

**Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, December 9, 2019**

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, 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 November 25, 2019 City Council meeting and the December 4, 2019 Committee of the Whole meeting

3.2 R-136-2019 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

- the Wastewater IDNR Reports for November 2019
- the minutes of the November 14, 2019 Library Board meeting
- the November 2019 Library Statistical Report
- the November 2019 Revenue & Expense Reports

3.4 Approval of Liquor License Applications

- Renewal Application for On Premise Class B Beer Permit with Sunday Sales for Chuong Garden Restaurant at 118 East Main Street

3.5 R-137-2019 Resolution Amending Salary Resolution

3.6 Approve payment in the amount of \$6,840.00 to Burrington Group for engineering services related to the East Main Street Improvement Project

3.7 R-138-2019 Resolution Approving Easements for the 2020 Street Improvement Project (Iowa 13 Improvements)

3.9 R-140-2019 Resolution Waiving Right to Review Plat (Skinner)

3.10 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. The Council discussed Consent Agenda Item 3.8 regarding the sale of the property at 132 West Howard Street. Following discussion, motion by Stelken, seconded by Poynor to remove Consent Agenda Item 3.8 from the Consent Agenda to be considered separately. On call of roll: Stelken, Poynor, Behnken, Bradley. Nays: None. Abstentions: Sherman (Council Member Sherman abstained as he is related to the Hermanson's). Motion by Poynor, seconded by Behnken to approve the Consent Agenda as amended. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
AFLAC	PAYROLL WITHHOLDINGS	531.28
ALLIANT ENERGY	ELECTRICITY	3,637.62
ALTORFER	PARTS/SUPPLIES	720.98
AMAZON	LIB SUPPLIES	324.68
AMAZON CAPITAL SERVICES	SUPPLIES	68.76
ANDERSON WELDING & MACHINE SHOP	REPAIR/MAINTENANCE	131.77
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,088.44

BARRON MOTOR	PARTS/SUPPLIES	81.86
BECKER ELECTRIC	REPAIR/MAINT	359.99
BROWN SUPPLY	GNH PROJECT WATER LOOP	13,108.00
CENGAGE LEARNING	LIBRARY MATERIALS	122.36
CHICAGO TRIBUNE	SUBSCRIPTION	210.60
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	570.37
DEL CO PLUMBING	SEIBERT FURNACE REPLACEMENT	2,800.00
DEMCO	LIBRARY MATERIALS	85.36
DON & WALT	REPAIR/MAINTENANCE	60.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	43.00
EFTPS - FED,FICA,MEDICARE	PAYROLL TAXES	20,432.71
ELM USA	LIBRARY MATERIALS	25.00
ENGINEERED EQUIPMENT	WASTEWATER SUPPLIES	75.26
F.L. KRAPFL	PAY ESTIMATE #9: FINAL	38,777.05
FAREWAY STORES	SUPPLIES	81.03
GEORGEN AUTO	VEHICLE MAINT/REPAIR	1,447.75
GREAT SOUNDS AUDIO	RADIO SUPPLIES	325.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	395.00
gWORKS	TAX FORMS	354.46
HEARTLAND MECHANICAL	INSPECTION	180.00
HENDERSON PRODUCTS	VEHICLE SUPPLIES	346.00
HERITAGE PRINTING	OFFICE SUPPLIES	22.50
IA POLICE CHIEF'S ASSOC	ANNUAL DUES	125.00
IOWA ONE CALL	LOCATES	55.10
IPERS	IPERS	12,522.89
J & R SUPPLY	WTR/SWR SUPPLIES	170.06
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	998.39
KMCH	RADIO ANNOUNCEMENTS	260.00
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	72.00
MANCHESTER AREA CHAMBER	ANNUAL DUES	625.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	64.89
MANCHESTER MOTOR SUPPLY	AUTO PARTS	27.70
MARTIN GARDNER ARCHITECTURE	ENGINEERING FEES	1,140.00
MEARDON, SUEPPEL, DOWNER PLC	LEGAL FEES	500.00
MEDIACOM	PHONE/INTERNET	405.36
MIDWEST BUSINESS PRODUCTS	COPIER MAINT CONTRACT	390.75
MIDWEST TAPE	LIBRARY MATERIALS	591.57
NEC FINANCIAL SERVICES	PHONE SYSTEM SERVICES	933.03
PAYROLL CHECKS	PAYROLL	58,312.89
PETERS & LONGMUIR PLC	LEGAL FEES	868.00
PITNEY BOWES	LEASE PAYMENT	354.51
POSTMASTER	POSTAGE	546.03
PREMIER PARTS	PARTS/SUPPLIES	12.25
RADIO COMMUNICATIONS	REPAIR/MAINT	15.05
RELIANCE STANDARD LIFE INS	INSURANCE	494.53
SCHERBRING, BILL	REIMB MILEAGE	44.08
SCHROEDERS CASH SUPPLY	INSULATION	217.80
SLATER'S AUTO GLASS	AUTOGLASS REPAIR	100.00

SMOCK, JEFF	MILEAGE REIMB	178.64
STATE HYGIENIC LABORATORY	LAB TESTS	39.00
STOREY KENWORTHY	OFFICE SUPPLIES	377.74
SUBSURFACE SOLUTIONS	UNDERGROUND LOCATION EQUIP	419.93
SUE'S FLOWER & GARDEN CENTER	LANDSCAPE PLANTS/MATERIALS	90.00
SWANK MOTION PICTURES	MOVIE LICENSING	405.00
T&W GRINDING	COMPOST CONTRACT	3,000.00
TASC	FLEX BENEFITS	288.66
TECHSOUP	COMPUTER SUPPLIES	690.00
TIMMER, MARTHA J	FD MAINTENANCE	170.00
TREASURER STATE OF IOWA	TAXES	3,638.00
UMB BANK NA	BOND INTEREST PAYMENT	60,626.25
UNITY POINT CLINIC	TEST	42.00
USA BLUE BOOK	PARTS/SUPPLIES	401.90
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	625.35
VISA	MONTHLY CREDIT CARD USAGE	644.86
VISION SERVICE PLAN	INSURANCE	603.24
WALMART	SUPPLIES	103.18
WELLMARK	INSURANCE	23,230.74
WINDSTREAM	PHONE/INTERNET	1,087.96
WOODWARD COMMUNITY MEDIA	PUBLICATION EXPENSE	666.17
***** REPORT TOTAL *****		263,582.33
	FUND TOTALS	
	GENERAL	83,974.77
	ROAD USE TAX	16,819.00
	EMPLOYEE BENEFIT	24,180.76
	PARK IMPROVEMENT	1,140.00
	LIBRARY GIFT & TRUST	1,018.83
	DEBT SERVICE	60,626.25
	WHITEWATER PARK PROJECT	38,777.05
	WATER FUND	11,233.89
	WATER CAPITAL PROJECT	13,108.00
	SEWER FUND	12,703.78
	TOTAL FUNDS	263,582.33

Items Removed from the Consent Agenda

3.8 R-139-2019 Resolution Rescinding Resolution R-085-2019 and Approving the Sale of Certain Real Estate (132 West Howard Street)

Motion by Behnken, seconded by Stelken to table R-139-2019 Resolution Rescinding Resolution R-085-2019 and Approving the Sale of Certain Real Estate (132 West Howard Street) until the December 23, 2019 City Council meeting. On call of roll: Behnken, Stelken, Poynor, Bradley. Nays: None. Abstentions: Sherman (Council Member Sherman abstained as he is related to the Hermanson's).

Resolution of Support (Manchester Wetland Restoration Project)

Mayor Kramer informed the Council that adoption of Resolution 141-2019 would approve the submission of a Water Quality Initiative Targeted Demonstration Water Projects Pre-Application for the Manchester

Wetland Restoration Project. If awarded, the City could receive up to \$100,000 in grant funds to go towards the proposed Wetland Restoration Project.

Motion by Bradley, seconded by Sherman to adopt R-141-2019 Resolution of Support (Manchester Wetland Restoration Project). Motion carried, all ayes.

Review of Audit for Fiscal Year Ending June 30, 2019

City Manager Vick reviewed the audit for the fiscal year ending June 30, 2019 with the Council. Motion by Sherman, seconded by Behnken to acknowledge receipt of the audit report for the fiscal year ending June 30, 2019. 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 Title VI Close Out with the Iowa Department of Transportation was complete.

Closed Session

Motion by Stelken, seconded by Bradley to enter into closed session pursuant to Iowa Code Section 20.17(3) to discuss union negotiations at 6:01pm. On call of roll: Ayes: Stelken, Bradley, Sherman, Poynor, Behnken. Nays: None.

The Council returned to open session at 6:46pm.

Motion by Behnken, seconded by Bradley that the meeting adjourn at 6:47pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk