

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, February 12, 2024

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. Absent: Linda Schmitt.

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

Public Input

Donna Boss, Executive Director Delaware County Economic Development, addressed the City Council in support of the Grand Avenue Extension Project.

Jeannie Domeyer, Manager of Delaware County Fairgrounds, addressed the City Council in support of the Grand Avenue Extension Project.

Tirzah Wedewer, 101 East Main Street, addressed the City Council regarding the need for the City to continue to be progressive and in support of the airport.

Jackie Sherman, 308 South Wayne Street, addressed the City Council in support of the Grand Avenue Extension Project.

Wes Schulte, 100 ½ East Main Street, addressed the City Council in support of continuing capital projects to keep the community moving forward.

Consent Agenda

3.1 Approval of the minutes of the January 22, 2024 Regular City Council meeting; minutes of the January 29, 2024 City Council Budget Work Session; minutes of the January 31, 2024 City Council Work Session; and the February 5, 2024 City Council Work Session

3.2 R-017-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: 2023 Building Report; 2023 Water Department Annual Report; 2023 Wastewater Treatment Plant Annual Report; 2023 Aquatic Center Annual Report; 2023 Fire Department Annual Report; December 2023 Revenue & Expense Reports; minutes of the January 30, 2024 Airport Committee Report; minutes of the January 25, 2024 Planning & Zoning Commission meeting; January 2024 Wastewater IDNR Reports; minutes of the January 11, 2024 Library Board meeting

3.4 Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for Dollar General #4812 at 203 South 9th Street; Renewal Application for On Premise Special Class C Retail Alcohol License for Chuong Garden at 118 East Main Street; New Application for 5 Day (2/28/2024 - 3/3/2024) Class C Retail Alcohol License for St. Mary's Church at 119 West Fayette Street for their annual gala event

3.5 R-018-2024 Resolution Approving Property Tax Abatement Applications Submitted by Property Owners in Recognized Urban Revitalization Areas and Authorizing the Transmittal of the Approved Applications to the Delaware County Assessor

3.6 R-019-2024 Resolution Amending Salary Resolution

3.7 R-020-2024 Resolution Authorizing Fund Transfers for the Fiscal Year ending June 30, 2024

3.8 Approve payment of claim totaling \$16,236.00 to Burrington Group for engineering services

3.9 Approve payment of claim totaling \$667.00 to Fehr Graham for engineering services

3.10 R-021-2024 Resolution Approving Preliminary & Final Plat for River Pointe Fifth Subdivision

3.11 R-022-2024 Resolution Approving Preliminary & Final Plat for West Brooke Addition - Phase 2

3.12 Motion to set March 11, 2024 at 5:00pm as the date and time for a Public Hearing on the Voluntary Annexation Application of Kammiller Tree Service LLC for property at 1672 220th Street

3.13 R-026-2024 Resolution Approving Subdivision Plat for Houlihan Ag Subdivision #3

3.14 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCESS SYSTEMS LEASING INC	COPIER MAINTENANCE AGREEMENT	1,394.50
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	3,831.56
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	1,075.03
ARNOLD MOTOR SUPPLY LLP	VEHICLE MAINT SUPPLIES	337.29
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	353.23
BASE	SELF INSURANCE/HRA ADMIN	108.00
BLACK HAWK AUTOMATIC SPRINKLER	ANNUAL BACKFLOW INSPECTION	245.00
BLACK HILLS ENERGY	HEATING FUEL	2,286.52
CITY LAUNDERING INC	SHOP SUPPLIES	57.69
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,061.71
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
DEL CO EMS	2023 HERO HUSTLE RACE PROCEEDS	7,000.00
DEL CO FIRE ASSOCIATION	2023 HERO HUSTLE RACE PROCEEDS	7,000.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL CHARGES	1,021.60
DEL-CLAY FARM EQUIPMENT	VEHICLE MAINT SUPPLIES	985.32
DILIGENT CORPORATION	BOARDDOCS SUBSCRIPTION	2,700.00
DON & WALT LLC	PARTS/BUILDING MAINT	25.50
EARLVILLE FIRE DEPARTMENT	2023 HERO HUSTLE TEAM CHAMPIONS	500.00
ED TIBBOTT	REIMB MILEAGE	235.12
EDGE COMMUNICATION	PHONE/INTERNET	508.13
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	22,301.98
FAREWAY STORES INC	LIBRARY SUPPLIES	12.94
FIRE SERVICE TRAINING BUREAU	FIRE TRAINING SCHOOL	600.00
GEORGEN AUTO LLC	POLICE VEHICLE MAINT	642.26
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	390.00
HAUSERS WATER SYSTEMS INC	WATER TREATMENT SUPPLIES	20.00
HAWKINS INC	CHEMICALS	719.80
HEARTLAND MECHANICAL	FD SPRINKLER INSPECTION	700.00
HENDERSON PRODUCTS INC	SHOP SUPPLIES	114.43
HERITAGE PRINTING INC	TRAINING RECORD FORMS	72.31
IA ASSOC OF BUILDING OFFICIALS	2024 MEMBERSHIP	75.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,399.62
IA LIBRARY ASSOC	MEMBERSHIP DUES	165.00
IA ONE CALL	LOCATES	94.50
IA PARK & REC ASSOCIATION	P&R CONFERENCE	275.00

IPERS	PAYROLL WITHHOLDINGS	14,648.33
J & R SUPPLY INC	REPAIR CLAMPS	316.00
JOHN DEERE FINANCIAL	SUPPLIES	655.12
JONATHAN PIERSCH	CONFERENCE REIMB	175.00
KIEFER SWIM PRODUCTS	POOL ROPE & FLOATS	343.06
KLUESNER SANITATION LLC	MONTHLY GARBAGE/RECYCLING	26,358.84
KMCH INC/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	593.00
LOECKE BUILDING SERVICE INC	LIBRARY MEETING ROOM WALL	494.00
LYNCH DALLAS PC	LEGAL FEES	180.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE TRAININGS, SUPPLIES	1,213.50
MARK FINK	NUISANCE SNOW REMOVAL, SNOW HAULING	3,100.00
MASTERPIECE CLEANING LLC	CUSTODIAL	1,200.00
MEDIACOM INC	PHONE/INTERNET	254.90
MIDWEST TAPE LLC/HOOPLA	HOOPLA SUBSCRIPTION	749.12
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
MORTON SALT INC	STREET SALT	15,130.12
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	78.41
PALMER HARDWARE INC	SUPPLIES	1,174.29
PHILIPPSON CONCRETE INC	SNOW HAULING	1,531.25
PITNEY BOWES	REFILL POSTAGE, SUPPLIES	1,099.79
POSY PLACE FLORAL & GIFTS	RETIREMENT	58.00
PREMIER CARPET CARE	PD CARPET CLEANING	105.00
RADIO COMMUNICATIONS INC	RADIO REPAIR	700.28
REGIONAL MEDICAL CENTER	HEARING TEST, AED SUPPLIES	206.81
REGIONAL MEDICAL CENTER	2023 HERO HUSTLE INDIVIDUAL CHAMP	500.00
SIMMERING CORY	CITY CODE UPDATE	545.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	164.40
STATE CHEMICAL SOLUTIONS	WASTEWATER MAINTENANCE	652.40
STATE LIBRARY OF IOWA	CONFERENCE REGISTRATION	175.00
STOREY KENWORTHY INC	COPY PAPER	340.80
SUPREME GREEN INC	SNOW HAULING	1,750.00
TELEGRAPH HERALD	SUBSCRIPTION	374.03
THE WALDINGER CORPORATION	WWTP REPAIR	1,243.75
THREE RIVERS FS	VEHICLE FUEL	9,286.53
TRUCK COUNTRY OF IOWA	VEHICLE REPAIR	176.60
TYLER TECHNOLOGIES	METER SOFTWARE	940.00
USA BLUE BOOK	LAB SUPPLIES	427.46
USPS	POSTAGE	1,009.13
VERIZON WIRELESS	PD MOBILE DATA	280.17
VOYA	PAYROLL WITHHOLDINGS	2,382.00
WELLMARK	PAYROLL WITHHOLDINGS	2,631.78
WIN LLC	PHONE/INTERNET	275.00
WOODWARD COMMUNICATIONS INC	PUBLICATIONS/SUBSCRIPTION	901.61
	TOTAL	156,794.72
	Fund	Amount
	001 - GENERAL	87,594.37
	110 - ROAD USE TAX	36,881.98

	112 - EMPLOYEE BENEFITS	108.00
	168 - PARK GIFT & TRUST	15,000.00
	171 - LIBRARY GIFT & TRUST	319.10
	600 - WATER	8,223.59
	610 - SEWER	8,667.68
	Grand Total:	156,794.72

### Monthly Revenues

Fund	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
GENERAL	125,805.99	102,038.82	283,308.04	907,883.99	265,679.60	245,690.91
FRANCHISE FEES	81,205.19	358.84	7,558.43	108,912.17	3,544.51	5,529.17
HOTEL/MOTEL TAX	0.00	0.00	0.00	0.00	0.00	28,989.68
FIRE TRUCK RESERVE	0.00	0.00	0.00	298,653.00	0.00	0.00
STREET EQUIPMENT RESERVE	0.00	0.00	0.00	72.45	0.00	200,000.00
SPORTS COMPLEX	0.00	0.00	0.00	0.00	249.00	4,266.00
HOLIDAY DECORATIONS	0.00	0.00	0.00	0.00	0.00	6,200.00
ROAD USE TAX	56,922.91	56,785.77	84,549.58	56,865.12	56,064.99	67,571.83
EMPLOYEE BENEFITS	9,778.59	4,969.03	100,917.88	277,629.16	69,932.57	25,431.13
POLICE SPECIAL USES	280.00	11,066.25	0.00	0.00	0.00	0.00
EMERGENCY LEVY	449.69	0.00	6,676.64	19,621.25	3,912.16	1,567.58
LOCAL OPTION SALES TAX	67,185.40	74,122.85	77,096.70	62,124.60	70,020.26	64,825.25
TAX INCREMENT FINANCING	8,076.62	0.00	98,546.22	260,685.93	32,181.26	16,346.15
PARK IMPROVEMENT	-	0.00	636.51	0.00	0.00	28,989.68
EC DEV REVOLVING LOAN	-	0.00	611.05	0.00	0.00	0.00
ACQUISITION/DEMOLITION	-	0.00	0.00	0.00	0.00	10,000.00
TIRRILL TRUST	-	0.00	89.11	0.00	1,076.66	0.00
PARK GIFT & TRUST	7,360.20	15,483.69	651.51	750.00	200.00	510.00
LIBRARY GIFT & TRUST	772.60	946.76	2,104.08	2,745.86	1,266.03	1,887.49
POLICE CANINE	-	0.00	190.95	0.00	0.00	0.00
DEBT SERVICE	5,720.93	0.00	88,631.42	247,475.18	56,332.46	719,324.22
CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	105,000.00
DOWNTOWN INCENTIVE	333.34	2,333.34	333.34	333.34	333.34	333.34
RIVERFRONT PROJECTS	-	59,534.00	0.00	59,030.00	0.00	37,000.00
BIKEWAY/WALKWAY PROJECTS	-	0.00	2,546.02	0.00	0.00	41,282.91
STREET IMPROVEMENT	1,208.00	0.00	6,785.02	14,221.00	3,376.00	4,244.00
STORM WATER/WQI PROJECTS	100,000.00	100,953.12	0.00	0.00	0.00	0.00
SUBDIVISION PROJECTS	0.00	0.00	0.00	0.00	0.00	700,000.00
STREET PROJECTS	-	0.00	0.00	0.00	0.00	209,574.41
FLOOD/STORM REPAIRS	-	2,746.32	127.30	0.00	0.00	5,000.00
WATER	81,691.42	74,930.86	81,306.25	84,244.80	71,295.93	69,010.76
UTILITY DEPOSIT TRUST	(300.00)	525.00	63.81	825.00	(625.00)	75.00
WATER DEBT SERVICE	-	-	3,819.04	0.00	0.00	0.00
SEWER	104,217.30	91,524.74	100,021.69	102,421.14	89,410.84	93,498.64
SEWER REPLACEMENT	-	-	509.20	0.00	0.00	0.00
SEWER DEBT SERVICE	-	-	7,638.07	0.00	0.00	0.00
TOTAL REVENUES	650,708.18	598,319.39	954,717.86	2,504,493.99	724,250.61	2,692,148.15

Public Hearing on Ordinance 001-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 165, Section 26 "Landscape and Screening Standards"

Mayor Behnken opened the Public Hearing at 5:22pm on Ordinance 001-2024. Doug Hawker, 116 Liberty Street, expressed support for the ordinance and the replanting of trees in the community. Mayor Behnken closed the Public Hearing at 5:26pm.

Motion by Scherbring, seconded by Dittrick to proceed with the first consideration and adoption of Ordinance 001-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 165, Section 26 "Landscape and Screening Standards." On call of roll: Ayes: Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

#### Special Assessment Policy

Motion by Dittrick, seconded by Scherbring to adopt R-023-2024 Resolution Adopting Special Assessment Policy. Ayes: Dittrick, Scherbring, Poynor, Gray. Nays: None. Motion carried.

#### 2024 East Main Street Project

Motion by Scherbring, seconded by Dittrick to adopt R-007-2024 Resolution of Necessity for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Motion by Poynor, seconded by Scherbring to adopt R-013-2024 Resolution Awarding Contract for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Poynor, Scherbring, Dittrick. Nays: None. Abstentions: Gray. Motion carried.

Motion by Poynor, seconded by Dittrick to adopt R-024-2024 Resolution Approving Amended Agreement with the Iowa Department of Transportation for a Surface Transportation Block Grant Program Federal Aid SWAP Project for the 2024 East Main Street Project. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

#### Grand Avenue Extension Project

Motion by Dittrick, seconded by Poynor to reconsider Resolution R-014-2024 Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the Grand Avenue Extension Project. On call of roll: Ayes: Dittrick, Poynor, Scherbring. Nays: Gray. Motion carried.

Motion by Scherbring, seconded by Poynor to adopt Resolution R-014-2024 Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the Grand Avenue Extension Project. On call of roll: Ayes: Scherbring, Poynor, Dittrick. Nays: Gray. Motion carried.

Motion by Poynor, Scherbring to adopt R-015-2024 Resolution awarding contract for the Grand Avenue Extension Project. On call of roll: Ayes: Poynor, Scherbring, Dittrick. Nays: Gray. Motion carried.

No action was taken on resolution "R-025-2024 Resolution Rescinding Resolution R-100-2022 Resolution Approving Contract with Regional Planning Affiliation 8 (RPA 8) for Transportation Alternative Program (TAP) Funds for the Grand Avenue Trail Extension Project."

Police Chief Search

---

Motion by Poynor, seconded by Dittrick to proceed with the proposal from Cayler Consulting, LLC for the Police Chief search selecting Option 1 of the hourly rate for consulting services, not to exceed \$15,000, plus expenses. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

Nuisance Property Updates

---

City Attorney Jim Peters updated the Council on the status of the nuisance properties his office is working on. The Council also reviewed an update on nuisance properties from Building Inspector Tim Heims.

Construction Project Updates

---

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

Reports

---

City Council and staff reports were given.

Mayor Behnken extended sympathy from the City to Council Member Linda Schmitt and her husband Jay on the loss of their son.

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

---

Connie Behnken, Mayor

Attest:

---

Erin Learn, City Clerk