

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 8, 2024

Mayor Behnken called the meeting to order at 5:30pm. 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 Schmitt, seconded by Gray to approve the agenda as presented. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

Allison Hegland, Library Director, thanked the City Council and City Staff for their support of the Manchester Public Library. Hegland noted that April 7-13, 2024 is National Library Week and invited everyone to attend a coffee at the library on Thursday, April 11, 2024.

Consent Agenda

- 3.1 Approval of the minutes of the March 25, 2024 Regular City Council meeting and the April 1, 2024 Special City Council meeting & Committee of the Whole meeting
- 3.2 R-044-2024 Resolution Approving Bills
- 3.3 Liquor License Applications: Approval of Renewal Application for On Premise Class C Retail Alcohol License for Fiesta Cancun Authentic Mexican Restaurant of Manchester, Inc at 110 West Main Street
- 3.4 National Library Week Proclamation - April 7-13, 2024
- 3.5 R-045-2024 Resolution Amending Salary Resolution
- 3.6 Motion to set April 22, 2024 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget for Fiscal Year July 1, 2024 - June 30, 2025
- 3.7 Motion to proceed with the third consideration and final adoption of Ordinance 002-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates
- 3.8 Motion to proceed with the second 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
- 3.9 Motion to proceed with the second 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
- 3.10 Motion to proceed with the second 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
- 3.11 Motion to approve Letter of Intent to Participate for the Submission of the 2024 Community Catalyst Building Remediation Program Grant Application for the Heims Awards Building Rehabilitation Project
- 3.12 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER, NETWORK MAINT AGMT	2,901.64
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	3,801.55
AMAZON BUSINESS	SUPPLIES	905.01

AMERICAN LEGION POST 45	FLAGS	352.00
AQUASHIELD PRODUCTS	POOL PADDING	6,275.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	468.19
AUSTIN TIMMERMAN	HERO HUSTLE, CITY HATS	75.00
AWWA	2024 MEMBERSHIP DUES	430.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	755.24
BARD MATERIALS	CONCRETE	992.80
BASE	SELF INSURANCE/HRA ADMIN	108.00
BLACK HILLS ENERGY	NATURAL GAS	4,754.28
CAYLER CONSULTING LLC	POLICE CHIEF SEARCH	1,690.00
CITY LAUNDERING INC	FIRST AID SUPPLIES	233.47
CITY OF LA PORTE CITY	HALL CONTRACT BUY OUT	5,730.00
CITY OF MANCHESTER-CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
COMELEC SERVICES, INC	SHOP INTERNET	103.00
COPY SYSTEMS	FOLDER/STUFFER MAINTENANCE	127.30
CORCORAN FURNITURE	PODIUM	199.00
DAVID TRUMBLEE	TRAVEL REIMBURSEMENT	35.28
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,024.40
DES MOINES STAMP MFG	OFFICE SUPPLIES	136.50
DON & WALT	PARTS/BUILDING MAINT	595.00
DOUG FOLEY	MILEAGE REIMB	234.50
DYLAN CEYNAR	REIMB SUPPLIES	18.97
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	22,164.26
ERIN LEARN	MILEAGE REIMB	241.20
FAREWAY STORES	SUPPLIES	31.49
FILAMENT ESSENTIAL SERVICES	WEB HOSTING	3,900.00
GAZETTE COMMUNICATIONS	ANNUAL SUBSCRIPTION	421.20
GEORGEN AUTO	VEHICLE MAINT	62.89
HEIMS AWARDS	DOWNTOWN INCENTIVE GRANT	1,504.43
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	7,761.07
IA DEPT OF TRANSPORTATION	PAINT GLASS BEADS	2,163.20
IAMU	2024 MEMBERSHIP DUES	1,079.00
IPERS	PAYROLL WITHHOLDINGS	14,592.26
J & R SUPPLY INC	HYDRANT WRENCHES	90.00
JENNIE SEABOLD	VOLLEYBALL SUPERVISOR	500.50
JOHN DEERE FINANCIAL	SUPPLIES	485.32
KLUESNER SANITATION	GARBAGE/RECYCLING	27,365.60
KMCH	RADION ANNOUNCEMENTS	593.00
LYNCH DALLAS PC	LEGAL FEES	414.00
MAINSTAY SYSTEMS INC	IT CONTRACT	1,071.00
MANCHESTER FIRE ASSOCIATION	REIMB EXPENSES	1,679.84
MASTERPIECE CLEANING LLC	CUSTODIAL	800.00
MEDICAL ASSOCIATES CLINIC	DRUG SCREEN	54.00
MES FIRE MUNICIPAL EMERGENCY SVCS	FIRE DEPT SUPPLIES	1,315.36
MICROBAC LABORATORIES	LAB TESTS	294.25
MIDWEST ALARM	ALARM TESTS	720.00
MIDWEST PATCH	ASPHALT PATCH, SIGNS	1,163.75
MIDWEST TAPE LLC	HOOPLA SUBSCRIPTION	750.70
MISSIONSQUARE	PAYROLL WITHHOLDINGS	950.29
MOTION PICTURE LICENSING	LICENSE FEE	195.34

MSA	PARK PLAN	2,400.00
PALMER HARDWARE	SUPPLIES	439.62
PETERS & LONGMUIR PLC	LEGAL FEES	1,462.66
PITNEY BOWES	LIBRARY POSTAGE METER	148.29
PRICE ELECTRIC INC	AIRPORT MAINT	105.00
RIVER CITY STONE	COMPLEX MILLINGS	692.45
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	164.40
STOREY KENWORTHY	OFFICE SUPPLIES	340.80
THE WALDINGER CORPORATION	WASTEWATER PLANT PARTS	1,664.25
THREE RIVERS FS	VEHICLE FUEL	4,777.29
TIMOTHY J VICK	MILEAGE/TRAVEL REIMB	311.08
TNEMEC	POOL PADDING	907.24
USPS	POSTAGE	1,013.71
WHITE CAP LP	POOL CAULK	565.80
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	574.53
WOODWARD COMMUNICATIONS INC	PUBLICATION EXPENSE	1,388.62
	TOTAL	142,943.84
	Fund	Amount
	001 - GENERAL	108,274.31
	003 - HOTEL/MOTEL TAX	380.00
	110 - ROAD USE TAX	11,492.92
	112 - EMPLOYEE BENEFITS	108.00
	168 - PARK GIFT & TRUST	50.00
	171 - LIBRARY GIFT & TRUST	463.78
	302 - DOWNTOWN/COMMERCIAL INC	1,504.43
	600 - WATER	11,122.00
	610 - SEWER	9,548.40
	Grand Total	142,943.84

Change Order #1 for the 2024 East Main Street Improvement Project

Motion by Scherbring, seconded by Dittrick to adopt R-046-2024 Resolution Approving Change Order #1 for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt. Nays: None. Abstentions: Gray. Motion carried.

Engineering Services Proposal Group for the Development Lane Street Extension Project for A-1 Storage

Motion by Dittrick, seconded by Gray to adopt R-047-2024 Resolution Approving Engineering Services Proposal with Burrington Group for the Development Lane Street Extension Project for A-1 Storage. On call of roll: Ayes: Dittrick, Gray, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Glass Recycling

Motion by Dittrick, seconded by Scherbring to approve proceeding with investigating a glass recycling area and applying for funding through the Iowa Department of Natural Resources Solid Waste Alternatives Program. On call of roll: Ayes: Dittrick, Scherbring, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Ordinance 006-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by amending Chapter 122 Peddlers, Solicitors and Transient Merchants

Motion by Poynor, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 006-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by amending Chapter 122

Peddlers, Solicitors and Transient Merchants. On call of roll: Ayes: Poynor, Schmitt, Scherbring, Gray. Nays: None. Abstentions: Dittrick. Motion carried.

Ordinance 007-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Plumber Requirements for Water and Sewer Connections

Motion by Scherbring, seconded by Dittrick to proceed with the first consideration and adoption of Ordinance 007-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending provisions pertaining to Plumber Requirements for Water and Sewer Connections. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Ordinance 008-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending Chapter 135 Street Use and Maintenance

Motion by Scherbring, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 008-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending Chapter 135 Street Use and Maintenance. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Audit for Fiscal Year Ending June 30, 2023

The City Council reviewed the audit for the fiscal year July 1, 2022 – June 30, 2023. Motion by Poynor, seconded by Dittrick to acknowledge receipt of audit report for the fiscal year ended June 30, 2023. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

R-048-2024 Resolution Adopting Utility Billing Procedures

Motion by Schmitt, seconded by Gray to adopt R-048-2024 Resolution Adopting Utility Billing Procedures. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the Council on the status of nuisance properties his office is working on. The Council also reviewed an update on nuisance properties from Building Inspector Tim Heims.

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.

Motion by Poynor, seconded by Dittrick that the meeting adjourn at 6:15pm. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk