

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 28, 2024

Video recordings of the City Council meetings are available at:
<https://www.youtube.com/@cityofmanchesteriowa9648>

Mayor Pro Tem Poynor 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: Mayor Connie Behnken.

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

Public Input

Jay Schmitt, 750 Ridgewood Drive, addressed the Council regarding the City's debt.

Consent Agenda

3.1 Approval of the minutes of the October 14, 2024 Regular City Council meeting

3.2 R-107-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the October 10, 2024 Airport Committee meeting; minutes of the October 17, 2024 Planning & Zoning Commission meeting; minutes of the October 21, 2024 Parks & Recreation Commission meeting; Revenue & Expense Reports for August 2024 & September 2024

3.4 Liquor License Applications: New Application for On Premise Class C Retail Alcohol License for The Alley 2.0 LLC at 1110 East Main Street

3.5 R-108-2024 Resolution Amending Salary Resolution

3.6 Approve payment of claims totaling \$36,749.30 to Fehr Graham for engineering services

3.7 R-110-2024 Resolution for Disposal of Equipment from the Police Department

3.8 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	NETWORK MAINTENANCE AGREEMENT	3,082.37
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALISON HEGLAND	MILEAGE REIMBURSEMENT	211.72
ALLIANT ENERGY	ELECTRICITY	20,474.64
AMAZON BUSINESS	SUPPLIES	652.58
ANDERSON WELDING	CULVERT REPAIR	35.00
APPARATUS TESTING SERVICE	PUMP CERTIFICATION	839.75
ARNOLD MOTOR SUPPLY	SUPPLIES	82.40
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	566.62
BARD MATERIALS	CONCRETE	859.88

BLACK HILLS ENERGY	NATURAL GAS	800.40
BOUBIN TIRE & AUTOMOTIVE	VEHICLE SUPPLIES	1,516.20
BSN SPORTS	FIELD PAINT	211.98
CITY LAUNDERING	RUG MAINTENANCE	77.28
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
CORCORAN FURNITURE	LIBRARY TABLES	500.00
DOLAN INSURANCE AGENCY	INSURANCE PREMIUMS	562.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	22,076.82
ENGINEERED EQUIPMENT SOLUTIONS	UV SENSORS	493.42
ENVIRONMENTAL RESOURCE ASSOC	LAB CERTIFICATION	503.62
ERIN LEARN	MILEAGE REIMBURSEMENT	239.86
FAREWAY STORES	SUPPLIES	245.21
FASTENAL COMPANY	OPERATING SUPPLIES	54.23
FEHR GRAHAM & ASSOCIATES	ENGINEERING FEES	15,865.75
GEORGEN AUTO	POLICE VEHICLE MAINT	792.16
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,236.24
IA LAW ENFORCEMENT ACADEMY	TRAINING RENEWAL	10.00
IA ONE CALL	LOCATES	124.00
IPERS	PAYROLL WITHHOLDINGS	14,080.88
JASMINE WHITE	AIRPORT CLEANING	120.00
JOHN DEERE FINANCIAL	SUPPLIES	874.66
KAY PARK REC	MEMORIAL BENCH	1,517.75
MANCHESTER CARQUEST	SUPPLIES	41.92
MANCHESTER SIGNS	MEMORIAL PLAQUE	15.50
MAQUOKETA VALLEY ELECTRIC	STREET LIGHTING	150.64
MASTERPIECE CLEANING	CLEANING	400.00
MES FIRE MUNICIPAL EMERG SVS	AIR COMPRESSOR/MAINT	1,225.83
MICROBAC LABORATORIES	LAB TESTS	209.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
MUNICIPAL SUPPLY	METER SUPPLIES	7,229.30
OLIVE THAT DELI	LIBRARY MEETING	68.40
PALMER HARDWARE	SUPPLIES	1,080.10
PETERS & LONGMUIR	LEGAL FEES	525.60
RJM3 CONSULTING	HERO HUSTLE SOUND	500.00
RUNDE AUTO GROUP	BUILDING DEPT TRUCK	29,275.00
SEWING BY JACKIE	UNIFORM PATCHES	21.25
SHIELD TECHNOLOGY	SHIELD LICENSES	600.00
SIGOURNEY PUBLIC LIBRARY	LIBRARY BOOK	11.00
STATE CHEMICAL SOLUTIONS	LIFT STATION DEGREASER	326.20
TOP GRADE EXCAVATING	PAY #7 EAST MAIN STREET PROJECT	1,220.00
TSCHIGGFRIE EXCAVATING	PAY #2 COMMERCE COURT	99,241.22

US CELLULAR	CELL/DATA CHARGES	44.48
USA BLUE BOOK	COLORIMETER	89.82
VOYA	PAYROLL WITHHOLDINGS	2,782.00
WALMART	SUPPLIES	154.67
WELLMARK	HEALTH/DENTAL INSURANCE	2,551.58
WINDSTREAM	PHONE/INTERNET	680.38
WULFEKUHLE ELECTRIC	FIRE SOLAR PANELS	63,740.00
	TOTAL	306,382.40
	Fund Summary	
	Fund	
	001 - GENERAL	151,632.73
	021 - STREET EQUIP RESERVE	1,082.40
	110 - ROAD USE TAX	6,202.70
	168 - PARK GIFT & TRUST	2,877.63
	171 - LIBRARY GIFT & TRUST	620.88
	324 - STREET PROJECTS	116,326.97
	600 - WATER	9,107.18
	610 - SEWER	18,231.91
	Grand Total	306,082.40

Monthly Revenue Report (August 2024)

Fund	August 2024
001 - GENERAL	98,328.68
002 - FRANCHISE FEES	3,037.07
110 - ROAD USE TAX	53,193.48
112 - EMPLOYEE BENEFITS	3,677.47
121 - LOCAL OPTION SALES TAX	73,953.98
168 - PARK GIFT & TRUST	11,877.23
171 - LIBRARY GIFT & TRUST	688.10
302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34
324 - STREET PROJECTS	1,551.30
600 - WATER	71,457.67
601 - UTILITY DEPOSIT TRUST	(75.00)
610 - SEWER	101,357.47
TOTAL REVENUES	419,380.79

Monthly Revenue Report (September 2024)

Fund	September 2024
001 - GENERAL	273,481.66
002 - FRANCHISE FEES	14,671.52
015 - FIRE TRUCK RESERVE	1,970.14
021 - STREET EQUIPMENT RESERVE	231.60

028 - AIRPORT	131.34
110 - ROAD USE TAX	85,717.52
112 - EMPLOYEE BENEFITS	92,672.23
121 - LOCAL OPTION SALES TAX	61,558.59
125 - TAX INCREMENT FINANCING	78,971.59
146 - PARK IMPROVEMENT	656.71
168 - PARK GIFT & TRUST	1,053.45
171 - LIBRARY GIFT & TRUST	8,799.65
180 - POLICE CANINE	197.01
200 - DEBT SERVICE	72,075.18
302 - DOWNTOWN/COMMERCIAL INCENTIVE	2,333.34
308 - BIKEWAY/WALKWAY PROJECTS	1,313.42
309 - STREET IMPROVEMENT	19,453.61
310 - STORM WATER/WQI PROJECTS	1,313.42
600 - WATER	77,775.05
601 - UTILITY DEPOSIT TRUST	1,069.40
605 - WATER DEBT SERVICE	853.73
610 - SEWER	103,116.77
611 - SEWER REPLACEMENT	525.37
615 - SEWER DEBT SERVICE	7,880.55
TOTAL REVENUES	907,822.85

Public Hearing on Ordinance 015-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 170 Subdivision Regulations

Mayor Pro Tem Poynor opened the Public Hearing at 5:05pm. City Manager Vick reviewed the proposed ordinance with the Council, noting that it would allow for the combination of two adjacent parcels under common ownership. There being no written comments on file and no comments to be heard, Mayor Protem Poynor closed the Public Hearing at 5:07pm.

Motion by Dittrick, seconded by Schmitt to waive the first consideration of Ordinance 015-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 170 Subdivision Regulations. On call of roll: Ayes: Dittrick, Schmitt, Scherbring, Gray, Poynor. Nays: None. Motion carried.

Motion by Scherbring, seconded by Dittrick to waive the second consideration of Ordinance 015-2024 and proceed to the third and final consideration of Ordinance 015-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 170 Subdivision Regulations. On call of roll: Ayes: Scherbring, Dittrick, Schmitt, Gray, Poynor. Nays: None. Motion carried.

Motion by Schmitt, seconded by Gray to approve the third consideration and final adoption of Ordinance 015-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 170 Subdivision Regulations. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

TIF Report Presentation - Maggie Burger, Speer Financial

Maggie Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) Report with the Council.

R-111-2024 Resolution Approving the Installation of Stop Signs (Winslow Drive/Crescent Drive)

Motion by Scherbring, seconded by Gray to adopt R-111-2024 Resolution Approving the Installation of Stop Signs (Winslow Drive/Crescent Drive). On call of roll: Ayes: Scherbring, Gray, Schmitt, Dittrick, Poynor. Nays: None. Motion carried.

Ordinance 016-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 48 "Noise Control"

Motion by Scherbring, seconded by Gray to approve the first consideration adoption of Ordinance 016-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 48 "Noise Control." On call of roll: Ayes: Scherbring, Gray, Schmitt, Dittrick, Poynor. Nays: None. Motion carried.

Ordinance 017-2024 An 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

Motion by Dittrick, seconded by Schmitt to approve the first consideration and adoption of Ordinance 017-2024 An 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. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Acknowledge Receipt of the City of Manchester, Iowa Parks and Recreation Master Plan

Motion by Dittrick, seconded by Schmitt to acknowledge receipt of the City of Manchester, Iowa Parks & Recreation Master Plan. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

R-112-2024 Resolution Accepting the 2024 Grand Avenue Extension Project

Motion by Scherbring, seconded by Schmitt to adopt R-112-2024 Resolution Accepting the 2024 Grand Avenue Extension Project. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

Approve Pay Estimate #5 (Final) in the amount of \$38,426.36 to Pirc-Tobin Construction, Inc for the 2024 Grand Avenue Extension Project

Motion by Dittrick, seconded by Scherbring to approve Pay Estimate #5 (Final) in the amount of \$38,426.36 to Pirc-Tobin Construction, Inc for the 2024 Grand Avenue Extension Project. On call of roll: Ayes: Dittrick, Scherbring, Schmitt, Gray, Poynor. Nays: None. Motion carried.

Flood Coalition Community Outreach Planning Meeting - November 13, 2024

City Manager Vick informed the City Council that there would be a Flood Coalition Community Outreach Planning Meeting on November 13, 2024 at the Community Center hosted by the American Flood Coalition, Iowa Flood Center, Eastern Iowa Intergovernmental Association and the City. The purpose of the meeting is to discuss with the community steps that can be taken to make the Manchester area more flood resilient.

R-113-2024 Resolution Approving Assignment of Airport Hangar No. 2 Lease

Motion by Schmitt, seconded by Gray to adopt R-113-2024 Resolution Approving Assignment of Airport Hangar No. 2 Lease from Jim Hill to John Georgen. On call of roll: Ayes: Schmitt, Gray, Scherbring, Poynor. Nays: Dittrick. Motion carried.

Engineer Updates

Ryan Wicks, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects.

Reports

City Council and staff reports were given.

Motion by Dittrick, seconded by Scherbring that the meeting adjourn at 5:50pm. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk