

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 13, 2023

Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Tania Bradley.
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 27, 2023 City Council meeting and the March 6, 2023 Committee of the Whole & Budget Work Session meeting

3.2 R-017-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the January 12, 2023 Library Board meeting; minutes of the February 9, 2023 Library Board meeting; minutes of the February 20, 2023 Parks & Recreation Commission meeting; February 2023 Wastewater IDNR Report

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for Fiesta Cancun Authentic Mexican Restaurant of Manchester, Inc at 110 West Main Street

3.5 R-018-2023 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2023

3.6 R-019-2023 Resolution Approving Communications Center Agreement

3.7 Motion to set April 10, 2023 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget for Fiscal Year July 1, 2023 - June 30, 2024

3.8 Approve payment of claims totaling \$13,600.00 to Burrington Group for engineering services

3.9 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the consent agenda with the Council. Motion by Sherman, seconded by Schmitt to approve the consent agenda items as presented. Motion carried, all ayes.

Bills approved for payment

Vendor Name	Description	Amount
ABSOLUTE SCIENCE	SUMMER READING PROGRAM	375.00
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	4,470.19
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALLIANT ENERGY	ELECTRICITY	3,651.98
AMAZON BUSINESS	SUPPLIES	621.79
AMERICAN LEGION POST 45	FLAGS	180.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	997.09
BARRON MOTOR	VEHICLE MAINT SUPPLIES	156.34
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE PARTS	172.31
CITY LAUNDERING	BUILDING MAINTENANCE	190.68
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL CHARGE	1,013.10
DIGITAL ALLEY	POLICE CAM DOCKING STATION	215.00
DON & WALT	LIBRARY EXHAUST FAN REPAIR	667.39

ECIA	SHELLY PARK GRANT ADMIN	622.96
EDGEWOOD OIL	WATER DEPT TRUCK OIL	79.00
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	21,246.45
FALLER KINCHELOE & CO PLC	ANNUAL AUDIT	8,000.00
FAREWAY STORES	SUPPLIES	63.99
FASTENAL COMPANY	ZIP TIES	28.54
GEORGEN AUTO	POLICE VEHICLE MAINT	796.67
GRUNDY NATIONAL BANK	CHRISTMAS CLUB	410.00
HAUSERS WATER SYSTEMS	SALT, CHEMICALS	104.36
HEIMS AWARDS	POLICE NAME TAG, SIGNAGE	25.00
HENDERSON PRODUCTS	CONVEYOR CHAIN	1,958.60
HERITAGE PRINTING	OFFICE SUPPLIES	308.00
IA DEPT OF REVENUE	SALES, PAYROLL TAX	7,669.99
IA RURAL WATER ASSOC	ANNUAL DUES	50.00
IPERS	PAYROLL WITHHOLDINGS	14,030.79
JOHN DEERE FINANCIAL	SUPPLIES	527.89
J'S AUTO	#6 FORD F250 SPARK PLUGS	376.98
KAMMILLER TREE SERVICE	TREE REMOVALS	6,400.00
KILBURG EQUIPMENT	JET VAC TANK SEALS	306.90
KLUESNER SANITATION	GARBAGE/RECYCLING	25,502.60
KMCH /DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	468.00
MANCHESTER CARQUEST	SKID LOADER	6.79
MANCHESTER SIGNS	TRUCK LOGOS	750.50
MARK A ROEDER	DOWNTOWN INCENTIVE GRANT	2,385.35
MARK FINK	SNOW HAULING	1,875.00
MARTIN EQUIPMENT	#20 JD WHEEL LOADER BUCKE CYLINDERS	7,138.80
MASTERPIECE CLEANING	BUILDING MAINTENANCE	880.00
MEARDON SUEPPEL & DOWNER PLC	UNION NEGOTIATIONS	5,349.55
MEDIACOM	PHONE/INTERNET	194.90
MIDWEST TAPE/HOOPLA	LIBRARY HOOPLA SUBSCRIPTION	702.98
MISSIONSQUARE	PAYROLL WITHHOLDINGS	932.04
MORTON SALT	STREET SALT	22,308.80
PALMER HARDWARE	SUPPLIES	305.16
PATC	POLICE FORFEITURE	224.70
PETERS & LONGMUIR PLC	LEGAL FEES	1,370.00
PITNEY BOWES	POSTAGE METER LEASE	202.17
POSTMASTER	UTILITY BILLING POSTAGE	290.00
PRICE INDUSTRIAL ELECTRIC	NEW PANEL	95.00
RADIO COMMUNICATIONS	POLICE CHARGER REPAIR	332.50
REGIONAL MEDICAL CENTER	MINOR MEDICAL EXPENSES	364.00
RELIANT FIRE APPARATUS	#278 DRAIN VALVE FIRE TRUCK	141.28
S & R CONSTRUCTION	DEVELOPMENT AGREEMENT: PAYMENT #4	98,746.90
SCHLEE & SOMMERS ELECTRIC	WWTP DIGESTER EXHAUST FAN	200.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	186.10
SIOUX CITY TRUCK SALES	#17 MAINTENANCE	537.58
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT AGREEMENT	219.98
STATE HYGIENIC LABORATORY	LAB TESTS	141.00
STOREY KENWORTHY	SUPPLIES	443.60
SUNSHINE BOY WINDOW CLEANING	FIRE WINDOW MAINT	125.00
THREE RIVERS FS	VEHICLE FUEL	4,767.73
TRUCK COUNTRY OF IOWA	VEHICLE MAINTENANCE	197.69

US CELLULAR	MONTHLY CELL/DATA CHARGES	473.94
VOYA	PAYROLL WITHHOLDINGS	2,007.00
WELLMARK	PAYROLL WITHHOLDINGS	2,954.65
WERTJES UNIFORMS	POLICE UNIFORMS	474.98
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,010.07
WOODWARD COMMUNICATIONS	PUBLICATIONS	426.24
	TOTAL	262,714.56
	Fund Totals	Amount
	GENERAL	94,630.57
	HOTEL/MOTEL TAX	10.00
	HOLIDAY DECORATIONS	85.16
	ROAD USE TAX	42,872.14
	EMPLOYEE BENEFITS	108.00
	PARK GIFT & TRUST	1,800.00
	LORA STEWART TRUST	253.44
	LIBRARY GIFT & TRUST	262.50
	DOWNTOWN/COMMERCIAL INCENTIVE	2,385.35
	WHITewater/RIVERFRONT PARK PROJECTS	2,922.96
	SUBDIVISION PROJECTS	98,746.90
	WATER	11,174.01
	SEWER	7,463.53
	TOTAL	262,714.56

Monthly revenues

Fund	July 2022	August 2022	September 2022	October 2022
GENERAL	140,250.64	103,445.35	229,360.37	721,766.62
FRANCHISE FEES	4,046.12	86,366.70	3,266.99	3,313.90
HOTEL/MOTEL TAX	60.00	20.00	0.00	0.00
FIRE TRUCK RESERVE	60.33	60.34	0.00	0.00
STREET EQUIPMENT RESERVE	87.85	0.00	3,060.00	0.00
ROAD USE TAX	54,734.41	51,740.65	79,633.41	58,339.64
EMPLOYEE BENEFITS	7,295.37	3,180.96	80,870.83	289,844.66
POLICE SPECIAL USES	758.04	4,729.50	0.00	0.00
EMERGENCY LEVY	309.79	0.00	5,439.54	20,301.61
LOCAL OPTION SALES TAX	56,263.03	53,067.60	122,133.32	36,000.11
TAX INCREMENT FINANCING	3,905.45	0.00	67,799.74	267,718.25
PARK IMPROVEMENT	50.28	50.28	0.00	0.00
ECONOMIC DEV REVOLVING LOAN	0.00	0.00	2,000.00	0.00
PARK GIFT & TRUST	3,179.76	8,371.55	5,442.21	1,523.75
LORA STEWART TRUST	2.01	2.04	0.00	0.00
LIBRARY GIFT & TRUST	360.59	869.23	406.24	49.16
DEBT SERVICE	3,946.00	0.00	66,255.68	248,721.21
AMERICAN RESCUE PLAN	0.00	372,760.70	0.00	0.00
STREET IMPROVEMENT	447.00	0.00	33,614.27	20,300.54
STREET PROJECTS	0.00	0.00	0.00	494.80
WATER	69,744.72	75,142.69	76,296.79	74,147.27
UTILITY DEPOSIT TRUST	776.82	251.82	225.00	-200.00

SEWER	94,074.36	96,748.92	102,620.02	94,187.03
SEWER DEBT SERVICE	145.01	145.23	0.00	0.00
TOTAL	440,497.58	856,953.56	878,424.41	1,836,508.55

Fund	November 2022	December 2022	January 2023	February 2023
GENERAL	326,999.81	185,380.92	77,734.37	528,906.67
FRANCHISE FEES	122,557.20	9,125.78	95,328.44	26,219.10
HOTEL/MOTEL TAX	0.00	0.00	0.00	31,353.00
FIRE TRUCK RESERVE	0.00	6,919.89	0.00	0.00
STREET EQUIPMENT RESERVE	0.00	7,301.00	0.00	25,000.00
AIRPORT	0.00	-6,919.89	0.00	0.00
HOLIDAY DECORATIONS	0.00	0.00	0.00	12,000.00
ROAD USE TAX	55,089.39	59,487.20	50,164.23	57,913.52
EMPLOYEE BENEFITS	45,051.68	42,028.78	12,497.98	9,246.42
POLICE SPECIAL USES	0.00	1,000.25	0.00	0.00
EMERGENCY LEVY	2,950.20	2,706.16	643.43	382.69
LOCAL OPTION SALES TAX	0.00	139,667.90	51,475.53	69,517.86
TAX INCREMENT FINANCING	19,013.17	40,294.38	10,715.58	5,856.47
PARK IMPROVEMENT	0.00	0.00	0.00	31,353.00
ACQUISITION/DEMOLITION	0.00	0.00	0.00	10,000.00
PARK GIFT & TRUST	5,635.00	540.00	3,815.00	565.00
LIBRARY GIFT & TRUST	455.86	8,647.49	94.04	1,350.04
DEBT SERVICE	35,271.61	33,607.72	8,102.43	4,767.90
DOWNTOWN/COMMERCIAL INCENTIVE	166.67	166.67	166.67	75,500.01
WHITEWATER/RIVERFRONT PARK PROJECTS	0.00	0.00	3,177.00	0.00
BIKEWAY/WALKWAY PROJECTS	0.00	0.00	0.00	45,847.00
STREET IMPROVEMENT	3,221.82	2,815.00	558.00	0.00
STREET PROJECTS	0.00	0.00	0.00	1,100,000.00
WATER	119,098.81	67,702.29	68,769.72	64,524.96
UTILITY DEPOSIT TRUST	-25.00	475.00	-225.00	25.00
WATER CAPITAL IMPROVEMENTS	0.00	0.00	0.00	215,223.00
SEWER	86,571.09	97,361.33	81,651.53	97,398.08
SEWER CAPITAL IMPROVEMENTS	0.00	0.00	0.00	202,308.00
TOTAL	822,057.31	698,307.87	464,668.95	2,615,257.72

Public Hearing on the Proposed Contract Documents and Estimated Costs for the Manchester Public Library Parking Lot Project

Mayor Behnken opened the public hearing at 5:04pm.

Jason Wenger, Burrington Group, reviewed the project scope and discussed the project with the City Council.

There being no comments to be heard and no written comments on file, Mayor Behnken closed the public hearing at 5:09pm.

Motion by Scherbring, seconded by Bradley to adopt R-020-2023 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Manchester Public Library Parking Lot Project. Motion carried, all ayes.

Jason Wenger reviewed the bids received with the City Council, noting Tschiggfrie Excavating was the lower bidder with a bid of \$147,464.00 for a concrete parking lot, an alternate bid of \$141,688.00 for an asphalt parking lot, and a bid of \$17,735.00 for bio retention. Wenger recommended the City proceed with the concrete parking lot option due to the close proximity of bids. The City Council discussed the bio retention option and options to fund that portion of the project.

Motion by Poynor, seconded by Bradley to adopt R-021-2023 Resolution Awarding Contract for the Manchester Public Library Parking Lot Project to Tschiggfrie Excavating for the base bid concrete parking lot paving in the amount of \$147,464.00 and alternate bid for bio retention in the amount of \$17,735.00. Motion carried, all ayes.

Downtown Incentive Grant Program Application

Motion by Sherman, seconded by Schmitt to approve the following Downtown Incentive Program grant application as recommended by the Design Committee: Interior Grant in the amount of \$2,412.33 to Honey Creek Furniture & Flooring at 201 North Franklin Street. On call of roll: Ayes: Sherman, Schmitt, Poynor, Bradley. Nays: None. Abstentions: Scherbring (Scherbring abstained due to a conflict of interest). Motion carried.

Shelly Park Redevelopment Project Update

City Manager Vick updated the City Council on the Shelly Park Project, noting he had met with ECIA, the contractor and project architect to discuss the timeframe and grant requirements for the project. Iowa Economic Development Authority has approved proceeding with the contract with the addition of change orders. Vick also informed the City Council that the City has until July 1, 2024 to complete the last 20% of the project. The City Council discussed approval of the contract and the relocation of the gazebo.

Review of Audit for Fiscal Year Ending June 30, 2022

City Staff reviewed the audit report for the fiscal year ending June 30, 2022 with the City Council. Motion by Scherbring, seconded by Sherman to acknowledge receipt of the audit report for Fiscal Year 2022. 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 Council and staff reports were given.

Motion by Bradley, seconded by Scherbring that the meeting adjourn at 5:47pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk