

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Tuesday, May 27, 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: Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Bryan Gray.
Absent: None.

APPROVAL OF AGENDA

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

None.

CONSENT AGENDA

- 3.1 Approval of the minutes of the May 12, 2025 City Council meeting
 - 3.2 R-047-2025 Resolution Approving Bills
 - 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the April 10, 2025 Library Board meeting; the April 2025 IDNR Wastewater Reports
 - 3.4 Liquor License Applications: Approval of the New Application for 5 Day Special Class C Retail Alcohol License for the Manchester Area Chamber of Commerce for their June 6, 2025 River Days Event at 300 West Main Street
 - 3.5 R-048-2025 Resolution Amending Salary Resolution
 - 3.6 Approve the request of the Delaware County Country Car Cruisers to close the following streets on June 6, 2025 and August 8, 2025 from 4:00pm - 9:00pm for their Show & Shine Events: South Franklin Street from West Main Street to the West Marion Street and East Delaware Street from South Franklin Street to South Madison Street
 - 3.7 Approve payment of claims totaling \$255.18 to Kirkham Michael for engineering services
 - 3.8 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
ACCENT LASER	INK CARTIDGES	344.80
ALLIANT ENERGY	ELECTRICITY	16,179.97
AMAZON BUSINESS	SUPPLIES	847.37
ANDREA LEPLY	MILEAGE REIMB	38.78
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	823.48
BARB TOPPING	REIMB LIBRARY GARDEN SUPPLIES	27.22
BARD MATERIALS	STREET REPAIR CONCRETE	1,939.48
BOB STEPHEN MOTORS	VEHICLE MAINTENANCE	768.87
BOUBIN TIRE & AUTOMOTIVE	TIRE DISPOSAL	6.00
CARROLL CONSTRUCTION SUPPLY	SEALANT, SUPPLIES	343.11
DEL CO PLUMBING & HEATING	LIBRARY BOILER REPLACEMENT	2,179.16

DJ REPAIR	VEHICLE MAINTENANCE	8,924.62
DOLAN INSURANCE AGENCY	ANNUAL INSURANCE PREMIUM	237,153.16
DON'S APPLIANCE	FREEZER	319.00
ERIN LEARN	MILEAGE REIMB	98.42
FAREWAY STORES	SUPPLIES	2,589.39
FEHR GRAHAM	ENGINEERING FEES	20,668.00
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	5,821.00
HAWKINS	CHEMICALS	337.84
HEIMS AWARDS	NAME PLACARD	20.00
IA DEPT OF ADMINISTRATIVE SERVICES	RETIREMENT ACCOUNT MANAGEMENT	50.00
J & R SUPPLY	WATER SUPPLIES	10,908.00
JASMINE WHITE	AIRPORT CLEANING	40.00
KIRKHAM MICHAEL	ENGINEERING FEES	10,953.27
KLUESNER SANITATION	CLEAN UP DAY, JUNK DISPOSAL	1,378.65
MAINSTAY SYSTEMS	IT SERVICES	921.00
MANCHESTER ANIMAL MEDICAL	ANIMAL CONTROL VACCINES	114.24
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	9.11
MANCHESTER SIGNS	DOG PARK SIGN	12.00
MANCHESTER TRUCK CENTER	VEHICLE MAINT SUPPLIES	642.20
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	151.84
MARSHALLTOWN PUBLIC LIBRARY	LIBRARY MATERIALS	7.99
MARTIN EQUIPMENT	LOADER SWITCH	511.70
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MES FIRE	FIRE REPAIR KITS	790.66
MICHELLE SPROUT MURRAY	LIBRARY PROGRAM	150.00
MICROBAC LABORATORIES	LAB TESTS	273.50
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	21.24
MOMENTUM SCREENPRINTS	MUNICIPAL BAND SUPPLIES	429.25
MYERS COX	CONCESSIONS	2,694.14
PEPSI COLA BOTTLING	CONCESSIONS	2,229.72
POSY PLACE	BOARDS & COMMISSIONS EVENT	185.00
PRICE ELECTRIC	TANGLEWOOD LIFT STATION	257.85
SCHMITZ JANITORIAL	PARKS SUPPLIES	1,012.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	195.42
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,034.17
STEVE HERINGTON	FACILITY RENTAL: LIFEGUARD TRAINING	900.00
STOREY KENWORTHY	SUPPLIES	269.10
T MOBILE	POLICE CELL PHONE/MOBILE DATA	404.82
US CELLULAR	MOBILE DATA/HOT SPOT	44.78
WALMART	SUPPLIES	170.37
WEST DES MOINES PUBLIC LIBRARY	LIBRARY MATERIALS	10.44
WINDSTREAM	PHONE/INTERNET	577.66
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,328.53
	TOTAL	343,708.32
	Fund Summary	
	001 - GENERAL	204,055.39
	110 - ROAD USE TAX	2,448.10
	112 - EMPLOYEE BENEFITS	50.00

	168 - PARK GIFT & TRUST	595.97
	171 - LIBRARY GIFT & TRUST	306.70
	320 - SUBDIVISION PROJECTS	10,848.00
	324 - STREET PROJECTS	22,243.18
	600 - WATER	47,201.76
	610 - SEWER	55,959.22
	Grand Total	343,708.32

PUBLIC HEARING ON THE PROPOSED BUDGET AMENDMENT FOR THE FISCAL YEAR 2025

Mayor Behnken opened the Public Hearing at 5:04pm. City Clerk Erin Learn reviewed the budget amendment changes with the City Council. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:06pm.

Motion by Dittrick, seconded by Schmitt to adopt R-049-2025 Resolution Amending the Current Budget for the fiscal year ending June 30, 2025. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

WORKFORCE HOUSING TAX CREDIT APPLICATION TO IOWA ECONOMIC DEVELOPMENT AUTHORITY

Motion by Poynor, seconded by Dittrick to adopt R-050-2025 Resolution of Support for a Workforce Housing Tax Credit (WHTC) Benefit Application to be Submitted to the Iowa Economic Development Authority (IEDA) by Wesley D. Schulte. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

SPECIAL EXCEPTION REQUEST FOR LIVESTOCK RESTRICTIONS FOR THE PROPERTY AT 1008 NEW ST

Motion by Dittrick, seconded by Schmitt to approve the request for special exception to livestock restrictions from Hayle Pillard & Jared Blinks for the property at 1008 New Street allowing for six chickens, no roosters on the property. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

BAUM PARK SHELTER REPLACEMENT PROJECT

Motion by Scherbring, seconded by Dittrick to approve an agreement with Metrics Architecture for the Baum Park Shelter Addition/Renovation Project at a cost of \$11,725. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

HARTWICK HUSKY'S CONCRETE REQUEST

Motion by Schmitt, seconded by Gray to approve the request of the Hartwick Husky's to install a 12' x 100' concrete pad at Schram Park at their expense. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

MOTORCYCLE TRIALS DATE SWITCH & ADDITIONAL LOCATIONS REQUEST

Motion by Dittrick, seconded by Poynor to approve the requests of CMJ Raceway LLC to change the date of the Motorcycle Trials event from June 14-15, 2025 to June 28-29, 2025 and the addition of two rider courses located on the southwest side of the West Marion Street bridge and south of the Stephen Motors storage building in the natural playscape area for the Motorcycle Trials and the addition of two rider courses. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

ENGINEER UPDATES

Sam Ertl, Fehr Graham, and 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 Scherbring, seconded by Dittrick that the meeting adjourn at 5:32pm. Motion carried, all ayes.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk