

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, March 10, 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 of members present: Mary Ann Poynor, Bill Scherbring, Bryan Gray, Linda Schmitt, Joe Dittrick.
Absent: None.

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

Public Input

None.

Consent Agenda

3.1 Approval of the minutes of the February 24, 2025 Regular City Council Meeting and the March 3, 2025 Special City Council Meeting/Budget Work Session

3.2 R-025-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the February 18, 2025 Parks & Recreation Commission meeting; 2024 Fire Department Annual Report

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for Blue Collar Sports Bar at 120 East Main Street

3.5 Commercial Incentive Program Grant Payment Requests: New to You at 1711 North 2nd Street: Interior Grant in the amount of \$3,048.88

3.6 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCENT LASER	TONER CARTRIDGES	83.96
AFLAC	PAYROLL WITHHOLDINGS	708.73
AMAZON BUSINESS	SUPPLIES	1,621.09
ANDERSON WELDING	WATER STATION	111.90
ARNOLD MOTOR SUPPLY	VEHICLE SUPPLIES	28.11
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,309.02
BARD MATERIALS	ROAD STONE	981.28
BAUMGARTNER GATE FACTORY	DOG PARK SUPPLIES	40.00
BLACK HILLS ENERGY	NATURAL GAS	6,871.76
BOUBIN TIRE & AUTOMOTIVE	TRAILER TIRE REPAIR	31.61
BRAD WILKENING	LIBRARY PROGRAM	200.00
CEDAR + SALT	HERO HUSTLE WEBSITE HOSTING	600.00
CITY LAUNDERING	FIRST AID SUPPLIES	105.84
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

COMELEC SERVICES	SHOP INTERNET	103.00
CONWAY SHIELD	SCBA FLOW TEST	2,035.44
DEL CO ECONOMIC DEVELOPMENT	WEBSITE MAINTENANCE	1,000.00
DEL CO PLUMBING & HEATING	LIBRARY BOILER REPAIR	150.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,036.60
DELHI LUMBER	BARRICADE MATERIAL	97.00
DEMCO	OFFICE SUPPLIES	248.98
DJ REPAIR	TAHOE REPAIR	316.26
DON & WALT	WASTEWATER PLANT REPAIRS	784.88
EDGEWOOD OIL	HYDRAULIC OIL	64.50
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	21,326.93
ERIN LEARN PETTY CASH	REPLENISH PETTY CASH	83.76
FAREWAY	SUPPLIES	6.99
FASTENAL	ELECTRICAL CONNECTOR	41.77
GEORGEN AUTO	VEHICLE REPAIRS	2,598.86
GUDENKAUF TRAILER SALES	PARK TRAILER	5,300.00
HAWKINS	CHEMICALS	861.04
HERITAGE PRINTING	METER LOGS	212.21
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	2,699.14
ILLINOIS LIBRARY ASSOCIATION	SUMMER READING MATERIALS	263.42
IPERS	PAYROLL WITHHOLDINGS	14,278.88
J & R SUPPLY	REPAIR PARTS, TAPS	508.00
JAMES KENNEDY PUBLIC LIBRARY	LIBRARY MATERIALS	19.99
JASMINE WHITE	AIRPORT CLEANING	173.89
KIRKHAM MICHAEL	ENGINEERING FEES	13,430.66
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	27,691.44
LAHR REPAIR	JET VAC WATER TANK REPAIR	49.84
LAURENS PUBLIC LIBRARY	LIBRARY MATERIALS	25.95
LINK HYDRAULIC	VEHICLE REPAIRS	4,500.60
LINN CO CLERK OF COURT	REIMBURSE OVERPAYMENT	10.32
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	55.09
MANCHESTER SIGNS	FIRE DEPT SUPPLIES	17.50
MAQUOKETA VALLEY REC	STREET LIGHTING	148.56
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MEDIACOM	PHONE/INTERNET	278.53
MEDICAL ASSOCIATES	DRUG SCREENING	60.00
MIDWEST PATCH/HI-VIZ	STREET SIGNS	1,383.00
MIDWEST TAPE	HOOPLA SUBSCRIPTION	746.14
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
MORTON SALT	STREET SALT	14,755.35
MR. LOCK & KEY	FIRE DEPT KEY FOBS	455.40
MUNICIPAL SUPPLY	METER SUPPLIES	5,500.00
NAPA AUTO PARTS	DUST CAP DUMP TRUCK	31.13
NORTHLAND PRODUCTS COMPANY	SHOP PARTS	271.95
POSY PLACE FLORAL & GIFTS	MEMORIAL	75.00
PRAIRIE TOWNSHIP	REFUND TOWNSHIP OVERPAYMENT	4,531.53
QUILL CORPORATION	OFFICE SUPPLIES	35.34
RIVER CITY STONE	ICE CONTROL SAND	673.69
RUNDE AUTO GROUP	FORD OIL	61.95

SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHMITZ JANITORIAL	SUPPLIES	173.00
SIMMERING CORY	ANNUAL CITY CODE WEB HOSTING	475.00
SMOKE EATER PUBLICATIONS	ANNUAL SUBSCRIPTION	25.00
STATE CHEMICAL SOLUTIONS	DRAIN MAINTENANCE PROGRAM	326.20
STOREY KENWORTHY	OFFICE SUPPLIES	98.26
T MOBILE	MOBILE DATA	404.82
TERMINAL SUPPLY CO	SHOP SUPPLIES	193.74
TRUE NORTH COMPANIES	VOLUNTEER FIRE AD&D INSURANCE	385.70
UEMSI/HTV	JET VAC HOSE	168.50
UNITY POINT CLINIC	DRUG SCREENING	42.00
USA BLUE BOOK	TESTING SUPPLIES	287.47
USPS	UTILITY BILLING POSTAGE	1,095.37
VOYA	PAYROLL WITHHOLDINGS	2,251.23
WELLMARK	HEALTH/DENTAL INSURANCE	3,014.74
WELTER STORAGE EQUIPMENT	OFFICE FURNITURE	642.00
WINDSTREAM	PHONE/INTERNET	1,303.77
	TOTAL	157,721.97
	Fund Summary	
	Fund	
	001 - GENERAL	109,983.35
	003 - HOTEL/MOTEL	1,759.00
	110 - ROAD USE TAX	25,682.27
	168 - PARK GIFT & TRUST	640.00
	171 - LIBRARY GIFT & TRUST	275.72
	600 - WATER	8,888.91
	610 - SEWER	10,492.72
	Grand Total	157,721.97

Approve payment of \$15,262.11 to Kirkham Michael for the Airport Runway Rehabilitation Project

Motion by Scherbring, seconded by Dittrick to approve payment of \$15,262.11 to Kirkham Michael for the Airport Runway Rehabilitation Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

Set Date and Time for a Public Hearing on the Airport Runway Rehabilitation Project

Motion by Dittrick, seconded by Poynor to set March 24, 2025 at 5:00pm as the date and time for a Public Hearing on the Airport Runway Rehabilitation Project. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Approve Quote from Infrastructure Technology Solutions for Security Cameras at the City Shop and Airport

Motion by Scherbring, seconded by Schmitt to approve the quote from Infrastructure Technology Solutions for Security Cameras at the City Shop Facility and Airport. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the City Council on the status of nuisance properties his office is working on. The City Council also reviewed the written update provided by Building Inspector Tim Heims.

Engineer Updates

No updates.

Reports

City Staff and City Council reports were given.

Motion by Dittrick, seconded by Poynor that the meeting adjourn at 5:22pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk