156,000.00
	ROAD USE TAX	28,080.37
	EMPLOYEE BENEFIT	2,794.00
	PARK IMPROVEMENT	400.00
	ACQUISITION/DEMOLITION	2,785.00
	LIBRARY GIFT & TRUST	148.85
	POLICE CANINE	7.99
	DOWNTOWN INCENTIVE	1,000.00
	WHITewater PARK PROJECT	262.28
	BIKEWAY/WALKWAY PROJECTS	710.50
	STREET IMPROVEMENT	1,308.30
	SUBDIVISION PROJECTS	29,029.00
	STREET PROJECTS	45,711.43
	WATER FUND	28,883.06
	WATER CAPITAL PROJECT	2,500.00
	SEWER FUND	50,457.49
	TOTAL	486,344.09

Public Hearing on the Proposed Contract Documents and Estimated Costs for the Grayson Court and Oakview Estates Lift Station Project

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Mayor Kramer opened the Public Hearing at 5:09pm

City Manager Vick discussed the project scope with the Council and the equipment needed for the project.

There being no written comments on file and no comments to be heard, Mayor Kramer closed the Public Hearing at 5:12pm

Motion by Behnken, seconded by Bradley to adopt R-134-2021 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Grayson Court and Oakview Estates Lift Station Project. Motion carried, all ayes.

The Council reviewed the bids received. Jason Wenger, Burrington Group, noted that five bids were received with the low bid of \$348,385.00 coming from Top Grade Excavating. Wenger further noted that Top Grade Excavating had done the last lift station project for the City.

Motion by Scherbring, seconded by Poynor to adopt R-135-2021 Resolution Awarding Contract for the Grayson Court and Oakview Estates Lift Station Project. Motion carried, all ayes.

City Manager Vick reviewed the quotes from Allied Systems for equipment for the lift stations which will be similar to the other lift stations in the City. Vick noted that Allied Systems was the sole provider for the needed equipment.

Motion by Sherman, seconded by Bradley to approve the quote submitted by Allied Systems, Inc. in the amount of \$60,018.00 for equipment for the Grayson Court Lift Station and the quote submitted by Allied Systems, Inc. in the amount of \$63,318.00 for equipment for the Oakview Estates Lift Station. Motion carried, all ayes.

### City Sidewalk and Nuisance Sidewalk Snow Removal

Motion by Poynor, seconded by Behnken to award the following contracts to Mark Fink: City Sidewalk Snow Removal with a bid of \$440.00 per time and Nuisance Sidewalk Snow Removal with a bid of \$50.00 per sidewalk. Motion carried, all ayes.

### Traffic Signals at East Main and Madison Street

The Council reviewed the quote from Price Electric to upgrade the traffic signals at East Main and Madison Street. City Manager Vick noted that the upgrade will then make the traffic signals the same as the others in town, switching from incandescent to LED lighting.

Motion by Bradley, seconded by Scherbring to approve the quote of \$13,490.00 from Price Electric for the traffic signals at East Main and Madison Street. Motion carried, all ayes.

### 2022 East Main Street Improvement Project - Fehr Graham Change of Scope Authorization Request

Mayor Kramer referred the Council to Fehr Graham's proposal for the additional work needed with the 2022 East Main Street Project.

Ryan Wicks, Fehr Graham, reviewed the additional work with the Council which includes additional storm sewer work, additional easement preparation, preparation of acquisition plats, and complete construction layout of proposed structures for the relocation of utilities.

Council Member Bradley questioned if there would be any additional work above and beyond this proposal. Wicks responded that as they are nearing final plan sets, he does not anticipate anything else.

Motion by Scherbring, seconded by Behnken to approve the Additional Scope proposal dated November 8, 2021 with Fehr Graham for the 2022 East Main Street Improvement Project. Motion carried, all ayes.

### Window Walk ATV Request

Mayor Kramer informed the Council that the local ATV/UTV club has requested permission to operate on the City streets after dusk and in the downtown on December 2, 2021 so they can participate in the Static Parade, part of the Chamber's Window Walk.

Micki Manson, Club member, stated they would like to decorate five UTVs for the static parade and that the members participating live in town and would drive the most direct route there and back.

The Council discussed the request with Police Chief Jim Hauschild and City Attorney Jim Peters. Following discussion, motion by Sherman, seconded by Bradley to allow a one-time exemption on December 2, 2021 from 4:00 – 5:00pm and 8:00 – 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 Static Parade, and that the most direct route be taken to and from their home for the Static Parade. 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

The Council thanked the Street Department for the work they'd done with the leaf pick-up.

City Manager Vick showed the Council the promotional video created by the University of Iowa students as part of the IISC Project. City Manager Vick also informed the Council of upcoming meetings.

Motion by Behnken, seconded by Scherbring that the meeting adjourn at 5:53pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Legislative Round Table  
December 6, 2021

The round table began at 6:00pm at the Independence Public Library.

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

A round table discussion was held with State Representative Lee Hein, State Senator Dan Zumbach, State Senator Craig Johnson, and State Representative Chad Ingels.

The round table ended at 8:00pm.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, December 13, 2021

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

The newly elected officials were sworn in at the start of the meeting.

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

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the November 22, 2021 City Council meeting and the minutes of the December 6, 2021 Legislative Round Table

3.2 R-136-2021 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: November 2021 Wastewater IDNR Reports

3.4 R-137-2021 Resolution Amending Salary Resolution

3.5 Downtown Incentive Grant Applications: Emily Kelchen/Aunt Emmys at 114 & 114 1/2 North Franklin Street: Facade Grant (Front) in the amount of \$2,888.00; Interior Grant (Second Story) in the amount of \$7,500.00; Second Story Renovation Loan in the amount of \$10,000.00; Facade Grant (Rear) in the amount of \$2,475.00; Design Assistance Grant in the amount of \$2,000.00

3.6 Downtown Incentive Grant Payment Requests: Facade Grant (Rear Facade) in the amount of \$328.33 to Sylvia Carr for the building at 117 South Franklin Street

3.7 R-138-2021 Resolution Approving Contract for the Grayson Court and Oakview Estates Lift Station Project

3.8 R-139-2021 Resolution Approving Contract with T & W Grinding and Compost Services, LLC

3.9 Approve payment of claims totaling \$16,600.00 to Fehr Graham for engineering services

3.10 Approve payment of claims totaling \$26,225.00 to Burrington Group for engineering services

3.11 R-140-2021 Resolution of the Manchester City Council adopting the 2022 Delaware County, Iowa Multi-Jurisdictional Multi-Hazard Mitigation Plan (DCHMP) Update

3.12 Approve Pay Estimate #14 in the amount of \$6,000.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.13 Motion to authorize the City Manager to sign the "FAA Airport Rescue Grant Agreement 3-19-0137-006-2022" for the Manchester Municipal Airport

3.14 R-141-2021 Resolution Approving Final Plat (Bardgett)

3.15 R-142-2021 Resolution Approving Final Plat (MEI)

3.16 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	149.90
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,932.21
ACE ELECTRIC	GENERATOR REPAIR	670.30
ALLIANT ENERGY	ELECTRICITY	3,387.68
ALLIED SYSTEMS	LIFT STATION IMPELLERS, RINGS	5,860.05

AMAZON CAPITAL SERVICES	SUPPLIES	325.37
ANDERSON WELDING	REPAIR/MAINTENANCE	349.40
A-TEC RECYCLING	FLUORESCENT BULB RECYCLING	301.38
BASE	HRA/SELF INSURANCE	358.00
BECKER ELECTRIC	REPAIR/MAINT	291.20
BLACK HILLS ENERGY	HEATING FUEL	899.43
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	54.00
BROWN SUPPLY	WATER MATERIALS: OAKVIEW SUB	6,350.00
BRUNSMANN, RICK	FACADE GRANT: COMMERCIAL	2,292.45
CAKES BY KIM	WINDOW WALK	192.00
CITY OF MANCHESTER	SPORTS COMPLEX UTILITIES	15.91
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO EXTENSION	RIGHT OF WAY SPRAYING CLASS	35.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,001.00
DON & WALT	REPAIR/MAINTENANCE	180.14
DORSEY & WHITNEY LLP	LEGAL FEES	23,049.00
DRIVE LINE OF DUBUQUE	VEHICLE REPAIR	434.00
EASTERN IA EXCAVATING	PAY #1: TIRRILL PICKLE BALL	110,998.43
ECIA	2ND INSTALLMENT: ANNUAL DUES	1,812.65
F.L. KRAPFL	PAY #1 BAILEY DR WATER/SEWER	147,933.59
FASTENAL COMPANY	PARTS/SUPPLIES	79.05
FEHR GRAHAM	ENGINEERING FEES	19,900.00
GREENFIELDS OUTDOOR FITNESS	PLAYGROUND EQUIP PARTS	111.65
HALI-BRITE	AIRPORT RUNWAY LIGHTBULBS	330.72
HAUSERS WATER SYSTEMS	WELL #6 PARTS	440.00
HAWKINS	CHEMICALS	891.60
HENDERSON PRODUCTS	VEHICLE SUPPLIES	1,897.51
IA POLICE CHIEF'S ASSOC	MEMBERSHIP DUES	125.00
IA RURAL WATER ASSOC	MEMBERSHIP DUES	375.00
INSPIRON LOGISTICS	WENS SYSTEM ANNUAL SERVICE	2,485.00
IOWA ONE CALL	LOCATES	184.00
J & R SUPPLY	WATER SUPPLIES: OAKVIEW SUBD	10,543.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	143.94
KAMMILLER TREE SERVICE	TREE REMOVALS	1,800.00
KLUESNER SANITATION	GARBAGE/RECYCLING	23,958.76
KMCH	RADIO ANNOUNCEMENTS	618.20
KRAMER, MILT L	MILEAGE REIMB	48.16
LANDSCAPES BY CHILDS PLAY	MAINTENANCE	253.00
LAWSON PRODUCTS	SUPPLIES	14.78
LL PELLING	ASPHALT/PAVING SUPPLIES	191.88
MAIN STREET REPAIR	FACADE GRANT: COMMERCIAL	832.33
MANCHESTER MOTOR SUPPLY	AUTO PARTS	211.69
MARTIN EQUIPMENT	VEHICLE PARTS	2,995.50
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	960.00
MEDIACOM	PHONE/INTERNET	160.89
MEDICAL ASSOCIATES CLINIC	RANDOM DRUG/ALCOHOL SCREEN	24.50
MIDWEST PATCH/HI-VIZ SAFETY	STREET MAINT MATERIALS	798.00
NEC FINANCIAL SERVICES	PHONE SYSTEM LEASE PAYMENT	933.03
PALMER HARDWARE	PARTS/SUPPLIES	360.59
PAYROLL CHECKS	PAYROLL CHECKS	127,584.58
PETERS & LONGMUIR PLC	LEGAL FEES	868.00

PEYTON, KRISTEN	REFUND	140.00
PLASTIC RECYCLING OF IA FALLS	PICNIC TABLES: RIVERFRONT PARK	3,662.00
QUILL CORPORATION	PD OFFICE SUPPLIES	93.72
RADIO COMMUNICATIONS	SQUAD CAR MAINTENANCE	1,147.02
REGIONAL MEDICAL CENTER	CLAN LAB PHYSICAL	285.91
RELIANCE STANDARD LIFE INS	INSURANCE	502.60
RUNDE AUTO GROUP	2021 DODGE CHARGER	17,977.04
SANDRY FIRE SUPPLY	RESCUE GLOVES & GLASS TOOLS	762.00
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	224.34
STATE HYGIENIC LABORATORY	LAB TESTS	201.00
STERICYCLE	SHREDDING	100.10
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINT	125.00
SUPREME GREEN	LAWN CARE	30.00
TASC	FLEX BENEFITS	1,208.80
THREE RIVERS FS	FUEL/FERTILIZER	5,605.14
TOP GRADE EXCAVATING	PAY #4 FINAL: TANGLEWOOD LIFT	9,898.59
UMB BANK NA	2018 GO BOND INTEREST PAYMENT	55,450.00
UNITY POINT CLINIC	RANDOM DRUG ALCOHOL TESTING	42.00
US CELLULAR	MONTHLY CELL/DATA CHARGES	285.10
USA BLUE BOOK	LAB SUPPLIES	491.59
UTILITY DEPOSIT TRUST	REFUND DEPOSITS	727.20
VAN METER	EMERGENCY STATION LIGHTS	87.05
VERIZON WIRELESS	MOBILE DATA	279.66
VICK, TIMOTHY J	MILEAGE REIMBURSEMENT	123.20
VISION SERVICE PLAN	INSURANCE	605.70
WAID, BRIAN	TRAINING/TRAVEL REIMB	323.44
WELLMARK	INSURANCE	23,031.13
WIDNER DRUG & GIFT	SUPPLIES	32.00
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	161.80
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,995.91
	TOTAL	635,036.49
	FUND TOTALS	
	GENERAL	179,693.34
	HOTEL MOTEL TAX	264.55
	STREET EQUIPMENT RESERVE	2,109.44
	HOLIDAY DECORATIONS	71.16
	ROAD USE TAX	23,901.68
	EMPLOYEE BENEFIT	22,822.18
	PARK IMPROVEMENT	113,073.93
	DEBT SERVICE	55,450.00
	DOWNTOWN INCENTIVE	3,124.78
	WHITewater PARK PROJECT	3,662.00
	SUBDIVISION PROJECTS	16,893.00
	STREET PROJECTS	17,851.33
	WATER FUND	17,890.29
	WATER CAPITAL PROJECT	73,966.80
	SEWER FUND	20,383.97
	SEWER CAPITAL PROJECT	83,878.04
	TOTAL	635,036.49

## Public Hearing on the New Precinct (Ward) Boundaries

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Mayor Pro Tem Behnken opened the Public Hearing at 5:20pm.

City Manager Vick reviewed the revised precinct map for the City with the Council, noting that only minor changes were made.

There being no written comments on file and no comments to be heard, Mayor Pro Tem Behnken closed the Public Hearing at 5:22pm.

Motion by Poynor, seconded by Scherbring to waive the first and second readings and proceed to the third consideration and final adoption of Ordinance 009-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by rewriting Chapter 3 pertaining to Ward Boundary Lines. Motion carried, all ayes.

Motion by Bradley, seconded by Scherbring to approve the third consideration and final adoption of Ordinance 009-2021 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by rewriting Chapter 3 pertaining to Ward Boundary Lines. Motion carried, all ayes.

## Sidewalk Construction Deferment Request - 108 Deann Drive

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Tiersa Frasher, Wendt Properties LLC, addressed the Council regarding the letter they received from the City requiring sidewalk be constructed on the property at 108 Deann Drive by June 1, 2022. Ms. Frasher stated that the property is actively for sale and they are requesting the sidewalk installation requirement be waived until the lot is sold and a house constructed.

The Council discussed the request and asked Ms. Frasher to come back to the City Council in May 2022 if the property hasn't sold yet to discuss the waiver request.

## Housing Acquisition/Demolition Fund Request - 916 North Franklin Street

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City Manager Vick referred the Council to a request from Brett Welcher for Acquisition/Demolition Funds to assist in the demolition of the house at 916 North Franklin Street. City Manager explained that the current Acquisition/Demolition Program provides a grant of two-thirds of the demolition cost with the requirement that a five year forgivable loan be signed. Welcher intends to demolish the house and construct a new single family home on the site which he plans to sell. City Manager Vick referred the Council to the three quotes Welcher obtained for the demolition, noting the lowest quote was from Oasis Pump Service in the amount of \$8,800.00. Welcher is also requesting an exemption from the five year forgivable loan requirement as he intends to sell the house once constructed.

The Council discussed the Acquisition/Demolition Program and requirements, the timeframe for construction, and the forgivable loan. City Attorney Jim Peters advised the Council, to ensure the new house is constructed in a timely manner, they could have him sign the forgivable loan and then once construction on the new home has started, they could forgive it.

Motion by Bradley, seconded by Scherbring to approve the Acquisition/Demolition Fund request from Brett Welcher for the property at 916 North Franklin Street in the amount of \$5,866.96 with the forgivable loan to be forgiven once a building permit is obtained for the new house. Motion carried, all ayes.

## 2022 East Main Street Improvement Project

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Motion by Poynor, seconded by Sherman to adopt R-143-2021 Resolution to provide for Notice of Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2022 East Main Street Improvement Project, and the taking of bids therefor. Motion carried, all ayes.

Motion by Sherman, seconded by Bradley to adopt R-144-2021 Preliminary Resolution Pursuant to Section 384.42 of the Code of Iowa covering the 2022 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 Scherbring, seconded by Poynor to adopt R-145-2021 Resolution Approving and Adopting Preliminary Plans and Specifications, Estimate of Cost and Plat and Schedule. Motion carried, all ayes.

The Council reviewed the proposed Resolution of Necessity for the 2022 East Main Street Improvement Project.

Motion by Bradley, seconded by Scherbring that a Public Hearing be held on the proposed Resolution of Necessity on January 10, 2022 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.

#### Extraterritorial Zoning

City Manager Vick discussed with the Council the potential implementation of a two mile extraterritorial zoning district and the process for doing so.

Following discussion, motion by Scherbring, seconded by Bradley to direct the City Manager to meet with the Delaware County Board of Supervisors to begin the process of implementing the two mile Extraterritorial Zoning District. Motion carried, all ayes.

#### Grayson Court and Oakview Lift Station Project Radio/PLC Equipment Quote

Motion by Poynor, seconded by Sherman to approve the quote from Automation Engineering in the amount of \$26,971.78 for Radio/PLC Equipment for the Grayson and Oakview Lift Stations. Motion carried, all ayes.

#### Grayson Court Lift Station Back-up Generator Quote

Motion by Scherbring, seconded by Bradley to approve the quote from 3E in the amount of \$23,433.80 for a generator for the Grayson Court Lift Station. Motion carried, all ayes.

#### Keep Iowa Beautiful Hometown Pride Committee

The Council discussed the Keep Iowa Beautiful/Hometown Pride Program and the development of a Hometown Pride Committee. The Council agreed the program should be discussed at the February Committee of the Whole meeting to identify projects and potential committee members.

#### Construction Project Updates

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

#### Reports

City Staff and Council reports were given.

Motion by Poynor, seconded by Bradley that the meeting adjourn at 6:26pm. Motion carried, all ayes.

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, December 27, 2021

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

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None.

Consent Agenda

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- 3.1 Approval of the minutes of the December 13, 2021 City Council meeting
- 3.2 R-146-2021 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the November 11, 2021 Library Board meeting; minutes of the December 21, 2021 Parks & Recreation Commission meeting
- 3.4 R-147-2021 Resolution Amending Salary Resolution
- 3.5 Approval of City Appointments for 2022
- 3.6 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2022
- 3.7 R-148-2021 Resolution Approving Depository Resolution with Farmers & Merchants Savings Bank
- 3.8 R-149-2021 Resolution Approving Depository Resolution with Citizens State Bank
- 3.9 R-150-2021 Resolution Approving Depository Resolution with Community Savings Bank
- 3.10 R-151-2021 Resolution Approving Depository Resolution with GNB Bank
- 3.11 R-152-2021 Resolution Approving Airport Hangar Leases
- 3.12 R-153-2021 Resolution Approving Season Pass Pricing and Structure for the Kramer Aquatic Center
- 3.13 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
A & A CLEANING INC	MOLD REMEDIATION	154.71
ACCENT LASER INC	TONER CARTRIDGE(S)	219.85
ACCESS SYSTEMS LEASING INC	LIBRARY MAINTENANCE	208.75
ALLIANT ENERGY	ELECTRICITY	17,493.55
ALLIED SYSTEMS INC	WATER/SEWER SUPPLIES	7,352.85
AMAZON	LIBRARY SUPPLIES	2,132.64
AMAZON CAPITAL SERVICES INC	SUPPLIES	255.95
ARBOR DAY FOUNDATION	FOUNDATION DUES	10.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,174.89
BARRON MOTOR INC	PARTS/SUPPLIES	434.33
BAUMGARTNER GATE FACTORY INC	REPAIR/MAINTENANCE	192.00
BDH LLC	DEVELOPMENT AGREEMENT PAYMENT	2,921.76
BLACK HILLS ENERGY	HEATING FUEL	2,975.70
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	1,004.57

BSN SPORTS, INC	RECREATION SUPPLIES	221.92
BURRINGTON GROUP INC	ENGINEERING SERVICES	26,225.00
CARR, SYLVIA	DOWNTOWN INCENTIVE GRANT	328.33
CENGAGE LEARNING INC	LIBRARY MATERIALS	157.42
CITY LAUNDERING INC	BUILDING MAINT SUPPLIES	85.00
COMMUNITY SAVINGS BANK	DEVELOPMENT AGREEMENT PAYMENT	20,571.89
DOG WASTE DEPOT	DOG WASTE SUPPLIES	544.48
DOLAN INS AGENCY	INSURANCE	75.00
DYERSVILLE READY MIX INC	DEVELOPMENT AGREEMENT PAYMENT	7,711.53
EASTERN IA PUMPING INC	SLUDGE HAULING	30,008.51
EDGEWOOD OIL INC	VEHICLE OIL/SUPPLIES	108.00
FAREWAY STORES INC	SUPPLIES	291.12
FEHR GRAHAM	ENGINEERING FEES	16,600.00
HENDERSON PRODUCTS INC	VEHICLE SUPPLIES	75.56
HERITAGE PRINTING INC	LETTERHEAD/WINDOW ENVELOPES	448.64
IA DEPT OF PUBLIC SAFETY	IA ONLINE WARRANTS	4,011.00
IA PARK & REC ASSOCIATION	CEU CLASSES	300.00
INGRAM LIBRARY SERVICES INC	LIBRARY MATERIALS	116.35
INT'L ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES	190.00
IOWA GOLD DISTRIBUTING	OIL FILTER RECYCLING	65.00
IOWA POETRY ASSOCIATION	PERIODICAL SUBSCRIPTION	9.00
KIRKHAM MICHAEL INC	PAY #14 AIRPORT ACQ/EASEMENTS	6,000.00
KROGMANN, JEROME	MEADOW PARK 4TH PAYMENT #1	56,840.89
LANDSCAPES BY CHILDS PLAY INC	LANDSCAPE MATERIALS	60.00
LAWSON PRODUCTS	TOOLS & MATERIALS	105.16
LIBRARY IDEAS LLC	DIGITAL MATERIALS	511.40
LUCAS HOLDINGS LLC	DEVELOPMENT AGREEMENT PAYMENT	7,899.34
MAINSTAY SYSTEMS INC	NETWORK MAINTENANCE	3,019.50
MANCHESTER SIGNS LLC	SIGNS	119.00
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	320.00
MEARDON, SUEPPEL & DOWNER PLC	LEGAL FEES	1,700.00
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	587.21
NORBY DEVELOPMENT LLC	DEVELOPMENT AGREEMENT PAYMENT	21,703.23
ON TASK AUTOMOTIVE LLC	AUTO REPAIR/MAINTENANCE	939.00
PITNEY BOWES	CITY POSTAGE	101.00
POSTMASTER	POSTAGE	637.44
PREMIER PARTS INC	PARTS/SUPPLIES	165.47
RADIO COMMUNICATIONS INC	REPAIR/MAINT	2,786.55
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	6,455.23
STAR EQUIPMENT, INC	EQUIPMENT & SUPPLIES	175.37
STATE HYGIENIC LABORATORY	LAB TESTS	40.00
STOREY KENWORTHY	COPY PAPER/GARBAGE BAGS	551.68
SUPREME GREEN INC	NUISANCE SNOW REMOVAL	390.00
SWANK MOTION PICTURES	COPYRIGHT COMPLIANCE LICENSE	405.00
T&W GRINDING	COMPOST CONTRACT	8,662.00
TIBBOTT, CONNIE	REIMBURSE SUPPLIES	3.99
TYLER TECHNOLOGIES	UTILITY BILLING CONVERSION	2,992.50
US CELLULAR	MONTHLY CELL/DATA CHARGES	43.23

WALMART	SUPPLIES	70.95
WEINER'S STUMP REMOVAL	TREE/STUMP REMOVAL	1,165.50
WINDSTREAM	PHONE/INTERNET	850.01
	TOTAL	269,975.95
	FUND TOTALS	
	GENERAL	50,028.64
	HOTEL MOTEL TAX	265.04
	ROAD USE TAX	2,681.72
	TAX INCREMENT FINANCING	69,271.49
	LIBRARY GIFT & TRUST	448.34
	DOWNTOWN INCENTIVE	328.33
	SUBDIVISION PROJECTS	56,840.89
	STREET PROJECTS	16,600.00
	WATER FUND	2,634.23
	WATER CAPITAL PROJECT	5,800.00
	SEWER FUND	44,652.27
	SEWER CAPITAL PROJECT	20,425.00
	TOTAL	269,975.95

#### Engineering Services Proposal with Burrington Group for Alley Design (West Main Street)

The Council reviewed and discussed the engineering services proposal for the design and construction staking of the north/south alley off of West Main Street leading back to St. Mary's School and the City parking lot.

Motion by Scherbring, seconded by Behnken to adopt R-154-2021 Resolution Approving Engineering Services Proposal with Burrington Group for Alley Design (West Main Street). Motion carried, all ayes.

#### Proposal for Professional Services with Fehr Graham for West Main Water Main Improvements

The Council reviewed and discussed the proposal for professional services for design and construction services related to the replacement of approximately 1,050 linear feet of water main along West Main Street.

Motion by Sherman, seconded by Poynor to adopt R-155-2021 Resolution Approving Proposal for Professional Services with Fehr Graham for West Main Water Main Improvements. Motion carried, all ayes.

#### Iowa Code 80.45A Human Trafficking Prevention Training - Lodging Providers

City Manager Vick reviewed with the Council new legislation passed by the State requiring lodging providers to provide all of their employees certified human trafficking prevention training in order to receive public funds as payment (Iowa Code 80.45A).

#### Income Survey

City Manager Vick discussed with the Council the need to complete an income survey for the City in order to apply for grant funds. The income survey needs a minimum response rate of 500 and, once completed, would be good for three years.

Motion by Scherbring, seconded by Behnken to approve proceeding with an income survey to be utilized in applying for grant funding for the City. Motion carried, all ayes.

Camping at Schram Park during CMJ Raceway's Motorcycle Trials on August 5-6, 2022

Parks & Recreation Director Doug Foley discussed with the Council the request of CMJ Raceway LLC to allow participants in the motorcycle trials to camp at Schram Park on August 5<sup>th</sup> and 6<sup>th</sup>, 2022. Foley noted that the Parks & Recreation Commission had reviewed the request and recommended allowing up to 25 campers and a single community campfire at Schram Park on August 5<sup>th</sup> and 6<sup>th</sup>, 2022 for the motorcycle trials.

Following discussion, motion by Behnken, seconded by Bradley to approve the recommendation of the Parks & Recreation Commission to allow up to 25 campers and a single community campfire at Schram Park on August 5<sup>th</sup> and 6<sup>th</sup>, 2022 for the motorcycle trials event. Motion carried, all ayes.

Construction Project Updates

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

Reports

City staff and Council reports were given.

The Council thanked retiring Mayor Milt Kramer for his service to the City of Manchester. Mayor Kramer reflected on his time on the Council.

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

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Milt L. Kramer, Mayor

Attest:

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Erin Learn, City Clerk