

Minutes of the Regular Meeting of the City Council of the City of Manchester  
Monday, July 8, 2024

Mayor Behnken called the meeting to order at 4:00pm. The meeting began with the Pledge of Allegiance.

Roll call of members present: Joe Dittrick, Bryan Gray, Linda Schmitt, Bill Scherbring, Mary Ann Poynor.  
Absent: None.

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

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Chris Janssen, 405 North Franklin Street, addressed the Council regarding his disappointment in their lack of support of the airport and airport commission.

Consent Agenda

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- 3.1 Approval of the minutes of the June 24, 2024 Regular City Council meeting and the July 1, 2024 Committee of the Whole meeting
- 3.2 R-073-2024 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the June 17, 2024 Parks & Recreation Commission meeting; May 2024 Revenue & Expense Reports
- 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 609 West Jasper Street effective July 17, 2024; New Application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for an event at 300 West Main Street effective August 6, 2024; Renewal Application for Class C Retail Alcohol License for Riverbend Pub at 121 South Franklin 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 August 8, 2024 event as required by the Iowa Alcoholic Beverages Division
- 3.6 R-074-2024 Resolution Amending Salary Resolution
- 3.7 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 the Best Rest Hotel's north parking lot entrance from 7:00am-11:00am on September 21, 2024 for the Walk to End Alzheimer's
- 3.8 Approve the video recording of City Council Committee of the Whole meetings
- 3.9 Approval of the Consent Agenda

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

Bills approved for payment

Vendor	Description	Amount
5K SPORTS & MORE	UNIFORM EMBROIDERY, SAFETY VESTS	123.80
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINTENANCE	3,423.24
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALL SECURE	LIBRARY SECURITY	135.00
ALLIANT ENERGY	ELECTRICITY	4,149.59
ALLIED SYSTEMS	LIFT STATION PUMP REPAIR	16,237.15
AM FOAM WORKS LLC	LIFT CITY SIDEWALK	2,000.00

AMAZON BUSINESS	SUPPLIES	3,848.48
ARCTIC FUSION	POOL SUPPLIES	54.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	280.35
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	472.09
BARD MATERIALS	STONE, MATERIALS	1,155.02
BASE	SELF INSURANCE/HRA ADMIN	108.00
BLACK HILLS ENERGY	NATURAL GAS	626.73
BOUBIN TIRE & AUTOMOTIVE	TIRES	4,024.22
BREHME DRUG	POOL SUPPLIES	6.17
CARNEGIE-STOUT	LIBRARY MATERIALS	30.00
CASEY'S GENERAL STORE	COMPLEX CONCESSIONS	113.95
CIRCUS POP! THE GIANT BUBBLE SHOW	LIBRARY PROGRAM	350.00
CITY LAUNDRING	RUG MAINTENANCE	77.28
CITY OF MANCHESTER CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER FLEX PLAN	PAYROLL WITHHOLDINGS	1,040.87
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	190.21
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	173.53
COMELEC SERVICES	SHOP INTERNET	103.00
DEL CO ECONOMIC DEVELOPMENT	TOURISM, EC DEV CONTRIBUTIONS	31,000.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,039.20
DELHI LUMBER	STREET SUPPLIES	197.64
DELTA DENTAL (VISION INSURANCE)	VISION INSURANCE	662.88
DENNIS J CONRAD	FIRE DEPT CUSTODIAL	375.00
DOLAN INSURANCE	AIRPORT LIABILITY INSURANCE	4,154.00
DON & WALT	BUILDING MAINTENANCE	3,513.77
EAGAN MECHANICAL	SEIBERT HALL AC REPLACEMENT	6,270.80
ECIA	DUES, LEAD GRANT MATCH	13,849.40
EFTPS - FED, FICA, MEDICARE	PAYROLL WITHHOLDINGS	23,140.89
FAREWAY STORES	CONCESSIONS, SUPPLIES	1,114.97
GEORGEN AUTO	VEHICLE MAINTENANCE	32.05
GORDON FLESCH	LIBRARY SERVICE CONTRACT	108.40
HAUSERS WATER SYSTEMS	WATER REPAIR	175.92
HERITAGE PRINTING	HERO HUSTLE MAILER	119.18
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	2,964.01
IA LEAGUE OF CITIES	MEMBERSHIP DUES	3,103.00
IOWA SOLUTIONS	IT SERVICES/PHONE MAINT	264.00
IPERS	PAYROLL WITHHOLDINGS	12,724.17
J&R SUPPLY	FD ADA RAMPS	800.00
JO SCHRECK	REIMB KIDS & KRITTERS SUPPLIES	78.44
JOHN DEERE FINANCIAL	SUPPLIES	1,615.68
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	26,917.29
KMCH/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	768.00
LANDSCAPES BY CHILDS PLAY	GROUNDS MAINTENANCE	4,446.00
MAINSTAY SYSTEMS	IT SECURITY	921.00
MANCHESTER AREA CHAMBER OF COMMERCE	LIBRARY PRIZES	75.00
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	40.91
MANCHESTER SIGNS	SIGNAGE	855.75
MARTIN EQUIPMENT	SHOP BATTERIES	440.58

MASTERPIECE CLEANING	CLEANING	800.00
MICROBAC LABORATORIES	TESTING	622.25
MIDWEST PATCH	SIGNS	157.00
MIDWEST TAPE/HOOPLA	HOOPLA SUBSCRIPTION	726.54
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
MYERS COX	CONCESSIONS	4,062.02
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	13.74
NORTHERN LIGHTS DISTRIBUTING	CONCESSIONS	504.69
NORTHWAY WELL & PUMP	WELL 6 REPAIRS	28,770.49
OPENING SPECIALISTS	DOOR REPAIR	787.93
ORKIN EXTERMINATION	BUILDING MAINTENANCE	756.00
PALMER HARDWARE	SUPPLIES, EQUIPMENT RENTAL	1,136.80
PEPSI COLA BOTTLING	CONCESSIONS	1,832.81
PIZZA RANCH	CONCESSIONS	3,467.98
PRICE ELECTRIC	COMPLEX REPAIR	741.95
RED RIVER SOFTWARE	FUEL PUMP SOFTWARE	4,345.00
RICHARD MCCRABB	MOWING	210.00
RIVER CITY STONE	SCHRAM BEACH, STOCKPILE	3,630.34
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SCHMITZ JANITORIAL	PARK SUPPLIES	301.95
SHERWIN WILLIAMS	LIBRARY PAINT	187.46
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,324.17
SOLUTIONS MANAGEMENT GROUP	PRINTER	559.23
STANARD & ASSOCIATES	OFFICER CANDIDATE EXAM	43.50
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	326.20
STEVE HERINGTON	POOL RENTAL LIFEGUARD TRAINING	500.00
SUNSHINE BOY	WINDOW MAINTENANCE	100.00
T & W GRINDING	COMPOST SITE CONTRACT	10,738.00
THOMPSON SHOES	POLICE UNIFORM	190.00
THREE RIVERS FS	VEHICLE FUEL	5,521.14
TYLER TECHNOLOGIES	METER CONVERSION	120.00
UMB BANK NA	BOND FEES	1,300.00
US CELLULAR	MONTHLY CELL/DATA CHARGES	562.63
USPS	POSTAGE	1,018.65
VERIZON WIRELESS	PD MOBILE DATA	280.13
VISA	MONTHLY CREDIT CARD USAGE	2,048.60
VOYA	PAYROLL WITHHOLDINGS	2,482.00
WELLMARK	HEALTH/DENTAL INSURANCE	25,356.55
WELTER STORAGE EQUIPMENT	PD WORK STATION	1,130.00
WIN LLC	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	185.60
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,639.21
	TOTAL	295,896.08
	Fund Summary	
	Fund	Amount
	001 - GENERAL	182,407.33
	003 - HOTEL/MOTEL TAX	16,896.00

	110 - ROAD USE TAX	16,627.72
	112 - EMPLOYEE BENEFITS	3,438.13
	161 - ACQUISITION/DEMOLITION	10,140.00
	168 - PARK GIFT & TRUST	1,699.18
	171 - LIBRARY GIFT & TRUST	658.83
	200 - DEBT SERVICE	1,300.00
	308 - BIKEWAY/WALKWAY PROJECTS	1,135.95
	309 - STREET IMPROVEMENT	2,453.00
	324 - STREET PROJECTS	327.00
	600 - WATER	6,435.35
	602 - WATER CAPITAL IMPROVEMENTS	28,770.49
	610 - SEWER	23,607.10
	Grand Total	295,896.08

Monthly Revenues

Fund	May 2024
001 - GENERAL	252,844.33
002 - FRANCHISE FEES	84,877.93
110 - ROAD USE TAX	57,680.62
112 - EMPLOYEE BENEFITS	54,124.53
118 - POLICE SPECIAL USES	856.00
119 - EMERGENCY LEVY	2,789.81
121 - LOCAL OPTION SALES TAX	71,195.83
125 - TAX INCREMENT FINANCING	40,936.98
171 - LIBRARY GIFT & TRUST	2,919.79
200 - DEBT SERVICE	44,543.00
302 - DOWNTOWN/COMMERCIAL INCENTIVE	333.34
309 - STREET IMPROVEMENT	94.00
600 - WATER	71,678.74
601 - UTILITY DEPOSIT TRUST	(500.00)
610 - SEWER	98,852.27
TOTAL REVENUES	<b>783,227.17</b>

Industrial Park Water Tower Repainting Project

Motion by Scherbring, seconded by Poynor to approve the quote from K&W Coatings in the amount of \$87,000 to pressure wash and paint the Industrial Park Water Tower. On call of roll: Ayes: Scherbring, Poynor, Dittrick, Schmitt, Gray. Nays: None. Motion carried.

Tirrill Park Bandshell Repainting Project

Motion by Dittrick, seconded by Schmitt to approve quote from K&W Coatings in the amount of \$26,000 to repaint the Tirrill Park Bandshell. On call of roll: Ayes: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Commerce Court Street Extension Project

Motion by Poynor, seconded by Gray to adopt R-075-2024 Resolution Awarding Contract for the Commerce Court Street Extension Project to Tschiggfrie Excavating in the amount of \$303,775.00. On call of roll: Ayes: Poynor, Gray, Scherbring, Dittrick, Schmitt. Nays: None. Motion carried.

Setting Public Hearing Date for Urban Renewal Plan Amendment for the Manchester Urban Renewal Area  
Motion by Dittrick, seconded by Gray to adopt R-076-2024 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

Grand Avenue Extension Project

Motion by Scherbring, seconded by Poynor to approve Pay Estimate #3 in the amount of \$323,629.24 to Pirc-Tobin Construction for the Grand Avenue Extension Project. On call of roll: Ayes: Scherbring, Poynor, Dittrick. Nays: Schmitt, Gray. Motion carried.

2024 East Main Street Improvements Project

Motion by Dittrick, seconded by Schmitt to approve Pay Estimate #4 in the amount of \$289,963.84 to Top Grade Excavating for the 2024 East Main Street Improvements Project. On call of roll: Ayes: Dittrick, Schmitt, Scherbring, Poynor. Nays: None. Abstentions: Gray. Motion carried.

Nuisance Property Updates

City Attorney Jim Peters updated the Council on nuisance properties his office is working on. The Council also reviewed a written report from the Building Inspector.

Construction Project Updates

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

Reports

City Council and staff reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 4:34pm. On call of roll: Ayes: Scherbring, Dittrick, Schmitt, Poynor, Gray. Nays: None. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk