

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, January 27, 2025

Video recordings of City Council meetings are available at
<https://www.youtube.com/@cityofmanchesteriowa9648>

Mayor Pro Tem Poynor called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

Roll call of members present: Bill Scherbring, Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor.
Absent: Mayor Connie Behnken.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the January 13, 2025 Regular City Council meeting

3.2 R-005-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the January 16, 2025 Airport Committee meeting

3.4 R-006-2025 Resolution Amending Salary Resolution

3.5 Ordinance 001-2025 An Ordinance Fixing & Establishing Grades on Several Streets as listed in this Ordinance in the City of Manchester, Iowa - second consideration and adoption

3.6 R-007-2025 Resolution Amending Employee Handbook (Employee Assistance Program)

3.7 Approval of the Consent Agenda

Mayor Pro Tem Poynor 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, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Bills approved for payment:

| Vendor | Description | Amount |
|-----------------------------------|-------------------------------|-----------|
| ACCESS SYSTEMS LEASING | COPIER/NETWORK MAINT CONTRACT | 3,285.23 |
| ADVANCED EYECARE ASSOCIATES | MINOR MEDICAL CLAIM | 185.00 |
| AFLAC | PAYROLL WITHHOLDINGS | 708.73 |
| ALLIANT ENERGY | ELECTRICITY | 18,928.28 |
| AMAZON BUSINESS | SUPPLIES | 101.95 |
| AMERICAN RED CROSS | LEARN TO SWIM FEES | 300.00 |
| ANDERSON WELDING & MACHINE | VEHICLE REPAIR | 613.21 |
| ARNOLD MOTOR SUPPLY | VEHICLE MAINT SUPPLIES | 34.38 |
| AXON ENTERPRISE | TASER CERTIFICATON | 6,799.20 |
| BAKER & TAYLOR BOOKS | LIBRARY MATERIALS | 1,024.57 |
| BLACK HILLS ENERGY | NATURAL GAS | 5,239.51 |
| CENTER POINT INC | LIBRARY MATERIALS | 300.00 |
| 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 |
| CORCORAN FURNITURE | LIBRARY FURNITURE | 315.00 |

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|--------------------------------|---------------------------------------|------------|
| DELAWARE CO ECONOMIC DEV | 2ND HALF ANNUAL CONTRIBUTION, WEBSITE | 16,000.00 |
| DELHI LUMBER | BARRICADE LEGS | 76.45 |
| EFTPS - FED, FICA, MEDICARE | PAYROLL WITHHOLDINGS | 24,830.59 |
| ENGINEERED EQUIPMENT SOLUTIONS | LIFT STATION MAINTENANCE | 826.28 |
| FAREWAY STORES | SUPPLIES | 7.17 |
| FEHR GRAHAM | ENGINEERING FEES | 7,597.50 |
| GIENAPP CONSTRUCTION | SHOP DOOR REPAIR | 542.00 |
| IA DEPT OF REVENUE | SALES/PAYROLL TAXES | 7,936.71 |
| IPERS | PAYROLL WITHHOLDINGS | 14,868.54 |
| JAMES KENNEDY PUBLIC LIBRARY | LIBRARY MATERIALS | 23.95 |
| JANDA ELECTRIC MOTOR SERVICE | WASTEWATER PLANT REPAIRS | 2,835.00 |
| JASMINE WHITE | AIRPORT MAINTENANCE | 80.00 |
| KIRKHAM MICHAEL | ENGINEERING FEES | 4,883.87 |
| LYNCH DALLAS | LEGAL FEES | 1,548.00 |
| MAINSTAY SYSTEMS | COMPUTER IT SERVICES | 2,760.00 |
| MANCHESTER FIRE ASSOCIATION | REIMBURSE TONER PURCHASE | 95.90 |
| MAQUOKETA VALLEY ELECTRIC | ELECTRICITY | 150.90 |
| MASTERPIECE CLEANING | CUSTODIAL | 400.00 |
| MID STATES ORGANIZED CRIME | 2025 MEMBERSHIP | 100.00 |
| MISSIONSQUARE | PAYROLL WITHHOLDINGS | 969.08 |
| MORTON SALT | STREET SALT | 5,345.81 |
| NAPA AUTO PARTS | VEHICLE SUPPLIES | 13.26 |
| OVERDRIVE | LIBRARY MATERIALS | 332.62 |
| PETERS & LONGMUIR | LEGAL FEES | 641.75 |
| PHYSICIANS CLINIC OF IOWA | HEARING TESTS | 78.00 |
| PRICE ELECTRIC | BUILDING MAINTENANCE | 1,155.80 |
| PUBLIC SAFETY CONSULTANTS | FIRE GRANT WRITING | 1,325.00 |
| RUNDE AUTO GROUP | PARK TRUCK ANTIFREEZE | 52.70 |
| S & D SUPPLY | SHOP SUPPLIES | 367.00 |
| S MOYLE MASONRY | PLOW BLADE | 533.37 |
| SIMMONS PERRINE MOYER BERGMAN | LEGAL FEES | 660.00 |
| STOREY KENWORTHY | OFFICE SUPPLIES | 427.16 |
| T MOBILE | PD VEHICLE PHONES/INTERNET | 404.82 |
| TELEGRAPH HERALD | 2025 SUBSCRIPTION | 422.34 |
| THE FISH SHACK | TANK MAINTENANCE | 105.00 |
| TRUCK COUNTRY OF IOWA | VEHICLE MAINT SUPPLIES | 18.81 |
| TSCHIGGFRIE EXCAVATING | PAY #5 (FINAL) COMMERCE COURT | 15,001.01 |
| US CELLULAR | FD: MOBILE DATA | 44.48 |
| VOYA | PAYROLL WITHHOLDINGS | 3,051.23 |
| WALMART | SUPPLIES | 289.68 |
| WELLMARK | HEALTH/DENTAL INSURANCE | 2,938.91 |
| WELTER STORAGE EQUIPMENT | CHAIR | 245.00 |
| WESLEY D SCHULTE | DEVELOPMENT AGREEMENT | 75,000.00 |
| WINDSTREAM | PHONE/INTERNET | 575.65 |
| WOODWARD COMMUNICATIONS | PUBLICATION EXPENSE | 738.90 |
| | TOTAL | 235,948.58 |
| | | |
| | Fund Summary | |
| | Fund | |

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| | 001 - GENERAL | 95,790.37 |
| | 003 - HOTEL/MOTEL TAX | 1,000.00 |
| | 110 - ROAD USE TAX | 13,476.80 |
| | 160 - ECONOMIC DEV REVOLVING LOAN | 75,000.00 |
| | 171 - LIBRARY GIFT & TRUST | 702.56 |
| | 324 - STREET PROJECTS | 22,598.51 |
| | 600 - WATER | 8,606.25 |
| | 610 - SEWER | 18,774.09 |
| | Grand Total | 235,948.58 |

Public Hearing on the proposed amendment to the Urban Renewal Plan for the Manchester Urban Renewal Area

Mayor Pro Tem Poynor opened the Public Hearing at 5:06pm. City Manager Vick reviewed the proposed amendment with the City Council, noting it was to allow TIF funds to be utilized for infrastructure for the second phases of Westside Estates and Oakview Subdivision. There being no comments to be heard and no written comments on file, Mayor Pro Tem Poynor closed the Public Hearing at 5:09pm.

Motion by Scherbring, seconded by Gray to adopt R-008-2025 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Scherbring, Gray, Schmitt, Dittrick, Poynor. Nays: None. Motion carried.

Motion by Gray, seconded by Dittrick to adopt R-009-2025 Resolution Approving Development Agreement with S & R Construction, Inc. On call of roll: Ayes: Gray, Dittrick, Scherbring, Schmitt, Poynor. Nays: None. Motion carried.

R-010-2025 Resolution setting date for the sale of General Obligation Corporate Purpose Bonds, Series 2025A and authorizing the use of a Preliminary Official Statement in connection therewith

Motion by Scherbring, seconded by Schmitt to adopt R-010-2025 Resolution setting date for the sale of General Obligation Corporate Purpose Bonds, Series 2025A and authorizing the use of a Preliminary Official Statement in connection therewith. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

R-011-2025 Resolution setting date for the sale of Taxable General Obligation Corporate Purpose Bonds, Series 2025B and authorizing the use of a Preliminary Official Statement in connection therewith

Motion by Dittrick, seconded by Gray to adopt R-011-2025 Resolution setting date for the sale of Taxable General Obligation Corporate Purpose Bonds, Series 2025B and authorizing the use of a Preliminary Official Statement in connection therewith. On call of roll: Ayes: Dittrick, Gray, Schmitt, Scherbring, Poynor. Nays: None. Motion carried.

R-012-2025 Resolution Approving Contract with Dubuque Hardwoods for Compost Site Maintenance

Motion by Schmitt, seconded by Gray to adopt R-012-2025 Resolution Approving Contract with Dubuque Hardwoods for Compost Site Maintenance. On call of roll: Ayes: Schmitt, Gray, Dittrick, Scherbring, Poynor. Nays: None. Motion carried.

2025 Motorcycle Trials

Motion by Dittrick, seconded by Schmitt to approve the Motorcycle Trials event to be held June 14th-15th, 2025 at the Whitewater Park and Schram Park. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Engineer Updates

No update.

Reports

City Staff and City Council reports were given.

Closed Session

Motion by Dittrick, seconded by Gray to enter into closed session pursuant to Iowa Code Section 20.17(3) to discuss union negotiations at 5:27pm. On call of roll: Ayes: Dittrick, Gray, Schmitt, Scherbring, Poynor. Nays: None. Motion carried.

The City Council returned to open session at 5:57pm.

Motion by Gray, seconded by Schmitt that the meeting adjourn at 5:57pm. On call of roll: Ayes: Gray, Schmitt, Scherbring, Dittrick, And Poynor. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk