

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, September 25, 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 Bradley, seconded by Poynor to approve the agenda as presented. On call of roll: Ayes: Bradley, Poynor, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

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

3.2 R-079-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: August 10, 2023 Library Board meeting; September 14, 2023 Planning & Zoning Commission meeting; July 2023 & August 2023 Revenue & Expense Reports

3.4 Liquor License Applications: Renewal Application for Off Premise Class E Retail Alcohol License for Cork 'N Bottle at 900 East Main Street

3.5 Downtown Incentive Grant Payment Requests: Interior Grant in the amount of \$7,500.00 to Milestones Group for the building at 201 East Main Street

3.6 R-080-2023 Resolution Amending Salary Resolution

Recommended Action: Motion to adopt

3.7 Approve the purchase of two digital speed signs from MPH Industries at a cost of \$8,338.00

3.8 Approval of the Consent Agenda

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

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
5K SPORTS & MORE	PROGRAM SUPPLIES	1,244.08
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALISON HEGLAND	REIMB MILEAGE	49.78
ALLIANT ENERGY	ELECTRICITY	19,797.21
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	920.19
ANTHONY'S ADVENTURES	LIBRARY MATERIALS	128.94
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,342.87
BARD MATERIALS INC	SEWER REPAIR	502.20
BARRON MOTOR INC	VEHICLE MAINT SUPPLIES	536.06
BLACK HILLS ENERGY	HEATING FUEL	1,612.68
BOUBIN TIRE & AUTOMOTIVE	TIRES	1,022.67
BROWWINICK LAW	LEGAL FEES	1,555.00
BSN SPORTS	REC SUPPLIES	441.14
BURRINGTON GROUP INC	ENGINEERING FEES	8,230.00
CITY LAUNDERING INC	BUILDING MAINT	71.14
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,061.71
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29

D & S PORTABLES INC	PORT-A-POTTY RENTAL	375.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,024.50
DEL CO TREASURER	PROPERTY TAXES	656.00
DEL-CLAY FARM EQUIPMENT	SKIDLOADER BATWING MOWER	698.89
DELHI LUMBER	BUILDING SUPPLIES	1,370.50
DEMCO INC	LIBRARY MATERIALS	58.02
DIAMOND VOGEL INC	STREET PAINT	600.30
ECIA	LEAD GRANT MATCH	4,800.00
EDGEWOOD OIL INC	OIL	179.00
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	22,991.44
ERIN LEARN	REIMB MILEAGE	64.19
FEHR GRAHAM	ENGINEERING FEES	18,834.25
GAZETTE COMMUNICATIONS,INC	ANNUAL SUBSCRIPTION	462.80
GEORGEN AUTO	VEHICLE MAINTENANCE	217.07
GORDON FLESCH INC	LIBRARY COPIER CONTRACT	78.61
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HAUSERS WATER SYSTEMS INC	WATER TREATMENT SUPPLIES	20.00
HAWKINS INC	CHLORINE	965.41
IA DEPT OF PUBLIC SAFETY	TRAINING	225.00
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	3,472.44
IPERS	PAYROLL WITHHOLDINGS	14,878.22
J & R SUPPLY INC	METER SUPPLIES	2,732.00
KATIE MITCHELL	REFUND	30.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	26,259.06
LAWSON PRODUCTS	HOLIDAY LIGHTS	104.85
LINN CO PUBLIC HEALTH	POOL INSPECTION	595.00
MACQUEEN TRANS IOWA EQUIPMENT	SWEEPER REPAIR	818.57
MAINSTAY SYSTEMS INC	IT SERVICES	1,071.00
MANCHESTER FIRE ASSOCIATION	REIMB FIRE EXPENSES	216.00
MANCHESTER KIDS LEAGUE	KIDS LEAGUE GRANT PASS THRU	4,000.00
MAQUOKETA VALLEY ELECTRIC COOP	STREET LIGHTING	152.58
MASTERPIECE CLEANING	CLEANING SERVICES	800.00
MATCO TOOLS	TOOLS	47.94
MEDICAL ASSOCIATES CLINIC	DRUG TEST	26.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	944.62
MULTI MEDIA CHANNELS	TOURISM ADVERTISING	303.00
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	14.16
PETERS & LONGMUIR PLC	LEGAL FEES	1,080.54
PMMIC INSURANCE	AIRPORT UST INSURANCE	1,863.00
POSY PLACE FLORAL & GIFTS	MEMORIAL	75.00
PRICE ELECTRIC INC	ELECTRICAL WORK	3,223.75
REGIONAL MEDICAL CENTER	AED	30.51
RIVER CITY PAVING INC	CRESCENT DRIVE REPAIR	6,941.78
RIVER CITY STONE INC	ROCK	1,217.16
SCHLEE & SOMMERS ELECTRIC LLC	LIFT STATION OUTLETS	231.57
SCHUMACHER ELEVATOR INC	ELEVATOR MAINTENANCE	186.10
STATE HYGIENIC LABORATORY	LAB TESTS	233.50
STOREY KENWORTHY INC	GARBAGE LINERS	160.04
SUNSHINE BOY WINDOW CLEANING	MAINTENANCE	125.00
SUPREME GREEN INC	FIRE DEPT MOWING	74.00
SWIM OUTLET	SWIM CAPS (HERO HUSTLE)	840.93

T & W GRINDING	COMPOST CONTRACT	10,738.00
TRAINING SERVICES OF NE IOWA	LGI RECERTIFICATIONS	300.00
TRUCK COUNTRY OF IOWA	VEHICLE MAINTENANCE	1,189.92
TRUE TIME RACING SERVICES	HERO HUSTLE TIMING	1,422.50
UEMSI/HTV	SEWER CAMERA	481.40
US CELLULAR	FD MOBILE DATA	44.48
USA BLUE BOOK	SUPPLIES	722.66
VOYA	PAYROLL WITHHOLDINGS	2,232.00
WALMART	SUPPLIES	418.49
WELLMARK	HEALTH/DENTAL INSURANCE	2,773.18
WINDSTREAM	PHONE/INTERNET	1,353.41
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	677.99
	TOTAL	188,762.02
	Fund Summary	
	FUND	AMOUNT
	001 - GENERAL	103,919.73
	003 - HOTEL/MOTEL TAX	303.00
	044 - SPORTS COMPLEX	4,000.00
	047 - HOLIDAY DECORATIONS	104.85
	110 - ROAD USE TAX	10,688.67
	161 - ACQUISITION/DEMOLITION	4,800.00
	168 - PARK GIFT & TRUST	2,638.43
	169 - LORA STEWART TRUST	19.95
	171 - LIBRARY GIFT & TRUST	433.26
	301 - CAPITAL PROJECTS	850.00
	307 - WHITEWATER/RIVERFRONT PARK	2,998.75
	324 - STREET PROJECTS	26,214.25
	600 - WATER	17,402.29
	610 - SEWER	14,388.84
	TOTAL	188,762.02

Public Hearing on the City's Intent to Commence a Public Improvement Project for the Manchester Municipal Airport

Mayor Behnken opened the Public Hearing at 5:06pm. Comments were heard from Todd Locher, Nathan Peterson, Chris McDowell, Zach Brown, Aaron Hutchinson, Debi Powers, Joe Dittrick, Joe Powers, Kevin Offerman, Spenser Vande Voorde, Michael Feliciano, Donna Meyer, Jim McGraw, Pat Schmitz, Stephanie Hutchinson, Roger McDowell, Skye Bradley, Verla Tegeler, Ron Mortenson, Todd Summers, Jan Meyer, Rachel Summers, Summer Penney, Brian Gray, Curt Meiner, Beth Todd, McKinley Rans, Joe Hildebrand, Austin Brown, Kevin Graybill, Dave Tegeler, and Steve Vorwald. Written comments were received from Delaware County Economic Development, City of Dyersville, and F&M Bank. There being no further comments to be heard, Mayor Behnken closed the Public Hearing at 7:04pm.

Following discussion, motion by Poynor, seconded by Bradley to adopt R-081-2023 Resolution Approving the Acquisition of the Necessary Property Interests for the 2023 Airport Expansion Project by Gift, Negotiation, or Eminent Domain. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring. Nays: Schmitt. Motion carried.

Public Hearing on the Application for Voluntary Annexation - Margaret Earlene Houlihan Revocable Trust & Eastern Iowa Pumping, Inc

Mayor Behnken opened the Public Hearing at 7:13pm. Comments were heard from Tammy Eibey and Joe Hildebrand. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 7:28pm.

Motion by Scherbring, seconded by Schmitt to adopt R-082-2023 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. On call of roll: Ayes: Scherbring, Schmitt, Sherman, Poynor, Bradley. Nays: None. Motion carried.

Westside Estates Subdivision

Motion by Bradley, seconded by Poynor to adopt R-083-2023 Resolution Approving Preliminary & Final Plat for Westside Estates Subdivision. On call of roll: Ayes: Bradley, Poynor, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Development Agreement – Joe Hildebrand/Eastern Iowa Pumping, Inc.

Motion by Bradley, seconded by Sherman to adopt R-084-2023 Resolution Setting a Date of Meeting at which it is proposed to approve a Development Agreement with Joe Hildebrand/Eastern Iowa Pumping, Inc. On call of roll: Ayes: Bradley, Sherman, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Engineering Agreement – West Marion Street Sanitary Sewer Lateral Project

Motion by Sherman, seconded by Schmitt to adopt R-085-2023 Resolution Approve Engineering Agreement with Burrington Group for the West Marion Street Sanitary Sewer Lateral Project. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Construction Project Updates

Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Council and staff reports were given.

Mayor Behnken informed the Council that she was declaring a “Year of Kindness” to begin October 1, 2023. Mayor Behnken explained that each month would have a different focus and that October’s focus would be neighbors.

Motion by Schmitt, seconded by Sherman that the meeting adjourn at 7:37pm. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk