

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 12, 2022

Mayor Behnken called the meeting to order at 5:00pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Tania Bradley. Absent: None.

Motion by Sherman, seconded by Schmitt to approve the agenda as presented. Motion carried, all ayes.

PUBLIC INPUT

Sever Gentz addressed the Council regarding the proposed no parking on the 300 block of Harris Street. Mr. Gentz commented that he lives on the corner of Harris Street and Sherman Avenue and requested the Council not eliminate parking on the street all the time but rather just during school hours.

Matt Schulte addressed the Council regarding concerns about the proposed CO2 pipeline, specifically how close it runs to the school districts in Delaware County. Mr. Schulte stated they were hoping to raise awareness about the potential dangers of CO2 pipelines.

Mitch Bockenstedt addressed the Council with information on existing CO2 pipelines in the United States, noting that in the last 12 years, there have been 66 incidents of leaks. Mr. Bockenstedt noted that there would be an informational meeting on the potential impact of the CO2 pipeline for the public to attend on September 15, 2022 at The Gathering Place in Manchester.

Jason Hoeger addressed the Council informed the Council of the potential dangers of CO2 gas, noting it is very heavy and the direction the gas would travel would impact the City.

Alan Hermsen, addressed the Council regarding the proposed no parking on the 300 block of Harris Street. Mr. Hermsen stated he is a bus driver and understands not allowing parking to let the school buses come through but felt it only needed to be restricted during school hours.

CONSENT AGENDA

3.1 Approval of the minutes of the August 22, 2022 City Council meeting and the September 6, 2022 Committee of the Whole meeting

3.2 R-105-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: the minutes of the August 11, 2022 Library Board meeting; the minutes of the September 1, 2022 Planning & Zoning Commission meeting; the August 2022 Wastewater Treatment Plant IDNR Report

3.4 R-106-2022 Resolution Amending Salary Resolution

3.5 Downtown Incentive Grant Program Payments: Acquisition Assistance Grant in the amount of \$497.00 to Kurt Heims for the property at 121 East Main Street

3.6 Ordinance 005-2022 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, regarding Disorderly Conduct with a Motor Vehicle, third consideration and final adoption

3.7 R-107-2022 Resolution Approving Building Permit Fee for Tracer Wire Systems for New Residential Construction

3.8 Approve Pay Estimate #19 in the amount of \$5,408.00 to Kirkham Michael for the Airport Land Acquisition & Easements Project

3.9 R-108-2022 Resolution Approving Final Plat (Delaware County Fairgrounds Addition)

3.10 Approve Pay Estimate #2 in the Amount of \$11,345.85 to Connolly Construction, Inc for the Storm Water Wetlands Project

3.11 Approve Pay Estimate #6 in the amount of \$390,733.03 to Pirc-Tobin Construction, Inc for the East Main Street Improvement Project

3.12 Approve Pay Estimate #1 in the amount of \$50,909.05 to Connolly Construction, Inc for the West Main Water Main Replacement Project

3.13 Approve payment of claims totaling \$8,163.75 to Fehr Graham for engineering services

3.14 R-109-2022 Resolution Approving Final Plat (Meadow Brook Trail Addition No. 3)

3.15 R-110-2022 Resolution Adopting Equal Opportunity Policy Statement, Code of Conduct, Policy on the Prohibition of the Use of Excessive Force, and Affirmative Fair Housing Policy as required by the Community Development Block Grant Program

3.16 R-111-2022 Resolution on Residential Anti-Displacement and Relocation Assistance Plan

3.17 Approval of the Consent Agenda

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCENT LASER	OFFICE SUPPLIES	384.75
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	1,196.36
AFLAC	AFLAC	677.83
ALLIANT ENERGY	ELECTRICITY	7,260.06
AMAZON CAPITAL SERVICES	LIBRARY/OFFICE SUPPLIES	929.63
BAKER & TAYLOR BOOKS	LIB MATERIALS	214.89
BARD MATERIALS	CONCRETE	620.50
BASE	HRA	108.00
CEDAR + SALT MARKETING CO	MARKETING	2,500.00
CITY LAUNDERING	BUILDING MAINTENANCE	266.51
CITY OF MANCHESTER FLEX	FLEX	948.75
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	182.32
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
CONNOLLY CONSTRUCTION	PAY #1 STORMWATER WETLANDS PROJECT	5,545.15
CORO MEDICAL	LIB AED DEVICE	2,882.00
CUTTING EDGE GRAPHICS	HERO HUSTLE SUPPLIES	5,441.63
DEL CO TREASURER	TAXES	884.00
DEMCO	LIB MATERIALS	147.27
DIAMOND VOGEL	STREET PAINT	1,362.80
DJ REPAIR	TOWING	250.00
DON & WALT	MAINTENANCE & REPAIR	1,376.05
DONNA J REEDER	FACADE GRANT: 304 E MAIN ST	1,416.67
DORSEY & WHITNEY LLP	LEGAL FEES	9,844.50
DOUG FOLEY	REIMB MILEAGE	55.62
DUBUQUE FIRE EQUIPMENT	MAINTENANCE	400.80
EASTERN IA EXCAVATING	PAY #2	7,325.00
ECIA	RPA MATCH, GRANT ADMIN	4,840.72
EFTPS FED FICA MEDICARE	WITHHOLDINGS	22,249.34
FAREWAY STORES	SUPPLIES	88.56
FEHR GRAHAM	ENGINEERING	7,918.25
FILAMENT ESSENTIAL SERVICES	CONFERENCE	270.00
FIRESIDE PUB & STEAKHOUSE	LIQUOR LICENSE REFUND	154.37

GEORGEN AUTO	VEHICLE REPAIR	1,474.27
GRUNDY NATIONAL BANK	CHRISTMAS CLUB	410.00
IA DEPT OF NATURAL RESOURCES	WATER EXAMS	60.00
IA DEPT OF REVENUE	STATE TAXES	3,547.88
IA ONE CALL	LOCATES	156.80
ILA/IASL	CONFERENCE	255.00
INGRAM LIBRARY SERVICES	LIB MATERIALS	91.73
IPERS	IPERS	13,768.86
J & R SUPPLY	SUPPLIES	690.00
KAMMILLER TREE SERVICE	TREE REMOVALS	3,600.00
KLUESNER CONSTRUCTION	ASPHALT REPAIR, SEAL COATING	30,243.97
KMCH	MARKETING	1,018.00
LANDSCAPES BY CHILDS PLAY	LANDSCAPE	100.00
LIBRARY IDEAS	LIB MATERIALS	497.45
LYNCH DALLAS PC	LEGAL SERVICES	1,287.00
MACQUEEN TRANS IOWA EQUIPMENT	VEHICLE PARTS	71.10
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	68.88
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES/EQUIPMENT	159.34
MANCHESTER SIGNS	SIGNS FOR CITY HALL	21.50
MASTERPIECE CLEANING	CLEANING	1,320.00
MEARDON SUEPPEL & DOWNER	LEGAL FEES	1,000.00
MIDWEST PATCH HI-VIZ SAFETY	STREET MAINT SUPPLIES, SIGNS	1,902.25
MIDWEST TAPE HOOPLA	LIBRARY MATERIALS	539.65
PALMER HARDWARE	OPERATING SUPPLIES	1,567.74
POSTMASTER	UTILITY BILLING POSTAGE	927.84
PRAETORIAN DIGITAL	INTERNET TRAINING	906.40
PREMIER PARTS	VEHICLE MAINT SUPPLIES	12.49
RICHARD MCCRABB	MOWING	120.00
RIVER CITY STONE	ROCK/STONE	352.07
S & R CONSTRUCTION	PAY #3 OAKVIEW DEVELOPMENT AGMT	436,062.54
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	183.46
STERICYCLE	SHREDDING	58.12
STOREY KENWORTHY	PAPER/OFFICE SUPPLIES	397.87
SUPERIOR TECHNOLOGY SERVICES	TELEPHONE REPAIR	118.00
SUPREME GREEN	MOWING CONTRACT	5,028.60
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	83.75
TRUCK COUNTRY OF IOWA	SALT TRUCK MAINTENANCE	344.81
VANTAGE TRANSFER AGENTS	RETIREMENT	932.04
VOYA	VOYA	2,007.00
WATERLOO TENT & TARP	POOL UMBRELLA REPLACEMENT	2,773.60
WELLMARK	HEALTH/DENTAL INS	2,937.80
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE (THE PRESS)	610.56
	TOTAL	605,899.23
	FUND SUMMARY	
	001 - GENERAL	68,449.87
	003 - HOTEL/MOTEL TAX	2,500.00
	110 - ROAD USE TAX	14,781.50
	112 - EMPLOYEE BENEFITS	108.00
	125 - TAX INCREMENT FINANCING	5,000.00

	146 - PARK IMPROVEMENT	730.72
	168 - PARK GIFT & TRUST	5,462.89
	169 - LORA STEWART TRUST	15.95
	171 - LIBRARY GIFT & TRUST	2,405.19
	302 - DOWNTOWN/COMMERCIAL INCENTIVE	1,416.67
	309 - STREET IMPROVEMENT	23,377.77
	310 - STORM WATER/WQI PROJECTS	5,545.15
	320 - SUBDIVISION PROJECTS	436,062.54
	324 - STREET PROJECTS	25,422.95
	600 - WATER	7,106.61
	602 - WATER CAPITAL IMPROVEMENTS	2,221.00
	610 - SEWER	5,292.42
	TOTAL	605,899.23

PUBLIC HEARING

Mayor Behnken opened the Public Hearing on the proposed Ordinance Amending the Setback Requirements for Dog Kennels in Commercial Areas at 5:14pm.

City Manager Vick reviewed the proposed zoning ordinance amendment with the Council, noting the Planning & Zoning Commission had reviewed the ordinance and recommend approval.

There being no written comments on file and no comments to be heard, Mayor Behnken closed the Public Hearing at 5:17pm.

Motion by Scherbring, seconded by Bradley to approve the first consideration and adoption of Ordinance 006-2022 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa by Amending Setback Requirements for Dog Kennels in Commercial Areas. Motion carried, all ayes.

NAVIGATOR HEARTLAND GREENWAY CO2 PIPELINE

Motion by Poynor, seconded by Schmitt to adopt R-112-2022 A Resolution Adopting the City Council of the City of Manchester's Official Position on the Navigator Heartland Greenway CO2 Pipeline. Motion carried, all ayes.

RESTRICTED PARKING ZONE – 300 BLOCK OF HARRIS STREET

City Manager Vick informed the Council that City Staff have been working with West Delaware regarding the change in traffic patterns on Doctor Street related to the changes in bus pick up/drop off this year. The changes now have the buses traveling west bound on Harris Street and turning at Sherman Avenue. As a result, the school has asked the City to restrict parking on the 300 block of Harris Street to remove any impediments to bus travel along that segment. City Staff reviewed the request and noted Harris Street is narrower than the standard paved street, and agree with the request to restrict parking along Harris Street.

The Council discussed the restricting parking on the 300 block of Harris Street, the feedback from the property owner and whether to make the area no parking at all times or just during school hours.

Following discussion, motion by Poynor, seconded by Schmitt to adopt R-113-2022 Resolution Establishing Restricted Parking Zone (300 block of Harris Street), with the parking to be restricted from 7:30am – 4:00pm during the school year. Motion carried, all ayes.

SHELLY PARK REDEVELOPMENT PROJECT - LARRY KURTZ, ALIGN ARCHITECTURE & PLANNING

Larry Kurtz, Align Architecture & Planning, presented the plans for the redevelopment of Shelly Park to the Council. Discussion was held on the plans, handicap accessibility, the shelter, landscaping, walkway, fencing, events at the park, visibility, shade, gathering spaces, and the budget/funding for the project. The Council agreed they liked the concept presented and requested the shelter be bid as an alternate to determine if there was funding for it.

METERING SYSTEM UPGRADES

Motion by Sherman, seconded by Schmitt to approve the quote from Municipal Supply Inc. for the Purchase and Installation of the Base Station and related Set-up, Software, Training and Support at a cost of \$70,230.00 for the City's metering system upgrade. Motion carried, all ayes.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Motion by Bradley, seconded by Poynor that the meeting adjourn at 6:17pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk