

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 23, 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, Tania Bradley. Absent: None.

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

Public Input

Joe Dittrick, 112 South Wayne Street, addressed the Council regarding signs in the City's right-of-way and asked that everyone be required to move their signs out of the right-of-way.

Consent Agenda

3.1 Approval of the minutes of the October 9, 2023 Regular City Council meeting

3.2 R-090-2023 Resolution Approving Bills

3.3 Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for E-Z Pickin's at 2210 State Highway 13

3.4 R-091-2023 Resolution Setting Date for Public Hearings on Proposal to Enter into General Obligation Corporate Purpose Loan Agreements and Borrow Funds thereunder in a Principal Amount Not to Exceed \$750,000

3.5 R-092-2023 Resolution Approving Change Order #2 for the Contract B Planting & Maintenance – Storm Water Wetlands Project

3.6 Approve Pay Estimate #3 in the amount of \$2,850.00 to Connolly Construction, Inc. for work completed on Contract B Planting & Maintenance - Storm Water Wetland Project

3.7 R-093-2023 Resolution Accepting the Contract B Planting & Maintenance - Storm Water Wetlands Project

3.8 Approve Pay Estimate #4 (Final Retainage) in the amount of \$1,867.00 to Connolly Construction, Inc. for work completed on Contract B - Planting & Maintenance - Storm Water Wetland Project

3.9 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
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALISON HEGLAND	REIMB MILEAGE	58.95
ALLIANT ENERGY	ELECTRICITY	22,971.37
AMAZON BUSINESS	SUPPLIES	2,192.79
ANGELA SHERE	REIMB MILEAGE	58.95
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	703.32
BARD MATERIALS INC	CONCRETE	2,273.55
BRAD COMER	REIMB MILEAGE	159.60
BROWWINICK LAW	LEGAL FEES	1,160.00

CITY OF MANCHESTER - FLEX	PAYROLL WITHHOLDINGS	1,061.71
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,027.20
DOG WASTE DEPOT	DOG WASTE BAGS	308.74
DOLAN INSURANCE AGENCY	FIRE TRUCK	649.00
DON & WALT LLC	BUILDING MAINTENANCE	34.04
DUBUQUE FIRE EQUIPMENT INC	FIRE EXTINGUISHER MAINT/INSPECTION	774.80
EDGEWOOD OIL	OIL	1,907.50
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	23,234.63
GENERAL TRAFFIC CONTROL	REPAIR TRAFFIC SIGNALS	490.00
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HAUSERS WATER SYSTEMS	WATER CHEMICALS	20.00
HAWKINS	CHEMICALS	1,676.87
HERITAGE PRINTING INC	ENVELOPES, PRINTING	1,799.44
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	3,259.87
IPERS	PAYROLL WITHHOLDINGS	14,947.92
JOHN DEERE FINANCIAL	SUPPLIES	1,184.78
KAMMILLER TREE SERVICE	TREE/STUMP REMOVAL	4,600.00
KEYSTONE LABORATORIES	WATER/SEWER TESTING	444.75
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	25,931.38
LYNCH ROOFING & SIDING	BANDSHEEL ROOF	14,300.00
MACQUEEN TRANS IOWA EQUIP	SWEEPER REPAIRS	2,551.28
MANCHESTER DOG PARK FUND	REIMB XL TRAILERS DONATION	250.00
MANCHESTER SIGNS	SIGNS	46.50
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	153.61
MASTERPIECE CLEANING	CUSTODIAL	400.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	944.62
NORTHLAND PRODUCTS COMPANY	SUPPLIES	169.95
PAINT N PLACE BODY SHOP	TRUCK LINER	650.00
POSY PLACE	MEMORIAL	85.00
RIVER CITY STONE INC	ROCK/STONE	82.67
SUPREME GREEN INC	MOWING	74.00
TOP BLOCK & BRICK	GAZEBO IMPROVEMENTS	1,059.80
TSCHIGGFRIE EXCAVATING	TOP SOIL	1,500.00
TYLER TECHNOLOGIES	SOFTWARE CONTRACT	690.00
UNITY POINT CLINIC	DRUG TEST	42.00
UPS	SHIPPING	4.96
US CELLULAR	CELL/DATA CHARGES	44.48
VOYA	PAYROLL WITHHOLDINGS	2,232.00
WALMART	SUPPLIES	102.53
WELLMARK	HEALTH/DENTAL INSURANCE	2,773.18
WINDSTREAM	PHONE/INTERNET	1,301.73
WOODWARD COMMUNICATIONS INC	PUBLICATION EXPENSE	535.19
		144,447.68
	Fund Summary	
	Fund	Amount
	001 - GENERAL	106,140.61

	110 - ROAD USE TAX	13,151.09
	118 - POLICE SPECIAL USES	1,633.03
	168 - PARK GIFT & TRUST	250.00
	169 - LORA STEWART TRUST	254.57
	171 - LIBRARY GIFT & TRUST	15.98
	307 - WHITEWATER/RIVERFRONT PARK	1,059.80
	600 - WATER	9,973.72
	610 - SEWER	11,968.88
	TOTAL	144,447.68

Manchester Vitality Endowment Group Tree Request

Motion by Scherbring, seconded by Bradley to approve the request of the Manchester Vitality Endowment Group to plant a spruce tree at Riverfront Park, to the west of the shelter, to be used as a community holiday tree with the Vitality Group covering the expense of the tree purchase, planting and running electrical service to it. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

West Marion Street Sanitary Sewer Lateral Project - Review quotes and award project

Motion by Poynor, seconded by Sherman to approve the quote from F.L. Krapfl in the amount of 22,000.00 for the West Marion Street Sanitary Sewer Lateral Project. On call of roll: Poynor, Sherman, Scherbring, Schmitt, Bradley. Nays: None. Motion carried.

Downtown Incentive Program Applications

Council Member Scherbring asked that the approval of the grant application for Honey Creek Furniture be removed to be considered separately due to a potential conflict of interest. Motion by Bradley, seconded by Sherman to consider the grant application for Honey Creek Furniture & Flooring separately. On call of roll: Ayes: Bradley, Sherman, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Motion by Scherbring, seconded by Poynor to approve the following Downtown Incentive applications as recommended by the Design Committee: Interior Grant Application in the amount of \$7,500 for Steve Palmer for the property at 112 North Madison Street; Facade Grant Application in the amount of \$2,283 for Steve Palmer for the property at 112 North Madison Street; Acquisition Grant in the amount of \$265.00 for Steve Palmer for property at 112 North Madison Street; Facade Grant Application in the amount of \$2,202.72 for Heims Awards at 121 East Main Street; Second Story Loan Application in the amount of \$10,000 for Heims Awards at 121 East Main Street. On call of roll: Ayes: Scherbring, Poynor, Sherman, Schmitt, Bradley. Nays: None. Motion carried.

Motion by Bradley, seconded by Sherman to approve the following Downtown Incentive application as recommended by the Design Committee: Facade Grant Application in the amount of \$2,000 for Honey Creek Furniture & Flooring at 201 North Franklin Street. On call of roll: Ayes: Bradley, Sherman, Poynor, Schmitt. Nays: None. Abstentions: Scherbring (due to a potential conflict of interest). Motion carried.

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 5:19pm. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk