

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, May 11, 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: Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Bryan Gray. Absent: Diane Hammell.

APPROVAL OF THE AGENDA

Following discussion, motion by Poynor, seconded by Scherbring to approve the agenda as amended, removing Item 5.2 "Request of Taylor Hutchinson to bow hunt on his property at 521 South Brewer Street" and Item 5.8 "Request from Delaware County Relay for Life to close the City Parking Lot at 200 & 202 East Delaware Street" to allow additional information to be obtained. On call of roll: Ayes: Poynor, Scherbring, Gray, Dittrick. Nays: None. Motion carried.

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the April 27, 2026 City Council meeting; the minutes of the May 4, 2026 City Council Committee of the Whole meeting; the minutes of the May 6, 2026 City Council Work Session

3.2 R-050-2026 Resolution Approving Payment of Bills

3.3 Acknowledge receipt of the following City Reports & Minutes: minutes of the April 23, 2026 Airport Committee meeting

3.4 Approval of the following Liquor License applications: New Application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for the July 2, 2026 Music on the Maquoketa event at 300 West Main Street

3.5 Approval of the following Downtown Incentive Grant application as recommended by the Design Committee: Parking Lot Grant in the amount of \$850.00 for Roeder Law Office at 119 East Main Street

3.6 Approve payment of the following Commercial Incentive Grant: Facade Grant in the amount of \$395.99 to East End Collision at 945 East Main Street

3.7 Approve Pay Estimate #2 in the amount of \$95,342.47 to Eastern Iowa Excavating & Concrete LLC for the Anderson Street Improvement Project

3.8 R-051-2026 Resolution Amending Salary Resolution

3.9 Approve payment of claims totaling \$21,931.25 to Fehr Graham for engineering services

3.10 Approve payment of claims totaling \$5,161.15 to Kirkham Michael for engineering services

3.11 Approval of Supplemental Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of July 1, 2026 - June 30, 2031

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
ACCESS SYSTEMS LEASING	COPIER MAINT AGREEMENT	489.49
ALLIANT ENERGY	ELECTRICITY	4,865.30

AMAZON BUSINESS	SUPPLIES/MATERIALS	750.47
ANDERSON WELDING	COMPOST FENCE	345.01
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	206.07
BARD MATERIALS	CONCRETE	2,753.54
BASE	SELF INSURANCE/HRA ADMIN	134.00
CARRICO AQUATIC RESOURCES	POOL CHEMICALS	4,075.00
CENTER POINT	LIBRARY MATERIALS	88.69
CITY LAUNDERING	BUILDING MAINT	82.87
COPY SYSTEMS	SUPPLIES/MATERIALS	45.00
DAKOTA SUPPLY GROUP	PROJECT SUPPLIES	24,493.00
DELAWARE CO SOLID WASTE	MONTHLY LANDFILL	1,046.40
DOG WASTE DEPOT	DOG WASTE BAGS	273.51
DOLAN INSURANCE AGENCY	ANNUAL INSURANCE PREMIUM	255,977.89
DON & WALT	BUILDING MAINT	910.64
ECIA	GRANT ADMIN	643.50
ERIN LEARN PETTY CASH	CONCESSION STAND START-UP	400.00
FAREWAY STORES	SUPPLIES	3,389.09
FASTENAL COMPANY	SUPPLIES	569.92
GALLS	POLIC UNIFORM	369.99
GIENAPP CONSTRUCTION	BUILDING MAINT	110.00
GUDENKAUF TRAILER SERVICES	COMPOST FENCE	121.00
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	40.45
HAWKINS	CHEMICALS	771.53
IA DEPT OF INSPECTIONS, APPEALS,	BOILER INSPECTIONS	160.00
IA ONE CALL	LOCATES	209.30
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	92.40
IOWA SOLUTIONS	PHONE UPDATE	72.00
J & R SUPPLY	SUPPLIES	1,551.00
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	OPERATING SUPPLIES	794.43
JW PEPPER	LIBRARY MATERIALS	439.30
KAMMILLER TREE SERVICE	TREE REMOVALS/CHIPPING	1,400.00
KANOPY	LIBRARY MATERIALS	10.00
KLUESNER CONSTRUCTION	STREET PATCH	2,695.00
KLUESNER SANITATION	MONTHLY GARBAGE/RECYCLING	28,835.39
KMCH	PUBLIC RELATIONS	468.00
L2 BRANDS	UNIFORM SUPPLIES	468.41
LYNCH DALLAS PC	LEGAL FEES	3,040.00
MASTERPIECE CLEANING	CUSTODIAL SERVICES	800.00
MEDIACOM	PHONE/INTERNET	254.90
MICROBAC LABORATORIES	TESTING	211.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	47.98
MYERS COX CO	CONCESSIONS	2,004.72
PALMER HARDWARE	OPERATING SUPPLIES	826.11
PEPSI COLA BOTTLING CO	CONCESSIONS	3,078.80
PRICE ELECTRIC	BUILDING MAINT	260.15
RICHARD MCCRABB	MOWING	140.00
ROOF, GERDES, ERLBACHER, PLC	AUDIT FEES	11,592.50
SARAH TAYLOR MARKETING	SOCIAL MEDIA MARKETING	2,058.00

SCHMITZ JANITORIAL SUPPLY	SUPPLIES	130.00
SIMMONS PERRINE PLC	LEGAL FEES	12,223.32
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,034.17
SPECTRUM PAINT	STREET PAINT	6,579.84
STOREY KENWORTHY	OPERATING SUPPLIES	826.10
SUNSHINE BOY WINDOW CLEANING	WINDOW CLEANING	40.00
THREE RIVERS FS	VEHICLE FUEL	6,125.15
TNEMEC	POOLP PAINT	262.34
USPS	POSTAGE	1,229.48
WALMART	SUPPLIES	196.97
WIN	PHONE/INTERNET	336.70
WINDSTREAM	PHONE/INTERNET	530.29
WOODWARD COMMUNICATIONS	PUBLICATION FEES	410.57
	TOTAL	398,466.68
	FUND TOTALS	
	GENERAL	254,123.26
	HOTEL MOTEL TAX	2,058.00
	ROAD USE TAX	13,752.72
	EMPLOYEE BENEFITS	134.00
	PARK GIFT & TRUST	71.29
	SUBDIVISION PROJECTS	25,144.00
	STREET PROJECTS	900.00
	WATER	45,723.66
	SEWER	56,559.75
	TOTAL	398,466.68

PUBLIC HEARINGS

Mayor Behnken opened the Public Hearing at 5:05pm on the vacation and transfer of an alley to Delaware County, Iowa. There being no public comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:07pm.

Motion by Poynor, seconded by Scherbring to approve Resolution R-052-2026 Recognizing the Prior Vacation of an Alley and authorizing the Execution of a Quit Claim Deed to Delaware County, Iowa. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Gray. Nays: None. Motion carried.

Mayor Behnken opened the Public Hearing at 5:07pm on the proposed amendment to the Manchester Urban Renewal Area. There being no public comments to be heard and no written comments on file, Mayor Behnken closed the Public Hearing at 5:08pm.

Motion by Scherbring, seconded by Gray to approve Resolution R-053-2026 Approve Urban Renewal Plan Amendment to the Manchester Urban Renewal Area. On call of roll: Ayes: Scherbring, Gray, Poynor. Nays: None. Abstentions: Dittrick. Motion carried.

PUBLIC INPUT

Wayne Miranda, 245 Park Drive, addressed the Council regarding pedestrian safety for students crossing West Main Street near the hospital to access the school bus. He requested consideration of a flashing crosswalk like the one on North Franklin Street, noting it would benefit both children and hospital employees,

SETTING DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE A DEVELOPMENT AGREEMENT WITH HENDERSON PROPERTIES, INC.

Motion by Gray, seconded by Poynor to approve Resolution R-054-2026 Setting a Date of Meeting at which it is proposed to approve a Development Agreement with Henderson Properties, Inc., including Annual Appropriation Tax Increment Payments. On call of roll: Ayes: Gray, Poynor, Scherbring. Nays: None. Abstentions: Dittrick. Motion carried.

ASPHALT OVERLAY & CURB/RAMP REPAIRS ON EAST MAIN STREET

Motion by Scherbring, seconded by Dittrick to approve the estimate from River City Paving in the amount of \$131,944.00 to resurface East Main Street from Tama Street to Franklin Street and repair the curbs and ramps at the East Main Street and Madison Street intersection. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

RESOLUTION R-055-2026 APPROVING CONTRACT WITH KIRKHAM MICHAEL FOR SURVEYING SERVICES AT THE MANCHESTER MUNICIPAL AIRPORT

Motion by Scherbring, seconded by Dittrick to approve Resolution R-055-2026 Approving Contract with Kirkham Michael for Surveying Services at the Manchester Municipal Airport. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Gray. Nays: None. Motion carried.

RESOLUTION R-056-2026 AUTHORIZING THE SUBMISSION OF APPLICATION FOR GENERAL AVIATION AIRPORT IMPROVEMENT PROGRAM & CERTIFYING ELIGIBILITY REQUIREMENTS

Motion by Poynor, seconded by Scherbring to approve Resolution R-056-2026 Authorizing the Submission of Application for General Aviation Airport Improvement Program & Certifying Eligibility Requirements. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Gray. Nays: None. Motion carried.

ANIMAL CONTROL OPERATIONS

City Manager Brock Waters reported that both local veterinary offices are willing to work with the City and requested direction on continuing negotiations while maintaining services with Critter Getter. City Attorney Doug Herman discussed potential liability and cost concerns involving stray animals and stated he would provide a sample agreement from another community. City Council consensus was for staff to continue negotiations and work with the City Attorney on an agreement.

ORDINANCE 004-2026 AMENDING THE CITY CODE OF THE CITY OF MANCHESTER, IOWA BY ADDING CHAPTER 26 "RAGBRAI - MISCELLANEOUS PERMITS"

Motion by Poynor, seconded by Scherbring to approve the first reading of Ordinance No. 004-2026 Amending the City Code of the City of Manchester, Iowa by adding Chapter 26 "RAGBRAI - Miscellaneous Permits." On call of roll: Ayes: Poynor, Scherbring, Dittrick, Gray. Nays: None. Motion carried.

Motion by Poynor, seconded by Scherbring to suspend the rule requiring an ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Gray. Nays: None. Motion carried.

Motion by Poynor, seconded by Scherbring, to approve the final reading and adoption of Ordinance No. 004-2026 Amending the City Code of the City of Manchester, Iowa by adding Chapter 26 "RAGBRAI - Miscellaneous Permits." On call of roll: Ayes: Poynor, Scherbring, Dittrick, Gray. Nays: None. Motion carried.

REPORTS

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

Motion by Dittrick, seconded by Scherbring that the meeting adjourn at 5:38pm. Motion carried, all ayes.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk