

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, December 23, 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: Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring. Absent: Bryan Gray.

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

Public Input

None.

Consent Agenda

- 3.1 Approval of the minutes of the December 9, 2024 Regular City Council meeting and the December 16, 2024 Goal Setting Work Session
- 3.2 R-140-2024 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the December 16, 2024 Parks & Recreation Commission meeting; Wastewater IDNR Reports November 2024; minutes of the November 27, 2024 Planning & Zoning Commission meeting; minutes of the December 12, 2024 Planning & Zoning Commission meeting; October 2024 Revenue & Expense Report; minutes of the November 14, 2024 Library Board meeting
- 3.4 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2025
- 3.5 Approval of the Fire Department Officers for 2025: Randy Rattenborg, Fire Chief; Ed Tibbott, Assistant Fire Chief; Mark Fink, 1st Captain; Adam Nylund, 2nd Captain; Matt Wieser, 1st Lieutenant; Robb Manson, 2nd Lieutenant; Chris Cook, Safety Officer; Melissa Lindsay, Medical Officer; Brian McWilliams, Secretary; Kyle Topping, Treasurer
- 3.6 Approval of Commercial Incentive Program Grant Applications for New to You at 1711 North 2nd Street: Interior Grant in the amount of \$6,062.16; Facade Grant (Front) in the amount of \$4,580.36; Facade Grant (Side/North) in the amount of \$955.84
- 3.7 Approval of Downtown Incentive Program Grant Payment Request: Acquisition Assistance in the amount of \$2,148.55 to Repeats Consignment/Kayla Kammiller at 116 North Franklin Street
- 3.8 R-141-2024 Resolution Amending Salary Resolution
- 3.9 Approve payment of claims totaling \$9,197.50 to Burrington Group for engineering services
- 3.10 R-142-2024 Resolution Approving Change Order #1 for the Commerce Court Street Extension Project
- 3.11 Approve Pay Estimate #4 in the amount of \$4,723.47 to Tschiggfrie Excavating for the Commerce Court Street Extension Project
- 3.12 R-143-2024 Resolution Accepting the Commerce Court Street Extension Project
- 3.13 Approve Pay Estimate #5 (Final Retainage) in the amount of \$15,001.01 to Tschiggfrie Excavating for the Commerce Court Street Extension Project
- 3.14 Approval of the Consent Agenda

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

Bills approved for payment

Vendor	Description	Amount
5K SPORTS & MORE	REC SUPPLIES	443.80
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALL SECURE	FIRE ALARM	225.00
ALLIANT ENERGY	ELECTRICITY	18,270.39
AMAZON BUSINESS	SUPPLIES	499.00
AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES	210.00
ANDERSON WELDING & MACHINE	TOMY GATE PARTS	111.28
ARBOR DAY FOUNDATION	MEMBERSHIP DUES	15.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	204.63
AXON ENTERPRISE	PD TECH	195.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	444.56
BARD MATERIALS	ROCK	9,407.06
BDH LLC	DEVELOPMENT AGREEMENT	3,032.30
BR DEVELOPMENT	DEVELOPMENT AGREEMENT	32,783.69
BSN SPORTS	SPORTS EQUIP	162.97
BULL MOOSE HEAVY HAUL	DEVELOPMENT AGREEMENT	24,196.20
CAKES BY KIM	DARE SUPPLIES	100.00
CENTRAL IOWA FENCING	DOG PARK FENCE DEPOSIT	12,500.00
CITY LAUNDERING	RUG MAINTENANCE	77.28
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,349.75
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMMUNITY SAVINGS BANK	DEVELOPMENT AGREEMENT	25,879.58
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROGRAM	164.61
DELAWARE CO ECONOMIC DEV	WEBSITE MAINTENANCE	1,000.00
DON & WALT	SHOP MAINTENANCE	944.20
EASTERN IA PUMPING	WESTSIDE ESTATES/DEVELOPMENT AGREEMENTS	369,077.65
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	22,666.71
FAREWAY STORES	SUPPLIES	108.63
FEHR GRAHAM	ENGINEERING FEES	16,939.52
GEORGEN AUTO	POLICE VEHICLE MAINT	460.04
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	679.09
HERITAGE PRINTING	BUSINESS CARDS	132.00
HILLSIDE MANUFACTURING	CITY HALL GARAGE FLOOR	925.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,573.94
IA ONE CALL	LOCATES	207.90
IOWA SOLUTIONS	PHONE UPDATES	141.24
IPERS	PAYROLL WITHHOLDINGS	14,490.70
J & R SUPPLY	SUPPLIES	177.66
JASMINE WHITE	AIRPORT MAINTENANCE	80.00
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT	9,441.03
MANCHESTER AREA CHAMBER	MEMBERSHIP DUES	700.00

MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	81.00
MAQUOKETA VALLEY ELECTRIC	STREETLIGHTING	148.00
MASTERPIECE CLEANING	CLEANING	400.00
MEDIACOM	PHONE/INTERNET	254.90
MICROBAC LABORATORIES	TESTING	234.00
MIDWEST TAPE/HOOPLA	MEMBERSHIP DUES	749.26
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
MUNICIPAL SUPPLY	METER PURCHASE	850.00
NAPA AUTO PARTS	VEHICLE SUPPLIES	93.66
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT	1,058.70
PETERS & LONGMUIR	LEGAL FEES	664.75
PITNEY BOWES	POSTAGE, LEASE	1,225.87
PREMIER POLYSTEEL	TRASH RECEPTACLES	6,120.00
REXCO	VEHICLE REPAIRS	1,079.98
ROYAL OAKS	DEVELOPMENT AGREEMENT	11,097.18
SIMONS LAWN CARE	HYDRO SEED	1,560.00
SPEER FINANCIAL	TIF REPORT	375.00
STATE CHEMICAL SOLUTIONS	SUPPLIES	326.20
STERICYCLE	SHREDDING	63.62
SUNSHINE BOY	CLEANING	125.00
SUPREME GREEN	LIBRARY LAWN CARE	565.00
T & W GRINDING	COMPOST CONTRACT	10,738.00
TERMINAL SUPPLY CO	SUPPLIES	161.55
THE IOWAN	BI-ANNUAL SUBSCRIPTION	38.00
TRIVIAL DUDES	LIBRARY PROGRAMMING	50.00
TRUE TIME RACING	HERO HUSTLE	1,422.50
US CELLULAR	MOBILE DATA/CELL PLAN	132.95
USA BLUE BOOK	HOSE	311.10
VOYA	PAYROLL WITHHOLDINGS	3,051.23
WALMART	SUPPLIES	120.34
WELLMARK	HEALTH/DENTAL INSURANCE	2,757.44
WINDSTREAM	PHONE/INTERNET	671.59
	TOTAL	620,705.57
	Fund Summary	
	Fund	
	001 - GENERAL	72,120.03
	003 - HOTEL/MOTEL TAX	7,120.00
	110 - ROAD USE TAX	8,413.45
	112 - EMPLOYEE BENEFITS	164.61
	118 - POLICE SPECIAL USES	100.00
	125 - TAX INCREMENT FINANCING	143,694.81
	168 - PARK GIFT & TRUST	15,482.50
	171 - LIBRARY GIFT & TRUST	11.99
	320 - SUBDIVISION PROJECTS	341,832.69
	324 - STREET PROJECTS	13,939.52
	600 - WATER	8,113.06
	610 - SEWER	9,712.91
	Grand Total	620,705.57

October 2024 Revenues

Fund	October 2024
001 - GENERAL	875,810.62
002 - FRANCHISE FEES	105,613.42
003 - HOTEL/MOTEL TAX	2,000.00
110 - ROAD USE TAX	56,734.96
112 - EMPLOYEE BENEFITS	333,150.41
118 - POLICE SPECIAL USES	3,790.00
121 - LOCAL OPTION SALES TAX	82,589.27
125 - TAX INCREMENT FINANCING	295,830.36
168 - PARK GIFT & TRUST	6,792.75
171 - LIBRARY GIFT & TRUST	2,858.89
200 - DEBT SERVICE	282,366.10
302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34
309 - STREET IMPROVEMENT	55,951.73
600 - WATER	86,960.36
601 - UTILITY DEPOSIT TRUST	225.00
610 - SEWER	106,920.86
TOTAL REVENUES	2,297,928.07

Public Hearing on the Rezone Request for Oakview Estates Subdivision Lots 11, 12, 13, and 14

Mayor Behnken opened the Public Hearing at 5:07pm. City Manager Vick reviewed the rezoning with the City Council. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:10pm.

Motion by Schmitt, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 018-2024 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (Oakview Estates Subdivision of Lots 11, 12, 13, 14). On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

Public Hearing on the Rezone Request for West Brook Addition Phase 3

Mayor Behnken opened the Public Hearing at 5:10pm. City Manager Vick reviewed the rezoning with the City Council. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:12pm.

Motion by Dittrick, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 019-2024 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (West Brook Addition Phase 3). On call of roll: Ayes: Dittrick, Schmitt, Scherbring, Poynor. Nays: None. Motion carried.

Public Hearing on Ordinance 020-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to the Regulation of Residential Siding Materials on Accessory Structures

Mayor Behnken opened the Public Hearing at 5:12pm. City Manager Vick reviewed the proposed change with the City Council. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:14pm.

Motion by Schmitt, seconded by Scherbring to proceed with the first consideration and adoption of Ordinance 020-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to the Regulation of Residential Siding Materials on Accessory Structures. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

Site Plan Review - Simple Mining

Adam Haynes, owner of Simple Mining, addressed the City Council regarding the development of a crypto mining facility at 1016 Grant Street. The City Council discussed the proposed facility with Mr. Haynes. Motion by Scherbring, seconded by Dittrick to approve the Site Plan for Simple Mining for the property at 1016 Grant Street. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt. Nays: None. Motion carried.

Roof Replacement of Well House at 525 Williams Street

The City Council reviewed the quotes received for the roof replacement at the Well House at 525 Williams Street and the different options for the roof. Motion by Scherbring, seconded by Poynor to accept the quote from Dutch Brothers Construction to remove existing shingles and install new hidden fastener steel sheets at a cost of \$18,450. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Dittrick. Nays: None. Motion carried.

West Marion Street Bridge Repair/Rehabilitation

City Manager Vick informed the City Council that the City of Manchester has received an offer of City Bridge Funding from the Iowa Department of Transportation (IDOT) for the West Marion Street Bridge, which covers 100% of eligible construction costs. The IDOT requires a response by December 27, 2024 on whether or not the City accepts the funding, and the work must be completed within three years. Following discussion, motion by Poynor, seconded by Schmitt to approve the Offer of City Bridge Funding from the Iowa Department of Transportation for the West Marion Street Bridge. On call of roll: Ayes: Poynor, Schmitt, Scherbring, Dittrick. Nays: None. Motion carried.

Approval of the temporary closure of South Franklin Street from East Main Street to East Delaware Street on June 7, 2025 from 3:00 - 11:00pm as requested by F&M Bank for their 100 Year Anniversary Celebration
Motion by Scherbring, seconded by Poynor to approve the temporary closure of South Franklin Street from East Main Street to East Delaware Street on June 7, 2025 from 3:00 - 11:00pm as requested by F&M Bank for their 100 Year Anniversary Celebration. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Dittrick. Nays: None. Motion carried.

R-144-2024 Resolution Setting the Date for Public Hearing and Additional Action on Proposal to enter into a General Obligation Loan Agreement and to Borrow Money Thereunder

Motion by Dittrick, seconded by Scherbring to adopt R-144-2024 Resolution Setting the Date for Public Hearing and Additional Action on Proposal to enter into a General Obligation Loan Agreement and to Borrow Money Thereunder. On call of roll: Ayes: Dittrick, Scherbring, Schmitt, Poynor. Nays: None. Motion carried.

R-145-2024 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area

Motion by Scherbring, seconded by Schmitt to adopt R-145-2024 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Scherbring, Schmitt, Poynor, Dittrick. Nays: None. Motion carried.

R-146-2024 Resolution Approving Development Agreement with Eastern Iowa Pumping, Inc

Motion by Schmitt, seconded by Poynor to adopt R-146-2024 Resolution Approving Development Agreement with Eastern Iowa Pumping, Inc. On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

Engineer Updates

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

Reports

City Staff and City Council reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 5:44pm. On call of roll: Ayes: Scherbring, Dittrick, Schmitt, Poynor. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk