

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 22, 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 Poynor, seconded by Bradley to approve the agenda as presented. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the May 8, 2023 Regular City Council meeting

3.2 R-038-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the April 13, 2023 Library Board meeting; minutes of the May 18, 2023 Planning & Zoning Commission meeting; 2022 Water Quality Report; April 2023 Wastewater IDNR Reports

3.4 Liquor License Applications: Amendment to On Premise Class C Retail Alcohol License for Riverbend Pub at 121 South Franklin Street for the expansion of their outdoor service area on June 3-4, 2023 for the River Days Event; Renewal Application for Off Premise Class E Retail Alcohol License for Casey's General Store #3854 at 1305 West Commercial Street; Renewal Application for Off Premise Class E Retail Alcohol License for Hy-Vee Dollar Fresh at 1080 West Main Street

3.5 R-039-2023 Resolution Amending Salary Resolution

3.6 *Ordinance 004-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Portions of Chapter 63 "Speed Regulations" - REMOVED FROM THE CONSENT AGENDA*

3.7 *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 – REMOVED FROM THE CONSENT AGENDA*

3.8 R-040-2023 Resolution Approving Preliminary & Final Plat (New House Subdivision)

3.9 R-041-2023 Resolution Waiving Connection Fees for the Properties at 221 East Honey Creek Drive & 296 Bailey Drive

3.10 Approve payment of claims totaling \$13,710.75 to Fehr Graham for engineering services

3.11 R-042-2023 Resolution Approving Subdivision Plat (Drees Subdivision)

3.12 R-043-2023 Resolution Approving General Engineering Services Agreement with Burrington Group

3.13 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. The Council discussed the items on the Consent Agenda. Council Member Schmitt asked about removing Ordinance 004-2023 from the Consent Agenda so the 2nd reading could be waived and the Council could proceed with the 3rd reading and final consideration. Council Member Poynor asked if the same could be done for Ordinance 005-2023.

Motion by Scherbring, seconded by Schmitt to remove Consent Agenda Items 3.6 Ordinance 004-2023 and 3.7 Ordinance 005-2023 to be considered separately. On call of roll: Ayes: Scherbring, Schmitt, Sherman, Poynor, Bradley. Nays: None. Motion carried.

Motion by Poynor, seconded by Bradley to approve the Consent Agenda with exclusion of Items 3.6 and 3.7. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Bills approved for payment

Vendor	Description	Amount
5K SPORTS & MORE	FD UNIFORMS	40.87
ACCENT LASER INC	TONER CARTRIDGES	314.80
ACCESS SYSTEMS LEASING INC	NETWORK MAINT	2,403.72
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALEX AIR APPARATUS INC	FIRE BUNKER GEAR	12,800.00
ALLIANT ENERGY	ELECTRICITY	17,537.84
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	493.91
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	889.80
BARD MATERIALS INC	N 5TH ST MANHOLE REPAIR	217.30
BOB STEPHEN MOTORS INC	FD VEHICLE REPAIR	220.90
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS, PARTS	351.82
CEDAR & SALT MARKETING CO	WEBSITE/MARKETING	2,500.00
CHEMSEARCH INC	CLEANING SUPPLIES	863.33
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
CONNOLLY CONSTRUCTION INC	PAY #2 STORMWATER PROJECT	10,654.25
CONTINENTAL RESEARCH	PARK CLEANING SUPPLIES	56.68
DEL CO SOLID WASTE COMMISSION	APRIL 2023 LANDFILL FEES	1,022.50
DOG WASTE DEPOT	DOG WASTE BAGS	308.44
DOLAN INSURANCE AGENCY	VEH INSURANCE	1,356.00
DON & WALT LLC	REPAIRS/MAINTENANCE	1,650.29
DUMAKE INC	PICNIC TABLE REPAIR	279.10
EASTERN IA EXCAVATING & CONCRETE	PAY #1 SHELLY PARK PROJECT	229,157.39
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	20,896.33
ERIN LEARN	MILEAGE REIMB	53.71
FAREWAY STORES INC	COMPLEX CONCESSIONS	465.22
FEHR GRAHAM	ENGINEERING FEES	9,617.25
FOODS HERE MOBILE	MANDATORY EMPLOYEE TRAINING	262.50
GEORGEN AUTO	21 DODGE OIL CHANGE	62.89
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HAWKINS INC	CHEMICALS	1,486.90
HEIAR BROTHERS FENCING, INC	POOL FENCE REPLACEMENT	1,243.16
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,056.49
IA DIVISION OF LABOR SERVICES	BOILER INSPECTION CITY HALL	95.00
IOWA STATE UNIVERSITY	SUMMER PROGRAM	344.97
IPERS	PAYROLL WITHHOLDINGS	13,571.66
J & R SUPPLY INC	TRACER WIRE SUPPLIES	1,640.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	765.58
KAMMILLER TREE SERVICE LLC	TREE REMOVALS	7,300.00
KLUESNER SANITATION LLC	APRIL 2023 GARBAGE/RECYCLING	25,664.10
KWIK TRIP	FUEL	255.03
LANDSCAPES BY CHILDS PLAY INC	WWTP TREES	230.00
MAQUOKETA VALLEY ELECTRIC COOP	STREET LIGHTING ELECTRICITY	151.64
MASTERPIECE CLEANING	CLEANING	440.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	932.04
MOMENTUM	LIFE JACKETS	376.00

NORTHERN LIGHTS DISTRIBUTING, INC	COMPLEX CONCESSIONS	1,114.96
PALMER HARDWARE INC	SUPPLIES	420.81
PEPSI COLA BOTTLING CO	COMPLEX CONCESSIONS	1,994.08
PRICE ELECTRIC	ALARM MONITORING	1,800.00
QC SUPPLY	VENT HOOD	75.33
RIVER CITY STONE INC	ROAD ROCK	169.43
SCHLEE & SOMMERS ELECTRIC LLC	ELECTRICAL REPAIR	2,263.99
SCHUMACHER ELEVATOR INC	ELEVATOR MAINTENANCE	186.10
STATE HYGIENIC LABORATORY	LAB TESTING	554.00
STERICYCLE INC/SHRED-IT	SHREDDING	59.00
SUPREME GREEN INC	MOWING	87.00
THREE RIVERS FS	VEHICLE FUEL	6,799.41
TRUCK COUNTRY OF IOWA	VEHICLE MAINT	124.18
VOYA	PAYROLL WITHHOLDINGS	2,082.00
WALMART	OPERATING SUPPLIES	269.60
WELLMARK	PAYROLL WITHHOLDINGS	2,954.65
WINDSTREAM	PHONE/INTERNET	713.61
TOTAL		395,886.55
	Fund	Amount
	001 - GENERAL	103,710.43
	003 - HOTEL/MOTEL TAX	2,500.00
	110 - ROAD USE TAX	9,654.15
	168 - PARK GIFT & TRUST	376.00
	169 - LORA STEWART TRUST	172.18
	171 - LIBRARY GIFT & TRUST	267.22
	307 - WHITEWATER/RIVERFRONT PARK PROJ	229,157.39
	310 - STORM WATER/WQI PROJECTS	10,654.25
	324 - STREET PROJECTS	9,617.25
	325 - FLOOD/STORM REPAIRS	7,686.11
	600 - WATER	10,377.46
	610 - SEWER	11,714.11
	Total	395,886.55

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2023

Mayor Behnken opened the Public Hearing at 5:13pm. City Clerk Erin Learn reviewed the changes to the budget included in the proposed amendment with the Council. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:17pm.

Motion by Bradley, seconded by Sherman to adopt R-044-2023 Resolution Amending the Current Budget for the fiscal year ending June 30, 2023. On call of roll: Ayes: Bradley, Sherman, Poynor, Scherbring, 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 Scherbring, seconded by Poynor to waive the second 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" and proceed to the final consideration and adoption. On call of roll: Ayes: Scherbring, Poynor, Sherman, Schmitt, Bradley. Nays: None. Motion carried.

Motion by Schmitt, seconded by Sherman to approve the third consideration and final 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: Schmitt, Sherman, 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 Schmitt, seconded by Poynor to waive the second 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 and proceed to the final consideration and adoption. On call of roll: Ayes: Schmitt, Poynor, Sherman, Scherbring, Bradley. Nays: None. Motion carried.

Motion by Bradley, seconded by Scherbring to proceed with the third consideration and final 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: Bradley, Scherbring, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Manchester River Days June 1-3, 2023 - Dave Wakefield, Chamber Director

Dave Wakefield, Chamber Director, updated the Council on the activities planned for Manchester River Days to be held June 1st – 3rd, 2023.

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

Motion by Bradley, seconded by Schmitt to approve the third consideration and final adoption of Ordinance 003-2023 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: Bradley, Schmitt, Sherman, Poynor, Scherbring. Nays: None. Motion carried.

Shelly Park Improvement Project

Motion by Sherman, seconded by Schmitt to adopt R-045-2023 Resolution Approving Change Order #2 for the Shelly Park Improvement Project. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Motion by Poynor, seconded by Scherbring to approve Pay Estimate #2 in the amount of \$68,863.77 to Eastern Iowa Excavating & Concrete, LLC for the Shelly Park Improvement Project. On call of roll: Ayes: Poynor, Scherbring, Sherman, Schmitt, Bradley. Nays: None. Motion carried.

2024 Grand Avenue Extension Project

Motion by Scherbring, seconded by Bradley to adopt R-046-2023 Resolution Approve Engineering Agreement with Burrington Group for the 2024 Grand Avenue Extension Project. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor. Nays: Schmitt. Motion carried.

R-047-2023 A Resolution Authorizing the Submission of Application for Airport Improvement Program and Certifying Eligibility Requirements

Motion by Sherman, seconded by Bradley to adopt R-047-2023 A Resolution Authorizing the Submission of Application for Airport Improvement Program and Certifying Eligibility Requirements. On call of roll: Ayes: Sherman, Bradley, Poynor, Scherbring. Nays: Schmitt. Motion carried.

Oak View Subdivision Project - Driveway and Storm Sewer Modification

Motion by Sherman, seconded by Schmitt to approve the quote from F.L. Krapfl in the amount of \$10,897.50 for driveway and storm sewer modification at Oak View Subdivision. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Storm Sewer Repairs - Crescent Drive

Motion by Poynor, seconded by Scherbring to approve the quote from F. L. Krapfl in the amount of \$21,217.00 for the reconstruction and relocation of a storm sewer intake on the east side of Crescent Drive and reconstruct a storm sewer intake on the west side of Crescent Drive. On call of roll: Ayes: Poynor, Scherbring, Sherman, Schmitt, Bradley. Nays: None. Motion carried.

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 Sherman that the meeting adjourn at 6:05pm. On call of roll: Ayes: Bradley, Sherman, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk