

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, June 12, 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 Bradley to approve the agenda as presented. On call of roll: Ayes: Schmitt, Bradley, Sherman, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

Jay Schmitt, 750 Ridgewood Drive, addressed the Council with concerns about newspaper coverage of the May 22, 2023 City Council meeting and informed the Council that a petition was being circulated.

Consent Agenda

3.1 Approval of the minutes of the May 22, 2023 Regular City Council meeting; the May 30, 2023 Special City Council Meeting; and the June 5, 2023 Special City Council Meeting & Committee of the Whole Meeting

3.2 R-049-2023 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes: the May 2023 Wastewater IDNR Reports

3.4 Liquor License Applications: Renewal Application for Off Premise Special Class B Retail Native Wine License for New To You Consignment & Home Decor at 100 North Franklin Street

3.5 Approval of Renewal Applications for Iowa Retail Cigarette Permits: Casey's #2624 at 1413 North Franklin Street; Casey's #3854 at 1305 West Commercial Street; Cork N' Bottle at 900 East Main Street; Dollar General at 203 South 9th Street; McDermott Oil Co/Quik 'N Handi at 2210 Highway 13; Fareway Stores #594 at 109 East Marion Street; Hy-Vee Dollar Fresh at 1080 West Main Street; Kwik Star #790 at 1000 West Main Street; H&S Stores LLC/Liquor, Tobacco & Vape at 316 East Main Street; Walmart #1506 at 1223 West Main Street

3.6 R-050-2023 Resolution Amending Salary Resolution

3.7 Downtown Incentive Grant Applications: Acquisition Assistance Grant in the amount of \$340.00 and Interior Grant in the amount of \$7,500.00 for Milestones Group at 201 East Main Street; Facade Grant in the amount of \$7,500.00 for Heims Awards at 121 East Main Street

3.8 R-051-2023 Resolution Approving Final Plat of Wendling Subdivision

3.9 Approve payment of claims totaling \$19,248.25 to Fehr Graham for engineering services

3.10 Approve payment of claims totaling \$7,003.50 to Burrington Group for engineering services

3.11 R-052-2023 Street Lighting Resolution

3.12 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	CAMP/PARK STAFF SHIRTS	845.79
ACCENT LASER INC	TONER CARTRIDGES	109.95
ACCESS SYSTEMS LEASING INC	COPIER MAINT AGREEMENT	550.02
ACE CONCRETE	EAST MAIN BIKE TRAIL	13,418.50
AFLAC	PAYROLL WITHHOLDINGS	1,313.42
ALIGN ARCHITECTURE & PLANNING	SHELLY PARK DESIGN	1,455.70
ALLIANT ENERGY	ELECTRICITY	3,320.89

AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	969.70
ANDERSON WELDING	OXYGEN EXCHANGE TANK	40.20
AUDITOR OF STATE OF IOWA	AUDIT FILING FEES	1,250.00
AVEY GROUWS BAND	MUSIC ON THE MAQUOKETA	2,000.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,135.90
BARD MATERIALS INC	DEV AGREEMENT, CONCRETE	13,540.73
BARRON MOTORS	VEHICLE MAINT SUPPLIES	122.26
BASE	SELF INSURANCE PLAN	108.00
BDH LLC	DEV AGREEMENT PAYMENT	2,884.43
BLACK HILLS ENERGY	HEATING FUEL	3,975.03
BSN SPORTS	POOL SUPPLIES	145.18
CARRICO AQUATIC RESOURCES INC	POOL CHEMICALS	3,400.00
CHATEAU DIVING & FITNESS	LIFEGUARD CLASS	270.00
CITY LAUNDERING	BUILDING & GROUNDS	202.67
CITY OF MANCHESTER FLEX	PAYROLL WITHHOLDINGS	1,897.50
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	109.46
COLLECTION SERVICE CENTER	CHILD SUPPORT	347.06
COMMUNITY SAVINGS BANK	DEV AGREEMENT PAYMENT	21,002.76
CONRAD CONSTRUCTION	TREE STUMP REMOVAL	180.00
CREDIT BUREAU SERVICES	COLLECTION SERVICES	92.13
D & B REPAIR	JD LOADER PINS	27.00
DON & WALT LLC	REPAIRS/MAINTENANCE	1,165.28
EASTERN IA EXCAVATING & CONCRETE	PAY #2 SHELLY PARK; POOL WALKWAY	94,281.48
EASTERN IA PUMPING	DEV AGREEMENT PAYMENTS	9,981.34
EBSCO	LIBRARY DATABASE	7,462.65
ECIA	GRANT MATCH; GRANT ADMIN	10,723.81
EDGEWOOD OIL	DIESEL EXHAUST FLUID	405.50
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	45,885.78
FAREWAY STORES INC	SUPPLIES	1,494.54
FASTENAL COMPANY	PARK GLOVES	112.99
FEHR GRAHAM	ENGINEERING FEES	13,710.75
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	820.00
HAUSERS WATER SYSTEMS	WATER CHEMICALS	20.00
HAWKINS INC	CHLORINE	912.40
HERITAGE PRINTING	PAPER, LETTERHEAD	675.06
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	10,879.51
IA LAW ENFORCEMENT ACADEMY	DISPATCH TRAINING	750.00
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
INFRASTRUCTURE TECHNOLOGY	FD VPN REMOTE SOFTWARE	315.00
IPERS	PAYROLL WITHHOLDINGS	28,648.73
JILL NESTEBY	MILEAGE REIMB	335.36
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	571.25
KAMMILLER TREE SERVICE LLC	TREE REMOVALS	600.00
KEVIN HEIMS CONSTRUCTION	COMPLEX REPAIRS (WINDSTORM)	6,050.00
KEYSTONE LABORATORIES	E COLI TESTING	13.25
K-LOG	LIBRARY FURNITURE	9,545.77
KLUESNER FLOORING	WATER BUILDING FLOORING	423.21
KMCH/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	1,018.00
LAWSON PRODUCTS	STREET SUPPLIES	107.89

LIBRARY IDEAS LLC	LIBRARY MATERIALS	514.32
LUCAS HOLDINGS LLC	DEV AGREEMENT PAYMENT	7,853.22
LYNCH DALLAS PC	LEGAL FEES	1,190.50
MANCHESTER AREA CHAMBER	LIBRARY PRIZES	75.00
MANCHESTER SIGNS	TRUCK LOGO	87.50
MARK FINK	EAST END TRAIL	118.92
MASTERPIECE CLEANING	CLEANING	1,760.00
MEDIACOM	PHONE/INTERNET	194.90
MELODY VOELKER	REFUND SWIM LESSON	40.00
MES FIRE	FIRE UNIFORMS; WRENCH	12,582.13
MIDWEST PATCH/HI-VIZ	HANDICAP SIGNS	2,034.50
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	649.84
MIDWEST WHEEL COMPANIES	FIRE: FENDER	84.99
MIKE RYAN	REIMB FIRE TRAINING SUPPLIES	84.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	1,864.08
MUNICIPAL SUPPLY INC	METER REPAIRS	1,125.00
NORBY DEVELOPMENT LLC	DEV AGREEMENT PAYMENT	22,372.07
NORTHERN LIGHTS DISTRIBUTING, INC	POOL & COMPLEX CONCESSIONS	5,386.22
OELWEIN PUBLISHING	TOURISM AD	195.00
ON TARGET	AMMUNITION	779.69
PALMER HARDWARE INC	SUPPLIES	1,481.79
PEPSI COLA BOTTLING CO	POOL & COMPLEX CONCESSIONS	1,934.30
PETERS & LONGMUIR	LEGAL FEES	880.00
PITNEY BOWES	POSTAGE	1,210.67
POSY PLACE	MEMORIAL R-145-2022	75.00
PRICE ELECTRIC	TIRRILL PARK FOUNTAIN	1,320.00
RED RIVER SOFTWARE	AIRPORT SOFTWARE	4,034.00
RICHARD MCCRABB	MOW CITY PROPERTY	280.00
RIVER CITY STONE INC	ROAD ROCK	1,250.28
ROUTE 3 PRESS	LIBRARY MATERIALS	9.00
ROYAL OAKS DEVELOPMENT CORP	DEV AGREEMENT PAYMENT	6,372.79
SCHMITZ JANITORIAL SUPPLY	PARK CUSTODIAL SUPPLIES	749.90
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	1,126.26
SIMMERING CORY	CITY CODE UPDATE	1,183.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT AGREEMENT	229.54
STOREY KENWORTHY	SUPPLIES	60.36
SUNSHINE BOY WINDOW CLEANING	WINDOW MAINTENANCE	125.00
SUPREME GREEN INC	MOWING	5,099.59
TECHNICOM	PHONE MAINTENANCE	72.00
THREE RIVERS FS	VEHICLE FUEL	7,988.97
TIM HEIMS	REIMB COMPLEX SUPPLIES	180.25
TRUCK COUNTRY OF IOWA	FIRE VEHICLE MAINT	124.18
USA BLUE BOOK	CHEMICALS	2,048.34
USPS	POSTAGE	953.61
VERIZON WIRELESS	POLICE MOBILE DATA	280.23
VOYA	PAYROLL WITHHOLDINGS	4,164.00
WAVERLY NEWSPAPERS	TOURISM AD	315.00
WEIKERT CONTRACTING	PAINT BEADS	1,300.00
WELLMARK	HEALTH/DENTAL INSURANCE	5,909.30

WHITE CAP LP	CONCRETE CURE	141.26
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WINDSTREAM	PHONE/INTERNET	1,114.43
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	860.62
TOTAL		433,794.38
	Fund	Amount
	001 - GENERAL	153,313.29
	003 - HOTEL/MOTEL TAX	2,510.00
	110 - ROAD USE TAX	17,260.03
	112 - EMPLOYEE BENEFITS	108.00
	125 - TAX INCREMENT FINANCING	78,956.91
	161 - ACQUISITION/DEMOLITION	8,000.00
	168 - PARK GIFT & TRUST	870.25
	169 - LORA STEWART TRUST	163.87
	171 - LIBRARY GIFT & TRUST	7,648.78
	307 - WHITEWATER/RIVERFRONT PARK	73,043.28
	308 - BIKEWAY/WALKWAY PROJECTS	44,552.26
	324 - STREET PROJECTS	13,710.75
	600 - WATER	20,692.88
	610 - SEWER	12,964.08
	Total	433,794.38

Public Hearing on Proposed Amendment to the Manchester Urban Renewal Area

Mayor Behnken opened the Public Hearing on the proposed amendment to the Manchester Urban Renewal Area at 5:09pm. City Clerk Learn explained the urban renewal amendment would allow the City to utilize tax increment financing to provide assistance to SAIF Investments for the construction of a new commercial building for a Family Dollar/Dollar Tree retail store. There being no comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:10pm.

Motion by Poynor, seconded by Bradley to adopt R-053-2023 Resolution to Approve Urban Renewal Plan Amendment for the Manchester Urban Renewal Area. On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Motion by Scherbring, seconded by Schmitt to adopt R-054-2023 Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with SAIF Investments, LLC, Including Annual Appropriation Tax Increment Payments. On call of roll: Ayes: Scherbring, Schmitt, Sherman, Poynor, Bradley. Nays: None. Motion carried.

Request by Manchester Gospel Hall for Short Term Use/Rental of City Lot

Rachel Entsminger, representing the Manchester Gospel Hall, addressed the Council stating that they had found another location for their event this year but would like to possibly consider this location in the future. Ms. Entsminger thanked the Council for their consideration.

Water Department Truck Body Quotes

Water Superintendent Chad Wulfekuhle reviewed two alternatives and the estimates for each for the truck body for the new water department truck with the Council. Wulfekuhle noted the truck body had been included in the budget for the upcoming fiscal year and the lead time is 30-32 weeks.

Motion by Schmitt, seconded by Sherman to approve the quote from Future Line Truck Bodies in the amount of \$23,332.66 for an Aluminum KUV Body. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Change Order #10 – 2022 East Main Street Improvement Project

Sam Ertl, Fehr Graham, reviewed the proposed change order with the Council which will allow for the grinding of areas impacted by the concrete scaling at no cost to the City with the work being covered under the two year maintenance bond.

Motion by Poynor, seconded by Bradley to adopt R-055-2023 Resolution Approving Change Order #10 (2022 East Main Street Improvement Project). On call of roll: Ayes: Poynor, Bradley, Sherman, Scherbring, Schmitt. Nays: None. Motion carried.

Construction Project Updates

Sam Ertl, Fehr Graham, and Randy Rattenborg, 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 5:45pm. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk