

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 14, 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: Bill Scherbring, Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor.
Absent: None.

Presentation of Awards

Mayor Behnken presented the Good Samaritan Award to Josh Heffernen, Melissa Hauschild and Heather Munson who came to the aid of Hunter Goodman this past spring.

Mandy Bieber, Delaware County Emergency Management Director presented Josh Heffernen, who is volunteer firefighter, with the Delaware County Life Saving Award. Fellow firefighter Matt Wieser nominated Josh Heffernen for the award.

Approval of the Agenda

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

Public Input

Jackie Sherman, 308 South Wayne Street, addressed the Council about the proposed ordinance regarding noise control.

Consent Agenda

- 3.1 Approval of the minutes of the September 30, 2024 Regular City Council meeting; minutes of the October 7, 2024 Committee of the Whole meeting
 - 3.2 R-104-2024 Resolution Approving Bills
 - 3.3 Acknowledge Receipt of City Reports & Minutes: September 2024 Wastewater IDNR Reports
 - 3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for American Legion Post #45 at 206 North Franklin Street; Renewal Application for Off Premise Class E Retail Alcohol License for Cork 'N Bottle at 900 East Main Street; Renewal Application for Off Premise Class B Retail Alcohol License for E-Z Pickin's at 2210 Highway 13
 - 3.5 R-099-2024 Resolution Amending Employee Handbook
 - 3.6 R-105-2024 Resolution Amending Salary Resolution
 - 3.7 Approve payment of claims totaling \$15,865.75 to Fehr Graham for engineering services
 - 3.8 Acknowledge receipt of unpaid nuisance mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes
 - 3.9 Approve the purchase of a 2024 Ford Maverick XLT Truck for the Building Department from Runde Auto Group at a cost of \$29,275.00
 - 3.10 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 |
|-----------------------------------|-------------------------------|-----------|
| ACCESS SYSTEMS LEASING | COPIER MAINT AGREEMENT | 428.17 |
| AFLAC | PAYROLL WITHHOLDINGS | 708.73 |
| ALLIANT ENERGY | ELECTRICITY | 5,812.06 |
| ALLIED SYSTEMS | LIFT STATION REPAIRS/SUPPLIES | 1,180.85 |
| AMAZON BUSINESS | SUPPLIES | 360.03 |
| ARNOLD MOTOR SUPPLY | SUPPLIES | 225.24 |
| BAKER & TAYLOR BOOKS | LIBRARY MATERIALS | 508.62 |
| BARD MATERIALS | CONCRETE | 73.40 |
| BASE | SELF INSURANCE/HRA | 108.00 |
| CHEMSCAN | SUPPLIES | 704.00 |
| CITY LAUNDERING | FIRST AID SUPPLIES | 63.84 |
| CITY OF MANCHESTER CHRISTMAS CLUB | PAYROLL WITHHOLDINGS | 290.00 |
| CITY OF MANCHESTER FLEX | PAYROLL WITHHOLDINGS | 1,349.75 |
| COLLECTION SERVICE CENTER | PAYROLL WITHHOLDINGS | 173.53 |
| COMELEC SERVICES | SHOP INTERNET | 103.00 |
| DAKOTA SUPPLY GROUP | WATER SUPPLIES | 680.00 |
| DELAWARE COUNTY ECONOMIC DEV | WEBSITE MAINTENANCE | 1,000.00 |
| DELTA DENTAL (VISION) | VISION INSURANCE | 699.08 |
| DEMCO | LIBRARY MATERIALS | 72.53 |
| DENNIS CONRAD | FIRE DEPT BUILDING MAINT | 375.00 |
| DOLAN INSURANCE AGENCY | FLOOD INSURANCE | 371.00 |
| DON & WALT | WASTEWATER AIR HANDLERS | 801.27 |
| DULCIE MANGOLD | DOWNTOWN INCENTIVE GRANTS | 6,678.81 |
| EASTERN IA PUMPING | SLUDGE HAULING | 31,869.41 |
| EFTPS - FED, FICA, MEDICARE | PAYROLL WITHHOLDINGS | 24,009.82 |
| FASTENAL COMPANY | SUPPLIES | 161.81 |
| GALLS | TASER HOLSTER | 66.98 |
| GATEWAY APPLIANCE | LIBRARY REFRIGERATOR REPAIR | 92.52 |
| HAUSERS WATER SYSTEMS | WATER TREATMENT SUPPLIES | 20.00 |
| HAWKINS | CHEMICALS | 2,092.35 |
| HEIMS AWARDS | NAME PLATE | 15.00 |
| HERITAGE PRINTING | OFFICE SUPPLIES/COPY PAPER | 549.75 |
| HOLIDAY INN | HOTEL FOR STREET CONFERENCE | 246.40 |
| IA DEPT OF REVENUE | SALES/PAYROLL TAXES | 9,272.48 |
| IA WATER ENVIRONMENT ASSOC | REGION 1 CONFERENCE | 80.00 |
| IOWA RURAL WATER ASSOC | FALL CONFERENCE REGISTRATION | 570.00 |
| IOWA SOLUTIONS | PHONE MAINTENANCE | 300.00 |
| IPERS | PAYROLL WITHHOLDINGS | 15,296.51 |
| J & R SUPPLY | SUPPLIES | 4,136.20 |
| JASMINE WHITE | AIRPORT CLEANING | 80.00 |
| JENNIFER ZITELMAN | YOUTH VOLLEYBALL INSTRUCTOR | 300.00 |
| KLUESNER FLOORING | CARPET | 585.06 |
| KMCH | RADIO ANNOUNCEMENTS | 1,033.10 |
| LAHR REPAIR | AXLE REPAIR | 2,588.11 |
| LL PELLING | ASPHALT PATCH | 450.45 |
| LYNCH DALLAS | LEGAL FEES | 234.00 |

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| MACQUEEN TRANS IOWA EQUIP | SWEeper REPAIR | 647.23 |
| MANCHESTER CARQUEST | SUPPLIES | 52.89 |
| MANCHESTER FIRE ASSOC | REIMBURSE EXPENSES | 99.99 |
| MANCHESTER SIGNS | MEMORIAL TREE STAKE | 66.25 |
| MASTERPIECE CLEANING | CLEANING | 800.00 |
| MEDIACOM | PHONE/INTERNET | 254.90 |
| MICROBAC LABORATORIES | TESTING | 166.50 |
| MIDWEST TAPE | HOOPLA SUBSCRIPTION | 769.35 |
| MISSIONSQUARE | PAYROLL WITHHOLDINGS | 969.08 |
| MP CONSTRUCTION | EXCAVATOR RENTAL | 2,500.00 |
| MULTI MEDIA CHANNELS | ADVERTISING | 9.10 |
| MUNICIPAL SUPPLY | METER PURCHASE | 7,575.60 |
| PALMERTOWN PRESS | LIBRARY PRESENTATION | 49.00 |
| PETERS & LONGMUIR | LEGAL FEES | 850.00 |
| PITNEY BOWES | POSTAGE METER | 148.29 |
| RELIANCE STANDARD | LIFE INSURANCE | 436.60 |
| RICH MCCRABB | MOWING | 140.00 |
| RUNDE AUTO GROUP | STREET TRUCK | 46,355.00 |
| SARAH TAYLOR MARKETING | SOCIAL MEDIA | 699.00 |
| SEW BEAUTIFUL | UNIFORM MAINTENANCE | 35.00 |
| SIMMONS PERRINE MOYER BERGMAN | LEGAL FEES | 1,053.00 |
| SLM LAWN MOWING | NUISANCE MOWING | 220.00 |
| SPECIAL MOMENTS BY KAYLA | WEBSITE PHOTOS | 560.00 |
| STERICYCLE | SHREDDING | 64.11 |
| STEVE MOYLE MASONRY | PLOW HITCH | 1,061.60 |
| STEVE PALMER | DOWNTOWN INCENTIVE GRANTS | 10,059.06 |
| STOREY KENWORTHY | OFFICE SUPPLIES | 170.75 |
| SUPREME GREEN | MOWING | 208.00 |
| T MOBILE | PD MOBILE DATA | 404.82 |
| TASC | FLEX PLAN PAYMENTS | 1,349.75 |
| THE FISH SHACK | LIBRARY MAINTENANCE | 85.00 |
| THREE RIVERS FS | VEHICLE FUEL | 5,132.66 |
| TIMOTHY J VICK | TRAVEL REIMBURSEMENT | 70.98 |
| TYLER TECHNOLOGIES | SOFTWARE | 785.63 |
| UNITY POINT CLINIC | HEARING TESTS | 412.75 |
| US CELLULAR | CELL/DATA CHARGES | 561.19 |
| VOYA | PAYROLL WITHHOLDINGS | 2,782.00 |
| WELLMARK | HEALTH/DENTAL INSURANCE | 23,652.23 |
| WILLIAM CORCORAN | DOWNTOWN INCENTIVE GRANT | 366.75 |
| WIN LLC | PHONE/INTERNET | 275.00 |
| WINDSTREAM | PHONE/INTERNET | 559.13 |
| WOODWARD COMMUNICATIONS | PUBLICATION EXPENSE | 851.39 |
| | TOTAL | 230,126.44 |
| | | |
| | Fund Summary | |
| | Fund | |
| | 001 - GENERAL | 78,370.85 |
| | 003 - HOTEL MOTEL TAX | 2,268.10 |

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| | 021 - STREET EQUIP RESERVE | 46,355.00 |
| | 110 - ROAD USE TAX | 12,381.18 |
| | 112 - EMPLOYEE BENEFITS | 3,961.60 |
| | 146 - PARK IMPROVEMENT | 2,500.00 |
| | 161 - ACQUISITION/DEMOLITION | 70.00 |
| | 168 - PARK GIFT & TRUST | 66.25 |
| | 171 - LIBRARY GIFT & TRUST | 153.55 |
| | 302 - DOWNTOWN/COMMERCIAL INC | 17,104.62 |
| | 600 - WATER | 20,263.27 |
| | 610 - SEWER | 46,632.02 |
| | Grand Total | 230,126.44 |

Delaware County Emergency Management Update - Mandy Bieber, Coordinator

Mandy Bieber, Delaware County Emergency Management Coordinator, provided the City Council with an update on emergency management activities over the past year as well as upcoming projects.

Update on Stop Sign Request - Winslow Drive/Crescent Drive

City Manager Tim Vick presented the results of the speed camera study to the City Council. Following discussion, the City Council agreed to install a 3-way stop, as requested by local residents, given that the roads primarily serve the neighborhood. A resolution will be prepared for the next City Council meeting.

R-106-2024 Resolution Approving Amended Officer Reimbursement Agreement

Motion by Dittrick, seconded by Scherbring to adopt R-106-2024 Resolution Approving Amended Officer Reimbursement Agreement. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

2024 East Main Street Improvement Project

Motion by Scherbring, seconded by Schmitt to approve Pay Estimate #7 in the amount of \$1,220.00 to Top Grade Excavating for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Scherbring, Schmitt, Poynor, Dittrick, Gray. Nays: None. Motion carried.

Commerce Court Street Extension Project

Motion by Poynor, seconded by Dittrick to approve Pay Estimate #2 in the amount of \$99,241.22 to Tschiggfrie Excavating for the Commerce Court Street Extension Project. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Review of Proposed Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 48 "Noise Control"

The City Council discussed the proposed ordinance amending City Code Chapter 48 Noise Control and recommended changes for staff to make to the proposed ordinance. The ordinance will be revised and brought to the next City Council meeting.

Review of Proposed Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 69 Parking Regulations, Section 06 Parking for Certain Purposes Illegal

The City Council discussed the proposed ordinance amending City Code Chapter 69 Parking Regulation and recommended changes for staff to make to the proposed. The ordinance will be revised and brought to the next City Council meeting.

Review of Proposed Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 170 Subdivision Regulations

City Manager Vick reviewed with the City Council the proposed changes to City Code Chapter 170 Subdivision Regulations which would simplify the process for a property owner to combine adjoining lots. The Planning and Zoning Commission will have a public hearing on the proposed ordinance amendment and then it will be brought to the City Council for consideration.

November 11, 2024 City Council Meeting

Motion by Dittrick, seconded by Gray to change the Monday, November 11, 2024 City Council meeting to Tuesday, November 12, 2024 at 5:00pm due to the Veterans Day holiday. On call of roll: Ayes: Dittrick, Gray, Schmitt, Poynor, Scherbring. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the City 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 Sam Ertl, Fehr Graham, updated the Council on construction projects.

Reports

City Council and staff reports were given.

Motion by Dittrick, seconded by Gray that the meeting adjourn at 6:14pm. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk