

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

Monday, September 22, 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: Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Bryan Gray, Linda Schmitt.

Absent: None.

APPROVAL OF THE AGENDA

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

Mayor Behnken reported that the following individuals had submitted the necessary paperwork to appear on the ballot for the November 4, 2025 election:

- Mayor: Connie Behnken and Joe Dittrick
- Ward 2 Council Member: Mary Ann Poynor and Curt Meiner
- At Large Council Member: Linda Schmitt and Diane Hammell

PUBLIC INPUT

Jay Schmitt, 750 Ridgewood Drive, addressed the City Council regarding video recording of City Council meetings.

Ed Poynor, 724 East Howard Street, addressed the City Council regarding the importance of providing factual information when making statements.

Mick Crumpton, 168 Delhi Road and owner of commercial property on West Main Street, asked how water runoff from the proposed McDonald's construction will be addressed and if a retention pond is planned.

CONSENT AGENDA

3.1 Approval of the minutes of the September 8, 2025 Regular City Council meeting

3.2 R-080-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the August 14, 2025 Library Board meeting; minutes of the September 4, 2025 Library Board special meeting; minutes of the September 11, 2025 Planning & Zoning Commission meeting; August 2025 Wastewater IDNR Reports; minutes of the September 15, 2025 Parks & Recreation Commission meeting; minutes of the August 28, 2025 Airport Committee meeting

3.4 Liquor License Applications: New application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for the Dogtoberfest event on October 12, 2025 at 300 West Main Street

3.5 R-081-2025 Resolution Amending Salary Resolution

3.6 Downtown Incentive Grant Payment Request: Facade Grant (south side) in the amount of \$6,141.34 for Franklin Place at 102 North Franklin Street; Facade Grant (east side) in the amount of \$5,294.00 for Franklin Place at 102 North Franklin Street

3.7 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Motion by Schmitt, seconded by Dittrick to approve the Consent Agenda. On call of roll: Ayes: Schmitt, Dittrick, Scherbring, Gray, Poynor. Nays: None. Motion carried.

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	FLAG FOOTBALL, HERO HUSTLE SHIRTS	5,772.73
ACCESS SYSTEMS	COPIER MAINT AGREEMENT	457.79
ALLIANT ENERGY	ELECTRICITY	24,884.02
AMAZON BUSINESS	SUPPLIES	667.00
ARMOR EQUIPMENT	STREET SWEEPER	291,495.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	270.66
BASE	SELF INSURANCE/HRA ADMINISTRATION	216.00
CRITTER GITTER	ANIMAL CONTROL	281.25
D & S PORTABLES	HERO HUSTLE RENTALS	450.00
DELAWARE CO TREASURER	PROPERTY TAXES	644.00
DOG WASTE DEPOT	DOG WASTE BAGS	579.54
DON & WALT	EQUIPMENT MAINT	91.56
EASTERN IA ASPHALT MAINTENANCE	BIKEWAY, STREET REPAIRS	8,431.47
GIENAPP COONSTRUCTION	REPAIR GARAGE DOOR	276.00
GOOD NEIGHBOR SOCIETY	SENIOR WELLNESS VENDOR FAIR	125.00
HARTWICK MARINA	FIRE DEPT OIL & ENGINE PARTS	59.13
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HEIMS AWARDS	SERVICE AWARDS, DOG PARK DONATIONS	6,100.00
HITTERS DEPOT	POOL CHAIRS/BENCHES	900.00
IA DEPT OF AG & LAND STEWARDSHIP	ANIMAL CONTROL LICENSE	75.00
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
JASMINE WHITE	AIRPORT CLEANING	80.00
KMCH	RADIO ANNOUNCEMENTS	1,068.00
LINDA SCHMITT	REIMBURSEMENT	24.00
MAGGIE SOMMERS	WEBSITE MAINTENANCE	800.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	9.89
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	150.21
MASTERPIECE CLEANING	CLEANING	800.00
MEDIACOM	PHONE/INTERNET	254.90
MEDICAL ASSOCIATES CLINIC	RANDOM DRUG/ALCOHOL TEST	60.00
MES SERVICE COMPANY	EQUIPMENT MAINT	1,365.75
MICROBAC LABORATORUES	LAB TESTS	409.75
MIDWEST PATCH/HI-VIZ SAFETY	STREET SIGNS	196.00
OPG-3	SCANNER, ANNUAL LICENSE	4,308.70
PALMER HARDWARE	SUPPLIES	1,191.66
PATTEN EQUIPMENT & TRAILER SALES	WATER DEPT TRAILER	6,516.00
PET WASTE ELIMINATOR	DOG PARK BENCH	537.99
PETERS & LONGMUIR	LEGAL FEES	1,094.27
PITNEY BOWES	POSTAGE, METER SUPPLIES	1,317.16
REGIONAL MEDICAL CENTER	PHYSICAL	132.00
RICHARD MCCRABB	MOWING: EAST MAIN	210.00
RIVER CITY STONE	ROCK	1,658.84

RUNDE AUTO GROUP	POLICE VEHICLE REPAIR	142.18
SCHMITZ JANITORIAL	GARBAGE BAGS	242.70
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	195.42
SIMMERING CORY	CITY CODE UPDATE	2,586.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	13,838.74
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	326.20
SUE'S FLOWER & GARDEN CENTER	FERTILIZER	11.99
SUNSHINE BOY WINDOW CLEANING	WINDOW CLEANING	125.00
THREE RIVERS FS	VEHICLE FUEL	5,397.15
US CELLULAR	PHONE/INTERNET	79.36
WALMART	SUPPLIES	113.96
WATERLOO TENT & TARP	DOG PARK SHADE STRUCTURE	15,310.00
WIN LLC	PHONE/INTERNET	336.70
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	293.43
	TOTAL	403,010.10
	Fund Summary	
	001 - GENERAL	46,454.53
	002 - FRANCHISE FEES	2,600.00
	003 - HOTEL/MOTEL TAX	800.00
	021 - STREET EQUIPMENT RESERVE	291,495.00
	110 - ROAD USE TAX	3,809.50
	112 - EMPLOYEE BENEFITS	216.00
	168 - PARK GIFT & TRUST	24,303.11
	171 - LIBRARY GIFT & TRUST	238.59
	308 - BIKEWAY/WALKWAY PROJECTS	8,224.84
	600 - WATER	9,416.68
	610 - SEWER	15,451.85
	Grand Total	403,010.10

Mayor Behnken swore in new Police Office Chris Fuller.

PUBLIC HEARING ON APPLICATION FOR COMBINATION OF ADJOINING LOTS PURSUANT TO CITY CODE SECTION 170.36

Council Member Dittrick moved to the audience as this agenda item pertained to property owned by him.

Mayor Behnken opened the Public Hearing at 5:14pm. City Manager Vick explained that this was to combine adjoining lots owned by Joe Dittrick on South Wayne Street and East Delaware Street. Eric Walker, KMCH, asked about the reason for the requested lot combination. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:15pm.

Motion by Scherbring, seconded by Schmitt to adopt R-082-2025 Resolution to Approve the Combination of Adjoining Lots under Common Ownership. On call of roll: Ayes: Scherbring, Schmitt, Gray, Poynor. Nays: None. Abstentions: Dittrick (Council Member Dittrick abstained as he is the owner of the property). Motion carried.

Council Member Dittrick rejoined the Council.

MANCHESTER VITALITY ENDOWMENT FUND COMMITTEE REQUEST TO PLACE FALL DECORATIONS

Motion by Gray, seconded by Schmitt to approve the request of the Manchester Vitality Endowment Fund Committee to place fall decorations at the four intersections with stoplights and directing them to work with Street Superintendent Jason Haight to ensure ensuring visibility and ADA access requirements are met. On call of roll: Ayes: Gray, Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

SITE PLAN REVIEW - MCDONALD'S

Mayor Behnken informed the Council that the City has received a site plan for a proposed McDonald's to be located at 1201 West Main Street and that the Planning and Zoning Commission had reviewed the site plan and recommend approval.

Jason Wenger addressed drainage concerns raised by Mick Crumpton, explaining flood considerations, compensatory storage, and the stormwater detention planned for the north side of the lots, noting the measures being taken to minimize impact on neighboring properties.

The City Council discussed drainage in the area, stormwater management, floodplain considerations, required permitting, access to the lots and traffic flow.

Developer Wes Schulte addressed the City Council regarding the proposed project, noting the area will be developed into two commercial lots with no funding required from the City. Schulte also noted that McDonald's has thoroughly researched the area, have their own team of engineers who have investigated the site, and they want to locate in Manchester at this location.

Motion by Scherbring, seconded by Poynor to approve the site plan as presented for McDonald's at 1201 West Main Street. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

POOL BATHHOUSE FLOORING REPLACEMENT QUOTES

Motion by Poynor, seconded by Schmitt to approve the quote from Surface Enhancement Company in the amount of \$12,400.00 to replace the flooring in the pool bathhouse. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

R-083-2025 RESOLUTION DELETING PROPERTY FROM THE MANCHESTER URBAN RENEWAL AREA

Motion by Scherbring, seconded by Gray to adopt R-083-2025 Resolution Deleting Property from the Manchester Urban Renewal Area. On call of roll: Ayes: Scherbring, Gray, Schmitt, Poynor, Dittrick. Nays: None. Motion carried.

ORDINANCE 006-2025 AN ORDINANCE DELETING PROPERTY FROM THE TAX INCREMENT FINANCING DISTRICT FOR THE MANCHESTER URBAN RENEWAL AREA OF THE CITY OF MANCHESTER, IOWA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA

Motion by Scherbring, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 006-2025 An Ordinance Deleting Property from the Tax Increment Financing District for the Manchester Urban Renewal Area of the City of Manchester, Iowa, pursuant to Section 403.19 of the Code of Iowa. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

R-084-2025 RESOLUTION SETTING DATE FOR PUBLIC HEARING ON DESIGNATION OF THE EXPANDED MANCHESTER URBAN RENEWAL AREA AND ON URBAN RENEWAL PLAN AMENDMENT

Motion by Poynor, seconded by Dittrick to adopt R-084-2025 Resolution Setting Date for Public Hearing on Designation of the Expanded Manchester Urban Renewal Area and on Urban Renewal Plan Amendment. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

BAUM PARK ANGLE PARKING - ADDITIONAL SCOPE AGREEMENT WITH FEHR GRAHAM

Motion by Schmitt, seconded by Poynor to approve the additional scope agreement with Fehr Graham for Baum Park angle parking, with the potential that the parking may be removed from the project depending on the bids received. On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring. Nays: Gray. Motion carried.

EAST BUTLER STREET EXTENSION - ADDITIONAL SCOPE AGREEMENT WITH FEHR GRAHAM

The Council reviewed the proposed agreement with Fehr Graham and agreed not to proceed at this time due to the estimated cost.

ENGINEER UPDATES

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

REPORTS

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

Motion by Gray, seconded by Scherbring that the meeting adjourn at 6:14pm. Motion carried, all ayes.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk