

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, February 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 Scherbring, seconded by Schmitt to approve the agenda as presented. Motion carried, all ayes.

Public Input

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Curt Meiner, 702 East Howard Street, addressed the Council regarding his opposition to the proposed airport expansion project.

Consent Agenda

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3.1 Approval of the minutes of the January 23, 2023 City Council meeting; the January 28, 2023 Legislative Work Session; the January 30, 2023 Budget Work Session; the February 6, 2023 Budget Work Session

3.2 R-007-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: 2022 Building Report; 2022 Manchester Police Department Annual Report; 2022 Wastewater Treatment Plant Annual Report; 2022 Aquatic Center Final Report; January 2023 Wastewater IDNR Reports

3.4 Liquor License Applications: New Application for 5 Day On Premise Class C Retail Alcohol License for St. Mary's Church at 119 West Fayette Street for their annual gala event on March 4, 2023; Renewal Application for Off Premise Class B Retail Alcohol License for Dollar General #4812 at 203 South 9th Street

3.5 R-008-2023 Resolution Amending Salary Resolution

3.6 Approve payment of claims totaling \$769.25 to Fehr Graham for engineering services

3.8 Motion to set March 13, 2023 at 5:00pm as the date and time for a Public Hearing on the Proposed Contract Documents for the Library Parking Lot Improvements Project

3.9 R-010-2023 Resolution Approving Preliminary & Final Plat of Vera's First Addition

3.10 Motion to set February 27, 2023 at 5:00pm as the date and time for a Public Hearing on the Proposed Maximum Property Tax Levy from Certain Levies

3.11 R-011-2023 Resolution Approving the Agreement between the City of Manchester and the Chauffeurs, Teamsters and Helpers Local Union No. 238 Affiliated with International Brotherhood of Teamsters covering the Police Bargaining Unit

3.12 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. Council Member Sherman requested that item 3.7 be removed from the Consent Agenda to be considered separately due to a potential conflict of interest as a property owned by his daughter and son-in-law is included in the resolution. Motion by Schmitt, seconded by Bradley to approve the Consent Agenda excluding item 3.7. Motion carried, all ayes.

Motion by Schmitt, seconded by Bradley to approve Item 3.7 R-009-2023 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. On call of roll: Ayes: Schmitt, Bradley, Poynor, Scherbring. Nays: None. Abstentions: Sherman (abstained due to potential conflict of interest). Motion carried.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING INC	NETWORK/COPIER MAINT AGREEMENT	438.28
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALLIANT ENERGY	ELECTRICITY	4,062.39
ALTORFER INC	SNOWBLOWER GASKET	7.31
AMAZON BUSINESS	SUPPLIES	651.89
AWWA	MEMBERSHIP DUES	406.00
AWWA REGION 1	CONFERENCE REGISTRATION	100.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	264.84
BARRON MOTOR INC	VEHICLE MAINTENANCE	2,010.77
BASE	SELF INSURANCE/HRA	108.00
BAUMGARTNER GATE FACTORY INC	SNOWBLOWER BRACKET	120.80
BLACK HAWK AUTOMATIC SPRINKLER	BACKFLOW PREVENTOR TESTING	235.00
BLACK HILLS ENERGY	NATURAL GAS	8,237.32
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINTENANCE	645.85
CITY LAUNDERING INC	BUILDING MAINTENANCE	190.68
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES, INC	INTERNET	142.00
DEL DUB JAC CO RTA	SENIOR LIGHT TOUR BUS RENTAL	153.75
DELHI LUMBER	SUPPLIES	161.70
ECIA	GRANT ADMINISTRATION	318.80
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	20,830.59
FAREWAY STORES INC	SUPPLIES	14.97
FARMERS SAVINGS BANK	POLICE RESEARCH	25.00
FASTENAL COMPANY	AIR HANDLER FILTERS	152.26
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
GURNEY INC	CLARIFIER DRAIN VALVE	2,263.72
HAUSERS WATER SYSTEMS	CHEMICALS/SALT	4,990.00
HAWKINS INC	CHEMICALS/SALT	1,653.65
HITECH COMMUNICATIONS	BUILDING MAINTENANCE	468.58
IA DEPT OF NATURAL RESOURCES	PERMITS	175.00
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	3,063.26
IA RURAL WATER ASSOC	MEMBERSHIP DUES	325.00
IPERS	PAYROLL WITHHOLDINGS	13,968.19
JANET HILSENBECK	REFUND SEIBERT HALL	75.00
JOHN DEERE FINANCIAL	SUPPLIES	810.11
J'S AUTO	VEHICLE MAINTENANCE	50.47
KLUESNER FLOORING INC	POLICE HALLWAY FLOORING	4,890.94
KMCH INC/DEL CO BROADCASTING INC	RADIO ANNOUNCEMENTS	593.00
MANCHESTER CARQUEST	VEHICLE MAINTENANCE	107.32
MARK FINK	NUISANCE SNOW REMOVAL	900.00
MARTIN EQUIPMENT	VEHICLE MAINTENANCE	33.81
MASTERPIECE CLEANING	CLEANING	880.00
MEARDON SUEPPEL & DOWNER PLC	LEGAL FEES	2,900.00
MEDIACOM INC	INTERNET	194.90
MES FIRE MUNICIPAL EMERG SVCS	FIRE SUPPLIES	1,623.62
MID STATES ORGANIZED CRIME	2023 MEMBERSHIP	100.00
MIDWEST TAPE LLC/HOOPLA	LIBRARY SUPPLIES & MATERIALS	612.63

MISSIONSQUARE	PAYROLL WITHHOLDINGS	932.04
MORTON SALT	STREET SALT	14,853.26
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	130.13
PALMER HARDWARE	SUPPLIES	600.02
PETERS & LONGMUIR PLC	LEGAL FEES	906.32
PHILIPPSON CONCRETE INC	SNOW REMOVAL	300.00
POSTMASTER	UTILITY BILLING POSTAGE	958.88
PRICE INDUSTRIAL ELECTRIC	GRIT PUMP SENSOR	275.00
RADAR ROAD TEC	RADAR CERTIFICATIONS	245.00
RADIO COMMUNICATIONS INC	POLICE RADIO BATTERY	100.67
RELIANCE STANDARD LIFE INSURANCE	LIFE INSURANCE	522.80
RIVER CITY STONE	ALLEY ICE CONTROL	137.91
SIONICS WEAPON SYSTEMS	POLICE RIFLES	9,695.70
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	159.32
STAR EQUIPMENT	CUTTING EDGE GUIDES	1,039.76
STATE HYGENIC LABORATORY	TESTING	383.00
SUE'S FLOWER & GARDEN CENTER	CITY HALL HOLIDAY EXTERIOR	300.00
SUPREME GREEN	2023 FIRE DEPT CONTRACT	250.80
THE WALDINGER CORPORATION	AIR HANDLER	847.50
THREE RIVERS FS	FUEL	7,382.04
TRUCK COUNTRY OF IOWA	VEHICLE MAINTENANCE SUPPLIES	607.29
UEMSI/HTV	SEWER ROOT CUTTER SUPPLIES	453.99
USA BLUE BOOK	CHLORINATOR PARTS, TESTING SUPPLIES	1,694.24
VERIZON WIRELESS	POLICE MOBILE DATA	280.23
VISION SERVICE PLAN	VISION INSURANCE	605.70
VOYA	PAYROLL WITHHOLDINGS	2,007.00
WADE'S CUSTOM WOODWORKING	POLICE HALLWAY REMODEL	1,500.00
WELLMARK	HEALTH/DENTAL INSURANCE	32,143.10
WINDSTREAM	PHONE/INTERNET	990.03
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	358.80
	TOTAL	162,806.92
	Fund	Amount
	001 - GENERAL	85,353.09
	047 - HOLIDAY DECORATIONS	300.00
	110 - ROAD USE TAX	32,028.36
	112 - EMPLOYEE BENEFITS	2,671.30
	118 - POLICE SPECIAL USES	9,695.70
	169 - LORA STEWART TRUST	34.00
	307 - WHITEWATER/RIVERFRONT PARK PROJ	318.80
	324 - STREET PROJECTS	175.00
	600 - WATER	17,536.59
	610 - SEWER	14,694.08
	Grand Total:	162,806.92

Public Hearing on the Request of Joe Dittrick to rezone 508 East Delaware Street from R1-60 (Single Family Low Density District) to C-2 Community Commercial District

Mayor Behnken opened the Public Hearing on the rezoning request at 5:11pm.

Jason Chapman, 505 East Main Street, addressed the Council regarding the rezoning request, stating his opposition to the rezoning of the property.

The Council discussed the rezoning request. City Manager Vick noted that the Planning & Zoning Commission had reviewed the request and did not recommend approval.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:16pm.

The Council discussed how to proceed.

Motion by Poynor, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 001-2023 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Rezone 508 East Delaware Street). On call of roll: Ayes: None. Nays: Poynor, Bradley, Sherman, Scherbring, Schmitt. The ordinance failed.

Public Hearing on the Request of R & J Rentals LLC to rezone Parcel 641323001900 on South Third Street from AG (Agricultural/Urban Reserve District) to I-2 Heavy Industrial District

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Mayor Behnken opened the Public Hearing on the rezoning request at 5:18pm.

The Council discussed the rezoning request. City Manager Vick noted that the Planning & Zoning Commission had reviewed the request and did recommend approval.

There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:19pm.

Motion by Scherbring, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 002-2023 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Rezone South Third Street). Motion carried, all ayes.

Public Hearing on the Proposed Contract Documents and Estimated Costs for the Shelly Park Redevelopment Project

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Mayor Behnken opened the Public Hearing at 5:20pm.

City Manager Vick reviewed the proposed project with the Council, noting that the City had received a grant for the project which would cover 75% of the cost.

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

The Council discussed the handicap accessibility of the project, the plans for relocation of the existing gazebo, the timeline for the project, and the City match requirements.

Motion by Scherbring, seconded by Poynor to approve R-012-2023 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Shelly Park Renovation/Redevelopment Project. Motion carried, all ayes.

The Council reviewed the bids received for the project. City Manager Vick noted that eight bids had been received. Eastern Iowa Excavating had submitted the low bid of \$281,261.25, which was \$47,367.25 under the architect's estimate.

Motion by Bradley, seconded by Sherman to approve R-013-2023 Resolution Awarding Contract for the Shelly Park Renovation/Redevelopment Project. Motion carried, all ayes.

Water Department Spare Well Controls for Wells 5, 7, 8

City Manager Vick informed the Council that Water Superintendent Chad Wulfekuhle would like to purchase spare well controls for wells 5, 7 and 8 as he is no longer able to swap controls between wells when one goes down. This equipment allows the water department to have a back-up in the event the equipment goes down.

Motion by Poynor, seconded by Schmitt to approve the estimate from Lange Tech in the amount of \$6,956.00 for spare well controls for wells 5, 7, and 8. 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 Schmitt, seconded by Bradley that the meeting adjourn at 5:35pm. Motion carried, all ayes.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk