

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 12, 2024

Video recording of the City Council meeting available at:

<https://www.youtube.com/@cityofmanchesteriowa9648>

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

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

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

Public Input

Tania Bradley, 101 Keenan Court, addressed the Council regarding agenda item 6.3. Eric Vaske, 1328 North 4th Street, addressed the Council regarding agenda item 6.2.

Consent Agenda

3.1 Approval of the minutes of the July 22, 2024 Regular City Council meeting and the August 5, 2024 Special City Council meeting & Committee of the Whole meeting

3.2 R-078-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the August 6, 2024 Planning & Zoning Commission meeting

3.4 Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for Kwik Star #790 at 1000 West Main Street; New Application for Off Premise Class E Retail Alcohol License for Liquor & Tobacco Outlet at 316 East Main Street; New Application for 5 Day Special Class C Retail Alcohol License for St. Mary's Church at 119 West Fayette Street for their Fall Festival Event

3.5 Approval of payment of the following Downtown Incentive Grant: Interior Grant in the amount of \$821.19 to Dulcie Mangold/Dolce Vita at 100 East Main Street

3.6 R-079-2024 Resolution Amending Salary Resolution

3.7 R-080-2024 Resolution Approving Easement for Water Main and Fire Hydrant with Blakesley Properties, LLC

3.8 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	TENNIS CAMP SHIRTS	244.72
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGREEMENT	452.89
ADAM COOK	SWIM TEAM ASSISTANT COACH	800.00
AFLAC	PAYROLL WITHHOLDINGS	1,417.46
ALL SECURE	ALARM FEES	787.50
ALLIANT ENERGY	ELECTRICITY	7,341.17
AM FOAM WORKS	CROSSWALKS/SIDEWALKS	1,198.00
AMAZON BUSINESS	SUPPLIES	2,340.70
ANDERSON WELDING	OXYGEN	40.74

ARNOLD MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLIES	415.01
AUSTIN TIMMERMAN	HATS FOR HERO HUSTLE	615.25
AXON ENTERPRISE	PD EQUIPMENT UPGRADE	25,695.78
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,775.45
BARD MATERIALS	SCHRAM TRAIL	591.43
BASE	SELF INSURANCE/HRA ADMIN	108.00
BLACK HAWK AUTOMATIC SPRINKLER	POOL BACKFLOW TEST	255.00
BLACK HILLS ENERGY	NATURAL GAS	3,695.79
BOB STEPHEN MOTORS	VEHICLE MAINTENANCE SUPPLIES	230.77
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINTENANCE SUPPLIES	2,074.14
BREANNA BUSH	SWIM TEAM JUNIOR ASSISTANT COACH	250.00
BURRINGTON GROUP	ENGINEERING FEES	31,308.25
CENGAGE LEARNING	LIBRARY SUPPLIES	513.95
CHARLES ZANGERLE	MOWER BLADE	63.90
CITY LAUNDERING	MAINTENANCE, SUPPLIES	145.79
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	580.00
CITY OF MANCHESTER FLEX PLAN	PAYROLL WITHHOLDINGS	2,081.74
CITY OF MANCHESTER	COMPLEX WATER	258.01
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	347.06
COMELEC SERVICES	SHOP INTERNET	103.00
DAKOTA SUPPLY GROUP	COMMERCE COURT PROJECT	15,865.00
DELAWARE COUNTY ABSTRACT	ABSTRACT	270.00
DELAWARE COUNTY AUDITOR	DISPATCH/ANNUAL BEACON	53,335.29
DELAWARE COUNTY ECONOMIC DEV	WEBSITE MAINTENANCE	1,000.00
DELAWARE COUNTY SOLID WASTE COMM	MONTHLY LANDFILL	1,038.80
DJ REPAIR	JET VAC REPAIR	24.99
DON & WALT	BUILDING MAINT/REPAIRS	532.86
DUBUQUE FIRE EQUIPMENT	RECHARGE EXTINGUISHERS	128.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	50,775.98
EMMA DUNKEL	SWIM TEAM HEAD COACH	2,800.00
ERIN LEARN	MILEAGE REIMBURSEMENT	237.99
EVAN DUNKEL	SWIM TEAM JUNIOR ASSISTANT COACH	200.00
FAREWAY STORES	SUPPLIES	891.76
FEHR GRAHAM	ENGINEERING FEES	32,366.00
GALLS	POLICE SUPPLIES	151.92
GEORGEN AUTO	POLICE VEHICLE MAINT	887.07
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	5,653.00
HAWKINS	CHEMICALS	632.87
HEIMS AWARDS	DESK SIGN	35.00
HERITAGE PRINTING	POOL SUPPLIES	22.12
IA DEPT OF INSPECTIONS & APPEALS	PERMIT DOG POUND	75.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	6,604.13
IA ONE CALL	LOCATES	204.90
IA PARK & REC ASSOCIATION	MEMBERSHIP DUES, FALL WORKSHOP	535.00
IMWCA	WORK COMP INSURANCE	65,962.00
IPERS	PAYROLL WITHHOLDINGS	27,578.56
ISIAH RICH	SWIM TEAM STROKE COACH	1,500.00
J & R SUPPLY	METER SUPPLIES	956.40

JOHN DEERE FINANCIAL	SUPPLIES	439.72
JOHN KEPPLER	TREE REMOVALS	2,200.00
J'S AUTO	PARK TRUCK REPAIR	523.15
K & W COATINGS	BANDSHELL, WATER TOWER PAINTING	120,400.00
KATHY WILSON	LIBRARY PROGRAM	150.00
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	26,954.52
KMCH/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	893.00
LINN CO PUBLIC HEALTH	POOL INSPECTION	595.00
MACQUEEN TRANS IOWA EQUIPMENT	SWEEPER LIGHT	151.92
MADELYNN ZEHR	SWIM TEAM ASSISTANT COACH	900.00
MANCHESTER SIGNS	STREET PROJECT SIGNS	303.00
MANCHESTER TRUCK CENTER	JET VAC REPAIRS	359.96
MAQUOKETA RIVER WMA	FY25 CONTRIBUTION	7,705.00
MARK FINK	FIRE DEPT SIDEWALK PROJECT	3,100.00
MARTIN EQUIPMENT	VEHICLE MAINTENANCE SUPPLIES	295.51
MASTERPIECE CLEANING	CLEANING	1,200.00
MCKENNA BUSH	SWIM TEAM ASSISTANT COACH	1,000.00
MEDIACOM	PHONE/INTERNET	254.90
MICROBAC	LAB TESTS	3,593.25
MIDWEST PATCH HI-VIZ SAFETY	SIGNS	59.00
MIDWEST TAPE	LIBRARY MATERIALS	829.88
MISSIONSQUARE	PAYROLL WITHHOLDINGS	1,938.16
MUNICIPAL SUPPLY	METER PURCHASE	3,886.30
MYERS COX	CONCESSIONS	2,422.95
NAPA AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	56.21
NOLAN HEMANN	SWIM TEAM JUNIOR ASSISTANT COACH	250.00
NORTHERN LIGHTS DISTRIBUTING	CONCESSIONS	911.76
OASIS PUMP SERVICE	SEWER/SNOW REMOVAL	4,009.02
OLIVE THAT DELI	LIBRARY TRAINING	42.30
OPENING SPECIALISTS	DOOR REPAIRS	1,224.95
PALMER HARDWARE	SUPPLIES	1,016.92
PETERS & LONGMUIR	LEGAL FEES	1,330.00
PRICE ELECTRIC	BUILDING MAINT/REPAIRS	1,700.90
RADIO COMMUNICATIONS	POLICE EQUIPMENT	5,058.06
RAY O'HERRON	POLICE SUPPLIES	9,049.60
REGIONAL MEDICAL CENTER	WORK COMP CLAIM	368.00
RICHARD MCCRABB	MOWING	280.00
RIVER CITY STONE	SCHRAM TRAIL	466.04
SAMUEL MULLINS	MUSIC ON THE MAQUOKETA	400.00
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SCHERRMAN'S IMPLEMENT	CUTTING EDGE	333.67
SCHMITZ JANITORIAL	SHOP SUPPLIES	423.10
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,509.17
STATE CHEMICAL SOLUTIONS	WASTEWATER SUPPLIES	326.20
SUE'S FLOWER & GARDEN CENTER	FLOWERS FOR PARKS, CITY HALL	346.60
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINTENANCE	75.00
SUPREME GREEN	LIBRARY MOWING CONTRACT	215.00
TERMINAL SUPPLY	SHOP SUPPLIES	338.54

THOMPSON SHOES	POLICE UNIFORM	190.00
THREE RIVERS FS	VEHICLE FUEL	6,616.11
TRUCK CENTER COMPANIES	#27 TRUCK REPAIR	195.50
TRUCK COUNTRY OF IOWA	VEHICLE MAINTENANCE	303.86
UNITED STATES TREASURY	PCORI FEE	15.00
USA BLUE BOOK	LAB SUPPLIES, CHLORINE PUMP	6,334.62
USPS	UTILITY BILLING POSTAGE	1,095.65
VERIZON WIRELESS	MOBILE DATA	280.07
VOYA	PAYROLL WITHHOLDINGS	5,564.00
WAVERLY NEWSPAPERS	ADVERTISING	324.46
WELLMARK	HEALTH/DENTAL INSURANCE	5,103.16
WHITE CAP	CURING COMPOUND	226.77
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	660.01
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,155.24
	TOTAL	598,920.85
	Fund Summary	
	Fund	Amount
	001 - GENERAL	309,454.51
	003 - HOTEL/MOTEL TAX	2,423.46
	110 - ROAD USE TAX	43,447.92
	112 - EMPLOYEE BENEFITS	123.00
	161 - ACQUISITION/DEMOLITION	175.00
	168 - PARK GIFT & TRUST	615.25
	171 - LIBRARY GIFT & TRUST	1,541.44
	308 - BIKEWAY/WALKWAY PROJECTS	1,057.47
	324 - STREET PROJECTS	83,558.25
	600 - WATER	40,494.63
	602 - WATER CAPITAL IMPROVEMENTS	93,970.00
	610 - SEWER	22,059.92
	Grand Total	598,920.85

Public Hearing on the approval of the amendment to the Manchester Urban Renewal Area

Mayor Behnken opened the Public Hearing at 5:07pm. City Manager Vick reviewed the proposed amendment with the Council, noting it was to allow for a ten-year 85% tax rebate for the latest set of apartments being constructed by Wes Schulte. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:09m.

Council Members Schmitt and Gray stated they would have preferred the City continue with ten year 80% tax rebates that had been done for developers previously.

Motion by Dittrick, seconded by Poynor to adopt R-081-2024 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Dittrick, Poynor, Gray, Schmitt, Scherbring. Nays: None. Motion carried.

Motion by Dittrick, seconded by Gray to adopt R-082-2024 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Wesley D. Schulte, including Annual

Appropriation Tax Increment Payments. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Public Hearing on the Ordinance Amending the City Code of the City of Manchester, Iowa by amending Chapter 165 Zoning Ordinance, Sections 7.2, 8.2, 9.2 and 10.2 relating to Site Development Regulations, Minimum Lot Width

Mayor Behnken opened the Public Hearing at 5:12pm. City Manager Vick explained the proposed ordinance amendment, noting it would reduce the required front yard setback in R-2, R-3, R-4 and R-5 Residential Districts. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:14m.

Motion by Poynor, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 012-2024 An Ordinance Amending the City Code of the City of Manchester, Iowa by amending Chapter 165 Zoning Ordinance, Sections 7.2, 8.2, 9.2 and 10.2 relating to Site Development Regulations, Minimum Lot Width. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

R-083-2024 Resolution of the City Council of the City of Manchester, Iowa, approving the application of A-1 Mobile Storage Service, LLC to the Iowa Economic Development Authority High Quality Jobs Program

Motion by Scherbring, seconded by Gray to adopt R-083-2024 Resolution of the City Council of the City of Manchester, Iowa, approving the application of A-1 Mobile Storage Service, LLC to the Iowa Economic Development Authority High Quality Jobs Program. On call of roll: Ayes: Scherbring, Gray, Schmitt, Poynor, Dittrick. Nays: None. Motion carried.

Request of Eric Vaske to reconsider the approval for Special Exception to Livestock Restrictions and allow for nine chickens instead of six chickens on his property at 1328 North 4th Street

Following discussion, motion by Gray, seconded by Poynor to reaffirm the City Council's approval of only allowing 6 chickens and no roosters at the property at 1328 North 4th Street. On call of roll: Ayes: Gray, Poynor, Dittrick, Scherbring, Schmitt. Nays: None. Motion carried.

Removal of Tirzah Wedewer from the Airport Committee

Discussion was held on the removal of Tirzah Wedewer from the Airport Committee. The Council reviewed a letter from Tirzah Wedewer, resigning from her position on the Airport Committee effective January 1, 2025. Following discussion, motion by Scherbring, seconded by Poynor to accept Tirzah Wedewer's resignation from the Airport Committee effective January 1, 2025. On call of roll: Ayes: Scherbring, Poynor, Dittrick. Nays: Schmitt, Gray. Motion carried.

R-084-2024 Resolution Approving Contract with Tschiggfrie Excavating for the Commerce Court Street Extension Project

Motion by Schmitt, seconded by Gray to adopt R-084-2024 Resolution Approving Contract with Tschiggfrie Excavating for the Commerce Court Street Extension Project. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

R-085-2024 Resolution Amending City of Manchester Fee Schedule

Motion by BS JD seconded by to adopt R-085-2024 Resolution Amending City of Manchester Fee Schedule. On call of roll: Ayes: BS JD MP LS BG.

Ordinance 011-2024 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding a New Provision regarding Parental Responsibility

Motion by Dittrick, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 011-2024 An Ordinance Amending the Code of Ordinances for the City of Manchester, Iowa, by adding a New Provision regarding Parental Responsibility. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Ordinance 013-2024 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 76 Bicycle Regulations

Motion by Dittrick, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 013-2024 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 76 Bicycle Regulations. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Ordinance 014-2024 An Ordinance Amending the City Code of the City of Manchester, Iowa, by adding Chapter 79 "Electric Personal Assistive and Micromobility Devices"

Motion by Scherbring, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 014-2024 An Ordinance Amending the City Code of the City of Manchester, Iowa, by adding Chapter 79 "Electric Personal Assistive and Micromobility Devices." On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

Approve Pay Estimate #5 in the amount of \$327,707.01 to Top Grade Excavating, Inc for the 2024 East Main Street Improvement Project

Motion by Schmitt, seconded by Dittrick to approve Pay Estimate #5 in the amount of \$327,707.01 to Top Grade Excavating, Inc for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Schmitt, Dittrick, Poynor, Scherbring. Nays: None. Abstentions: Gray. Motion carried.

R-086-2024 Resolution Approving Preliminary & Final Plat for Oakview Estates Subdivision of Lots 9 & 10

Motion by Dittrick, seconded by Gray to adopt R-086-2024 Resolution Approving Preliminary & Final Plat for Oakview Estates Subdivision of Lots 9 & 10. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

R-087-2024 Resolution Waiving Right to Review Plat (Boeckenstedt)

Motion by Scherbring, seconded by Schmitt to adopt R-087-2024 Resolution Waiving Right to Review Plat (Boeckenstedt). On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the Council on nuisance properties. The Council also reviewed a report from Building Inspector Tim Heims on nuisance properties.

Engineer Updates

Sam Ertl, Fehr Graham, updated the Council on construction projects.

Reports

City Council and staff reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 5:54pm. On call of roll: Ayes: Scherbring, Dittrick, Schmitt, Gray, Poynor. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk