

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, June 23, 2025

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<https://www.youtube.com/@cityofmanchesteriowa9648>

Mayor Pro Tem Poynor called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

ROLL CALL

Council Members Present: Mary Ann Poynor, Bill Scherbring, Bryan Gray, Linda Schmitt. Absent: Connie Behnken, Joe Dittrick.

APPROVAL OF AGENDA

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

PUBLIC INPUT

Curt Meiner, 702 East Howard Street, addressed the City Council regarding the proposed salary increase for the City Manager.

CONSENT AGENDA

3.1 Approval of the minutes of the June 9, 2025 Regular City Council meeting and minutes of the June 16, 2025 Goal Setting Work Session.

3.2 R-054-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the June 12, 2025 Planning & Zoning Commission meeting; May 2025 Wastewater IDNR Reports

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for Dolce Vita at 100 East Main Street; new 14 Day On Premise Class C Retail Alcohol License for the Delaware County Fair Society for the Delaware County Fair July 6, 2025 - July 13, 2025

3.5 R-055-2025 Resolution Setting the Salaries for Appointed Officers and Employees of the City of Manchester, Iowa for the Fiscal Year beginning July 1, 2025 – **REMOVED FROM THE AGENDA**

3.6 Downtown/Commercial Incentive Grant Applications: Facade Grant (front) in the amount of \$7,500.00 for Castle Theatre at 112 East Main Street; Facade Grant (rear) in the amount of \$1,506.67 for Castle Theatre at 112 East Main Street; Interior Grant in the amount of \$2,426.23 for Special Drivers Agency/Ann Meyer at 106 North Franklin Street; Acquisition Assistance Grant in the amount of \$2,890.00 for The Alley/Taz Kammiller at 1110 East Main Street

3.7 Commercial Incentive Grant Payments: Acquisition Assistance Grant in the amount of \$2,890.00 to The Alley/Taz Kammiller at 1110 East Main Street; Interior Grant in the amount of \$2,574.46 to New to You/Abby Holtz at 1711 North 2nd Street

3.8 R-056-2025 Resolution Amending Employee Handbook by Amending Sections Pertaining to Clothing Allowance, Leave, and Compensatory Time

3.9 Approve the purchase of a 2025 Chevy Tahoe PPV from Karl Emergency Vehicles for the Police Department at a cost of \$85,924.57

3.10 Approval of the Consent Agenda

Motion by Schmitt, seconded by Gray to remove Consent Agenda Item 3.5 from the agenda to be considered at the Monday, June 30, 2025 meeting to allow time to review the City Manager's salary. On call of roll: Ayes: Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Motion by Scherbring, seconded by Schmitt to approve the Consent Agenda, excluding Item 3.5. On call of roll: Ayes: Scherbring, Schmitt, Gray, Poynor. Nays: None. Motion carried.

BILLS APPROVED FOR PAYMENT

Vendor	Description	Amount
5K SPORTS & MORE	PARK SHIRTS	217.80
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGMT	457.79
ALL SECURE	LIBRARY SECURITY SYSTEM	160.00
ALLIANT ENERGY	ELECTRICITY	14,525.29
AMAZON BUSINESS	SUPPLIES	2,020.85
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,716.14
BARD MATERIALS	CONCRETE, ROCK, DEVELOPMENT AGMT	9,573.14
BDH LLC	DEVELOPMENT AGMT PAYMENT	3,032.30
BR DEVELOPMENT	DEVELOPMENT AGMT PAYMENT	32,783.69
BULL MOOSE HEAVY HAUL	DEVELOPMENT AGMT PAYMENT	24,196.20
CARRICO AQUATIC RESOURCES	POOL CHEMICALS	3,850.00
CENTRAL IOWA FENCING	DOG PARK FENCE	15,939.00
CITY LAUNDERING	FIRST AID SUPPLIES	100.68
COMMUNITY SAVINGS BANK	DEVELOPMENT AGMT PAYMENT	25,879.58
CRILLEY LAW OFFICES	INVESTIGATION SERVICES	3,300.00
DEL CO ECONOMIC DEVELOPMENT	WEBSITE MAINTENANCE	1,000.00
DEMCO	LIBRARY MATERIALS	70.07
DOLAN INSURANCE AGENCY	INSURANCE PREMIUMS	1,640.00
DON & WALT	POOL REPAIRS	191.52
EASTERN IA ASPHALT MAINTENANCE	CRACK FILLING	6,491.00
EASTERN IA PUMPING	DEVELOPMENT AGMT PAYMENT	27,244.96
EBSCO	LIBRARY MATERIALS	8,111.00
EDGEWOOD OIL	BULK OIL	460.00
ERIN LEARN	MILEAGE REIMB	216.30
FAREWAY STORES	SUPPLIES, CONCESSIONS	1,556.62
FEHR GRAHAM	ENGINEERING FEES	26,403.50
GATEWAY APPLIANCE	LIBRARY, POOL REFRIGERATOR	2,738.00
GIENAPP CONSTRUCTION	OVERHEAD DOOR	6,000.00
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HERITAGE PRINTING	HERO HUSTLE FORMS	131.88
IA LAW ENFORCEMENT ACADEMY	MMPI	150.00
IA ONE CALL	LOCATES	115.30
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	300.00
J & R SUPPLY	WATER SUPPLIES	7,273.00
J P COOKE	DOG LICENSES	93.95
JASMINE WHITE	AIRPORT CLEANING	40.00
KAREN HEMPSTEAD	MUGS	180.00
KIRKHAM MICHAEL	ENGINEERING FEES	255.18
KLUESNER CONSTRUCTION	CRACK FILLING	9,104.46
KLUESNER SANITATION	NUISANCE JUNK REMOVAL	7,869.80
KMCH	RADIO ANNOUNCEMENTS	1,218.00
LANDSCAPES BY CHILDS PLAY	PARK FLOWERS, LANDSCAPE SUPPLIES	517.00
LUCAS HOLDINGS	DEVELOPMENT AGMT PAYMENT	9,441.03

LYNCH DALLAS	LEGAL FEES	704.00
MANCHESTER FIRE ASSOCIATION	REIMBURSE EXPENSES	55.57
MANCHESTER SIGNS	SIGSN, TREE STAKES	101.25
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	155.34
MASTERPIECE CLEANING	CUSTODIAL	1,020.00
MEDIACOM	PHONE/INTERNET	254.90
MEDICAL ASSOCIATES	RANDOM DRUG TESTS	84.00
MELISSA LINDSAY	CPR TRAINING	817.00
MICHELLE SPROUT MURRAY	LIBRARY MATERIALS	22.50
MUNICIPAL SUPPLY	METERS	24,046.00
MYERS COX	CONCESSIONS	1,526.37
NICC	CPR CARDS	133.00
OELWEIN PUBLISHING	NE IA TOUR BOOK	210.00
OVERDRIVE	AUDIO BOOKS	1,150.76
PALMER HARDWARE	SUPPLIES	389.84
PEPSI COLA BOTTLING	CONCESSIONS	890.41
PETERS & LONGMUIR	LEGAL FEES	9.76
PITNEY BOWES	POSTAGE MACHINE	216.12
PIZZA RANCH	CONCESSIONS	1,335.36
RICHARD MCCRABB	MOWING	350.00
RIVER CITY STONE	SCHRAM TRAIL	99.38
ROOF, GERDES, ERLBACHER, PLC	ANNUAL AUDIT	10,080.00
ROYAL OAKS DEVELOPMENT	DEVELOPMENT AGMT PAYMENT	11,097.18
RUNDE AUTO GROUP	CHARGER MAINTENANCE	79.15
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	2,404.00
SIMON'S LAWN CARE & MAINT	SEEDING: EAST MAIN	610.50
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	326.20
STENDER LAWN CARE	LIBRARY LAWN CARE	300.00
STERICYCLE/SHRED-IT	SHREDDING	67.57
SUE'S FLOWER & GARDEN CENTER	LANDSCAPING MATERIALS	550.00
SUNSHINE BOY WINDOW CLEANING	LIBRARY BUILDING MAINT	125.00
THE DETOUR BAND	MUSIC ON THE MAQUOKETA	900.00
THREE RIVERS FS	VEHICLE FUEL	5,986.59
UNITY POINT CLINIC	RANDOM DRUG TESTS	126.00
US CELLULAR	MOBILE DATA/HOT SPOT	44.78
USA BLUE BOOK	POOL CHEMICAL SIGN	135.81
WALMART	SUPPLIES	196.68
WIN LLC	PHONE/INTERNET	325.00
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	331.91
	TOTAL	324,601.96
	Fund Summary	
	001 - GENERAL	65,381.16
	003 - HOTEL/MOTEL TAX	4,087.00
	110 - ROAD USE TAX	11,740.48
	125 - TAX INCREMENT FINANCING	142,636.11
	168 - PARK GIFT & TRUST	16,152.63

	171 - LIBRARY GIFT & TRUST	202.70
	308 - BIKEWAY/WALKWAY PROJECTS	99.38
	309 - STREET IMPROVEMENT	15,595.46
	320 - SUBDIVISION PROJECTS	1,808.00
	324 - STREET PROJECTS	31,389.00
	600 - WATER	18,893.17
	610 - SEWER	16,616.87
	Grand Total	324,601.96

DEVICE RETAILER LICENSE APPLICATION

Motion by Scherbring, seconded by Schmitt to decline the Device Retailer License Application of Aliyar, Inc. for Liquor & Tobacco Outlet at 316 East Main Street. On call of roll: Ayes: Scherbring, Schmitt, Gray, Poynor. Nays: None. Motion carried.

WATER DEPARTMENT DIG TRAILER REPLACEMENT

Water Superintendent Chad Wulfekuhle reviewed three quotes for a new trailer for the water department and discussed the need for the trailer with the City Council. Motion by Gray, seconded by Schmitt to approve the purchase of a dig trailer for the water department from Patten Equipment for \$6,516.00. On call of roll: Ayes: Gray, Schmitt, Scherbring, Poynor. Nays: None. Motion carried.

ORDINANCE 003-2025 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER BY AMENDING PROVISIONS PERTAINING TO UTILITY RATES

Motion by Scherbring, seconded by Schmitt to proceed with the second consideration and adoption of Ordinance 003-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates. On call of roll: Ayes: Scherbring, Schmitt, Gray, Poynor. Nays: None. Motion carried.

ORDINANCE 004-2025 AN ORDINANCE AMENDING PROVISIONS PERTAINING TO THE POLICE DEPARTMENT

Motion by Scherbring, seconded by Gray to proceed with the first consideration and adoption of Ordinance 004-2025 Ordinance 004-2025 An Ordinance Amending Provisions Pertaining to the Police Department. On call of roll: Ayes: Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

IOWA DEPARTMENT OF TRANSPORTATION FEDERAL AID AGREEMENT FOR A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT (GRAND AVENUE TRAIL EXTENSION PROJECT)

Motion by Scherbring, seconded by Gray to adopt R-057-2025 Resolution Approving the Iowa Department of Transportation Federal Aid Agreement for a Transportation Alternatives Program (TAP) Project (Grand Avenue Trail Extension Project). On call of roll: Ayes: Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

ENGINEERING AGREEMENT (WATER SYSTEM BOOSTER PUMPS PROJECT)

Motion by Gray, seconded by Schmitt to adopt R-058-2025 Resolution Approving Engineering Agreement (Water System Booster Pumps Project). On call of roll: Ayes: Gray, Schmitt, Scherbring, 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 Attorney, City Staff and City Council reports were given.

Motion by Scherbring, seconded by Gray that the meeting adjourn at 6:03pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk