

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 8, 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 Schmitt, seconded by Sherman to approve the agenda as presented. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Public Input

Jay Schmitt, 750 Ridgewood Drive, addressed the Council regarding concerns with the City's finances and debt.

Diane O'Brien, 912 East Main Street, addressed the Council regarding the need for a grocery store/ convenience store on the east end of the City.

Consent Agenda

3.1 Approval of the minutes of the April 19, 2023 Special City Council meeting; the April 24, 2023 Regular City Council meeting and the May 1, 2023 City Council Committee of the Whole meeting

3.2 R-032-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the April 18, 2023 Parks & Recreation Commission meeting; the April 18, 2023 Delaware County Tourism meeting recap

3.4 Liquor License Applications: Amendment to On Premise Class B Beer Permit for Franklin Street Brewing Company at 116 South Franklin Street for the expansion of their outdoor service area on June 3-4, 2023 for the River Days Event

3.5 R-033-2023 Resolution Amending Salary Resolution

3.6 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2023-6/30/2024)

3.7 R-034-2023 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

3.8 Acknowledge receipt of unpaid nuisance snow removal, nuisance mowing and permit fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.9 Motion to authorize the City Manager to sign the "Request for FAA Approval of Agreement for Transfer of Entitlements"

3.10 Approve Pay Estimate #2 in the amount of \$10,654.25 to Connolly Construction, Inc. for the Storm Water Wetlands - Contract B Project

3.11 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. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING INC	NETWORK/COPIER MAINT	2,831.01
ADDOCO INC	PLAYGROUND MULCH	1,820.00
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALEX AIR APPARATUS INC	FIRE RESPONSE GEAR	34,334.15

ALLIANT ENERGY	ELECTRICITY	3,452.19
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	1,163.10
ASSA ABLOY ENTRANCE SYSTEMS US INC	LIBRARY AUTOMATIC DOOR REPAIR	299.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	939.68
BARD MATERIALS INC	COMMUNICATION BUILDING PAD	561.13
BASE	SELF INSURANCE/HRA ADMIN	108.00
BAUMGARTNER GATE FACTORY INC	REPAIR PICNIC TABLES (TORNADO)	180.00
BLACK HILLS ENERGY	HEATING FUEL	8,470.21
BOUBIN TIRE & AUTOMOTIVE	TIRES, TIRE DISPOSAL	1,570.20
BSN SPORTS	FLAG FOOTBALLS	60.48
CANVAS PRODUCTS CO	FIRE TRUCK COVER REPAIR	148.00
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS	7,300.00
CEDAR & SALT MARKETING CO	CITY WEBSITE/MARKETING	2,500.00
CHATEAU DIVING & FITNESS INC	LIFEGUARD TRAINING	300.00
CITY LAUNDERING INC	BUILDING MAINTENANCE	202.67
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES, INC	SHOP INTERNET	103.00
CONNOLLY CONSTRUCTION INC	EROSION CONTROL, EXCAVATION WORK	2,034.36
DEL CO ABSTRACT CO INC	ABSTRACT: HILL PROPERTY	525.00
DEL CO PLUMBING	TIRRILL PARK WATER LINE REPAIR	973.35
DEMCO INC	LIBRARY MATERIALS	88.75
DOLAN INSURANCE AGENCY	EMC ANNUAL INSURANCE PREMIUM	197,002.48
DON & WALT LLC	LIGHT BRACKETS	280.47
DYLAN CEYNAR	REIMB: HEADLIGHT SQUAD CAR	14.95
EASTERN IA EXCAVATING & CONCRETE	INSTALL SPEAKER CONDUIT (WHITewater PARK)	2,162.00
ECIA	SHELLY PARK GRANT ADMIN	3,114.08
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	20,647.31
ELECTRICAL ENGINEERING & EQUIPMENT CO	GRAYSON COURT GENERATOR	23,433.80
ERIN LEARN PETTY CASH	POSTAGE, SUPPLIES, CONCESSION START-UP	677.33
ERIN LEARN	IMFOA CONFERENCE MILEAGE REIMB	244.97
FAREWAY STORES INC	SUPPLIES, CONCESSION SUPPLIES	2,138.18
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HAUSERS WATER SYSTEMS INC	WATER CHEMICALS	20.00
HERITAGE PRINTING INC	PRINTING	9.49
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	7,086.93
ILLINOIS LIBRARY ASSOCIATION	SUMMER READING SUPPLIES	284.70
IPERS	PAYROLL WITHHOLDINGS	13,719.38
KMCH INC/DEL CO BROADCASTING INC	RADIO ANNOUNCEMENTS	468.00
LANGE TECH	HARDWARE GRAYSON COURT LIFT STATION	2,438.07
M&M CONCRETE & EXCAVATING	SIDEWALK GRINDING	600.00
MANCHESTER FIRE ASSOCIATION	REIMB SUPPLIES	15.92
MASTERPIECE CLEANING	CLEANING	1,760.00
MEARDON SUEPPEL & DOWNER PLC	LEGAL FEES	50.00
MEDIACOM INC	PHONE/INTERNET	194.90
MES FIRE MUNICIPAL EMERG SVCS	HANDLE REPLACEMENT	78.30
MIDWEST PATCH HI-VIZ SAFETY	SIGNS	445.00
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	656.51

MISSIONSQUARE	PAYROLL WITHHOLDINGS	932.04
NAT'L MISSISSIPPI RIVER MUSEUM	SUMMER READING PROGRAM	249.00
NORTHERN LIGHTS DISTRIBUTING, INC	COMPLEX CONCESSIONS	3,748.84
NORTHLAND PRODUCTS COMPANY INC	PARTS CLEANER	169.95
PATC	POLICE FORFEITURE (CAMARO)	156.60
PEPSI COLA BOTTLING CO	COMPLEX CONCESSIONS	2,650.24
PETERS & LONGMUIR PLC	LEGAL FEES	1,651.84
PREMIER CARPET CARE	FIRE: BUILDING MAINT	706.00
PRICE ELECTRIC	NEW NETWORK: SHOP	95.00
RADIO COMMUNICATIONS INC	TEST & REPROGRAM FIRE PAGERS	925.00
RIVER CITY STONE INC	COMPLEX PARKING LOT ROCK	2,804.61
SCHMITZ JANITORIAL SUPPLY	COMPLEX SUPPLIES	352.40
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	164.40
STERICYCLE INC/SHRED-IT	SHREDDING	45.60
SUPREME GREEN INC	MOWING CONTRACT	4,771.58
THE FISH SHACK	LIB TANK MAINTENANCE	75.00
USPS	UTILITY BILLING POSTAGE	953.34
VERIZON WIRELESS	PD MOBILE DATA	280.21
VOYA	PAYROLL WITHHOLDINGS	2,082.00
WELLMARK	HEALTH/DENTAL INSURANCE	2,954.65
WIN TECHNOLOGY	PHONE/INTERNET	550.00
WINDSTREAM	PHONE/INTERNET	1,115.78
WOODWARD COMMUNICATIONS INC	PUBLICATION EXPENSE	751.72
ZANGERLE REPAIR	FD FUEL PUMP REPAIR	243.00
	TOTAL	378,124.84
	FUND	TOTAL
	001 - GENERAL	245,414.76
	003 - HOTEL/MOTEL TAX	2,500.00
	110 - ROAD USE TAX	8,685.76
	112 - EMPLOYEE BENEFITS	108.00
	118 - POLICE SPECIAL USES	156.60
	168 - PARK GIFT & TRUST	445.00
	169 - LORA STEWART TRUST	298.41
	171 - LIBRARY GIFT & TRUST	754.79
	307 - WHITEWATER/RIVERFRONT PARK PROJECTS	5,276.08
	310 - STORM WATER/WQI PROJECTS	2,034.36
	325 - FLOOD/STORM REPAIRS	180.00
	600 - WATER	36,440.61
	610 - SEWER	49,958.60
	612 - SEWER CAPITAL IMPROVEMENTS	25,871.87
	TOTAL	378,124.84

Public Hearing on the Community Development Block Grant (CDBG) Status of Funds for Project 20-CVN-060 City of Manchester Howard & Helen Shelly Memorial Park Improvement Project

Mayor Behnken opened the Public Hearing at 5:11pm.

Matt Specht, ECIA, provided the Council with the following update on the Shelly Memorial Park Improvement Project as of May 8, 2023:

Program Summary

The City of Manchester applied for and was awarded a \$324,062 Community Development Block Grant COVID-19 (CDBG-CV) to provide funding to make park improvements to Howard & Shelly Memorial Park.

Accomplishments to Date

On March 14, 2022, the City of Manchester contracted with ECIA for grant administration. IEDA released grant funds November 28, 2022. Invitation to Bid published December 5, 2022 with bids due February 8, 2023. Eastern Iowa Excavating submitted the lowest bid at \$281,261.25.

Grant Budget

CDBG Funding for Park Improvements	\$304,062
Manchester Match Funds	\$76,015
Grant Administration Funds	<u>\$20,000</u>
Total Cost	\$400,077

Change Orders

- Change Order 1- Davis Bacon Wages \$49,876.80

Adjusted Total Project Cost \$449,953.80

Summary of Expenditures to Date

- Facility Improvements \$183,326
- Manchester Matching Funds \$45,831
- Administration \$6,667

Remaining Work

The following remains to be completed on grant: concrete work with stairs and sidewalk; placement of metal handrails; landscaping with planting trees, shrubs, etc.; tables and shelter with shade.

There being no written comments on file and no further comments to be heard, Mayor Behnken closed the Public Hearing at 5:13pm.

Public Hearing on the Application for Voluntary Annexation - Matt & Sarah Klostermann

Mayor Behnken opened the Public Hearing at 5:13pm. City Manager Vick reviewed the annexation application with the City Council. There being no written comments on file and no further comments to be heard, Mayor Behnken closed the Public Hearing at 5:15pm.

Motion by Bradley, seconded by Scherbring to adopt R-035-2023 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. On call of roll: Ayes: Bradley, Scherbring, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Public Hearing on the Application for Voluntary Annexation - Manchester Enterprises, Inc

Mayor Behnken opened the Public Hearing at 5:15pm. City Manager Vick reviewed the annexation application with the City Council. There being no written comments on file and no further comments to be heard, Mayor Behnken closed the Public Hearing at 5:16pm.

Motion by Poynor, seconded by Sherman to adopt R-036-2023 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. On call of roll: Ayes: Poynor, Sherman, Scherbring, Schmitt, Bradley. Nays: None. Motion carried.

Ordinance 003-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 75 All-Terrain Vehicles and Utility Vehicles

Motion by Scherbring, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 003-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 75 All-Terrain Vehicles and Utility Vehicles. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Ordinance 004-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Portions of Chapter 63 "Speed Regulations"

Motion by Sherman, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 004-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Portions of Chapter 63 "Speed Regulations." On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Ordinance 005-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Compost Area Maintenance Fees

Motion by Scherbring, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 005-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Provisions Pertaining to Compost Area Maintenance Fees. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Shelly Park Improvement Project

City Manager Vick informed the Council that Change Order #1 was to amend the contract with Eastern Iowa Excavating & Concrete, LLC to adjust for the Davis Bacon wages that are required because this is a project that utilizes federal funds.

Motion by Poynor, seconded by Bradley to adopt R-037-2023 Resolution Approving Change Order #1 for the Shelly Park Improvement Project. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Motion by Schmitt, seconded by Scherbring to approve Pay Estimate #1 in the amount of \$229,157.39 to Eastern Iowa Excavating & Concrete, LLC for the Shelly Park Improvement Project. On call of roll: Ayes: Schmitt, Scherbring, Sherman, Poynor, Bradley. Nays: None. Motion carried.

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. Mayor Behnken introduced West Delaware seniors Faith Litterer and Allison Deutmeyer.

Mayor Behnken took a moment to acknowledge the passing of former City Council Member Tony Broghammer who served the City from 2002-2013, and extended sympathy from the City to his family.

Motion by Bradley, seconded by Scherbring that the meeting adjourn at 5:36pm. On call of roll: Ayes: Bradley, Scherbring, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk