

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, May 12, 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

Council Members Present: Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring. Absent: None.

APPROVAL OF AGENDA

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

PUBLIC INPUT

Jay Schmitt, 750 Ridgewood Drive, addressed the City Council regarding concerns with the purchase of a new street sweeper.

CONSENT AGENDA

3.1 Approval of the minutes of the April 28, 2025 Regular City Council meeting and the minutes of the May 5, 2025 Special City Council meeting & Committee of the Whole meeting

3.2 R-042-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: the minutes of the April 21, 2025 Parks & Recreation Commission meeting; the minutes of the May 5, 2025 Board of Adjustment meeting

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for Fiesta Cancun at 110 West Main Street; Renewal Application for Off Premise Special Class B Retail Native Wine License for New to You Consignment & Home Decor at 1711 North 2nd Street (formerly at 100 North Franklin Street)

3.5 R-043-2025 Resolution Amending Salary Resolution

3.6 Approve the appointment of Nancy Oehler to the Planning & Zoning Commission

3.7 Approve payment of claims totaling \$10,953.27 to Kirkham Michael for engineering services

3.8 Approve payment of claims totaling \$20,668.00 to Fehr Graham for engineering services

3.9 Review decision of the Board of Adjustment to approve the request of Larry Brunsman for the property at 131 East Acers Street for a variance to City Code Section 165.06(6.2) "R-1 Single Family Residential Districts, Site Development Regulations" to allow for a reduction of the side yard setback from 6.5 feet to 3 feet

3.10 Review the decision of the Board of Adjustment to approve the request of Lucas Elsbernd for the property at 316 East Union Street for a variance to City Code Section 165.25(8(d)) "Accessory Buildings, Structures, and Garages" and an exception to City Code Section 165.06(6.2) "Site Development Regulations" to allow for the construction of a two-story detached garage

3.11 R-045-2025 Resolution Waiving Right to Review Plat (Wessels)

3.12 R-046-2025 Resolution Waiving Right to Review Plat (Tyrrell)

3.13 Approval of the Consent Agenda

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

BILLS APPROVED FOR PAYMENT

Vendor	Description	Amount
ABSOLUTE SCIENCE	SUMMER READING PROGRAM	550.00
ACCESS SYSTEMS	COPIER MAINT AGREEMENT	459.20

ACE BODY SHOP	PD CHARGER REPAIR	3,331.95
ADDOCO	PARKS MULCH	1,820.00
ALLIANT ENERGY	ELECTRICITY	4,136.56
AMAZON BUSINESS	SUPPLIES	2,253.70
AMERICAN LEGION POST 45	FLAGS	57.00
AMERICAN RED CROSS	LIFEGUARD CERTIFICATION	282.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	821.48
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,011.65
BARD MATERIALS	CONCRETE	2,471.85
BASE	SELF INSURANCE/HRA ADMINISTRATION	216.00
BOB STEPHEN MOTORS	TRUCK MAINTENANCE	130.00
BOUBIN TIRE & AUTOMOTIVE	TRUCK EQUIPMENT	925.15
BURNS INC	MOWER CLUTCH	789.04
CALEB STRUTZ	LIBRARY PROGRAM	450.00
CARRICO AQUATIC RESOURCES	POOL SUPPLIES/CHEMICALS	4,299.65
CENGAGE LEARNING	LIBRARY MATERIALS	18.19
CHAD SELLERS	POOL CABINETS	323.50
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF CORALVILLE POLICE DEPT	POLICE CONTRACT BUYOUT	4,825.00
COMELEC	SHOP INTERNET	103.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
COPY SYSTEMS	REPAIRS	126.35
DELAWARE COUNTY FAIR SOCIETY	TREE GRANT PASS THROUGH	4,700.00
DELAWARE COUNTY SOLID WASTE	MONTHLY LANDFILL	1,041.10
DELHI LUMBER	SUPPLIES	75.00
DELTA DENTAL VISION INSURANCE	VISION INSURANCE	625.48
DOLCE VITA	BOARDS & COMMISSIONS EVENT	635.00
DON & WALT	FOUNTAIN INSTALLATION	526.08
DUBUQUE MULCH CO	COMPOST CONTRACT	10,750.00
ERIN LEARN PETTY CASH	POOL, COMPLEX START UP CASH	800.00
FAREWAY	CONCESSIONS	3,298.32
GALLS	POLICE UNIFORM	103.99
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	1,343.88
HERITAGE PRINTING	SWIM LESSON FORMS	84.57
IA DEPT OF AG & LAND STEWARDSHIP	FUEL LICENSE	4.50
IA DEPT OF TRANSPORTATION	PAINT BEADS	2,455.20
IA LAW ENFORCEMENT ACADEMY	MMPI	60.00
IA ONE CALL	LOCATES	29.60
IOWA CLIMBER	LIBRARY PROGRAM	275.00
J & R SUPPLY	GASKETS, BLADES	365.00
JASMINE WHITE	AIRPORT CLEANING	120.00
JOHN DEERE FINANCIAL	SUPPLIES	344.09
KAY PARK REC	PARK BENCH	1,500.75
KLUESNER SANITATION	GARBAGE/RECYCLING	27,882.24
KMCH	RADIO ANNOUNCEMENTS	468.00
MAINSTAY SYSTEMS	ROUTER	300.00
MANCHESTER CARQUEST	PARTS	45.93
MANCHESTER SIGNS	TRUCK DECALS, SIGNS	214.00
MEDIACOM	PHONE/INTERNET	521.02
MICROBAC LABORATORIES	LAB TESTS	153.75

MIDWEST PATCH HI-VIZ SAFETY	SIGNS	860.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	750.10
MUNICIPAL SUPPLY	METERS, METER SUPPLIES	4,440.44
MYERS COX	CONCESSIONS	1,409.57
NATIONAL MISSISSIPPI RIVER MUSEUM	SUMMER READING PROGRAM	554.00
OVERDRIVE	LIBRARY MATERIALS	395.93
PALMER HARDWARE	SUPPLIES	615.44
PEPSI COLA BOTTLING	CONCESSIONS	2,909.44
PLAN IT SOFTWARE	ANNUAL SOFTWARE AGREEMENT	3,150.00
RADIO COMMUNICATIONS	RADIO MAINTENANCE	466.75
RED RIVER SOFTWARE	AIRPORT FUEL PUMP SOFTWARE	4,549.75
REGIONAL MEDICAL CENTER	RECORDS REQUEST	6.50
RELIANCE STANDARD	LIFE INSURANCE	421.20
RUNDE AUTO GROUP	VEHICLE MAINTENANCE	1,877.26
SIMON'S LAWN CARE & MAINT	HYDRO SEED	585.00
STEVE DAY	MUSIC ON THE MAQUOKETA	1,200.00
STONE ALLEN	TRAINING REIMBURSEMENT	44.75
STOREY KENWORTHY	SUPPLIES	441.30
SUPREME GREEN	SNOW HAULING	420.00
T MOBILE	POLICE CELL PHONE/MOBILE DATA	404.82
THREE RIVERS FS	VEHICLE FUEL	5,227.09
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	196.00
US CELLULAR	MOBILE DATA/HOT SPOT	89.37
USPS	POSTAGE	1,107.90
WELLMARK	HEALTH/DENTAL INSURANCE	26,191.68
WINDSTREAM	PHONE/INTERNET	502.82
	TOTAL	147,204.77
	Fund Summary	
	001 - GENERAL	109,824.48
	003 - HOTEL/MOTEL	1,200.00
	110 - ROAD USE TAX	9,601.77
	112 - EMPLOYEE BENEFITS	2,300.59
	168 - PARK GIFT & TRUST	7,491.77
	171 - LIBRARY GIFT & TRUST	1,972.17
	324 - STREET PROJECTS	906.25
	600 - WATER	8,679.85
	610 - SEWER	5,227.89
	Grand Total	147,204.77

LEAD MITIGATION & HEALTHY HOMES GRANTS - DAN LOBIANCO, ECIA

Dan LoBianco from ECIA shared a handout with the City Council highlighting a few of the completed Lead Mitigation and Healthy Homes projects. He announced a new \$5.7 million grant for the seven counties ECIA serves and requested the City's continued support, noting a \$2,000 local match is required per project. He also reviewed property owner eligibility for the funding. The City Council discussed the grant program and the funding that has been budgeted toward the local match. Motion by Dittrick, seconded by Gray to approve the local match of \$2,000 per project with a cap of \$20,000 for the fiscal year. On call of roll: Ayes: Dittrick, Gray, Scherbring, Schmitt, Poynor. Nays: None. Motion carried.

R-044-2025 RESOLUTION APPROVING ANIMAL CONTROL SERVICES AGREEMENT

Motion by Scherbring, seconded by Poynor to adopt R-044-2025 Resolution Approving Animal Control Services Agreement with Ron Hildebrand. On call of roll: Ayes: Scherbring, Poynor, Schmitt, Gray, Dittrick. Nays: None. Motion carried.

REVIEW OF AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2024

The City Council reviewed the annual audit report for the fiscal year ending June 30, 2024. Motion by Schmitt, seconded by Scherbring to acknowledge receipt of the audit for fiscal year ending June 30, 2024. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

STREET SWEEPER REPLACEMENT

The City Council discussed the proposed street sweeper replacement with City Staff and Cory Gustafson, Armor Equipment. Motion by Scherbring, seconded by Poynor to approve the purchase of a 2025 TYMCO Street Sweeper demo unit from Armor Equipment for \$291,495 after trade-in. On call of roll: Ayes: Scherbring, Poynor, Dittrick. Nays: Schmitt, Gray. Motion carried.

ASPHALT STREET PROJECTS

The City Council reviewed a proposal from Kluesner Construction for the asphalt overlay of smaller street sections in the City, noting that there was \$50,000 in next year's budget for these projects. Motion by Poynor, seconded by Dittrick to approve the proposal from Kluesner Construction for the asphalt overlay of New Street from Prospect Street to Clara Avenue at a cost of \$35,438.58 plus manhole and valve box adjustment costs. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. 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

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

REPORTS

City staff and City Council reports were given.

Motion by Dittrick, seconded by Poynor that the meeting adjourn at 6:00pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk