

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, April 14, 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 Dittrick to approve the agenda as presented. On call of roll: Ayes: Schmitt, Dittrick, Poynor, Gray, Scherbring. Nays: None. Motion carried.

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the March 24, 2025 City Council meeting; the minutes of the April 7, 2025 Proposed Tax Levy Special City Council meeting; and the minutes of the April 7, 2025 Special City Council meeting & Committee of the Whole meeting

3.2 R-034-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the March 19, 2025 Parks & Recreation Commission meeting; minutes of the April 4, 2025 Board of Adjustment meeting; March 2025 Wastewater IDNR Reports

3.4 Liquor License Applications: Renewal On Premise Class C Retail Alcohol License for Mixteca Grill Manchester at 205 South 12th Street

3.5 Approve the request of the Delaware County Sexual Assault Response Team to light the West Marion Street Bridge with teal lights in April for Sexual Assault Awareness Month

3.6 Approve changing the date of the second City Council meeting in May from May 26, 2025 to May 27, 2025 at 5:00pm due to the Memorial Day holiday

3.7 Review decision of the Board of Adjustment to approve the request of Stryten Energy for the property at 913 South 10th Street for an exception to City Code Section 165.19(19.2) "I-2 Heavy Industrial District, Site Development Regulations" to allow for a reduction of the front yard setback from 30 feet to 25 feet

3.8 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. 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 MAINTENANCE AGREEMENT	3,316.11
ACE CUSTOMS	FIRE SENSOR REPAIR	2,500.00
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALL SECURE	LIBRARY ALARM MONITORING	135.00
ALLIANT ENERGY	ELECTRICITY	4,577.89
AMAZON BUSINESS	SUPPLIES	806.56
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES	70.00
ANDERSON WELDING	WELDING	42.08
ARNOLD MOTOR SUPPLY	VEHICLE SUPPLIES	35.68

BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	553.72
BARD MATERIALS	CONCRETE	701.55
BIBLIONIX	APOLLO SUBSCRIPTION	2,910.00
BLACK HILLS ENERGY	NATURAL GAS	7,600.25
BRAD COMER	REIMBURSE TRAVEL EXPENSES	81.29
CARRICO AQUATIC RESOURCES	POOL CHEMICALS	4,350.00
CENGAGE LEARNING	LIBRARY MATERIALS	201.42
CITY LAUNDERING	BUILDING MAINTENANCE	79.22
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,203.92
COLIBRI SYSTEMS	WELDING BAR	99.67
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES	SHOP INTERNET	206.00
DEL CO PLUMBING & HEATING	CITY HALL BOILER PARTS	390.01
DELAWARE COUNTY AUDITOR	3RD QUARTER DISPATCH	40,000.00
DELAWARE COUNTY EMERGENCY MGMT	2024 HERO HUSTLE PROCEEDS	10,000.00
DELAWARE COUNTY SOLID WASTE	MONTHLY LANDFILL CHARGES	1,040.10
DELHI LUMBER	CONCRETE SUPPLIES	1,174.28
DENNIS CONRAD	FIRE DEPT BUILDING MAINTENANCE	375.00
DIAMOND VOGEL	TRAFFIC PAINT	2,580.00
DISPLAY SALES	LIGHT POLE DECORATIONS	1,998.00
DON & WALT	HEATER REPAIR	133.75
DOUG FOLEY	IPRA CONFERENCE MILEAGE	100.10
DUBUQUE FIRE EQUIPMENT	EXTINGUISHER MAINTENANCE	159.00
DUTCH BROTHERS CONSTRUCTION	WILLIAMS STREET ROOF	18,450.00
EARLVILLE FIRE DEPARTMENT	2024 HERO HUSTLE TEAM	500.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	19,222.49
FAREWAY	SUPPLIES	155.75
FASTENAL COMPANY	SIGN BOLTS	260.00
FILAMENT ESSENTIAL SERVICES	WEB HOSTING	3,900.00
GAZETTE COMMUNICATIONS	LIBRARY SUBSCRIPTION	421.20
GEORGEN AUTO	POLICE VEHICLE MAINTENANCE	274.07
GORDON FLESCH	COPIER MAINTENANCE AGREEMENT	112.21
GUDENKAUF TRAILER SERVICES	TOOL BOX	500.00
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	611.65
HIGHLAND ARMS	FIREARMS	578.99
HILLSIDE MANUFACTURING	DOG PARK DONATION BOX	175.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	2,439.93
IA PRISON INDUSTRIES	SIGN DATE STICKERS	107.55
IAMU	MEMBERSHIP DUES	1,116.00
IOWA SOLUTIONS	IT SERVICES	132.00
IPERS	PAYROLL WITHHOLDINGS	13,003.85
J & R SUPPLY	SUPPLIES	135.00
JASMINE WHITE	AIRPORT CLEANING	120.00
JOHN DEERE FINANCIAL	SUPPLIES	444.62
J'S AUTO	VEHICLE REPAIR	85.00
KAMILLE HAWKER	LIBRARY LOGO DESIGN	250.00
KAMMILLER TREE SERVICE	STUMP REMOVAL	375.00

KAREN HEMPSTEAD	MARKETING SUPPLIES	399.00
K-LOG	LIBRARY TEEN FURNITURE	1,332.76
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	27,716.88
KMCH	RADIO ANNOUNCEMENTS	618.00
MACQUEEN TRANS IOWA EQUIPMENT	VEHICLE SUPPLIES	955.05
MANCHESTER CARQUEST	VEHICLE SUPPLIES	10.49
MANCHESTER SIGNS	DECALS, SIGNS	544.75
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	189.70
MARK FINK	SNOW REMOVAL, HAULING	1,195.00
MASTERPIECE CLEANING	CUSTODIAL	1,480.00
MEDIACOM	PHONE/INTERNET	289.75
MICROBAC LABORATORIES	TESTING	548.00
MIDWEST TAPE/HOOPLE	HOOPLA SUBSCRIPTION	752.94
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
MOMENTUM SCREENPRINTS	SHIRTS, SAFETY VESTS	1,264.47
MORTON SALT	STREET SALT	6,825.45
MOTION PICTURE LICENSING	LIBRARY LICENSE	208.04
NOLAN RUNDLE	REFUND OVERPAYMENT	5.00
OELWEIN PUBLISHING	DEL CO FACT BOOK	320.00
OVERDRIVE	AUDIOBOOKS	404.87
PALMER HARDWARE	SUPPLIES	331.94
PETERS & LONGMUIR	LEGAL FEES	920.00
PHILIPPSON CONCRETE	SNOW HAULING	375.00
PITNEY BOWES	POSTAGE REFILL	1,009.75
RADAR ROAD TEC	RADAR CERTIFICATION	200.00
RADIO COMMUNICATIONS	FIRE PAGER MAINTENANCE	218.00
REGIONAL MEDICAL CENTER	2024 HERO HUSTLE INDIVIDUAL	500.00
RELIANT FIRE APPARATUS	VEHICLE MAINTENANCE	190.20
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHMITZ JANITORIAL	CLEANING SUPPLIES	843.35
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	3,813.00
SPEER FINANCIAL	2025 BOND ISSUANCE SERVICES	9,650.00
STERICYCLE	SHREDDING	68.35
T MOBILE	PD MOBILE DATA	404.82
US CELLULAR	MOBILE DATA/HOT SPOT	89.37
USA BLUE BOOK	LAB SUPPLIES	737.58
USPS	POSTAGE	1,449.98
VOYA	PAYROLL WITHHOLDINGS	2,251.23
WELLMARK	HEALTH/DENTAL INSURANCE	2,833.27
WINDSTREAM	PHONE/INTERNET	1,072.40
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	543.91
	TOTAL	226,273.55
	Fund Summary	
	001 - GENERAL	143,416.50
	003 - HOTEL/MOTEL	1,079.00
	047 - HOLIDAY DECORATIONS	1,998.00
	110 - ROAD USE TAX	18,949.82
	168 - PARK GIFT & TRUST	13,189.05

	171 - LIBRARY GIFT & TRUST	1,454.96
	200 - DEBT SERVICE	9,650.00
	600 - WATER	27,337.44
	610 - SEWER	9,198.78
	Grand Total	226,273.55

Manchester Vitality Endowment Request for Street Closure on August 15, 2025 for a Community Street Dinner & Social Event

Stephanie Fangmann, representing the Manchester Vitality Endowment, requested permission to close the 100 block of South Franklin Street on August 15, 2025, from 1:00pm to 12:00am. She noted that all businesses on the street have been contacted and have given verbal approval. The event is intended to highlight local Manchester businesses and will include live music in partnership with Riverbend, with activities beginning around 5:00pm.

Motion by Dittrick, seconded by Gray to approve the request of the Manchester Vitality Endowment to close the 100 block of South Franklin Street on August 15, 2025 from 1:00pm – 12:00am for a community street dinner and social event. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Update from F&M Bank on their 100 Year Anniversary Celebration Block Party on June 7, 2025

Mandy Pasker, representing F&M Bank, provided an update on plans for the bank's 100-year anniversary celebration. Pasker requested permission to extend the event area on South Franklin Street to the north side of the West Marion Street Bridge to allow room for the band to set up near Riverbend. Pasker also requested to extend the timeframe for the street closure, as the band would like to start set-up beginning at 10:00am.

Motion by Dittrick, seconded by Gray to approve the request to close South Franklin Street from East Main Street to the north side of the West Marion Street on June 7, 2025 from 7:00am-12:00am for F&M Bank's 100-year anniversary celebration. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Request of the Manchester Area Chamber of Commerce and Rotary Club to have a beverage tent at the Whitewater Park on June 6, 2025 as part of the River Days Event

Laura Holtz, Manchester Area Chamber of Commerce Director, requested permission for the Chamber and Rotary Club to have a beverage tent at the Whitewater Park on June 6, 2025 as part of the River Days Event. Holtz noted that the beverage tent would be a fundraiser for the Rotary's clock project.

Motion by Scherbring, seconded by Poynor to approve the request of the Manchester Area Chamber of Commerce and Rotary Club to have a beverage tent at the Whitewater Park on June 6, 2025 as part of the River Days Event. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

Request of the Manchester Area Chamber of Commerce to close South Franklin Street from Main Street to Delaware Street on June 19, 2025 for the annual Ridiculous Day Sales & Ping Pong Ball Drop

Laura Holtz, Manchester Area Chamber of Commerce Director, requested permission to close South Franklin Street from Main Street to Delaware Street for a portion of the day on June 19, 2025 to allow for a ping-pong ball drop as part of Ridiculous Days.

Motion by Dittrick, seconded by Scherbring to approve the closure of South Franklin Street from Main Street to Delaware Street on June 19, 2025 and directing City Staff to work with the Chamber on the timing of the closure. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Review decision of the Board of Adjustment to approve the request of Larry Brunzman for the property at 131 East Acers Street for a variance to City Code Section 165.06(6.2) "R-1 Single Family Residential Districts, Site Development Regulations" to allow for a reduction of the side yard setback from 6.5 feet to 3 feet

City Manager Vick informed the City Council that the Board of Adjustment had considered a variance request from Larry Brunzman of 131 East Acers Street, seeking to reduce the required side yard setback from 6.5 feet to 3 feet. The Board voted 2-1 in favor of the request; however, it was later determined that a minimum of three affirmative votes is required to approve a variance. With only three members present at the meeting, the vote did not satisfy this requirement. As a result, City Staff is recommending that the matter be remanded to the Board of Adjustment for reconsideration and appropriate action.

Motion by Gray, seconded by Schmitt to remand back to the Board of Adjustment the variance request of Larry Brunzman for the property at 131 East Acers Street to allow for a reduction of the side yard setback from 6.5 feet to 3 feet. On call of roll: Ayes: Gray, Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

Request for Special Exception to Livestock Restrictions from Matt & Melinda Marges for the property at 108 Ungs Court

Motion by Poynor, seconded by Dittrick to approve the special exception to livestock restrictions request from Matt and Melinda Marges, 108 Ungs Court, allowing them to keep six chickens (no roosters) on their property. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Approval of City Clean-Up Day on May 10, 2025 at Kluesner Sanitation's Transfer in Manchester

Motion by Schmitt, seconded by Poynor to set May 10, 2025 as the date for the City spring clean-up day at Kluesner Sanitation's transfer station in Manchester. On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

R-035-2025 Resolution Approving the Installation of Stop Signs (West Marion Street/South 5th Street)

Motion by Poynor, seconded by Dittrick to adopt R-035-2025 Resolution Approving the Installation of Stop Signs (West Marion Street and South 5th Street intersection). On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Approve payment in the amount of \$21,366.94 to Kirkham Michael for engineering services

Motion by Scherbring, seconded by Schmitt to approve payment in the amount of \$21,366.94 to Kirkham Michael for engineering services. On call of roll: Ayes: Scherbring, Schmitt, Gray, Poynor, Dittrick. Nays: None. Motion carried.

Approve payment in the amount of \$5,425.00 to Burrington Group for engineering services

Motion by Gray, seconded by Dittrick to approve payment in the amount of \$5,425.00 to Burrington Group for engineering services. On call of roll: Ayes: Gray, Dittrick, Scherbring, Schmitt, 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.

Engineer Updates

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

Reports

City staff and City Council reports were given.

Closed Session

Motion by Dittrick, seconded by Schmitt to enter into closed session at 5:43pm pursuant to Iowa Code Section 21.5(1c) to discuss pending litigation. On call of roll: Ayes: Dittrick, Schmitt, Gray, Poynor, Scherbring. Nays: None. Motion carried.

The City Council returned to open session at 6:00pm.

Motion by Dittrick, seconded by Schmitt that the meeting adjourn at 6:00pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk