

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 13, 2024

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, Bill Scherbring, Mary Ann Poynor, Joe Dittrick. Absent: none.

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

Public Input

Verla Tegeler, 160 Delhi Road, asked about having more mulch available at the compost site for residents.

Diane Ogden, 1332 North Franklin Street, addressed the Council with concerns about River Days events being advertised as being held at The Watershed without permission from her to utilize the facility.

Tirzah Wedewer, 2328 Jefferson Road, provided the Council with information on the debt of other cities in the area compared to Manchester, commenting that debt can be a beneficial tool for cities if utilized correctly.

Consent Agenda

3.1 Approval of the minutes of the April 22, 2024 Regular City Council meeting and the May 6, 2024 Special City Council & Committee of the Whole meeting

3.2 R-057-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the March 20, 2024 Airport Committee meeting; minutes of the April 17, 2024 Airport Committee meeting; minutes of the April 22, 2024 Board of Adjustment meeting

3.4 Liquor License Applications: New Application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for an event to be held on June 6, 2024 at Riverfront Park, 300 West Main Street, Renewal Application for Special Class B Retail Native Wine License for New to You Consignment & Home Decor at 100 North Franklin Street

3.5 Motion to approve "Event Lease Agreement" with Gloko LLC (Lucky Wife Wine Slushies) for a portion of the property located at 300 West Main Street for the June 6, 2024 event as required by the Iowa Alcoholic Beverages Division

3.6 Approval of the following mayoral appointments: Diane Hammell to the Planning & Zoning Commission; Ben Davis as Chief of Police

3.7 R-058-2024 Resolution Amending Salary Resolution

3.8 Review the decision of the Board of Adjustment to approve the request of Jbwbjb, Inc. for property located at 905 East Main Street for a variance to Section 165.15.2 "C-3 Highway Commercial District Site Development Regulations - Setback Requirements" of the City Code which would reduce the rear yard setback requirement of 30 feet to 0 feet to allow for the construction of an addition

3.9 Motion to set May 28, 2024 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget Amendment for Fiscal Year 2024

3.10 Motion to set June 10, 2024 at 5:00pm as the date and time for a Public Hearing on the Communications Site Lease Agreement with Comelec Internet LLC

3.11 Motion to set June 10, 2024 at 5:00pm as the date and time for a Public Hearing on the Proposed Contract Documents & Estimated Cost for the Commerce Court Project

3.12 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2024-6/30/2025)

3.13 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2024-6/30/2025) for traffic line marking

3.14 Approve payment of claims totaling \$16,185.50 to Fehr Graham for engineering services

3.15 Approve payment of claims totaling \$4,549.34 to Burrington Group for engineering services

3.16 Approval of the Consent Agenda

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

Bills approved for payment

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	3,083.70
ACE ELECTRIC	GENERATOR MAINTENANCE	578.06
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	4,044.33
AMAZON BUSINESS	SUPPLIES	921.13
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES	177.00
AMERICAN RED CROSS	WSI MATERIALS	172.00
ANGELA SHERE	REIMBURSEMENT	37.40
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	526.95
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	915.93
BARD MATERIALS	STREET REPAIRS	2,450.13
BASE	SELF INSURANCE/HRA ADMIN	587.39
BLACK HILLS ENERGY	NATURAL GAS	3,211.06
BURNS INC	MOWER PARTS	69.56
CAKES BY KIM	BOARDS & COMMISSIONS	186.00
CARRICO AQUATIC RESOURCE	CHEMICALS	3,600.00
CAYLER CONSULTING	POLICE CHIEF SEARCH	6,683.17
CEDAR & SALT MARKETING	MARKETING/WEBSITE	2,500.00
CITY LAUNDERING INC	RUG MAINTENANCE	77.28
CITY OF MANCHESTER - CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,040.87
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
COMELEC SERVICES	INTERNET	233.00
CONTINENTAL RESEARCH	PARK SUPPLIES	476.70
CRITICAL HIRE	PROFESSIONAL SERVICES	150.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,028.00
DELTA DENTAL	VISION INSURANCE	729.96
DOLAN INSURANCE	INSURANCE PREMIUM	1,750.00
DON & WALT	BUILDING MAINTENANCE	142.67
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	19,411.00
EH WACHS	SUPPLIES	311.52
ERIN LEARN, PETTY CASH	POOL & COMPLEX START UP CASH	800.00
FAREWAY STORES	SUPPLIES	2,321.37
FEHR GRAHAM	ENGINEERING	18,405.50
GALLS	POLICE SUPPLIES	55.74
GEORGEN AUTO	VEHICLE MAINTENANCE	1,778.20
HAUSERS WATER SYSTEMS	CHEMICALS	20.00
HAWKINS	CHEMICALS	609.76
HEIMS AWARDS	AWARDS	255.00

HERITAGE PRINTING	SUPPLIES	198.18
HONEY CREEK FURNITURE & FLOORING	LIBRARY FURNITURE	12,551.50
IA DEPT OF REVENUE	PAYROLL/SALES TAXES	7,432.59
IA DEPT OF TRANSPORTATION	STREET PAINT	5,101.20
IA LAW ENFORCEMENT ACADEMY	MMPI	150.00
IA ONE CALL	LOCATES	29.30
IA PRISON INDUSTRIES	BANNERS	1,685.20
IPERS	PAYROLL WITHHOLDINGS	12,694.97
J & R SUPPLY INC	WATER SUPPLIES	1,538.68
JO SCHRECK	GARDEN REFUND	20.00
JOHN DEERE FINANCIAL	SUPPLIES	615.80
JORDAN HOEPPNER	REIMBURSEMENT	714.74
KLUESNER SANITATION	GARBAGE/RECYCLING	26,644.27
KMCH	RADIO ANNOUNCEMENTS	468.00
MACQUEEN TRANSPORTATION	SWEEPER PARTS	56.64
MAINSTAY SYSTEMS	COMPUTER EQUIPMENT	4,355.00
MANCHESTER FIRE ASSOCIATION	REIMBURSEMENT	277.63
MANCHESTER SIGNS	PODIUM LOGO	26.00
MANCHESTER TRUCK CENTER	VEHICLE MAINT SUPPLIES	116.66
MASTERPIECE CLEANING	CLEANING	2,000.00
MEDIACOM	PHONE/INTERNET	254.90
MEDICAL ASSOCIATES CLINIC	DRUG/ALCOHOL SCREEN	111.00
MICROBAC LABORATORIES	LAB TESTS	273.50
MIDWEST TAPE/HOOPLA	HOOPLA SUBSCRIPTION	708.04
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
MUNICIPAL SUPPLY	FOAM	1,100.00
MYERS COX CO	COMPLEX CONCESSIONS	2,889.65
ON TARGET AMMUNITION	AMMUNITION	779.69
PEPSI COLA BOTTLING	COMPLEX CONCESSIONS	2,902.58
PETER HANCOCK	RETIREMENT RECOGNITION	150.00
PITNEY BOWES	POSTAGE	1,008.50
POSY PLACE FLORAL & GIFTS	MEETING SUPPLIES	75.00
RADIO COMMUNICATIONS	RADIO REPAIR/MAINT	244.20
RELIANCE STANDARD LIFE INSURANCE	LIFE INSURANCE	386.20
SCHMITZ JANITORIAL	PARK SUPPLIES	714.50
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	190.88
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	5,230.50
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	4,774.17
SOLUTIONS MANAGEMENT GROUP	PRINTER	164.40
STATE CHEMICAL SOLUTIONS	WASTEWATER SUPPLIES	326.20
STOREY KENWORTHY	PARK SUPPLIES	587.32
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	125.00
TASC	FLEX PLAN	1,061.71
TENNIS SURFACES OF IOWA	PARK SUPPLIES	104.00
THE BREAD BASKET	SUPPLIES	436.00
THREE RIVERS FS	VEHICLE FUEL	5,685.94
TYLER TECHNOLOGY	PCI FEE	75.00
UNITY POINT CLINIC	DRUG/ALCOHOL TESTS	126.00
US CELLULAR	MONTH DATA/CELL	558.15
USA BLUE BOOK	FREIGHT	26.00
USPS	POSTAGE	1,015.05

VERIZON WIRELESS	PD MOBILE DATA	280.11
VOYA	PAYROLL WITHHOLDINGS	2,482.00
WATERLOO TENT & TARP	SHADE FOR SHELLY PARK	250.50
WELLMARK	HEALTH/DENTAL INSURANCE	26,529.55
WELTER STORAGE EQUIPMENT	FILE CABINET	265.00
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,332.14
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	865.47
	TOTAL	222,735.79
	Fund Summary	
	Fund	Amount
	001 - GENERAL	145,286.46
	003 - HOTEL/MOTEL TAX	2,500.00
	047 - HOLIDAY DECORATIONS	1,685.20
	110 - ROAD USE TAX	15,726.21
	112 - EMPLOYEE BENEFITS	4,919.49
	161 - ACQUISITION/DEMOLITION	70.00
	168 - PARK GIFT & TRUST	389.18
	171 - LIBRARY GIFT & TRUST	6,606.67
	307 - WHITEWATER/RIVERFRONT	250.50
	308 - BIKEWAY/WALKWAY PROJECTS	492.25
	324 - STREET PROJECTS	18,571.57
	600 - WATER	16,135.02
	610 - SEWER	10,103.24
	Grand Total	222,735.79

Public Hearing on Rezoning Request of S&B Promotions LLC

Mayor Behnken opened the public hearing at 5:19pm on the request of S&B Promotions LLC to rezone 209 West Marion Street from R-1 (Single Family, Low Density District) to R-2 (Two Family, Low Density District).

Randy Brooks, 104 Marshall Court, addressed the Council regarding the plans to construct a condominium at 209 West Marion Street. The Council discussed the proposed construction with Mr. Brooks.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the public hearing at 5:29pm.

Motion by Dittrick, seconded by Gray to proceed with the first consideration and adoption of Ordinance 009-2024. On call of roll: Ayes: Dittrick, Gray, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

R-059-2024 Resolution Approving Agreement for Land Acquisition with the Delaware County Fair Society, Inc. for the Grand Avenue Street Extension Project

Motion by Scherbring, seconded by Poynor to adopt R-059-2024 Resolution Approving Agreement for Land Acquisition with the Delaware County Fair Society, Inc. for the Grand Avenue Street Extension Project. On call of roll: Ayes: Scherbring, Poynor, Dittrick. Nays: Schmitt, Gray. Motion carried.

Axon Body 4 Cameras and Axon Fleet 3 Cameras Purchase

Motion by Dittrick, seconded by Gray to approve the request of Police Captain Chad Wright to purchase 10 new Axon Body 4 Cameras and 6 new Axon Fleet 3 Cameras at a total cost of \$128,479.10 to be paid over 5 years. On call of roll: Ayes: Dittrick, Gray, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Pay Estimate #2 in the amount of \$181,845.21 to Top Grade Excavating for the 2024 East Main Street Improvement Project

Motion by Poynor, seconded by Schmitt to approve Pay Estimate #2 in the amount of \$181,845.21 to Top Grade Excavating for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Poynor, Schmitt, Dittrick, Scherbring. Nays: None. Abstentions: Gray. Motion carried.

Pay Estimate #1 in the amount of \$92,086.82 to Pirc Tobin Construction for the Grand Avenue Street Extension Project

Motion by Dittrick, seconded by Scherbring to approve Pay Estimate #1 in the amount of \$92,086.82 to Pirc Tobin Construction for the Grand Avenue Street Extension Project. On call of roll: Ayes: Dittrick, Scherbring, Poynor. Nays: Gray, Schmitt. Motion carried.

Ordinance 010-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 129 Adult Entertainment

Motion by Schmitt, seconded by Gray to proceed with the first consideration and adoption Ordinance 010-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 129 Adult Entertainment. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Snow Blower Attachment Quote

Motion by Scherbring, seconded by Poynor to approve the quote from Bobcat for a Snow Blower Attachment in the amount of \$7,073.47. On call of roll: Ayes: Scherbring, Poynor, Dittrick, Schmitt, Gray. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the Council on the status of nuisance properties his office is working on.

Construction Project 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 Scherbring that the meeting adjourn at 5:49pm. On call of roll: Ayes: Gray, Scherbring, Dittrick, Poynor, Schmitt. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk