

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, August 11, 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: Bill Scherbring, Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor.  
Absent: None.

**APPROVAL OF AGENDA**

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

**PUBLIC INPUT**

None.

**CONSENT AGENDA**

3.1 Approval of the minutes of the July 28, 2025 Regular City Council meeting and the August 4, 2025 Committee of the Whole meeting

3.2 R-070-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the July 21, 2025 Parks & Recreation Commission meeting; the July 2025 Wastewater IDNR Reports

3.4 Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for Kwik Star #790 at 1000 West Main Street

3.5 Downtown Incentive Grant Applications: Facade Grant (south facade) in the amount of \$7,500.00 and Facade Grant (east facade) in the amount of \$7,500.00 for 100 North Franklin Street; Facade Grant in the amount of \$7,500.00 and Awning Grant in the amount of \$1,050.00 for 104 North Franklin Street

3.6 R-071-2025 Resolution Accepting Commerce Court Street Right of Way and Storm Water Detention Basin

3.7 Approve payment of claim totaling \$4,900.00 to Burrington Group for engineering services

3.8 Approve payment of claims totaling \$20,473.00 to Fehr Graham for engineering services

3.9 Approve payment of claim totaling \$7,855.75 to Metrics Architecture for architectural services

3.10 Acknowledge receipt of unpaid nuisance snow removal and mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.11 Approve bid of Northway Well & Pump Co. in the amount of \$9,384.20 for pump replacement at Fairview Lift Station

3.12 Approval of the Consent Agenda

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

**BILLS APPROVED FOR PAYMENT**

Vendor	Description	Amount
ACCESS SYSTEMS	NETWORK/COPIER MAINT AGREEMENT	3,405.91
ALLIANT ENERGY	ELECTRICITY	10,994.96
ALLIED SYSTEMS	BACK UP TRANSDUCER	1,453.04
AMAZON BUSINESS	SUPPLIES	1,247.60
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	147.88

BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,002.93
BLACK HAWK AUTOMATIC SPRINKLER	BACKFLOW PREVENTOR	265.00
CITY LAUNDERING	MAINTENANCE, SUPPLIES	141.53
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	513.33
COAST TO COAST SOLUTIONS	LAB SCALE CALIBRATION	203.00
COMELEC SERVICES	PHONE/INTERNET	153.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
COPY SYSTEMS	SEALER REPAIR	237.80
DECORAH ELECTRIC	NORTHTOWNE LIFT STATION	2,977.88
DELAWARE CO SOLID WASTE	MONTHLY LANDFILL	1,051.40
DIAMOND VOGEL	TRAFFIC PAINT	1,695.00
DOLAN INSURANCE	VEHICLE INSURANCE	2,019.00
DON & WALT	BUILDING REPAIRS	286.80
ERIN LEARN	MILEAGE REIMBURSEMENT	256.90
FAREWAY STORES	CONCESSIONS, SUPPLIES	475.77
GENERAL TRAFFIC CONTROLS	TRAFFIC SIGNAL REPAIRS	1,029.00
HARTWICK MARINA	BOAT REPAIR	12.83
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	1,364.10
HEIMS AWARDS	NAMEPLATE	20.00
HERITAGE PRINTING	SUPPLIES, ENVELOPES	1,821.90
IA DEPT OF NATURAL RESOURCES	WASTEWATER NPDES ANNUAL FEE	210.00
IA LEAGUE OF CITIES	MAYORS ASSOCIATION	30.00
IA ONE CALL	LOCATES	235.10
J & R SUPPLY	FRAME & COVER	500.00
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	SUPPLIES	469.45
JORDAN HOEPPNER	COURT APPEARANCE	50.00
K & W COATINGS	HYDRANT, WATER TOWER PAINTING	43,505.00
K PAYNE CONSTRUCTION	SEIBERT HALL GUTTERS	2,000.00
KAMMILLER TREE SERVICE	TREE REMOVALS	1,900.00
KLUESNER SANITATION	GARBAGE/RECYCLING	28,085.76
KMCH	RADIO ANNOUNCEMENTS	918.00
LANDSCAPES BY CHILDS PLAY	LANDSCAPING	190.99
LYNCH DALLAS	LEGAL FEES	108.00
MANCHESTER AREA CHAMBER	LIBRARY PROGRAM PRIZES	25.00
MANCHESTER SIGNS	SIGNS	105.00
MASTERPIECE CLEANING	CLEANING	1,200.00
MICROBAC LABORATORUES	TESTING	641.75
MUNICIPAL SUPPLY	METER SUPPLIES	2,200.10
PALMER HARDWARE	SUPPLIES	1,187.34
PIZZA RANCH	CONCESSIONS	733.00
PMMIC INSURANCE	AIRPORT UNDERGROUND INSURANCE	2,133.00
RADIO COMMUNICATIONS	FIRE RADIOS SERVICE	47.50
REGIONAL MEDICAL CENTER	EMS SUPPLIES	62.38
RICHARD MCCRABB	MOWING	280.00
RIVER CITY PAVING	EAST MAIN OVERLAY	7,280.00
RIVER CITY STONE	SCHRAM TRAIL MATERIAL	145.48
S MOYLE MASONRY	LIBRARY BACK ENTRY REPAIR	2,200.00

SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SLM MOWING	MOWING CONTRACT	5,434.17
STANARD & ASSOCIATES	TESTING SERVICES	143.26
STERICYCLE	SHREDDING	67.56
SUE'S FLOWER & GARDEN CENTER	LANDSCAPING	714.00
THREE RIVERS FS	VEHICLE FUEL	7,959.29
TYLER SULLIVAN	LIBRARY PROGRAM	200.00
US CELLULAR	LIBRARY HOT SPOT	59.58
USPS	POSTAGE	1,220.08
WIN LLC	PHONE/INTERNET	650.00
WINDSTREAM	PHONE/INTERNET	474.92
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	771.70
	TOTAL	147,937.64
	Fund Summary	
	001 - GENERAL	67,317.16
	003 - HOTEL/MOTEL TAX	759.00
	110 - ROAD USE TAX	8,386.38
	112 - EMPLOYEE BENEFITS	164.67
	168 - PARK GIFT & TRUST	105.00
	171 - LIBRARY GIFT & TRUST	97.90
	308 - BIKEWAY/WALKWAY PROJECTS	145.48
	324 - STREET PROJECTS	7,780.00
	600 - WATER	53,279.78
	610 - SEWER	9,902.27
	Grand Total	147,937.64

#### **FIRE STATION PARKING LOT PROJECT**

Fire Chief Randy Rattenborg informed the City Council that five bids had been received for the parking lot project. The lowest bid, in the amount of \$59,620.50, was received from Eastern Iowa Excavating & Concrete, which is below the budgeted amount of \$75,000.

Motion by Dittrick, seconded by Gray to award the contract for the Fire Station Parking Lot Project to Eastern Iowa Excavating & Concrete at a bid price of \$59,620.50. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

#### **WEST MARION STREET BRIDGE PROJECT**

City Manager Vick reviewed the selection process for the West Marion Street Bridge Project engineering firm. Four proposals were received, and the selection committee has recommended awarding the project to Kirkham Michael & Associates, Inc.

Motion by Schmitt, seconded by Scherbring to adopt R-072-2025 Resolution Approving Engineering Agreement with Kirkham Michael & Associates, Inc. for the West Marion Street Bridge Project. On call of roll: Ayes: Schmitt, Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

#### **AGENDA & MEETING MANAGEMENT SOFTWARE**

Motion by Poynor, seconded by Dittrick to approve the quote in the amount of \$7,385.00 from CivicPlus for Agenda and Meeting Management Software. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

**APPROVE PROPOSAL FROM ACCESS SYSTEMS TO MIGRATE THE CITY HALL SERVER FROM A PHYSICAL SERVER TO THE CLOUD AT A COST OF \$10,680.80**

Motion by Scherbring, seconded by Schmitt to approve the proposal from Access Systems to migrate the City Hall server from a physical server to the Cloud at a cost of \$10,680.80. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

**SPECIAL EXCEPTION TO LIVESTOCK RESTRICTIONS**

The Council reviewed a request from Lisa White and Carolyn Williams-White for a special exception to livestock restrictions for the property at 512 West Marion Street to allow for six chickens. The Council requested submission of a site layout and written statements from the neighboring property owners regarding the request.

**NUISANCE PROPERTY UPDATES**

The City Attorney and City Staff provided an update to the City Council on the status of nuisance abatement cases.

**ENGINEER UPDATES**

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

**REPORTS**

City Attorney, City Staff, and City Council reports were given.

Motion by Schmitt, seconded by Poynor that the meeting adjourn at 5:33pm. Motion carried, all ayes.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk