

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, February 9, 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: Diane Hammell, Bryan Gray, Joe Dittrick, Mary Ann Poynor, Bill Scherbring. Absent: None.

APPROVAL OF THE AGENDA

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

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of Minutes

- January 26, 2026 Regular City Council Meeting
- February 2, 2026 Budget Work Session

3.2 R-013-2026 Resolution Approving Payment of Bills

3.3 Acknowledgement of Reports & Minutes

- 2025 Annual Report – Kramer Family Aquatic Center
- 2025 Building Department Annual Report
- January 2026 Wastewater IDNR Report

3.4 Liquor License Application

- New Off Premise Class E Retail Alcohol License – Cork N Bottle, 900 East Main Street

3.5 Cigarette Permit Application

- Cork N Bottle, 900 East Main Street

3.6 R-014-2026 Resolution Approving Lease Agreement with Todd Brooks and Frank McEnany

3.7 Approval of Payment to Fehr Graham

- Engineering services totaling \$8,211.75

3.8 R-015-2026 Resolution Approving Property Tax Abatement Applications and Authorizing Transmittal to Delaware County Assessor

3.9 R-016-2026 Street Lighting Resolution (Dog Park, Wastewater Treatment Plant)

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

Bills approved for payment:

Vendor	Description	Amount
ALL SECURE	ALARM MONITORING	200.00
ALLIANT ENERGY	ELECTRICITY	5,102.14
AMAZON BUSINESS	SUPPLIES	2,265.30
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	227.66
CITY LAUNDERING	LIBRARY BUILDING MAINT	65.21
COVER ONE	BOOK REPAIR MACHING	1,609.20
CURTIS BLUE LINE	POLICE VEST UPGRADE	390.00

DAKOTA SUPPLY GROUP	SNOW BLADE	1,195.00
DEL CO REC CENTER	POLICE MEMBERSHIPS	2,000.00
DEL CO SOLID WASTE	LANDFILL	1,043.60
DON & WALT	WASTEWATER PLANT REPAIR	105.19
DOUG FOLEY	REIMBURSE MILEAGE	72.50
GALLS	POLICE UNIFORM SUPPLIES	947.30
GEORGEN AUTO	POLICE VEHICLE MAINTENANCE	952.76
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HEARTLAND MECHANICAL	SPRINKLER INSPECTION	200.00
HY-VEE	POLICE ACADEMY MEALS	8,437.00
IA ONE CALL	LOCATES	58.60
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	264.38
INT'L CODE COUNCIL	ANNUAL MEMBERSHIP	285.00
IOWA PARKS & REC ASSOCIATION	2026 CONFERENCE	275.00
J & R SUPPLY	WATER SUPPLIES	1,035.00
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	SUPPLIES	757.76
KLUESNER SANITATION	GARBAGE/RECYCLING	28,744.18
KMCH	RADIO ANNOUNCEMENTS	618.00
LYNCH DALLAS	LEGAL FEES	3,904.00
MAINSTAY SYSTEMS	IT SERVICES	2,662.00
MANCHESTER AREA CHAMBER	LIBRARY PROGRAM PRIZES	25.00
MARK FINK	SNOW REMOVAL	550.00
MASTERPIECE CLEANING	JANITORIAL	800.00
MEDIACOM	PHONE/INTERNET	11.22
MELISSA LINDSAY	FIRE CPR CLASS	1,100.00
MICROBAC LABORATORIES	TESTING	573.50
MIDWEST OVERHEAD CRANE	ANNUAL HOIST INSPECTION	1,349.70
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	54.02
MORTON SALT	STREET SALT	23,662.74
ONE STEP PRINT SOLUTIONS	UTILITY BILLING ENVELOPES	1,750.00
PALMER HARDWARE	SUPPLIES	655.96
PITNEY BOWES	POSTAGE MACHINE	216.12
PRICE ELECTRIC	OAKVIEW LIFT STATION REPAIR	315.00
RADIO COMMUNICATIONS	RADIO/PAGER	368.80
RAMM PROPERTIES	DOWNTOWN INCENTIVE GRANT	3,891.00
RITE ENVIRONMENTAL OIL	OIL FILTER DISPOSAL	75.00
ROOF, GERDES, ERLBACHER	ANNUAL AUDIT	11,092.50
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	249.68
STAR EQUIPMENT	SNOW PLOW PARTS	308.81
STOREY KENWORTHY	OFFICE SUPPLIES	99.70
TELEGRAPH HERALD	ANNUAL SUBSCRIPTION	434.74
THREE RIVERS FS	VEHICLE FUEL	4,163.79
USA BLUE BOOK	DRYING OVEN	1,310.87
USPS	POSTAGE	1,230.08
VISA	MONTHLY CREDIT CARD USAGE	178.55
WIN LLC	PHONE/INTERNET	336.70
WINDSTREAM	PHONE/INTERNET	596.86

WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	402.68
ZERO9 HOLSTERS	POLICE VEST UPGRADE	1,623.45
	TOTAL	121,702.25
	Fund Summary	
	001 - GENERAL	69,523.55
	003 - HOTEL/MOTEL TAX	759.00
	047 - HOLIDAY DECORATIONS	13.78
	110 - ROAD USE TAX	30,862.98
	171 - LIBRARY GIFT & TRUST	1,035.89
	302 - DOWNTOWN/COMMERCIAL INC	3,891.00
	600 - WATER	7,549.80
	610 - SEWER	8,066.25
	Grand Total	121,702.25

PUBLIC HEARING ON 2026 ANDERSON STREET IMPROVEMENTS PROJECT

Mayor Behnken opened the Public Hearing at 5:04pm. Sam Ertl, Fehr Graham, reviewed the project and the bids received with the City Council. There being no written or oral comments, Mayor Behnken closed the Public Hearing at 5:07pm.

Motion by Scherbring, seconded by Dittrick to approve Resolution R-017-2026 Finally Approving Plans, Specifications, Form of Contract, and Estimate of Cost. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Hammell, Gray. Nays: None. Motion carried.

The City Council reviewed and discussed the bids received for the Anderson Street Improvements Project, specifically focusing on concrete versus asphalt.

Motion by Poynor, seconded by Hammell to approve Resolution R-018-2026 Awarding Contract for the 2026 Anderson Street Improvements Project to Eastern Iowa Excavating and Concrete with a base bid of \$822,801.40 plus Alternate 1 (PCC) in the amount of \$317,430.00 for a total of \$1,140,231.40. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

STREET CLOSURE REQUEST – MANCHESTER AREA CHAMBER OF COMMERCE (RIVER DAYS, JUNE 5, 2026)

Laura Holtz, Chamber Director, addressed the City Council requesting permission to close a portion of South Franklin Street on Friday, June 5, 2026 for a concert as part of the annual River Days event. Holtz noted she will work with retailers to try to minimize the impact to their businesses.

Motion by Dittrick, seconded by Gray to approve the request of the Manchester Area Chamber to close South Franklin Street from Main Street to the West Marion Street bridge and directing the Chamber to coordinate with City Staff on the street closure. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Hammell. Nays: None. Motion carried.

STREET CLOSURE REQUEST – COUNTRY CRUISERS CAR CLUB (JUNE 12 & AUGUST 7, 2026)

Motion by Dittrick, seconded by Gray to approve the request of the Country Cruisers Car Club to Close South Franklin Street from West Main Street to the Marion Street bridge and East Delaware Street from South Franklin Street to South Madison Street on June 12, 2026 and August 7, 2026 from 4:00pm – 9:00pm. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Hammell. Nays: None. Motion carried.

R-019-2026 RESOLUTION APPROVING CHANGE ORDER #1 – AIRPORT RUNWAY RESURFACING PROJECT

Motion by Scherbring, seconded by Hammell to approve Resolution R-019-2026 Approving Change Order #1 for the Airport Runway Resurfacing Project with the increase in cost eligible for the 95% grant funding. On call of roll: Ayes: Scherbring, Hammell, Gray, Poynor, Dittrick. Nays: None. Motion carried.

R-020-2026 RESOLUTION APPROVING GENERAL CONTRACT WITH TREE TOWN CONSULTANTS LLC

Motion by Hammell, seconded by Dittrick to approve Resolution R-020-2026 Approving General Contract with Tree Town Consultants LLC for the purchase and training of a new Police K9. On call of roll: Ayes: Hammell, Dittrick, Scherbring, Gray, Poynor. Nays: None. Motion carried.

POLICE DEPARTMENT COMPUTER REPLACEMENT

Motion by Dittrick, seconded by Gray to approve the purchase of 10 Getac Laptops and related equipment for the Police Department from Sector Technology Group at a total cost of \$65,997 with a payment of \$15,435 now and the remainder paid after July 1, 2026. On call of roll: Ayes: Dittrick, Gray, Hammell, Poynor, Scherbring. Nays: None. Motion carried.

CHICKENS RUNNING AT LARGE

The City Council discussed issues with chickens, specifically owners who do not keep them penned. Motion by Poynor, seconded by Hammell to send letters to all residents who have gotten permission from the City Council to have chickens informing them of the requirement to keep their chickens contained or they may lose the right to have the chickens and be cited for a municipal infraction. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried. The City Clerk will bring a draft of the letter back to the City Council for review and will also have information regarding chickens on Facebook.

ENGINEER UPDATES

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

REPORTS

City Staff and City Council reports were given.

CLOSED SESSION

Motion by Dittrick, seconded by Scherbring to enter into Closed Session at 6:07pm as provided in Section 21.5(1)(i) of the Code of Iowa to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. On call of roll: Ayes: Dittrick, Scherbring, Gray, Hammell, Poynor. Nays: None. Motion carried.

The City Council returned to open session at 6:54pm.

Motion by Gray, seconded by Hammell that the meeting adjourn at 6:54pm. Motion carried, all ayes.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk