

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, February 10, 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: Bryan Gray, Linda Schmitt, Joe Dittrick (arrived at 5:05pm), Mary Ann Poynor, Bill Scherbring (arrived at 5:03pm). Absent: None.

Presentation of Service Award

Mayor Behnken presented Kevin Graybill with a certificate of appreciation for his years of service on the Fire Department and as Fire Chief. Fire Chief Randy Rattenborg and Assistant Fire Chief Ed Tibbott also presented Kevin Graybill with a plaque in recognition of his service to the Fire Department.

Council Member Scherbring arrived at 5:03pm.

Motion by Schmitt, seconded by Gray to approve the agenda as amended by moving "Nuisance Property Updates" to follow "2025 General Obligation Bond Issue." On call of roll: Ayes: Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Public Input

Jay Schmitt, 750 Ridgewood Drive, addressed the City Council regarding establishing an efficiency committee.

Council Member Dittrick arrived at 5:05pm.

Consent Agenda

3.1 Approval of the minutes of the January 20, 2025 Budget Work Session; the minutes of the January 27, 2025 Regular City Council meeting; the minutes of the February 3, 2025 Budget Work Session

3.2 R-013-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the January 21, 2025 Parks & Recreation Commission meeting; January 2025 Wastewater IDNR Report; November 2024, December 2024 & January 2025 Revenue & Expense Reports

3.4 Liquor License Applications: Renewal Application for On Premise Special Class C Retail Alcohol License for Chuong Garden at 118 East Main Street; New Application for 5 Day (2/26/2025 - 3/2/2025) Class C Retail Alcohol License for St. Mary's Church at 119 West Fayette Street for their annual gala event

3.5 Ordinance 001-2025 An Ordinance Fixing & Establishing Grades on Several Streets as listed in this Ordinance in the City of Manchester, Iowa, third consideration and final adoption

3.6 Commercial Incentive Program Grant Applications for Eastern Iowa Pumping/Joe Hildebrand for the property at 918 East Main Street: Acquisition Assistance Grant in the amount of \$5,000.00; Facade Grant in the amount of \$7,500.00; Interior Grant in the amount of \$7,500.00; Parking Lot Grant in the amount of \$10,000.00

3.7 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Motion by Poynor, seconded by Scherbring to approve the Consent Agenda items 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 CONTRACT	615.87
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	5,153.30
AMAZON BUSINESS	SUPPLIES	2,397.14
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	695.55
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BLAWK HAWK AUTOMATIC SPRINKLER	BACKFLOW INSPECTIONS	255.00
BOOK FARM	LIBRARY MATERIALS	643.65
BOUBIN TIRE & AUTOMOTIVE	TIRE REPAIR	36.61
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DEL CO PLUMBING & HEATING	LIBRARY MAINTENANCE	122.10
DEL DUB JAC CO RTA	HOLIDAY TOUR BUS	82.00
DELAWARE CO ECONOMIC DEVELOPMENT	WEBSITE MAINTENANCE	1,000.00
DELAWARE CO SOLID WASTE COMM	MONTHLY LANDFILL	1,043.00
DELHI LUMBER	SUPPLIES	179.70
DILIGENT CORPORATION	BOARDDOCS ANNUAL SUBSCRIPTION	2,700.00
DUBUQUE CO SHERIFF	TRAINING	300.00
EDGEWOOD OIL	GREASE, OIL	1,801.20
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	20,610.15
ELECTRICAL ENGINEERING & EQUIPMENT	GENERATOR MAINTENANCE	306.25
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	771.54
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	2,622.84
IA SECRETARY OF STATE	NOTARY APPLICATION	30.00
IPERS	PAYROLL WITHHOLDINGS	13,384.30
J & R SUPPLY	O2 SENSOR	105.00
JASMINE WHITE	AIRPORT MAINTENANCE	80.00
JOHN DEERE FINANCIAL	SUPPLIES	2,053.76
JONATHAN PIERSCH	ISCIA CONFERENCE	379.83
KLUESNER SANITATON	MONTHLY GARBAGE/RECYCLING	27,704.16
KMCH	RADIO ANNOUNCEMENTS	618.00
L-TRON	VEHICLE SCANNERS	3,312.00
LYNCH DALLAS	LEGAL FEES	1,116.00
MAINSTAY SYSTEMS	COMPUTER IT SERVICES	313.50
MANCHESTER AREA CHAMBER	CHAMBER AWARDS BANQUET	125.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE SUPPLIES, REGISTRATIONS	3,849.00
MANCHESTER SIGNS	WATER TRUCK LOGO	94.50
MASTERPIECE CLEANING	CUSTODIAL	800.00
MES FIRE	LINER	1,214.09
MICROBAC	LAB TESTING	507.25
MIDWEST TAPE/HOOPLA	HOOPLA SUBSCRIPTION	750.29
MISSIONSQUARE	PAYROLL WITHHOLDINGS	967.20
MORTON SALT	STREET SALT	9,234.04

MUNICIPAL SUPPLY	METER SUPPLIES	12,796.00
NEIRL	MEMBERSHIP DUES	25.00
NICHOLAS MATELSKI	TRAINING REIMBURSEMENT	52.44
OVERDRIVE	LIBRARY MATERIALS	407.28
PALMER HARDWARE	SUPPLIES	3,542.63
RADIO COMMUNICATIONS	WATER TRUCK RADIO	663.73
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	195.42
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	5,197.50
STERICYCLE/SHRED-IT	SHREDDING	63.91
THE BREAD BASKET	LIBRARY PROGRAM	45.50
THREE RIVERS FS	VEHICLE FUEL	4,626.82
UEMSI/HTV	SEWER LEADER HOSE	150.51
US CELLULAR	LIBRARY HOT SPOT	89.37
USA BLUE BOOK	TESTING REAGENTS	3,090.88
USPS	UTILITY BILLING POSTAGE	1,100.53
WIN LLC	PHONE/INTERNET	325.00
WINDSTREAM	PHONE/INTERNET	695.88
WOODWARD COMMUNICATIONS	PUBLICATIONS	793.33
	TOTAL	144,138.70
	Fund Summary	
	Fund	
	001 - GENERAL	88,447.38
	003 - HOTEL/MOTEL TAX	1,759.00
	047 - HOLIDAY DECORATIONS	600.00
	110 - ROAD USE TAX	20,272.16
	112 - EMPLOYEE BENEFITS	272.67
	118 - POLICE SPECIAL USES	3,312.00
	171 - LIBRARY GIFT & TRUST	322.74
	180 - POLICE CANINE	59.98
	600 - WATER	17,830.85
	610 - SEWER	11,261.92
	Grand Total	144,138.70

November 2024 Revenues

Fund	Amount
001 - GENERAL	248,533.44
002 - FRANCHISE FEES	3,830.46
021 - STREET EQUIPMENT RESERVE	50.00
110 - ROAD USE TAX	60,389.15
112 - EMPLOYEE BENEFITS	62,506.88
118 - POLICE SPECIAL USES	450.50
121 - LOCAL OPTION SALES TAX	55,989.31
125 - TAX INCREMENT FINANCING	27,540.93
168 - PARK GIFT & TRUST	19.12
171 - LIBRARY GIFT & TRUST	958.02
200 - DEBT SERVICE	47,691.03

302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34
309 - STREET IMPROVEMENT	1,710.32
324 - STREET PROJECTS	650,068.85
600 - WATER	79,243.01
601 - UTILITY DEPOSIT TRUST	850.00
610 - SEWER	106,566.62
TOTAL REVENUES	1,346,730.98

December 2024 Revenues

Fund	Amount
001 - GENERAL	126,647.29
002 - FRANCHISE FEES	5,319.07
021 - STREET EQUIPMENT RESERVE	750.00
110 - ROAD USE TAX	58,118.17
112 - EMPLOYEE BENEFITS	27,262.64
121 - LOCAL OPTION SALES TAX	63,784.34
125 - TAX INCREMENT FINANCING	15,046.62
168 - PARK GIFT & TRUST	96.80
171 - LIBRARY GIFT & TRUST	1,584.38
180 - POLICE CANINE	201.00
200 - DEBT SERVICE	18,637.11
302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34
309 - STREET IMPROVEMENT	335.00
600 - WATER	91,054.84
601 - UTILITY DEPOSIT TRUST	225.00
610 - SEWER	110,666.92
TOTAL REVENUES	520,062.52

January 2025 Revenues

Fund	Amount
001 - GENERAL	103,751.90
002 - FRANCHISE FEES	11,471.31
110 - ROAD USE TAX	60,182.32
112 - EMPLOYEE BENEFITS	12,001.22
121 - LOCAL OPTION SALES TAX	86,550.28
125 - TAX INCREMENT FINANCING	6,882.36
161 - ACQUISITION/DEMOLITION	17,210.00
168 - PARK GIFT & TRUST	1,517.75
171 - LIBRARY GIFT & TRUST	279.52
200 - DEBT SERVICE	5,558.84
302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34
324 - STREET PROJECTS	18,638.44
600 - WATER	68,700.24
601 - UTILITY DEPOSIT TRUST	75.00
610 - SEWER	98,070.01
TOTAL REVENUES	491,222.53

Public Hearing on the Vacation of Easements described as the 5-foot utility easement upon the east line of Lot 4 and the 5-foot utility easement upon the west line of Lot 5, City of Manchester, Iowa

Mayor Behnken opened the Public Hearing at 5:10pm. City Manager Vick reviewed the location of the easements to be vacated, noting there were no utilities in the area. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:11pm.

Motion by Dittrick, seconded by Poynor to adopt R-014-2025 Resolution Approving the Vacation of Easements described as a 5' Utility Easement on the East Side of Lot 4 and a 5' Utility Easement on the West Side of Lot 5, SW Industrial Park 5th Subdivision, Manchester, Iowa. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

2025 General Obligation Bonds

Maggie Burger, Speer Financial, reviewed the bids received for the sale of the 2025A and 2025B General Obligation Bonds. UMB Bank submitted the best bid for the 2025A General Obligation Bond with a true interest rate of 3.87%. Bankers' Bank submitted the best bid for the 2025B General Obligation Bond with a true interest rate of 5.0493%. The Council discussed the bids received.

Motion by Scherbring, seconded by Poynor to adopt R-015-2025 Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2025A to UMB Bank. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

Motion by Schmitt, seconded by Gray to adopt R-016-2025 Resolution Awarding Taxable General Obligation Corporate Purpose Bonds, Series 2025B to Bankers' Bank. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

Nuisance Property Updates

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

Presentation of Survey Results from the Manchester Retailers Committee

Kurt Heims, Heims Awards, addressed the City Council regarding the results of a survey conducted by the retail committee; noting over 750 responses were received. The survey revealed that 70% of respondents wanted more small businesses, diverse restaurants, and family-friendly activities. However, there were criticisms about inconsistent store hours and poor shopping experiences. Discussion was held on the survey results, potential incentives/programs the City could enact to assist the downtown retailers, and the next steps.

Parks Department Trailer Replacement

Motion by Poynor, seconded by Scherbring to approve the purchase of a 16' aluminum trailer from Gudenkauf Trailer Sales in the amount of \$5,300.00. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Schmitt, Gray. Nays: None. Motion carried.

Review of Downtown Stormwater Study Proposal from Fehr Graham

Ryan Wicks, Fehr Graham, reviewed and discussed with the City Council a proposal to complete a stormwater study for the downtown area.

Approve payment of \$13,430.66 to Kirkham Michael for the Airport Runway Rehabilitation Project

Motion by Scherbring, seconded by Schmitt to approve payment of \$13,430.66 to Kirkham Michael for the Airport Runway Rehabilitation Project. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None.

Payroll Outsourcing Proposal from ADP

Following discussion, motion by Dittrick, seconded by Schmitt to approve proceeding with outsourcing payroll services to ADP. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Security Cameras/Door Access System

Police Chief Ben Davis reviewed with the City Council a proposal to replace security cameras at the Police Department, City Hall, Schram Park, Tirrill Park/Aquatic Center and the Whitewater Park; and replace the door access system at the Police Department and City Hall. The City Council discussed with City staff the need for the systems, that the current systems are out of date and some are no longer functional, the costs, installation and maintenance, and expandability. The City Council will discuss the replacement at a future meeting.

Engineer Updates

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

Reports

City Staff and City Council reports were given.

Motion by Dittrick, seconded by Poynor that the meeting adjourn at 6:27pm. Motion carried, all ayes.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk