

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, April 22, 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

City Manager Vick informed the Council that the Closed Session on the agenda was not needed. Motion by Schmitt, seconded by Gray to approve the agenda as amended. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

Jay Schmitt, 750 Ridgewood Drive, addressed the Council regarding airport improvements, the City's debt, and Council voting.

Consent Agenda

3.1 Approval of the minutes of the April 8, 2024 Proposed Property Tax Levy Special meeting and the April 8, 2024 Regular City Council meeting

3.2 R-049-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the March 14, 2024 Library Board meeting; minutes of the April 11, 2024 Planning & Zoning Commission meeting; minutes of the April 15, 2024 Parks & Recreation Commission meeting; Wastewater IDNR March 2024 Reports; March 2024 Revenue & Expense Reports

3.4 R-050-2024 Resolution Amending Salary Resolution

3.5 Acknowledge receipt of unpaid nuisance snow removal and nuisance abatement fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.6 Motion to proceed with the third consideration and final 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

3.7 Motion to proceed with the third consideration and final 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

3.8 Motion to proceed with the third consideration and final 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

3.9 Approve the request of the Hero Hustle Committee to use Schram Park for the Hero Hustle Sprint Triathlon on August 25, 2024

3.10 Approve changing the date of the second City Council meeting in May from May 27, 2024 to May 28, 2024 at 5:00pm due to the Memorial Day holiday

3.11 Approve payment of claims totaling \$18,405.50 to Fehr Graham for engineering services

3.12 R-051-2024 Resolution Amending Fee Schedule

3.13 Approve the purchase of a 2025 Ford Explorer Hybrid from Runde's for the Police Department at a cost of \$51,610.00

3.14 Approval of the Consent Agenda

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

Bills approved for payment

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER MAINT AGREEMENT	428.17
ADDOCO INC	PLAYGROUND MULCH	1,820.00
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	16,312.64
AMAZON BUSINESS	SUPPLIES	516.23
AMERICAN BUTTON MACHINES	BUTTON MACHINE MATERIAL	70.98
AMY DALTON	SUPPLIES	159.00
ANDREA LEPLEY	REIMBURSEMENT	218.42
ANGELA SHERE	REIMBURSEMENT	195.72
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	87.03
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	763.90
BARD MATERIALS	COMPLEX MATERIAL	492.40
BLACK HAWK AUTOMATIC	POOL BACKFLOW TEST	245.00
BLACK HILLS ENERGY	NATURAL GAS	3,532.38
CARRICO AQUATIC RESOURCE	POOL CHEMICALS	4,642.49
CHARLES ZANGERLE	GENERATOR REPAIR	73.34
CITY LAUNDERING INC	FIRST AID SUPPLIES	229.78
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
DAKOTA SUPPLY GROUP	STREET PROJECT SUPPLIES	40,166.00
DENNIS CONRAD	FIRE BUILDING MAINTENANCE	375.00
DJ REPAIR	VEHICLE MAINTENANCE	306.70
DOLAN INSURANCE	ANNUAL INSURANCE PREMIUM	222,140.84
DON & WALT	BUILDING MAINTENANCE	4,736.12
EASTERN IA EXCAVATING	STORM SEWER REPAIR, ADA SIDEWALK	41,159.40
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	22,695.37
ELECTRICAL ENGINEERING & EQUIPMENT	GENERATOR REPAIR	410.00
ERIN LEARN	MILEAGE REIMB	233.30
FAREWAY STORES	SUPPLIES	60.28
GIENAPP CONSTRUCTION & OVERHEAD	DOOR REPAIR	6,513.00
HAUSERS WATER SYSTEMS	CHEMICALS	20.00
HAWKINS	CHEMICALS	1,444.03
HERITAGE PRINTING	HERO HUSTLE SUPPLIES	159.63
IA DEPT OF PUBLIC SAFETY	NCIC	4,164.00
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	3,187.59
ICMA INT'L	2024 MEMBERSHIP DUES	605.15
INTERSPIRO INCE	AIR PACK MAINTENANCE	150.00
IPERS	PAYROLL WITHHOLDINGS	14,297.38
J & R SUPPLY INC	WATER SUPPLIES	2,335.00
KIRKHAM MICHAEL	AIRPORT PROJECT FINAL BILL	1,260.00
KLUESNER SANITATION	GARBAGE/RECYCLING	466.87
LOECKE ENTERPRISES	FIRE MAINTENANCE	385.50
MANCHESTER SIGNS	PROJECT SIGNS, TRUCK DECAL	926.00
MAQUOKETA VALLEY ELECTRIC	STREET LIGHTING	150.52
MEDIACOM	PHONE/INTERNET	254.90
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
MOMENTUM SCREENPRINTS	LIFE JACKET PRINTING	230.00

MUNICIPAL SUPPLY	METER SUPPLIES	4,800.00
NAPA AUTO PARTS	WRENCHES	294.72
NORTHLAND PRODUCTS	CLEANING SUPPLIES	271.95
OVERDRIVE	LIBRARY MATERIALS	980.35
QUILL CORPORATION	OFFICE SUPPLIES	69.08
RADIO COMMUNICATIONS	POLICE RADIO	609.50
RAY O'HERRON	HOLSTERS	1,363.39
RIVER CITY STONE	ROAD ROCK	567.80
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SCHMITZ JANITORIAL	BUILDING SUPPLIES	291.00
THE FISH SHACK	TANK MAINTENANCE	75.00
TIMOTHY J VICK	MILEAGE REIMB	190.28
TYLER BUSINESS FORMS	CHECKS	426.24
TYLER TECHNOLOGY	METER SOFTWARE	120.00
UNITY POINT CLINIC	DRUG TESTS	84.00
US CELLULAR	FIRE DEPT CELL	44.48
USA BLUE BOOK	LAB SUPPLIES/EQUIPMENT	750.34
VOYA	PAYROLL WITHHOLDINGS	2,482.00
WALMART	SUPPLIES	116.75
WELLMARK	HEALTH/DENTAL INSURANCE	2,403.30
WINDSTREAM	PHONE/INTERNET	1,092.69
	TOTAL	419,768.84
	Fund	Amount
	001 - GENERAL	221,115.12
	003 - HOTEL/MOTEL TAX	699.00
	110 - ROAD USE TAX	17,577.21
	168 - PARK GIFT & TRUST	389.63
	171 - LIBRARY GIFT & TRUST	428.61
	180 - POLICE CANINE	13.44
	324 - STREET PROJECTS	77,959.42
	600 - WATER	43,086.90
	610 - SEWER	58,499.51
	Grand Total	419,768.84

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Behnken opened the Public Hearing at 5:09pm. City Manager Vick reviewed the proposed amendment, noting it was for A-1 Mobile Storage Service's development. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:11pm.

Motion by Scherbring, seconded by Schmitt to adopt R-052-2024 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Public Hearing on the Proposed Development Agreement with A-1 Mobile Storage Service, LLC

Mayor Behnken opened the Public Hearing at 5:11pm. City Manager Vick informed the Council that the development agreement would be a 10 year 80% tax rebate not to exceed \$1,260,000. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Gray to adopt R-053-2024 Resolution Approving Development Agreement with A-1 Mobile Storage Service, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. On call of roll: Ayes: Poynor, Gray, Dittrick, Scherbring, Schmitt. Nays: None. Motion carried.

Public Hearing on the Proposed Budget for Fiscal Year July 1, 2024 - June 30, 2025

Mayor Behnken opened the Public Hearing at 5:13pm. Mayor Behnken noted that the levy rate would be \$15.55175 for Fiscal Year 2025. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:14pm.

Motion by Scherbring, seconded by Dittrick to adopt R-054-2024 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2024-June 30, 2025. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

R-055-2024 Resolution Approving Economic Development Infrastructure Agreement

Motion by Poynor, seconded by Schmitt to adopt R-055-2024 Resolution Approving Economic Development Infrastructure Agreement. On call of roll: Ayes: Poynor, Schmitt, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

Change Order #2 for the 2024 East Main Street Improvement Project

Motion by Dittrick, seconded by Poynor to adopt R-056-2024 Resolution Approving Change Order #2 for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Dittrick, Poynor, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

Schram Park Concrete

Motion by Poynor, seconded by Gray to approve the proposal from Philippson Concrete in the amount of \$27,640.00 for paving 270' of trail at Schram Park. On call of roll: Ayes: Poynor, Gray, Dittrick, Scherbring, Schmitt. 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 Schmitt, seconded by Scherbring to waive the second 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" and proceed to the final consideration and adoption. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Motion by Scherbring, seconded by Poynor to approve the third consideration and final 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: Scherbring, Poynor, Dittrick, Schmitt, Gray. Nays: None. 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 Schmitt, seconded by Scherbring to waive the second 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" and proceed to the final

consideration and adoption. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

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

Motion by Dittrick, seconded by Gray to approve the third consideration and final 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: Dittrick, Gray, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Engineer 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 Schmitt that the meeting adjourn at 5:44pm. On call of roll: Ayes: Poynor, Schmitt, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk