

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

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

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

Motion by Poynor, 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 24, 2022 City Council meeting; the January 31, 2022 Budget Work Session; the February 2, 2022 Work Session; and the February 7, 2021 Budget Work Session

3.2 R-011-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: 2021 Wastewater Treatment Plant Annual Report; 2021 Aquatic Center Annual Report; January 13, 2022 Library Board minutes; January 2022 Wastewater IDNR Report

3.4 Liquor License Applications: Renewal Application for On Premise Class C Liquor License with Sunday Service for Blue Collar Sports Bar at 120 East Main Street; Renewal Application for Off Premise Class C Beer Permit with Sunday Service for Dollar General Store #4812 at 203 South 9th Street; Renewal Application for Class E Liquor License for Fareway Stores, Inc. #594 at 109 East Marion Street

3.5 R-012-2022 Resolution Amending Salary Resolution

3.6 Approve payment of claims totaling \$11,520.50 to Fehr Graham for engineering services

3.7 R-013-2022 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

3.8 R-014-2022 Resolution Approving Contract and Performance and/or Payment Bonds for the 2022 East Main Street Improvement Project

3.9 Approve Pay Estimate #1 in the amount of \$29,450.00 to Top Grade Excavating for the Grayson Court and Oakview Estates Lift Station Project

3.10 Approve the estimate from Automation Engineering in the amount of \$31,420.23 for the Water Department's Iconics and Emerson OpenBSI Server upgrade

3.11 R-015-2022 Resolution Approving Farm Lease with Daniel Lahr

3.12 R-016-2022 Resolution Accepting Donation of Building (Delaware County 911)

3.13 R-017-2022 Resolution Approving Final Plat (Bennett - Murphy Subdivision)

3.14 R-018-2022 Resolution Approving Final Plat (Meadow Brook Trail Addition No. 2)

3.15 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. Motion carried, all ayes.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	IT/COPIER SERVICES	409.38
ALLIANT ENERGY	ELECTRICITY	3,945.89
AMAZON CAPITAL SERVICES	SUPPLIES	175.97

ANDERSON WELDING & MACHINE	REPAIR/MAINTENANCE	258.53
AWWA REGION I (MARION)	CONTINUING EDUCATION	75.00
BARRON MOTOR	PARTS/SUPPLIES	511.59
BASE	SELF INSURANCE ADMIN	230.86
BLACK HILLS ENERGY	HEATING FUEL	5,262.95
CAKES BY KIM	COMMUNITY OPEN HOUSE	154.00
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	296.79
DEL CO SOLID WASTE COMMISSION	LANDFILL	992.40
DON & WALT	REPAIR/MAINTENANCE	833.00
DORSEY & WHITNEY LLP	BOND FEES: 2021 GO BOND ISSUE	18,000.00
DUBUQUE HOSE & HYDRAULIC	VEHICLE MAINTENANCE	250.60
EASTERN IA EXCAVATING	PAY #2 FINAL: LUDLAND DRIVE	2,931.00
ECIA	LOCAL MATCH: HUD LEAD GRANT	1,600.00
EDGEWOOD BUILDING CENTER	CONSTRUCTION SUPPLIES	1,286.20
ERIN LEARN PETTY CASH	PETTY CASH REIMB	97.61
FALLER KINCHELOE & CO PLC	AUDIT SERVICES	7,900.00
FAREWAY STORES	SUPPLIES	52.44
FASTENAL COMPANY	PARTS/SUPPLIES	110.00
FEHR GRAHAM	ENGINEERING FEES	13,250.00
FINK, MARK	CONTRACTED SERVICES	300.00
FOOD'S HERE	COMMUNITY OPEN HOUSE	1,146.25
FRANKLIN & WILLOW	WEBSITE UPDATES	300.00
GATEWAY APPLIANCE	APPLIANCES	874.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	149.78
HACH CO	TESTING SUPPLIES	803.08
HANCOCK WOODWORKS	POLICE RETIREMENT/CANINE	405.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HAWKINS	CHEMICALS	1,024.08
HEIMS AWARDS	NAMEPLATES	24.00
HERITAGE PRINTING	PRINTING/SUPPLIES	239.73
HOTSY CLEANING SYSTEMS	PRESSURE WASHER SUPPLIES	255.00
IA ASSOC OF MUNICIPAL UTILITIES	ANNUAL DUES	988.00
IA DARE ASSOCIATION	MEMBERSHIP DUES	100.00
IA DEPT OF REVENUE	WATER EXCISE TAX	4,339.40
IA PARK & REC ASSOCIATION	MEMBERSHIP DUES	255.00
ISAACS, RILEY	SUPPLIES	50.00
J & R SUPPLY	WTR/SWR SUPPLIES	3,734.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	386.35
KAMMILLER TREE SERVICE	TREE TRIMMING/REMOVAL	1,800.00
KIRKHAM MICHAEL	AIRPORT ENGINEERING	6,000.00
KLUESNER FLOORING	MAINTENANCE/REPAIR	1,068.37
KLUESNER SANITATION	GARBAGE/RECYCLING	24,615.36
KMCH	RADIO ANNOUNCEMENTS	468.20
MACQUEEN TRANS IOWA EQUIPMENT	EQUIP PARTS/SERVICE	887.42
MAILING SERVICES	MAILING	716.58
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	1,020.00
MANCHESTER AREA CHAMBER	SUPPLIES	260.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	200.00
MANCHESTER MOTOR SUPPLY	AUTO PARTS	167.40
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	1,400.00

MEARDON SUEPPEL & DOWNER PLC	LEGAL FEES	3,000.00
MEDIACOM	PHONE/INTERNET	174.90
MEDICAL ASSOCIATES CLINIC	RANDOM DRUG SCREENS	50.00
MIDLAND OVERHEAD DOORS	MAINTENANCE/REPAIR	127.60
MIDWEST MUNICIPAL CONSULTING	ANNUAL GOAL SETTING	3,009.20
MIDWEST PATCH HI-VIZ SAFETY	STREET MAINT MATERIALS	849.50
MORTON SALT	STREET SALT	31,336.44
MUNICIPAL SUPPLY	WTR/SWR SUPPLIES	9,334.00
NEC FINANCIAL SERVICES	PHONE SYSTEM LEASE PAYMENT	933.03
PALMER HARDWARE	PARTS/SUPPLIES	2,046.38
PAYROLL CHECKS	PAYROLL CHECKS	64,961.73
PETERS & LONGMUIR PLC	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE/LEASE/SUPPLIES	80.74
POSTMASTER	POSTAGE	632.65
PREMIER PARTS	PARTS/SUPPLIES	225.23
QUILL CORPORATION	PD OFFICE SUPPLIES	67.12
RADIO COMMUNICATIONS	REPAIR/MAINT	83.10
REGIONAL MEDICAL CENTER	MEDICAL RECORDS REQUEST	6.50
RELIANCE STANDARD LIFE INS	INSURANCE	515.60
RIVER CITY STONE	ROCK/STONE	54.94
SANDRY FIRE SUPPLY	LADDER HEAT SENSORS	133.50
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
STATE HYGIENIC LABORATORY	LAB TESTS	202.00
STREICHER'S	UNIFORM SUPPLIES	447.88
SUPREME GREEN	SNOW HAULING	337.50
TASC	FLEX BENEFITS	908.31
THREE RIVERS FS	FUEL/FERTILIZER	5,966.65
TYLER TECHNOLOGIES	SOFTWARE	2,520.00
ULINE	EQUIP & SUPPLIES	79.39
USA BLUE BOOK	PARTS/SUPPLIES	424.59
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	270.04
VERIZON WIRELESS	MOBILE DATA	280.13
VISION SERVICE PLAN	INSURANCE	621.40
WELLMARK	INSURANCE	28,623.68
WIN	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,023.38
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	954.86
TOTAL		274,351.88
	FUNDS	
	GENERAL	110,532.79
	HOTEL MOTEL TAX	1,570.25
	ROAD USE TAX	51,839.54
	EMPLOYEE BENEFIT	27,706.33
	POLICE SPECIAL USES	150.00
	HOUSING REHAB/DEMO	1,600.00
	POLICE CANINE	135.00
	DEBT SERVICE	18,000.00
	STREET PROJECTS	12,525.00
	WATER FUND	22,210.42
	UTILITY DEPOSIT TRUST	270.04

	WATER CAPITAL PROJECT	7,050.00
	SEWER FUND	20,762.51
	TOTAL FUNDS	274,351.88

Regional Planning Affiliation Region 8 - Chandra Ravada, Transportation Director

Chandra Ravada, Transportation Director Regional Planning Affiliation Region 8 (RPA 8), provided the Council with a handout detailing the Long Range Transportation Plan for RPA 8. Mr. Ravada discussed with the Council potential transportation projects, funding opportunities and his agency’s role in assisting cities.

Police Department Staffing

Police Chief Jim Hauschild informed the Council that he had found two candidates to fill the vacancies left by the recent retirements, noting that both candidates are certified law enforcement officers.

Motion by Bradley, seconded by Schmitt to adopt R-019-2022 Resolution Amending Salary Resolution and Approving Officer Reimbursement Agreements. Motion carried, all ayes.

Utility Rates

Motion by Poynor, seconded by Bradley to waive the second consideration and adoption of Ordinance 001-2022 and proceed to the final consideration and adoption. Motion carried, all ayes.

Motion by Scherbring, seconded by Sherman to approve the third consideration and final adoption of Ordinance 001-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Water and Sewer Rates. Motion carried, all ayes.

Flood Plain Regulations

Motion by Scherbring, seconded by Poynor to waive the second consideration and adoption of Ordinance 002-2022 and proceed to the final consideration and adoption. Motion carried, all ayes.

Motion by Bradley, seconded by Schmitt to approve the third consideration and final adoption of Ordinance 002-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Flood Plain Regulations. Motion carried, all ayes.

Watershed Infrastructure Funding

City Manager Vick informed the Council that he had been contacted about a funding opportunity through the State’s Water Infrastructure Fund for the East Main Street Water Quality Initiative Project, noting he was working on the application for the program.

Following discussion, motion by Poynor, seconded by Bradley to approve the City’s application to the Water Infrastructure Fund for the East Main Street Water Quality Initiative Project. Motion carried, all ayes.

Meals on Wheels - March for Meals event

Mayor Behnken informed the Council that she had been contacted by the Northeast Iowa Area Agency on Aging regarding their Meals in March program. In March, the agency works with elected officials and community members to help bring awareness to their meal delivery program and the need for volunteers to help deliver meals.

Construction Project Updates

---

Ryan Wicks, 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 Poynor, seconded by Schmitt that the meeting adjourn at 5:44pm. Motion carried, all ayes.

---

Connie Behnken, Mayor

Attest:

---

Erin Learn, City Clerk