Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, April 13, 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, Bryan Gray, Diane Hammell, Joe Dittrick, Mary Ann Poynor. Absent: None.

APPROVAL OF THE AGENDA
Mayor Behnken informed the City Council that Good Neighbor Home has asked that their request under Agenda Item 4.7 be removed. Motion by Hammell, seconded by Gray to approve the agenda as amended by removing Item 4.7. On call of roll: Ayes: Hammell, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

PUBLIC INPUT
Library Director Alison Hegland reported the Manchester Public Library has been selected by the American Library Association to receive a $10,000 grant to make the downstairs restrooms ADA accessible.

Pedro Calderon, representative for Congresswoman Ashley Hinson, introduced himself and noted he covers multiple counties in northeast Iowa. He expressed interest in participating in the community, attending events when possible, and discussed constituent services.

CONSENT AGENDA
3.1 Approval of the minutes of the March 23, 2026 Special City Council meeting; minutes of the March 23, 2026 Regular City Council meeting; minutes of the April 6, 2026 Committee of the Whole meeting
3.2 R-037-2026 Resolution Approving Payment of Bills
3.3 Acknowledge receipt of the following City Reports & Minutes: minutes of the March 26, 2026 Planning & Zoning Commission meeting; minutes of the April 2, 2026 Planning & Zoning Commission meeting; the March 2026 IDNR Wastewater Reports; minutes of the March 12, 2026 Library Board meeting
3.4 Approval of the following Liquor License applications: Renewal Application for On Premise Class C Retail Alcohol License for Fiesta Cancun Authentic Mexican Restaurant at 110 West Main Street; Renewal Application for On Premise Class C Retail Alcohol License for Mixteca Grill Manchester at 205 South 12th Street; New Application for On Premise Special Class C Retail Alcohol License for The Watershed at 252 River Street; New Application for 5 Day Special Class Retail Alcohol License for Lucky Wife Wine Slushies for an event at 935 East Main Street
3.5 R-038-2026 Resolution Amending Salary Resolution
3.6 R-039-2026 Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Manchester Urban Renewal Area
3.7 Approval of setting April 27, 2026 at 5:00pm as the date and time for a Public Hearing on the vacation and transfer of an alleyway to Delaware County
3.8 Approval of the third consideration & final adoption of Ordinance 002-2026 Amending the City Code of the City of Manchester by Amending Chapter 55 Animal Protection & Control
3.9 Approval of the third consideration & final adoption of Ordinance 003-2026 Amending the City Code of the City of Manchester by Amending Provisions pertaining to Parking Violations
3.10 Approve payment of claims totaling $36,743.25 to Fehr Graham for engineering services

3.11 R-040-2026 Resolution Approving Temporary Construction Easements for the Anderson Street Improvement Project
3.12 Approval of changing the date of the second City Council meeting in May from May 25, 2026 to May 26, 2026 at 5:00pm due to the Memorial Day holiday
Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Motion by Poynor, seconded by Hammell to approve the Consent Agenda. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

Bills approved for payment

VENDOR	DESCRIPTION	AMOUNT
3E	GENERATOR STARTER	740.00
ACCESS SYSTEMS LEASING	COPIER MAINTENANCE AGREEMENT	489.49
ALISON HEGLAND	MILEAGE REIMB	340.76
ALL SECURE	ALARM INSPECTIONS	906.00
ALLIANT ENERGY	ELECTRICITY	4,787.00
AMAZON BUSINESS	SUPPLIES	1,516.36
AMERICAN LEGION POST 45	FLAGS	267.00
ARNOLD MOTOR SUPPLY	MOWER SERVICE	4.92
AT&T	LIB HOTSPOT	50.15
BARD MATERIALS	CONCRETE	1,670.52
BASE	SELF INSURANCE/HRA ADMIN	134.00
BIBLIONIX	ANNUAL SUBSCRIPTION	2,910.00
BLACK HILLS ENERGY	NATURAL GAS	10,233.04
BOUBIN TIRE & AUTOMOTIVE	BACKHOE FLAT #15	52.69
BURRINGTON GROUP	SURVEY	1,841.50
CARRICO AQUATIC RESOURCES	POOL CHEMICALS	4,575.00
CARROLL CONSTRUCTION SUPPLY	BAUM PARK ANCHORS	116.21
CENGAGE LEARNING	LIBRARY MATERIALS	147.49
CINDY RIES	MILEAGE REIMB	52.20
CITY LAUNDERING	BUILDING MAINTENANCE	148.08
COMELEC SERVICES	SHOP INTERNET	153.00
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DAKOTA SUPPLY GROUP	SUPPLIES	24,378.00
DELAWARE CO AUDITOR	CITY ELECTION FEES	2,161.25
DELAWARE CO SOLID WASTE COMM	MONTHLY LANDFILL CHARGES	1,043.50
DENNIS CONRAD	FD BUILDING MAINTENANCE	375.00
DOUG FOLEY	MILEAGE REIMB	393.67
DUBUQUE MULCH CO	COMPOST CONTRACT	10,750.00
EAST END COLLISION	COMMERCIAL INCENTIVE GRANT	3,145.50
ECIA	GRANT ADMIN	544.50
EMS INDUSTRIAL	UV AIR COMPRESSOR DRYER	100.00
FAREWAY STORES	SUPPLIES	160.48
FILAMENT ESSENTIAL SERVICES	WEBSITE ANNUAL FEE	3,900.00
GAZETTE COMMUNICATIONS	LIBRARY MATERIALS	426.20
GEORGEN AUTO	PD VEHICLE MAINT	1,969.93
GIENAPP CONSTRUCTION	DOOR REPAIR	75.00
HAUSERS WATER SYSTEMS	SUPPLIES	6,076.00
HAWKINS	CHEMICALS	1,353.09
IA DEPT OF AG & LAND STEWARDSHIP	ANNUAL LICENSE FEE	4.50

IA PRISON INDUSTRIES	BANNERS	2,032.80
IAMU	ANNUAL DUES	1,150.00
INFRASTRUCTURE TECHNOLOGY	FIRE: IT SERVICES	65.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	224.89
J & R SUPPLY	SUPPLIES	425.00
JASMINE WHITE	AIRPORT MAINTENANCE	80.00
JOHN DEERE FINANCIAL	SUPPLIES	717.30
KILBURG EQUIPMENT	JET VAC REAR GATE PART	1,061.47
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	28,809.33
KMCH	RADIO ANNOUNCEMENTS	618.00
KONA ICE	LIBRARY PROGRAM	100.00
LL PELLING CO	ASPHALT PATCH	516.81
LYNCH DALLAS PC	LEGAL SERVICES	3,144.00
MAGGIE SOMMERS	WEBSITE MAINTENANCE	800.00
MAINSTAY SYSTEMS	POLICE: IT SERVICES	930.00
MANCHESTER SIGNS	SKATEBOARD PARK SIGN	458.00
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	149.61
MARK FINK	NUISANCE SNOW REMOVAL	100.00
MASTERPIECE CLEANING	CUSTODIAL	1,600.00
MEDIACOM	PHONE/INTERNET	266.12
MES SERVICE COMPANY	SUPPLIES	420.00
METRICS ARCHITECTURE	BAUM PARK SHELTER PROJECT	938.00
MICROBAC LABORATORIES	LAB TESTS	573.25
MID IOWA PETROLEUM EQUIP	AIRPORT FUEL PUMP	1,395.75
MORTON SALT	STREET SALT	8,524.20
MOTION PICTURE LICENSING CORP	ANNUAL LICENSE	242.36
NAPA AUTO PARTS	SPARK PLUG	11.62
ONE STEP PRINT SOLUTIONS	OFFICE SUPPLIES	45.00
OVERDRIVE	LIBRARY MATERIALS	401.45
PALMER HARDWARE	SUPPLIES	559.46
PITNEY BOWES	LIBRARY POSTAGE	148.29
PRICE ELECTRIC	WWTP OUTSIDE LIGHTING	3,360.09
RADIO COMMUNICATIONS	RADIO MAINTENANCE	135.20
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHMITZ JANITORIAL SUPPLY	SUPPLIES	324.00
SUNSHINE BOY	BUILDING MAINTENANCE	125.00
SUPREME GREEN	SNOW HAULING	375.00
T MOBILE	PD MOBILE DATA	409.08
TERMINAL SUPPLY CO	SHOP SUPPLIES	164.43
THE FISH SHACK	LIBRARY TANK MAINTENANCE	105.00
THREE RIVERS FS	VEHICLE FUEL	6,275.96
TRUCK COUNTRY OF IOWA	VEHICLE MAINTENANCE	6,771.11
US CELLULAR	PHONE/INTERNET	469.95
USPS	POSTAGE	1,223.78
WALMART	SUPPLIES	196.98
WIN	PHONE/INTERNET	336.70
WINDSTREAM	PHONE/INTERNET	530.79
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	410.55
WORKSPACE	WORKTABLE	664.53

ZARNOTH BRUSH WORKS	SWEEPER BROOMS	337.80
	TOTAL	167,639.36
	FUND TOTALS	
	GENERAL	82,334.33
	HOTEL MOTEL TAX	1,969.55
	HOLIDAY DECORATIONS	2,032.80
	ROAD USE TAX	24,063.87
	EMPLOYEE BENEFITS	298.67
	PARK IMPROVEMENT	938.00
	ACQUISITION/DEMOLITION	3,145.50
	PARK GIFT & TRUST	39.99
	LIBRARY GIFT & TRUST	965.95
	STREET PROJECTS	24,846.50
	WATER	14,328.44
	SEWER	12,675.76
	TOTAL	167,639.36

MANCHESTER AREA CHAMBER OF COMMERCE – BEER TENT REQUEST FOR FRIDAY, JUNE 5, 2026
Motion by Scherbring, seconded by Dittrick to approve the Manchester Area Chamber of Commerce's request to have a beer tent on South Franklin Street on Friday, June 5, 2026 for the River Days concert. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Hammell, Gray. Nays: None. Motion carried.

FREIGHTLINER FIRE PUMPER TRUCK PURCHASE
Motion by Dittrick, seconded by Gray to approve the purchase of a Freightliner Fire Pumper Truck in the amount of $498,449.00 from Reliant Fire Apparatus, Inc. On call of roll: Ayes: Dittrick, Gray, Scherbring, Poynor, Hammell. Nays: None. Motion carried.

PRELIMINARY PLAT OF KEHRLI'S FARMSTEAD 6TH SUBDIVISION
Motion by Dittrick, seconded by Poynor to approve Resolution R-041-2026 Approving Preliminary Plat of Kehrli's Farmstead 6th Subdivision. On call of roll: Ayes: Dittrick, Poynor, Hammell, Gray, Scherbring. Nays: None. Motion carried.

TRAFFIC IMPACT STUDY FOR THE INTERSECTION AT BURRINGTON ROAD & HIGHWAY 13
Motion by Hammell, seconded by Gray to approve Resolution R-042-2026 Approving an Agreement for Engineering Services with Kirkham Michael & Associates, Inc. for a Traffic Impact Study for the intersection at Burrington Road and Highway 13. On call of roll: Ayes: Hammell, Gray, Scherbring, Dittrick, Poynor. Nays: None. Motion carried.

2026 VOLUNTARY EARLY RETIREMENT PROGRAM
Motion by Poynor, seconded by Hammell to approve offering the 2026 Voluntary Early Retirement Program to eligible employees. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

AWARDING CONTRACT FOR THE GRAND AVENUE TRAIL PROJECT
Motion by Scherbring, seconded by Dittrick to approve Resolution R-043-2026 Awarding Contract for the Grand Avenue Trail Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Hammell, Gray. Nays: None. Motion carried.

~~REQUEST FOR SPECIAL EXCEPTION TO LIVESTOCK RESTRICTIONS FROM THE GOOD NEIGHBOR SOCIETY TO ALLOW FOR SIX CHICKENS ON THEIR PROPERTY AT 200 MCCARREN DRIVE~~

ANDERSON STREET IMPROVEMENT PROJECT
Motion by Gray, seconded by Hammell to approve Resolution R-044-2026 Approving Change Order #1 for the Anderson Street Improvement Project. On call of roll: Ayes: Gray, Hammell, Poynor, Dittrick, Scherbring. Nays: None. Motion carried.

Motion by Scherbring, seconded by Poynor to approve Pay Estimate #1 in the amount of $119,749.64 to Eastern Iowa Excavating & Concrete, LLC for the Anderson Street Improvement Project. On call of roll: Ayes: Scherbring, Poynor, Hammell, Gray, Dittrick. Nays: None. Motion carried.

TIRRILL PARK PLAYGROUND RESURFACING
Motion by Poynor, seconded by Hammell to approve estimate from Boland Recreation in the amount of $37,840 to resurface the Tirrill Park Playground area. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

REPORTS
Engineering updates and City Staff and City Council reports were given.

Motion by Poynor, seconded by Hammell that the meeting adjourn at 5:55pm. Motion carried, all ayes.

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Connie Behnken, Mayor

ATTEST:

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Erin Learn, City Clerk