

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 10, 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 Poynor, seconded by Bradley to approve the agenda as presented. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the March 27, 2023 City Council meeting and the minutes of the April 3, 2023 Committee of the Whole meeting

3.2 R-025-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: March 2023 Wastewater IDNR Reports

3.4 Liquor License Applications: Renewal Application for Off Premise Class E Retail Alcohol License for Casey's General Store #2624 at 1413 North Franklin Street; Renewal Application for On Premise Class C Retail Alcohol License for Lightning Lanes at 1110 East Main Street

3.5 Downtown Incentive Grant Program Payments: Approve payment of the following Downtown Incentive Program Grants: Acquisition Assistance Grant in the amount of \$200.00; Interior Grant in the amount of \$7,500.00; and Facade Grant (east facade) in the amount of \$7,500.00 to Jackie Mormann for the property at 101 South Franklin Street

3.6 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2023-6/30/2024) for traffic line marking

3.7 Acknowledge receipt of the Annual Goal Setting Report

3.8 Motion to set May 8, 2023 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget Amendment for Fiscal Year 2023

3.9 R-026-2023 Resolution Approving Contract for the Library Parking Lot Project with Tschiggfrie Excavating

3.10 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the consent agenda with the Council. Motion by Scherbring, seconded by Schmitt to approve the consent agenda items as presented. On call of roll: Ayes: Scherbring, Schmitt, Poynor, Bradley, Sherman. Nays: None. Motion carried.

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	NETWORK MAINTENANCE	438.28
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALLIANT ENERGY	ELECTRICITY	3,678.27
AMAZON BUSINESS	SUPPLIES	446.50
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	806.20
BARRON MOTOR INC	VEHICLE MAINT SUPPLIES	131.80
BASE	HRA ADMINISTRATION	108.00
BIBLIONIX LLC	APOLLO SUBSCRIPTION	2,860.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE TIRES	207.00
BSN SPORTS	KIDS LEAGUE SUPPLIES	901.99
CHEMSCAN	ANALYZER MAINTENANCE	13,105.00

CITY LAUNDERING	BUILDING MAINT	202.67
COLIBRI SYSTEMS	WELDING BAR	97.36
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
CONRAD CONSTRUCTION	FIRE BUILDING MAINT	375.00
CONTINENTAL RESEARCH	PARK SUPPLIES	282.70
D & S PORTABLES	SEWER MAINTENANCE	470.00
DEL CO EMS	RE-ISSUE HERO HUSTLE GRANT	11,000.00
DISPLAY SALES	HOLIDAY LIGHTS	5,188.00
DON & WALT	BOILER/FURNACE REPL	8,700.79
DOUG FOLEY	MILEAGE REIMB	138.86
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINT	62.70
ECIA	GRANT ADMINISTRATION	1,328.76
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	21,193.14
FILAMENT ESSENTIAL SERVICES	WEBSITE/APP	3,900.00
GAZETTE COMMUNICATIONS	SUBSCRIPTION	384.80
GENERAL TRAFFIC CONTROL	BATTERY BACK-UPS	18,965.99
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HARTWICK MARINA	FIRE: BOAT MAINT	36.96
HAUSERS WATER SYSTEMS	CHEMICALS	20.00
HERITAGE PRINTING	PRINTING	72.31
IA DEPT OF CULTURAL AFFAIRS	SUBSCRIPTION	64.95
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	7,287.37
IA DIVISION OF LABOR SERVICES	BOILER INSPECTION	135.00
IOWA STATE UNIVERSITY	EXCAVATION TRAINING	540.00
IPERS	PAYROLL WITHHOLDINGS	13,743.50
JENNIE VOSS	VOLLEYBALL SUPERVISOR	432.00
JOHN DEERE FINANCIAL	SUPPLIES	51.25
KAY PARK REC	BIKE RACKS	1,506.00
KMCH	RADIO ANNOUNCEMENTS	468.00
LAWSON PRODUCTS	BRINE TANK ADAPTER	15.63
LL PELLING	ASPHALT PATCH	561.25
MAINSTAY SYSTEMS	IT CONTRACT	1,020.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	286.27
MANCHESTER FIRE ASSOCIATION	REIMB SUPPLIES	229.26
MANCHESTER SIGNS	SIGNS	268.50
MARTIN EQUIPMENT	LOADER STARTER	721.40
MASTERPIECE CLEANING	CLEANING	880.00
MEARDON SUEPPEL & DOWNER	LEGAL FEES	75.00
MEDIACOM	PHONE/INTERNET	194.90
MES FIRE MUNICIPAL EMERGENCY SERV	FIRE UNIFORMS	3,798.45
MIDWEST TAPE/HOOPLA	SUBSCRIPTION	590.29
MISSIONSQUARE	PAYROLL WITHHOLDINGS	930.15
MOTION PICTURE LICENSING	LIBRARY SUBSCRIPTION	183.07
NACOP	MEMBERSHIP	60.00
OASIS PUMP SERVICE	EXCAVATION/REPAIRS/HAULING	19,432.14
PALMER HARDWARE	SUPPLIES	279.43
PETERS & LONGMUIR	LEGAL FEES	3,934.16
PITNEY BOWES	LIBRARY LEASE	148.29
PSYCHOLOGY ASSOCIATES	MINOR MEDICAL CLAIM	190.00
QUADIANT	FOLDER/INSERTER CONTRACT	1,920.00

SCHLEE & SOMMERS ELECTRIC	BUILDING MAINT	2,989.52
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT CONTRACT	159.32
STERICYCLE/SHRED-IT	SHREDDING	59.92
STOREY KENWORTHY	SUPPLIES	1,473.76
THREE RIVERS FS	VEHICLE FUEL	7,559.53
TIMOTHY J VICK	MILEAGE/HOTEL REIMB	317.09
TNEMEC	POOL PAINT	499.32
TRUCK COUNTRY OF IOWA	FIRE VEHICLE REPAIR	1,181.93
USPS	POSTAGE	949.47
WINDSTREAM	TELEPHONE/INTERNET	1,010.01
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,429.37
	TOTAL	174,021.82
	FUND SUMMARY	
	FUND	AMOUNT
	001 - GENERAL	74,744.03
	002 - HOTEL/MOTEL TAX	380.00
	047 - HOLIDAY DECORATIONS	5,188.00
	110 - ROAD USE TAX	13,397.93
	112 - EMPLOYEE BENEFITS	108.00
	168 - PARK GIFT & TRUST	11,000.00
	169 - LORA STEWART TRUST	179.18
	171 - LIBRARY GIFT & TRUST	903.37
	307 - WHITEATER/RIVERFRONT PARK	1,328.76
	309 - STREET IMPROVEMENT	18,965.99
	324 - STREET PROJECTS	1,700.00
	325 - FLOOD/STORM REPAIRS	158.30
	600 - WATER	30,439.17
	610 - SEWER	15,529.09
	GRAND TOTAL	174,021.82

Public Hearing on the proposed budget for Fiscal Year July 1, 2023 - June 30, 2024

Mayor Behnken opened the Public Hearing at 5:05pm.

City Clerk Learn referred the Council to the budget information included in the packet, noting the budget was prepared as was discussed during the budget work sessions.

There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:07pm.

Council Member Schmitt expressed concern about the City's debt and projects that aren't necessary.

Motion by Poynor, seconded by Scherbring to adopt R-027-2023 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2023-June 30, 2024. On call of roll: Ayes: Poynor, Scherbring, Sherman, Schmitt, Bradley. Nays: None. Motion carried.

Open Burning Request – Casey Lewin

The Council reviewed a request from Casey Lewin to burn storm debris on the property at 911 Burrington Road. Following discussion, the Council requested additional information on the number of trees that were impacted and need to be taken down.

Review of Draft Ordinance revising City Code Chapter 75 All-Terrain Vehicles & Utility Vehicles

The Council reviewed a draft ordinance which would revise the City Code regulations on all-terrain and utility vehicles operating in City limits. The Councils discussed the proposed changes with City Staff and members of the Delaware County Roads to Trails UTV/ATV Club present at the meeting. Following discussion, modifications will be made to the draft ordinance and it will be brought back to the April 24, 2023 City Council meeting for consideration.

T&W Grinding Storm Damage Grinding Options

The Council reviewed two alternatives from T&W Grinding for grinding the storm damage debris at the compost site. Motion by Scherbring, seconded by Bradley to approve the hourly rate option with a not to exceed cost of \$25,000.00. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

T & W Grinding Contract Amendment

Motion by Poynor, seconded by Bradley to approve an amendment to the contract with T&W Grinding and Compost dated January 1, 2022 which revises the fuel surcharge from a base fuel price of \$2.50 per gallon to \$4.00 per gallon. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

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.

Closed Session

Motion by Bradley, seconded by Sherman to enter into closed session at 5:56pm as provided in Section 21.5(1)(i) of the Code of Iowa to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. On call of roll: Ayes: Bradley, Sherman, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

The Council returned to open session at 8:02pm.

Motion by Scherbring, seconded by Schmitt that the meeting adjourn at 8:02pm. On call of roll: Ayes: Scherbring, Schmitt, Sherman, Poynor, Bradley. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk