

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, December 11, 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 Schmitt to approve the agenda as presented. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Mayor Behnken swore in the newly elected City Council Members Bill Scherbring, Ward 3; Joe Dittrick, Ward 1; and Bryan Gray, At Large.

Public Input

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None.

Consent Agenda

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- 3.1 Approval of the minutes of the November 27, 2023 Regular City Council meeting and the December 4, 2023 Committee of the Whole meeting
- 3.2 R-112-2023 Resolution Approving Bills
- 3.3 Liquor License Applications: New Application for On Premise Class C Retail Alcohol License for Mixteca Grill Manchester LLC at 205 South 12th Street
- 3.4 Motion designating The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2024
- 3.5 Approval of City Appointments for 2024
- 3.6 R-113-2023 Resolution Amending Salary Resolution
- 3.7 R-114-2023 Resolution Amending Resolution R-063-2023 "Resolution Approving Preliminary & Final Plat of McCarren Place Subdivision" by Formally Accepting the Dedication of Lot A for Road Right-of-Way and all Public Easements as shown on the Final Plat
- 3.8 Motion to set January 22, 2024 at 5:00pm as the date & time for a Public Hearing on the Proposed Contract Documents & Estimated Costs for the Grand Avenue Extension Project
- 3.9 Approve Pay Estimate #5 in the amount of \$4,034.68 to Top Grade Excavating for the Grayson Court and Oakview Estates Lift Station Project
- 3.10 R-115-2023 Resolution Approving Change Order #1 for the Grayson Court and Oakview Estates Lift Station Project
- 3.11 R-116-2023 Resolution Accepting the Grayson Court and Oakview Estates Lift Station Project
- 3.12 Approve Pay Estimate #6 (Final Retainage) in the amount of \$17,532.80 to Top Grade Excavating for the Grayson Court and Oakview Estates Lift Station Project
- 3.13 R-117-2023 Resolution Approving Easements for the 2024 Street Improvement Project
- 3.14 Approve payment of claims totaling \$26,145.50 to Burrington Group for engineering services
- 3.15 Approve payment of claims totaling \$2,279.25 to Fehr Graham for engineering services
- 3.16 Ordinance 009-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Failure to Assist, third consideration and final adoption
- 3.17 Ordinance 010-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Fiscal Management, third consideration and final adoption
- 3.18 Ordinance 011-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Abandoned Vehicles, third consideration and final adoption

3.19 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, third consideration and final adoption

3.20 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, third consideration and final adoption

3.21 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, third consideration and final adoption

3.22 Ordinance 015-2023 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Public Disorder, third consideration and final adoption

3.23 Approval of the Consent Agenda

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

**Bills Approved for Payment**

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGREEMENT	446.99
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALLIANT ENERGY	ELECTRICITY	3,121.25
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	232.46
ARBOR DAY FOUNDATION	MEMBERSHIP	15.00
ARNOLD MOTOR SUPPLY LLP	SWEEPER AIR FILTER	136.59
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	462.66
BARD MATERIALS	DEVELOPMENT AGREEMENT	8,618.81
BASE	SELF INSURANCE PAYMENTS	758.00
BDH	FASTENAL AGREEMENT	2,928.09
BILL SCHERBRING	MILEAGE REIMBURSEMENT	70.74
BOUBIN TIRE & AUTOMOTIVE	SWEEPER TIRE REPAIR	59.40
BR DEVELOPMENT	DEVELOPMENT AGREEMENT	27,207.80
BSN SPORTS	PROGRAM SUPPLIES	218.00
BULL MOOSE HEAVY HAUL	DEVELOPMENT AGREEMENT	5,454.96
BURNS	MOWER FOR SPORTS COMPLEX	6,400.00
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,061.71
CITY OF MANCHESTER	COMPLEX WATER	115.62
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
COMELEC SERVICES	SHOP INTERNET	103.00
COMMUNITY SAVINGS BANK	DEVELOPMENT AGREEMENT	21,320.67
DEL CO FAIR SOCIETY	JINGLE BRIGHT SPONSORSHIP	1,600.00
DEL CO SOLID WASTE COMMISSION	MONTHLY SOLID WASTE/LF	1,032.30
DELHI LUMBER	CREDIT ON ACCOUNT	-269.72
DON & WALT	BUILDING MAINTENANCE	274.50
EASTERN IA PUMPING	DEVELOPMENT AGREEMENTS (4)	19,323.17
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	27,344.16
F & W SERVICE COMPANY	HOIST INSPECTION	315.00
FAREWAY STORES	SUPPLIES	189.28
FREEDOM HYDRAULICS	BACKHOE CYLINDERS	1,923.68

GEORGEN AUTO	PD VEHICLE MAINTENANCE	3,801.39
GRUNDY NATIONAL BANK	CHRISTMAS CLUB	390.00
HAWKINS	CHEMICAS	572.23
HERITAGE PRINTING	OFFICE SUPPLIES	67.44
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	4,130.09
IA LAW ENFORCEMENT ACADEMY	PD EVALUATION	150.00
IA ONE CALL	LOCATES	138.80
IA POLICE CHIEFS ASSOC	MEMBERSHIP DUES	125.00
IOWA OUTDOORS	LIBRARY SUBSCRIPTION	28.00
IPERS	PAYROLL WITHHOLDINGS	16,073.41
JOE DITTRICK	MILEAGE REIMBURSEMENT	70.74
JOHN DEERE FINANCIAL	SUPPLIES	440.27
KAMMILLER TREE SERVICE	TREE REMOVAL	2,000.00
KLUESNER SANITATION	GARBAGE CONTRACT	25,930.30
KMCH/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	768.00
LANDSCAPES BY CHILDS PLAY	GAZEBO LIGHTS	683.00
LIBRARY IDEAS	LIBRARY MATERIALS	493.79
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT	7,972.09
LYNCH DALLAS PC	LEGAL SERVICES	468.00
MANCHESTER AREA CHAMBER	ELECTED OFFICIALS LUNCHEON	105.00
MANCHESTER SIGNS	SIGNS	548.75
MANCHESTER TRUCK CENTER	#26 SALT TRUCK SPRINGS	2,916.50
MARTIN EQUIPMENT	BACKHOE REPAIR	422.33
MASTERPIECE CLEANING	CUSTODIAL	800.00
MEDIACOM	PHONE/INTERNET	212.89
MEDICAL ASSOCIATES CLINIC	DRUG SCREEN	26.00
MIDWEST PATCH HI-VIZ SAFETY	SIGNAGE	72.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	732.55
MISSIONSQUARE	PAYROLL WITHHOLDINGS	944.62
MORTON SALT	STREET SALT	19,049.47
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT	22,710.70
PALMER HARDWARE	SUPPLIES	508.30
PRICE ELECTRIC	GAZEBO POWER & OUTLETS	2,272.27
REGIONAL MEDICAL CENTER	EVIDENCE COLLECTION	241.00
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	9,140.58
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE AGREEMENT	186.29
SPEER FINANCIAL	TIF REPORT	375.00
SUE'S FLOWER & GARDEN CENTER	HOLIDAY DECORATIONS	300.00
SUPREME GREEN	GROUNDS MAINTENANCE	208.75
SWANK MOTION PICTURES	LIBRARY MOVIE LICENSE	426.00
T & W GRINDING	COMPOST CONTRACT	10,738.00
TECHNICOM	PHONE MAINTENANCE/REPAIR	972.00
THREE RIVERS FS	VEHICLE FUEL	6,265.41
TRUCK COUNTRY OF IOWA	WATER FILTER HOUSING	68.33
TYLER TECHNOLOGIES	SOFTWARE UPGRADE	7,073.00
USPS	UTILITY BILLING POSTAGE	1,005.56
VOYA	PAYROLL WITHHOLDINGS	1,832.00
WELLMARK	HEALTH/DENTAL INSURANCE	2,631.78

WELTER STORAGE EQUIPMENT	CHAIR REPAIR	125.00
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WOODWARD COMMUNICATIONS	PUBLICATIONS	846.85
ZANGERLE REPAIR	FD PUMP REPAIR	286.54
	GRAND TOTAL	290,198.16
	Fund Summary	
	Fund	Amount
	001 - GENERAL	96,927.08
	003 - HOTEL/MOTEL TAX	1,600.00
	044 - SPORTS COMPLEX	6,400.00
	047 - HOLIDAY DECORATIONS	750.96
	110 - ROAD USE TAX	32,861.92
	112 - EMPLOYEE BENEFITS	758.00
	125 - TAX INCREMENT FINANCING	124,676.87
	168 - PARK GIFT & TRUST	17.16
	171 - LIBRARY GIFT & TRUST	732.95
	307 - WHITEWATER/RIVERFRONT PROJ	2,328.50
	324 - STREET PROJECTS	2,000.00
	325 - FLOOD/STORM REPAIRS	529.50
	600 - WATER	10,984.95
	610 - SEWER	9,630.27
	GRAND TOTAL	290,198.16

#### Riverbend Pub & Grill Deck Request

City Attorney Jim Peters reviewed with the Council the proposed amendment to the City's lease with Riverbend Pub & Grill which would allow them to construct a roof over their existing deck. Motion by Scherbring, seconded by Bradley to approve the amendment to the lease agreement with Riverbend Pub & Grill to allow for the construction of a roof over their existing deck. 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 the nuisance properties his office is working on. The Council also reviewed an update on nuisance properties from Building Inspector Tim Heims.

#### Contract for Mowing Services

Motion by Sherman, seconded by Schmitt to adopt R-118-2023 Resolution Approving Contract for Mowing Services with SLM Mowing & Trimming. On call of roll: Ayes: Sherman, Schmitt, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

#### Review of 2023 Goals

The Council reviewed the goals that were set during the 2023 Goal Setting Session held last December and discussed priorities for the upcoming year.

#### Construction Project Updates

Jason Wenger, Burrington Group, and Ryan Wicks, Fehr Graham, updated the Council on construction projects in the City.

Reports

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City Council and staff reports were given.

Motion by Scherbring, seconded by Bradley that the meeting adjourn at 5:39pm. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk