

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

Monday, August 25, 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 Poynor, seconded by Dittrick to approve the agenda as presented. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Schmitt, Gray. Nays: None. Motion carried.

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the August 11, 2025 Regular City Council meeting

3.2 R-073-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the June 12, 2025 Library Board meeting; minutes of the July 24, 2025 Airport Committee meeting; minutes of the August 14, 2025 Planning & Zoning Commission meeting

3.4 Approve the request of Devin Brooks to bow hunt deer on property owned by Merlyn Havertape, at 832 Tanglewood Drive, that is within City Limits

3.5 Approve the sale of the junk 2013 Chevrolet Tahoe to Strawberry Building Supply for \$250.00

3.6 R-074-2025 Resolution Authorizing Fund Transfers for the Fiscal Year Ending June 30, 2025

3.7 Approval of the Consent Agenda

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

BILLS APPROVED FOR PAYMENT

Vendor	Description	Amount
5K SPORTS & MORE	TENNIS SHIRTS	152.64
ALLIANT ENERGY	ELECTRICITY	22,016.79
AMAZON BUSINESS	SUPPLIES	516.48
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	545.87
BARD MATERIALS	SCHRAM TRAIL	1,286.94
BASE	SELF INSURANCE/HRA ADMINISTRATION	108.00
BREHME DRUG	FIRST AID SUPPLIES	13.34
DELHI LUMBER	PARK SUPPLIES	11.60
DON & WALT	BUILDING REPAIRS	242.41
DUBUQUE MULCH CO	COMPOST SITE CONTRACT	10,750.00
GEORGEN AUTO	POLICE VEHICLE MAINT	285.93
IA DEPT OF INSPECTIONS, APPEALS	ANIMAL WELFARE LICENSE	75.00
J & R SUPPLY	TAPE	48.00
JASMINE WHITE	AIRPORT CLEANING	80.00
KATHY WILSON	LIBRARY PROGRAM	150.00

KWIK TRIP	FUEL	112.42
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	152.32
MASTERPIECE CLEANING	CLEANING	800.00
MEDIACOM	PHONE/INTERNET	254.90
MICROBAC LABORATORUES	LAB TESTS	17.50
MIDWEST PATCH HI-VIZ SAFETY	SIGNS	333.00
ORKIN EXTERMINATION	EXTERMINATION SERVICES	725.76
PETERS & LONGMUIR	LEGAL FEES	850.00
SATOR SPORTS	SOCCER NETS	319.90
SCHERRMAN'S IMPLEMENT	CASE TRACTOR SERVICE	357.13
STATE CHEMICAL SOLUTIONS	DRAIN MAINTENANCE PROGRAM	326.20
STENDER LAWN CARE	LIBRARY CONTRACT	150.00
T MOBILE	POLICE MOBILE DATA	409.02
US CELLULAR	PHONE/INTERNET	44.78
WALMART	SUPPLIES	424.66
WINDSTREAM	PHONE/INTERNET	577.07
	TOTAL	42,137.66
	Fund Summary	
	001 - GENERAL	26,649.36
	110 - ROAD USE TAX	1,153.36
	112 - EMPLOYEE BENEFITS	108.00
	308 - BIKEWAY/WALKWAY PROJECTS	1,286.94
	600 - WATER	2,422.95
	610 - SEWER	10,517.05
	Grand Total	42,137.66

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

Motion by Scherbring, seconded by Dittrick to approve the second consideration and adoption of 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. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. Nays: None. Motion carried.

GLASS RECYCLING PROPOSAL - KLUESNER SANITATION

Jack O'Brien, Kluesner Sanitation, informed the City Council that they have had requests for glass recycling from residents. He noted the Dubuque landfill has an agreement with a glass recycler and will accept glass at no cost. Kluesner Sanitation is requesting that the City share in the cost of the container, with Kluesner Sanitation providing the hauling at no cost to the City.

Following discussion, motion by Poynor, seconded by Scherbring to contribute \$5,000 toward the purchase of a glass recycling container for Manchester residents. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Schmitt, Gray. Nays: None. Motion carried.

PRELIMINARY & FINAL PLAT - WINLEN SECOND SUBDIVISION

Motion by Scherbring, seconded by Schmitt to adopt R-075-2025 Resolution Approving Preliminary & Final Plat - Winlen Second Subdivision. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

KARUSCO 4TH SUBDIVISION

Motion by Scherbring, seconded by Gray to adopt R-076-2025 Resolution Approving Final Plat - Karusco 4th Subdivision. On call of roll: Ayes: Scherbring, Gray, Schmitt, Poynor, Dittrick. Nays: None. Motion carried.

SITE PLAN REVIEW - FARMERS SAVINGS BANK

The City Council reviewed and discussed the site plan for Farmers Savings Bank. Motion by Gray, seconded by Schmitt to approve the site plan for Farmers Savings Bank. On call of roll: Ayes: Gray, Schmitt, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

IOWA ECONOMIC DEVELOPMENT AUTHORITY RURAL PLANNING GRANT

Motion by Poynor, seconded by Dittrick to adopt R-077-2025 Resolution Approving and Authorizing an Application through the Iowa Economic Development Authority Rural Planning Grant for a Housing Study for the City of Manchester. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray, Schmitt. Nays: None. Motion carried.

BAUM PARK SHELTER RENOVATION PROJECT

City Manager Vick reviewed the quote received for the Baum Park Shelter Renovation Project, noting it came in significantly higher than what was budgeted. City staff are working with the architect on potential modifications and will bring information back to the City Council for review.

Motion by Scherbring, seconded by Dittrick to reject the quote from Loecke Building Service, Inc for the Baum Park Shelter Renovation Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Schmitt, Gray. 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 Poynor that the meeting adjourn at 5:56pm. Motion carried, all ayes.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk