

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, July 10, 2023

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

Roll call of members present: Dean Sherman, Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Tania Bradley.  
Absent: None.

Motion by Schmitt, seconded by Scherbring to approve the agenda as presented. On call of roll: Ayes: Schmitt, Scherbring, Sherman, Poynor, Bradley. 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 June 26, 2023 Regular City Council meeting

3.2 R-060-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the June 30, 2023 Board of Adjustment meeting; the June 2023 Wastewater IDNR Reports

3.4 Liquor License Applications: New Application for On Premise Class C Retail Alcohol License for Days Inn at 1220 West Marion Street

3.5 Approve the request of Operation Santa Claus to close the 400 block of East Butler Street (south of Central Park) from 7:00am-10:00am on August 19, 2023 for the Operation Santa Claus 5K Fun Run/Walk Fundraiser

3.6 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 23, 2023 for the Walk to End Alzheimer's

3.7 Approve Pay Estimate 10 in the amount of \$605.15 to Pirc-Tobin Construction, Inc for the East Main Street Improvement Project

3.8 Motion to approve holding the CMJ Motorcycle Trials at the Whitewater Park on Saturday, August 5, 2023 and at Schram Park on Sunday, August 6, 2023

3.9 Motion to approve the request to allow camping at Schram Park on August 4-5, 2023 during CMJ Raceway's Motorcycle Trials

3.10 Approve Pay Estimate #1 in the amount of \$146,403.55 to Tschiggfrie Excavating for the Library Parking Lot Project

3.11 Review the decision of the Board of Adjustment to approve the request of Jill Miller for the property at 312 Anderson Street for a variance to City Code Section 165.06(6.2) "Site Development Regulations" which would reduce the rear yard setback requirement of 30 feet to 6 feet to allow for the construction of a 10' x 16' room addition on the existing concrete patio

3.12 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
ACCENT LASER INC	TONER CARTRIDGES	74.95
ACCESS SYSTEMS LEASING INC	COPIER MAINT AGREEMENT	427.29
AFLAC	PAYROLL WITHHOLDINGS	656.71

ALISON HEGLAND	MILEAGE REIMB	294.76
ALLIANT ENERGY	ELECTRICITY	3,132.72
ALLIED SYSTEMS	LIFT STATION METER	269.49
AMAZON BUSINESS	SUPPLIES	272.92
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	953.07
BARD MATERIALS INC	CONCRETE	1,133.74
BASE	SELF INSURANCE	490.80
BOOK PAGE	SUBSCRIPTION	402.00
BOUBIN TIRE & AUTOMOTIVE	TIRE DISPOSAL	5.00
CARRICO AQUATIC RESOURCES	CHEMICALS	3,632.92
CEDAR + SALT MARKETING CO	MARKETING/WEBSITE	2,500.00
CITY LAUNDERING	BUILDING MAINTENANCE	63.04
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	948.75
CITY OF MANCHESTER	COMPLEX WATER/SEWER	1,093.45
COLLECTION SERVICE CENTER	CHILD SUPPORT	173.53
COMELEC SERVICES	PHONE/INTERNET	103.00
DAN'S LOCKER	COMPLEX CONCESSIONS	238.48
DEL CO AUDITOR	ANNUAL GIS/BEACON	15,360.00
DEL CO ECONOMIC DEVELOPMENT	FY24 CONTRIBUTION	15,000.00
DINGES FIRE	FIRE TRUCK REPAIR	1,951.00
DJ REPAIR	MOVE BUILDING	875.00
DON & WALT	LIBRARY RESTROOM REPAIR	130.98
DUMAKE	PARK LUMBER	68.24
ECIA	FY24 CONTRIBUTION; GRANT ADMIN	7,779.82
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	27,861.87
FAREWAY STORES INC	CONCESSIONS	802.96
FASTENAL COMPANY	POOL REPAIRS	127.50
GALLS	POLICE SUPPLIES	33.97
GRAINGER	SUPPLIES	447.58
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HAWKINS	CHLORINE	939.90
HERITAGE PRINTING	EMPLOYMENT LAW POSTERS	100.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	9,692.65
IA ONE CALL	LOCATES	99.70
INT'L ASSOC OF ELECTRICAL INSPECTORS	MEMBERSHIP DUES	120.00
IPERS	PAYROLL WITHHOLDINGS	13,549.24
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	365.43
KAMMILLER TREE SERVICE LLC	TREE REMOVALS	400.00
KMCH	RADIO ANNOUNCEMENTS	768.00
LANDSCAPES BY CHILDS PLAY	PLANTS/TREES/SHRUBS	1,893.00
LEXIPOL	POLICE ONLINE TRAINING	933.60
MANCHESTER SIGNS	SIGNS	150.00
MASTERPIECE CLEANING	CLEANING	800.00
MES FIRE	FIRE EQUIPMENT	3,780.00
MIDWEST PATCH	ASPHALT PATCH	879.50
MIDWEST TAPE	HOOPLA SUBSCRIPTION	650.11
MILESTONES GROUP	DOWNTOWN INCENTIVE GRANT	340.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	932.04

NORTHERN LIGHTS DISTRIBUTING, INC	CONCESSIONS	4,205.37
ONE SOLUTION	PHONE/INTERNET MAINTENANCE	432.50
OVERDRIVE	LIBBY SUBSCRIPTION	1,363.65
PALMER HARDWARE INC	SUPPLIES	1,560.47
PEPSI COLA BOTTLING CO	CONCESSIONS	2,841.56
PETTLON CONSTRUCTION	CONCRETE REPAIRS	2,400.00
PITNEY BOWES	POSTAGE	148.29
PRICE ELECTRIC	REPAIRS/MAINTENANCE	1,251.91
QC SUPPLY	POOL EXHAUST FAN	373.78
REGIONAL MEDICAL CENTER	MINOR MEDICAL CLAIM	281.00
RELIANCE STANDARD	LIFE INSURANCE	522.80
RICHARD MCCRABB	MOWING	170.00
RICK SEELEY	ROUTER	216.94
RIVER CITY STONE	ROCK/STONE	91.13
SANDRY FIRE SUPPLY	FIRE EQUIPMENT	2,607.36
SCHMITZ JANITORIAL	CUSTODIAL SUPPLIES	268.50
SCOTT DALZIEL	MUSIC ON THE MAQUOKETA	300.00
SIMON'S LAWN CARE & MAINT	DOG PARK SEEDING	3,500.00
SUE'S FLOWER & GARDEN CENTER	PLANTS/TREES/SHRUBS	190.75
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	100.00
SUPERIOR TECHNOLOGY	BACK-UP BATTERY	129.00
TASC	PAYROLL WITHHOLDINGS	1,162.75
TSCHIGGFRIE EXCAVATING	MANHOLE REPAIR	1,000.00
UMB BANK	BOND FEES	1,550.00
US CELLULAR	CELL/DATA CHARGES	567.12
USPS	POSTAGE	664.05
VISA	MONTHLY CREDIT CARD USAGE	1,768.16
VISION SERVICE PLAN	VISION INSURANCE	620.30
VOYA	PAYROLL WITHHOLDINGS	2,082.00
WELLMARK	HEALTH/DENTAL INSURANCE	30,614.66
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,705.24
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	767.10
ZANGERLE REPAIR	MOWER REPAIRS; SUPPLIES	565.41
TOTAL		190,405.51
	Fund Summary	
	Fund	Amount
	001 - GENERAL	119,052.16
	002 - FRANCHISE FEES	2,500.00
	001 - HOTEL MOTEL TAX	300.00
	110 - ROAD USE TAX	8,562.13
	112 - EMPLOYEE BENEFITS	4,019.55
	168 - PARK GIFT & TRUST	4,953.25
	169 - LORA STEWART TRUST	98.52
	171 - LIBRARY GIFT & TRUST	178.48
	200 - DEBT SERVICE	1,550.00
	302 - DOWNTOWN INCENTIVE	340.00

	307 - WHITEWATER/RIVERFRONT PROJECTS	6,126.92
	324 - STREET PROJECTS	17,760.00
	600 - WATER	14,852.68
	610 - SEWER	10,111.82
	Total	190,405.51

R-061-2023 Resolution Approving Employee Handbook

Motion by Scherbring, seconded by Sherman to adopt R-061-2023 Resolution Approving Employee Handbook. On call of roll: Ayes: Scherbring, Sherman, Poynor, Schmitt, Bradley. Nays: None. Motion carried.

Potentially Vicious Dog Ordinance Amendment

The Council reviewed the proposed change to the potentially vicious dog ordinance whereby the Police Chief rather than the City Manager would make the initial declaration of a potentially dog. The Council asked that language be added to the ordinance that would clarify what the next steps would be if a dog is found to be vicious. The City Attorney will draft a revision to the ordinance for the City Council to review.

Construction Project Updates

Jason Wenger, Burrington Group, updated the Council on construction projects in the City.

Reports

City Council and staff reports were given.

Motion by Schmitt, seconded by Sherman that the meeting adjourn at 4:23pm. On call of roll: Ayes: Schmitt, Sherman, Scherbring, Poynor, Bradley. Nays: None. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk