

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

Monday, October 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

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

Absent: None.

APPROVAL OF THE AGENDA

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

PUBLIC INPUT

Jay Schmitt, 750 Ridgewood Drive, commented on the upcoming City election and the multiple ways to obtain information on the candidates. Ed Poynor, 724 East Howard Street, commented on concerns raised about a City Council candidate participating in the homecoming parade.

CONSENT AGENDA

3.1 Approval of the minutes of the September 22, 2025 Regular City Council meeting; September 29, 2025 Special meeting & Work Session

3.2 R-086-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: September 2025 Wastewater IDNR Report

3.4 Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for E-Z Pickin's at 2210 State Highway 13

3.5 Downtown Incentive Grant Payment Request: Interior Grant in the amount of \$11,250.00 from Pat Schmitz/Schmitz Properties for the property at 100 North Franklin Street

3.6 Approval of Reimbursement Request #1 from Joe Hildebrand in the amount of \$110,520.00 for work completed on the Westside Estates Subdivision Phase 2 Project

3.7 R-087-2025 Resolution Approving the 2025 Revisions to the Constitution and By-Laws of the Manchester Fire Department

3.8 Approve payment of claim totaling \$63,692.63 to Eastern Iowa Excavating and Concrete LLC for the Fire Department Parking Lot Improvement Project

3.9 Acknowledge receipt of unpaid nuisance mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.10 Approve payment of claims totaling \$12,336.00 to Fehr Graham for engineering services

3.11 R-088-2025 Resolution Amending Employee Handbook

3.12 Approve Iowa Department of Transportation Application to Perform Work within State Highway Right-of-Way for Snow Pioneers Snowmobile Club

3.13 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	VOLLEYBALL SHIRTS	576.00
ACCESS SYSTEMS	COPIER MAINT AGREEMENT	457.79
ALL SECURE	ALARM MONITORING (QUARTERLY)	360.00
ALLIANT ENERGY	ELECTRICITY	8,681.27
AMAZON BUSINESS	SUPPLIES	2,703.65
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	153.21
AT&T	LIBRARY HOT SPOTS	356.80
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	202.44
BARD MATERIALS	ROCK, CONCRETE	13,672.35
BLACK HILLS ENERGY	NATURAL GAS	1,660.19
BSN SPORTS	FLAG FOOTBALL SUPPLIES	76.00
CARROLL CONSTRUCTION SUPPLY	CONCRETE SUPPLIES/ROD	287.31
CENGAGE LEARNING	LIBRARY MATERIALS	626.38
CENTER POINT	LIBRARY MATERIALS	87.71
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF MANCHESTER	COMPLEX WATER/SEWER	48.69
COLIBRI SYSTEMS	LIBRARY MATERIALS	2,581.10
COMELEC SERVICES	PHONE/INTERNET	153.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DAKOTA SUPPLY GROUP	SERVICE LINE TAPS	820.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,051.00
DELHI LUMBER	SUPPLIES	447.63
DENNIS CONRAD	FIRE STATION MAINTENANCE	375.00
DORSEY & WHITNEY	LEGAL FEES	20,173.50
ECIA	LEAD GRANT MATCH	4,000.00
EMS INDUSTRIAL	WASTEWATER SUPPLIES	576.40
FAREWAY STORES	LAB SUPPLIES	34.56
FASTENAL	AIR FILTERS	160.06
FEHR GRAHAM	ENGINEERING FEES	16,209.75
FRANKLIN PLACE HOA	DOWNTOWN INCENTIVE GRANT/LOAN	21,435.34
GALLS	UNIFORM SUPPLIES	682.03
GENERAL TRAFFIC CONTROL	TRAFFIC SIGNAL REPAIRS	3,860.71
GORDON FLESCH	COPIER MAINT AGREEMENT	138.17
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	85.00
HAWKINS	CHEMICALS	1,466.83
HERITAGE PRINTING	PAPER, SUPPLIES	174.61
IA DEPT OF NATURAL RESOURCES	2026 ANNUAL WATER USE FEE	115.00
IA DEPT OF TRANSPORTATION	SIGN POSTS & ANCHORS	1,293.25
IA LEAGUE OF CITIES	ANNUAL MEMBERSHIP DUES	3,218.00
IA PRISON INDUSTRIES	HOLIDAY BANNERS	1,944.80
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	65.00
IOWA LAW ENFORCEMENT ACADEMY	POLICE ACADEMY	5,025.00
IOWA SOLUTIONS	PHONE MAINTENANCE	72.00
IOWA STATE UNIVERSITY	STREETS & ROADS CONFERENCE	130.00
JASMINE WHITE	AIRPORT CLEANING	120.00
JENNIFER ZITELMAN	YOUTH VOLLEYBALL INSTRUCTOR	300.00

JOHN DEERE FINANCIAL	SUPPLIES	309.73
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	28,111.20
KMCH	RADIO ANNOUNCEMENTS	918.00
LYNCH DALLAS	LEGAL FEES	270.00
MAGAZINE SUBSCRIPTION SERVICE	LIBRARY SUBSCRIPTION SERVICES	554.70
MAGGIE SOMMERS	WEBSITE MAINTENANCE	800.00
MAINSTAY SYSTEMS	IT SERVICES	930.00
MANCHESTER TRUCK CENTER	VEHICLE REPAIR	159.99
MASTERPIECE CLEANING	CLEANING	1,160.00
MEDIACOM	PHONE/INTERNET	254.90
MIRACLE RECREATION EQUIPMENT	SWING SEATS	480.86
MYERS COX	COMPLEX CONCESSIONS	149.60
OVERDRIVE	LIBRARY MATERIALS	699.27
PALMER HARDWARE	SUPPLIES	510.40
PETERS & LONGMUIR	LEGAL FEES	898.00
PITNEY BOWES	POSTAGE	148.29
POSY PLACE	MEMORIAL	80.00
RADIO COMMUNICATIONS	RADIO, MAINTENANCE	582.67
RICHARD MCCRABB	MOWING: EAST MAIN	210.00
RJM3 CONSULTING	HERO HUSTLE AUDIO EQUIPMENT	589.08
RUNDE AUTO GROUP	VEHICLE MAINT SUPPLIES	61.95
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHMITZ JANITORIAL	PARK SUPPLIES	178.00
SLM LAWN MOWING	MOWING CONTRACT	5,184.17
SPECIAL DRIVERS AGENCY	DOWNTOWN INCENTIVE GRANT	1,188.76
STENDER LAWN CARE	LIBRARY MOWING	400.00
STERICYCLE/SHRED IT	SHREDDING SERVICES	68.35
SUNSHINE BOY WINDOW CLEANING	WINDOW CLEANING	75.00
SURFACE ENHANCEMENT COMPANY	POOL LOCKER ROOM FLOOR	6,200.00
T-MOBILE	POLICE MOBILE DATA	409.02
THE FISH SHACK	LIBRARY TANK MAINTENANCE	105.00
THREE RIVERS FS	VEHICLE FUEL	4,716.90
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	242.20
TNEMEC	POOL PAINT	254.10
TYLER TECHNOLOGIES	ANNUAL MAINT CONTRACT	785.63
US CELLULAR	PHONE/INTERNET	463.18
USA BLUE BOOK	LAB SUPPLIES	511.35
USPS	POSTAGE	1,225.46
WIN LLC	PHONE/INTERNET	336.70
WINDSTREAM	PHONE/INTERNET	528.06
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	790.99
	TOTAL	179,201.93
	Fund Summary	
	001 - GENERAL	84,017.38
	003 - HOTEL/MOTEL TAX	1,559.00
	047 - HOLIDAY DECORATIONS	1,944.80
	110 - ROAD USE TAX	11,196.65

	112 - EMPLOYEE BENEFITS	164.67
	161 - ACQUISITION/DEMOLITION	4,000.00
	168 - PARK GIFT & TRUST	500.00
	171 - LIBRARY GIFT & TRUST	974.27
	180 - POLICE CANINE	63.98
	302 - DOWNTOWN/COMMERCIAL INC	22,624.10
	320 - SUBDIVISION PROJECTS	12,474.00
	324 - STREET PROJECTS	27,689.39
	600 - WATER	8,182.09
	610 - SEWER	3,811.60
	Grand Total	179,201.93

PUBLIC HEARING ON AN APPLICATION FOR COMBINATION OF ADJOINING LOTS

Mayor Behnken opened the Public Hearing at 5:08pm. City Manager Vick reviewed the application with the Council, noting it was for the property at 1220 West Marion Street. Frank Sailer explained his plans for the property and why the lot combination was necessary. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:10pm.

Motion by Poynor, seconded by Schmitt to adopt R-089-2025 Resolution to Approve the Combination of Adjoining Lots under Common Ownership. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

PUBLIC HEARING ON ORDINANCE 007-2025

Mayor Behnken opened the Public Hearing on Ordinance 007-2025 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Sight Obstructions and Setback Adjustments at Street Intersections at 5:10pm. City Manager Vick reviewed the proposed ordinance with the City Council, noting it resolves a conflict between two sections of the City Code. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:12pm.

Motion by Schmitt, seconded by Gray to proceed with the first consideration and adoption of Ordinance 007-2025 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to Sight Obstructions and Setback Adjustments at Street Intersections. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

PUBLIC HEARING ON ORDINANCE 008-2025

Mayor Behnken opened the Public Hearing on Ordinance 008-2025 An Ordinance Amending the City Code of the City of Manchester, Iowa, by Amending Provisions Pertaining to the Regulation of Accessory Structures at 5:13pm. City Manager Vick reviewed the proposed updates to accessory structure regulations, noting that the Planning & Zoning Commission has recommended approval. Council Members discussed the restrictions on metal siding. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:24pm.

Following discussion, motion by Gray, seconded by Dittrick to refer Ordinance 008-2025 back to the Planning & Zoning Commission for further review of the metal siding provisions. On call of roll: Ayes: Gray, Dittrick, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

ORDINANCE 006-2025

Motion by Scherbring, seconded by Gray to proceed with the second 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, Gray, Schmitt, Poynor, Dittrick. Nays: None. Motion carried.

WESTSIDE ESTATES SUBDIVISION PHASE 2

Motion by Poynor, seconded by Schmitt to adopt R-090-2025 Resolution Approving Preliminary & Final Plat of Westside Estates Subdivision Phase 2. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

SITE PLAN REVIEW - THE MANCHESTER LOCKER

Engineer Jason Wenger, Burrington Group presented the site plan for The Manchester Locker to the City Council. He reviewed the project details including phased development, traffic flow, stormwater management and compliance with zoning requirements.

Following discussion, motion by Dittrick, seconded by Gray to approve the site plan for The Manchester Locker. On call of roll: Ayes: Dittrick, Gray, Schmitt, Poynor, Scherbring. Nays: None. Motion carried.

REQUEST OF SCOTT HERMANSON TO BOW HUNT DEER WITHIN CITY LIMITS

Scott Hermanson, 413 South Wayne Street, requested approval to bow hunt deer on his property, consistent with the approval granted last year.

Motion by Schmitt, seconded by Dittrick to approve the request of Scott Hermanson to bow hunt deer on property he owns at 413 South Wayne Street, including the adjacent parcels he owns, within City Limits. On call of roll: Ayes: Schmitt, Dittrick, Scherbring, Gray, Poynor. Nays: None. Motion carried.

STREET LIGHTING AGREEMENT WITH MAQUOKETA VALLEY ELECTRIC COOPERATIVE

Motion by Scherbring, seconded by Poynor to adopt R-091-2025 Resolution Approving Street Lighting Agreement with Maquoketa Valley Electric Cooperative for the Westside Estates Subdivision. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

REVIEW OF PRELIMINARY SPECIAL ASSESSMENT PLAT FOR THE ANDERSON STREET PROJECT

Engineer Sam Ertl, Fehr Graham, reviewed the proposed preliminary special assessment plat for the Anderson Street Project with the City Council.

CITY ATTORNEY SERVICES

Motion by Scherbring, seconded by Dittrick to acknowledge Receipt of the Termination of Services Letter received from City Attorney James T. Peters. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

NUISANCE PROPERTY UPDATES

The City Council reviewed the updates from the City Attorney and City Staff on nuisance abatement cases.

ENGINEER UPDATES

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

REPORTS

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

Motion by Gray, seconded by Schmitt that the meeting adjourn at 6:18pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk