

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

Monday, September 8, 2025

Video recordings of City Council meetings are available at

<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: Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Bryan Gray.

Absent: Mayor Connie Behnken.

APPROVAL OF THE AGENDA

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

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the August 25, 2025 Regular City Council meeting and the September 2, 2025 Committee of the Whole meeting

3.2 R-078-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the August 19, 2025 Parks & Recreation Commission meeting

3.4 Liquor License Applications: New application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for an event at 1711 North 2nd Street

3.5 Motion to approve "Event Lease Agreement" with Gloko LLC (Lucky Wife Wine Slushies) for a portion of the property located at 300 West Main Street for the October 12, 2025 "Dogtoberfest" event as required by the Iowa Alcoholic Beverages Division

3.6 R-079-2025 Resolution Amending Salary Resolution

3.7 Downtown Incentive Grant Payment Request: Interior Grant in the amount of \$1,188.76 for Special Drivers Agency/Ann Meyer at 106 North Franklin Street

3.8 Approve payment of claims totaling \$16,209.75 to Fehr Graham for engineering services

3.9 Approval of the Consent Agenda

Motion by Scherbring, seconded by Dittrick to approve the Consent Agenda. On call of roll: Ayes: Scherbring, Dittrick, Gray, Schmitt, Poynor. Nays: None. Motion carried. City Clerk Erin Learn swore in new Police Officer Norman Manning.

BILLS APPROVED FOR PAYMENT

Vendor	Description	Amount
ALLIANT ENERGY	ELECTRICITY	9,615.00
AMAZON BUSINESS	SUPPLIES	1,045.59
ARMOR EQUIPMENT	SEWER CAMERA & TRAILER	112,234.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	731.29
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	565.59
BARB RETTINGER	SEIBERT HALL REFUND	75.00
BARD MATERIALS	CONCRETE, MATERIALS	1,119.51
BLACK HILLS ENERGY	NATURAL GAS	1,263.95

BURRINGTON GROUP	ENGINEERING FEES	4,900.00
CITY LAUNDERING	FIRST AID, RUG MAINT	141.06
CITY OF MANCHESTER	COMPLEX WATER/SEWER	527.85
CIVICPLUS	AGENDA MANAGEMENT SOFTWARE	7,385.00
COAST TO COAST CALIBRATION	LAB SCALE CALIBRATION	203.00
COMELEC SERVICES	SHOP INTERNET	153.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,046.70
DMCO	LIBRARY MATERIALS	111.92
DIAMOND VOGEL	PAINT	411.25
DON & WALT	UV AIR COMPRESSOR REPAIR	24.30
DUBUQUE FIRE EQUIPMENT	RECHARGE FIRE EXTINGUISHER	422.00
ELECTRICAL ENGINEERING	GENERATOR REPAIR	525.00
EMS INDUSTRIAL	DRYER	289.06
EQUIPMENT MANAGEMENT	MAINTENANCE	1,645.00
FAREWAY STORES	SUPPLIES	699.43
FEHR GRAHAM	ENGINEERING FEES	20,473.00
GALLS	POLICE SUPPLIES	946.41
GAZETTE	SUBSCRIPTION	462.80
HACH CO	CHEMICALS	2,865.60
HAWKINS	CHEMICALS	1,819.22
IOWA PARK & REC ASSOCIATION	FALL WORKSHOP	175.00
J & R SUPPLY	SUPPLIES	1,696.25
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	SUPPLIES	332.23
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	27,996.72
LANGE TECH	WELL PROGRAMMING	750.00
LYNCH DALLAS	LEGAL FEES	486.00
MASTERPIECE CLEANING	CLEANING	800.00
MEDIACOM	PHONE/INTERNET	11.22
MES SERVICE COMPANY	FIRE DEPT SUPPLIES	761.55
METRICS ARCHITECTURE	ARCHITECTURE SERVICES	7,855.75
MICROBAC LABORATORIES	LAB TESTS	714.00
NORTHLAND PRODUCTS	PARK CLEANER	271.95
OVERDRIVE	E-BOOKS/AUDIOBOOKS	694.92
PETERS & LONGMUIR	LEGAL FEES	749.89
POSY PLACE	MEMORIAL	95.00
PRICE ELECTRIC	REPAIRS	891.32
PSYCHOLOGY ASSOCIATES	TESTING	285.00
REXCO	PARTS & SUPPLIES	278.48
RIVER CITY STONE	TRAIL MAINTENANCE	1,875.93
RUNDE AUTO GROUP	VEHICLE MAINTENANCE	3,890.10
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHERRMAN'S IMPLEMENT	VEHICLE MAINT SUPPLIES	681.79
SCHMITZ JANITORIAL	CUSTODIAL SUPPLIES	382.70
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	386.82
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,384.17
STOREY KENWORTHY	GARBAGE BAGS	203.78
USPS	POSTAGE	1,213.90

WINDSTREAM	PHONE/INTERNET	934.80
WORKSPACE	PARTS & SUPPLIES	16.59
	TOTAL	232,521.06
	Fund Summary	
	001 - GENERAL	62,438.54
	003 - HOTEL/MOTEL TAX	759.00
	110 - ROAD USE TAX	6,204.21
	112 - EMPLOYEE BENEFITS	164.67
	146 - PARK IMPROVEMENT	7,855.75
	168 - PARK GIFT & TRUST	61.27
	171 - LIBRARY GIFT & TRUST	176.22
	308 - BIKEWAY/WALKWAY PROJECTS	5,585.06
	324 - STREET PROJECTS	21,506.54
	600 - WATER	12,488.59
	610 - SEWER	3,047.21
	612 - SEWER CAPITAL IMPROVEMENTS	112,234.00
	Grand Total	232,521.06

WYATT'S WARRIORS FOUNDATION - 988 SIGNS OF HOPE PROJECT

Andrea Wiley, President and Co-Founder of Wyatt's Warriors Foundation, presented information on their mission and current projects. She explained that the Foundation is working to place 988 suicide prevention signs in communities at no cost for the signs or installation. She requested permission to place 8-12 signs in Manchester, near the schools, city parks and along Main and Franklin Streets.

Council members expressed strong support for the project, noting the importance of the signs. Staff will work with the foundation to review and determine appropriate locations. The Council thanked Ms. Wiley and her organization for their efforts.

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 Dittrick, seconded by Scherbring to proceed with the third consideration and final 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: Dittrick, Scherbring, Schmitt, Gray, Poynor. Nays: None. Motion carried.

REQUEST FOR SPECIAL EXCEPTION TO LIVESTOCK RESTRICTIONS

Motion by Scherbring, seconded by Schmitt to approve the request for special exception to livestock restrictions from Angela Rounds for the property at 452 South Brewer Street to allow for six chickens with no roosters allowed. On call of roll: Ayes: Scherbring, Schmitt, Gray, Dittrick, Poynor. Nays: None. Motion carried.

SIGNS IN THE RIGHT OF WAY AND ON PUBLIC PROPERTY

The Council discussed signage in the right-of-way. City Manager Vick requested direction, noting enforcement would be easier with clear Council guidance. If directed, staff would notify realtors and others that signs must be removed from the right-of-way and placed on private property with owner permission.

Motion by Dittrick, seconded by Schmitt to direct City Staff to begin enforcement of removing signs from the right-of-way effective October 1, 2025. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

NUISANCE PROPERTY UPDATES

The City Council reviewed the updates from the City Attorney and City Staff on 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 Dittrick, seconded by Scherbring that the meeting adjourn at 5:31pm. Motion carried, all ayes.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk