

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa

Monday, January 26, 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: Bill Scherbring, Diane Hammell, Bryan Gray, Joe Dittrick, Mary Ann Poynor.

Absent: None.

APPROVAL OF THE AGENDA

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

PUBLIC INPUT

Tish Young, Chains Interrupted, spoke about her organization and human trafficking in Iowa. Mayor Behnken proclaimed January as Human Trafficking Prevention and Awareness Month.

CONSENT AGENDA

3.1 Approval of the minutes of the January 12, 2026 City Council Meeting & the January 19, 2026 Budget Work Session

3.2 R-008-2026 Resolution Approving Bills

3.3 Acknowledge Receipt of the following City Reports & Minutes: minutes of the January 15, 2026 Planning & Zoning Commission meeting; minutes of the January 19, 2026 Parks & Recreation Commission meeting; minutes of the January 22, 2026 Airport Committee meeting

3.4 Approval of the following Liquor License Applications: Renewal Application for Off Premise Class B Retail Alcohol License for Dollar General #4812; New Application for 5 Day On Premise Class C Retail Alcohol License for St. Mary's Church for their gala event on March 7, 2026

3.5 R-009-2026 Resolution Amending Salary Resolution

3.6 Approve payment of the following Downtown Incentive Grants: Acquisition Assistance Grant in the amount of \$2,939.00 to RAMM Properties LLC for the property at 116 South Franklin Street; Design Assistance Grant in the amount of \$952.00 to RAMM Properties LLC for the property at 116 South Franklin Street

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 Approval of Agreement for Maintenance and Repair of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of 5 years (July 1, 2026 - June 30, 2031)

3.9 R-010-2026 Resolution Approving Airport Hangar Lease with Taylor Thul

3.10 Approval of Committee Appointments

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

Bills approved for payment:

Vendor	Description	Amount
ALLIANT ENERGY	ELECTRICITY	18,435.87
AMAZON BUSINESS	SUPPLIES	5,195.74

AMERICAN RED CROSS	LEARN TO SWIM, LIFEGUARD FEES	409.00
APPARATUS TESTING SERVICE	FIRE TRUCK TESTING	1,521.12
AT&T	LIBRARY HOT SPOTS	50.15
BLACK HILLS ENERGY	NATURAL GAS	5,786.94
BOOK FARM	LIBRARY MATERIALS	16.95
BRUNKAN EQUIPMENT	FIRE DEPT CAN-AM	23,681.32
BURRINGTON GROUP	ENGINEERING	12,250.00
CENGAGE LEARNING	LIBRARY MATERIALS	19.79
CITY LAUNDERING	RUG MAINTENANCE	79.22
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DOUG FOLEY	MILEAGE REIMBURSEMENT	131.95
DUBUQUE MULCH CO	COMPOST CONTRACT	10,750.00
EASTERN IA ASPHALT MAINTENANCE	HANSEL & LINE STREET REPAIRS	5,675.25
ENGINEERED EQUIPMENT SOLUTIONS	WASTEWATER BELT TENSIONER	1,105.44
FAREWAY STORES	SUPPLIES	16.98
FARMERS SHIPPING ASSOCIATION	LIME	91.20
FEHR GRAHAM	ENGINEERING	21,173.88
GENERAL TRAFFIC CONTROLS	ACERS SIGNAL REPAIR	880.00
HAWKINS	CHEMICALS	1,474.69
IA PRISON INDUSTRIES	POLICE UNIFORMS	460.00
IOWA LAW ENFORCEMENT ACADEMY	MMPI	150.00
IOWA RURAL WATER ASSOCIATION	MEMBERSHIP DUES	465.00
J & R SUPPLY	WATER/WASTEWATER SUPPLIES	10,410.00
JASMINE WHITE	AIRPORT CLEANING	80.00
KIRKHAM MICHAEL	ENGINEERING	8,215.00
KWIK TRIP	VEHICLE FUEL	38.44
MAQUOKETA VALLEY ELECTRIC	ELECTRICITY	153.23
MASTERPIECE CLEANING	JANITORIAL	800.00
MELISSA LINDSAY	SAFETY CLASS INSTRUCTION	50.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	139.97
NEI3A	LIBRARY PROGRAM	110.00
RADIO COMMUNICATIONS	FIRE RADIO REPAIRS	95.00
RIVER CITY STONE	ICE CONTROL	1,460.15
RODAS CHEVROLET	WATER TRUCK REPAIR	67.00
ROOF, GERDES, ERLBACHER	1099 PREPARATION	500.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	202.26
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	151.68
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINT	346.80
STEVE HERINGTON	POOL RENTAL LIFEGUARD CLASSES	60.00
SUE BREED	REFUND TIRRILL SHELTER	30.00
SUE'S FLOWER & GARDEN CENTER	HOLIDAY DECORATIONS	330.00
T MOBILE	PHONE/INTERNET	409.08
THE FISH SHACK	LIBRARY TANK MAINTENANCE	105.00
THREE RIVERS FS	VEHICLE FUEL	5,506.41
US CELLULAR	PHONE/INTERNET	44.78
USA BLUE BOOK	WATER SUPPLIES	1,088.90
WINDSTREAM	PHONE/INTERNET	579.12
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	166.43

	TOTAL	141,124.41
	Fund Summary	
	001 - GENERAL	30,784.20
	015 - FIRE TRUCK RESERVE	23,681.32
	047 - HOLIDAY DECORATIONS	330.00
	110 - ROAD USE TAX	7,630.34
	112 - EMPLOYEE BENEFITS	164.67
	171 - LIBRARY GIFT & TRUST	4,061.77
	308 - BIKEWAY/WALKWAY PROJECTS	12,250.00
	309 - STREET IMPROVEMENT	5,675.25
	324 - STREET PROJECTS	34,128.17
	600 - WATER	6,200.06
	602 - WATER CAPITAL IMPROVEMENTS	4,998.75
	610 - SEWER	11,219.88
	Grand Total	141,124.41

DISCUSSION AND POTENTIAL ACTION ON THE SALE OF CERTAIN FIRE DEPARTMENT VEHICLES

Fire Chief Randy Rattenborg requested City Council approval to sell certain Fire Department vehicles. Rattenborg explained that Units #176 and #177 (1998 and 2000 Freightliner pumpers) would be offered for sale, with whichever sells first being sold, and that Unit #474 (ladder truck) is also proposed for sale. The department will retain one pumper until the new truck is received.

Motion by Scherbring, seconded by Hammell to approve the request of the Fire Department to sell Fire Trucks #176, #177, and #474. On call of roll: Ayes: Scherbring, Hammell, Gray, Poynor, Dittrick. Nays: None. Motion carried.

CONSIDER APPROVAL OF RESOLUTION R-011-2026 APPROVING PERMANENT SIDEWALK & UTILITY EASEMENTS FOR THE ANDERSON STREET RECONSTRUCTION PROJECT

Motion by Scherbring, seconded by Dittrick to adopt R-011-2026 Resolution Approving Permanent Sidewalk & Utility Easements for the Anderson Street Reconstruction Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Hammell, Gray. Nays: None. Motion carried.

CONSIDER APPROVAL OF RESOLUTION R-012-2026 SETTING THE DATE FOR A PUBLIC HEARING ON A PROPOSAL TO ENTER INTO A GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER

Motion by Dittrick, seconded by Hammell to adopt R-012-2026 Resolution setting the date for a Public Hearing on a proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder. On call of roll: Ayes: Dittrick, Hammell, Gray, Scherbring, Poynor. Nays: None. Motion carried.

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 Hammell, seconded by Poynor that the meeting adjourn at 5:27pm. Motion carried, all ayes.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk