Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, March 9, 2026
Video recordings of City Council meetings are available at
https://www.youtube.com/@cityofmanchesteriowa9648

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

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

APPROVAL OF THE AGENDA
Learn asked that the March 2, 2026 Special City Council meeting & Committee of the Whole meeting minutes be removed from Consent Agenda Item 3.1 as they were not included. Motion by Hammell, seconded by Scherbring to approve the agenda as amended, removing the March 2, 2026 minutes from Consent Agenda Item 3.1. On call of roll: Ayes: Hammell, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

PUBLIC INPUT
None.

CONSENT AGENDA
3.1 Approval of the following City Council minutes: the February 23, 2026 Regular City Council meeting; ~~the March 2, 2026 Special City Council meeting & Committee of the Whole meeting~~
3.2 R-027-2026 Resolution Approving Payment of Bills
3.3 Acknowledge receipt of the following City Reports & Minutes: 2025 Water Department Annual Report; 2025 Sewer Department Annual Report; minutes of the February 17, 2026 Forestry Committee meeting; minutes of the February 17, 2026 Parks & Recreation Commission meeting
3.4 R-028-2026 Resolution Amending Salary Resolution
3.5 Approve the following Downtown/Commercial Incentive Grant Applications as recommended by the Design Committee: Acquisition Grant in the amount of $3,145.50, Interior Grant in the amount of $4,606.64 & Facade Grant in the amount of $168.75 for East End Collision at 945 East Main Street; Interior Grant in the amount of $3,554.29, Facade Grant (south facade) in the amount of $2,590.21 & Facade Grant (west facade) in the amount of $525.00 plus a third of the window cost for Franklin Fresh Laundromat at 211 North Franklin Street; Facade Grant (east facade) in the amount of $7,500.00, Facade Grant (north facade) in the amount of $280.07 & Interior Grant in the amount of $2,520.99 for The Quiltmakers Shoppe at 120 North Franklin Street
3.6 Approve payment of the following Downtown Incentive Grant: Facade Grant (east facade) in the amount of $7,500.00, Facade Grant (south facade) in the amount of $7,500.00 for Schmitz Properties LLC at 100 North Franklin Street; Facade Grant in the amount of $7,500.00 for Schmitz Properties LLC at 104 North Franklin Street
3.7 Approve payment of claims totaling $5,605.35 to Fehr Graham for engineering services
3.8 Approval of the second consideration & adoption of Ordinance 001-2026 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (401 Lincoln Street)
Mayor Pro Tem Poynor reviewed the items on the Consent Agenda with the City Council. Motion by Dittrick, seconded by Scherbring to approve the Consent Agenda. On call of roll: Ayes: Dittrick, Scherbring, Hammell, Poynor. Nays: None. Motion carried.

Bills approved for payment:

Vendor	Description	Amount
Accent Laser	Toner cartridges	344.80
Access Systems	Copier leasing/services	489.49
ALCO Pro	Equipment repair/maintenance	605.50
Alliant	Electricity	2,122.21
Amazon Business	Supplies	2,867.84
Anderson Welding	Repairs	57.76
Arnold Motor Supply	Vehicle parts/repairs	290.52
AT&T	Hotspot/telecom services	50.15
Bard Materials	Rock	610.57
BASE	Benefits administration	268.00
Black Hawk Automatic Sprinkler	Backflow prevention service	265.00
Boubin Tire & Automotive	Vehicle repair	3,204.41
Casandra Orr	Street project payment	705.00
Cathy Westhoff	Street project payment	142.50
City Laundering	Rug cleaning/maintenance	144.43
Comelec	Internet service	153.00
Conway Shield	Fire equipment maintenance	1,880.00
Copy Systems	Copier repair	182.55
Critter Getter	Animal control services	1,075.00
Crystal & Paul McMullen	Street project payment	625.00
Curtis Blue Line	Police equipment/uniforms	780.00
Danko	Training equipment	1,493.00
Darlene Boge	Street project payment	700.00
Del Co Solid Waste Commission	Landfill charges	1,040.90
Dianne Williams	Street project payment	142.50
ECIA	Keep Iowa Beautiful program	2,000.00
EMS Industrial	Equipment purchase	313.72
Engineered Equipment Solutions	Wastewater repairs	1,371.90
Fantasy Drone Shows	Drone event	12,500.00
Fareway Stores	Supplies	132.00
Fehr Graham	Engineering services	8,211.75
Georgen Auto	Vehicle maintenance	3,097.97
Gloria Kluesner	Street project payment	772.50
Hausers Water Systems	Water supplies	20.00
IA Public Airports Association	Membership dues	125.00
Infrastructure Technology	IT maintenance	195.00
Ingram Library Services	Library materials	12.66
Janet Marbach	Street project payment	290.00
Jasmine White	Maintenance services	80.00
Jeremy Sickels	Street project payment	367.50
John Deere Financial	Supplies	365.14
Joyce Edmonds	Street project payment	770.00
Kluesner Flooring	Flooring repair	75.00
Kluesner Sanitation	Garbage/recycling contract	28,626.91

Kory Young	Street project payment	1,085.00
Library Ideas	Library materials	149.48
Lindsay Darling	Street project payment	142.50
Maggie Sommers	Website maintenance	800.00
Manchester Animal Medical	Veterinary services	212.00
Mark Fink	Snow removal	600.00
Masterpiece Cleaning	Custodial services	800.00
Mediacom	Internet service	11.22
Microbac Laboratories	Lab testing	112.75
Mid States Organized Crime	Membership dues	100.00
Morton Salt	Road salt	6,381.79
Municipal Supply	Meters/supplies	2,608.00
Nathan & Amy Sickels	Street project payment	367.50
Nicholas & Ashley Bente	Street project payment	225.00
Palmer Hardware	Supplies	626.50
Perry Peterson	Training/travel	63.04
Pitney Bowes	Postage/ink	91.29
Price Electric	Building repairs	105.00
Radio Communications	Vehicle repair	525.00
Regional Medical Center	EMS supplies	144.40
River City Stone	Sand	509.60
Sarah Taylor Marketing	Marketing services	759.00
Schmitz Janitorial Supply	Janitorial supplies	445.00
Sector Technology Group	IT equipment purchase	15,000.00
Shawn & Perry Bromen	Street project payment	600.00
Simmering Cory	Codification services	475.00
Smoke Eater Publications	Subscription	25.00
Star Equipment	Equipment purchase	6,430.00
Stericycle/Shred-It	Shredding services	73.56
Storey Kenworthy	Office supplies	526.32
Three Rivers FS	Vehicle fuel	3,780.77
Tree Town Kennels	Police canine purchase	6,500.00
USPS	Postage	1,223.26
Valley Athletic Field Solutions	Recreation supplies	664.90
Walmart	Supplies	94.92
Wertjes Uniforms	Uniform supplies	1,135.30
WIN LLC	Telecom services	336.70
Windstream	Telecom services	522.64
	Total	133,819.62
	Fund Totals	
	General Fund	71,500.46
	Hotel Motel Tax	14,059.00
	Road Use Tax	9,472.24
	Employee Benefits	268.00
	Library Gift & Trust	323.84

	Police Canine	7,003.92
	Street Projects	11,147.75
	Water Fund	11,403.93
	Water Capital Improvements	3,999.00
	Sewer Fund	4,641.48
	Total	133,819.62

SHOVER'S HIGHWAY #20 SUBDIVISION
Motion by Dittrick, seconded by Hammell to approve Resolution R-030-2026 Approving Final Plat for Shover's Highway #20 Subdivision. On call of roll: Ayes: Dittrick, Hammell, Scherbring, Poynor. Nays: None. Motion carried.

RESOLUTION R-029-2026 AWARDING GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2026
Maggie Burger, Speer Financial, reviewed the results of the bond sale and recommended awarding the bonds to BOK Financial. She noted that a premium was offered to effectively reduce the interest rate, with the bonds structured at 4%. Four bids were received, all of which were strong. Motion by Scherbring, seconded by Hammell to approve Resolution R-029-2026 Awarding General Obligation Corporate Purpose Bonds, Series 2026. On call of roll: Ayes: Scherbring, Hammell, Dittrick, Poynor. Nays: None. Motion carried.

PURCHASE OF A NEW JOHN DEERE SUB-COMPACT UTILITY TRACTOR
Parks & Recreation Director Doug Foley reviewed the request for the purchase of a new John Deere sub-compact utility tractor, noting that the lowest quote was received from Bodensteiner Implement Co. in the amount of $38,900. Learn confirmed the purchase was included in the budget for this fiscal year. Motion by Hammell, seconded by Dittrick to approve the purchase of a new John Deere sub-compact utility tractor from Bodensteiner with the lowest quote was from Bodensteiner Implement Co. at a price of $38,900. On call of roll: Ayes: Hammell, Dittrick, Scherbring, Poynor. Nays: None. Motion carried.

BAUM PARK SHELTER & RESTROOM RENOVATION PROJECT BIDS
Parks & Recreation Director Doug Foley reviewed the bids received for the Baum Park Project, noting the low bid was received from Loecke Building Services in the amount of $143,750. Learn reviewed the proposed funding for the project with the City Council. Motion by Hammell, seconded by Scherbring to accept the Loecke Building Services bid in the amount of $143,750 for the Baum Park Shelter and Restroom Renovation Project. On call of roll: Ayes: Hammell, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

ORDINANCE 002-2026 AMENDING THE CITY CODE OF THE CITY OF MANCHESTER BY AMENDING CHAPTER 55 ANIMAL PROTECTION & CONTROL
Motion by Scherbring, seconded by Dittrick to approve the first consideration & adoption of Ordinance 002-2026 Amending the City Code of the City of Manchester by Amending Chapter 55 Animal Protection & Control. On call of roll: Ayes: Scherbring, Dittrick, Hammell, Poynor. Nays: None. Motion carried.

ORDINANCE 003-2026 AMENDING THE CITY CODE OF THE CITY OF MANCHESTER, IOWA BY AMENDING PROVISIONS PERTAINING TO PARKING VIOLATIONS
Motion by Scherbring, seconded by Hammell to approve the first consideration & adoption of Ordinance 003-2026 Amending the City Code of the City of Manchester, Iowa by Amending Provisions Pertaining to Parking Violations. On call of roll: Ayes: Scherbring, Hammell, Dittrick, Poynor. Nays: None. Motion carried.

CITY MANAGER EMPLOYMENT AGREEMENT

Motion by Dittrick, seconded by Hammell to approve Resolution R-031-2026 Approving City Manager Employment Agreement with Brock Waters. On call of roll: Ayes: Dittrick, Hammell, Scherbring, Poynor. Nays: None. Motion carried.

ENGINEER UPDATES

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

REPORTS

City Staff and City Council reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 5:47pm. Motion carried, all ayes.

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Connie Behnken, Mayor

ATTEST:

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Erin Learn, City Clerk