Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, July 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: Bryan Gray, Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Diane Hammell. 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 the minutes of the June 22, 2026 Regular City Council meeting & the July 6, 2026 Special meeting & Committee of the Whole meeting
3.2 R-081-2026 Resolution Approving Payment of Bills
3.3 Acknowledge receipt of the following City Reports & Minutes: the June 2026 Wastewater IDNR Reports; the minutes of the June 11, 2026 Library Board of Trustees meeting
3.4 Approval of the following Liquor License Application: New application for 5 Day Special Class "C" Retail Alcohol License for Lucky Wife Wine Slushies for an event at 935 East Main Street on July 24, 2026; Renewal application for Class "C" Retail Alcohol License for Riverbend Pub at 121 South Franklin Street; Renewal Application for Class "E" Retail Alcohol License for Liquor & Tobacco Outlet at 316 East Main Street
3.5 R-082-2026 Resolution Amending Salary Resolution
3.6 Approve payment of claims totaling $2,850.00 to Burrington Group for engineering services
3.7 Approve payment of the following grant from the Commercial Incentive Program: Parking Lot Assistance Grant in the amount of $10,000.00 to Boubin Tire & Automotive at 905 East Main Street
3.8 R-083-2026 Resolution Setting Date for a Public Hearing on an Urban Renewal Plan Amendment for the Manchester Urban Renewal Area
3.9 Approve Pay Estimate #4 in the amount of $269,929.31 to Eastern Iowa Excavating & Concrete LLC for the 2026 Anderson Street Improvement Project
3.10 Approve payment of claims totaling $19,383.00 to Kirkham Michael for engineering services
3.11 Approve the request of the Walk to End Alzheimer's Committee to close the south portion of South 12th Street beginning at the south side of FSA's driveway from 7:00am-10:30am on Saturday, September 26, 2026
3.12 Approve payment of Reimbursement Request #1 from S&R Construction in the amount of $190,876.77 for work completed on the Oakview Estates Subdivision Phase 2 Project
3.13 Acknowledge receipt of a petition to make golf carts street legal
Mayor Behnken 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, Gray, Hammell, Poynor. Nays: None. Motion carried.

Bills approved for payment:

VENDOR	DESCRIPTION	TOTAL
ACCESS SYSTEMS LEASING	COPIER/NETWORK SERVICE AGREEMENT	1,565.37
ADDOCO	MULCH	1,910.00

ALLIANT ENERGY	ELECTRICITY	8,039.07
AMAZON BUSINESS	SUPPLIES	4,012.37
ANDERSON WELDING	SHOP SUPPLIES	125.46
ARNOLD MOTOR SUPPLY LLP	VEHICLE MAINTENANCE SUPPLIES	10.58
AT&T	LIBRARY HOTSPOT	50.15
BARD MATERIALS	CONCRETE	1,322.21
BASE	SELF INSURANCE/HRA ADMINISTRATION	134.00
BLACK HAWK AUTOMATIC SPRINKLER	BACKFLOW PREVENTOR TEST	275.00
BLACK HILLS ENERGY	NATURAL GAS	1,629.31
BLACKSTONE PUBLISHING	LIBRARY MATERIALS	44.31
BOOK PAGE	LIBRARY MATERIALS	438.00
BREHME DRUG	FIRST AID SUPPLES	5.39
CARRICO AQUATIC RESOURCES	POOL CHEMICALS, EQUIPMENT	8,875.07
CINDY RIES	MILEAGE/CONFERENCE REIMBURSEMENT	1,187.09
CITY LAUNDERING	BUILDING MAINTENANCE	198.15
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	769.85
COMELEC SERVICES,	TELEPHONE/INTERNET	213.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
CORE & MAIN	METERS	69,725.00
DAKOTA SUPPLY GROUP	ANDERSON STREET PROJECT SUPPLIES	4,897.00
DELAWARE COUNTY AUDITOR	3RD QUARTER DISPATCH FEE	44,500.00
DEMCO	LIBRARY MATERIALS	419.61
DENNIS CONRAD	FIRE STATION BUILDING MAINTENANCE	375.00
DOLAN INSURANCE AGENCY	GENERAL INSURANCE	3,585.00
DON & WALT	BUILDING MAINTENANCE	3,967.52
DUBUQUE FIRE EQUIPMENT	FIRE EXTINGUISHERS	250.00
ECIA	ANNUAL CONTRIBUTION	4,734.08
EDGEWOOD OIL	VEHICLE REPAIR/MAINTENANCE	1,936.20
FANTASY DRONE SHOWS	DRONE SHOW	12,500.00
FAREWAY STORES	SUPPLIES	4,521.71
FEHR GRAHAM & ASSOCIATES	ENGINEERING FEES	32,753.00
FELD FIRE	FIRE DEPT BUNKER GEAR	33,765.60
FLEXIBLE BENEFIT SERVICE	FLEXIBLE BENEFIT ADMINISTRATION	245.00
GIENAPP CONSTRUCTION	WASTEWATER PLANT OVERHEAD DOORS	12,081.00
GRAINGER	WATER SCALES	4,025.30
HAUSERS WATER SYSTEMS	OPERATING SUPPLIES	20.00
HAWKINS	CHEMICALS/SALT	1,735.25
HENDERSON-WILDER LIBRARY	LIBRARY MATERIALS	52.98
IA ONE CALL	LOCATES	183.30
IA SECRETARY OF STATE	NOTARY RENEWAL	30.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	101.18
IOWA PARK & REC ASSOCIATION	ANNUAL DUES, CONFERENCE REGISTRATION	535.00
JASMINE WHITE	AIRPORT CLEANING	120.00
JE & SM ENTERPRISES	CONCESSIONS	352.00
JOHN DEERE FINANCIAL	SUPPLIES	269.21
JW PEPPER	REC SUPPLIES	24.99
KAMMILLER TREE SERVICE	TREE REMOVALS	700.00
KANOPY,	LIBRARY MATERIALS	49.00
KAY PARK REC	GARBAGE RECEPTACLES/LIDS	5,694.60
KIRKHAM MICHAEL	ENGINEERING FEES	3,919.00
KLUESNER SANITATION	STREET SWEEPING DISPOSAL	375.70

KMCH/DEL CO BROADCASTING	RADIO ANNOUNCEMENTS	768.00
KOELKER PLASTICS	REC SUPPLIES	250.00
LANDSCAPES BY CHILDS PLAY	TREE PLANTS/SHRUBS/TREES	150.00
LL PELLING CO	ASPHALT PATCH	681.59
MAGGIE SOMMERS	WEBSITE MAINT	800.00
MAINSTAY SYSTEMS	IT/COMPUTER SERVICES	930.00
MANCHESTER CARQUEST	VEHICLE MAINTENANCE SUPPLIES	17.96
MANCHESTER SIGNS	DISC GOLF SIGNS	85.80
MASTERPIECE CLEANING	CUSTODIAL SERVICES	800.00
MEDIACOM	TELEPHONE/INTERNET	266.12
MES SERVICE COMPANY	FIRE SUPPLIES	5,052.90
MICROBAC LABORATORIES	TESTING	479.50
MIDWEST PATCH HI-VIZ SAFETY	STREET PATCHING	1,764.50
MYERS COX CO	CONCESSIONS	1,873.92
NAT'L RECREATION & PARK ASSOC	ANNUAL DUES	189.00
ONE STEP PRINT SOLUTIONS	RAGBRAI POSTCARDS	114.28
OVERDRIVE	LIBRARY MATERIALS	1,768.85
PALMER HARDWARE	SUPPLIES	2,063.46
PEPSI COLA BOTTLING CO	CONCESSIONS	4,083.51
PITNEY BOWES	POSTAGE MACHINE REFILL	353.29
PIZZA RANCH	CONCESSIONS	1,504.00
PLASTIC RECYCLING	PICNIC TABLES	8,214.68
PRICE ELECTRIC	BUILDING MAINTENANCE	1,403.18
QUINN RONNENBERG	RE-ISSUE PAYROLL	167.27
REDWING PRINTS	SHIRTS	1,300.00
RICHARD MCCRABB	MOWING	280.00
RIVER CITY PAVING	PAY #1 RUNWAY RESURFACING	444,322.48
ROBERT SMITH	LIBRARY MATERIALS	250.00
RUNDE AUTO GROUP	NEW POLICE VEHICLE	42,149.00
SCHLEE & SOMMERS ELECTRIC	BUILDING MAINTENANCE	240.00
SCHMITZ JANITORIAL SUPPLY	SUPPLIES	471.70
SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,334.17
SPECIAL MOMENTS BY KAYLA	WEBSITE PHOTOS	1,040.00
STERICYCLE/SHRED-IT	SHREDDING	80.93
STOREY KENWORTHY	OFFICE SUPPLIES	404.68
SUNSHINE BOY WINDOW CLEANING	BUILDING MAINTENANCE	225.00
THE FISH SHACK	LIBRARY TANK MAINTENANCE	105.00
THREE RIVERS FS	VEHICLE FUEL	8,428.32
TMOBILE	MOBILE DATA/TELEPHONE	1,412.64
UNITY POINT CLINIC	DRUG/ALCOHOL TESTING	126.00
USPS	UTILITY BILLING POSTAGE	1,249.55
WALMART	OFFICE SUPPLIES	271.16
WATERLOO TENT & TARP	POOL UMBRELLA PART	172.00
WAVERLY NEWSPAPERS	PUBLICATION EXPENSE	300.00
WIN	TELEPHONE/INTERNET	336.70
WINDSTREAM	TELEPHONE/INTERNET	529.91
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	1,489.50
	TOTAL	823,712.83
	FUND TOTAL	
	GENERAL	655,704.60

	HOTEL/MOTEL TAX	16,393.69
	ROAD USE TAX	10,357.97
	EMPLOYEE BENEFITS	543.67
	PARK GIFT & TRUST	85.80
	LIBRARY GIFT & TRUST	52.98
	POLICE CANINE	24.99
	STREET IMPROVEMENT	783.86
	STREET PROJECTS	29,160.08
	WATER	49,564.95
	WATER CAPITAL IMPROVEMENT	9,997.50
	SEWER	51,042.74
	TOTAL	823,712.83

WHEEL LOADER PURCHASE
Shawn Ramler, Martin Equipment, reviewed the proposed purchase of a 2026 John Deere wheel loader, warranty options, and the trade-in value of the City's existing loader. Jason Haight confirmed the purchase was budgeted and stated the larger loader would better meet the City's operational needs.

Motion by Scherbring, seconded by Hammell, to approve the purchase of a 2026 John Deere Wheel Loader from Martin Equipment, including the trade-in of the existing loader and comprehensive warranty coverage, for $211,000, with a decision on the extended warranty to be made at a later date. On roll call: Ayes: Scherbring, Hammell, Poynor. Nays: Dittrick, Gray. Motion carried.

DEVICE RETAILER LICENSE APPLICATION
Motion by Dittrick, seconded by Poynor to deny the Device Retailer License Application from Liquor & Tobacco Outlet at 316 East Main Street. On call of roll: Ayes: Dittrick, Poynor, Hammell, Gray, Scherbring. Nays: None. Motion carried.

CITY PHONE SYSTEM
The City Council reviewed a quote from Access Systems to update the City's phone system. Motion by Hammell, seconded by Dittrick to approve the quote from Access Systems in the amount of $1,148.42 per month for Access Cloud Communication Solutions for the City's phone system. On call of roll: Ayes: Hammell, Dittrick, Scherbring, Gray, Poynor. Nays: None. Motion carried.

REZONE REQUEST – 608 CHARLES STREET
Motion by Scherbring, seconded by Poynor to waive the second consideration and proceed to the third consideration and final adoption of Ordinance 006-2026 Amending the Official Zoning Map of the City of Manchester, Iowa (608 Charles Street). On call of roll: Ayes: Scherbring, Poynor, Hammell, Gray, Dittrick. Nays: None. Motion carried.

Motion by Scherbring, seconded by Poynor to approve the third consideration and final adoption of Ordinance 006-2026 Amending the Official Zoning Map of the City of Manchester, Iowa (608 Charles Street). On call of roll: Ayes: Scherbring, Poynor, Hammell, Gray, Dittrick. Nays: None. Motion carried.

REZONE REQUEST – 413 SOUTH WAYNE STREET
Motion by Dittrick, seconded by Hammell to waive the second consideration and proceed to third consideration and final adoption of Ordinance 007-2026 Amending the Official Zoning Map of the City of Manchester, Iowa (413 South Wayne Street). On call of roll: Ayes: Dittrick, Hammell, Gray, Scherbring, Poynor. Nays: None. Motion carried.

Motion by Dittrick, seconded by Hammell to approve the third consideration and final adoption of Ordinance 007-2026 Amending the Official Zoning Map of the City of Manchester, Iowa (413 South Wayne Street). On call of roll: Ayes: Dittrick, Hammell, Scherbring, Gray, Poynor. Nays: None. Motion carried.

UTILITY RATES

Motion by Poynor, seconded by Hammell to waive the second consideration and proceed to third consideration and final adoption of Ordinance 008-2026 Amending the City Code of the City of Manchester by amending provisions pertaining to Utility Rates. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

Motion by Poynor, seconded by Hammell to approve the third consideration and final adoption of Ordinance 008-2026 Amending the City Code of the City of Manchester by amending provisions pertaining to Utility Rates. 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 Dittrick that the meeting adjourn at 5:41pm. Motion carried, all ayes.

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Connie Behnken, Mayor

ATTEST:

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Erin Learn, City Clerk