

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 11, 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. Absent: Tania Bradley.

Mayor Behnken presented the Nice Neighbor Award to Rosie Perkins who was nominated by Chris Tegeler.

Motion by Schmitt, seconded by Sherman to approve the agenda as presented. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the August 28, 2023 Regular City Council meeting

3.2 R-078-2023 Resolution Approving Bills

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

3.4 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" – third consideration and final adoption

3.5 Acknowledge receipt of unpaid nuisance mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.6 Approve payment of claims totaling \$8,230.00 to Burrington Group for engineering services

3.7 Approve payment of claims totaling \$18,834.25 to Fehr Graham for engineering services

3.8 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Council Member Schmitt asked to have item 3.6 removed from the Consent Agenda to be consider separately. Motion by Schmitt, seconded by Sherman to remove Item 3.6 from the Consent Agenda to be considered separately. On call of roll: Ayes: Schmitt, Sherman. Nays: Poynor, Scherbring. Motion failed. Council Member Schmitt asked if work done by Burrington Group for the Grand Avenue Project had been approved. City Clerk Learn responded that the engineering agreement had been approved at a prior meeting. Motion by Scherbring, seconded by Poynor to approve the Consent Agenda. On call of roll: Ayes: Scherbring, Poynor, Sherman, Schmitt. Nays: None. Motion carried.

Bills approved for payment

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINTENANCE	5,245.77
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	7,832.04
AMAZON BUSINESS	SUPPLIES	1,086.92
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	662.90
BASE	HSA ADMINISTRATION	108.00
BSN SPORTS	FLAG FOOTBALL SUPPLIES	444.18
CITY LAUNDERING	BUILDING MAINTENANCE	71.14
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,061.71
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	424.04
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
COMELEC SERVICES,	PHONE/INTERNET	103.00
DAVIS, JEREMIAH	REIMBURSE HERO HUSTLE SUPPLIES	41.93

DEL CO PLUMBING & HEATING	AIRPORT BUILDING MAINT	44.94
DEL CO TREASURER	PROPERTY TAXES	1,424.00
ECIA	RPA GRANT MATCH	4,110.00
EDGEWOOD LOCKER	HERO HUSTLE SUPPLIES	135.00
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	22,896.44
FAREWAY STORES	SUPPLIES	45.90
FUTURE LINE TRUCK EQUIPMENT	WATER TRUCK BODY	23,332.66
GEORGEN AUTO	VEHICLE MAINTENANCE	251.09
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HEIMS AWARDS	HERO HUSTLE MEDALS/AWARDS	680.00
HERITAGE PRINTING	NOTARY STAMP	25.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	9,020.91
IA LIBRARY ASSOCIATION	ILA CONFERENCE	470.00
IA ONE CALL	LOCATES	84.70
IPERS	PAYROLL WITHHOLDINGS	13,984.22
JOHN DEERE FINANCIAL	SUPPLIES	946.87
KEMP, JULIE	CPR RECERTIFICATION INSTRUCTOR	150.00
KEYSTONE LABORATORIES	TESTING	844.75
KMCH	RADIO ANNOUNCEMENTS	1,018.00
LIBRARY IDEAS	VOX BOOK ORDER	568.10
LYNCH DALLAS PC	LEGAL FEES	144.00
MAQUOKET RIVER WMA	FY 24 FINANCIAL COMMITMENT	7,705.00
MASTERPIECE CLEANING	CLEANING	800.00
MCCRABB, RICHARD	MOWING	140.00
MEDIACOM	PHONE/INTERNET	194.90
MIDWEST TAPE	LIBRARY MATERIALS	696.07
MISSIONSQUARE	PAYROLL WITHHOLDINGS	944.62
MOMENTUM SCREENPRINTS	HERO HUSTLE SHIRTS	2,710.00
MUNICIPAL SUPPLY	METER PURCHASE	6,480.00
NAPA AUTO PARTS	VEHICLE MAINTENANCE	20.74
PALMER HARDWARE	SUPPLIES	762.55
PITNEY BOWES	POSTAGE	1,210.67
PIZZA RANCH	CONCESSIONS	144.00
PLAN IT SOFTWARE	CAPITAL PLANNING SOFTWARE	800.00
REGIONAL MEDICAL CENTER	EVIDENCE COLLECTION	33.00
SCHMITZ JANITORAL SUPPLY	RESTROOM SUPPLIES	282.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT CONTRACT	172.37
SUPREME GREEN	MOWING CONTRACT	4,951.58
SWALES PRECAST	SEPTIC LID	45.00
TEGELER BODY & FRAME	VEHICLE MAINTENANCE	400.00
THE BREAD BASKET	DEL CO CLERK'S MEETING	98.43
THREE RIVERS FS	VEHICLE FUEL	6,374.52
USPS	POSTAGE	1,004.87
VOYA	PAYROLL WITHHOLDINGS	2,232.00
WADE'S CUSTOM WOODWORKING	PD OFFICE REMODEL	450.00
WELLMARK	HEALTH/DENTAL INSURANCE	2,410.24
WELTER STORAGE EQUIPMENT	FILE CABINET	290.00
WIN TECHNOLOGY	PHONE/INTERNET	275.00
	TOTAL	140,408.79
	Fund Summary	

	Fund	Amount
	001 - GENERAL	68,676.16
	110 - ROAD USE TAX	13,721.00
	112 - EMPLOYEE BENEFITS	108.00
	168 - PARK GIFT & TRUST	3,650.90
	169 - LORA STEWART TRUST	305.01
	171 - LIBRARY GIFT & TRUST	696.07
	600 - WATER	42,625.86
	610 - SEWER	10,625.79
	TOTAL	140,408.79

Parks & Recreation Inventory & Analysis

Motion by Poynor, seconded by Scherbring to approve the agreement with MSA Professional Services for the development of a Parks & Recreation Master Plan at a cost of \$12,000.00. On call of roll: Ayes: Poynor, Scherbring, Sherman, Schmitt. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Peters reviewed the list of nuisance properties he is working on with City Staff and updated the Council on their status. The Council discussed the process to address nuisance properties, additional nuisance properties in the City, and methods to resolve the nuisances.

Iowa League of Cities Annual Conference

The Council reviewed the list of classes to be held at the annual conference and identified the ones they would like to attend.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Mayor Behnken took a moment to acknowledge the passing of former City Council Member Jeff Ogden, who served the City from 2004-2008, and extended sympathy from the City to his family.

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

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk