

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, November 13, 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 Sherman, seconded by Bradley to approve the agenda as presented. On call of roll: Ayes: Sherman, Bradley, Poynor, Scherbring, Schmitt. Nays: None. Motion carried.

Public Input

---

None.

Consent Agenda

---

3.1 Approval of the minutes of the October 23, 2023 Regular City Council meeting

3.2 R-094-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the September 14, 2023 Library Board meeting; minutes of the October 19, 2023 Library Board meeting; minutes of the September 18, 2023 Parks & Recreation Commission meeting; minutes of the October 16, 2023 Parks & Recreation Commission meeting; October 2023 Wastewater IDNR Report

3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for American Legion Post #45 at 206 North Franklin Street; Renewal Application for On Premise Special Class C Retail Alcohol License for Franklin Street Brewing Company

3.5 R-095-2023 Resolution Amending Salary Resolution

3.6 Approve the appointment of Chris Janssen to the Airport Committee

3.7 Approve Pay Estimate #2 in the amount of \$18,805.68 to Tschiggfrie Excavating for the Library Parking Lot Project

3.8 R-096-2023 Resolution Approving Change Order #1 for the Library Parking Lot Improvements Project

3.9 R-097-2023 Resolution Accepting the Library Parking Lot Improvements Project

3.10 Approve Pay Estimate #3 (Final Retainage) in the amount of \$8,695.22 to Tschiggfrie Excavating for the Library Parking Lot Improvements Project

3.11 Approve payment of claims totaling \$15,117.75 to Fehr Graham for engineering services

3.12 Approval of the Consent Agenda

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

Bills Approved for Payment

Vendor	Description	Amount
ACCENT LASER INC	PRINTER INK	379.75
ACCESS SYSTEMS LEASING INC	COPIER/NETWORK MAINT AGREEMENT	2,850.71
AFLAC	PAYROLL WITHHOLDINGS	1,417.46
ALLIANT ENERGY	ELECTRICITY	3,780.03
AMAZON BUSINESS	SUPPLIES	676.22
ANDERSON WELDING & MACHINE SHOP	SUPPLIES	164.72
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,672.15
BARB MATERIALS INC	STREET PATCH	462.25
BARRON MOTOR INC	PARTS	279.18

BASE	HSA ADMINISTRATION	108.00
BLACK HILLS ENERGY	HEATING FUEL	872.13
BOB STEPHEN MOTORS INC	VEHICLE MAINTENANCE	123.94
BOUBIN TIRE & AUTOMOTIVE	TIRES, VALVE STEMS	438.58
BSN SPORTS	FIELD MARKING TAPE	423.96
BURNS INC	MOWER FOR SPORTS COMPLEX	6,400.00
CASTLE THEATRE	LIBRARY DONATION	50.00
CEDAR & SALT MARKETING CO	MARKETING/WEBSITE	2,500.00
CENGAGE LEARNING	LIBRARY MATERIALS	16.09
CITY LAUNDERING INC	MAINTENANCE, SUPPLIES	262.18
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	2,123.42
CITY OF MANCHESTER	COMPLEX WATER/SEWER	579.82
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	808.58
COMELEC SERVICES, INC	SHOP INTERNET	103.00
CONNOLLY CONSTRUCTION INC	PAY #3 CONTRACT B STORMWATER WETLANDS	2,850.00
CRAW DADDY OUTDOORS LLC	LIFE JACKETS	857.00
D & S PORTABLES INC	PORTAPOTTY RENTAL	225.00
DAKOTA SUPPLY GROUP	WESTSIDE ESTATES WATER SUPPLIES	22,799.94
DELHI LUMBER	GAZEBO PROJECTS	2,681.12
DON & WALT LLC	BANDSHELL REPAIR	758.45
EASTERN IA PUMPING INC	RE-ISSUE DEV AGMT CHECK; SLUDGE HAULING	33,758.51
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	43,752.84
ELECTRICAL ENGINEERING & EQUIPMENT	COMPUTER REPLACEMENT	1,360.00
ENVIRONMENTAL RESOURCE ASSOC	LAB CERTIFICATION	488.34
ERIN LEARN	MILEAGE REIMBURSEMENT	244.97
FAREWAY STORES INC	SUPPLIES	38.61
GEORGEN AUTO	VEHICLE MAINTENANCE	91.82
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	800.00
HACH CO INC	TESTING REAGENTS	3,006.56
HAUSERS WATER SYSTEMS INC	WATER CHEMICALS	4,965.00
HAWKINS INC	CHEMICALS	439.67
HEIMS AWARDS	DOWNTOWN INCENTIVE SECOND STORY LOAN	10,000.00
HENDERSON PRODUCTS INC	SALT TRUCK BODY	122,933.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	6,503.34
IA ONE CALL	LOCATES	93.70
IA PUBLIC AIRPORTS ASSOC	MEMBERSHIP DUES	125.00
IA RURAL WATER ASSOC	MEMBERSHIP DUES	455.00
IA WALL SAWING INC	BANDSHELL DOORS	3,406.00
IA WATER ENVIRONMENT ASSOC	IWEA CONFERENCE	40.00
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	195.00
IOWA POETRY ASSOCIATION	LYRICAL	12.75
IOWA STATE UNIVERSITY	PESTICIDE APPLICATOR CLASS	180.00
IPERS	PAYROLL WITHHOLDINGS	28,758.71
J & R SUPPLY INC	MAINTENANCE SUPPLIES	3,300.00
JESSICA KELLY	REIMB TRAINING EXPENSE	311.95
JOHN DEERE FINANCIAL	SUPPLIES	828.50
JONATHAN PIERSCH	REIMB TRAINING EXPENSE	25.55
JULIE KEMP	FIRST AID TRAINING	500.00
K & W COATINGS	PAINTING/MAINTENANCE	5,000.00

KAMMILLER TREE SERVICE LLC	TREE REMOVALS	4,600.00
KAY PARK REC	PARK TRASH CANS	742.15
KEYSTONE LABORATORIES INC	WATER SAMPLES	525.50
KIRKWOOD COMMUNITY COLLEG	CITA TRAINING	30.00
KMCH INC/DEL CO BROADCASTING INC	RADIO ANNOUNCEMENTS	593.00
LANDSCAPES BY CHILDS PLAY INC	FD MAINTENANCE	125.00
LYNCH DALLAS PC	LEGAL SERVICES	910.00
MACQUEEN TRANS IOWA EQUIPMENT	SWEEPER REPAIRS	4,920.55
MAINSTAY SYSTEMS INC	POLICE COMPUTER MAINT	480.00
MANCHESTER CARQUEST INC	SHOP REPAIR PARTS	126.04
MANCHESTER FIRE ASSOCIATION	REIMB SUPPLIES	198.37
MANCHESTER SIGNS LLC	WINDOW COVERING	330.75
MARTIN EQUIPMENT	JD LOADER BATTERIES	1,174.56
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MEDIACOM INC	PHONE/INTERNET	194.90
MIDWEST PATCH HI-VIZ SAFETY	ASPHALT PATCH	879.50
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	782.18
MISSIONSQUARE	PAYROLL WITHHOLDINGS	1,889.24
MR MAGIC PRODUCTIONS	LIBRARY PROGRAM	70.00
MUNICIPAL SUPPLY INC	METERS	15,650.00
PRICE ELECTRIC INC	LIGHT REPAIRS	349.80
QUILL CORPORATION	SUPPLIES	41.39
RADIO COMMUNICATIONS INC	POLICE RADIO INSTALL; BATTERIES	675.00
ROOF, GERDES, ERLBACHER, PLC	ANNUAL AUDIT	8,480.00
SCHLEE & SOMMERS ELECTRIC LLC	LIGHTING UPDATES	3,739.54
SCHUMACHER ELEVATOR INC	ELEVATOR MAINTENANCE	186.10
SIMMERING CORY	CITY CODE UPDATE	1,588.00
SIMON'S LAWN CARE & MAINT	SEEDING	1,565.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT AGREEMENT	164.40
SPY GLASS	COST REDUCTION SERVICES	2,276.68
STERICYCLE INC/SHRED-IT	SHREDDING	61.97
STOREY KENWORTHY INC	OFFICE SUPPLIES/COPY PAPER	346.80
SUE'S FLOWER & GARDEN CENTER	TREE REPLACEMENT	125.00
SUPERIOR TECHNOLOGY SERVICES	LIB PHONE SYSTEM REPAIR	95.00
SUPREME GREEN INC	LIBRARY MOWING	50.00
THE FISH SHACK	TANK MAINTENANCE	75.00
THREE RIVERS FS	VEHICLE FUEL	7,547.12
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	226.63
UNITED LEAK DETECTION	LEAK DETECTION	8,130.00
USPS	UTILITY BILLING POSTAGE	999.56
VOYA	PAYROLL WITHHOLDINGS	3,664.00
WATERLOO TENT & TARP INC	POOL UMBRELLA, CANOPY	3,097.65
WELLMARK	HEALTH/DENTAL INSURANCE	5,546.36
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	LIBRARY PHONE/INTERNET	177.25
WOODWARD COMMUNICATIONS INC	PUBLICATION EXPENSE	2,222.17
	TOTAL	415,805.66
	Fund Summary	

	Fund	Amount
	001 - GENERAL	125,592.08
	003 - HOTEL/MOTEL TAX	2,500.00
	019 - ANIMAL CONTROL	47.48
	021 - STREET EQUIPMENT RESERVE	122,933.00
	044 - SPORTS COMPLEX	6,400.00
	110 - ROAD USE TAX	24,340.24
	112 - EMPLOYEE BENEFITS	108.00
	125 - TAX INCREMENT FINANCING	2,008.51
	168 - PARK GIFT & TRUST	857.00
	169 - LORA STEWART TRUST	76.95
	171 - LIBRARY GIFT & TRUST	608.60
	302 - DOWNTOWN/COMMERCIAL INCENTIVE	10,000.00
	307 - WHITEWATER/RIVERFRONT PARK	4,151.12
	310 - STORM WATER/WQI PROJECTS	2,850.00
	320 - SUBDIVISION PROJECTS	22,799.94
	600 - WATER	38,442.98
	610 - SEWER	52,089.76
	Grand Total:	415,805.66

Public Hearing on Proposal to Enter into the 2023A General Obligation Loan Agreement

Mayor Behnken opened the Public Hearing at 5:07pm. City Clerk Learn explained that two public hearings were required because the 2023A General Obligation Bond is non-taxable while the 2023B General Obligation Bond is taxable. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:09pm.

Motion by Scherbring, seconded by Bradley to adopt R-099-2023 Resolution Taking Additional Action on Proposal to Enter into the 2023A General Obligation Loan Agreement. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Public Hearing on Proposal to Enter into the 2023B General Obligation Loan Agreement

Mayor Behnken opened the Public Hearing at 5:10pm. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:11pm.

Motion by Poynor, seconded by Sherman to adopt R-100-2023 Resolution Taking Additional Action on Proposal to Enter into the 2023B General Obligation Loan Agreement. On call of roll: Ayes: Poynor, Sherman, Scherbring, Schmitt, Bradley. Nays: None. Motion carried.

Ordinance 009-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Failure to Assist

Motion by Bradley, seconded by Scherbring to proceed with the first consideration and adoption of Ordinance 009-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Failure to Assist. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Ordinance 010-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Fiscal Management

Motion by Sherman, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 010-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending

Provisions Pertaining to Fiscal Management. On call of roll: Ayes: Sherman, Poynor, Scherbring, Schmitt, Bradley. Nays: None. Motion carried.

Ordinance 011-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Abandoned Vehicles

Motion by Schmitt, seconded by Scherbring to proceed with the first consideration and adoption of Ordinance 011-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Abandoned Vehicles. On call of roll: Ayes: Schmitt, Scherbring, Sherman, Poynor, Bradley. Nays: None. Motion carried.

Ordinance 012-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Liquor License and Cigarette and Tobacco Permits

Motion by Poynor, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 012-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Liquor License and Cigarette and Tobacco Permits. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Ordinance 013-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Adding Provisions Pertaining to Low Speed Electric Bicycles and Fully Controlled-Access Facilities

Motion by Schmitt, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 013-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Adding Provisions Pertaining to Low Speed Electric Bicycles and Fully Controlled-Access Facilities. On call of roll: Ayes: Schmitt, Bradley, Sherman, Poynor, Scherbring. Nays: None. Motion carried.

Ordinance 014-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Peddlers, Solicitors, and Transient Merchants

Motion by Scherbring, seconded by Bradley to proceed with the first consideration and adoption of Ordinance 014-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Peddlers, Solicitors, and Transient Merchants. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Ordinance 015-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Public Disorder

Motion by Sherman, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 015-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Public Disorder. On call of roll: Ayes: Sherman, Poynor, Scherbring, Schmitt, Bradley. Nays: None. Motion carried.

City Sidewalk Snow Removal and Nuisance Sidewalk Snow Removal

City Manager Vick informed the Council that four bids had been received with Mark Fink submitting the lowest bid.

Motion by Scherbring, seconded by Schmitt to award the following contracts to Mark Fink: City Sidewalk Snow Removal with a bid of \$395.00 per time and Nuisance Sidewalk Snow Removal with a bid of \$50.00 per sidewalk. On call of roll: Ayes: Scherbring, Schmitt, Sherman, Poynor, Bradley. Nays: None. Motion carried.

Iowa Department of Transportation Agreement for a Surface Transportation Block Grant Program Federal Aid Swap Project for the 2024 East Main Street Project

---

Motion by Bradley, seconded by Poynor to adopt R-098-2023 Resolution Approving the Iowa Department of Transportation Agreement for a Surface Transportation Block Grant Program Federal Aid Swap Project for the 2024 East Main Street Project. On call of roll: Ayes: Bradley, Poynor, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Voluntary Early Retirement

---

Motion by Scherbring, seconded by Bradley to approve offering the 2024 Voluntary Early Retirement Program to eligible employees. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

Nuisance Property Updates

---

City Attorney Jim Peters updated the Council on the status of nuisance properties his office is working on. The Council reviewed an update on nuisance properties Building Inspector Tim Heims included with the Council Packet.

December 25, 2023 City Council Meeting

---

The City Council discussed the second meeting in December, which conflicts with a holiday. The seconded meeting in December will be moved to December 27, 2023 if needed, otherwise the meeting will be canceled.

Mayor Behnken will swear in the new City Council members at the December 11, 2023 City Council meeting.

Construction Project Updates

---

Sam Ertl, Fehr Graham, and 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 5:49pm. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

---

Connie Behnken, Mayor

Attest:

---

Erin Learn, City Clerk