

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 14, 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 Schmitt, seconded by Bradley to approve the agenda as presented. On call of roll: Ayes: Schmitt, Bradley, Sherman, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

- 3.1 Approval of the minutes of the July 24, 2023 Regular City Council meeting and the August 7, 2023 Committee of the Whole meeting
- 3.2 R-066-2023 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the July 18, 2023 Parks & Recreation Commission meeting; July 2023 IDNR Wastewater Report; minutes of the August 9, 2023 Board of Adjustment meeting
- 3.4 Approval of New Application for Iowa Retail Cigarette Permit: Pink Clouds Smoke Shop at 100 1/2 East Main Street
- 3.5 Downtown Incentive Grant Payment Requests: Facade Grant in the amount of \$3,472.46 to Heims Awards for the building at 121 East Main Street; Interior Grant in the amount of \$2,470.92 to Flex Fit Studio for the building at 208 West Marion Street
- 3.6 R-067-2023 Resolution Amending Salary Resolution
- 3.7 Ordinance 006-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending Section 57.02(1) Procedure for Declaration of Potentially Vicious Dog, second consideration and adoption
- 3.8 Ordinance 007-2023 An Ordinance Fixing & Establishing Grades on Several Streets as listed in the is Ordinance in the City of Manchester, Iowa, second consideration and adoption
- 3.9 Review the decision of the Board of Adjustment to approve the request of Bob Murphy, for property located at 304 South Wayne Street, for a variance to City Code Section 165.25(8) "Accessory Buildings, Structures, and Garages" Subsections (8c), (8d), and (8g.2) to allow for the construction of a 40' x 60' personal storage shed on the property
- 3.10 R-068-2023 Resolution Approving 20 Foot Wide Permanent Underground Sanitary Sewer Easement and 20 Foot Wide Ingress/Egress Easement with Margaret Earlene Houlihan, Revocable Trust
- 3.11 Motion to set September 11, 2023 at 5:00pm as the date and time for a Public Hearing on the Voluntary Annexation Applications of Margaret Earlene Houlihan Revocable Trust & Eastern Iowa Pumping, Inc.
- 3.12 R-069-2023 Resolution Approving Subdivision Plat of Houlihan Ag Subdivision #2
- 3.13 R-070-2023 Resolution Approving Subdivision Plat of Hostert's Subdivision
- 3.14 Acknowledge receipt of unpaid nuisance snow removal & nuisance mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes
- 3.15 Approve payment of claims totaling \$22,701.50 to Fehr Graham for engineering services
- 3.16 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCENT LASER	TONER CARTRIDGES	594.65
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT CONTRACT	2,831.01
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALLIANT ENERGY	ELECTRICITY	9,025.87
AMAZON BUSINESS	SUPPLIES	1,708.08
AMERICAN BANKERS INSURANCE CO	FLOOD INSURANCE RENEWAL	8,478.00
AMERICAN RED CROSS	LIFEGUARD CERTIFICATION	294.00
ANDERSON WELDING	VALVE MACHINE REPAIRS	14.04
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,139.65
BARD MATERIALS	CONCRETE	1,528.67
BARRON MOTOR	VEHICLE MAINT SUPPLIES	216.02
BASE	MONTHLY HSA MANAGEMENT	108.00
CARRICO AQUATIC RESOURCES	DIVING BOARD REPAIR	510.06
CITY LAUNDERING	BUILDING MAINT	71.14
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	1,300.23
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
COMELEC	SHOP PHONE/INTERNET	103.00
DEL CO ECONOMIC DEVELOPMENT	TOURISM CONTRIBUTION	15,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL FEES	1,024.50
DELHI LUMBER/DUMAKE	LUMBER, CONSTRUCTION SUPPLIES	2,508.14
DIAMOND VOGEL	STREET PAINT	665.00
DJ REPAIR	TOWING, SUPPLIES	815.25
DON & WALT	AIR CONDITIONING REPAIRS	592.43
EASTERN IA EXCAVATING & CONCRETE	PAY #3 SHELLY PARK PROJECT	62,676.27
ECIA	GRANT ADMINISTRATION, KIB MATCH	2,259.59
EDGEWOOD REMINDER	SUBSCRIPTION	31.00
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	26,027.20
ENGINEERED EQUIPMENT SOLUTIONS	WASTEWATER REPAIRS	2,591.75
ERIN LEARN	MILEAGE REIMBURSEMENT	215.36
FAREWAY STORES	CONCESSIONS, SUPPLIES	278.25
FASTENAL COMPANY	SUPPLIES	195.72
FEHR GRAHAM	ENGINEERING	9,321.00
GREENFIELDS OUTDOOR FITNESS	PLAYGROUND PARTS	174.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HANNAH CRUMPTON	SOCCER INSTRUCTOR	450.00
HONEY CREEK FURNITURE & FLOORING	DOWNTOWN INCENTIVE GRANT	2,424.15
IA DEPT OF PUBLIC SAFETY	IOWA ONLINE WARRANTS SYSTEM	4,062.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	9,823.19
IA DIVISION OF LABOR SERVICES	LIBRARY INSPECTION FEE	175.00
IA ONE CALL	LOCATES	130.10
IMWCA	FY24 WORK COMP PREMIUM	40,595.00
IPERS	PAYROLL WITHHOLDINGS	14,187.89
JILLIAN ANDEREGG	MUSIC ON THE MAQUOKETA	600.00
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	594.10
KAMMILLER TREE SERVICE LLC	TREE REMOVALS	2,300.00
KEYSTONE LABORATORIES	LAB TESTS	166.25

KLUESNER SANITATION	GARBAGE/RECYCLING	25,779.59
KMCH	RADIO ANNOUNCEMENTS	768.00
LYNCH DALLAS PC	LEGAL FEES	33.00
MAINSTAY SYSTEMS	PD DESKTOP COMPUTER	1,954.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	54.74
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	303.48
MANCHESTER SIGNS	SIGNS	473.25
MANCHESTER TRUCK CENTER	FD #177 ALTERNATOR	1,781.55
MAQUEEN TRANS IOWA EQUIPMENT	SWEEPER PARTS	7,624.70
MASTERPIECE CLEANING	CLEANING	1,200.00
MEDIACOM	PHONE/INTERNET	194.90
MES FIRE EQUIPMENT	FIRE EQUIPMENT MAINT	1,068.73
MID IOWA PETROLEUM EQUIP	FUEL TANK REPAIR	4,121.62
MIDWEST TAPE	HOOPLA SUBSCRIPTION	650.08
MISSIONSQUARE	PAYROLL WITHHOLDINGS	944.62
NORTHERN BALANCE & SCALE	WASTEWATER PLANT CALIBRATION	201.00
NORTHERN LIGHTS DISTRIBUTING	CONCESSIONS	399.63
NORTHLAND PRODUCTS	OIL FILTER SERVICE	169.95
OELWEIN PUBLISHING	DEL CO FACT BOOK	310.00
ORKIN EXTERMINATION	EXTERMINATION SERVICES	725.76
PALMER HARDWARE	SUPPLIES	1,351.31
PETERS & LONGMUIR	LEGAL FEES	1,276.69
PIRC TOBIN CONSTRUCTION	PAY #11 EAST MAIN STREET PROJECT	95.00
PRICE INDUSTRIAL ELECTRIC	ALARM INSPECTIONS	765.00
QUILL CORPORATION	OFFICE SUPPLIES	106.06
REGIONAL MEDICAL CENTER	SUSPECT EXAM	107.00
RICHARD MCCRABB	MOWING	240.00
RIVER CITY STONE	STONE/ROCK	73.08
SCHWAN'S HOME SERVICE	CONCESSIONS	1,706.14
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	164.40
SPEER FINANCIAL	GO BOND DISCLOSURES	375.00
STATE HYGENIC LAB	LAB TESTS	317.50
STERICYCLE	SHREDDING	609.31
STOREY KENWORTHY	OFFICE SUPPLIES	316.58
SUPREME GREEN	MOWING CONTRACT	5,179.58
THE WALDINGER CORPORATION	WASTEWATER FACILITY REPAIRS	2,439.67
THREE RIVERS	VEHICLE FUEL	6,413.83
TIMOTHY JUHL	LIBRARY WRITING PROGRAM	100.00
UNITED STATES TREASURY	PCORI FEES	18.14
USPS	UTILITY BILL POSTAGE	1,008.52
VERIZON	PD MOBILE DATA	280.17
VOYA	PAYROLL WITHHOLDINGS	2,132.00
WEIKERT CONTRACTING	PAINT BEADS	1,300.00
WELLMARK	HEALTH/DENTAL INSURANCE	2,954.65
WEST DELAWARE SCHOOLS	2023/24 YEARBOOK	45.00
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	96.30
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	551.08
TOTAL		309,050.16

	Fund Summary	
	Fund	Amount
	001 - GENERAL	145,105.67
	003 - HOTEL MOTEL TAX	15,910.00
	110 - ROAD USE TAX	32,622.67
	112 - EMPLOYEE BENEFITS	126.14
	171 - LIBRARY GIFT & TRUST	89.58
	200 - DEBT SERVICE	375.00
	302 - DOWNTOWN/COMMERCIAL INC	2,424.15
	307 - WHITEWATER/RIVERFRONT PROJ	62,935.86
	324 - STREET PROJECTS	9,416.00
	600 - WATER	16,173.95
	610 - SEWER	23,871.14
	Total	309,050.16

2022 East Main Street Improvement Project

Motion by Bradley, seconded by Sherman to adopt R-071-2023 Resolution Approving Change Order #11 for the 2022 East Main Street Improvement Project. On call of roll: Ayes: Bradley, Sherman, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Motion by Scherbring, seconded by Schmitt to approve Pay Estimate #12 (Final Retainage) in the amount of \$101,170.60 to Pirc-Tobin Construction, Inc for the East Main Street Improvement Project to be released 30 days following formal acceptance. On call of roll: Ayes: Scherbring, Schmitt, Sherman, Poynor, Bradley. Nays: None. Motion carried.

The City Clerk reported that Fehr-Graham & Associates LLC, the project engineers for the East Main Street Improvements Project had filed a certificate in accordance with Section 384.58 of the Code of Iowa showing that they had inspected the completed work and that the same had been performed in compliance with the terms of the contract pertaining to the East Main Street Improvements Project.

Motion by Sherman, seconded by Schmitt to adopt R-072-2023 Resolution Accepting Work Covering the East Main Street Improvement Project. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

The City Clerk reported that the Project Engineers had filed the final schedule of assessments covering the East Main Street Improvements Project, as directed by resolution of the City Council previously adopted.

Motion by Poynor, seconded by Bradley to adopt R-073-2023 Resolution Adopting Final Assessment Schedule for the East Main Street Improvement Project and Amending, Confirming, and Levying the Assessments. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Ordinance 008-2023 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Chapter 113 "Use of Public Right-of-Way"

Motion by Scherbring, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 008-2023 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Chapter 113 "Use of Public Right-of-Way." On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Liquor License Applications

Motion by Scherbring, seconded by Poynor to approve the following: New Application for 5 Day Special Class C Retail Alcohol License for McBride Mobile Taps for an event at Sherman Pumpkin Farm on September 23, 2023 and Waiver of Vending Machine Law for McBride Mobile Taps for an event at Sherman Pumpkin Farm on September 23, 2023 as required by the Iowa Alcoholic Beverages Division. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Bradley. Nays: None. Abstentions: Sherman (Sherman abstained due to a potential conflict of interest). Motion carried.

Airport Expansion Project Update

City Attorney Jim Peters provided the City Council with an update on the airport expansion project.

Nuisance Property Updates

City Attorney Jim Peters updated the City Council on the status of nuisance properties in the City that he is currently working on. The Council discussed alternatives to address nuisance properties. A monthly update will be given on nuisance properties going forward.

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 Sherman, seconded by Schmitt that the meeting adjourn at 5:43pm. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk