

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, November 25, 2024

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: Mary Ann Poynor, Bill Scherbring (arrived at 5:08pm), Bryan Gray, Linda Schmitt, Joe Dittrick. Absent: None.

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

#### Public Input

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Jay Schmitt, 750 Ridgewood Drive, addressed the City Council regarding street projects and establishing an efficiency committee.

Diane Hammell, representing Manchester Vitality Endowment, addressed the City Council regarding agenda item "2024 Decorative Lighting Project" and their hope to install the decorative lighting on South Franklin Street.

Council Member Scherbring arrived at 5:08pm.

#### Consent Agenda

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3.1 Approval of the minutes of the November 12, 2024 Regular City Council meeting

3.2 R-119-2024 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the September 12, 2024 Library Board meeting; minutes of the October 28, 2024 Library Board meeting; the October 2024 IDNR Wastewater Reports; minutes of the November 18, 2024 Parks & Recreation Commission meeting; minutes of the November 19, 2024 Board of Adjustment meeting; minutes of the November 14, 2024 Planning & Zoning Commission meeting

3.4 Liquor License Applications: Renewal Application for On Premise Special Class C Retail Alcohol License for Onie's Wooden Nickel at 312 South 1st Street

3.5 Ordinance 016-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 48 "Noise Control" - third consideration and final adoption

3.6 Ordinance 017-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa by Amending Chapter 69 Parking Regulations, Section 06 Parking for Certain Purposes Illegal - third consideration and final adoption

3.7 R-120-2024 Resolution Amending Salary Resolution

3.8 R-121-2024 Resolution Approving Fiscal Year 2024 Street Finance Report

3.9 R-122-2024 Resolution Approving Annual Financial Report for Fiscal Year Ended June 30, 2024

3.10 R-123-2024 Resolution Approving Annual Urban Renewal Report, Fiscal Year 2024

3.11 R-124-2024 Resolution Obligating Funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment financed obligations which shall come due in the next succeeding Fiscal Year

3.12 R-125-2024 Resolution Approving Subdivision Plat (Drees Second Subdivision)

3.13 R-126-2024 Resolution Approving Subdivision Plat (Oakview Estates Subdivision of Lots 11, 12, 13, & 14)

3.14 R-127-2024 Resolution Approving Final Plat (West Brook Addition Phase 3)

### 3.15 Approval of the Consent Agenda

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

#### Bills approved for payment

Vendor	Description	Amount
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	19,603.64
ALLIED SYSTEMS	LIFT STATION REPAIRS	1,219.60
AMAZON BUSINESS	SUPPLIES	1,689.91
ANDERSON WELDING	SUPPLIES	38.01
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	504.86
AXON ENTERPRISE	POLICE TASERS, TECH SUPPORT	7,770.30
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	2,036.79
BARD MATERIALS	CONCRETE	3,137.58
BLACK HILLS ENERGY	NATURAL GAS	906.46
CARRICO AQUATIC RESOURCES	POOL VALVE	2,427.48
CASTLE THEATRE	WINTER MOVIES	50.00
CITY LAUNDERING	RUG MAINT, MEDICINE CABINET	144.40
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,349.75
CITY OF MONONA	OFFICER REIMB AGREEMENT	5,436.96
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
CRITICAL HIRE	POLICE TESTING	300.00
D & S PORTABLES	FLAG FOOTBALL PORTA POTTIES	225.00
DELHI LUMBER	BUILDING MATERIALS	1,456.08
DES MOINES REGISTER	ANNUAL SUBSCRIPTION	638.32
DOLAN INSURANCE AGENCY	GENERAL INSURANCE	3,245.00
DORSEY & WHITNEY	BONDING ATTORNEY FEES	20,009.00
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHER MAINTENANCE	1,457.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	20,409.03
ERIN LEARN	MILEAGE REIMB	229.14
FAREWAY STORES	CLEANING SUPPLIES	10.98
FEHR GRAHAM & ASSOCIATES	ENGINEERING FEES	49,176.30
GEORGEN AUTO	POLICE VEHICLE MAINT	1,156.41
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HEARTLAND MECHANICAL	TEST SPRINKLER SYSTEM	250.00
HERITAGE PRINTING	SUPPLIES	121.11
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,185.29
IA LAW ENFORCEMENT ACADEMY	TRAINING, EVALUATIONS	925.00
IMWCA	WORK COMP AUDITED PREMIUM	3,319.00
IOWA RURAL WATER ASSOCIATION	MEMBERSHIP DUES	455.00
IPERS	PAYROLL WITHHOLDINGS	13,403.41
J & R SUPPLY	FIRE HOSE CLEANING TANKS	177.33
JASMINE WHITE	AIRPORT CLEANING	80.00
KELTEK	TRUCK LIGHTS	597.02
KLUESNER CONSTRUCTION	STREET PATCH	650.00
LANDSCAPES BY CHILDS PLAY	LANDSCAPING	325.00

LYNCH DALLAS	LEGAL FEES	288.00
MAILING SERVICES	MAILING INCOME SURVEY	541.79
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	149.23
MASTERPIECE CLEANING	CLEANING	400.00
MEDICAL ASSOCIATES	DRUG/ALCOHOL TESTING	84.00
MIDWEST PATCH HI-VIZ SAFETY	STOP SIGNS	285.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
MITCHELL WENDLING	TRUCK BEDLINER	500.00
MUNICIPAL SUPPLY	METER EQUIPMENT	65,980.00
OVERDRIVE	LIBRARY MATERIALS	1,157.53
PETERS & LONGMUIR	LEGAL FEES	311.25
PMMIC	AIRPORT UST INSURANCE	2,141.00
POSY PLACE	MEMORIALS	160.00
PRICE ELECTRIC	BUILDING MAINTENANCE	4,851.95
ROOF, GERDES, ERLBACHER	ANNUAL AUDIT	9,630.00
RUNDE AUTO GROUP	VEHICLE SUPPLIES	350.00
S & D SUPPLY	WELDING SUPPLIES	117.60
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	190.88
SPEER FINANCIAL	COMPLIANCE REPORTING	375.00
STATE CHEMICAL SOLUTIONS	LIFT STATION DEGREASER	326.20
STOREY KENWORTHY	CHAIRS	484.00
T MOBILE	POLICE MOBILE DATA	404.82
TIMOTHY J VICK	MILEAGE REIMB	72.36
TSCHIGGFRIE EXCAVATING	PAY #3 COMMERCE COURT	132,622.28
TYLER BUSINESS FORMS	YEAR END FORMS	327.16
UNITY POINT CLINIC	DRUG/ALCOHOL TESTING	84.00
US CELLULAR	CELL/DATA CHARGES	44.48
VOYA	PAYROLL WITHHOLDINGS	2,782.00
WALMART	SUPPLIES	30.97
WELLMARK	HEALTH/DENTAL INSURANCE	2,551.58
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	671.72
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	667.91
	TOTAL	399,937.21
	Fund Summary	
	Fund	
	001 - GENERAL	101,463.37
	003 - HOTEL/MOTEL TAX	699.00
	110 - ROAD USE TAX	10,099.95
	171 - LIBRARY GIFT & TRUST	799.30
	200 - DEBT SERVICE	13,375.00
	324 - STREET PROJECTS	181,798.58
	600 - WATER	7,137.10
	602 - WATER CAPITAL IMPROVEMENTS	65,980.00
	610 - SEWER	18,584.91
	Grand Total	399,937.21

## Delaware County Tourism Update - Maggie Sommers, Tourism Director

Maggie Sommers, Delaware County Tourism Director, updated the City Council on her activities over the prior year and tourism plans for the coming year.

## Nuisance Property Review and Possible Action

City Attorney Jim Peters provided the City Council with a notebook identifying the nuisance properties his office is currently working on with City staff. Mr. Peters discussed the nuisance properties with the City Council and the plan to address the nuisances moving forward.

## Dog Park Fencing

Doug Foley, Parks & Recreation Director, addressed the City Council regarding the installation of fencing for the dog park. Mr. Foley referred the City Council to the two quotes obtained for the fencing, with the low quote of \$24,969 received from Central Iowa Fencing, and informed the City Council that the Dog Park Committee had fundraised approximately \$49,000 for the project and would like approval to proceed with the purchase of the fencing.

Discussion was held on several items including the maintenance requirements at the dog park, rules for the dog park, the ongoing costs to operate, liability, community support for the project, other dog parks in the area, and the staff time required.

Motion by Poynor, seconded by Scherbring to approve the quote in the amount of \$24,959 from Central Iowa Fencing for fencing at the dog park. On call of roll: Ayes: Poynor, Scherbring. Nays: Dittrick, Schmitt, Gray. Motion failed.

The City Council asked that the Dog Park Committee come to the next meeting to address the concerns/questions raised regarding the dog park.

## Agreement for Airport Runway Rehabilitation with Kirkham, Michael & Associates, Inc.

Motion by Scherbring, seconded by Poynor to adopt R-128-2024 Resolution Approving Agreement for Airport Runway Rehabilitation with Kirkham, Michael & Associates, Inc. On call of roll: Ayes: Scherbring, Poynor, Gray, Schmitt, Dittrick. Nays: None. Motion carried.

## 2024 East Main Street Improvement Project

Motion by Scherbring, seconded by Dittrick to adopt R-129-2024 Resolution Accepting Work Covering the 2024 East Main Street Improvement Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt. Nays: None. Abstentions: Gray (Gray abstained as he owns property in the project area). Motion carried.

## 2024 Decorative Lighting Project

Motion by Schmitt, seconded by Gray to adopt R-130-2024 Resolution Approving Easements for the Manchester 2024 Decorative Lighting Project. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

## Engineer Updates

Ryan Wicks, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects.

## Reports

City Council and staff reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 6:31pm. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk