

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, September 30, 2024

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

Public Input

Ann Meyer, 1543 210<sup>th</sup> Street, addressed the Council regarding the airport and the hangar lease for Jim Hill.

Consent Agenda

3.1 Approval of the minutes of the September 9, 2024 Regular City Council meeting; minutes of the September 16, 2024 Committee of the Whole meeting; minutes of the September 23, 2024 Wastewater Plant Tour

3.2 R-097-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the September 19, 2024 Planning & Zoning Commission meeting; July 2024 Revenue & Expense Reports; minutes of the August 15, 2024 Library Board meeting; August 2024 Wastewater IDNR Reports

3.4 Downtown Incentive Program Grant Payment Requests: Interior Grant in the amount of \$6,678.81 to Dulcie Mangold/Dolce Vita for the property at 100 East Main Street; Acquisition Grant in the amount of \$242.00 to Steve Palmer for the property at 112 North Madison Street; Interior Grant in the amount of \$7,500.00 to Steve Palmer for the property at 112 North Madison Street; Facade Grant in the amount of \$2,317.06 to Steve Palmer for the property at 112 North Madison Street; Facade Grant in the amount of \$366.75 to Bill Corcoran/Corcoran's Barber Service for the property at 108 East Fayette Street

3.5 R-098-2024 Resolution Amending Salary Resolution

~~3.6 R-099-2024 Resolution Amending Employee Handbook~~

3.7 R-100-2024 Resolution Approving Quit Claim Deed (245 Park Drive)

3.8 R-101-2024 Resolution Approving Quit Claim Deed (901 West Main Street)

3.9 R-102-2024 Resolution Approving Preliminary & Final Plat of Neuhaus Second Subdivision

3.10 R-103-2024 Resolution Approving Preliminary & Final Plat of Holtz Second Subdivision

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

3.12 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. City Manager Vick asked that Item 3.6 be removed until a future meeting to allow for a correction. Motion by Dittrick, seconded by Scherbring to approve the Consent Agenda excluding item 3.6 Resolution R-099-2024. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	FLAG FOOTBALL SHIRTS, UNIFORMS	1,861.10
ACCENT LASER	LIBRARY INK CARTRIDGES	344.80
ACCESS SYSTEMS LEASING	FIREWALL UPDATE	9,883.48

AFLAC	PAYROLL WITHHOLDINGS	708.73
ALL SECURE	ALARM FEES	520.00
ALLIANT ENERGY	ELECTRICITY	21,731.77
ALLIED SYSTEMS	LIFT STATION REPAIRS	949.75
AMAZON BUSINESS	SUPPLIES	2,007.16
AMERICAN BANKERS TRUST	FLOOD INSURANCE	2,073.00
ANDERSON WELDING	REPAIRS	74.35
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	297.26
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,708.16
BARD MATERIALS	CONCRETE	1,856.30
BASE	HRA ADMINISTRATION	108.00
BLACK HILLS ENERGY	NATURAL GAS	2,143.53
CITY LAUNDERING	MAINTENANCE, SUPPLIES	171.17
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,349.75
CITY OF MANCHESTER	SPORTS COMPLEX WATER	108.85
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
D & S PORTABLES	HERO HUSTLE PORT-A-POTTIES	450.00
DAKOTA SUPPLY GROUP	STREET PROJECT SUPPLIES	8,498.00
DARRIN CROW	LIBRARY PROGRAM	300.00
DELAWARE COUNTY AUDITOR	1ST QUARTER DISPATCH FEES	40,000.00
DELAWARE COUNTY ECONOMIC DEV	WEBSITE MAINTENANCE	1,000.00
DELAWARE COUNTY FAIR SOCIETY	FLAGS	62.28
DELAWARE COUNTY SOLID WASTE	MONTHLY LANDFILL	1,042.10
DELAWARE COUNTY TREASURER	PROPERTY TAXES	4,574.00
DELHI LUMBER	PARK SIGNS/TABLES	557.54
DJ REPAIR	REPAIRS	1,433.12
DOG WASTE DEPOT	DOGGIE BAGS	657.79
DON & WALT	BUILDING MAINTENANCE	1,851.84
DOUG FOLEY	MILEAGE REIMBURSEMENT	213.73
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	56.00
ECIA	KIB & RPA MATCHES	6,162.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	21,912.10
ENGINEERED EQUIPMENT SOLUTIONS	SUPPLIES	962.87
FAREWAY STORES	SUPPLIES	241.73
FASTENAL COMPANY	TRAFFIC CONES	978.30
FEHR GRAHAM	ENGINEERING FEES	24,338.75
GAZETTE COMMUNICATIONS	PUBLICATION EXPENSE	491.51
GEORGEN AUTO	POLICE VEHICLE MAINT	2,583.04
GORDON FLESCH	COPIER MAINT	102.07
HANNAH CRUMPTON	SOCCER INSTRUCTOR	750.00
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	5,597.00
HAWKINS	CHEMICALS	1,256.86
HERITAGE PRINTING	SUPPLIES	96.87
HOTSY CLEANING SYSTEMS	SHOP SUPPLIES	391.90
IA DEPT OF NATURAL RESOURCES	WATER USE PERMIT FEE	115.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,399.50
IA LAW ENFORCEMENT ACADEMY	TESTING/TRAINING	310.00

IA ONE CALL	LOCATES	108.80
INFRASTRUCTURE TECHNOLOGY	IT MAINTENANCE	130.00
IOWA PERMMIT TECHNICIANS	MEMBERSHIP DUES	40.00
IPERS	PAYROLL WITHHOLDINGS	14,139.73
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	SUPPLIES	1,030.31
JORDAN HOEPPNER	MILEAGE REIMBURSEMENT	134.00
JULIE KEMP	AED/CPR TRAINING	450.00
KLUESNER CONSTRUCTION	ASPHALT PATCH	1,230.00
KLUESNER SANITATION	GARBAGE/RECYCLING; STREET SWEEPINGS	27,540.18
KMCH	RADIO ANNOUNCEMENTS	1,018.00
L2 BRANDS	UNIFORM SUPPLIES	419.13
LAKE DESIGN & DÉCOR	LIBRARY WINDOW COVERINGS	4,709.04
LYNCH DALLAS	LEGAL FEES	1,422.00
MACQUEEN TRANS IOWA EQUIP	SWEEPER REPAIR	4,957.28
MAINSTAY SYSTEMS	IT SERVICES	921.00
MANCHESTER ANIMAL MEDICAL	HEALTH EXAM	352.07
MANCHESTER CARQUEST	SUPPLIES, BATTERY	268.79
MAQUOKETA VALLEY ELECTRIC	STREET LIGHTING	151.43
MASTERPIECE CLEANING	CUSTODIAL	2,000.00
MEDIACOM	PHONE/INTERNET	254.90
MICROBAC LABORATORIES	LAB TESTS	985.00
MID IOWA PETROLEUM EQUIP	AVIATION FUEL	1,477.47
MIDWEST PATCH HI-VIZ SAFETY	STREET PATCH, UNIFORM SUPPLIES	974.50
MIDWEST TAPE	LIBRARY MATERIALS	778.49
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
MULTI MEDIA CHANNELS	ADVERTISING	303.00
MUNICIPAL SUPPLY	METER PURCHASE	2,430.90
MYERS COX	COMPLEX CONCESSIONS	402.61
NORTHLAND PRODUCTS	SHOP SUPPLIES	271.95
OASIS PUMP SERVICE	REPAIRS/MAINTENANCE	6,230.79
OPG-3	LASERFICHE FEE	3,254.70
OVERDRIVE	LIBRARY MATERIALS	1,184.98
PALMER HARDWARE	SUPPLIES	329.43
PETERS & LONGMUIR	LEGAL FEES	1,141.38
PHILIPPSON CONCRETE	SCHRAM WALKWAY; BENCH PAD	32,949.66
PITNEY BOWES	POSTAGE, SUPPLIES	1,317.16
PIZZA RANCH	CONCESSIONS	200.00
PRICE ELECTRIC	BUILDING MAINTENANCE	2,898.06
RADIO COMMUNICATIONS	VEHICLE EQUIP	5,025.00
REGIONAL MEDICAL CENTER	MEDICAL	33.00
RICH MCCRABB	MOWING	280.00
RIVER CITY PAVING	DOCTOR STREET PATCH	6,140.00
RIVER CITY STONE	SUPPLIES	3,933.45
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SCHUMACHER ELEVATOR	LIBRARY ELEVATOR MAINT	190.88
SLM LAWN MOWING	MOWING CONTRACT	10,288.34
STATE CHEMICAL SOLUTIONS	LIFT STATION SUPPLIES	326.20
STOREY KENWORTHY	SUPPLIES, TABLES	482.04

SUNSHINE BOY WINDOW CLEANING	WINDOW MAINTENANCE	125.00
SUPREME GREEN	MOWING CONTRACT	208.00
T & W GRINDING	CONTRACT	10,738.00
T MOBILE	PD MOBILE DATA	380.94
TERMINAL SUPPLY CO	TURN SIGNAL LIGHT	132.32
THE FISH SHACK	LIBRARY FISH TANK	489.90
THREE RIVERS FS	VEHICLE FUEL	5,907.01
TIM HEIMS	MILEAGE REIMBURSEMENT	58.29
TIMOTHY J VICK	MILEAGE, CONFERENCE REIMBURSEMENT	883.68
TNEMEC	POOL PAINT	460.16
TOP GRADE EXCAVATING	PAY #6 EAST MAIN STREET	119,671.01
TRUCK COUNTRY OF IOWA	SEAT CONTROL VALVE	29.47
TSCHIGGFRIE EXCAVATING	PAY #1 COMMERCE COURT	48,431.95
US CELLULAR	MOBILE DATA, HOT SPOT	140.21
USPS	POSTAGE	1,104.83
VERLE'S HUNTING & FISHING	MAG HOLDER	189.50
VOYA	PAYROLL WITHHOLDINGS	2,782.00
WALMART	SUPPLIES	300.54
WELLMARK	HEALTH/DENTAL INSURANCE	2,551.58
WERTJES UNIFORMS	PD UNIFORMS	1,116.10
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	775.75
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	644.62
	TOTAL	523,099.18
	Fund Summary	
	Fund	Amount
	001 - GENERAL	195,709.30
	003 - HOTEL MOTEL TAX	2,002.00
	110 - ROAD USE TAX	27,743.94
	112 - EMPLOYEE BENEFITS	108.00
	118 - POLICE SPECIAL USES	341.48
	146 - PARK IMPROVEMENT	1,908.71
	161 - ACQUISITION/DEMOLITION	1,178.00
	168 - PARK GIFT & TRUST	1,208.27
	171 - LIBRARY GIFT & TRUST	5,208.77
	307 - WHITEWATER/RIVERFRONT PARK	2,868.37
	308 - BIKEWAY/WALKWAY PROJECTS	33,571.65
	309 - STREET IMPROVEMENTS	6,140.00
	324 - STREET PROJECTS	201,311.20
	600 - WATER	19,910.83
	610 - SEWER	23,888.66
	Grand Total	523,099.18

July 2024 Revenues

Fund	July 2024
001 - GENERAL	161,045.37
002 - FRANCHISE FEES	80,569.62
110 - ROAD USE TAX	57,808.28

112 - EMPLOYEE BENEFITS	7,640.21
118 - POLICE SPECIAL USES	196.00
119 - EMERGENCY LEVY	294.89
121 - LOCAL OPTION SALES TAX	71,031.20
125 - TAX INCREMENT FINANCING	4,445.74
168 - PARK GIFT & TRUST	2,105.41
171 - LIBRARY GIFT & TRUST	312.34
200 - DEBT SERVICE	3,772.14
302 - DOWNTOWN/COMMERCIAL INCENTIVE	1,333.34
309 - STREET IMPROVEMENT	2,523.00
600 - WATER	79,282.97
601 - UTILITY DEPOSIT TRUST	(150.00)
610 - SEWER	108,598.53
TOTAL REVENUES	580,809.04

Update on Airport Hangar Lease with Jim Hill

City Attorney Jim Peters provided the Council with an update on the airport hangar lease with Jim Hill.

Approve proceeding with FAA Grant Funding Application for the Airport Runway Resurfacing Project

Motion by Scherbring, seconded by Poynor to approve proceeding with the FAA grant funding application for the airport runway resurfacing project. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

West Brook Development Incentives

Motion by Dittrick, seconded by Scherbring to authorize the City Manager to work with the City's Bond Counsel to prepare the urban renewal documentation and development agreement for the next phase of Wes Schulte's development at West Brook. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Approve the request of Devin Brooks to bow hunt deer on property owned by Steve Palmer that is within City Limits upon completion of the City of Manchester Bow Hunting Permission Form

Motion by Dittrick, seconded by Gray to approve the request of Devin Brooks to bow hunt deer on property owned by Steve Palmer that is within city limits upon submittal of the City of Manchester Bow Hunting Permission Form. On call of roll: Ayes: Dittrick, Gray, Schmitt, Poynor, Scherbring. Nays: None. Motion carried.

Motion to appoint Lynch Dallas, P.C. as the Employer Representative for the purpose of negotiating the police union contract which shall take effect as of July 1, 2025

Motion by Poynor, seconded by Schmitt to appoint Lynch Dallas, P.C. as the Employer Representative for the purpose of negotiating the police union contract which shall take effect as of July 1, 2025. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

Approve the sale of the 2010 Ford F250 Water Department Truck to MR Construction/Rick Rave for \$3,001.00

Motion by Scherbring, seconded by Gray to approve the sale of the 2010 Ford F250 Water Department Truck to MR Construction/Rick Rave for \$3,001.00. On call of roll: Ayes: Scherbring, Gray, Schmitt, Poynor, Dittrick. Nays: None. Motion carried.

Approve the purchase of a 2024 Ford F250SD Truck for the Street Department from Runde Auto Group at a cost of \$46,355.00

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Motion by Poynor, seconded by Dittrick to approve the purchase of a 2024 Ford F250SD Truck for the Street Department from Runde Auto Group at a cost of \$46,355.00. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Approve the purchase of a 2024 Ford F350 Truck for the Water Department from Victory Ford at a cost of \$48,993.32

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Motion by Dittrick, seconded by Schmitt to approve the purchase of a 2024 Ford F350 Truck for the Water Department from Victory Ford at a cost of \$48,993.32. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

#### Engineer Updates

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Jason Wenger, Burrington Group, updated the Council on construction projects.

#### Reports

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City Council and staff reports were given.

Motion by Schmitt, seconded by Gray that the meeting adjourn at 5:36pm. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk