Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, January 12, 2026
Video recordings of City Council meetings are available at
https://www.youtube.com/@cityofmanchesteriowa9648

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

ROLL CALL
Council Members Present: Mary Ann Poynor, Bill Scherbring, Diane Hammell, Bryan Gray. Absent: Joe Dittrick.

APPROVAL OF THE AGENDA
City Clerk Learn informed the Council that Consent Agenda Item 3.5 had an error and that the appointment of Doug Hawker to the Forestry Improvement Committee should be removed. Motion by Poynor, seconded by Hammell to approve the agenda as amended as outlined above. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring. Nays: None. Motion carried.

PUBLIC INPUT
None.

CONSENT AGENDA
3.1 Approval of the minutes of the December 8, 2025 City Council Meeting
3.2 R-001-2026 Resolution Approving Bills
3.3 Acknowledge Receipt of City Reports & Minutes: minutes of the December 11, 2025 Library Board meeting; minutes of the December 11, 2025 Planning & Zoning Commission meeting; minutes of the December 15, 2025 Parks & Recreation Commission meeting
3.4 Approval of the designation of The Manchester Press as the official newspaper and KMCH-FM as the official radio station for the City of Manchester for 2026
3.5 Approval of the following appointments: Eric Bailey to the Forestry Improvement Committee; ~~Doug Hawker to the Forestry Improvement Committee~~; Ryan Hauser to the Planning & Zoning Commission; Autumn Domeyer to the Planning & Zoning Commission
3.6 R-002-2026 Resolution Amending Salary Resolution
3.7 R-003-2026 Resolution Approving Preliminary Plat for Oakview Estates Phase 2
3.8 Approve payment of claim totaling $8,215.00 to Kirkham Michael for engineering services for the Marion Street Bridge Rehabilitation Project
3.9 Downtown Incentive Grant Applications: Facade Grant (front facade) in an amount not to exceed $7,500.00; Facade Grant (rear facade) in an amount not to exceed $7,500.00; Interior Grant in an amount not to exceed $7,500.00; Second Story Loan in the amount of $10,000.00
3.10 Approve payment of claims totaling $20,973.88 to Fehr Graham for engineering services
3.11 Approve payment of claim totaling $12,250.00 to Burrington Group for engineering services for the Grand Avenue Trail Extension Project
3.12 R-004-2026 Resolution Approving Officer Reimbursement Agreements
Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Motion by Scherbring, seconded by Gray to approve the Consent Agenda. On call of roll: Ayes: Scherbring, Gray, Hammell, Poynor. Nays: None. Motion carried.

Bills approved for payment:

Vendor	Description	Amount
ABBE CENTER	REFUND OVERPAYMENT P3754	32.50
ACCESS SYSTEMS	COPIER MAINT AGREEMENT	915.58
ALL SECURE	FIRE ALARM MONITORING	360.00
ALLIANT ENERGY	ELECTRICITY	23,340.41

AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	4,441.52
AMERICAN TEST CENTER	FIRE TRUCK TESTING	610.00
ANDERSON WELDING	REPAIRS	468.68
ARBOR DAY FOUNDATION	ANNUAL MEMBERSHIP	15.00
ARMOR EQUIPMENT	SWEEPER PARTS	156.96
ARNOLD MOTOR SUPPLY	PARTS	1,696.54
AT&T	LIBRARY HOT SPOTS	50.15
AXON ENTERPRISE	POLICE EQUIPMENT	195.00
BARD MATERIALS	ROCK SUPPLIES	787.54
BASE	SELF INSURANCE/HRA ADMINISTRATION	918.00
BLACK HILLS ENERGY	NATURAL GAS	2,054.54
BOB STEPHEN MOTORS	SWITCH	95.47
BOOKLIST	ANNUAL SUBSCRIPTION	98.99
BSN SPORTS	VOLLEYBALLS	228.96
CHEESIN WHEY	RECEPTION	700.00
CHILDREN'S PLUS	LIBRARY MATERIALS	881.50
CITY LAUNDERING	MAINTENANCE, SUPPLIES	274.32
COMELEC SERVICES	SHOP INTERNET	306.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
CORE & MAIN	WATER EQUIPMENT	397.66
CRITICAL HIRE	MMPI	200.00
CURTIS BLUE LINE	TACTICAL SUPPLIES	276.99
DAKOTA SUPPLY GROUP	PLOW BLADES	1,064.00
DEL CO ECONOMIC DEVELOPMENT	2ND HALF CONTRIBUTION	16,250.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL	1,049.60
DEMCO	LIBRARY SUPPLIES	62.86
DENNIS CONRAD	FIRE BUILDING MAINTENANCE	375.00
DJ REPAIR	VEHICLE REPAIRS	5,223.41
DORSEY & WHITNEY	LEGAL FEES	20,000.00
ELECTRIC PUMP	REPAIRS	1,388.75
EMERGENCY SERVICES MARKETING	FIRE DEPARTMENT	505.00
ERIN LEARN PETTY CASH	REIMB PETTY CASH	97.26
FAREWAY STORES	SUPPLIES	479.65
FASTENAL	SUPPLIES	130.26
FEHR GRAHAM	ENGINEERING	25,705.00
FISHER BROTHERS	SLIDE REPLACEMENT	3,190.00
GAZETTE COMMUNICATIONS	PUBLICATION EXPENSE	39.81
GENERAL TRAFFIC CONTROLS	TRAFFIC SIGNAL MAINTENANCE	575.00
GORDON FLESCH	LIBRARY COPIER MAINENANCE	734.42
HAMMER TIME CONSTRUCTION	SIDEWALK REPAIR	1,882.55
HAUSERS WATER SYSTEMS	WATER SUPPLIES	6,064.00
HAWKINS	CHEMICALS	865.15
HEIMAN FIRE EQUIPMENT	FLARE KIT	269.08
HERITAGE PRINTING	SUPPLIES	106.85
IA LEIN	CONFERENCE	500.00
IA ONE CALL	LOCATES	58.60
INFRASTRUCTURE TECHNOLOGY	REPAIRS, CONTRACTS	470.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	121.16
IOWA LAW ENFORECMENT ACADEMY	CERTIFICATIONS	325.00
IOWA LIBRARY ASSOCIATION	ANNUAL MEMBERSHIP	255.00
IOWA STATE UNIVERSITY	RURAL HOUSING READINESS PROGRAM	10,000.00
J & R SUPPLY	WATER MAIN REPAIR	720.00

JASMINE WHITE	AIRPORT CLEANING	160.00
JFACT	DATA EXTRACTOR	600.00
JOHN DEERE FINANCIAL	SUPPLIES	2,055.08
JONATHAN PIERSCH	COURT APPEARANCE REIMB	50.00
KAMMILLER TREE SERVICE	TREE/STUMP REMOVALS	4,750.00
KLUESNER SANITATION	GARBAGE/RECYCLING, GLASS RECYCLING	33,149.36
KMCH	RADIO ANNOUNCEMENTS	1,861.00
KWIK TRIP	VEHICLE FUEL	103.54
LANGE TECH	RADIO ALARM REPAIRS	525.00
LIBRARY IDEAS	LIBRARY MATERIALS	138.31
LYNCH DALLAS	LEGAL FEES	252.00
MAGGIE SOMMERS	WEBSITE MAINTENANCE	800.00
MAINSTAY SYSTEMS	IT SERVICES	6,705.00
MANCHESTER AREA CHAMBER	ANNUAL MEMBERSHIP	700.00
MANCHESTER CARQUEST	PARTS	210.87
MANCHESTER SIGNS	BENCH PLAQUE	12.00
MAQUOKETA VALLEY ELECTRIC	ELECTRICITY	152.36
MARK FINK	NUISANCE SNOW REMOVAL	100.00
MASTERPIECE CLEANING	JANITORIAL	3,600.00
MEDIACOM	PHONE/INTERNET	521.02
MEDICAL ASSOCIATES	DRUG/ALCOHOL TESTING	56.00
MICROBAC	LAB TESTING	339.00
MIDWEST PATCH/HI VIZ SAFETY	JACKETS, ASPHALT PATCH	1,717.50
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	79.98
MORTON SALT	STREET SALT	19,668.23
NAPA AUTO PARTS	SUPPLIES	49.59
NEI3A	LIBRARY PROGRAM	90.00
OVERDRIVE	LIBRARY MATERIALS	1,406.69
PALMER HARDWARE	SUPPLIES	2,608.62
PETERS & LONGMUIR	LEGAL FEES	1,900.00
PHILIPPSON CONCRETE	SNOW HAULING	1,137.50
PITNEY BOWES	POSTAGE MACHINE	1,374.16
PRICE ELECTRIC	BUILDING MAINTENANCE	11,741.24
RADIO COMMUNICATIONS	RADIO REPAIRS	1,303.06
REGIONAL MEDICAL CENTER	MEDICAL SUPPLIES	124.78
REXCO	BOBCAT PARTS	473.74
RIVER CITY STONE	SAND	201.69
RUNDE AUTO GROUP	VEHICLE MAINTENANCE	3,530.36
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHERRMAN'S IMPLEMENT	VEHICLE PARTS	81.60
SNYDER & ASSOCIATES	COMPREHENSIVE PLAN	6,450.00
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINT	693.60
STENDER LAWN CARE	LIBRARY MOWING	50.00
STERICYCLE/SHRED IT	SHREDDING	69.76
STEVE DAY	W9 FEE	120.00
STOREY KENWORTHY	SUPPLIES	199.40
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	100.00
T MOBILE	POLICE MOBILE DATA	409.08
THREE RIVERS FS	VEHICLE FUEL	7,269.51
TRUCK COUNTRY	VEHICLE REPAIRS	258.15
TRUE NORTH COMPANIES	FIRE DEPARTMENT INSURANCE	425.60
TYLER TECHNOLOGIES	ANNUAL ACCOUNTING SOFTWARE	45,996.00

UNITY POINT CLINIC	DRUG/ALCOHOL TESTING	84.00
US CELLULAR	PHONE/INTERNET	44.78
USA BLUE BOOK	LAB SUPPLIES	2,043.63
USPS	POSTAGE	1,232.49
WALMART	SUPPLIES	398.51
WERTJES UNIFORMS	UNIFORMS	87.10
WIN LLC	PHONE/INTERNET	336.70
WINDSTREAM	PHONE/INTERNET	1,135.12
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	3,235.04
	TOTAL	313,901.14
	Fund Summary	
	001 - GENERAL	139,574.07
	003 - HOTEL/MOTEL TAX	1,679.00
	047 - HOLIDAY DECORATIONS	241.59
	110 - ROAD USE TAX	43,046.10
	112 - EMPLOYEE BENEFITS	1,082.67
	161 - ACQUISITION/DEMOLITION	10,000.00
	168 - PARK GIFT & TRUST	175.00
	171 - LIBRARY GIFT & TRUST	2,943.68
	180 - POLICE CANINE	55.98
	200 - DEBT SERVICE	20,000.00
	324 - STREET PROJECTS	17,507.00
	600 - WATER	32,744.70
	602 - WATER CAPITAL IMPROVEMENTS	19,437.85
	610 - SEWER	25,413.50
	Grand Total	313,901.14

PUBLIC HEARING ON RESOLUTION OF NECESSITY FOR THE ANDERSON STREET PROJECT
Mayor Behnken opened the Public Hearing at 5:07pm.

Comments and questions were received from the following regarding the street project and the proposed assessments: Crystal McMullen, 833 East Butler Street; Cindy Lyness, 837 East Union Street; Joann Wilson, 316 Anderson Street; Joyce Edmonds, 409 Anderson Street; and Joyce Domeyer, 304 Anderson Street.

There being no further comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:25pm.

Motion by Scherbring, seconded by Hammell to adopt R-005-2026 Resolution of Necessity. On call of roll: Ayes: Scherbring, Hammell, Gray, Poynor. Nays: None. Motion carried.

Motion by Gray, seconded by Poynor to adopt R-006-2026 Resolution Ratifying the Preparation of Detailed Plans, Specifications, Notice of Hearing, Notice to Bidders and Form of Contract. On call of roll: Ayes: Gray, Poynor, Scherbring, Hammell. Nays: None. Motion carried.

REVIEW OF BAUM PARK SHELTER PLANS
Parks & Recreation Director Doug Foley reviewed the revised plans for the Baum Park Shelter construction with the City Council, noting that with the revisions they are hoping to receive more bids on the project. Following discussion, motion by Poynor, seconded by Hammell to approve the revised plans and sending the plans to contractors for bid. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring. Nays: None. Motion carried.

Mayor Behnken swore in new Police Officer Ryan Larsen.

CONTROLLED BURN REQUEST – WAYNE MIRANDA, 245 PARK DRIVE
Wayne Miranda, 245 Park Drive, addressed the City Council requesting permission to burn a brush pile at his property, noting the pile was 1,000 feet from other residences and the hospital. The Council discussed the request with Mr. Miranda and Fire Chief Randy Rattenborg. Motion by Gray, seconded by Hammell to table the request until Mr. Miranda and Fire Chief Randy Rattenborg have an opportunity to meet with hospital representatives. On call of roll: Ayes: Gray, Hammell, Poynor, Scherbring. Nays: None. Motion carried.

CONTRACT FOR SERVICES WITH EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION
Motion by Scherbring, seconded by Poynor to adopt R-007-2026 Resolution Approving Contract for Services with East Central Intergovernmental Association. On call of roll: Ayes: Scherbring, Poynor, Hammell, Gray. Nays: None. Motion carried.

CITY SIDEWALK SNOW REMOVAL & NUISANCE SIDEWALK SNOW REMOVAL
Motion by Scherbring, seconded by Gray 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, Gray, Hammell, Poynor. Nays: None. Motion carried.

BOND ISSUE - ANDERSON STREET RECONSTRUCTION PROJECT, PHASES 1 & 2
City Clerk Erin Learn discussed the proposed bond issue with the Council and the timeline for the borrowing.

NUISANCE PROPERTY UPDATES
City Attorney Doug Herman, Lynch Dallas informed the City Council his office was getting up to speed on outstanding nuisance properties. The City Council reviewed the written report from Building Inspector Tim Heims.

FY 2027 BUDGET SCHEDULE
City Clerk Erin Learn reviewed the schedule for the budget with the City Council.

ENGINEER UPDATES
Sam Ertl, Fehr Graham, and Jason Wenger, Burrington Group, updated the City Council on construction projects in the city.

REPORTS
City Attorney, City Staff, and City Council reports were given.

Motion by Gray, seconded by Hammell that the meeting adjourn at 6:21pm. Motion carried, all ayes.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk