

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, January 13, 2025

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: Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Bryan Gray, Linda Schmitt.  
Absent: None.

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

#### Public Input

Jay Schmitt, 750 Ridgewood Drive, addressed the City Council about establishing an efficiency committee for the City. Warren Coates, 105 Stearns Drive, addressed the City Council with concerns regarding bitcoin mining. Neil Henkenius, 720 Tanglewood Drive, addressed the City Council with concerns regarding bitcoin mining.

#### Consent Agenda

- 3.1 Approval of the minutes of the December 23, 2024 Regular City Council meeting
- 3.2 R-001-2025 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the December 12, 2024 Library Board meeting; December 2024 Wastewater IDNR Report
- 3.4 Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for Dollar General #4812 at 203 South 9th Street
- 3.5 R-002-2025 Resolution Amending Salary Resolution
- 3.6 Approval of the following appointments: Stuart Slepser to the Planning & Zoning Commission for a 4 year term; Tania Bradley to the Planning & Zoning Commission for a 4 year term
- 3.7 Approve payment of \$7,597.50 to Fehr Graham for engineering services
- 3.8 Ordinance 001-2025 An Ordinance Fixing & Establishing Grades on Several Streets as listed in this Ordinance in the City of Manchester, Iowa, first consideration and adoption
- 3.9 Motion to set January 27, 2025 at 5:00pm as the date and time for a Public Hearing on the easement vacation request from Manchester Enterprises, Inc
- 3.10 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, Schmitt. Nays: None. Motion carried.

#### Bills approved for payment

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT CONTRACT	3,188.99
AFLAC	PAYROLL WITHHOLDINGS	1,417.46
ALL SECURE	LIBRARY ALARMS	443.59
ALLIANT ENERGY	ELECTRICITY	2,154.45
AMAZON BUSINESS	SUPPLIES	3,506.57
AMERICAN TEST CENTER	FD SAFETY INSPECTION	610.00
ANDERSON WELDING & MACHINE	STACKER PARTS	201.14

ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	784.40
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	738.91
BASE	SELF INSURANCE/HRA ADMIN	108.00
BLACK HILLS ENERGY	NATURAL GAS	1,456.75
BOUBIN TIRE & AUTOMOTIVE	TIRES, TIRE REPAIR	903.04
BURRINGTON GROUP	ENGINEERING FEES	9,197.50
CASTLE THEATRE	DARE MOVIE NIGHT	267.00
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	580.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	2,699.50
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	347.06
COMELEC SERVICES	SHOP INTERNET	103.00
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
COPY SYSTEMS	MAINTENANCE	172.30
CREDIT BUREAU SERVICES	COLLECTIONS	72.89
DELAWARE CO SOLID WASTE	MONTHLY LANDFILL	1,038.90
DELHI LUMBER	SUPPLIES	460.02
DENNIS CONRAD	FIRE BUILDING MAINT	375.00
DON & WALT	SEWER PLANT HEATER	1,352.22
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	45,756.39
FAREWAY STORES	SUPPLIES	92.62
FARONICS TECH USA	COMPUTER SOFTWARE UPGRADE	266.64
GEORGEN AUTO	POLICE VEHICLE MAINT	177.54
GORDON FLESCH	LIBRARY COPIER CONTRACT	94.99
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	1,404.26
HEIMS AWARDS	NAMEPLATE	18.00
HENDERSON PRODUCTS	WING BLADES	2,435.48
HERITAGE PRINTING	OFFICE SUPPLIES	1,101.88
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	6,345.43
IA PARK & REC ASSOCIATION	2025 CONFERENCE	275.00
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	260.00
IPERS	PAYROLL WITHHOLDINGS	29,336.54
J&R SUPPLY	WATER MAIN REPAIR	720.00
JASMINE WHITE	AIRPORT MAINTENANCE	120.00
JFACT	DIGITAL FORENSIC SERVICES	100.00
JOHN DEERE FINANCIAL	SUPPLIES	1,905.79
K&A FARM EQUIPMENT	STACKER PARTS	400.19
KAY PARK REC	MEMORIAL BENCH	1,517.75
KIMBERLY LESS	REFUND	75.00
KLUESNER SANITATION	MONTHLY GARBAGE/LANDFILL	27,742.32
KMCH INC/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	743.00
MAINSTAY SYSTEMS	COMPUTER IT SERVICES	921.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	29.67
MANCHESTER FIRE ASSOCIATION	REIMBURSE PURCHASES	217.99
MANCHESTER SIGNS	TIRRILL/SEIBERT SIGNS	1,059.00
MASTERPIECE CLEANING	CLEANING	1,480.00

MEDIACOM	PHONE/INTERNET	254.90
MICROBAC LABORATORIES	TESTING	234.00
MIDWEST OVERHEAD CRANE	LIFT STATION HOIST INSPECTION	1,112.00
MIDWEST TAPE/HOOPLA	SUBSCRIPTIONS, MATERIALS	802.79
MISSIONSQUARE	PAYROLL WITHHOLDINGS	1,938.16
MORTON SALT	STREET SALT	11,882.43
MUNICIPAL SUPPLY	METER PURCHASE	4,752.00
NAPA AUTO PARTS	VEHICLE SUPPLIES	174.32
NORLAB	TOILET DYE	95.00
PALMER HARDWARE	SUPPLIES	482.45
PETERS & LONGMUIR	LEGAL FEES	1,700.00
PITNEY BOWES	POSTAGE, LEASE	648.29
QUILL CORPORATION	OFFICE SUPPLIES	33.72
REGIONAL MEDICAL CENTER	EXAM	201.00
REPEATS CONSIGNMENT	DOWNTOWN INCENTIVE GRANT	2,148.55
RIVER CITY STONE	ICE CONTROL SAND	1,814.87
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	454.90
SUE'S FLOWER & GARDEN CENTER	HOLIDAY DÉCOR	330.00
SUNSHINE BOY	WINDOW MAINTENANCE	100.00
T MOBILE	MOBILE DATA/CELL PLAN	404.82
TATEMS TRUCK & TRAILER	FLEET SOFTWARE	384.00
THE SHELL CORPORATION	DISINFECTANT	509.56
THREE RIVERS FS	VEHICLE FUEL	4,573.10
TRUCK COUNTRY OF IOWA	ANTI FREEZE	18.05
TSCHIGGFRIE EXCAVATING	PAY #4 COMMERCE COURT	4,723.47
US CELLULAR	MOBILE DATA/CELL PLAN	88.47
USPS	POSTAGE	1,102.63
VERIZON WIRELESS	MOBILE DATA	75.00
VICTORY FORD	WATER DEPT TRUCK	32,993.32
VOYA	PAYROLL WITHHOLDINGS	6,102.46
WELLMARK	HEALTH/DENTAL INSURANCE	5,696.35
WERTJES UNIFORMS	POLICE UNIFORMS	1,052.85
WIN LLC	PHONE/INTERNET	325.00
WINDSTREAM	PHONE/INTERNET	791.28
	TOTAL	245,767.80
	Fund Summary	
	Fund	
	001 - GENERAL	131,002.00
	003 - HOTEL/MOTEL TAX	699.00
	110 - ROAD USE TAX	34,004.40
	112 - EMPLOYEE BENEFITS	272.67
	118 - POLICE SPECIAL USES	267.00
	168 - PARK GIFT & TRUST	1,517.75
	171 - LIBRARY GIFT & TRUST	2,929.40
	302 - DOWNTOWN/COMMERCIAL INCENTIVE	2,148.55
	324 - STREET PROJECTS	13,920.97

	600 - WATER	45,811.97
	610 - SEWER	13,194.09
	Grand Total	245,767.80

#### Public Hearing on Proposed Development Agreement with Wesley D. Schulte

Mayor Behnken opened the Public Hearing at 5:12pm. City Manager Tim Vick reviewed the proposed development agreement with the City Council. Jay Schmitt, 750 Ridgewood Drive, questioned the use of City funds for the \$50,000 loan. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:14pm.

Motion by Scherbring, seconded by Dittrick to adopt R-003-2025 Resolution Approving Development Agreement with Wesley D. Schulte, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

#### Public Hearing on Proposal to enter into a General Obligation Loan Agreement

Mayor Behnken opened the Public Hearing at 5:15pm. City Manager Tim Vick informed the City Council that the general obligation loan would be used to fund phase two of the Westside Estates development and phase two of the Oakview Estates development. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:17pm.

Motion by Scherbring, seconded by Poynor to adopt R-004-2025 Resolution Taking Additional Action on Proposal to enter into a General Obligation Loan Agreement. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

#### Simple Mining

The City Council discussed the Simple Mining project.

#### Approve payment of \$4,883.87 to Kirkham Michael for the Airport Runway Rehabilitation Project

Motion by Schmitt, seconded by Poynor to approve payment of \$4,883.87 to Kirkham Michael for the Airport Runway Rehabilitation Project. On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

#### Ordinance 018-2024 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Oakview Estates Subdivision of Lots 11, 12, 13, 14)

Motion by Poynor, seconded by Dittrick to waive the second consideration of Ordinance 018-2024 and proceed to the third and final consideration. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Motion by Scherbring, seconded by Dittrick to approve the third consideration and final adoption of Ordinance 018-2024 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Oakview Estates Subdivision of Lots 11, 12, 13, 14). On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Ordinance 019-2024 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (West Brook Addition Phase 3)

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Motion by Dittrick, seconded by Schmitt to waive the second consideration of Ordinance 019-2024 and proceed to the third and final consideration. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Motion by Schmitt, seconded by Dittrick to approve the third consideration and final adoption of Ordinance 019-2024 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (West Brook Addition Phase 3). On call of roll: Ayes: Schmitt, Dittrick, Scherbring, Gray, Poynor. Nays: None. Motion carried.

Ordinance 020-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to the Regulation of Residential Siding Materials on Accessory Structures

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Motion by Scherbring, seconded by Dittrick to waive the second consideration of Ordinance 020-2024 and proceed to the third and final consideration. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Motion by Poynor, seconded by Dittrick to approve the third consideration and final adoption of Ordinance 020-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to the Regulation of Residential Siding Materials on Accessory Structures. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

#### Nuisance Property Updates

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City Attorney Jim Peters updated the City Council on the status of nuisance properties in the City. The City Council also reviewed the written update provided by Building Inspector Tim Heims.

#### Engineer Updates

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None.

#### Reports

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City Staff and City Council reports were given.

Mayor Behnken proclaimed January as Human Trafficking Prevention and Awareness Month. Teresa Davidson, representing Chains Interrupted, provided the City Council and those present with information regarding human trafficking in Iowa.

Motion by Gray, seconded by Schmitt that the meeting adjourn at 5:50pm. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk