

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, July 24, 2023

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Linda Schmitt. Absent: Tania Bradley.

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

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the July 10, 2023 Regular City Council meeting

3.2 R-062-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the July 20, 2023 Planning & Zoning Commission meeting

3.4 Approve the following Downtown Incentive Grant Applications as recommended by the Design Committee: Interior Grant in the amount of \$2,470.67 for Flex Fit Studio at 208 West Marion Street; Facade Grant (south facade) in the amount of \$7,500.00, Facade Grant (north facade) in the amount of \$4,192.42, and Facade Grant (west facade) in the amount of \$1,683.00 for Milestones Group at 201 East Main Street

3.5 R-063-2023 Resolution Approving Preliminary & Final Plat of McCarren Place Subdivision

3.6 Approve payment of invoice totaling \$9,321.00 to Fehr Graham for engineering services

3.7 R-064-2023 Resolution Waiving Right to Review Plat

3.8 Approve Pay Estimate #11 in the amount of \$95.00 to Pirc-Tobin Construction for the East Main Street Improvements Project

3.9 Ordinance 007-2023 An Ordinance Fixing & Establishing Grades on Several Streets as listed in the is Ordinance in the City of Manchester, Iowa, first consideration and adoption

3.10 R-065-2023 Resolution Amending Salary Resolution

3.11 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the Council. Motion by Scherbring, seconded by Poynor to approve the Consent Agenda. On call of roll: Ayes: Scherbring, Poynor, Sherman, Schmitt. Nays: None. Motion carried.

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	PROGRAM SUPPLIES	188.02
ACCESS SYSTEMS LEASING INC	NETWORK/COPIER MAINT CONTRACT	2,403.72
AFLAC	PAYROLL WITHHOLDINGS	656.71
ALIGN ARCHITECTURE & PLANNING	SHELLY PARK PROJECT	208.20
ALLIANT ENERGY	ELECTRICITY	24,963.87
AMAZON BUSINESS	SUPPLIES	765.26
APPARATUS TESTING SERVICE	FIRE PUMP CERTIFICATION	1,289.50
ASHLEY HUNT	REFUND SWIM LESSONS	160.00
BARD MATERIALS INC	CONCRETE	221.15
BARRON MOTOR INC	VEHICLE MAINTENANCE SUPPLIES	40.68

BAUMGARTNER GATE FACTORY	PICNIC TABLE REPAIRS	920.00
BLACK HILLS ENERGY	HEATING FUEL	2,802.05
BOUBIN TIRE & AUTOMOTIVE	VEHICLE REPAIRS	1,083.10
BROWWINICK LAW	LEGAL FEES	4,450.00
CARRICO AQUATIC RESOURCES	POOL CLEANER	157.91
CITY LAUNDERING	FIRST AID SUPPLIES	70.92
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
CONNIE BEHNKEN	MILEAGE REIMBURSEMENT	53.06
DEL CO SOLID WASTE COMMISSION	LANDFILL FEES	1,020.80
DENNIS CONRAD	FIRE DEPARTMENT CLEANING	375.00
DIAMOND VOGEL INCE	STREET PAINT, SUPPLIES	986.10
DJ REPAIR	TOWING, SUPPLIES	270.39
DOLAN INSURANCE AGENCY	INSURANCE	4,737.00
DON & WALT	BUILDING MAINTENANCE, REPAIRS	6,008.40
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	29,314.81
EMILY CLARY	REFUND OVERPAYMENT	60.00
ENGINEERED EQUIPMENT SOLUTIONS	UV SERVICE CALL	747.30
FAREWAY STORES INC	CONCESSIONS	316.70
FASTENAL COMPANY	SUPPLIES	882.38
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	425.00
HAUSERS WATER SYSTEMS INC	CHEMICALS	75.00
HERITAGE PRINTING	HERO HUSTLE LETTERS	284.86
IA DEPT OF AG & LAND STEWARDSHIP	PERMIT: ANIMAL CONTROL	75.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,728.66
IA DEPT OF TRANSPORTATION	SUPPLIES	2,773.72
IA LEAGUE OF CITIES	ANNUAL MAYOR ASSOCIATION DUES	30.00
IA WORKFORCE DEVELOPMENT	UNEMPLOYMENT	1,116.52
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	1,800.00
IOWA STATE UNIVERSITY	INSECT ZOO PROGRAM	344.97
IPERS	PAYROLL WITHHOLDINGS	15,388.18
J & R SUPPLY INC	METER SUPPLIES/REPAIR	1,153.00
K & W COATINGS	HYDRANT PAINTING	20,400.00
KAMMILLER TREE SERVICE LLC	TREE REMOVALS	4,600.00
KLUESNER CONSTRUCTION INC	REPAIRS, CRACK FILLING	12,171.95
KLUESNER SANITATION	GARBAGE/RECYCLING	25,700.40
KRISTA BRIGGS	REIMBURSE POOL SUPPLIES	43.66
LANDSCAPES BY CHILDS PLAY	PLANTS/TREES/SHRUBS	30.00
LYNCH DALLAS PC	LEGAL FEES	1,645.50
MANCHESTER SIGNS	HERO HUSTLE SIGNAGE	466.50
MAQUEEN TRANS IOWA EQUIPMENT	SWEEPER PARTS	7,624.20
MAQUOKETA VALLEY ELECTRIC	ELECTRICITY	157.30
MASTERPIECE CLEANING	CLEANING	1,200.00
MES FIRE EQUIPMENT	FIRE DEPT UNIFORM SUPPLIES	431.41
MISSIONSQUARE	PAYROLL WITHHOLDINGS	939.59
PEPSI COLA BOTTLING CO	CONCESSIONS	467.38
PETERS & LONGMUIR	LEGAL FEES	1,187.60
PIRC TOBIN CONSTRUCTION INC	PAY #10 EAST MAIN STREET PROJECT	605.15

PIZZA RANCH	CONCESSIONS	1,881.13
PRICE ELECTRIC	FIRE ALARM MAINT, SHELLY PARK	1,274.37
REGIONAL MEDICAL CENTER	SUPPLIES	113.25
SCHMITZ JANITORIAL	CUSTODIAL SUPPLIES	375.50
SCHUMACHER ELEVATOR INC	ELEVATOR MAINT	186.10
SOLUTIONS MANAGEMENT GROUP	PRINTER REPAIR/MAINT	417.70
STATE HYGENIC LAB	LAB TESTS	122.00
STOREY KENWORTHY INC	OFFICE SUPPLIES	418.74
SUPREME GREEN	MOWING CONTRACT	5,125.58
T & W GRINDING	STORM GRINDING, COMPOST SITE MAINT	35,738.00
THE FISH SHACK	MAINTENANCE	75.00
THREE RIVERS	VEHICLE FUEL	6,740.69
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	268.55
TRUCK CENTER COMPANIES	STREET DEPARTMENT TRUCK	92,563.00
TSCHIGGFRIE EXCAVATING	PAY # LIBRARY PARKING LOT	146,403.55
VOYA	PAYROLL WITHHOLDINGS	2,132.00
WALMART	SUPPLIES	523.72
WEIKERT CONTRACTING	STREET LINING	6,224.51
WEINER'S STUMP REMOVAL	STUMP REMOVAL	153.00
WELLMARK	HEALTH/DENTAL INSURANCE	2,954.65
WINDSTREAM	PHONE/INTERNET	107.15
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	185.00
ZANGERLE REPAIR	SUPPLIES	96.87
TOTAL		495,220.92
	Fund Summary	
	Fund	Amount
	001 - GENERAL	137,344.41
	003 - HOTEL MOTEL TAX	185.00
	021 - STREET EQUIPMENT RESERVE	92,563.00
	110 - ROAD USE TAX	30,200.66
	118 - POLICE SPECIAL USES	312.98
	168 - PARK GIFT & TRUST	1,178.18
	301 - CAPITAL PROJECTS	146,403.55
	307 - WHITEWATER/RIVERFRONT PROJECTS	1,206.95
	309 - STREET IMPROVEMENT	11,136.95
	324 - STREET PROJECTS	605.15
	325 - FLOOD/STORM REPAIRS	25,920.00
	600 - WATER	33,183.13
	610 - SEWER	14,595.40
	612 - SEWER CAPITAL IMPROVEMENTS	385.56
	Total	495,220.92

Potentially Vicious Dog Ordinance Amendment

Mayor Behnken referred the Council to the ordinance and the changes made by the City Attorney based on the City Council's feedback.

Motion by Poynor, seconded by Schmitt to proceed with the first consideration and adoption of Ordinance 006-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by amending Section 57.02(1) Procedure for Declaration of Potentially Vicious Dog. On call of roll: Ayes: Poynor, Schmitt, Sherman, Scherbring. Nays: None. Motion carried.

#### Downtown Incentive Grant Payment Requests

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Motion by Schmitt, seconded by Sherman to approve payment of the following Downtown Incentive Grant: Interior Grant in the amount of \$2,424.15 for Honey Creek Furniture & Flooring at 201 North Franklin Street. On call of roll: Ayes: Schmitt, Sherman, Poynor. Nays: None. Abstentions: Scherbring (Scherbring abstained due to a conflict of interest). Motion carried.

#### Shelly Park Improvement Project

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Motion by Scherbring, seconded by Poynor to approve Pay Estimate #3 in the amount of \$62,676.27 to Eastern Iowa Excavating & Concrete LLC for the Shelly Park Improvement Project. On call of roll: Ayes: Scherbring, Poynor, Sherman, Schmitt. Nays: None. Motion carried.

#### Construction Project Updates

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Nick La Rosa, Fehr Graham, and Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

#### Reports

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City Council and staff reports were given.

Motion by Poynor, seconded by Scherbring that the meeting adjourn at 5:22pm. On call of roll: Ayes: Poynor, Scherbring, Sherman, Schmitt. Nays: None. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk