

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, September 9, 2024

Video recordings of the City Council meetings are 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: Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring.  
Absent: None.

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

Council Member Schmitt requested that agenda item 6.2 "Update on Airport Hangar Lease with Jim Hill" be tabled as Jim Hill is unable to attend the meeting. Motion by Schmitt, seconded by Gray to remove agenda item 6.2 "Update on Airport Hangar Lease with Jim Hill." On call of roll: Ayes: Schmitt, Gray, Dittrick. Nays: Scherbring, Poynor. Motion carried.

#### Public Input

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Jamie Vaske, 205 Winslow Drive, addressed the Council regarding the intersection of Winslow Drive and Crescent Drive.

Brian McWilliams, 144 Crescent Drive, addressed the Council regarding the intersection of Winslow Drive and Crescent Drive.

#### Consent Agenda

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3.1 Approval of the minutes of the August 26, 2024 Regular City Council meeting

3.2 R-094-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the August 29, 2024 Airport Committee meeting; June 2024 Revenue & Expense Reports; minutes of the September 6, 2024 Board of Adjustment meeting

3.4 Liquor License Applications: Renewal Application for Class C Retail Alcohol License for The Gathering Place Event Center at 1711 North 2nd Street

3.5 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

3.6 Commercial Incentive Program Grant Application: Approve Commercial Incentive Program Parking Lot Assistance Application for Boubin Tire & Automotive at 905 East Main Street in the amount of \$10,000

3.7 Review decision of the Board of Adjustment to approve the request of Andrea Fousek, for property located at 147 West Butler Street, for an exception to City Code Section 165.25.7 (d) "Supplemental Development Regulations, Setback Adjustments" to reduce the front yard setback to allow for construction of an addition on the property

3.8 Review decision of the Board of Adjustment to approve the request of Sarah Cole, for property located at 163 Prospect Street, for a variance to City Code Section 165.25.7(d) "Supplemental Development Regulations, Setback Adjustments" to reduce the front yard setback to allow for the construction of a front yard deck

3.9 Review decision of the Board of Adjustment to approve the request of William & Shela Westrate, for property located at 213 East Union Street, for a variance to City Code Section 165.06.2, "R1 Single-Family Residential Districts (Low Density), Site Development Regulations" to reduce the rear yard setback to allow for the construction of an attached garage

3.10 Review decision of the Board of Adjustment to approve the request of Boubin Tire & Automotive, for property located at 905 East Main Street, for a Conditional Use Permit for an electronic messaging sign

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER MAINT AGREEMENT	428.17
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALL SECURE	ALARM FEES	160.00
ALLIANT ENERGY	ELECTRICITY	7,207.93
ALLIED SYSTEMS	LIFT STATION REPAIRS	949.75
AMAZON BUSINESS	SUPPLIES	974.05
AMERICAN BANKERS TRUST	FLOOD INSURANCE	2,073.00
ANDERSON WELDING	REPAIRS	74.35
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	297.26
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	953.86
BARD MATERIALS	SIGN BASES	246.20
CITY LAUNDERING	MAINTENANCE	77.28
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER	SPORTS COMPLEX WATER	108.85
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
DAKOTA SUPPLY GROUP	STREET PROJECT SUPPLIES	8,498.00
DARRIN CROW	LIBRARY PROGRAM	300.00
DELAWARE COUNTY ECONOMIC DEV	WEBSITE MAINTENANCE	1,000.00
DELAWARE COUNTY SOLID WASTE	MONTHLY LANDFILL	1,042.10
DELAWARE COUNTY TREASURER	PROPERTY TAXES	4,574.00
DELHI LUMBER	PARK MATERIALS	557.54
DON & WALT	BUILDING MAINTENANCE	354.52
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	56.00
ECIA	RPA MATCH	4,162.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	21,916.15
ENGINEERED EQUIPMENT SOLUTIONS	SUPPLIES	453.60
FAREWAY STORES	SUPPLIES, CONCESSIONS	241.73
FASTENAL COMPANY	TRAFFIC CONES	978.30
GAZETTE COMMUNICATIONS	PUBLICATION EXPENSE	69.11
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	5,577.00
HAWKINS	CHEMICALS	1,256.86
HEIMS AWARDS	HERO HUSTLE MEDALS/AWARDS	217.50
HERITAGE PRINTING	PAPER	66.73
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	9,308.39
IA LAW ENFORCEMENT ACADEMY	TESTING	300.00
INFRASTRUCTURE TECHNOLOGY	IT MAINTENANCE	130.00
IOWA LIBRARY ASSOCIATION	ANNUAL CONFERENCE REGISTRATION	490.00
IPERS	PAYROLL WITHHOLDINGS	13,167.14
JASON HAIGHT	REIMBURSE FUEL	88.32

JOHN DEERE FINANCIAL	SUPPLIES	1,030.31
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	27,091.03
KMCH	RADIO ANNOUNCEMENTS	1,018.00
L2 BRANDS	UNIFORM SUPPLIES	419.13
LYNCH DALLAS	LEGAL FEES	1,422.00
MANCHESTER CARQUEST	SHOP SUPPLIES	268.79
MID IOWA PETROLEUM EQUIP	AVIATION FUEL	1,477.47
MIDWEST TAPE	LIBRARY MATERIALS	778.49
MISSIONSQUARE	PAYROLL WITHHOLDINGS	967.20
MOMENTUM SCREENPRINTS	HERO HUSTLE SHIRTS	4,335.05
MUNICIPAL SUPPLY	METER PURCHASE	284.10
MYERS COX	COMPLEX CONCESSIONS	402.61
OPG-3	LASERFICHE FEE	3,254.70
PIRC TOBIN CONSTRUCTION	PAY #4 GRAND AVENUE	26,468.08
RADIO COMMUNICATIONS	FORD UPFIT	4,930.00
REGIONAL MEDICAL CENTER	MEDICAL	33.00
RICH MCCRABB	MOWING	280.00
RIVER CITY STONE	SCHRAM PARK SUPPLIES	1,303.45
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SLM LAWN MOWING	MOWING CONTRACT	5,254.17
STOREY KENWORTHY	TABLES	85.72
T MOBILE	PD MOBILE DATA	380.94
TERMINAL SUPPLY CO	TURN SIGNAL LIGHT	132.32
THREE RIVERS FS	VEHICLE FUEL	5,907.01
US CELLULAR	MOBILE DATA	95.73
USPS	POSTAGE	1,099.73
VERIZON WIRELESS	PD MOBILE DATA	280.07
VERLE'S HUNTING & FISHING	MAG HOLDER	189.50
WERTJES UNIFORMS	PD UNIFORMS	1,116.10
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	548.95
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	644.62
	TOTAL	182,103.22
	Fund Summary	
	Fund	Amount
	001 - GENERAL	97,871.03
	003 - HOTEL MOTEL TAX	1,699.00
	110 - ROAD USE TAX	15,045.97
	161 - ACQUISITION/DEMOLITION	1,178.00
	168 - PARK GIFT & TRUST	4,619.33
	171 - LIBRARY GIFT & TRUST	208.28
	324 - STREET PROJECTS	35,325.58
	600 - WATER	17,083.89
	610 - SEWER	9,072.14
	Grand Total	182,103.22

## Monthly Revenue Report

Fund	June 2024
001 - GENERAL	1,247,615.05
002 - FRANCHISE FEES	15,989.06
003 - HOTEL/MOTEL TAX	20,166.71
015 - FIRE TRUCK RESERVE	62,233.80
021 - STREET EQUIPMENT RESERVE	252.45
047 - HOLIDAY DECORATIONS	10,000.00
110 - ROAD USE TAX	157,514.58
112 - EMPLOYEE BENEFITS	12,094.95
118 - POLICE SPECIAL USES	325.00
119 - EMERGENCY LEVY	610.57
121 - LOCAL OPTION SALES TAX	58,309.41
125 - TAX INCREMENT FINANCING	7,758.54
146 - PARK IMPROVEMENT	20,166.71
161 - ACQUISITION/DEMOLITION	20,000.00
168 - PARK GIFT & TRUST	3,663.10
171 - LIBRARY GIFT & TRUST	2,068.18
200 - DEBT SERVICE	584,502.52
302 - DOWNTOWN/COMMERCIAL INCENTIVE	75,333.34
307 - WHITEWATER/RIVERFRONT PROJECTS	27,300.00
308 - BIKEWAY/WALKWAY PROJECTS	37,740.02
309 - STREET IMPROVEMENT	1,692.00
324 - STREET PROJECTS	918,024.20
600 - WATER	63,519.53
601 - UTILITY DEPOSIT TRUST	8,700.00
602 - WATER CAPITAL IMPROVEMENTS	120,229.70
605 - WATER DEBT SERVICE	50,000.00
610 - SEWER	87,605.33
612 - SEWER CAPITAL IMPROVEMENTS	20,000.00
615 - SEWER DEBT SERVICE	420,000.00
TOTAL REVENUES	4,053,414.75

### Public Hearing on the proposed sale of 108 Gay Street

Mayor Behnken opened the Public Hearing at 5:15pm. City Manager Vick informed the Council that the property had been acquired through the nuisance process and the City had received two bids for the property. There being no written comments on file and no comments to be heard, Mayor Behnken closed the Public Hearing at 5:16pm.

Motion by Schmitt, seconded by Gray to adopt R-095-2024 Resolution Approving the Sale of Certain Real Estate. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

### Stop Sign Request - Winslow Drive/Crescent Drive

City Manager Vick referred the Council to information on the stop sign request at Winslow Drive and Crescent Drive. City Manager Vick noted that City Staff would like to place the speed trailer at this intersection for a couple of weeks to gather information on traffic counts and traffic speeds to provide to the Council. The Council discussed stop sign placement at Winslow Drive and Crescent Drive and the

concerns from residents regarding speed in that area. The Council agreed they would like to wait for the data from the speed trailer in order to make an informed decision.

#### R-096-2024 Resolution Approving Final Plat of Dittrick Subdivision

Motion by Schmitt, seconded by Gray to adopt R-096-2024 Resolution Approving Final Plat of Dittrick Subdivision. On call of roll: Ayes: Schmitt, Gray, Scherbring, Poynor. Nays: None. Abstentions: Dittrick. Motion carried.

#### Approve payment of claims totaling \$24,338.75 to Fehr Graham for engineering services

Motion by Scherbring, seconded by Dittrick to approve payment of claims totaling \$24,338.75 to Fehr Graham for engineering services. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

#### Commerce Court Street Extension Project

Motion by Poynor, seconded by Schmitt to approve Pay Estimate #1 in the amount of \$48,431.95 to Tschiggfrie Excavating for the Commerce Court Street Extension Project. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

#### 2024 East Main Street Improvement Project

Motion by Schmitt, seconded by Scherbring to approve Pay Estimate #6 in the amount of \$119,671.01 to Top Grade Excavating for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

#### Change City Council Meeting Date from Monday, September 23, 2024 to Monday, September 30, 2024

Motion by Poynor, seconded by Scherbring to change the City Council Meeting Date from Monday, September 23, 2024 to Monday, September 30, 2024. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Schmitt, Gray. 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

Jason Wenger, Burrington Group, and Ryan Wicks, 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 5:45. On call of roll: Ayes: Scherbring, Dittrick, Gray, Schmitt, Poynor. Nays: None. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk