

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, February 26, 2024

Mayor Protem Poynor 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, Linda Schmitt, Bryan Gray.  
Absent: Mayor Connie Behnken.

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

Public Input

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Donna Boss, Delaware County Economic Development Director, thanked the City Council for approving the Grand Avenue Extension Project at their last meeting.

Jackie Sherman, 308 South Wayne Street, thanked the City Council for video recording City Council meetings and requested City Council members consider stating a reason why when voting no on items.

Consent Agenda

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3.1 Approval of the minutes of the February 12, 2024 Regular City Council meeting; minutes of the February 19, 2024 City Council Budget Work Session

3.2 R-027-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: Manchester Police Department 2023 Annual Report; minutes of the February 20, 2024 Parks & Recreation Commission meeting; minutes of the February 16, 2024 Board of Adjustment meeting

3.4 Liquor License Applications: Approve Renewal Application for On Premise Class C Retail Alcohol License for Blue Collar Sports Bar at 120 East Main Street; Approve Renewal Application for Off Premise Class E Retail Alcohol License Wal-Mart Store #1506 at 1220 West Main Street

3.5 Motion to set March 25, 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

3.6 R-028-2024 Resolution Approving Lease Agreement with Todd Brooks and Frank McEnany

3.7 R-029-2024 Resolution Amending Salary Resolution

3.8 R-030-2024 Resolution Approving Airport Hangar Lease

3.9 Approve quote for safety padding at the aquatic center from AquaShield Products, LLC in the amount of \$12,550.00

3.10 Review the decision of the Board of Adjustment to approve the request of First Lutheran Church for property located at 313 East Fayette Street for a conditional use permit, which will allow for the construction of a 30 square foot electronic messaging sign

3.11 Approval of the Consent Agenda

Mayor Pro Tem Poynor reviewed the items on the Consent Agenda with the Council. In item 3.3, approval of the minutes from the February 21, 2024 Airport Committee meeting was removed, as the minutes had not been included. Motion by Scherbring, seconded by Dittrick to approve the Consent Agenda. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Bills Approved for Payment

Vendor	Description	Amount
ACCENT LASER INC	PRINTER INK	169.90

ACCESS SYSTEMS LEASING INC	NETWORK MAINT AGREEMENT	2,473.47
ADAM CLEMEN	REIMBURSEMENT	186.06
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	17,915.45
ALLIED SYSTEMS INC	WASTEWATER EQUIPMENT	10,443.32
AMAZON BUSINESS	SUPPLIES	456.83
AQUASHIELD PRODUCTS, LLC	POOL EDGE PAD REPAIRS	6,275.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	865.45
BLACK HILLS ENERGY	HEATING FUEL	3,253.70
BOUBIN TIRE & AUTOMOTIVE	TIRES	1,475.76
BROWN, WINICK, GRAVES, GROSS	LEGAL SERVICES	612.50
CEDAR & SALT MARKETING COMPANY	MARKETING/WEBSITE	2,500.00
CITY LAUNDERING INC	RUG MAINTENANCE	77.28
CITY OF MANCHESTER - CHRISTMAS CLUB GNB	PAYROLL WITHHOLDINGS	390.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,061.71
COLLECTION SERVICE CENTER	CHILD SUPPORT	404.29
COMELEC SERVICES, INC	SHOP INTERNET	103.00
DELAWARE SOIL & WATER CONSERVATION	TREES	139.10
DOG WASTE DEPOT	DOG WASTE BAGS	237.77
DUBUQUE FIRE EQUIPMENT INC	FIRE EXTINGUISHER MAINT	121.00
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	21,636.04
FAREWAY STORES INC	SUPPLIES	142.26
FASTENAL COMPANY INC	PLOW BOLTS	589.13
IA DEPT OF REVENUE	SALES/PAYROLL TAX	3,310.15
IA ONE CALL	LOCATES	46.80
IPERS	PAYROLL WITHHOLDINGS	14,472.51
JONATHAN PIERSCH	FIREARMS TRAINING	35.00
KAMMILLER TREE SERVICE LLC	TREE REMOVAL	2,300.00
KELTEK INC	WATER TRUCK BEACON	168.18
KEVIN GRAYBILL	REIMBURSEMENT	230.37
KIRKHAM MICHAEL INC	PROFESSIONAL SERVICES	2,340.00
KLUESNER SANITATION LLC	DOOR FRAME DISPOSAL	20.15
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES	293.82
MAQUOKETA VALLEY ELECTRIC COOPERATIVE	STREET LIGHTING	150.59
MARK FINK	SNOW REMOVAL	1,580.00
MASTERPIECE CLEANING LLC	CUSTODIAL	800.00
MID IOWA PETROLEUM EQUIP INC	FUEL TANK REPAIR	1,650.15
MIDWEST OVERHEAD CRANE	OSHA INSPECTION LIFT STATIONS	1,188.58
MIDWEST PATCH HI-VIZ SAFETY	ASPHALT PATCH	884.50
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
NAPA AUTO PARTS	VEHICLE SUPPLIES	77.41
PETERS & LONGMUIR PLC	LEGAL FEES	1,275.60
POSY PLACE FLORAL & GIFTS	SUPPLIES	3.00
RADIO COMMUNICATIONS INC	PORTABLE RADIO BATTERIES	411.00
RUNDE AUTO GROUP	21 CHARGER REPAIR	171.70
STATE CHEMICAL SOLUTIONS	WASTEWATER PROGRAM	326.20
US CELLULAR	FD MOBILE	44.48
USA BLUE BOOK	CHLORINE PUMPS	1,712.18

VERIZON WIRELESS	PD MOBILE DATA	280.41
VOYA	PAYROLL WITHHOLDINGS	2,382.00
WALMART	DEPT SUPPIES	115.19
WELLMARK	HEALTH/DENTAL INSURANCE	2,631.78
WINDSTREAM	PHONE/INTERNET	1,410.97
Grand Total		113,502.65
	Fund	
	001 - GENERAL	70,831.72
	003 - HOTEL/MOTEL TAX	2,500.00
	110 - ROAD USE TAX	9,760.34
	171 - LIBRARY GIFT & TRUST	420.76
	600 - WATER	6,832.47
	610 - SEWER	23,157.36
	Grand Total	113,502.65

Manchester Vitality Endowment Fund Committee request to place hanging flower baskets in the downtown

Julie Frick, Manchester Vitality Endowment Fund Committee, requested the City continue the 50/50 partnership for the flower baskets in the downtown district again this summer. The baskets would go up around Memorial Day and ideally remain up past Labor Day, weather permitting.

Following discussion, motion by Scherbring, seconded by Gray to approve continuing the partnership with the Manchester Vitality Endowment Fund Committee for the flower baskets in the downtown district, splitting the costs 50/50. On call of roll: Ayes: Scherbring, Gray, Dittrick, Poynor, Schmitt. Nays: None. Motion carried.

Melissa Lindsay, Delaware County Sexual Assault Response Team (SART) - Request to light the West Marion Street Bridge with teal lights in April

Melissa Lindsay, Delaware County SART, addressed the City Council requesting permission to place teal lights on the West Marion Street Bridge during the month of April, as it is sexual assault awareness. Delaware County SART would purchase the lights and place them on the bridge if granted permission. The City Council was supportive of the request and asked City Staff to work on a plan to light the bridge. Julie Frick, Manchester Vitality Endowment Fund Committee, commented that this is a project her group would be willing to assist with as well.

Approve the sale of the 2012 Freightliner Sander/Plow Truck to the City of Greenfield, Iowa for \$56,555.00

Motion by Dittrick, seconded by Gray to approve the sale of the 2012 Freightliner sander/plow to the City of Greenfield for \$56,555.00. On call of roll: Ayes: Dittrick, Gray, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

2024 East Main Street Improvement Project

Motion by Scherbring, seconded by Schmitt to adopt R-031-2024 Resolution Approving Contract and Performance and/or Payment Bonds for the 2024 Street Improvement Project with Top Grade Excavating. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Scherbring. Nays: None. Abstentions: Gray. Motion carried.

### Grand Avenue Extension Project

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Motion by Dittrick, seconded by Poynor to adopt R-032-2024 Resolution Approving Contract and Performance and/or Payment Bonds for the Grand Avenue Extension Project with Pirc Tobin Construction. On call of roll: Ayes: Dittrick, Poynor, Scherbring. Nays: Schmitt, Gray. Motion carried.

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"

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Motion by Scherbring, seconded by Dittrick to proceed with the second 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, Schmitt, Gray. Nays: None. Motion carried.

### Construction Project Updates

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

### Reports

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City Council and staff reports were given.

### Closed Session

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City Attorney Peters advised that this was a lawful reason to enter closed session.

Motion by Schmitt, seconded by Gray to enter into closed session at 5:29pm pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

The City Council returned to open session at 6:01pm.

Motion by Scherbring, seconded by Schmitt that the meeting adjourn at 6:01pm. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor, Gray. Nays: None. Motion carried.

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Mary Ann Poynor, Mayor Pro Tem

Attest:

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Erin Learn, City Clerk