

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, March 23, 2026

Video recordings of City Council meetings are available at
<https://www.youtube.com/@cityofmanchesteriowa9648>

Mayor Behnken called the meeting to order at 5:15pm. The meeting began with the Pledge of Allegiance.

ROLL CALL

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

PRESENTATION OF CERTIFICATE OF APPRECIATION

Mayor Behnken presented a Certificate of Appreciation to K-9 Officer Ace as he retires from the Manchester Police Department.

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. Nays: None. Motion carried.

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the March 2, 2026 Special City Council meeting & Committee of the Whole meeting; minutes of the March 7, 2026 Special City Council meeting; minutes of the March 9, 2026 Regular City Council meeting

3.2 R-032-2026 Resolution Approving Payment of Bills

3.3 Acknowledge receipt of the following City Reports & Minutes: minutes of the March 17, 2026 Parks & Recreation Commission meeting; minutes of the February 12, 2026 Library Board meeting; minutes of the March 4, 2026 Planning & Zoning Commission meeting; the February 2026 Wastewater IDNR Reports

3.4 Approve payment of the following Commercial Incentive Grant: Acquisition Grant in the amount \$3,145.50 for East End Collision at 945 East Main Street

3.5 R-033-2026 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area

3.6 R-034-2026 Resolution Amending Salary Resolution

3.7 Approve payment of claim totaling \$938.00 to Metrics Architecture for the Baum Park Shelter Project

3.8 Approval of the request of the Delaware County Sexual Assault Response Team to light the West Marion Street Bridge with teal lights in April for Sexual Assault Awareness Month

3.9 Approval of setting April 27, 2026 at 5:00pm as the date and time for a Public Hearing on the Proposed Budget for Fiscal Year 2027

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

Bills approved for payment

Vendor	Description	Amount
ALLIANT ENERGY	ELECTRICITY	18,069.28
AMAZON BUSINESS	SUPPLIES	813.32
ARNOLD MOTOR SUPPLY	AIR HANDLING UNIT BELTS	29.74

CENGAGE LEARNING	LIBRARY MATERIALS	212.47
CINDY RIES	MILEAGE REIMB	52.50
CITY LAUNDERING	SUPPLIES	121.01
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DELAWARE COUNTY AUDITOR	FY26 GIS PAYMENT	10,000.00
DELAWARE COUNTY EMS	2025 HERO HUSTLE RACE PROCEEDS	4,500.00
DELAWARE FIRE DEPARTMENT	2025 HERO HUSTLE PUBLIC SAFETY INDIVIDUAL	500.00
DELHI LUMBER	BAUM PARK ARCHES	205.20
DON & WALT	WASTEWATER PLANT HEATER	97.00
EARLVILLE FIRE DEPARTMENT	2025 HERO HUSTLE PUBLIC SAFETY TEAM	500.00
EMS INDUSTRIAL	WASTEWATER SUPPLIES	267.08
ENGINEERED EQUIPMENT SOLUTIONS	UV SUPPLIES	2,984.30
FAREWAY STORES	SUPPLIES	19.92
FEHR GRAHAM & ASSOCIATES	ENGINEERING FEES	5,605.35
GENERAL TRAFFIC CONTROL	LED GREEN BULBS	295.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	119.24
JACK KLAUS	REIMBURSE SEIBERT HALL/SHELTER RENTAL	105.00
JASMINE WHITE	AIRPORT MAINTENANCE	80.00
JEFF BREMER	LIBRARY PROGRAM	200.00
JOHN KEPPLER	TREE/STUMP REMOVAL	18,050.00
KILBURG EQUIPMENT	JET VAC DOOR SEAL	428.74
KMCH	RADIO ANNOUNCEMENTS	468.00
LIBRARY IDEAS	LIBRARY MATERIALS	444.24
MANCHESTER POLICE DEPT	2025 HERO HUSTLE RACE POCEEDS	4,500.00
MEDIACOM	PHONE/INTERNET	254.90
MEDICAL ASSOCIATES CLINIC	DRUG/ALCOHOL TESTING	94.00
MORTON SALT	STREET SALT	3,153.20
NEI3A	LIBRARY PROGRAM	150.00
OUR IOWA MAGAZINE	TOURISM AD	871.00
OVERDRIVE	LIBRARY MATERIALS	795.97
PHILIPPSON CONCRETE	SNOW HAULING	156.25
PITNEY BOWES	POSTAGE MACHINE	100.00
PIZZA RANCH	MEETING SUPPLIES	60.97
QUADIENT	ANNUAL MAINTENANCE	2,770.36
RICHARD BRUNSMANN	CORK N BOTTLE CIGARETTE PERMIT REFUND	18.75
SCHMITZ PROPERTIES	DOWNTOWN INCENTIVE FAÇADE GRANTS	22,500.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	202.26
SIMMONS PERRINE MOYER BERGMAN	LEGAL FEES	2,796.50
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	611.99
THE BREAD BASKET	CITY MANAGER OPEN HOUSE	457.00
THEIA MANAGEMENT CONSULTING	CITY MANAGER SEARCH	18,118.02
UNITY POINT CLINIC	DRUG/ALCOHOL TESTING	84.00
US CELLULAR	PHONE/INTERNET	44.78
USA BLUE BOOK	SUPPLIES	989.09
WALMART	SUPPLIES	127.79
WINDSTREAM	PHONE/INTERNET	578.15
WOODWARD COMMUNICATIONS	SUBSCRIPTION; PUBLICATION EXPENSE	609.28
TOTAL		124,376.32

	FUND TOTALS	
	GENERAL	54,972.65
	HOTEL/MOTEL TAX	871.00
	ROAD USE TAX	4,194.66
	EMPLOYEE BENEFITS	164.67
	PARK GIFT & TRUST	10,000.00
	LIBRARY GIFT & TRUST	558.71
	POLICE CANINE	-54.99
	DOWNTOWN/COMMERCIAL INCENTIVE	22,500.00
	STREET PROJECTS	12,606.10
	WATER	2,693.94
	WATER CAPITAL IMPROVEMENTS	2,999.25
	SEWER	12,870.33
	TOTAL	124,376.32

PUBLIC HEARING

Mayor Behnken opened the Public Hearing at 5:23pm on the Plans, Specifications, Form of Contract and Estimated Costs for the Grand Avenue Trail Project. Jason Wenger, Burrington Group, reviewed the project scope and timeline with the Council. There being no questions to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:26pm.

Motion by Scherbring, seconded by Poynor to approve Resolution R-035-2026 Approving and Confirming Plans, Specifications, Form of Contract and Estimate of Cost for the Grand Avenue Trail Project. On call of roll: Ayes: Scherbring, Poynor, Gray, Dittrick. Nays: None. Motion carried.

\$2,000,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2026

Motion by Gray, seconded by Dittrick to approve Resolution R-036-2026 Authorizing and Approving a Loan Agreement, providing for the Issuance of \$2,000,000 General Obligation Corporate Purpose Bonds, Series 2026, and Providing for the Levy of Taxes to Pay the Same. On call of roll: Ayes: Gray, Dittrick, Scherbring, Poynor. Nays: None. Motion carried.

2026 COMMUNITY CATALYST BUILDING REMEDIATION PROGRAM GRANT APPLICATION

Motion by Scherbring, seconded by Poynor to approve a Letter of Intent and Project Assurances Form Supporting the Submission of the 2026 Community Catalyst Building Remediation Program Grant Application of RAMM Properties for the building at 116 South Franklin Street. On call of roll: Ayes: Scherbring, Poynor, Dittrick, Gray. 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 Poynor, seconded by Dittrick to approve the second consideration and 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: Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

ORDINANCE 003-2026 AMENDING THE CITY CODE OF THE CITY OF MANCHESTER BY AMENDING PROVISIONS PERTAINING TO PARKING VIOLATIONS

Motion by Scherbring, seconded by Dittrick to approve the second consideration and adoption of Ordinance 003-2026 Amending the City Code of the City of Manchester by Amending Provisions pertaining to Parking Violations. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

REQUEST FOR SPECIAL EXCEPTION TO LIVESTOCK RESTRICTIONS

The City Council discussed with Ethan Uhrig his request to have chickens at 500 East Prospect. The City Council also reviewed information from the City Attorney regarding permitting chickens. Motion by Poynor, seconded by Dittrick to approve the request for Special Exception to Livestock Restrictions from Ethan Uhrig and allow him to have 6 chickens, no roosters on the property at 500 East Prospect Street. On call of roll: Ayes: Poynor, Dittrick, Scherbring, Gray. Nays: None. Motion carried.

ENGINEER UPDATES

Jason Wenger, representing Burrington Group; Sam Ertl, representing Fehr Graham; and Anthony Bardgett, representing Kirkham Michael, 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 5:48pm. Motion carried, all ayes.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk