

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, July 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

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

APPROVAL OF AGENDA

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

PUBLIC INPUT

Jay Schmitt, 750 Ridgewood Drive, addressed the City Council with concerns about the proposed bedbug ordinance and its implications for landlords.

Jim Schaul, 109 Evans Avenue, addressed the City Council sharing how he has dealt with bedbugs as a landlord and asked for clarification on financial responsibility.

CONSENT AGENDA

3.1 Approval of the minutes of the July 14, 2025 Regular City Council meeting

3.2 R-069-2025 Resolution Approving Bills

3.3 Liquor License Application: Renewal Application for Off Premise Class E Retail Alcohol License for Liquor & Tobacco Outlet at 316 East Main Street

3.4 Approve the request of the Walk to End Alzheimer's Committee to close the south portion of South 12th Street beginning at the south side of FSA's driveway from 7:30am-10:30am on September 20, 2025 for the Walk to End Alzheimer's

3.5 Approve the request of the Manchester Area Chamber of Commerce to close the 100 & 200 blocks of East Main Street and the 100 block of South Franklin Street from 3:00pm-9:00pm on December 4, 2025 for the Window Walk & Static Christmas Parade

3.6 Approve the appointment of Autumn Domeyer to the Planning & Zoning Commission

3.7 Approval of the Consent Agenda

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

BILLS APPROVED FOR PAYMENT

Vendor	Description	Amount
ACCENT LASER	TONER, PRINTER PARTS	594.70
ALL SECURE	FIRE ALARM MONITORING	360.00
ALLIANT ENERGY	ELECTRICITY	18,346.17
AMAZON BUSINESS	SUPPLIES	2,554.04
AMERICAN BANKERS INSURANCE CO	FLOOD INSURANCE PREMIUM	7,369.00
ANDERSON WELDING	LIBRARY REPAIRS	1,743.88
ANNETTE HEIMS	UNIFORM ALTERATIONS	39.00

ARMOR EQUIPMENT	CAMERA PARTS	86.90
AXON ENTERPRISE	POLICE EQUIPMENT	26,990.60
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,862.17
BARD MATERIALS	ROCK	253.98
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BLACK HILLS ENERGY	NATURAL GAS	3,458.99
BOOK PAGE	LIBRARY MATERIALS	420.00
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	72.31
BRADEN WENGER	SWIM TEAM COACH	1,500.00
BRIAN WEUVE	REIMBURSE IMFOA BOARD MEETING	162.40
BSN SPORTS	FIELD MARKING PAINT	423.96
BURNS INC	MOWER BELT, PARTS	206.27
CARRICO AQUATIC RESOURCES	POOL CHEMICALS, VACUUM, HANDRAIL	18,797.28
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	1,089.69
COMELEC SERVICES	SHOP INTERNET	153.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
CONTINENTAL RESEARCH	PARK RESTROOM SUPPLIES	111.14
DEL CO PLUMBING & HEATING	AC REPAIR	231.70
DELAWARE CO AUDITOR	DISPATCH SERVICES	39,518.21
DELAWARE CO ECONOMIC DEVELOPMENT	TOURISM, ECONOMIC DEVELOPMENT	41,250.00
DELAWARE CO SOLID WASTE	MONTHLY LANDFILL	1,053.10
DELHI LUMBER	SUPPLIES	21.60
DENNIS CONRAD	FIRE DEPT CLEANING	375.00
DINGES PARTNERS GROUP	FIRE TRUCK REPAIRS	4,355.00
DOG WASTE DEPOT	DOG WASTE BAGS	187.94
DOLAN INSURANCE	AIRPORT GENERAL LIABILITY INSURANCE	4,154.00
DON & WALT	FAUCET REPAIR	160.13
DOUG FOLEY	MILEAGE REIMBURSEMENT	91.70
ECIA	ANNUAL DUES	3,950.70
EMMA DUNKEL	SWIM TEAM COACH	2,800.00
EVAN DUNKEL	SWIM TEAM COACH	900.00
FAREWAY STORES	SUPPLIES, CONCESSIONS	4,027.70
FASTENAL	SUPPLIES	159.73
FEHR GRAHAM	ENGINEERING FEES	27,827.50
GALLS	POLICE EQUIPMENT	736.98
GENERAL TRAFFIC CONTROLS	TRAFFIC LIGHT REPAIRS	1,923.00
GEORGEN AUTO	POLICE VEHICLE MAINTENANCE	1,154.38
GORDON FLESCHE	LIBRARY COPIER MAINT	160.41
HARTWICK MARINA	BOAT REPAIR	12.83
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	1,226.33
HEIMS AWARDS	HERO HUSTLE MEDALS, AWARDS	3,000.00
IA DEPT OF NATURAL RESOURCES	WATER SUPPLY ANNUAL FEE	551.96
IA ONE CALL	LOCATES	228.00
IMPRINTS LABEL & DECAL	HERO HUSTLE BIKE STICKERS	315.00
IMWCA	WORK COMP PREMIUM	63,955.00

INFRASTRUCTURE TECHNOLOGY	CAMERAS/SECURITY SYSTEM	78,698.24
IOWA LAW ENFORCEMENT ACADEMY	POLICE TESTING	300.00
IOWA PARKS & REC ASSOCIATION	ANNUAL DUES	360.00
J & R SUPPLY	METERS	887.50
JANDA ELECTRIC MOTOR SERVICE	WASTEWATER PLANT MOTOR REPAIR	2,685.00
JASMINE WHITE	AIRPORT CLEANING	160.00
JOHN DEERE FINANCIAL	SUPPLIES	732.14
KAMMILLER TREE SERVICE	TREE REMOVAL	800.00
KARL CHEVROLET	POLICE CANINE VEHICLE	51,464.20
KARL EMERGENCY VEHICLES	POLICE CANINE VEHICLE OUTFITTING	33,978.28
KILBURG EQUIPMENT	JET VAC PARTS	503.77
KLUESNER CONSTRUCTION	STREET REPAIRS/MAINTENANCE	39,663.58
KLUESNER SANITATION	GARBAGE/RECYCLING	28,060.32
KMCH	RADIO ANNOUNCEMENTS	768.00
KOELKER PLASTICS	SUPPLIES	213.00
KWIK TRIP	VEHICLE FUEL	28.19
LAHR REPAIR	EXHAUST REPAIRS	211.60
LANDSCAPES BY CHILDS PLAY	LIBRARY LANDSCAPING	759.50
LYNCH DALLAS	LEGAL FEES	234.00
MADELYNN ZEHR	SWIM TEAM COACH	1,000.00
MAINSTAY SYSTEMS	IT SERVER FEES	930.00
MAKENZIE BOYD	SWIM TEAM COACH	900.00
MANCHESTER SIGNS	SIGNS	330.25
MANCHESTER TRUCK CENTER	VEHICLE MAINT SUPPLIES	177.05
MAQUOKETA RIVER WMA	ANNUAL DUES	7,705.00
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	155.46
MARTIN EQUIPMENT	BRAKE LIGHT SWITCH	120.20
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MCKENNA BUSH	SWIM TEAM COACH	1,000.00
MES SERVICE COMPANY	FIRE EQUIPMENT	1,540.58
MICROBAC LABORATORUES	LAB TESTS	440.50
MIDWEST PATCH HI-VIZ SAFETY	TRAFFIC CONES, SIGNS	675.00
MIDWEST TAPE	HOOPLA SUBSCRIPTION	792.22
MYERS COX	CONCESSIONS	3,021.48
NATIONAL REC & PARK ASSOCIATION	ANNUAL DUES	180.00
OPG-3	SCANNER	1,019.00
OVERDRIVE	LIBRARY MATERIALS	2,213.80
PALMER HARDWARE	SUPPLIES	2,645.11
PEPSI COLA BOTTLING	CONCESSIONS	2,546.03
PETERS & LONGMUIR	LEGAL FEES	952.00
PIZZA RANCH	CONCESSIONS	2,314.00
POLICE LEGAL SCIENCES	TRAINING	2,020.00
RECREONICS	POOL RESCUE BOARD	433.50
REGIONAL MEDICAL CENTER	PHYSICAL	222.00
RICHARD MCCRABB	MOWING	210.00
RIVER CITY PAVING	EAST MAIN OVERLAY	183,818.59
RIVER CITY STONE	SCHRAM TRAIL WASHOUTS	49.22

SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHMITZ JANITORIAL	RESTROOM SUPPLIES	141.05
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	195.42
SHIELD TECHNOLOGY	SHIELDWARE	3,382.50
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	4,796.99
SLM LAWN MOWING	MOWING CONTRACT	5,434.17
STANARD & ASSOCIATES	APPLICANT TESTING	171.46
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	326.20
STENDER LAWN CARE	LIBRARY MOWING	200.00
STOREY KENWORTHY	OFFICE SUPPLIES	736.74
STRYKER SALES	EQUIPMENT MAINTENANCE	1,104.00
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	100.00
T MOBILE	MOBILE DATA/HOT SPOT	409.02
THE FISH SHACK	LIBRARY TANK MAINTENANCE	105.00
THE NORTHWAY COMPANY	POOL PUMP REPAIR	520.00
THREE RIVERS FS	VEHICLE FUEL	5,271.76
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	107.80
UNITED STATES TREASURY	PCORI FEE	12.88
US CELLULAR	MOBILE DATA/HOT SPOT	109.15
USA BLUE BOOK	LAB SUPPLIES	976.32
WALMART	SUPPLIES	717.55
WEST DELAWARE SCHOOLS	LIBRARY YEAR BOOK	45.00
WIN LLC	PHONE/INTERNET	325.00
WINDSTREAM	PHONE/INTERNET	577.66
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,268.34
	TOTAL	778,606.59
	Fund Summary	
	001 - GENERAL	431,696.13
	003 - HOTEL/MOTEL TAX	26,394.55
	110 - ROAD USE TAX	23,695.52
	112 - EMPLOYEE BENEFITS	285.55
	168 - PARK GIFT & TRUST	3,322.00
	171 - LIBRARY GIFT & TRUST	4,503.93
	180 - POLICE CANINE	59.98
	309 - STREET IMPROVEMENT	2,975.00
	324 - STREET PROJECTS	248,334.67
	600 - WATER	13,250.89
	610 - SEWER	24,088.37
	Grand Total	778,606.59

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

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

ORDINANCE 005-2025 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANCHESTER, IOWA, BY AMENDING PROVISIONS OF THE RENTAL HOUSING CODE PERTAINING TO INSECT INFESTATIONS

Discussion was held on the proposed ordinance. Motion by Schmitt, seconded by Gray to table Ordinance 005-2025 until the second meeting in August to allow time for City staff to hold a meeting with landlords regarding the proposed ordinance. On call of roll: Ayes: Schmitt, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

LIBRARY HVAC IMPROVEMENTS

Motion by Poynor, seconded by Scherbring to approve the following estimates from DelCo Plumbing & Heating: \$31,395.00 for replacement of the Library's boilers and \$4,800.00 for replacement of an air conditioning unit at the Library. On call of roll: Ayes: Poynor, Scherbring, Gray, Schmitt, Dittrick. Nays: None. Motion carried.

AIRPORT RUNWAY REHABILITATION PROJECT

Motion by Dittrick, seconded by Scherbring to authorize the City Manager to sign the "FAA FY 2025 Airport Infrastructure Grant - Grant Agreement 3-19-0137-009-2025" for the Manchester Municipal Airport for Rehabilitation of the Runway. On call of roll: Ayes: Dittrick, Scherbring, Gray, Schmitt, Poynor. Nays: None. Motion carried.

Motion by Scherbring, seconded by Dittrick to award the contract for the Airport Runway Rehabilitation Project to River City Paving for the total bid. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

TREE/STUMP REMOVAL BIDS

Motion by Poynor, seconded by Schmitt to accept bid of \$8,300.00 from John Keppler for removal of 14 trees and 9 stumps in the City. On call of roll: Ayes: Poynor, Schmitt, Gray, Scherbring, Dittrick. 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 Dittrick, seconded by Schmitt that the meeting adjourn at 5:51pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk