

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, December 9, 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: Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring (arrived at 5:04pm). Absent: None.

Mayor Behnken noted that there were no items for 3.3 on the Consent Agenda and it should be removed. Motion by Schmitt, seconded by Dittrick to approve the agenda as amended, removing Consent Agenda Item 3.3. On call of roll: Ayes: Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the November 25, 2024 Regular City Council meeting

3.2 R-131-2024 Resolution Approving Bills

~~3.3 Acknowledge Receipt of City Reports & Minutes~~ REMOVED FROM AGENDA

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for Delaware County Fair Society at 200-400 East Acres Street

3.5 Downtown/Commercial Incentive Program Grant Applications: application for Acquisition Assistance from Kayla Kammiller for Repeats Consignment at 116 North Franklin Street

3.6 R-132-2024 Resolution Amending Salary Resolution

3.7 Approve payment of claims totaling \$16,939.52 to Fehr Graham for engineering services

3.8 R-133-2024 Resolution Amending Employee Handbook

3.9 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINTENANCE	3,188.99
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALL SECURE	LIBRARY KEYPAD INSTALL	899.00
ALLIANT ENERGY	ELECTRICITY	1,970.65
AMAZON BUSINESS	SUPPLIES	303.13
ARMOR EQUIPMENT	ROOT CUTTER KNIVES	627.44
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	122.97
AUSTIN TIMMERMAN	WINDOW WALK RECOGNITION	24.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	531.64
BARD MATERIALS	ROAD STONE	165.41
BASE	SELF INSURANCE/HRA	758.00
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,349.75

CITY OF MANCHESTER	COMPLEX WATER	119.20
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROGRAM	164.61
DELAWARE CO AUDITOR	2ND QUARTER DISPATCH FEES	40,000.00
DELAWARE CO SOLID WASTE	MONTHLY LANDFILL	1,038.30
DELHI LUMBER	BUILDING MATERIALS	21.84
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	92.00
ECIA	LEAD PAINT GRANT MATCH	6,000.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	22,131.81
FAREWAY STORES	SUPPLIES	169.04
GALLS	UNIFORM SUPPLIES	608.05
GEORGEN AUTO	POLICE VEHICLE MAINT	1,846.74
IA ASSOC OF BUILDING OFFICIALS	MEMBERSHIP DUES	75.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,451.05
IA ONE CALL	LOCATES	126.90
IA PUBLIC AIRPORTS ASSOCIATION	MEMBERSHIP DUES	125.00
ILA/IASL	MEMBERSHIP DUES	220.00
IA WELDING & SUSPENSION	LIFT GATE UNIT #6	3,222.61
IPERS	PAYROLL WITHHOLDINGS	14,095.14
JASMINE WHITE	AIRPORT CLEANING	80.00
JOEL'S TRACTOR & AUCTION	LEAF STACKER PURCHASE	700.00
JOHN DEERE FINANCIAL	SUPPLIES	1,589.95
JONATHAN PIERSCH	REIMBURSE TRAVEL	40.47
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	27,016.57
KMCH	RADIO ANNOUNCEMENTS	768.00
LL PELLING CO INC	SEIBERT HALL LOT	359.10
LYNCH DALLAS	LEGAL FEES	378.00
MANCHESTER AREA CHAMBER	ELECTED OFFICIALS LUNCHEON	90.00
MANCHESTER CARQUEST	SUPPLIES	40.38
MANCHESTER SIGNS	SIGNAGE	57.00
MASTERPIECE CLEANING	CLEANING	1,200.00
MICROBAC LABORATORIES	LAB TESTS	302.75
MIDWEST PATCH HI-VIZ SAFETY	COMMERCE COURT SIGN	293.75
MIDWEST TAPE/HOOPLA	MEMBERSHIP DUES	745.76
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	108.87
PALMER HARDWARE	SUPPLIES	330.66
PETERS & LONGMUIR	LEGAL FEES	850.00
PIRC TOBIN CONSTRUCTION	PAY #5 (FINAL) GRAND AVENUE	38,426.36
PIZZA RANCH	COMPLEX CONCESSIONS	84.00
REGIONAL MEDICAL CENTER	MEDICAL SUPPLIES	110.21
REXCO	DOOR SEAL	71.69
S & D SUPPLY	WELDING SUPPLIES	60.00
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
STANARD & ASSOCIATES	APPLICANT TESTING	68.00
STOREY KENWORTHY	OFFICE FURNITURE	242.00
SWANK MOTION PICTURES	2025 MOVIE LICENSING	426.00

TERMINAL SUPPLY CO	TEX SCREWS	28.14
THEDE'S COMPUTER REPAIR	COMPUTER DESTRUCTION	10.00
THREE RIVERS FS	VEHICLE FUEL	5,228.71
TYLER TECHNOLOGIES	ACCOUNTING SOFTWARE ANNUAL FEE	45,996.00
USA BLUE BOOK	LAB SUPPLIES	543.67
USPS	POSTAGE	1,098.49
VOYA	PAYROLL WITHHOLDINGS	3,051.23
WELLMARK	HEALTH/DENTAL INSURANCE	2,551.58
WELTER STORAGE EQUIPMENT	OFFICE FURNITURE	898.00
WIN LLC	PHONE/INTERNET	325.00
WINDSTREAM	PHONE/INTERNET	565.35
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	2,511.74
	TOTAL	243,639.04
	Fund Summary	
	Fund	
	001 - GENERAL	145,738.67
	003 - HOTEL/MOTEL TAX	699.00
	021 - STREET EQUIPMENT RESERVE	3,222.61
	047 - HOLIDAY DECORATIONS	173.59
	110 - ROAD USE TAX	14,223.17
	112 - EMPLOYEE BENEFITS	922.61
	161 - ACQUISITION/DEMOLITION	6,000.00
	171 - LIBRARY GIFT & TRUST	84.63
	180 - POLICE CANINE	139.45
	324 - STREET PROJECTS	38,720.11
	600 - WATER	15,991.09
	610 - SEWER	17,724.11
	Grand Total	243,639.04

Public Hearing on the proposed amendment to the Urban Renewal Plan for the Manchester Urban Renewal Area

Council Member Scherbring arrived at 5:04pm.

Mayor Behnken opened the Public Hearing at 5:04pm. City Manager Vick reviewed the proposed amendment to the Urban Renewal Plan, noting it was for the next phase of Wes Schulte's multifamily housing complex. There being no written comments on file and no comments to be heard, Mayor Behnken closed the Public Hearing at 5:05pm.

Motion by Dittrick, seconded by Poynor to adopt R-134-2024 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Motion by Dittrick, seconded by Gray to adopt R-135-2024 Resolution Approving Amended Development Agreement with Wesley D. Schulte. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Motion by Scherbring, seconded by Schmitt to adopt R-136-2024 Resolution Setting a Date of Meeting at which it is proposed to approve a Development Agreement with Wesley D. Schulte, including Annual Appropriation Tax Increment Payments. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

Police Officer Swearing In

Mayor Behnken swore in new Police Officer, Jesse Bartkowski, and welcomed him to the community.

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

Mayor Behnken yielded the chair to Mayor Pro Tem Poynor as this agenda item pertained to property involving her family.

Mayor Pro Tem Poynor opened the Public Hearing at 5:11pm. City Manager Vick explained that this was a request from Ron Behnken to combine the two adjoining lots he owns on South Tama Street. There being no written comments on file and no comments to be heard, Mayor Pro Tem Poynor closed the Public Hearing at 5:13pm.

Motion by Schmitt, seconded by Dittrick to adopt R-137-2024 Resolution to Approve the Combination of Adjoining Lots under Common Ownership. On call of roll: Ayes: Schmitt, Dittrick, Scherbring, Gray, Poynor. Nays: None. Motion carried.

Mayor Pro Tem Poynor relinquished the chair, returning control of the meeting to Mayor Behnken.

Dog Park Fencing

Members of the Dog Park Committee addressed the City Council regarding the fencing purchase and the plans for rules and maintenance of the facility. Following discussion, motion by Schmitt, seconded by Dittrick to approve the quote from Central Iowa Fencing in the amount of \$24,969.00 for fencing at the Dog Park. On call of roll: Ayes: Schmitt, Dittrick, Poynor, Gray, Scherbring. Nays: None. Motion carried.

Site Plan Review - A1 Storage

Motion by Schmitt, seconded by Gray to approve the site plan for A1 Mobile Storage. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

Approval of Reimbursement Request #2 from Joe Hildebrand in the amount of \$341,832.69 for work completed on the Westside Estates Subdivision Project

Motion by Dittrick, seconded by Scherbring to approve payment of Reimbursement Request #2 from Joe Hildebrand in the amount of \$341,832.69 for work completed on the Westside Estates Subdivision Project. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

R-138-2024 Resolution Adopting United States Department of Transportation Standard Title VI Non-Discrimination Assurances and Approving the Title VI Non- Discrimination Agreement with the Iowa Department of Transportation

Motion by Scherbring, seconded by Schmitt to adopt R-138-2024 Resolution Adopting United States Department of Transportation Standard Title VI Non-Discrimination Assurances and Approving the Title VI Non- Discrimination Agreement with the Iowa Department of Transportation. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

R-139-2024 Resolution Adopting Final Assessment Schedule for the 2024 East Main Street Improvements Project and Amending, Confirming and Levying the Assessments

Motion by Schmitt, seconded by Dittrick to adopt R-139-2024 Resolution Adopting Final Assessment Schedule for the 2024 East Main Street Improvements Project and Amending, Confirming and Levying the Assessments. On call of roll: Ayes: Schmitt, Dittrick, Poynor, Scherbring. Nays: None. Abstentions: Gray. Motion carried.

Engineer Updates

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

Reports

City Staff and City Council reports were given.

Closed Session

Motion by Dittrick, seconded by Schmitt to enter into closed session at 5:52pm pursuant to Iowa Code Section 20.17(3) to discuss union negotiations. On call of roll: Ayes: Dittrick, Schmitt, Gray, Poynor, Scherbring. Nays: None. Motion carried.

The City Council returned to Open Session at 6:46pm.

Motion by Gray, seconded by Schmitt that the meeting adjourn at 6:46pm. On call of roll: Ayes: Gray, Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk