

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, June 10, 2024

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

Roll call of members present: Bill Scherbring, Mary Ann Poynor, Joe Dittrick, Bryan Gray, Linda Schmitt.
Absent: None.

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

Public Input

Tirzah Wedewer, 2328 Jefferson Road, provided the Council with a handout on airport usage and discussed the importance of the airport.

Consent Agenda

3.1 Approval of the minutes of the May 28, 2024 Regular City Council meeting and the June 3, 2024 Committee of the Whole meeting

3.2 R-066-2024 Resolution Approving Bills

3.3 Liquor License Applications: Approval of New Application for On Premise Class C Retail Alcohol License for Dolce Vita at 100 East Main Street

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

3.5 Approval of the following Committee Appointments as recommended by Mayor Behnken: Josh Goranson to the Board of Adjustment (5 year term); Tadd Moormann to the Library Board of Trustees (6 year term); Anita Palmer to the Library Board of Trustees (6 year term); Diane Hammell to the Library Board of Trustees (6 year term); Mike Wessels to the Parks & Recreation Commission (3 year term); Tim Egemo to the Parks & Recreation Commission (3 year term)

3.6 Ordinance 010-2024 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Chapter 129 Adult Entertainment, third consideration and final adoption

3.7 Motion to change the start time to 4:00pm for the July 8, 2024 City Council meeting due to the Delaware County Fair Parade

3.8 R-067-2024 Resolution Setting the Salaries for Appointed Officers and Employees of the City of Manchester, Iowa for the Fiscal Year beginning July 1, 2024

3.9 Approve payment of claims totaling \$21,286.50 to Fehr Graham for engineering services

3.10 Approval of the Consent Agenda

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

Bills approved for payment

Vendor	Description	Amount
5K SPORTS	KIDS & CRITTERS SUPPLIES	235.00

ACCENT LASER	PD TONER	784.55
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	2,577.57
AFLAC	PAYROLL WITHHOLDINGS	708.73
ALA/BOOKLIST	2024 SUBSCRIPTION	99.00
ALL SECURE	ALARM FEES	1,135.00
ALLIANT ENERGY	ELECTRICITY	3,564.00
AMAZON BUSINESS	SUPPLIES	3,575.14
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	366.27
BAD BOYS BARBECUE	RETIREMENT OPEN HOUSE	2,200.00
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	1,157.28
BARD MATERIALS	STREET PATCH	9,321.13
BASE	SELF INSURANCE/HRA ADMIN	108.00
BDH LLC	DEVELOPMENT AGREEMENT	2,928.09
BLANK PARK ZOO	LIBRARY PROGRAM	200.00
BOB STEPHEN MOTORS	SPARE KEY	46.16
BOBCAT OF DUBUQUE	SNOWBLOWER ATTACHMENT	7,073.47
BR DEVELOPMENT	DEVELOPMENT AGREEMENT	27,207.80
BREHME DRUG	FIRST AID SUPPLIES	15.29
BULL MOOSE HEAVY HAUL	DEVELOPMENT AGREEMENT	5,454.96
CAKES BY KIM	RETIREMENT OPEN HOUSE	303.00
CARRICO AQUATIC RESOURCE	POOL SUPPLIES, CHEMICALS	3,927.91
CHARLIE CHAPMAN	MUSIC ON THE MAQUOKETA	400.00
CHEMSEARCH	SUPPLIES	708.39
CITY OF MANCHESTER-CHRISTMAS CLUB	PAYROLL WITHHOLDINGS	290.00
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	1,040.87
COLIBRI SYSTEMS	LIBRARY BOOK COVERS	2,649.58
COLLECTION SERVICE CENTER	PAYROLL WITHHOLDINGS	404.29
COMELEC SERVICES	SHOP INTERNET	103.00
COMMUNITY SAVINGS BANK	DEVELOPMENT AGREEMENT	21,320.67
DAKOTA SUPPLY GROUP	PROJECT SUPPLIES	2,067.00
DEL CO SOLID WASTE	LANDFILL CHARGES	1,035.20
DEL CO TREASURER	108 GAY STREET PROPERTY TAXES	1,253.00
DELHI LUMBER	LILY PAD REPAIR	79.08
DEMCO	LIBRARY MATERIALS	1,410.94
DON & WALT	BUILDING MAINTENANCE	61.50
DON BOYLE	MUSIC ON THE MAQUOKETA	300.00
DORSEY & WHITNEY	LEGAL FEES	17,773.00
EASTERN IA PUMPING	DEVELOPMENT AGREEMENT	19,323.17
EBSCO	LIBRARY SUBSCRIPTION	7,725.00
EDGEWOOD OIL	SUPPLIES	2,645.60
EFTPS	PAYROLL WITHHOLDINGS	19,501.48
ENGINEERED EQUIPMENT SOLUTIONS	SEAL KIT	517.00
FAREWAY STORES	SUPPLIES, CONCESSIONS	5,443.06
FASTENAL	SUPPLIES	656.05
FELD FIRE	EXHAUST FANS	7,896.00
FREEDOM HYDRAULICS	JET VAC REPAIR	257.13
GATEWAY APPLIANCE	POOL FREEZER GASKET	180.16
GEORGEN AUTO	VEHICLE MAINTENANCE	154.71

HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HEIMS AWARDS	NAME PLATE	15.00
HERITAGE PRINTING	NOTARY STAMP, PAPER	240.14
IA DEPT OF INSPECTIONS & APPEALS	BOILER INSPECTIONS	675.00
IA DEPT OF REVENUE	SALES TAXES	2,941.50
IA LEAGUE OF CITIES	DUES: MAYOR ASSOCIATION	30.00
IA ONE CALL	LOCATES	95.80
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	3,878.20
IPERS	PAYROLL WITHHOLDINGS	12,621.71
JOHN DEERE FINANCIAL	SUPPLIES	664.04
JOHN KEPPLER	TREE REMOVALS	3,300.00
JONATHAN MAY	LIBRARY: MAGIC SHOW	280.00
J'S AUTO	VEHICLE REPAIR	285.56
K PAYNE CONSTRUCTION	POOL MAINTENANCE	1,573.00
KIEFER SWIM PRODUCTS	UNIFORMS	1,660.56
KILBURG EQUIPMENT	JET VAC CONTROLS	305.92
KLUESNER CONSTRUCTION	STREET MAINTENANCE	18,079.25
KLUESNER FLOORING	LIBRARY MEETING ROOM	5,285.80
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	26,793.19
KMCH	MARKETING	1,018.00
L2 BRANDS	UNIFORM SUPPLIES	458.13
LAHR REPAIR	TRUCK REPAIR	6,237.44
LIBRARY IDEAS	LIBRARY MATERIALS	534.56
LINDA SLOBODNIK	FLOWER WATERING	20.00
LL PELLING CO	STREET MAINTENANCE	603.75
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT	7,972.09
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	23.39
MANCHESTER SIGNS	SIGNS	550.50
MANCHESTER TRUCK CENTER	SWEEPER MAINTENANCE	145.48
MAQUOKETA VALLEY ELECTRIC	STREET LIGHTING	153.06
MARTIN EQUIPMENT	BACKHOE FENDER	202.95
MASTERPIECE CLEANING	CLEANING	1,600.00
MELISSA LINDSAY	TESTING	200.00
MES FIRE MUNICIPAL EMERGENCY SERVICES	FIREFIGHTING FOAM	1,100.00
MICHAEL HARTZ	MUSIC ON THE MAQUOKETA	300.00
MICROBAC LABS	LAB TESTS	216.00
MID IOWA PETROLEUM	FUEL PUMP PARTS	154.50
MIDWEST OVERHEAD CRANE	WIRE CABLE	51.50
MIDWEST TAPE/HOOPLA	SUBSCRIPTION	688.01
MIKE RYAN	REIMB BANNER	412.06
MISSIONSQUARE	PAYROLL WITHHOLDINGS	952.18
MOMENTUM SCREEN PRINTS	MUNICIPAL BAND	1,129.00
MUNICIPAL SUPPLY	WELL 7 SUPPLIES	2,427.41
MYERS COX CO	CONCESSION SUPPLIES	6,674.15
NAPA AUTO PARTS	SUPPLIES	323.46
NATIONAL MISSISSIPPI RIVER MUSEUM	LIBRARY PROGRAM	279.00
NAT'L REC & PARK ASSOCIATION	MEMBERSHIP DUES	180.00
NORBY DEVELOPMENT	DEVELOPMENT AGREEMENT	22,710.70

OELWEIN PUBLISHING	TOURISM AD	195.00
OPENING SPECIALISTS	DOOR REPAIRS	230.13
OVERDRIVE	LIBRARY MATERIALS	407.91
PALMER HARDWARE	SUPPLIES	3,773.05
PEPSI COLA BOTTLING	CONCESSION SUPPLIES	4,357.89
PETERS & LONGMUIR	LEGAL FEES	1,135.00
PITNEY BOWES	POSTAGE METER SUPPLIES	455.70
PRICE ELECTRIC	BUILDING MAINTENANCE	3,596.65
REGIONAL MEDICAL CENTER	PHYSICAL	73.00
RICHARD MCCRABB	MOWING	420.00
RIVER CITY STONE	ALLEY MATERIAL	415.24
ROB CARNAHAN	MUSIC ON THE MAQUOKETA	300.00
ROYAL OAKS DEVELOPMENT	DEVELOPMENT AGREEMENT	9,140.58
SARAH TAYLOR MARKETING	SOCIAL MEDIA	699.00
SCHMITZ JANITORIAL SUPPLY	PARK CLEANING SUPPLIES	155.65
SCHOLASTIC	LIBRARY MATERIALS	629.54
SIMMONS PERRINE MOYER	LEGAL FEES	4,306.00
SLM LAWN MOWING	MOWING CONTRACT	5,524.17
SMALL ANIMAL CLINIC	CANINE CARE	80.00
SOLUTIONS MANAGEMENT GROUP	PRINTER MAINTENANCE	164.40
STATE CHEMICAL SOLUTIONS	DEGREASER	326.20
SUNSHINE BOY	MAINTENANCE	125.00
SUPREME GREEN	LIBRARY MOWING	222.56
TECHNICOM	PD PHONES	120.00
TERMINAL SUPPLY CO	SHOP SUPPLIES	254.49
THREE RIVERS FS	VEHICLE FUEL	5,964.09
TYLER TECHNOLOGIES	METER CONVERSION	120.00
USA BLUE BOOK	FLUORIDE REAGENT	2,623.54
USPS	POSTAGE	1,338.19
VERIZON WIRELESS	PD MOBILE DATA	280.11
VOYA	PAYROLL WITHHOLDINGS	2,482.00
WATERLOO TENT & TARP	SHELLY PARK SHELTER	3,445.00
WELLMARK	HEALTH/DENTAL INSURANCE	2,403.30
WELTER STORAGE EQUIPMENT	COUNCIL TABLES & CHAIRS	7,244.40
WERTJES UNIFORMS	UNIFORMS	570.60
WINDSTREAM	PHONE/INTERNET	553.74
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	965.38
	TOTAL	389,343.73
	Fund	Amount
	001 - GENERAL	177,742.78
	003 - HOTEL/MOTEL TAX	3,773.06
	047 - HOLIDAY DECORATIONS	350.00
	110 - ROAD USE TAX	16,296.16
	112 - EMPLOYEE BENEFITS	108.00
	125 - TAX INCREMENT FINANCING	124,676.87
	161 - ACQUISITION/DEMOLITION	1,393.00
	171 - LIBRARY GIFT & TRUST	10,216.47

	180 - POLICE CANINE	80.00
	307 - WHITEWATER/RIVERFRONT	3,595.00
	308 - BIKEWAY/WALKWAY PROJECTS	7,073.47
	309 - STREET IMPROVEMENT	18,061.60
	324 - STREET PROJECTS	5,029.65
	600 - WATER	14,470.09
	610 - SEWER	6,477.58
	Grand Total	389,343.73

Public Hearing on the proposed five year lease agreement with Comelec Internet LLC for space on the City's water towers for internet equipment

Mayor Behnken opened the Public Hearing at 5:10pm. City Manager Vick reviewed the lease agreement with the Council. There being no comments to be heard and no written comments on file. Mayor Behnken closed the Public Hearing at 5:12pm.

Motion by Poynor, seconded by Gray to adopt R-068-2024 Resolution Approving Communications Site Lease Agreement with Comelec Internet LLC. On call of roll: Ayes: Poynor, Gray, Scherbring, Dittrick, Schmitt. Nays: None. Motion carried.

Public Hearing on the Proposed Plans, Specifications and Form of Contract and Estimated Costs for the Commerce Court Project

Mayor Behnken opened the Public Hearing at 5:12pm. Jason Wenger, Burrington Group, reviewed the plans for the Commerce Court Project. There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:16pm.

Motion by Dittrick, seconded by Gray to adopt R-069-2024 Resolution Approving and Confirming Plans, Specifications, Form of Contract & Estimate of Cost for the Commerce Court Project. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Schmitt. Nays: None. Motion carried.

West Brook Development Incentives

City Manager Vick reviewed the proposed development incentives for the next phase of Wes Schulte's development at West Brook. The incentives proposed are a ten year 85% tax rebate and a ten year \$25,000 loan from the City's economic development revolving loan fund. Following discussion, motion by Scherbring, seconded by Poynor to proceed with the proposed incentives and have the bonding attorney draft the required paperwork. On call of roll: Ayes: Scherbring, Poynor, Dittrick. Nays: Schmitt, Gray. Motion carried.

108 Gay Street Request for Proposal (RFP) Form Approval

Motion by Dittrick, seconded by Schmitt to approve the Request for Proposal for the property at 108 Gay Street. On call of roll: Dittrick, Schmitt, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Proposed East Main Street Overlay Project

The Council reviewed the proposal from River City Paving to mill and overlay East Main Street from Bailey Drive to Madison Street. Discussion was held on funding, timeframe and scope of the project. Motion by Dittrick, seconded by Poynor to approve the quote from River City Paving to resurface East Main Street. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Grand Avenue Extension Project

Motion by Dittrick, seconded by Scherbring to approve Pay Estimate #2 in the amount of \$287,916.69 to Pirc-Tobin Construction for the Grand Avenue Extension Project. On call of roll: Ayes: Dittrick, Scherbring, Poynor. Nays: Schmitt, Gray. Motion carried.

2024 East Main Street Improvements Project

Motion by Scherbring, seconded by Schmitt to approve Pay Estimate #3 in the amount of \$306,558.10 to Top Grade Excavating for the 2024 East Main Street Improvements Project. On call of roll: Ayes: Scherbring, Schmitt, Dittrick, Poynor. Nays: None. Abstentions: Gray. Motion carried.

Nuisance Property Updates

The Council reviewed nuisance updated from the City Attorney and Building Inspector.

Fireworks Ordinance

City Manager Vick reviewed the fireworks ordinance with the Council, noting the restrictions on discharging fireworks in town.

Construction Project Updates

Jason Wenger, Burrington Group, and Sam Ertl, Fehr Graham, updated the Council on construction projects.

Reports

City Council and staff reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 5:48pm. On call of roll: Ayes: Scherbring, Dittrick, Schmitt, Gray, Poynor. Nays: None. Motion carried.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk