

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 25, 2024

Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

Roll call of members present: Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Bryan Gray. Absent: None.

Motion by Poynor, seconded by Schmitt to approve the agenda as presented. On call of roll: Ayes: Poynor, Schmitt, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

Public Input

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

Laura Holtz, Manchester Area Chamber of Commerce, introduced herself to the Council, noting she was the new Chamber Director.

Consent Agenda

3.1 Approval of the minutes of the March 11, 2024 Regular City Council meeting

3.2 R-038-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the March 19, 2024 Board of Adjustment meeting; minutes of the February 8, 2024 Library Board meeting; minutes of the March 18, 2024 Parks & Recreation meeting

3.4 Review the decision of the Board of Adjustment to approve the request of Austin Grawe, for the property at 130 Clara Avenue, for an exception to Section 165.25(8)(f) "Setback Requirements" of the City Code, which reduces the side yard setback requirement of 5 feet to 4 feet to allow for the construction of a two stall garage on the property

3.5 R-039-2024 Resolution Amending Salary Resolution

3.6 Downtown Incentive Grant Payment Requests: Facade Grant in the amount of \$1,540.43 to Heims Awards for the building at 121 East Main Street

3.7 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCENT LASER INC	PRINTER DRUM	74.95
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALISON HEGLAND	REIMBURSEMENT	209.04
ALLIANT ENERGY	ELECTRICITY	18,424.66
AMAZON BUSINESS	SUPPLIES	237.05
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	910.95
BIBLIONIX LLC	APOLLO SUBSCRIPTION	2,860.00
BROWN'S SALES & LEASING	2024 FORD MAVERICK	33,040.00
BURNS INC	MOWER PARTS	74.46
CEDAR & SALT MARKETING COMPANY	MARKETING/WEBSITE	2,500.00
CITY LAUNDERING INC	FIRST AID SUPPLIES	156.19
CITY OF MANCHESTER - CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00

CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,061.71
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
CREDIT BUREAU SERVICES INC	COLLECTION SERVICES	67.09
DEL CO AUDITOR	ELECTION EXPENSES	2,060.14
DELHI LUMBER	SHOP SUPPLIES	283.50
DEMCO INC	LIBRARY MATERIALS	146.93
DYLAN CEYNAR	REIMB SUPPLIES	18.97
ECIA	SAFE STREETS/ROAD PLANNING	5,269.11
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	21,695.88
ERIN LEARN	MILEAGE REIMB	242.54
FEHR GRAHAM & ASSOCIATES LLC	ENGINEERING FEES	1,208.00
GORDON FLESCH INC	LEASE CONTRACT	94.59
IA DEPT OF ADMINISTRATIVE SERVICES	PROGRAM FEE	50.00
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	3,290.11
IA LAW ENFORCEMENT ACADEMY	MMPI	150.00
ILLINOIS LIBRARY ASSOCIATION	IREAD PURCHASE	297.58
IPERS	PAYROLL WITHHOLDINGS	14,327.67
J & R SUPPLY INC	STREET PROJECT SUPPLIES	6,253.00
JULIE KEMP	CPR RECERTIFICATION	325.00
KARA DAVIS	REIMB RABIES BOND/DOG LIC	110.00
KEVIN LOVEGREEN	LIBRARY MATERIALS	68.99
MAQUOKETA VALLEY ELECTRIC COOP	STREET LIGHTING	152.40
MASTERPIECE CLEANING LLC	CUSTODIAL	800.00
MID IOWA PETROLEUM EQUIP INC	FUEL PUMP SUPPLIES	5,622.24
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
PETERS & LONGMUIR PLC	LEGAL FEES	1,187.24
POSY PLACE FLORAL & GIFTS	MEMORIAL	75.00
PRICE ELECTRIC INC	SUPPLIES	198.95
QUADIENT	FOLDER/STUFFER	2,169.60
RADIO COMMUNICATIONS INC	RADIO REPAIR	212.02
RJM3 CONSULTING	HERO HUSTLE AUDIO 2023	500.00
ROOF, GERDES, ERLBACHER, PLC	ANNUAL AUDIT	8,930.00
SCHUMACHER ELEVATOR INC	ELEVATOR MAINTENANCE	190.88
STATE CHEMICAL SOLUTIONS	DEGREASER	326.20
TOP GRADE EXCAVATING INC	PAY #1: 2024 E MAIN ST PROJECT	3,705.40
TRUE NORTH COMPANIES	LIFE INSURANCE: VOLUNTEER FIRE DEPT	359.10
TYLER TECHNOLOGIES	METER PROGRAM UPDATE	60.00
US CELLULAR	FD MOBILE DATA	44.48
VOYA	PAYROLL WITHHOLDINGS	2,482.00
WALMART	SUPPLIES	137.37
WELLMARK	HEALTH/DENTAL INS	2,631.78
WHITE CAP LP	POOL CAULK	353.70
WINDSTREAM	PHONE/INTERNET	1,571.49
WOODWARD COMMUNICATIONS INC	PUBLICATION EXPENSE	854.07
		150,427.23
	Fund Summary	
	Fund	Amount
	001 - GENERAL	73,178.97

	003 - HOTEL/MOTEL TAX	2,500.00
	110 - ROAD USE TAX	11,546.61
	112 - EMPLOYEE BENEFITS	50.00
	168 - PARK GIFT & TRUST	500.00
	171 - LIBRARY GIFT & TRUST	536.44
	324 - STREET PROJECTS	11,184.62
	600 - WATER	5,537.08
	610 - SEWER	45,393.51
	Grand Total	150,427.23

Public Hearing on the Application for Voluntary Annexation - Kammiller Tree Service LLC

Mayor Behnken opened the Public Hearing at 5:07pm. City Manager Vick reviewed the annexation request with the Council. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:09pm.

Motion by Dittrick, seconded by Scherbring to adopt R-040-2024 Resolution Approving Application for Voluntary Annexation and Annexing Certain Real Property to the City of Manchester, Iowa. On call of roll: Ayes: Dittrick, Scherbring, Poynor, Schmitt, Gray. Nays: None. Motion carried.

West Brook Development Agreement Proposal - Wes Schulte

Wes Schulte addressed the Council regarding his plans to develop additional apartment complexes along West Marion Street. Schulte discussed the incentives he has received in the past and, due to recent legislative changes, he is requesting the Council consider a tax abatement of 85% for 15 years. The Council discussed with Schulte the project, incentives, tax increment financing, setting precedence, and the project timeframe.

Mobile Food Vendors - Draft ordinance review

The Council reviewed a draft of the proposed mobile food vendor ordinance. This item will be placed on the next agenda for consideration.

Freedom Rock Request - Riverbend Pub & Grill

Motion by Dittrick, seconded by Gray to approve the request of Riverbend Pub & Grill, 121 South Franklin Street, to place a Freedom Rock in front of their deck. On call of roll: Ayes: Dittrick, Gray, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

A-1 Mobile Storage Service

Motion by Poynor, seconded by Schmitt to adopt R-042-2024 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Poynor, Schmitt, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

Motion by Scherbring, seconded by Schmitt to adopt R-043-2024 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with A-1 Mobile Storage Service, LLC, including Annual Appropriation Tax Increment Payments. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Ordinance 002-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates

Motion by Dittrick, seconded by Poynor to proceed with the second consideration and adoption of Ordinance 002-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions

pertaining to Utility Rates. On call of roll: Ayes: Dittrick, Poynor, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

Ordinance 003-2024 An Ordinance Repealing Ordinance No. 452-96 Providing for the Division of Taxes Levied on Taxable Property in the 1996 Addition to the Manchester Urban Renewal Area

Motion by Poynor, seconded by Scherbring to proceed with the first consideration and adoption of Ordinance 003-2024 An Ordinance Repealing Ordinance No. 452-96 Providing for the Division of Taxes Levied on Taxable Property in the 1996 Addition to the Manchester Urban Renewal Area. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Schmitt, Gray. Nays: None. Motion carried.

Ordinance 004-2024 An Ordinance Repealing Ordinance No. 002-2000 Providing for the Division of Taxes Levied on Taxable Property in the 2000 Addition to the Manchester Urban Renewal Area

Motion by Schmitt, seconded by Gray to proceed with the first consideration and adoption of Ordinance 004-2024 An Ordinance Repealing Ordinance No. 002-2000 Providing for the Division of Taxes Levied on Taxable Property in the 2000 Addition to the Manchester Urban Renewal Area. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Ordinance 005-2024 An Ordinance Repealing Ordinance No. 047-2001 Providing for the Division of Taxes Levied on Taxable Property in the 2001 Addition to the Manchester Urban Renewal Area

Motion by Scherbring, seconded by Dittrick to proceed with the first consideration and adoption of Ordinance 005-2024 An Ordinance Repealing Ordinance No. 047-2001 Providing for the Division of Taxes Levied on Taxable Property in the 2001 Addition to the Manchester Urban Renewal Area. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

R-041-2024 Resolution Approving Officer Reimbursement Agreement

Motion by Dittrick, seconded by Schmitt to adopt R-041-2024 Resolution Approving Officer Reimbursement Agreement. On call of roll: Ayes: Dittrick, Schmitt, Poynor, Scherbring, Gray. Nays: None. Motion carried.

Dispatch Transition

Police Chief Hauschild updated the Council on the transition of dispatch from the police department to the sheriff's office. City Manager Vick discussed with the Council the process for water reconnection with dispatch no longer being located within the police department.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Closed Session

Motion by Schmitt, seconded by Dittrick to enter into closed session at 5:56pm pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation. On call of roll: Ayes: Dittrick, Poynor, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

City Attorney Peters advised this was a lawful reason to enter into closed session.

Council members present: Bryan Gray, Linda Schmitt, Bill Scherbring, Mary Ann Poynor, Joe Dittrick, Connie Behnken.

The City Council returned to open session at 6:22pm.

Motion by Schmitt, seconded by Gray that the meeting adjourn at 6:22pm. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk