

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, July 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

Council Members Present: Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bryan Gray. Absent: Bill Scherbring.

APPROVAL OF AGENDA

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

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the June 23, 2025 Regular City Council meeting and minutes of the June 30, 2025 Special City Council meeting & Committee of the Whole meeting

3.2 R-061-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the May 8, 2025 Library Board meeting; minutes of the June 27, 2025 Board of Adjustment meeting; June 2025 Wastewater IDNR Report

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for Riverbend Pub at 121 South Franklin Street

3.5 R-062-2025 Resolution Amending Salary Resolution

3.6 Downtown Incentive Grant Applications: Second Story Loan in the amount of \$10,000.00, Facade Grant (north side) in the amount of \$7,214.00, and Facade Grant (west facade) in the amount of \$6,366.67 for Franklin Place at 102 North Franklin Street

3.7 R-063-2025 Resolution Amending Employee Handbook (Cell Phone Usage)

3.8 Approve the appointment of Annette Lenz to the Parks & Recreation Commission (3-year term)

3.9 R-064-2025 Resolution Establishing Restricted Parking Zone (West Butler Street)

3.10 R-065-2025 Resolution Approving Agreement for Professional Services with Burrington Group (Survey/Easements)

3.11 Approve payment of claims totaling \$27,827.50 to Fehr Graham for engineering services

3.12 Review decision of the Board of Adjustment to approve the request of Lora Hunt for the property at 901 New Street for an exception to City Code Section 165.06(6.2) "R1 Single Family Residential Districts, Site Development Regulations" to reduce the front yard setback from 25' to 18' to allow for the construction of a covered porch

3.13 Review the decision of the Board of Adjustment to approve the request of William & Shela Westrate for the property at 213 East Union Street for an exception to City Code Section 165.25.10(c) "Supplemental Development Regulations" to allow for the construction of a three-foot tall picket fence that would extend into the site visibility triangle

3.14 Review the decision of the Board of Adjustment to approve the Conditional Use Permit request of Castle Theatre for the property at 112 East Main Street to allow for the installation of a sequencing sign on the east and west sides of the existing marquee

3.15 Approval of the Consent Agenda

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

BILLS APPROVED FOR PAYMENT

Vendor	Description	Amount
5K SPORTS & MORE	PARK SHIRTS	275.08
ABBY HOLTZ	COMMERCIAL INCENTIVE GRANT	2,574.46
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGMT	457.79
ALLIANT ENERGY	ELECTRICITY	8,359.02
AMAZON BUSINESS	SUPPLIES	2,734.73
ANDERSON WELDING	REPAIRS	1,784.13
ANNETTE HEIMS	UNIFORM ALTERATIONS	39.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	47.94
AXON ENTERPRISE	POLICE EQUIPMENT	14,741.26
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,433.77
BARD MATERIALS	ROCK	253.98
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BLACK HILLS ENERGY	NATURAL GAS	1,378.99
BOOK PAGE	LIBRARY MATERIALS	420.00
BRADEN WENGER	SWIM TEAM COACH	1,500.00
BSN SPORTS	FIELD MARKING PAINT	423.96
BURNS INC	MOWER BLADE	95.40
CARRICO AQUATIC RESOURCES	POOL CHEMICALS	18,797.28
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,203.92
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	1,089.69
COMELEC SERVICES	SHOP INTERNET	153.00
CONTINENTAL RESEARCH	PARK RESTROOM SUPPLIES	111.14
DEL CO PLUMBING & HEATING	AC REPAIR	231.70
DEL CO ECONOMIC DEVELOPMENT	TOURISM/ECONOMIC DEV CONTRIBUTION	41,250.00
DEL CO SOLID WASTE	MONTHLY LANDFILL	1,053.10
DELHI LUMBER	SUPPLIES	17.10
DINGES PARTNERS GROUP	FIRE TRUCK REPAIRS	4,355.00
DON & WALT	FAUCET REPAIR	85.00
EMMA DUNKEL	SWIM TEAM COACH	2,800.00
EVAN DUNKEL	SWIM TEAM COACH	900.00
FAREWAY STORES	SUPPLIES, CONCESSIONS	3,622.48
GALLS	POLICE EQUIPMENT	736.98
GENERAL TRAFFIC CONTROLS	TRAFFIC LIGHT REPAIRS	2,559.00
GEORGEN AUTO	POLICE VEHICLE MAINTENANCE	1,154.38
GORDON FLESCH	LIBRARY COPIER MAINT	160.41
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	1,226.33
IA ONE CALL	LOCATES	228.00
IOWA LAW ENFORCEMENT ACADEMY	MMPI	150.00
IOWA PARKS & REC ASSOCIATION	ANNUAL DUES	360.00
J & R SUPPLY	METERS	887.50
JASMINE WHITE	AIRPORT CLEANING	160.00
JOHN DEERE FINANCIAL	SUPPLIES	732.14
KLUESNER SANITATION	GARBAGE/RECYCLING	28,060.32
KMCH	RADIO ANNOUNCEMENTS	768.00
KOELKER PLASTICS	SUPPLIES	213.00

LAHR REPAIR	EXHAUST REPAIRS	211.60
LANDSCAPES BY CHILDS PLAY	LIBRARY LANDSCAPING	463.50
LL PELLING	ASPHALT PATCH	437.63
MADELYNN ZEHR	SWIM TEAM COACH	1,000.00
MAINSTAY SYSTEMS	IT SERVER FEES	930.00
MAKENZIE BOYD	SWIM TEAM COACH	900.00
MANCHESTER SIGNS	SIGNS	264.00
MARTIN EQUIPMENT	VEHICLE MAINT SUPPLIES	120.20
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MCKENNA BUSH	SWIM TEAM COACH	1,000.00
MEDIACOM	PHONE/INTERNET	266.12
MES SERVICE COMPANY	FIRE SAFETY VESTS	787.80
MICROBAC LABORATORUES	LAB TESTS	475.50
MIDWEST PATCH HI-VIZ SAFETY	COMPLEX SIGNS	210.00
MIDWEST TAPE	HOOPLA SUBSCRIPTION	792.22
MYERS COX	CONCESSIONS	2,603.87
NATIONAL REC & PARK ASSOCIATION	MEMBERSHIP DUES	360.00
OVERDRIVE	LIBRARY MATERIALS	1,515.60
PALMER HARDWARE	SUPPLIES	3,416.81
PAT AYERS	REFUND SHELTER	30.00
PEPSI COLA BOTTLING	CONCESSIONS	2,546.03
PETERS & LONGMUIR	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE	1,158.04
PIZZA RANCH	CONCESSIONS	2,314.00
POLICE LEGAL SCIENCES	TRAINING	2,020.00
PRICE ELECTRIC	REPAIRS	313.15
RECREONICS	POOL RESCUE BOARD	433.50
REGIONAL MEDICAL CENTER	PHYSICAL	222.00
RICHARD MCCRABB	MOWING	210.00
RUNDE AUTO GROUP	OIL CHANGES	123.90
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SATOR SPORTS	SOCCER BALLS	229.00
SCHMITZ JANITORIAL	RESTROOM SUPPLIES	817.60
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	195.42
SHIELD TECHNOLOGY	SHIELDWARE	3,382.50
SLM LAWN MOWING	MOWING CONTRACT	5,434.17
STANARD & ASSOCIATES	APPLICANT TESTING	171.46
STOREY KENWORTHY	OFFICE SUPPLIES	736.74
STRYKER SALES	EQUIPMENT MAINTENANCE	1,104.00
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	100.00
T MOBILE	MOBILE DATA/HOT SPOT	404.82
THE ALLEY 2.0	COMMERCIAL INCENTIVE GRANT	2,980.00
THREE RIVERS FS	VEHICLE FUEL	5,271.76
US CELLULAR	HOT SPOT	64.37
USA BLUE BOOK	SAFETY SIGN	10.69
USPS	POSTAGE	1,121.36
WAVERLY NEWSPAPERS	TOURISM ADS	300.00
WEIKERT CONTRACTING	STREET LINE PAINTING	6,233.23
WEST DELAWARE SCHOOLS	LIBRARY YEAR BOOK	45.00

WIN LLC	PHONE/INTERNET	325.00
WINDSTREAM	PHONE/INTERNET	1,076.43
	TOTAL	208,130.22
	Fund Summary	
	001 - GENERAL	147,383.29
	003 - HOTEL/MOTEL TAX	26,289.10
	110 - ROAD USE TAX	14,464.09
	112 - EMPLOYEE BENEFITS	108.00
	168 - PARK GIFT & TRUST	7.00
	171 - LIBRARY GIFT & TRUST	3,976.65
	180 - POLICE CANINE	59.98
	302 - DOWNTOWN/COMMERCIAL INC	5,554.46
	600 - WATER	7,120.29
	610 - SEWER	3,167.36
	Grand Total	208,130.22

ORDINANCE 005-2025 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER, IOWA, BY AMENDING PROVISIONS OF THE RENTAL HOUSING CODE PERTAINING TO INSECT INFESTATIONS

Krystle DeShaw, Delaware County Public Health, reviewed bedbug issues in the area, treatment challenges, and noted limited public health authority since bedbugs do not transmit disease. The Council discussed tenant rights, property owner responsibilities, and disposal of infested items. City Attorney Jim Peters recommended lease addendums and model ordinance language to assist property owners, with Council members supporting the approach and potential modifications.

Motion by Poynor, seconded by Dittrick to proceed with the first consideration and adoption of Ordinance 005-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions of the Rental Housing Code pertaining to Insect Infestations. On call of roll: Ayes: Poynor, Dittrick, Gray, Schmitt. Nays: None. Motion carried.

ORDINANCE 003-2025 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER BY AMENDING PROVISIONS PERTAINING TO UTILITY RATES

Motion by Dittrick, seconded by Poynor to proceed with the third consideration and adoption of Ordinance 003-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

ORDINANCE 004-2025 AN ORDINANCE AMENDING PROVISIONS PERTAINING TO THE POLICE DEPARTMENT

Motion by Dittrick, seconded by Gray to proceed with the second consideration and adoption of Ordinance 004-2025 An Ordinance Amending Provisions Pertaining to the Police Department. On call of roll: Ayes: Dittrick, Gray, Schmitt, Poynor. Nays: None. Motion carried.

R-066-2025 RESOLUTION APPROVING STANDARD PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES, INC FOR THE PREPARATION OF THE COMPREHENSIVE PLAN UPDATE FOR THE CITY OF MANCHESTER

City Manager Vick reviewed the selection process for the comprehensive plan update and discussed with the City Council plans for public engagement and the initial meetings. Motion by Poynor, seconded by Schmitt to adopt R-066-2025 Resolution Approving Standard Professional Services Agreement with Snyder & Associates,

Inc for the Preparation of the Comprehensive Plan Update for the City of Manchester. On call of roll: Ayes: Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

R-067-2025 RESOLUTION APPROVING LEASE AGREEMENT EXTENSION WITH DUPACO COMMUNITY CREDIT UNION

Motion by Schmitt, seconded by Gray to adopt R-067-2025 Resolution Approving Lease Agreement Extension with Dupaco Community Credit Union. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

R-068-2025 RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MANCHESTER, IOWA AND NORTHEAST IOWA COMMUNITY COLLEGE

Motion by Dittrick, seconded by Schmitt to adopt R-068-2025 Resolution Approving Memorandum of Understanding between the City of Manchester, Iowa and Northeast Iowa Community College. On call of roll: Ayes: Dittrick, Schmitt, Gray, Poynor. Nays: None. Motion carried.

NUISANCE PROPERTY UPDATES

City Staff and the City Attorney provided an update to the City Council on the status of nuisance abatement cases.

ENGINEER UPDATES

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

REPORTS

City Staff, City Attorney, and City Council reports were given.

Motion by Dittrick, seconded by Poynor that the meeting adjourn at 6:06pm. Motion carried, all ayes.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk