

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 23, 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 Poynor to approve the agenda as presented. Motion carried, all ayes.

Public Input

Jim Fisher, 200 Seeley, spoke in support of the installation of the “No Parking Here to Corner” sign on Seeley Street that was on the agenda. Ryan Wicks, 400 Seeley, also spoke in support of the installation of the sign.

Consent Agenda

- 3.1 Approval of the minutes of the May 9, 2022 City Council meeting
- 3.2 R-058-2022 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the May 16, 2022 Parks & Recreation Commission meeting; minutes of the April 14, 2022 Library Board meeting
- 3.4 Liquor License Applications: Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Hy-Vee Dollar Fresh at 1080 West Main Street
- 3.5 R-059-2022 Resolution Amending Salary Resolution
- 3.6 Review decision of the Board of Adjustment to approve the request of Frank Sailer for the property at 417 South Tama Street for a variance to City Code Section 165.25(8f) to reduce the side yard requirement of 5 feet to 0 feet and an exception to Section 165.25(8c) to increase the allowable rear yard area from 637.5 square feet to 720.0 square feet to allow for an addition to the existing detached garage
- 3.7 Approve payment of claims totaling \$6,217.75 to Fehr Graham for engineering services
- 3.8 Approve the request of the Farmer's Market to utilize the City property along River Street behind Bushel & a Peck for their 2022 Farmers Markets
- 3.9 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 11, 2022 for the Rhubacue on the River event
- 3.10 R-060-2022 Resolution Accepting the Highway 13 Improvement Project
- 3.11 Approve Pay Estimate #11 (Final Retainage) in the amount of \$30,000.00 to Pirc-Tobin Construction, Inc. for the Highway 13 Improvement Project, 30 days following acceptance
- 3.12 Approve the transfer of the Manchester Police Department's Defense Technology 40mm Launcher to the Jones County Emergency Response Team
- 3.13 R-061-2022 Resolution Amending City of Manchester Fee Schedule
- 3.14 R-062-2022 Resolution Approving Final Plat of Oakview Estates First Subdivision
- 3.15 Approve payment of claims totaling \$20,072.75 to Burrington Group for engineering services
- 3.16 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ALLIANT ENERGY	ELECTRICITY	16,681.09
ALLIED SYSTEMS	WATER/SEWER SUPPLIES	13,559.45

AMAZON	LIBRARY SUPPLIES	2,845.73
AMAZON CAPITAL SERVICES	SUPPLIES	362.91
AXON ENTERPRISE	BODY CAM HOLDER	27.26
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	583.11
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	72.25
BREHME DRUG	FIRST AID SUPPLIES	31.38
BRENT ALLEN ENTERTAINMENT	LIBRARY PROGRAM	350.00
BURNS	MOWER PARTS	80.91
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	369.79
CENTER POINT	LIBRARY MATERIALS	22.50
CITY LAUNDERING	BUILDING MAINT SUPPLIES	54.17
DAN'S OVERHEAD DOORS	MAINTENANCE/REPAIR	362.50
DEL CO ABSTRACT CO	ABSTRACT FEES	150.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	996.80
DEMCO	LIBRARY MATERIALS	226.32
DON & WALT	REPAIR/MAINTENANCE	300.98
EBSCO	LIBRARY MEDIA	6,004.00
ENGINEERED OPER & SVC	WASTEWATER SUPPLIES	4,104.84
FAREWAY STORES	SUPPLIES	811.85
FIRE SERVICE TRAINING BUREAU	STATE FIRE ACADEMY	470.91
FIRESIDE PUB & STEAKHOUSE	REFUND LIQUOR LICENSE	154.38
FL KRAPFL	PAY #2: BAILEY DR WATER/SEWER	26,124.01
GEORGEN AUTO	VEHICLE MAINT/REPAIR	728.70
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	20.00
HERITAGE PRINTING	LETTERHEAD	262.85
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	255.84
J & R SUPPLY	CULVERT	755.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	521.98
KIRKHAM MICHAEL	#16: AIRPORT ACQ/EASEMENTS	8,852.00
KLUESNER SANITATION	GARBAGE/RECYCLING	24,652.89
LAWSON PRODUCTS	TOOLS & MATERIALS	3.75
LIBRARY IDEAS	DIGITAL MATERIALS	614.30
MANCHESTER SIGNS	SIGNS	119.25
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	880.00
MEARDON SUEPPEL & DOWNER	LEGAL FEES	600.00
MIDAMERICA BOOKS	LIBRARY SUPPLIES	31.93
MIDWEST TAPE HOOPLA	LIBRARY MATERIALS	518.61
MYERS POLARIS	PART FD TRUCK	54.57
NAT'L MISSISSIPPI RIVER MUS	LIBRARY PROGRAM	240.00
NORTHERN LIGHTS DISTR	CONCESSIONS	641.72
OVERDRIVE	EBOOKS & AUDIOBOOKS	352.41
MIKAYLA OZ	LIBRARY PROGRAM	350.00
PALMER HARDWARE	PARTS/SUPPLIES	258.67
PIRC TOBIN CONSTRUCTION	PAY #2: EAST MAIN IMPROVEMENTS	210,515.12
POSTMASTER	POSTAGE	42.88
POSY PLACE FLORAL & GIFTS	OPEN HOUSE	55.00
QUILL CORPORATION	PD OFFICE SUPPLIES	166.61
RAY O'HERRON	OFFICER SUPPLIES	273.02
RIVER CITY STONE	ROCK/STONE	785.73

SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	183.46
SIMMERING CORY	CODIFICATION	1,803.00
STATE HYGIENIC LABORATORY	LAB TESTS	342.00
STETSON BLDG PRODUCTS	CONSTRUCTION SUPPLIES	310.00
SUPREME GREEN	FD LAWN CARE	60.00
T & W GRINDING	COMPOST CONTRACT	2,740.00
TECHNICOM	COMMUNICATIONS/PHONE	124.00
THE BREAD BASKET MANCHESTER	COOKING CLASS	40.00
HUESS PRINTING	MARKETING	695.00
THE PENWORTHY COMPANY	CHILDREN'S BOOKS	154.29
THREE RIVERS FS	FUEL/FERTILIZER	7,575.96
TYLER TECHNOLOGIES	SOFTWARE CONVERSION	945.00
UNGS, CHUCK	LIBRARY PROGRAM	100.00
US CELLULAR	FD MOBILE DATA	88.96
VICK, TIMOTHY	MILEAGE REIMB	98.28
WALMART	SUPPLIES	692.80
WATERLOO TENT & TARP	CANOPY REPAIR	5,030.00
WELCHER, BRETT	SIDEWALK REPAIR	600.00
WILDTHUNDER WILDLIFE	LIBRARY PROGRAM	100.00
WINDSTREAM	PHONE/INTERNET	697.37
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,224.54
WORKSPACE	OFFICE FURNITURE	1,644.00
PAYROLL CHECKS	PAYROLL CHECKS	59,598.05
	TOTAL	412,146.68
	FUND TOTALS	
	GENERAL	121,439.93
	HOTEL MOTEL TAX	750.00
	ROAD USE TAX	12,819.09
	LIBRARY GIFT & TRUST	1,980.40
	POLICE CANINE	14.15
	SUBDIVISION PROJECTS	5,102.21
	STREET PROJECTS	210,515.12
	WATER FUND	7,929.96
	WATER CAPITAL PROJECT	13,212.01
	SEWER FUND	16,864.57
	SEWER CAPITAL PROJECT	21,519.24
	TOTAL	412,146.68

Public Hearing on the West Main Water Main Replacement Project

Mayor Behnken opened the Public Hearing at 5:08pm on the plans, specifications and contract documents for the West Main Water Main Replacement Project.

City Manager Vick reviewed the project with the Council, noting this was to replace a section of water main along West Main Street and that American Rescue Plan funds would be used to pay for the project. The Council discussed the location of the project, the easements needed, and the timeline for the project. Council Member Schmitt asked how much of the project cost the American Rescue Plan funds would cover. City Clerk Learn responded the funds would cover the entire cost of the project.

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

Motion by Bradley, seconded by Schmitt to adopt R-063-2022 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the West Main Water Main Replacement Project. Motion carried, all ayes.

Motion by Poynor, seconded by Scherbring to adopt R-064-2022 Resolution Awarding Contract for the West Main Water Main Replacement Project. Motion carried, all ayes.

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2022

Mayor Behnken opened the Public Hearing at 5:13pm on the proposed budget amendment for the fiscal year ending June 30, 2022.

City Clerk Erin Learn reviewed the budget amendment and a spreadsheet which highlighted the changes with the Council. The Council discussed the amendment, the percentage of carryover, and the amendment process.

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

Motion by Sherman, seconded by Poynor to adopt R-065-2022 Resolution Amending the Current Budget for the fiscal year ending June 30, 2022. Motion carried, all ayes.

Application for Airport Improvement Program

City Manager Vick reviewed the proposed application with the Council, noting the City would like to apply for the replacement of the existing fuel system at the airport. If awarded, the grant would cover 85% of the cost. The approval of the resolution would authorize the submission of the grant applications.

Motion by Scherbring, seconded by Bradley to adopt R-066-2022 Resolution Authorizing the Submission of Application for Airport Improvement Program and Certifying Eligibility Requirements. Motion carried, all ayes.

Whitewater Park Swift Water Training

City Manager Vick referred the Council to a memo from Parks & Recreation Director Doug Foley highlighting three upcoming swift water rescue trainings at the Whitewater Park.

Fence Agreement - Seibert Park

Motion by Poynor, seconded by Schmitt to adopt R-067-2022 Resolution Approving Fence Agreement. Motion carried, all ayes.

Installation of "No Parking Here To Corner" Sign on Seeley Street at North Franklin Street

The Council reviewed a request from Street Superintendent Jason Haight to install a "No Parking Here to Corner" sign on Seeley Street at North Franklin Street.

Following discussion, motion by Schmitt, seconded by Scherbring to adopt R-068-2022 Resolution Approving the Installation of "No Parking Here to Corner" Sign on Seeley Street at North Franklin Street. Motion carried, all ayes.

Utility Billing Procedures

Motion by Bradley, seconded by Poynor to adopt R-069-2022 Resolution Approving Utility Billing Procedures. Motion carried, all ayes.

Offer to Buy Real Estate and Acceptance (Hill/Airport)

City Manager Vick informed the Council that adoption of the resolution will approve the purchase of land adjacent to the airport from Jim Hill, and that the purchase is eligible for an FAA grant that will pay 100% of the cost.

Motion by Poynor, seconded by Scherbring to adopt R-070-2022 Resolution Approving Offer to Buy Real Estate and Acceptance (Hill/Airport). Motion carried, all ayes.

TAP Grant Application - Potential Grand Avenue Extension Project

City Manager Vick informed the Council that he was notified in early May of grant funding of \$250,000 per project available through the Iowa Transportation Alternatives Program (TAP) which could help pay for a bikeway/walkway extension along Grand Avenue from Acers Street to Fairview Drive. City Manager Vick noted that City Staff has been working on a plan to extend Grand Avenue to the north to connect to the end of Fairview Drive, which included the bikeway/walkway extension, and that the University of Iowa students had worked on the concept as part of the Iowa Initiative for Sustainable Communities. The timeframe to submit the application for funding is very short and City Manager Vick asked if a special meeting could be held to approve the submittal of the application.

The Council discussed the timeline for the submittal of the application, the project area, right of way and a proposed date for a special meeting. The Council agreed May 26, 2022 at 5:00pm would work for the majority to hold the special City Council meeting.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Motion by Poynor, seconded by Scherbring that the meeting adjourn at 6:00pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk