

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, October 9, 2023

Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

Mayor Behnken welcomed East Buchanan students: Alyson Krum, Kialynn West and Lynette Lindsay.

Roll call of members present: Mary Ann Poynor, Bill Scherbring, Linda Schmitt, Tania Bradley, Dean Sherman (arrived at 5:03pm). Absent: None.

City Manager Vick asked that the Development Agreement Financing agenda item be moved to follow the Public Hearing, prior to consideration of Resolution R-089-2023. Motion by Schmitt, seconded by Bradley to approve the agenda as amended. On call of roll: Ayes: Schmitt, Bradley, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

Council Member Sherman arrived at 5:03pm.

Jay Schmitt, 750 Ridgewood Drive, addressed the Council expressing his support for cleaning up nuisance properties, concerns on media coverage for the upcoming election, and informing the Council he was assisting Joe Dittrick with his election campaign.

Consent Agenda

- 3.1 Approval of the minutes of the September 25, 2023 Regular City Council meeting and the October 2, 2023 Committee of the Whole meeting
- 3.2 R-086-2023 Resolution Approving Bills
- 3.3 Acknowledge Receipt of City Reports & Minutes: the September 2023 Wastewater IDNR Reports
- 3.4 Liquor License Applications: Renewal Application for On Premise Class C Retail Alcohol License for the Delaware County Fair Society at 200-400 East Acres Street; Renewal Application for On Premise Special Class C Retail Alcohol License for Franklin Street Brewing Company at 116 South Franklin Street
- 3.5 R-087-2023 Resolution Amending Salary Resolution
- 3.6 Approval of temporary street closure as requested by the Manchester Area Chamber of Commerce for the December 7, 2023 Window Walk & Static Christmas Parade Event
- 3.7 Acknowledge receipt of unpaid nuisance mowing fees and approve the certification to the Delaware County Treasurer for collection on property taxes
- 3.8 R-088-2023 Resolution Accepting the Shelly Park Renovation Project
- 3.9 Approve Pay Estimate #4 (Final Retainage) in the amount of \$18,984.07 to Eastern Iowa Excavating & Concrete for the Shelly Park Renovation Project
- 3.10 Approval of the Consent Agenda

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

Bills approved for payment:

Vendor	Description	Amount
5K SPORTS & MORE	PROGRAM SUPPLIES	646.64
ACCESS SYSTEMS LEASING INC	COPIER/NETWORK MAINT AGREEMENT	446.99
AFLAC	PAYROLL WITHHOLDINGS	708.73

ALISON HEGLAND	REIMB MILEAGE	70.74
AMAZON BUSINESS	SUPPLIES	567.80
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	748.78
BARD MATERIALS INC	CONCRETE	1,344.00
BARRON MOTOR INC	EXPANSION JOINT ADHESIVE	43.12
BASE	HSA ADMINISTRATION	108.00
BILL SCHERBRING	MILEAGE REIMBURSEMENT	61.57
BSN SPORTS	STRIPING MACHINE	275.99
CEDAR & SALT MARKETING CO	MARKETING/WEBSITE	2,500.00
CITY OF MANCHESTER	COMPLEX WATER	491.20
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
COMELEC SERVICES, INC	SHOP INTERNET	103.00
CONNIE BEHNKEN	MILEAGE REIMBURSEMENT	184.71
DENNIS J CONRAD	FD MAINTENANCE	375.00
DON & WALT LLC	BUILDING MAINTENANCE	826.56
DOUG FOLEY	MILEAGE REIMBURSEMENT	80.56
DUBUQUE FIRE EQUIPMENT INC	FD EXTINGUISHER REFILL	71.50
EDGEWOOD AUTO & TIRE LLC	REPAIR	328.26
EFTPS FED FICA MEDICARE	PAYROLL WITHHOLDINGS	22,336.80
ERIN LEARN	MILEAGE REIMBURSEMENT	146.46
FAREWAY STORES INC	SUPPLIES	558.12
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	410.00
HERITAGE PRINTING INC	OFFICE SUPPLIES	143.75
HILLSIDE MANUFACTURING INC	POWDERCOAT	165.00
IA DEPT OF REVENUE	SALES/PAYROLL TAXES	8,851.28
IA ONE CALL	LOCATES	93.60
IA WATER ENVIRONMENT ASSOC	CONFERENCE REGISTRATION	80.00
IPERS	PAYROLL WITHHOLDINGS	14,360.90
J & R SUPPLY INC	SUPPLIES	25.00
JENNIFER ZITELMAN	VB COORDINATOR	300.00
JORDAN HOEPPNER	MILEAGE REIMBURSEMENT	167.68
KAY PARK REC	MEMORIAL BENCH	4,073.60
KMCH INC	RADIO ANNOUNCEMENTS	1,243.00
LINDA SCHMITT	MILEAGE REIMBURSEMENT	61.57
MAQUOKETA RIVER WMA	EAST MAIN STORM WATER PROJECT	2,000.00
MASTERPIECE CLEANING	CUSTODIAL	800.00
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	718.77
MILESTONES GROUP	DOWNTOWN INCENTIVE	7,500.00
MISSIONSQUARE	PAYROLL WITHHOLDINGS	942.74
MUNICIPAL SUPPLY INC	METERS	4,725.00
NAPA AUTO PARTS	SUPPLIES	690.52
OPENING SPECIALISTS INC	DOOR REPLACEMENT	12,293.00
OPG-3 INC	LASERFICHE ANNUAL FEE	3,100.00
PALMER HARDWARE INC	SUPPLIES	845.77
PETERS & LONGMUIR PLC	LEGAL FEES	2,661.95
PIRC TOBIN CONSTRUCTION INC	PAY ESTIMATE #12: FINAL RETAINAGE	101,170.60
PITNEY BOWES	LIBRARY POSTAGE METER LEASE	148.29
PRICE ELECTRIC INC	HOLIDAY LIGHTS	704.00

RADIO COMMUNICATIONS INC	FD RADIOS, CHARGERS	830.60
RELIANT FIRE APPARATUS INC	FD TANKER	398,653.00
RICHARD MCCRABB	MOW E MAIN SHOP SITE	210.00
RIVER CITY STONE INC	ROCK/STONE	1,132.88
SARAH TAYLOR MARKETING	IMFOA TAGS	8.95
SCHERRMAN'S IMPLEMENT INC	VEHICLE MAINT SUPPLIES	179.00
SCHMITZ JANITORIAL SUPPLY	CUSTODIAL SUPPLIES	430.20
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINT	164.40
SUPREME GREEN INC	MOWING	5091.58
TECHNICOM	NEC SOFTWARE	390.43
TERMINAL SUPPLY CO	SHOP SUPPLIES	333.19
THREE RIVERS FS	VEHICLE FUEL	5,851.97
TIMOTHY J VICK	MILEAGE REIMBURSEMENT	123.14
TYLER TECHNOLOGIES	RECEIPT PAPER	223.30
UPS	SHIPPING	62.05
USPS	UTILITY BILLING POSTAGE	1,003.20
WHITE CAP LP	POOL CAULK	126.90
WIN TECHNOLOGY	PHONE/INTERNET	275.00
WOODWARD COMMUNICATIONS INC	PUBLICATION EXPENSE	520.00
		617,314.63
	Fund Summary	
	Fund	Amount
	001 - GENERAL	67,087.00
	003 - HOTEL/MOTEL TAX	2,500.00
	015 - FIRE TRUCK RESERVE	398,653.00
	047 - HOLIDAY DECORATIONS	869.00
	110 - ROAD USE TAX	10,872.40
	112 - EMPLOYEE BENEFITS	108.00
	168 - PARK GIFT & TRUST	4,521.49
	169 - LORA STEWART TRUST	16.53
	171 - LIBRARY GIFT & TRUST	242.42
	302 - DOWNTOWN/COMMERCIAL INCENTIVE	7,500.00
	307 - WHITEWATER/RIVERFRONT PARK	459.60
	310 - STORM WATER/WQI PROJECTS	2,000.00
	324 - STREET PROJECTS	101,170.60
	600 - WATER	11,962.58
	610 - SEWER	9,352.01
	TOTAL	617,314.63

Public Hearing on Proposed Development Agreement with Eastern Iowa Pumping, Inc

Mayor Behnken opened the Public Hearing at 5:12pm. City Manager Vick reviewed the development agreement with Eastern Iowa Pumping for the development of the Westside Estate Subdivision and the construction of three duplexes.

Ron Mortenson, 804 North Franklin Street, asked about the cost share on the water, sewer and streets in the subdivision and if the City did any cost analysis on development agreements. City Manager Vick explained the development agreement provides for a forgivable loan and grant to reimburse the

developer for the construction of certain public infrastructure improvements. Vick further explained that the City works with our financial advisor, Speer Financial, and bonding attorney, Dorsey & Whitney, in reviewing proposed projects to determine the feasibility of projects.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:19pm.

Development Agreement Financing - Maggie Burger, Speer Financial

Maggie Burger, Speer Financial, provided the Council with a handout and reviewed the proposed financing for the project. Burger noted the bond issue would be split because a portion of it is taxable, and that the bond would be repaid by sewer revenues and debt service.

The Council discussed with Burger the anticipated interest rate, the impact to property taxes, the repayment schedule and the cost savings by working with a local bank.

R-089-2023 Resolution Approving Development Agreement with Eastern Iowa Pumping, Inc.

Motion by Scherbring, seconded by Bradley to adopt R-089-2023 Resolution Approving Development Agreement with Eastern Iowa Pumping, Inc. On call of roll: Ayes: Scherbring, Bradley, Sherman, Poynor, Schmitt. Nays: None. Motion carried.

TIF Report Presentation - Maggie Burger, Speer Financial

Maggie Burger, Speer Financial, reviewed and discussed the annual update to the Tax Increment Financing (TIF) Report with the Council.

Nuisance Property Updates

Mayor Behnken referred the Council to the nuisance property update from Building Inspector Tim Heims included with the council packet. City Attorney RJ Longmuir updated the Council on the status of the properties his office is working on. The Council discussed the nuisance properties.

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 6:10pm. On call of roll: Ayes: Schmitt, Sherman, Poynor, Scherbring, Bradley. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk

