

Minutes of the Regular Meeting of the City Council of the City of Manchester

Monday, April 11, 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 Schmitt, seconded by Bradley to approve the agenda as presented. Motion carried, all ayes.

Mayor Behnken welcomed West Delaware Students Garrett Placke and Gary Frederick.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the March 28, 2022 City Council meeting

3.2 R-042-2022 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the March 28, 2022 Parks & Recreation Commission meeting; minutes of the March 30, 2022 Airport Committee meeting; Revenue and Expense Reports for January 2022 and February 2022; March 2022 Wastewater IDNR Reports

3.4 Liquor License Applications: Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Wal-Mart Store #1506 at 1220 West Main Street; Renewal Application for Off Premise Class E Liquor License with Sunday Sales for Casey's General Store #2624 at 1413 North Franklin Street

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

3.6 Motion to set May 9, 2022 at 5:00pm as the date and time for a Public Hearing on a proposed 40 year Airport Lease Agreement with Craig Woodley, Woodley Aerial Spray

3.7 R-043-2022 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2022

3.8 Approve Pay Estimate #1 in the amount of \$94,281.33 to Pirc-Tobin Construction, Inc. for the 2022 East Main Street Improvement Project

3.9 Motion to set May 23, 2022 at 5:00pm as the date and time for a Public Hearing on the Plans, Specifications and Contract Documents for the West Main Street Water Main Project

3.10 Approve payment in the amount of \$6,321.45 to Fehr Graham for engineering services

3.11 Approval of the Consent Agenda

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

Bills Approved for Payment

VENDOR	DESCRIPTION	AMOUNT
ABBOTT, BOBBY	LIBRARY PROGRAM	40.00
ACCENT LASER	TONER CARTRIDGE(S)	64.95
ACCESS SYSTEMS LEASING	IT/COPIER SERVICES	409.38
ALLIANT ENERGY	ELECTRICITY	3,788.45
AMAZON CAPITAL SERVICES	SUPPLIES	34.39
ANDERSON WELDING	REPAIR/MAINTENANCE	395.76
AXON ENTERPRISE	TASET SUPPLIES	271.91
BARRON MOTOR	PARTS/SUPPLIES	212.32

BASE	BASE SELF INSURANCE	108.00
BAUMGARTNER GATE FACTORY	EAST MAIN STREET PROJECT	198.00
BUSHEL & A PECK	SUPPLIES	150.00
CAKE CAKE BO BAKE	RETIREMENT OPEN HOUSE	106.00
CARRICO AQUATIC RESOURCES	AQUATIC SUPPLIES	3,985.70
CITY LAUNDERING	BUILDING MAINT SUPPLIES	77.02
COLOFF DIGITAL	WEBSITE MAINTENANCE	169.00
CONRAD CONSTRUCTION	MAINTENANCE	375.00
CRAW DADDY OUTDOORS	KAYAK FLOATS	175.95
DAN'S OVERHEAD DOORS	MAINTENANCE/REPAIR	2,762.50
DEL-CLAY FARM EQUIPMENT	SKID LOADER PARTS	885.50
DIGITAL ALLEY	VIDEO SUPPLIES	1,238.00
DISPLAY SALES	HOLIDAY LIGHT POLE DECORATIONS	5,661.00
FAREWAY STORES	SUPPLIES	206.73
FINK, MARK	CONTRACTED SERVICES	750.00
GEORGEN AUTO	VEHICLE MAINT/REPAIR	49.93
HERITAGE PRINTING	PRINTING/SUPPLIES	50.00
HITECH COMMUNICATIONS	MAINT/REPAIR	1,800.00
IA DEPT OF NATURAL RESOURCES	CONSTRUCTION PERMIT	107.50
J & R SUPPLY	AIRPORT CULVERT	680.00
JEFF'S AUTO SERVICE	MAINTENANCE/REPAIR	520.04
JOHN DEERE FINANCIAL	PARTS/SUPPLIES	652.85
KING, JODY	WSI INSTRUCTOR/REIMBURSEMENT	476.08
KIRKHAM MICHAEL	PAY #17: AIRPORT ACQ/EASEMENTS	2,098.00
KMCH	RADIO ANNOUNCEMENTS	618.20
MAINSTAY SYSTEMS	NETWORK MAINTENANCE	1,020.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	276.05
MANCHESTER MOTOR SUPPLY	AUTO PARTS	175.52
MASTERPIECE CLEANING	CITY HALL/PD/AIRPORT CLEANING	880.00
MEARDON SUEPPEL & DOWNER	LEGAL FEES	1,000.00
MEDIACOM	PHONE/INTERNET	174.90
MES FIRE MUNICIPAL EMERG SVCS	FIRE/RESCUE EQUIPMENT	1,050.00
MIDWEST PATCH HI-VIZ SAFETY	STREET MAINT MATERIALS	1,719.00
NE IA OVERHEAD DOOR	DOOR REPAIR	1,462.50
NORTHLAND PRODUCTS CO	MOTOR OILS & LUBRICANTS	169.95
PALMER HARDWARE	PARTS/SUPPLIES	537.93
PATC	POLICE FORFEITURE	25.50
PAYROLL CHECKS	PAYROLL	59,690.21
PETERS & LONGMUIR	LEGAL FEES	1,128.82
PITNEY BOWES	POSTAGE/LEASE/SUPPLIES	148.29
POSTMASTER	POSTAGE	625.67
PREMIER PARTS	PARTS/SUPPLIES	2.14
RADIO COMMUNICATIONS	REPAIR/MAINT	335.32
RELIANCE STANDARD LIFE INS	INSURANCE	501.60
SOLUTIONS MANAGEMENT GROUP	PRINTER 8300 CONTRACT	154.70
TAYLOR, ELISABETH	REIMBURSEMENT	491.92
TERMINAL SUPPLY CO	MAINTENANCE/REPAIR	101.10
THREE RIVERS FS	FUEL/FERTILIZER	6,712.22

TRUCK COUNTRY OF IOWA	JET VAC SUPPLIES	10.74
TYLER TECHNOLOGIES	SOFTWARE CONVERSION	4,305.00
UEMSI-UTECH ENVIRONMENTAL	HOSE/TELEVISIONING EQUIPMENT	530.41
UTILITY DEPOSITS	REFUND UTILITY DEPOSITS	320.16
VISION SERVICE PLAN	INSURANCE	668.50
WELCHER, BRETT	DEMOLITION GRANT	5,860.80
WELLMARK	INSURANCE	28,146.74
WIN	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,013.52
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	2,091.26
TOTAL		150,723.63
FUND TOTALS		
GENERAL		71,606.52
HOTEL MOTEL TAX		948.48
HOLIDAY DECORATIONS		5,661.00
ROAD USE TAX		16,593.19
EMPLOYEE BENEFIT		26,231.32
POLICE SPECIAL USES		25.50
HOUSING REHAB/DEMO		5,860.80
STREET PROJECTS		198.00
WATER FUND		11,985.33
UTILITY DEPOSIT TRUST		143.56
WATER CAPITAL PROJECT		107.50
SEWER FUND		11,362.43
TOTAL		150,723.63

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Behnken opened the Public Hearing at 5:05pm.

City Manager Vick reviewed the proposed amendment with the Council, noting the amendment will allow for the use of Tax Increment Financing (TIF) for Joe Hildebrand's development along Bailey Drive. City Manager Vick explained this amendment was for the final set of condominiums in the development and was similar to the previous four amendments done for this area.

West Delaware Student Garrett Placke asked what an urban renewal amendment provides. City Manager Vick responded that it would allow the City to utilize Tax Increment Finance dollars to rebate a portion of the property taxes over 10 years.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:07pm.

Council Member Schmitt questioned if the incentive was necessary given the City's debt level. City Manager Vick responded that this was the last set of condominiums that Hildebrand would be constructing in this development and that the Council had previously committed to providing the funding. Council Member Sherman also noted that housing was a critical need a few years ago and the Council agreed to use TIF, which is based on increased value, to help stimulate growth.

Motion by Scherbring, seconded by Sherman to adopt R-044-2022 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. Motion carried, all ayes.

Motion by Sherman, seconded by Bradley to adopt R-045-2022 Resolution Setting a Date of Meeting at which it is proposed to approve a Development Agreement with Bailey Drive Estates, LLC, including Annual Appropriation Tax Increment Payments. Motion carried, all ayes.

Request for Special Exception to Livestock Restrictions for the property at 432 South Brewer Street

The Council reviewed the request from Samantha Roddy to have chickens on the property at 432 South Brewer Street. City Clerk Learn informed the Council that this was property owned by Samantha's mother and her mother was supportive of the request.

The Council discussed the request, the number of chickens to permit, nuisance regulations, and the livestock requirements.

Motion by Poynor, seconded by Scherbring to approve the special exception to livestock restrictions for Samantha Roddy for the property at 432 South Brewer Street to allow for up to six chickens and no roosters on the property. Motion carried, all ayes.

Request for Special Exception to Livestock Restrictions for the property at 500 Lincoln Street

The Council reviewed the request from Dennis Rogers to have chickens on the property at 500 Lincoln Street.

Motion by Poynor, seconded by Schmitt to approve the special exception to livestock restrictions for Dennis Rogers for the property at 500 Lincoln Street to allow for up to six chickens and no roosters on the property. Motion carried, all ayes.

Delaware County Tourism

City Manager Vick informed the Council that the Delaware County Tourism Committee was requesting guidance from the City Council on goals the City has for tourism. Vick reviewed a proposal the Committee received from a marketing company, noting the proposal included specific benchmarks which he felt were a good starting point for the identifying goals.

The Council discussed the proposal, the tourism budget, goals, oversight, areas to focus on and the timeframe. The Council was supportive of Delaware County Tourism proceeding with the proposal.

Lease Agreement with Delaware County Memorial Hospital for a Disc Golf Course

Motion by Sherman, seconded by Schmitt to adopt R-046-2022 Resolution Approving Lease Agreement with Delaware County Memorial Hospital (RMC) for a Disc Golf Course. 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.

Adjourn

Motion by Schmitt, seconded by Poynor that the meeting adjourn at 5:49pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk