

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, March 24, 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: Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring.
Absent: None.

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

Public Input

Melissa Lindsay, representing the Delaware County Sexual Assault Response Team, addressed the City Council requesting permission to place the teal lights on the West Marion Street Bridge throughout April in recognition of Sexual Assault Awareness Month as they had done last year.

Consent Agenda

- 3.1 Approval of the minutes of the March 10, 2025 Regular City Council Meeting & the March 17, 2025 Special City Council Meeting & Committee of the Whole Meeting
- 3.2 R-027-2025 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the February 13, 2025 Library Board meeting; February 2025 Wastewater IDNR Report
- 3.4 Liquor License Applications: New Application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for an event at Real Deals, 935 East Main Street
- 3.5 R-028-2025 Resolution Amending Salary Resolution
- 3.6 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the City Council. MOTION to approve the Consent Agenda items as presented. JD MP LS BG BS

Bills approved for payment

Vendor	Description	Amount
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGREEMENT	457.79
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	25,500.93
AMAZON BUSINESS	SUPPLIES	633.17
ANDERSON WELDING	WELDING	1,365.00
ARNOLD MOTOR SUPPLY	VEHICLE SUPPLIES	183.85
ARROWHEAD FORENSICS	OWI BLOOD URINE KITS	139.74
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	788.07
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
CITY LAUNDERING	BUILDING MAINTENANCE	79.22
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
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
COPY SYSTEMS	SORTER/STUFFER REPAIR	127.30
CTI	FIRE STATION PROJECTOR	3,241.17

DELHI LUMBER	BUILDING MATERIALS	408.60
DOLAN INSURANCE AGENCY	INSURANCE PREMIUM	235.00
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	22,037.56
EMS INDUSTRIAL	WASTEWATER PLANT DRYER REPAIRS	388.54
ENGINEERED EQUIPMENT SOLUTIONS	WASTEWATER UV REPAIRS	10,518.00
FAREWAY	SUPPLIES	13.57
GEORGEN AUTO	POLICE VEHICLE MAINTENANCE	2,713.52
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HERITAGE PRINTING	PAPER, SUPPLIES	283.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	2,839.59
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	130.00
IPERS	PAYROLL WITHHOLDINGS	13,447.29
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	SUPPLIES	1,655.25
KANOPY INC	LIBRARY STREAMING VIDEO LICENSE	2,000.00
KILBURG EQUIPMENT	JET VAC HOSE REEL	148.40
KIRKHAM MICHAEL	AIRPORT ENGINEERING	15,262.11
KMCH	RADIO ANNOUNCEMENTS	468.00
KWIK TRIP	VEHICLE FUEL	88.56
LINDA BETSINGER MCCANN	LIBRARY PROGRAM	95.00
LUCKY LUKE	LIBRARY MATERIALS	69.59
MANCHESTER ANIMAL MEDICAL	VACCINATIONS	140.80
MANCHESTER CARQUEST	VEHICLE SUPPLIES	420.01
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	56.22
MASTERPIECE CLEANING	CUSTODIAL	400.00
MIDWEST PATCH/HI-VIZ	STREET SIGNS	940.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	969.08
NAPA AUTO PARTS	SUPPLIES	119.99
NEW TO YOU/ABBY HOLTZ	COMMERCIAL INCENTIVE GRANT	3,048.88
PALMER HARDWARE	SUPPLIES	112.43
PETERS & LONGMUIR	LEGAL FEES	1,085.00
PITNEY BOWES	METER LEASE	216.12
PLASTIC RECYCLING	DOG PARK TABLES	1,597.80
POINT LIGHTING	AIRPORT WINDSOCK	966.49
POSY PLACE FLORAL & GIFTS	MEMORIAL	80.00
QUADIENT	FOLDER/STUFFER ANNUAL MAINT FEE	2,451.65
REGIONAL MEDICAL CENTER	1ST RESPONDER SUPPLIES, SPONSORSHIP	808.46
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	195.42
STATE CHEMICAL SOLUTIONS	LIFT STATION CHEMICALS	326.20
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	125.00
THREE RIVERS FS	VEHICLE FUEL	4,692.27
TIMOTHY VICK	MILEAGE REIMBURSEMENT	240.80
US CELLULAR	MOBILE DATA/HOT SPOT	134.15
VOYA	PAYROLL WITHHOLDINGS	2,251.23
WALMART	SUPPLIES	246.40
WELLMARK	HEALTH/DENTAL INSURANCE	2,833.27
WIN LLC	PHONE/INTERNET	325.00
	TOTAL	132,995.17

	Fund Summary	
	Fund	
	001 - GENERAL	82,885.35
	003 - HOTEL/MOTEL	849.00
	110 - ROAD USE TAX	11,291.37
	112 - EMPLOYEE BENEFITS	272.67
	168 - PARK GIFT & TRUST	1,609.29
	171 - LIBRARY GIFT & TRUST	173.05
	302 - DOWNTOWN/COMMERCIAL INCENTIVE	3,048.88
	600 - WATER	8,696.62
	610 - SEWER	24,168.94
	Grand Total	132,995.17

Public Hearing on the Proposed Contract Documents & Estimated Costs for the Airport Runway Rehabilitation Project

Mayor Behnken opened the Public Hearing at 5:05pm. City Manager Vick reviewed the information with the City Council, noting that bids will be received in April for the project. There being no written comments on file and no comments to be heard, Mayor Behnken closed the Public Hearing at 5:08pm.

Motion by Poynor, seconded by Dittrick to adopt R-029-2025 Resolution Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the Airport Runway Rehabilitation Project. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Request to Place a Permanent Sign for the Manchester Farmers Market - Laura Holtz, Chamber Director

Laura Holtz, Manchester Area Chamber Director, discussed with the City Council the possibility of placing a permanent sign for the Farmers Market on the city property where the market is held. Holtz noted that she has been working with Manchester Signs on options for the sign and provided the City Council with a rendering. Following discussion, motion by Scherbring, seconded by Dittrick to authorize City Staff to work with Laura Holtz and Manchester Signs on the sign and placement. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt. Nays: None. Abstentions: Gray.

Sewer Camera Replacement

Motion by Poynor, seconded by Schmitt to approve the quote for a sewer camera and trailer in the amount of \$112,234.00 from Armor Equipment. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

R-030-2025 Resolution Approving Change Order #4 (2024 East Main Street Improvement Project)

Motion by Schmitt, seconded by Poynor to adopt R-030-2025 Resolution Approving Change Order #4 (2024 East Main Street Improvement Project. On call of roll: Ayes: Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Abstentions: Gray. Motion carried.

Approve Pay Estimate #8 (Final) in the amount of \$29,425.89 to Top Grade Excavating for the 2024 East Main Street Improvement Project)

Motion by Scherbring, seconded by Dittrick to approve Pay Estimate #8 (Final) in the amount of \$29,425.89 to Top Grade Excavating for the 2024 East Main Street Improvement Project). On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt. Nays: None. Abstentions: Gray. Motion carried.

Parks Department Truck Replacement

Motion by Dittrick, seconded by Poynor to approve the purchase of a 2025 Chevrolet Silverado 1500 from Bob Stephen Motors at a cost of \$39,610.20. On call of roll: Ayes: Dittrick, Poynor, Scherbring. Nays: Gray, Schmitt. Motion carried.

Dog Park Shade Structure

Motion by Schmitt, seconded by Gray to approve the purchase of two shade structures for the dog park from Waterloo Tent & Tarp at a cost of \$16,010.00. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

R-031-2025 Resolution Approving Engineering Agreement (Anderson Street Project)

Motion by Scherbring, seconded by Dittrick to adopt R-031-2025 Resolution Approving Engineering Agreement (Anderson Street Project). On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

R-032-2025 Resolution Approving Engineering Agreement (Downtown Stormwater Review)

Motion by Scherbring, seconded by Schmitt to adopt R-032-2025 Resolution Approving Engineering Agreement (Downtown Stormwater Review). On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

Engineer Updates

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

Reports

City Staff and City Council reports were given.

Motion by Schmitt, seconded by Poynor that the meeting adjourn at 5:48pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk