

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, January 8, 2024

Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

Roll call of members present: Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Bryan Gray.
Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the December 11, 2023 Regular City Council meeting

3.2 R-001-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the November 9, 2023 Library Board meeting; minutes of the December 12, 2023 Planning & Zoning Commission meeting; minutes of the December 12, 2023 Forestry Committee meeting; minutes of the December 18, 2023 Parks & Recreation Commission meeting; November 2023 Wastewater IDNR Reports; December 2023 Wastewater IDNR Reports

3.4 R-002-2024 Resolution Amending Salary Resolution

3.5 Motion to approve payment of the following Downtown Incentive Grants to Milestones Group for the property at 201 East Main Street: Facade Grant (south) in the amount of \$7,500.00; Facade Grant (north) in the amount of \$3,566.12; Facade Grant (west) in the amount of \$879.35

3.6 R-003-2024 Resolution Approving Depository Resolution with Farmers & Merchants Savings Bank

3.7 R-004-2024 Resolution Approving Depository Resolution with Citizens State Bank

3.8 R-005-2024 Resolution Approving Depository Resolution with Community Savings Bank

3.9 R-006-2024 Resolution Approving Depository Resolution with GNB Bank

3.10 Approval of the Consent Agenda

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

Bills Approved for Payment:

Vendor	Description	Amount
ACCENT LASER INC	TONER CARTRIDGES	619.60
ACCESS SYSTEMS LEASING INC	NETWORK/COPIER MAINT AGREEMENT	2,850.71
AFLAC	PAYROLL WITHHOLDINGS	1,417.46
ALLIANT ENERGY	ELECTRICITY	20,506.32
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	1,584.10
AMERICAN LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP DUES	247.00
AMERICAN TEST CENTER INC	FIRE #474 SAFETY INSPECTION	610.00
ANDERSON WELDING & MACHINE SHOP	JOHN DEERE MAINTENANCE	354.42
ARNOLD MOTOR SUPPLY LLP	VEHICLE SUPPLIES	1,128.30
AUNT EMMY'S LLC	LIGHTING TOUR REFRESHMENTS	144.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,129.93

BARD MATERIALS	CONCRETE, ROAD STONE	1,797.59
BASE	SELF INSURANCE PAYMENTS	108.00
BLACK HILLS ENERGY	HEATING FUEL	2,037.31
BOUBIN TIRE & AUTOMOTIVE	VEHICLE REPAIRS	1,087.61
BURRINGTON GROUP INC	ENGINEERING FEES	26,145.50
BUSHEL & A PECK	EMPLOYEE RECOGNITION EVENT	140.00
CEDAR & SALT MARKETING CO	MARKETING/WEBSITE	2,500.00
CITY LAUNDERING INC	RUG MAINTENANCE	71.14
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	2,123.42
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	808.58
COMELEC SERVICES, INC	SHOP INTERNET	103.00
COPY SYSTEMS	FOLDER/STUFFER MAINTENANCE	233.70
DEL CO ABSTRACT CO INC	ABSTRACT FEE: NUISANCE PROPERTY	100.00
DEL CO ECONOMIC DEVELOPMENT	2ND HALF ANNUAL CONTRIBUTION	15,000.00
DEL CO PLUMBING & HEATING LLC	AIRPORT HEATER REPAIR	292.88
DENNIS J CONRAD	FD MAINTENANCE	375.00
DJ REPAIR INC	FD TRUCK REPAIR #371	269.95
EASTERN IA ASPHALT MAINTENANCE INC	CRACK SEAL BURRINGTON RD	14,745.60
ECIA	2ND HALF ANNUAL DUES; LEAD PAINT GRANT MATCH	3,874.05
EDGEWOOD OIL INC	VEHICLE MAINT SUPPLIES	754.30
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	48,794.12
FAREWAY STORES INC	WWTP LAB SUPPLIES	37.86
FASTENAL COMPANY INC	SAFETY GLASSES	79.04
FEHR GRAHAM	ENGINEERING FEES	2,279.25
FOODS HERE MOBILE	EMPLOYEE RECOGNITION EVENT	615.00
GALLS LLC	PD UNIFORM SUPPLES	41.24
GEORGEN AUTO	POLICE VEHICLE MAINT	184.31
GIENAPP CONSTRUCTION	BLDG MAINTENANCE	1,938.00
GORDON FLESCH INC	LIB COPIER LEASE	72.18
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	780.00
HAUSERS WATER SYSTEMS INC	SALT, SUPPLIES	79.70
HAWKINS INC	CHEMICALS	1,458.31
HERITAGE PRINTING INC	ENVELOPES, SUPPLIES	351.12
HOTSY CLEANING SYSTEMS INC	SOAP	171.20
IA DEPT OF NATURAL RESOURCES	2024 ANNUAL TANK MANAGEMENT FEE	65.00
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	7,418.41
IA PARK & REC ASSOCIATION	CEU CLASS	320.00
IMWCA	WORK COMP AUDIT	2,221.00
INFRASTRUCTURE TECHNOLOGY	COMPUTER REPLACEMENT/MAINTENANCE	3,630.00
IPERS	PAYROLL WITHHOLDINGS	30,074.66
J & R SUPPLY INC	TRACER WIRE STATION	120.00
JEN RADL	SUSPECT EXAM	200.00
JOHN DEERE FINANCIAL	SUPPLIES	865.77
KELTEK INC	VEH SUPPLIES	1,077.34
KEVIN GRAYBILL	REIMB MILEAGE	230.53
KMCH INC/DEL CO BROADCASTING INC	RADIO ANNOUNCEMENTS	743.00
LANGE TECH	COMPUTER MAINTENANCE	5,575.00
LIBRARY IDEAS LLC	LIBRARY MATERIALS	581.16

MAINSTAY SYSTEMS INC	PD IT SERVICE CONTRACT	1,071.00
MANCHESTER CARQUEST INC	VEHICLE MAINT SUPPLIES	762.49
MANCHESTER DOG PARK FUND	THE BERN GROUP DONATION (COLLINS)	510.00
MANCHESTER FIRE ASSOCIATION	FD SUPPLIES	133.50
MANCHESTER SIGNS LLC	WWTP GATE SIGN	83.25
MAQUOKETA VALLEY ELECTRIC COOPERATIVE	STREET LIGHTING	148.71
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MELISSA LINDSAY	SUSPECT EXAM	400.00
MICHAEL NESTEBY	PD SUPPLIES	175.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	1,889.24
MOMENTUM SCREENPRINTS	FD UNIFORM	832.09
MPH INDUSTRIES INC	RADAR SPEED SIGNS	8,238.00
MUNICIPAL SUPPLY INC	METER PURCHASE	5,175.00
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	128.14
OPENING SPECIALISTS INC	DOOR REPLACEMENTS	6,814.75
OVERDRIVE	LIBRARY MATERIALS	399.21
PETERS & LONGMUIR PLC	LEGAL FEES	2,580.75
PITNEY BOWES	LIB LEASE	148.29
PIZZA RANCH	POOL CONCESSIONS	144.00
POSY PLACE FLORAL & GIFTS	FUNERAL	58.50
PRICE ELECTRIC INC	BUILDING MAINTENANCE	9,903.59
QUILL CORPORATION	PD SUPPLIES	69.99
RADIO COMMUNICATIONS INC	PD RADIO REPAIR	298.67
RUNDE AUTO GROUP	VEH SUPPLIES	287.32
SCHERRMAN'S IMPLEMENT INC	CASE TRACTOR FILTERS	335.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	164.40
SPEER FINANCIAL	BOND ISSUANCE FEES	6,100.00
SPY GLASS	SERVICE ELIMINATION	1,816.14
STATE CHEMICAL SOLUTIONS	LS DEGREASER	326.20
STERICYCLE INC/SHRED-IT	SHREDDING	61.51
STOREY KENWORTHY INC	GARBAGE LINERS	138.54
SUNSHINE BOY WINDOW CLEANING SERVICE	WINDOW MAINTENANCE	225.00
SUPREME GREEN INC	GAZEBO PILLAR CAPS	1,610.00
THE GATHERING PLACE	EMPLOYEE RECOGNITION EVENT	458.00
THE WALDINGER CORPORATION	WWTP REPAIR	854.75
THREE RIVERS FS	VEHICLE FUEL	5,161.65
TOP GRADE EXCAVATING INC	GRAYSON/OAKVIEW LIFT STATION PROJECT	21,567.48
TRIVIAL DUDES	EMPLOYEE APPRECIATION EVENT	150.00
TSCHIGGFRIE EXCAVATING	PAY #3 (FINAL) LIBRARY PARKING LOT PROJECT	8,695.22
TYLER TECHNOLOGIES	ANNUAL ACCOUNTING SOFTWARE MAINT FEE	38,530.00
UEMSI/HTV	LATERAL ROOT CUTTER	203.09
UNITY POINT CLINIC	RANDOM DRUG TEST	42.00
US CELLULAR	FD MOBILE DATA	44.48
USA BLUE BOOK	WATER SUPPLIES/EQUIPMENT	1,798.49
USPS	POSTAGE	999.87
VERIZON WIRELESS	PD MOBILE DATA	280.17
VOYA	PAYROLL WITHHOLDINGS	3,664.00
WALMART	SUPPLIES	500.34

WELLMARK	HEALTH/DENTAL INSURANCE	5,263.56
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE & INTERNET	972.44
WOODWARD COMMUNICATIONS INC	LEGALS	870.80
	TOTAL	356,122.29
	Fund Summary	
	Fund	Amount
	001 - GENERAL	169,327.18
	003 - HOTEL/MOTEL TAX	2,500.00
	047 - HOLIDAY DECORATIONS	152.95
	110 - ROAD USE TAX	26,721.39
	112 - EMPLOYEE BENEFITS	108.00
	118 - POLICE SPECIAL USES	8,296.50
	161 - ACQUISITION/DEMOLITION	2,000.00
	168 - PARK GIFT & TRUST	510.00
	171 - LIBRARY GIFT & TRUST	311.65
	200 - DEBT SERVICE	6,100.00
	301 - CAPITAL PROJECTS	8,695.22
	307 - WHITEWATER/RIVERFRONT PARK PROJECTS	1,610.00
	309 - STREET IMPROVEMENT	14,745.60
	310 - STORM WATER/WQI PROJECTS	4,034.68
	324 - STREET PROJECTS	27,148.95
	600 - WATER	29,013.82
	610 - SEWER	35,768.05
	612 - SEWER CAPITAL IMPROVEMENTS	19,078.30
	Grand Total:	356,122.29

Public Hearing

Mayor Behnken opened the Public Hearing on the proposed Resolution of Necessity for the 2024 East Main Street Improvement Project at 5:04pm.

City Clerk Learn informed the City Council that written objections had been received from Bryan and Brenda Gray, Lois Faust, and Mike and Kathy Greve. Copies of the letters were provided to the City Council.

Oral objections were made by the following:

- Kathy and Mike Greve, 839 East Main Street: opposition to the assessments, damage to existing landscaping, the location of the sidewalk, and an exception on their deed for future assessments.
- Rick Brunsmann, 900 East Main Street: opposition to the high cost of the assessments for his property which is on a corner lot and concerns about the location of the walkway.
- Lois Faust, 836 East Main Street: opposition to the assessments and damage to her sidewalk done by the utility contractors.
- Bryan Gray, 908 East Main Street: opposition to the high cost of the assessments, opposition to the walkway, and questioning what was gained by completing the project.

City Manager Tim Vick, Project Engineer Ryan Wicks, Street Superintendent Jason Haight and Wastewater Superintendent/Project Inspector Perry Peterson provided the City Council with a history of the project and infrastructure issues with that section of East Main Street.

Dean Sherman, 308 South Wayne Street, provided the City Council with information on the history of special assessments in Manchester.

Jay Schmitt, 750 Ridgewood Drive, commented on the assessments and stated that people can't afford the costs.

Curt Meiner, 702 East Howard Street, asked if the City had gotten estimates to slip line the bad area of the sewer.

Discussion was held by the City Council with those present on the following items: location of the proposed walkway; ADA sidewalk requirements; sewer line collapse in the project area; the project timeline; curb and gutter assessments; alternatives for sewer line repairs; funding for the project; tabling the assessments to allow for further review and discussion; the assessment process; and the impact of development on the City's infrastructure. City Attorney Jim Peters advised the City Council that they could table the Resolution of Necessity to allow for further review and discussion on assessments.

There being no further comments to be heard, Mayor Behnken closed the Public Hearing at 6:15pm.

Motion by Dittrick, seconded by Schmitt to table R-007-2024 Resolution of Necessity. On call of roll: Ayes: Dittrick, Schmitt, Poynor, Scherbring. Nays: None. Abstentions: Gray. Motion carried.

Motion by Scherbring, seconded by Poynor to adopt R-008-2024 Resolution Ratifying the Preparation of Detailed Plans, Specifications, Notice of Hearing, Notice to Bidders and Form of Contract (2024 East Main Street Improvement Project), as amended changing "adopted a final Resolution of Necessity" to "tabled a final Resolution of Necessity." On call of roll: Ayes: Scherbring, Poynor, Dittrick, Schmitt. Nays: None. Abstentions: Gray. Motion carried.

Open Burning Request from Pat Dolan for the property at 1050 South Third Street

Motion by Poynor, seconded by Dittrick to grant permission to Pat Dolan, 1050 South 3rd Street, to burn landscape waste on his property subject to the following conditions: the fire must be at least ¼ mile from any building, burning must be done when the wind is coming from the north to south, and that he notify dispatch prior to burning. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

North 4th Street Storm Sewer & Street Repair

Motion by Scherbring, seconded by Schmitt to approve the quote from Eastern Iowa Excavating & Concrete to repair the storm sewer and street in the 1100 block of North 4th Street. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Approve payment of invoice totaling \$24,350.00 to Key City Metal Works for the Shelly Park Pavilion

Motion by Dittrick, seconded by Scherbring to approve payment of an invoice totaling \$24,350.00 to Key City Metal Works for the Shelly Park Pavilion. On call of roll: Ayes: Dittrick, Scherbring, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Downtown Incentive Grant Payment Request

Motion by Poynor, seconded by Schmitt to approve payment of the following Downtown Incentive Grant to Honey Creek Furniture for the property at 115 North Franklin Street: Facade Grant in the amount of \$2,087.84. On call of roll: Ayes: Poynor, Schmitt, Dittrick, Gray. Nays: None. Abstentions: Scherbring. Motion carried.

Disposal of Equipment from the Police Department

Motion by Scherbring, seconded by Schmitt to adopt R-009-2024 Resolution for Disposal of Equipment from the Police Department. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Motion by Poynor, seconded by Dittrick to adopt R-010-2024 Resolution for Disposal of Equipment from the Police Department. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the Council on the status of the nuisance properties his office is working on. The Council also reviewed an update on nuisance properties from Building Inspector Tim Heims.

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.

Motion by Schmitt, seconded by Gray that the meeting adjourn at 6:48pm. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk