

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, March 11, 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, Linda Schmitt, Bryan Gray.
Absent: None.

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

Public Input

Roger Zearley, Riverbend Pub & Grill, addressed the Council requesting permission to place a freedom rock in front of their deck facing South Franklin Street. The Council will discuss the request at their next meeting.

Consent Agenda

- 3.1 Approval of the minutes of the February 26, 2024 Regular City Council meeting; minutes of the March 4, 2024 Committee of the Whole meeting
- 3.2 R-034-2024 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the February 21, 2024 Airport Committee meeting; IDNR Wastewater Reports for February 2024; January 2024 & February 2024 Monthly Revenue & Expense Reports
- 3.4 R-035-2024 Resolution Approving Voluntary Assessment Agreement (Heims)
- 3.5 Motion to set April 8, 2024 at 5:00pm as the date and time for a Public Hearing on the Proposed Property Tax Levy for Fiscal Year July 1, 2024 - June 30, 2025
- 3.6 Approve payment of claims totaling \$1,208.00 to Fehr Graham for engineering services
- 3.7 Approve the request of the Police Department to purchase 10 Glock 47 MOS 9mm duty weapons and holsters from Ray O'Herron at a total cost of \$8,059.50
- 3.8 R-036-2024 Resolution Approving Easements for the 2024 Street Improvement Project
- 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 Schmitt to approve the Consent Agenda. On call of roll: Ayes: Dittrick, Poynor, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

Bills approved for payment

Vendor	Description	Amount
ACCESS SYSTEMS LEASING INC	COPIER MAINTENANCE AGREEMENT	594.93
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	3,981.49
AMAZON BUSINESS	SUPPLIES	1,129.69
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	849.06
BASE	SELF INSURANCE/HRA ADMINISTRATION	1,760.55
BURRINGTON GROUP INC	ENGINEERING SERVICES	16,236.00
CAYLER CONSULTING LLC	CONSULTING	5,213.65
CITY LAUNDERING INC	BUILDING MAINTENANCE SUPPLIES	187.66
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
CONWAY SHIELD INC	AIR PACKS	1,951.60
DEL CO SOLID WASTE COMMISSION	LANDFILL	1,026.40
DON & WALT LLC	LIBRARY MAINTENANCE	652.04
DUBUQUE FIRE EQUIPMENT INC	FIRE EXTINGUISHER MAINTENANCE	79.70
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	23,647.36
FAREWAY STORES INC	LIBRARY SUPPLIES	25.98
FEHR GRAHAM & ASSOCIATES LLC	ENGINEERING SERVICES	2,305.50
FL KRAPFL INC	WEST MARION SEWER REPAIR	22,000.00
GEORGEN AUTO LLC	POLICE VEHICLE MAINT	3,002.47
HAUSERS WATER SYSTEMS INC	CHEMICALS	20.00
HAWKINS INC	CHEMICALS	719.30
HERITAGE PRINTING INC	ADMIN SUPPLIES	15.07
HUGHEY & PHILLIPS	RUNWAY LENS COVERS	270.16
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	8,240.03
IA WORKFORCE DEVELOPEMENT	UNEMPLOYMENT	13.20
INDEPENDENT ALLIANCE OF ELECTRICAL INDUSTRY	MEMBERSHIP	120.00
IOWA STATE UNIVERSITY	EXCAVATION SAFETY TRAINING	270.00
IPERS	PAYROLL WITHHOLDINGS	15,176.53
JOE DITTRICK	MILEAGE REIMBURSEMENT	211.72
JOHN DEERE FINANCIAL	SUPPLIES	692.11
JORDAN HOEPFNER	REIMBURSEMENT	35.00
KIEFER SWIM PRODUCTS	POOL SUPPLIES	343.06
KLUESNER SANITATION LLC	MONTHLY GARBAGE/RECYCLING	26,470.53
KMCH INC/DEL CO BROADCASTING INC	RADIO ANNOUNCEMENTS	468.00
LAHR REPAIR INC	TRUCK REPAIR	946.15
LANGE TECH	WATER RADIO EQUIPMENT	6,956.00
LIBRARY IDEAS LLC	LIBRARY MATERIALS	564.34
LYNCH DALLAS PC	LEGAL SERVICES	360.00
MANCHESTER CARQUEST INC	VEHICLE MAINT SUPPLIES	361.82
MANCHESTER FIRE ASSOCIATION	TRAINING	60.00
MANCHESTER SIGNS LLC	FD SUPPLIES	8.00
MANCHESTER TRUCK CENTER	TRUCK MAINTENANCE	706.69
MASTERPIECE CLEANING LLC	CUSTODIAL	800.00
MEARDON SUEPPEL & DOWNER PLC	LEGAL SERVICES	125.00
MEDIACOM INC	PHONE/INTERNET	254.90
MES FIRE MUNICIPAL EMERG SVCS	FIRE SUPPLIES	997.96
MICHAEL & KATHLEEN GREVE	PERMANENT SIDEWALK EASEMENT	300.00
MICROBAC LABORATORIES INC	LAB TESTS	346.25
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	748.80
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
MOMENTUM SCREENPRINTS	DISPATCH UNIFORM	530.20
MORTON SALT INC	STREET SALT	26,699.97
MSA	PARK PLAN	9,600.00
OVERDRIVE	LIBRARY MATERIALS	394.99
PALMER HARDWARE INC	SUPPLIES	232.22
PRICE ELECTRIC INC	REPAIRS	1,011.00

RADAR ROAD TEC	RADAR CERTIFICATION	245.00
RADIO COMMUNICATIONS INC	FD RADIO REPAIR	559.50
RICHARD BRUNSMANN	PERMANENT SIDEWALK EASEMENT	500.00
RIVER CITY STONE INC	ROCK SUPPLIES	478.14
ROBERT & SUSAN MORRIS	PERMANENT CITY UTILITY EASEMENT	300.00
SIMMERING CORY INC	ONLINE WEB HOSTING	475.00
SIMMONS PERRINE MOYER BERGMAN PLC	LEGAL FEES/RETAINER	5,000.00
SMOKE EATER PUBLICATIONS	FD SUBSCRIPTION	25.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	164.40
STERICYCLE INC/SHRED-IT	SHREDDING	64.11
T & W GRINDING	COMPOST CONTRACT	10,738.00
TASC	FLEX PLAN PAYMENTS	244.44
THE BANCORP	INVESTIGATIVE SUBPOENA	80.00
THREE RIVERS FS	VEHICLE FUEL	3,966.36
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	211.72
TIMOTHY JUHL	LIBRARY PROGRAM	50.00
US CELLULAR	MONTHLY CELL/DATA CHARGES	577.77
USA BLUE BOOK	SUPPLIES	834.95
USPS	UTILITY BILLING POSTAGE	1,012.48
VOYA	PAYROLL WITHHOLDINGS	2,382.00
WELLMARK	PAYROLL WITHHOLDINGS	2,631.78
WIN LLC	PHONE/INTERNET	275.00
	GRAND TOTAL	224,148.64
	Fund Summary	
	Fund	Amount
	001 - GENERAL	119,081.78
	110 - ROAD USE TAX	35,554.93
	112 - EMPLOYEE BENEFITS	2,018.19
	169 - LORA STEWART TRUST	181.57
	171 - LIBRARY GIFT & TRUST	192.80
	324 - STREET PROJECTS	19,641.50
	600 - WATER	18,972.83
	610 - SEWER	6,505.04
	612 - SEWER CAPITAL IMPROVEMENTS	22,000.00
	GRAND TOTAL	224,148.64

Monthly Revenue Report

Fund	January 2024	February 2024
001 - GENERAL	82,868.15	114,974.35
002 - FRANCHISE FEES	6,087.77	86,855.87
110 - ROAD USE TAX	59,293.92	52,161.10
112 - EMPLOYEE BENEFITS	12,830.45	8,552.98
118 - POLICE SPECIAL USES	1,500.00	350.00
119 - EMERGENCY LEVY	653.57	281.86
121 - LOCAL OPTION SALES TAX	61,494.02	81,291.04
125 - TAX INCREMENT FINANCING	11,295.98	4,258.41
168 - PARK GIFT & TRUST	0.30	190.00

171 - LIBRARY GIFT & TRUST	44,900.43	1,095.96
200 - DEBT SERVICE	8,504.08	3,606.22
302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34	333.34
324 - STREET PROJECTS	9,087.54	-
600 - WATER	87,990.66	63,204.00
601 - UTILITY DEPOSIT TRUST	900.00	525.00
610 - SEWER	96,521.69	92,033.92
TOTAL REVENUES	484,261.90	509,714.05

Delaware County Country Car Cruisers

Motion by Scherbring, seconded by Dittrick to approve the request of the Delaware County Country Car Cruisers to close the following streets on June 7, 2024 and August 9, 2024 from 4:00pm - 9:00pm for their Show & Shine Events: South Franklin Street from West Main Street to the West Marion Street and East Delaware Street from South Franklin Street to South Madison Street. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Emergency Communications Services

Motion by Schmitt, seconded by Gray to adopt R-037-2024 Resolution Approving 28E Agreement for Emergency Communications and Memorandum of Understanding Agreement with Delaware County for Emergency Communication Services. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

2024 East Main Street Improvement Project

Motion by Poynor, seconded by Scherbring to approve Pay Estimate #1 in the amount of \$3,705.40 to Top Grade Excavating for the 2024 East Main Street Improvement Project. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Schmitt. Nays: None. Abstentions: 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"

Motion by Dittrick, seconded by Gray to proceed with the third consideration and final 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: Dittrick, Poynor, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

Ordinance 002-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates

Motion by Scherbring, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 002-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates. 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 the nuisance properties his office is working on. The Council also reviewed an update on nuisance properties from Building Inspector Tim Heims.

West Marion Street Bridge Lighting Update

City Manager Vick updated the Council on the lighting project for the West Marion Street bridge, noting there is electricity on one side of the bridge. The Council discussed the lighting and expressed their support.

Construction Project Updates

Sam Ertl, Fehr Graham, updated the City Council on construction projects.

Reports

City Council and staff reports were given.

Closed Session

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

Motion by Schmitt, seconded by Poynor to enter into closed session at 5:30pm pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation. On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

The City Council returned to open session at 5:53pm.

Motion by Gray, seconded by Schmitt that the meeting adjourn at 5:53pm. On call of roll: Ayes: Gray, Schmitt, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk