

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 14, 2022

Mayor Behnken called the meeting to order at 5:01pm.

Roll call of members present: Dean Sherman (arrived at 5:05pm), Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Tania Bradley. Absent: None.

Mayor Behnken asked that the Closed Sessions be removed from the agenda as they were listed in error. Motion by Scherbring, seconded by Bradley to approve the agenda as amended removing the Closed Sessions from the agenda. Motion carried, all ayes.

Public Input

Julie Hooker, 137 East Prospect Street, addressed the Council regarding the need for a dog park in the community and offered to help with the project.

Council Member Sherman arrived at 5:05pm.

Jeff Ogden, 1332 North Franklin Street, addressed the Council regarding the City's debt, infrastructure projects, the Shelly Park Project on the agenda, and his concerns.

Consent Agenda

3.1 Approval of the minutes of the February 28, 2022 City Council meeting; the March 1, 2022 City Council work session; the March 7, 2022 Committee of the Whole meeting

3.2 R-027-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the February 10, 2022 Library Board meeting; minutes of the March 9, 2022 Beckman Sports Complex Facilities Committee meeting; the Water Department 2021 Annual Report

3.4 Ordinance 003-2022 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Sprinkler Systems, first consideration and adoption

3.5 Approve Pay Estimate #2 in the amount of \$69,207.50 to Top Grade Excavating for the Grayson Court and Oakview Estates Lift Station Project

3.6 R-028-2022 Resolution Amending City of Manchester Fee Schedule

3.7 R-029-2022 Resolution Approving Change Order #1 for the East Main Street Improvement Project

3.8 R-030-2022 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

3.9 Approve payment of claims totaling \$18,220.50 to Fehr Graham for engineering services

3.10 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Poynor to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER CARTRIDGE(S)	184.87
ACCESS SYSTEMS LEASING	IT/COPIER SERVICES	475.65
ALLIANT ENERGY	ELECTRICITY	3,723.56
AMAZON CAPITAL SERVICES	SUPPLIES	962.22
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,060.49
BARRON MOTOR	PARTS/SUPPLIES	129.59
BASE	BASE SELF INSURANCE	108.00

BECKER ELECTRIC	REPAIR/MAINT	2,609.94
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINT/REPAIR	72.41
CITY OF JANESVILLE IA	REIMBURSEMENT	6,600.33
COLESBURG FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
COLIBRI SYSTEMS	LIBRARY MATERIALS	2,297.78
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
DEL CO ECONOMIC DEVELOPMENT	2ND HALF ANNUAL CONTRIBUTION	15,000.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	990.30
DELAWARE FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
DELHI FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
DELHI LUMBER	BUILDING SUPPLIES	2.00
DEPENDABLE AUTOMOTIVE PRODUCTS	GLASS CLEANER	41.52
DES MOINES REGISTER	LIB SUBSCRIPTION	580.53
DIGITAL ALLEY	VIDEO SUPPLIES	4,055.00
DON & WALT	REPAIR/MAINTENANCE	97.93
DUNDEE FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
DYERSVILLE FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	1,400.00
EAGAN MECHANICAL	MAINTENANCE/REPAIR	173.17
EARLVILLE FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
EDGEWOOD FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
FAREWAY STORES	SUPPLIES	58.87
FARONICS TECH USA	MULTIUSER IT SOFTWARE	88.00
FASTENAL COMPANY	PARTS/SUPPLIES	85.79
GEORGEN AUTO	VEHICLE MAINT/REPAIR	192.84
GREELEY FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
HAUSERS WATER SYSTEMS	CHEMICALS/SUPPLIES	560.00
HEIMS PLUMBING & ELECTRIC	ELECTRICAL MAINTENANCE	2,308.75
HITECH COMMUNICATIONS	MAINT/REPAIR	387.00
HOPKINTON FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
IA DEPT OF AG & LAND STEWARD	COMMERCIAL METER LIC 3682	4.50
INFRASTRUCTURE TECHNOLOGY	IT SUPPLIES/SERVICES	585.00
IOWA OUTDOORS	LIB SUBSCRIPTION	15.00
KILBURG EQUIPMENT	MAINTENANCE/REPAIR	1,444.73
KLUESNER SANITATION	GARBAGE/RECYCLING	24,534.99
KMCH	RADIO ANNOUNCEMENTS	343.20
KROGMANN, JEROME	MEADOW PARK 4 DEV AGRMNT	130,616.83
KWIK TRIP	FUEL	115.02
LIBRARY IDEAS	DIGITAL MATERIALS	486.45
LINDSAY, MELISSA	INVESTIGATION EXAM	200.00
LINK HYDRAULIC	HYDRAULIC PARTS/SUPPLIES	173.23
MANCHESTER FIRE ASSOCIATION	2021 HERO HUSTLE RACE PROCEEDS	900.00
MANCHESTER POLICE DEPT	2021 HERO HUSTLE INDIVIDUAL	500.00
MANCHESTER SIGNS	SIGNS	151.50
MARTIN EQUIPMENT	PARTS	306.99
MASONVILLE FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	880.00
MEARDON SUEPPEL & DOWNER	LEGAL FEES	500.00
MEDIACOM	PHONE/INTERNET	174.90
MIDAMERICA BOOKS	LIBRARY SUPPLIES	282.35

MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	442.40
PALMER HARDWARE	PARTS/SUPPLIES	698.94
PAYROLL CHECKS	PAYROLL CHECKS	67,226.07
PETERS & LONGMUIR	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE/LEASE/SUPPLIES	907.50
POSTMASTER	POSTAGE	628.08
RAY O'HERRON	CAPTAINS BADGE	161.06
RIVER CITY STONE	ROCK/STONE	532.06
RYAN FIRE DEPT	2021 HERO HUSTLE RACE PROCEEDS	900.00
SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	121.55
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	183.46
SIOUX CITY TRUCK SALES	SWEEPER REPAIR	2,501.64
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
SOPPE, COURTNEY	REIMBURSEMENT	8.49
STATE HYGIENIC LABORATORY	LAB TESTS	81.00
STERICYCLE	SHREDDING	50.16
STOREY KENWORTHY	OFFICE SUPPLIES	1,611.23
STREICHER'S	SUPPLIES	219.98
SUNSHINE BOY	WINDOW MAINTENANCE	125.00
SUPERIOR TECHNOLOGY SERVICES	PROJECTOR BULB	366.60
SUPREME GREEN	LIB LAWN CARE CONTRACT	313.50
TAYLOR, ELISABETH	REIMBURSEMENT	64.64
TELEGRAPH HERALD	LIB SUBSCRIPTION	318.00
THREE RIVERS FS	FUEL/FERTILIZER	3,940.43
USA BLUE BOOK	PARTS/SUPPLIES	1,449.23
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	86.00
VOSS, JENNIE	VOLLEYBALL INSTRUCTOR	258.00
WIDNER DRUG & GIFT	SUPPLIES	4.18
WIN	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,025.89
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	847.79
	TOTAL	301,082.81
	FUND TOTALS	
	GENERAL	123,656.07
	HOTEL MOTEL TAX	138.25
	ROAD USE TAX	14,164.55
	EMPLOYEE BENEFIT	108.00
	PARK GIFT & TRUST	11,800.00
	LIBRARY GIFT & TRUST	362.16
	SUBDIVISION PROJECTS	130,616.83
	WATER FUND	8,714.46
	UTILITY DEPOSIT TRUST	86.00
	SEWER FUND	11,436.49
	TOTAL	301,082.81

Public Hearing on the City's Community Development and Housing Needs Assessment

Mayor Behnken opened the Public Hearing at 5:19pm.

Tricia Wagner, East Central Intergovernmental Association (ECIA), informed the Council that a requirement for applying for Community Development Block Grants is that the City completes a community development and housing needs assessment, which Manchester did in January/February 2022. Ms. Wagner presented the Council with the Community Development and Housing Needs Assessment as follows:

Community Development and Housing Needs Analysis for City of Manchester

Community Development and Housing Needs of LMI Persons

1. Continue to support programs for housing rehabilitation for low and moderate income residents
2. Expand childcare opportunities within the City, daytime and evening programs.
3. Continue to support programs offered for low-income and elderly residents.
4. Undertake efforts to increase recreational and socialization opportunities of LMI citizens.
5. Rehabilitate existing housing. Provide for acquisition, demolition where rehabilitation is not feasible.
6. Promote construction of affordable housing.
7. Make water storage facility improvements in the City.
8. Maintain and improve streets.
9. Rehabilitate owner-occupied housing.
10. Encourage homeownership in the City.
11. Continue to provide supportive services to lower income residents.

Other Community Development and Housing Needs

1. Continue to support programs for housing rehabilitation for low and moderate income residents.
2. Expand childcare opportunities within the City, daytime and evening programs.
3. Continue to support programs offered for low-income and elderly residents.
4. Undertake efforts to increase recreational and socialization opportunities of LMI citizens.
5. Rehabilitate existing housing. Provide for acquisition, demolition where rehabilitation is not feasible.
6. Promote construction of affordable housing.
7. Make water storage facility improvements in the City.
8. Maintain and improve streets.
9. Rehabilitate owner-occupied housing.
10. Encourage homeownership in the City.
11. Continue to provide supportive services to lower income residents.

Planned or Potential Activities to Address Housing and Community Needs

1. Apply to IEDA/IFA for Home Ownership Assistance programs.
2. Apply to IEDA CDBG and other funding sources for water and sewer improvement projects.
3. Apply to IEDA Housing Program for owner-occupied rehabilitation program.
4. Work with State and local organizations and private concerns to locate new business and expand existing industry to create employment opportunities.
5. Work as a community to continue improving appearance of the City in general.
6. Continue to participate in Eastern Iowa Regional Housing Authority.
7. Utilize CDBG and other funding sources to plan and implement future CDBG neighborhood revitalization needs.

Jeff Ogden, 1332 North Franklin Street, addressed the Council with questions on the Community Development and Housing Needs Assessment.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:28pm.

Motion by Poynor, seconded by Bradley to adopt R-031-2022 Resolution Approving the City of Manchester Community Development and Housing Needs Assessment. Motion carried, all ayes.

Public Hearing on the City's Community Development Block Grant - Coronavirus (CDBG-CV) Public Facilities/
Public Spaces Application for the Shelly Park Project

Mayor Behnken opened the Public Hearing at 5:29pm.

Tricia Wagner, ECIA, reviewed the following questions and answers required as part of the Public Hearing:
Manchester Shelly Park Redevelopment CDBG-CV Public Facilities grant application

9 questions to cover in a public hearing:

- 1) How the needs for the proposed activities were identified? City officials recognized during the COVID-19 pandemic that the public facilities currently available in Shelly Park are not conducive to large gatherings. Residents were not able to safely gather in the existing gazebo as there is not enough space to socially distance from one another. With the proposed improvements to the park, a grass amphitheater will be added between the lookout areas and the pathway along the river as well as three tiered concrete platforms to allow residents to set up chairs and observe the activities on the river, while safely social distancing.
- 2) How the proposed activities will be funded and sources of funds? The total project budget is estimated at \$380,077. The City of Manchester will apply for CDBG-CV funding for 80% of these costs and the City will provide a of 20% local match in the amount of \$76,015 (with a maximum of \$100,000).
- 3) Date application will be submitted? March 31, 2022
- 4) Requested amount of CDBG funds? \$324,062 which includes the ECIA Grant Administration fee.
- 5) Estimated portion of the CDBG funds requested that will benefit persons of low and moderate income? Manchester has 2,124 homes. An income survey was conducted using a sample size of 593 of these homes per grant guidelines. The survey results indicate that 52% of the residents in Manchester qualify as low to moderate income status.
- 6) Where the proposed activities will be conducted? The proposed activities will be conducted at the Howard & Helen Shelly Memorial Park located along South Franklin and West Marion Streets in downtown Manchester, IA.
- 7) Plans to minimize displacement of persons and businesses as a result of funded activities? The park and the improvements made will be accessible by all Manchester residents.
- 8) Plans to assist persons actually displaced? There will be no persons displaced.
- 9) The nature of the proposed activities? The improvements to this public space will include demolition of the current gazebo to be replaced with an open pavilion with no walls; a new shared-use ADA compliant trail; a grass amphitheater with concrete knee walls in the shape of arcs for seating; a new retaining wall; two new trees; replacement of the water service line beneath the park; a water fountain and two hose spigots; and two new light poles to provide adequate lighting.

The Council discussed the scope of the proposed project, the repairs needed at the park, and the cost of the project.

Jeff Ogden, 1332 North Franklin Street, addressed the Council with concerns about the grant application and proposed project.

City Manager Vick explained the project would be paid for from grant funds and funds remaining in the City's Whitewater/Riverfront Park Project Fund, noting the project would not be done if the grant funds are not received.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:45pm.

Motion by Scherbring, seconded by Sherman to adopt R-032-2022 Resolution Approving Community Development Block Grant Coronavirus (CDBG-CV) Program Application for the City of Manchester Public Facilities/Public Spaces Shelly Park Project. Motion carried, all ayes.

Motion by Poynor, seconded by Scherbring to adopt R-033-2022 Resolution to Approve the State of Iowa Community Development Block Grant Coronavirus (CDBG-CV) Duplication of Benefits Policies and Procedures. Motion carried, all ayes.

Motion by Bradley, seconded by Poynor to adopt R-034-2022 Resolution of the City Council of the City of Manchester, Iowa Approving the Contract for 2022 CDBG-CV Grant Administration to East Central Intergovernmental Association. Motion carried, all ayes.

Final Plat (Sherman - Murphy Subdivision)

Motion by Poynor, seconded by Schmitt to adopt R-035-2022 Resolution Approving Final Plat (Sherman - Murphy Subdivision). On call of roll: Ayes: Poynor, Schmitt, Scherbring, Bradley. Nays: None. Abstentions: Sherman. Motion carried, all ayes.

Keep Iowa Beautiful Hometown Pride Committee

Mayor Behnken updated the Council on the status of the creation of the committee and asked the Council to submit names of potential committee members if they haven't already.

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.

Adjourn

Motion by Schmitt, seconded by Sherman that the meeting adjourn at 6:00pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk