

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, August 26, 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: Mary Ann Poynor, Joe Dittrick, Bryan Gray, Linda Schmitt, Bill Scherbring.
Absent: None.

Mayor Behnken asked that the swearing in of the new police officer be added to the agenda. Motion by Schmitt, seconded by Scherbring to approve the agenda as amended. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the August 12, 2024 Regular City Council meeting

3.2 R-088-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the August 19, 2024 Parks & Recreation Commission meeting; the July 2024 IDNR Wastewater Reports; minutes of the August 13, 2024 Airport Committee meeting

3.4 R-089-2024 Resolution Amending Salary Resolution & Approving Officer Reimbursement Agreement

3.5 Approval of the temporary street closure as requested by the Manchester Area Chamber of Commerce for the Saturday, September 28, 2024 Fall Festival Event, South Franklin Street from Main Street to the Marion Street bridge from 1:00 pm - 8:00 pm

3.6 Approval of temporary street closure as requested by the Manchester Area Chamber of Commerce for the December 5, 2024 Window Walk & Static Christmas Parade Event, East Main Street from Tama Street to Franklin Street and South Franklin Street from Main Street to the Marion Street bridge from 4:30pm-8:30pm

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

Bills approved for payment

| Vendor | Description | Amount |
|-------------------------|-------------------------|-----------|
| AFLAC | PAYROLL WITHHOLDINGS | 708.73 |
| ALL SECURE | ALARM FEES | 662.50 |
| ALLIANT ENERGY | ELECTRICITY | 20,886.26 |
| AMAZON BUSINESS | SUPPLIES | 504.91 |
| AMERICAN LEGION POST 45 | FLAGS | 360.00 |
| BAKER & TAYLOR BOOKS | LIBRARY MATERIALS | 1,069.76 |
| BLACK HILLS ENERGY | NATURAL GAS | 2,040.52 |
| BREHME DRUG | POOL FIRST AID SUPPLIES | 11.49 |
| BURNS INC | MOWER PART | 74.46 |
| CASTLE THEATRE | LIBRARY SUMMER READING | 149.00 |
| CITY LAUNDERING | SHOP FIRST AID SUPPLIES | 52.27 |

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|-----------------------------------|--|------------|
| CITY OF MANCHESTER CHRISTMAS CLUB | PAYROLL WITHHOLDINGS | 290.00 |
| CITY OF MANCHESTER FLEX PLAN | PAYROLL WITHHOLDINGS | 1,040.87 |
| COLLECTION SERVICE CENTER | PAYROLL WITHHOLDINGS | 173.53 |
| DAVID TRUMBLEE | REIMBURSE SUPPLIES | 127.58 |
| DON & WALT | LIBRARY BUILDING MAINTENANCE | 129.21 |
| DUBUQUE FIRE EQUIPMENT | FIRE DEPT MAINTENANCE | 348.90 |
| DULCIE MANGOLD | DOWNTOWN INCENTIVE GRANT | 821.19 |
| EFTPS - FED, FICA, MEDICARE | PAYROLL WITHHOLDINGS | 23,271.04 |
| ENGINEERED EQUIPMENT SOLUTIONS | WASTEWATER PLANT MAINTENANCE | 517.00 |
| ERIN LEARN PETTY CASH | HERO HUSTLE START UP CASH | 300.00 |
| FELD FIRE INC | EQUIPMENT | 189.00 |
| HEIMS AWARDS | HERO HUSTLE MEDALS/AWARDS | 905.00 |
| HERITAGE PRINTING | NOTARY STAMP | 30.00 |
| HIGHLAND ARMS | AMMUNITION | 1,117.60 |
| IA DEPT OF REVENUE | SALES/PAYROLL TAXES | 3,300.49 |
| IMPRINTS LABEL & DECAL | HERO HUSTLE BIKE LABELS | 415.00 |
| IPERS | PAYROLL WITHHOLDINGS | 13,597.00 |
| J'S AUTO | WASTEWATER TRUCK REPAIR | 1,159.57 |
| KILBURG EQUIPMENT | JET VAC REPAIR | 355.83 |
| KWIK TRIP | POLICE FUEL | 229.19 |
| MAQUOKETA VALLEY ELECTRIC | STREET LIGHTING | 153.80 |
| MARTIN EQUIPMENT | VEHICLE MAINTENANCE | 70.31 |
| MASTERPIECE CLEANING | CLEANING | 800.00 |
| MICROBAC | LAB TESTS | 584.00 |
| MIDWEST PATCH HI-VIZ SAFETY | SIGNS | 572.75 |
| MISSIONSQUARE | PAYROLL WITHHOLDINGS | 969.08 |
| PEPSI COLA BOTTLING | POOL CONCESSIONS | 326.14 |
| PIZZA RANCH | COMPLEX CONCESSIONS | 324.00 |
| RIVER CITY STONE | SCHRAM PARK | 781.48 |
| RUNDE AUTO GROUP | POLICE VEHICLE | 39,810.00 |
| SCHMITZ JANITORIAL | PARK SUPPLIES | 335.60 |
| STATE CHEMICAL SOLUTIONS | SEWER MAINTENANCE | 326.20 |
| STATE LIBRARY OF IOWA | LIBRARY CIRCUIT REGISTRATION | 25.00 |
| STERICYCLE/SHRED-IT | SHREDDING | 64.36 |
| STOREY KENWORTHY | SUPPLIES | 610.46 |
| TOP GRADE EXCAVATING | EAST MAIN PROJECT, LIFT STATION REPAIR | 328,287.01 |
| TRUCK COUNTRY OF IOWA | TRUCK MAINTENANCE | 6,354.50 |
| TYLER TECHNOLOGIES | METER CONVERSION | 180.00 |
| US CELLULAR | MOBILE DATA | 44.48 |
| USA BLUE BOOK | WASTEWATER SUPPLIES | 835.27 |
| VOYA | PAYROLL WITHHOLDINGS | 2,782.00 |
| WALMART | SUPPLIES | 954.64 |
| WELLMARK | HEALTH/DENTAL INSURANCE | 2,551.58 |
| WINDSTREAM | PHONE/INTERNET | 574.31 |
| | TOTAL | 463,154.87 |
| | | |
| | Fund Summary | |
| | Fund | Amount |
| | 001 - GENERAL | 96,506.52 |

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| | 110 - ROAD USE TAX | 12,357.49 |
| | 168 - PARK GIFT & TRUST | 1,620.00 |
| | 171 - LIBRARY GIFT & TRUST | 1,074.57 |
| | 302 - DOWNTOWN/COMMERCIAL INCENTIVE | 821.19 |
| | 324 - STREET PROJECTS | 328,162.01 |
| | 600 - WATER | 6,255.26 |
| | 610 - SEWER | 16,357.83 |
| | Grand Total | 463,154.87 |

Public Hearing on a Development Agreement with Wesley D. Schulte

Mayor Behnken opened the Public Hearing at 5:04pm. City Manager Vick reviewed the proposed agreement. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:05pm.

Motion by Dittrick, seconded by Poynor to adopt R-090-2024 Resolution Approving Development Agreement with Wesley D. Schulte, Authorizing Annual Appropriation Tax Increment Payments and Pledging certain Tax Increment Revenues to the Payment of the Agreement. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Airport Hangar Lease - Jim Hill

Jim Hill addressed the Council regarding his hangar lease at the airport and distributed information to the Council. Mayor Behnken asked Mr. Hill to allow the City Council and City Attorney time to review the information provided and then schedule another meeting with Mr. Hill to discuss further.

Swearing In of New Police Officer

Mayor Behnken swore in new Police Officer Nick Matelski and introduced him to the Council.

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 Gray to waive the second consideration and adoption of Ordinance 011-2024 and proceed to the final 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, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

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

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

Motion by Dittrick, seconded by Gray to waive the second consideration and adoption of Ordinance 012-2024 and proceed to the final 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: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Motion by Scherbring, seconded by Dittrick to approve the third consideration and final 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: Scherbring, Dittrick, Poynor, Schmitt, Gray. 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 Poynor, seconded by Schmitt to waive the second consideration and adoption of Ordinance 013-2024 and proceed to the final 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: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

Motion by Schmitt, seconded by Poynor to approve the third consideration and final 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: Schmitt, Poynor, Dittrick, Scherbring, Gray. 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 Dittrick to waive the second consideration and adoption of Ordinance 014-2024 and proceed to the final 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, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

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

R-091-2024 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2024

Motion by Scherbring, seconded by Dittrick to adopt R-091-2024 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2024. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

R-092-2024 Resolution Authorizing Rescinding the Officer Reimbursement Agreement

Motion by Dittrick, seconded by Poynor to adopt R-092-2024 Resolution Authorizing Rescinding the Officer Reimbursement Agreement. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Grand Avenue Extension Project

Motion by Dittrick, seconded by Scherbring to adopt R-093-2024 Resolution Approving Change Order #1 with Pirc Tobin Construction for the Grand Avenue Extension Project. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Motion by Scherbring, seconded by Dittrick to approve Pay Estimate #4 in the amount of \$26,468.08 to Pirc Tobin Construction for the Grand Avenue Extension Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

108 Gay Street

Motion by Schmitt, seconded by Gray to accept the bid of S&B Promotions LLC in the amount of \$17,210.00 for the purchase of 108 Gay Street and set September 9, 2024 at 5:00pm as the date and time for a Public Hearing on the sale of 108 Gay Street. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

Engineer Updates

Jason Wenger, Burrington Group, and Sam Ertl, Fehr Graham, 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 5:48pm. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk