

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Tuesday, November 12, 2024

Video recordings of 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: Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Bryan Gray, Linda Schmitt.
Absent: None.

Presentation of Nice Neighbor Award

Council Member Joe Dittrick presented Joe Davis with the Nice Neighbor Award for the work he has done picking up trash in the community.

Presentation of Letters of Commendation

Police Chief Ben Davis presented Letters of Commendation to Police Officer Nick Hall and Police Sergeant David Trumblee.

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

None.

Consent Agenda

3.1 Approval of the minutes of the October 28, 2024 Regular City Council meeting and the minutes of the November 4, 2024 Committee of the Whole meeting

3.2 R-114-2024 Resolution Approving Bills

3.3 Liquor License Applications: Renewal Application for On Premise Special Class C Retail Alcohol License for Franklin Street Brewing Company at 116 South Franklin Street

3.4 Approve payment of claims totaling \$12,427.00 to Fehr Graham for engineering services

3.5 Approve Pay Estimate #3 in the amount of \$132,622.28 to Tschiggfrie Excavating for the Commerce Court Street Extension Project

3.6 Acknowledge receipt of unpaid nuisance mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.7 R-115-2024 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area

3.8 Approve the appointment of Ron Mortenson to the Board of Adjustment

3.9 Ordinance 016-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 48 "Noise Control" – second consideration and adoption

3.10 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 – second consideration and adoption

3.11 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGREEMENT	436.41
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	3,922.23
AMAZON BUSINESS	SUPPLIES	646.70
ARNOLD MOTOR SUPPLY	VEHICLE SUPPLIES	253.44
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	108.63
BASE	HRA/SELF INSURANCE ADMINISTRATION	108.00
BOUBIN TIRE & AUTOMOTIVE	VEHICLE MAINTENANCE	445.83
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,349.75
CITY OF MANCHESTER	COMPLEX WATER	597.38
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
DEL CO ECONOMIC DEVELOPMENT	WEBSITE MAINTENANCE	1,000.00
DEL CO EXTENSION	PEST CONTROL CLASS	180.00
DEL CO SOLID WASTE	MONTHLY LANDFILL	2,086.01
DON & WALT	WASTEWATER PLANT MAINTENANCE	1,534.97
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	389.00
EDGEWOOD OIL INC	OIL DRY	615.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	21,141.40
FAREWAY STORES	SUPPLIES	9.98
FASTENAL COMPANY	SUPPLIES	13.95
HAWKINS	CHEMICALS	725.31
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,306.19
IOWA POETRY ASSOCIATION	LIBRARY BOOK	12.75
IPERS	PAYROLL WITHHOLDINGS	13,792.06
J & R SUPPLY	CURB STOPS	890.00
JASMINE WHITE	AIRPORT CLEANING	40.00
JOHN DEERE FINANCIAL	SUPPLIES	482.69
K PAYNE CONSTRUCTION	BANDSHELL DOWNSPOUTS	260.00
KLUESNER SANITATION	GARBAGE/RECYCLING	54,082.78
KMCH	RADIO ANNOUNCEMENTS	943.00
MANCHESTER SIGNS	VEHICLE LETTERING	224.00
MASTERPIECE CLEANING	CLEANING	1,200.00
MEDIACOM	PHONE/INTERNET	254.90
MICROBAC LABORATORIES	TESTING	496.50
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
PALMER HARDWARE	SUPPLIES	1,397.65
PITNEY BOWES	POSTAGE INK	91.29
PIZZA RANCH	SAFETY COMMITTEE	59.97
RADION COMMUNICATIONS INC	POLICE RADIO MAINTENANCE	594.57
RIVER CITY STONE	SHOP SUPPLIES	92.62
SMITH & LOVELESS	GRIT REMOVAL SYSTEM	12,372.00
STANARD & ASSOCIATES	POLICE EXAMS	103.00
SUNSHINE BOY	LIBRARY BUILDING MAINTENANCE	250.00
THREE RIVERS FS	VEHICLE FUEL	6,316.99
US CELLULAR	CELL/DATA CHARGES	88.47
USPS	POSTAGE	1,102.39
VOYA	PAYROLL WITHHOLDINGS	2,782.00

WELLMARK	HEALTH/DENTAL INSURANCE	2,551.58
WIN LLC	PHONE/INTERNET	425.00
WINDSTREAM	PHONE/INTERNET	589.12
	TOTAL	142,506.85
	Fund Summary	
	Fund	
	001 - GENERAL	106,299.28
	003 - HOTEL/MOTEL TAX	1,000.00
	021 - STREET EQUIP RESERVE	190.00
	110 - ROAD USE TAX	8,168.85
	112 - EMPLOYEE BENEFITS	108.00
	171 - LIBRARY GIFT & TRUST	129.56
	180 - POLICE CANINE	37.99
	600 - WATER	7,537.45
	610 - SEWER	19,035.72
	Grand Total	142,506.85

Public Hearing on an Application for Combination of Adjoining Lots pursuant to City Code Section 170.36

Mayor Behnken opened the Public Hearing at 5:12pm. City Manager Vick informed the Council that Andy Chase and Cynthia Jacobson would like to combine the adjacent lots they own at 100 and 104 Crescent Drive. This will be the first application of the ordinance recently adopted by the City Council. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:13pm.

Motion by Poynor, seconded by Scherbring to adopt R-116-2024 Resolution to Approve the Combination of Adjoining Lots under Common Ownership (100 Crescent Drive and 104 Crescent Drive). On call of roll: Ayes: Poynor, Scherbring, Gray, Schmitt, Dittrick. Nays: None. Motion carried.

Approve the request of Scott & Sarah Hermanson to bow hunt deer on their property at 413 South Wayne Street, including the adjacent parcels they own, within City Limits

Scott Hermanson, 413 South Wayne Street, addressed the City Council requesting permission to allow four proficient hunters to bow hunt deer on their property. Mr. Hermanson provided the City Council with a handout outlining the issues with the deer, guidance they'd received from the IDNR, the proposed weekends and plans for the bow hunt. The Council discussed the request with Mr. Hermanson and City staff.

Motion by Scherbring, seconded by Dittrick to allow Scott Hermanson, Bob Murphy, Todd Heald and Riley Hermanson to bow hunt deer on the property at 413 South Wayne Street and adjacent parcels owned by Hermanson on the following weekends: November 22-24, 2024; November 29-December 1, 2024; December 20-22, 2024; and December 27-29, 2024. On call of roll: Ayes: Scherbring, Dittrick, Schmitt, Gray. Nays: Poynor. Motion carried.

Grand Avenue Trail Extension Project

Motion by Scherbring, Dittrick to adopt R-117-2024 Resolution Approve Engineering Agreement with Burrington Group for the Grand Avenue Trail Extension Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor. Nays: Schmitt, Gray. Motion carried.

R-118-2024 Resolution Approving Change Order #3 for the 2024 East Main Street Improvement Project

Motion by Poynor, seconded by Schmitt to adopt R-118-2024 Resolution Approving Change Order #3 for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

Approve the sale of the 2007 Chevrolet Silverado C1500 Extended Cab Truck to Greg Bahls for \$2,053.00

City Clerk Erin Learn informed the City Council that two sealed bids had been received with the high bid of \$2,053.00 received from Greg Bahls. Motion by Schmitt, seconded by Gray to approve the sale of the 2007 Chevrolet Silverado C1500 Extended Cab Truck to Greg Bahls for \$2,053.00. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

City Sidewalk Snow Removal & Nuisance Sidewalk Snow Removal Bids

Motion by Scherbring, seconded by Dittrick to award the following contracts to Mark Fink: City Sidewalk Snow Removal with a bid of \$395.00 per time and Nuisance Sidewalk Snow Removal with a bid of \$50.00 per sidewalk. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters discussed with the City Council nuisance properties in the City.

Flood Coalition Community Outreach Planning Meeting - November 13, 2024

City Manager Vick informed the City Council the Flood Coalition Community Outreach Planning meeting will be held Wednesday, November 13, 2024 at 6:00pm at the Community Center.

Engineer Updates

Sam Ertl, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects.

Reports

City Council and staff reports were given.

Motion by Gray, seconded by Schmitt that the meeting adjourn at 5:58pm. On call of roll: Ayes: Gray, Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk