

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, April 28, 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 amended by removing the Proclamation on National Mental Health Awareness Month. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Presentation of Scholarships/Awards/Commendations/Proclamations

Scott Shover, IRWA Chief Executive Officer, and Rod Glosser, IRWA Board President, presented Parker Peterson with the Iowa Rural Water Association (IRWA) Charitable Foundation Scholarship to continue his education in the water and wastewater fields. Mayor Behnken presented the Heart of the Community Award to Kristy Davis for her work with Castle Theater. Police Chief Ben Davis present Police Officer Nick Hall with an Excellence on Duty Commendation for a recent call where he came to the aid of a toddler in respiratory distress. Mayor Behnken read the Arbor Day Proclamation.

Public Input

Shelby Piersch, 704 East Howard Street, addressed the City Council regarding her concerns with the police department.

Consent Agenda

- 3.1 Approval of the minutes of the April 14, 2025 City Council meeting
 - 3.2 R-036-2025 Resolution Approving Bills
 - 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the March 13, 2025 Library Board meeting; minutes of the April 10, 2025 Airport Committee meeting; minutes of the April 17, 2025 Planning & Zoning Commission meeting
 - 3.4 Liquor License Applications: New Application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for the June 5, 2025 Music on the Maquoketa event at the Whitewater Park; New Application for 5 Day Special Class C Retail Alcohol License for Luck Wife Wine Slushies for the June 7, 2025 River Days event
 - 3.5 R-037-2025 Resolution Amending Salary Resolution
 - 3.6 Approve the appointment of Craig Francois to the Airport Committee
 - 3.7 Motion to set May 27, 2025 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget Amendment for Fiscal Year 2025
 - 3.8 Approve Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2025-6/30/2026)
 - 3.9 Approval of the Consent Agenda
- Motion by Schmitt, seconded by Scherbring to approve the Consent Agenda items as presented. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	KIDS N KRITTERS SHIRTS	271.88
ACCENT LASER	TONER CARTRIDGES	79.95
ALL SECURE	ALARM MONITORING	225.00

ALLIANT ENERGY	ELECTRICITY	17,745.50
AMAZON BUSINESS	SUPPLIES	1,161.54
AMERICAN LEGION POST 45	FLAGS	390.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	359.72
BARD MATERIALS	CONCRETE	6,862.71
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BLACK HILLS ENERGY	NATURAL GAS	5,760.71
BOB STEPHEN MOTORS	PARK TRUCK PURCHASE	39,610.20
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	102.60
BURRINGTON GROUP	ENGINEERING FEES	5,425.00
CENGAGE LEARNING	LIBRARY MATERIALS	48.08
CHAD SANDS	LIQUOR LICENSE REFUND	168.75
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
CONNIE BEHNKEN	MILEAGE REIMBURSEMENT	56.00
CONTINENTAL RESEARCH	PARK SUPPLIES	461.36
DELAWARE COUNTY ECONOMIC DEV	WEBSITE MAINTENANCE	1,000.00
DISPLAY SALES	LIGHT POLE DECORATIONS	3,850.00
DOG WASTE DEPOT	DOG WASTE BAGS	567.54
DON & WALT	PARK BUILDING MAINTENANCE	5,241.28
ELECTRICAL ENGINEERING & EQUIPMENT	WASTEWATER PLANT REPAIRS	4,312.75
ERIN LEARN	MILEAGE REIMBURSEMENT	239.40
FAREWAY	SUPPLIES	143.57
FASTENAL COMPANY	SUPPLIES	24.72
GALLS	ARMOR	665.94
HEIMS AWARDS	AWARDS, SUPPLIES	502.41
HERITAGE PRINTING	ENVELOPES, SUPPLIES	311.12
ICMA INT'L	MEMBERSHIP DUES	786.73
JASMINE WHITE	AIRPORT CLEANING	40.00
JOHN KEPPLER	TREE & STUMP REMOVAL	18,600.00
KAMMILLER TREE SERVICE	STORM DAMAGE TREE REMOVALS	2,600.00
KIRKHAM MICHAEL	ENGINEERING FEES	21,366.94
KWIK TRIP	VEHICLE FUEL	36.00
LAURA THOMAS	MILEAGE REIMBURSEMENT	232.40
LL PELLING	ASPHALT PATCH MIX	613.11
LYNCH DALLAS	LEGAL FEES	838.00
MAQUOKETA VALLEY ELECTRIC COOP	STREET LIGHTING	151.84
MASTERPIECE CLEANING	CUSTODIAL	800.00
MES FIRE MUNICIPAL EMERGENCY SERVICES	FIRE SUPPLIES	398.40
MIDWEST PATCH HI-VIZ SAFETY	SIGNS	492.00
MUNICIPAL SUPPLY	METERS, METER SUPPLIES	17,052.10
NAPA AUTO PARTS	SUPPLIES	39.26
PETERS & LONGMUIR	LEGAL FEES	850.00
PITNEY BOWES	POSTAGE METER SUPPLIES	91.29
PRICE ELECTRIC	BAUM PARK LIGHTS	659.45
SCHOLASTIC	LIBRARY MATERIALS	476.50
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	396.80
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	3,944.00
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,034.17
STATE CHEMICAL SOLUTIONS	LIFT STATION SUPPLIES	326.20
STOREY KENWORTHY	SUPPLIES	539.58
THE FISH SHACK	LIBRARY TANK MAINTENANCE	105.00

THREE RIVERS FS	VEHICLE FUEL	5,233.04
TOP GRADE EXCAVATING	PAY #8 EAST MAIN STREET PROJECT	29,425.89
US CELLULAR	MOBILE DATA/HOT SPOT	44.78
WALMART	SUPPLIES	499.75
WATERLOO TENT & TARP	GROUND SLEEVES	700.00
WIN LLC	PHONE/INTERNET	325.00
WINDSTREAM	PHONE/INTERNET	577.36
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	391.00
	TOTAL	209,526.99
	Fund Summary	
	001 - GENERAL	111,460.96
	003 - HOTEL/MOTEL	1,391.00
	047 - HOLIDAY DECORATIONS	3,850.00
	110 - ROAD USE TAX	5,814.51
	112 - EMPLOYEE BENEFITS	272.67
	168 - PARK GIFT & TRUST	12,261.50
	171 - LIBRARY GIFT & TRUST	1,058.46
	308 - BIKEWAY/WALKWAY PROJECTS	4,900.00
	324 - STREET PROJECTS	29,950.89
	325 - FLOOD/STORM REPAIRS	2,600.00
	600 - WATER	12,246.85
	610 - SEWER	23,720.15
	Grand Total	209,526.99

Public Hearing on the Proposed Budget for Fiscal Year July 1, 2025 - June 30, 2026

Mayor Behnken opened the Public Hearing at 5:22pm. There were no comments to be heard and no written comments on file. Mayor Behnken closed the Public Hearing at 5:23pm.

Motion by Poynor, seconded by Dittrick to adopt R-038-2025 Resolution for the Adoption of Budget and Certification of City Taxes for Fiscal Year July 1, 2025-June 30, 2026. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

Airport Runway Rehabilitation Project

Mayor Behnken reviewed with the City Council the bid received from River City Paving in the amount of \$508,084.70. Motion by Scherbring, seconded by Schmitt to acknowledge receipt of the bid from River City Paving in the amount of \$508,084.70 and authorize the City Manager to submit a grant application for the Runway Rehabilitation Project. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

R-039-2025 Resolution Approving Easements for the Manchester Decorative Lighting Project

Motion by Gray, seconded by Dittrick to adopt R-039-2025 Resolution Approving Easements for the Manchester Decorative Lighting Project. On call of roll: Ayes: Gray, Dittrick, Scherbring, Schmitt, Poynor. Nays: None. Motion carried.

R-040-2025 Resolution Setting Fee for "Bulk Item Collection Stickers" to be sold at City Hall

Motion by Dittrick, seconded by Schmitt to adopt R-040-2025 Resolution Setting Fee of \$20 for "Bulk Item Collection Stickers" to be sold at City Hall. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Engineer Updates

Jason Wenger, Burrington Group, updated the City Council on construction projects in the City.

Reports

City staff and City Council reports were given.

Motion by Poynor, seconded by Dittrick that the meeting adjourn at 5:40pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk