

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, February 28, 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 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 February 14, 2022 City Council meeting

3.2 R-020-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: 2021 Manchester Police Department Annual Report; minutes of the February 21, 2022 Parks & Recreation Commission meeting; minutes of the February 17, 2022 Planning & Zoning Commission meeting

3.4 Liquor License Applications: New Application for 5 Day Class C Liquor License for St. Mary's Church at 119 West Fayette Street for their Gala Event on March 5, 2022

3.5 R-021-2022 Resolution Amending Salary Resolution

3.6 R-022-2022 Resolution to Establish a Public Hearing for the City of Manchester Community Development and Housing Needs Assessment

3.7 R-023-2022 Resolution to Set a Public Hearing for the 2021 Community Development Block Grant - Coronavirus (CDBG-CV) Public Facilities/Public Spaces Application for the Shelly Park Improvement Project

3.9 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. Motion by Poynor, seconded by Scherbring to approve the Consent Agenda. Council Member Schmitt asked if Consent Agenda Item #3.8 could be considered separately as she is related to the developer. Council Member Poynor amended her motion to approve the Consent Agenda excluding Item 3.8 and Council Member Scherbring seconded the amendment to the original motion. Mayor Behnken called for a vote on the amended motion, "Motion to approve the Consent Agenda excluding Item 3.8." Motion carried, all ayes.

Items Removed from the Consent Agenda

Motion by Bradley, seconded by Scherbring to approve Consent Agenda Item 3.8 R-024-2022 Resolution Approving Final Plat (Meadow Park Fourth Subdivision). On call of roll: Ayes: Bradley, Scherbring, Sherman, Poynor. Nays: None. Abstentions: Schmitt. Motion carried.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	IT/COPIER SERVICES	1,577.08
ALLIANT ENERGY	ELECTRICITY	17,859.49
ALTORFER	SNOWBLOWER REPAIR	3,878.37
AMAZON	LIBRARY SUPPLIES	864.03
AMAZON CAPITAL SERVICES	SUPPLIES	388.71
ANDERSON WELDING & MACHINE	REPAIR/MAINTENANCE	418.52

BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	375.74
BAUMGARTNER GATE FACTORY	REPAIR/MAINTENANCE	280.00
BLACK HAWK AUTOMATIC SPRINKLER	BACKFLOW TEST KIT	225.00
BLACK HILLS ENERGY	HEATING FUEL	9,894.50
BUSINESS FORMS DIVERSIFIED	CHECKS	748.17
CITY LAUNDERING	BUILDING MAINT SUPPLIES	92.01
DEL CO AUDITOR	ELECTIONS FEES	1,883.13
DEL CO ECONOMIC DEVELOPMENT	2ND HALF ANNUAL CONTRIBUTION	15,000.00
DEL CO PLUMBING & HEATING	MAINTENANCE/REPAIR	277.38
DELHI LUMBER	BUILDING SUPPLIES	155.30
DEMCO	LIBRARY MATERIALS	138.87
DON & WALT	REPAIR/MAINTENANCE	6,533.88
EDGEWOOD OIL	VEHICLE OIL/SUPPLIES	997.00
FASTENAL COMPANY	PARTS/SUPPLIES	96.11
FEHR GRAHAM	ENGINEERING FEES	11,520.50
GALLS	POLICE: UNIFORM/SUPPLIES	158.40
GEORGEN AUTO	VEHICLE MAINT/REPAIR	275.45
HACH CO	TESTING SUPPLIES	623.08
HAWKINS	CHEMICALS	737.92
HOGAN, BARB	REIMBURSEMENTS	31.99
HONEY CREEK FURNITURE & FLOORING	FLOORING	3,290.10
IA LAW ENFORCEMENT ACADEMY	MMPI TRANSFER	100.00
IA SECRETARY OF STATE	NOTARY	30.00
J & R SUPPLY	WTR/SWR SUPPLIES	1,500.00
LAWSON PRODUCTS	TOOLS & MATERIALS	390.37
MACQUEEN TRANS IOWA EQUIPMENT	EQUIP PARTS/SERVICE	6,044.44
MANCHESTER SIGNS	SIGNS	1,214.00
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	880.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	535.49
OLIVE THAT DELI	GOAL SETTING SESSION	157.75
OVERDRIVE	LIBRARY MATERIALS	1,747.83
PAYROLL CHECKS	PAYROLL CHECKS	60,340.52
PENWORTHY COMPANY	CHILDREN'S BOOKS	216.18
PLAYTIME	LILY PAD REPAIR	5,172.40
RAY O'HERRON	POLICE BADGES	170.24
REGIONAL MEDICAL CENTER	EXAM	200.00
ROUTE 3 PRESS	LIBRARY SUPPLIES	12.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	183.46
SIMMERING CORY	ONLINE CITY CODE	475.00
SMOKE-EATER PUBLICATIONS	FD SUBSCRIPTION	20.00
STATE HYGIENIC LABORATORY	LAB TESTS	181.00
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	310.00
STOREY KENWORTHY	OFFICE SUPPLIES	398.30
THOLE ELECTRIC	ELECTRICAL REPAIR	235.40
TOP GRADE EXCAVATING	PAY #1: GRAYSON/OAKVIEW LIFT	29,450.00
TRUCK CENTER COMPANIES	STEERING GEAR	2,396.10
TYLER TECHNOLOGIES	SOFTWARE	3,097.50
VERIZON WIRELESS	MOBILE DATA	330.17

WELTER STORAGE EQUIPMENT	OFFICE EQUIPMENT	1,229.00
WINDSTREAM	PHONE/INTERNET	839.66
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	823.10
TOTAL		197,000.64
	FUNDS	
	GENERAL	76,962.01
	HOTEL MOTEL TAX	15,000.00
	ROAD USE TAX	31,094.26
	LIBRARY GIFT & TRUST	253.39
	STREET PROJECTS	9,864.00
	WATER FUND	10,855.47
	WATER CAPITAL PROJECT	2,350.00
	SEWER FUND	20,451.01
	SEWER CAPITAL PROJECT	30,170.50
	TOTAL	197,000.64

Public Hearing on Proposed Maximum Property Tax Dollars for Certain Levies for Fiscal Year 2023

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

Mayor Behnken reviewed the proposed Maximum Property Tax Dollars for Certain Levies (“Max Levy”) with the Council, noting that the “Max Levy” applies to certain individual levies that the City uses that are part, but not all, of the overall tax levy for the City. The maximum amount that will be levied for Fiscal Year 2023 is for the following levies only: Regular General; Liability, Property & Self Insurance Costs; Emergency; FICA & IPERS; and Other Employee Benefits. The proposed Maximum Tax Rate totals \$12.78929. In addition to these levies, the City also utilizes the Debt Service Levy which is not included in the State’s “Max Levy” requirements.

There being no written comments on file and no comments to be heard, Mayor Behnken closed the Public Hearing at 5:08pm.

Motion by Bradley, seconded by Schmitt to adopt R-025-2022 Resolution Approving the Maximum Property Tax Dollars for Budget Year July 1, 2022 through June 30, 2023. Motion carried, all ayes.

Motion by Scherbring, seconded by Bradley to set March 28, 2022 at 5:00pm as the date and time for a Public Hearing on the proposed budget for Fiscal Year 2023. Motion carried, all ayes.

Little Lending Library Request

The Council reviewed a request from Sophia Osmun to install a Little Library in the City’s right-of-way adjacent to her parent’s property on Winslow Drive as part of a Girl Scout project she is working on. City Manager Vick asked that if the Council approves the request, the base be made of a breakaway material in case a vehicle comes in contact with it. Vick further noted that if repairs are needed in the right-of-way, the library may have to be removed.

Motion by Poynor, seconded by Sherman to approve the request of Sophia Osmun to install a Little Library in the right-of-way at 115 Winslow Drive with the condition that the base be made of a breakaway material and the understanding that it may need to be removed if repairs are needed in the right-of-way. Motion carried, all ayes.

Holiday Decoration Replacement

Motion by Scherbring, seconded by Sherman to approve the quote from Display Sales in the amount of \$11,332.00 to replace 27 of the City's holiday street light decorations. Motion carried, all ayes.

Airport Land Acquisition Project

Motion by Poynor, seconded by Scherbring to adopt R-026-2022 Resolution Approving Amendment #1 with Kirkham Michael for the Airport Land Acquisition Project. Motion carried, all ayes.

Utility Billing Folder/Inserter Proposal

Motion by Scherbring, seconded by Schmitt to approve the proposal from Copy Systems Inc for a DS-64i Folder-Inserter at a cost of \$9,623.00. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Council and Staff reports were given.

Closed Session

Motion by Bradley, seconded by Poynor to enter into closed session pursuant to Iowa Code Section 21.5(1c) to discuss potential litigation at 5:38pm. On call of roll: Ayes: Bradley, Poynor, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

The Council returned to open session at 6:04pm.

Closed Session

Motion by Poynor, seconded by Schmitt to enter into closed session pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation at 6:07pm. On call of roll: Ayes: Poynor, Schmitt, Sherman, Scherbring, Bradley. Nays: None. Motion carried.

The Council returned to open session at 6:14pm.

Adjourn

Motion by Scherbring, seconded by Schmitt that the meeting adjourn at 6:14pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk