



Agenda for the Regular Meeting of the City Council of the City of Manchester
Tuesday, May 26, 2026

The City Council meeting will start at 5:00 PM
Location: 204 East Main Street

Video Recordings: <https://www.youtube.com/@cityofmanchesteriowa9648>

1. Opening

- 1.1. Call to Order
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Agenda

2. Public Input

Public Input: Please state your name and address for the record before proceeding with your comments. Individual remarks are limited to 5 minutes, with the overall Public Input period limited to 30 minutes. Under Iowa Open Meetings Law, the City Council can take no formal action on comments given during the Public Input period which do not relate to Action Items on the agenda.

3. Consent Agenda

- 3.1. Approval of the minutes of the May 11, 2026 Regular City Council meeting
- 3.2. R-057-2026 Resolution Approving Payment of Bills
- 3.3. Acknowledge receipt of the following City Reports & Minutes: minutes of the April 9, 2026 Library Board meeting; April 2026 Wastewater IDNR Reports
- 3.4. Approval of the following Liquor License application: Renewal Application for Class E Retail Alcohol License for Hy-Vee Dollar Fresh at 1080 West Main Street
- 3.5. Ordinance 001-2026 An Ordinance Amending the Official Zoning Map of the City of Manchester, Iowa (401 Lincoln Street), third consideration & final adoption
- 3.6. Approval of the request of the Hero Hustle Committee to use Schram Park on August 30, 2026 for the Hero Hustle Sprint Triathlon
- 3.7. R-058-2026 Resolution Amending Salary Resolution
- 3.8. R-059-2026 Resolution Approving Updated Lease Agreement with The Watershed LLC for 300 & 308 River Street
- 3.9. R-060-2026 Resolution Setting a Date of Meeting at which it is proposed to approve a Development Agreement with The Manchester Locker, including Annual Appropriation Tax Increment Payments
- 3.10. Approve payment of the following Commercial Incentive Grant: Interior Grant in the amount of \$1,020.63 to East End Collision at 945 East Main Street
- 3.11. R-061-2026 Resolution Approving Temporary Construction Easement for the Anderson Street Improvement Project

- 3.12. R-062-2026 Resolution Approving Reimbursement Agreements for Law Enforcement Academy Expenses
- 3.13. R-063-2026 Resolution Approving Additional Scope Agreement with Fehr Graham for East Main & Madison Street Sidewalk Ramp Improvements
- 3.14. R-064-2026 Resolution Declaring Windstream Non-Responsive to Request for Relocates for the Anderson Street Improvement Project
- 3.15. R-065-2026 Resolution Approving Final Plat of Sherman's Farm Subdivision
- 3.16. R-066-2026 Resolution Waiving Right to Review Plat (Loecke Sisters Subdivision)
- 3.17. R-067-2026 Resolution Waiving Right to Review Plat (Scovel's Honey Creek Heights Subdivision)

4. Public Hearings

- 4.1. Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2026
- 4.2. Consider approval of Resolution R-068-2026 Amending the Current Budget for the Fiscal Year ending June 30, 2026
- 4.3. Public Hearing on a proposed Development Agreement with Henderson Properties, Inc.
- 4.4. Consider approval of Resolution R-069-2026 Approving Development Agreement with Henderson Properties, Inc., Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
- 4.5. Public Hearing on Ordinance 005-2026 Amending the City Code of the City of Manchester, Iowa to Establish a Default Publication Timeline for Notices of Public Hearings
- 4.6. Consider approval of the first reading of Ordinance 005-2026 Amending the City Code of the City of Manchester, Iowa to Establish a Default Publication Timeline for Notices of Public Hearings

5. Regular Agenda Items

- 5.1. Presentation of the Highway 13 & Honey Creek Road Traffic Impact Study Report — Kirkham Michael
- 5.2. Consider approval of Resolution R-070-2026 Approving Final Plat of Kehrli Farmstead 6th Subdivision
- 5.3. Consider approval of Resolution R-071-2026 Approving Final Plat of Oakview Subdivision Phase 2
- 5.4. Consider approval of Resolution R-072-2026 Approving Voluntary Early Retirement Application
- 5.5. Consider approval of Resolution R-073-2026 Approving Supplement Agreement No. 1 with Kirkham Michael for the West Marion Street Bridge Rehabilitation Project
- 5.6. Consider approval of request of Taylor Hutchinson to bow hunt on his property at 521 South Brewer Street
- 5.7. Consider approval of the request from Delaware County Relay for Life to close the City Parking Lot at 202 East Delaware Street on Friday, June 12, 2026 for the Relay for

Life Event

- 5.8. Consider request of Manchester Area Chamber of Commerce to close the parking lot at 200 & 202 East Delaware Street on July 24, 2026 for a beer tent for RAGBRAI
- 5.9. Consider approval of a housing incentive package providing an 85% property tax rebate for a period of 12 years for Wes Schulte's Lincoln Village Redevelopment & Lincoln/Grant Street Expansion Project & direct City staff to work with the City's attorney to draft the necessary paperwork for Council consideration & approval

6. Reports/Updates

- 6.1. Engineering Updates
- 6.2. City Attorney
- 6.3. City Manager
- 6.4. City Clerk
- 6.5. Police Chief
- 6.6. City Council Members
- 6.7. Mayor

7. Adjourn

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

R-057-2026
RESOLUTION APPROVING PAYMENT OF BILLS

BE IT RESOLVED by the City Council of the City of Manchester, Iowa, that the list of claims, attached hereto, be approved and payment authorized.

PASSED AND APPROVED this 26th day of May, 2026.

Connie Behnken, Mayor

Erin Learn, City Clerk



Manchester, IA

Expense Approval Report

By Vendor Name

Payment Dates 5/8/2026 - 5/21/2026

Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 00002 - 5K SPORTS & MORE			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
5K SPORTS & MORE	SAFETY VESTS	OPERATING SUPPLIES	65.60
		Department 210 - STREETS Total:	65.60
		Fund 110 - ROAD USE TAX Total:	65.60
		Vendor 00002 - 5K SPORTS & MORE Total:	65.60
Vendor: 00008 - ACCENT LASER INC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
ACCENT LASER INC	PD PRINTER CARTRIDGES	OFFICE SUPPLIES	258.85
		Department 110 - POLICE Total:	258.85
		Fund 001 - GENERAL Total:	258.85
		Vendor 00008 - ACCENT LASER INC Total:	258.85
Vendor: 00011 - ACE ELECTRIC INC			
Fund: 001 - GENERAL			
Department: 150 - FIRE			
ACE ELECTRIC INC	FD SUPPLIES	LARGE EQUIPMENT	567.17
		Department 150 - FIRE Total:	567.17
		Fund 001 - GENERAL Total:	567.17
		Vendor 00011 - ACE ELECTRIC INC Total:	567.17
Vendor: 00037 - ALLIANT ENERGY			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	222.66
		Department 110 - POLICE Total:	222.66
Department: 130 - EMERGENCY MANAGEMENT			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	20.00
		Department 130 - EMERGENCY MANAGEMENT Total:	20.00
Department: 150 - FIRE			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	91.57
		Department 150 - FIRE Total:	91.57
Department: 230 - STREET LIGHTING			
ALLIANT ENERGY	ELECTRICITY	STREET LIGHTING ELECTRICITY	7,791.44
		Department 230 - STREET LIGHTING Total:	7,791.44
Department: 280 - AIRPORT			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	167.72
		Department 280 - AIRPORT Total:	167.72
Department: 430 - PARKS & RECREATION			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	203.12
		Department 430 - PARKS & RECREATION Total:	203.12
Department: 620 - CITY ADMINISTRATION			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	306.78
		Department 620 - CITY ADMINISTRATION Total:	306.78
		Fund 001 - GENERAL Total:	8,803.29

Expense Approval Report

Payment Dates: 5/8/2026 - 5/21/2026

Vendor Name	Description (Payable)	Account Name	Amount
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	378.55
		Department 210 - STREETS Total:	378.55
		Fund 110 - ROAD USE TAX Total:	378.55
Fund: 600 - WATER			
Department: 810 - WATER			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	1,589.22
		Department 810 - WATER Total:	1,589.22
		Fund 600 - WATER Total:	1,589.22
Fund: 610 - SEWER			
Department: 815 - SEWER			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	6,828.46
		Department 815 - SEWER Total:	6,828.46
		Fund 610 - SEWER Total:	6,828.46
		Vendor 00037 - ALLIANT ENERGY Total:	17,599.52
Vendor: 00046 - AMAZON BUSINESS			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
AMAZON BUSINESS	PD RETURN	UNIFORM ALLOWANCE	-144.95
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	6.21
AMAZON BUSINESS	PD SUPPLIES	UNIFORM ALLOWANCE	-23.99
AMAZON BUSINESS	PD UNIFORM SUPPLIES	UNIFORM ALLOWANCE	513.21
AMAZON BUSINESS	PD OFFICE SUPPLIES	OFFICE SUPPLIES	209.55
		Department 110 - POLICE Total:	560.03
Department: 150 - FIRE			
AMAZON BUSINESS	FD BATTERIES	OPERATING SUPPLIES	99.98
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	6.21
		Department 150 - FIRE Total:	106.19
Department: 290 - SOLID WASTE			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	18.59
		Department 290 - SOLID WASTE Total:	18.59
Department: 410 - LIBRARY			
AMAZON BUSINESS	LIB SUPPLIES	LIBRARY MATERIALS	504.90
AMAZON BUSINESS	LIB SUPPLIES	OFFICE SUPPLIES	99.22
AMAZON BUSINESS	LIB SUPPLIES	LIBRARY MATERIALS	39.90
AMAZON BUSINESS	LIB SUPPLIES	LIBRARY MATERIALS	672.76
AMAZON BUSINESS	LIB SUPPLIES	OFFICE SUPPLIES	68.17
		Department 410 - LIBRARY Total:	1,384.95
Department: 430 - PARKS & RECREATION			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	18.62
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	23.50
		Department 430 - PARKS & RECREATION Total:	42.12
Department: 435 - AQUATIC CENTER			
AMAZON BUSINESS	POOL BULLETIN BOARD	OFFICE SUPPLIES	71.28
		Department 435 - AQUATIC CENTER Total:	71.28
Department: 445 - SPORTS COMPLEX			
AMAZON BUSINESS	COMPLEX CONCESSIONS	CONCESSION SUPPLIES	39.98
		Department 445 - SPORTS COMPLEX Total:	39.98
Department: 530 - BUILDING/HOUSING			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	6.21
AMAZON BUSINESS	TABLET SUPPLIES	OFFICE SUPPLIES	30.38
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	23.50
		Department 530 - BUILDING/HOUSING Total:	60.09

Expense Approval Report

Payment Dates: 5/8/2026 - 5/21/2026

Vendor Name	Description (Payable)	Account Name	Amount
Department: 540 - PLANNING/ZONING			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	6.21
		Department 540 - PLANNING/ZONING Total:	6.21
Department: 620 - CITY ADMINISTRATION			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	18.62
AMAZON BUSINESS	ADMIN SUPPLIES	OFFICE SUPPLIES	47.05
AMAZON BUSINESS	ADMIN SUPPLIES	OFFICE SUPPLIES	0.01
AMAZON BUSINESS	TABLET SUPPLIES	OFFICE SUPPLIES	12.32
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	23.50
		Department 620 - CITY ADMINISTRATION Total:	101.50
		Fund 001 - GENERAL Total:	2,390.94
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
AMAZON BUSINESS	RAGBRAI BINDER	RAGBRAI EXPENSES	15.98
		Department 499 - OTHER CULTURE/RECREATION Total:	15.98
		Fund 003 - HOTEL/MOTEL TAX Total:	15.98
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	6.21
AMAZON BUSINESS	TABLET SUPPLIES	OFFICE SUPPLIES	76.76
		Department 210 - STREETS Total:	82.97
		Fund 110 - ROAD USE TAX Total:	82.97
Fund: 168 - PARK GIFT & TRUST			
Department: 430 - PARKS & RECREATION			
AMAZON BUSINESS	DOG PARK SUPPLIES	DOG PARK EXPENSES	25.99
		Department 430 - PARKS & RECREATION Total:	25.99
		Fund 168 - PARK GIFT & TRUST Total:	25.99
Fund: 171 - LIBRARY GIFT & TRUST			
Department: 410 - LIBRARY			
AMAZON BUSINESS	LIB SUPPLIES	LIBRARY MATERIALS	175.11
		Department 410 - LIBRARY Total:	175.11
		Fund 171 - LIBRARY GIFT & TRUST Total:	175.11
Fund: 600 - WATER			
Department: 810 - WATER			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	18.62
AMAZON BUSINESS	TABLET SUPPLIES	OFFICE SUPPLIES	53.57
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	23.50
		Department 810 - WATER Total:	95.69
		Fund 600 - WATER Total:	95.69
Fund: 610 - SEWER			
Department: 815 - SEWER			
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	18.62
AMAZON BUSINESS	OFFICE SUPPLIES	OFFICE SUPPLIES	23.52
		Department 815 - SEWER Total:	42.14
		Fund 610 - SEWER Total:	42.14
		Vendor 00046 - AMAZON BUSINESS Total:	2,828.82
Vendor: 00052 - AMERICAN LIBRARY ASSOCIATION			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
AMERICAN LIBRARY ASSOCIAT...	SHERE MEMBERSHIP	DUES/SUBSCRIPTIONS	70.00
		Department 410 - LIBRARY Total:	70.00
		Fund 001 - GENERAL Total:	70.00
		Vendor 00052 - AMERICAN LIBRARY ASSOCIATION Total:	70.00

Expense Approval Report

Payment Dates: 5/8/2026 - 5/21/2026

Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 00054 - AMERICAN RED CROSS			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
AMERICAN RED CROSS	LG CLASS RECERT	LIFEGUARD/WSI TRAINING	480.00
		Department 435 - AQUATIC CENTER Total:	480.00
		Fund 001 - GENERAL Total:	480.00
		Vendor 00054 - AMERICAN RED CROSS Total:	480.00
Vendor: 00113 - ARNOLD MOTOR SUPPLY LLP			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
ARNOLD MOTOR SUPPLY LLP	WATER TRUCK SUPPLIES FRE...	VEHICLE REPAIR/MAINT	37.17
ARNOLD MOTOR SUPPLY LLP	FILTERS	VEHICLE REPAIR/MAINT	302.38
		Department 210 - STREETS Total:	339.55
		Fund 110 - ROAD USE TAX Total:	339.55
		Vendor 00113 - ARNOLD MOTOR SUPPLY LLP Total:	339.55
Vendor: 02000 - AT&T			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
AT&T	LIB HOTSPOT	DUES/SUBSCRIPTIONS	50.15
		Department 410 - LIBRARY Total:	50.15
		Fund 001 - GENERAL Total:	50.15
		Vendor 02000 - AT&T Total:	50.15
Vendor: 00111 - BARD MATERIALS			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
BARD MATERIALS	ALLEY ROCK	ST MAINT SUPPL/OPS	346.24
		Department 210 - STREETS Total:	346.24
		Fund 110 - ROAD USE TAX Total:	346.24
Fund: 600 - WATER			
Department: 810 - WATER			
BARD MATERIALS	STREET PATCH	STREET MAINT/REPAIR	10.00
		Department 810 - WATER Total:	10.00
		Fund 600 - WATER Total:	10.00
		Vendor 00111 - BARD MATERIALS Total:	356.24
Vendor: 00142 - BLACK HILLS ENERGY			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	18.48
		Department 110 - POLICE Total:	18.48
Department: 150 - FIRE			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	424.85
BLACK HILLS ENERGY	NATURAL GAS	NATURAL GAS (GENERATOR)	43.09
		Department 150 - FIRE Total:	467.94
Department: 410 - LIBRARY			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	421.87
		Department 410 - LIBRARY Total:	421.87
Department: 430 - PARKS & RECREATION			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	126.60
		Department 430 - PARKS & RECREATION Total:	126.60
Department: 435 - AQUATIC CENTER			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	86.18
		Department 435 - AQUATIC CENTER Total:	86.18

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Vendor Name	Description (Payable)	Account Name	Amount
Department: 620 - CITY ADMINISTRATION			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	137.13
		Department 620 - CITY ADMINISTRATION Total:	137.13
		Fund 001 - GENERAL Total:	1,258.20
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	576.32
		Department 210 - STREETS Total:	576.32
		Fund 110 - ROAD USE TAX Total:	576.32
Fund: 600 - WATER			
Department: 810 - WATER			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	447.82
		Department 810 - WATER Total:	447.82
		Fund 600 - WATER Total:	447.82
Fund: 610 - SEWER			
Department: 815 - SEWER			
BLACK HILLS ENERGY	NATURAL GAS	HEATING FUEL	1,562.96
		Department 815 - SEWER Total:	1,562.96
		Fund 610 - SEWER Total:	1,562.96
		Vendor 00142 - BLACK HILLS ENERGY Total:	3,845.30
Vendor: 00154 - BOUBIN TIRE & AUTOMOTIVE			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
BOUBIN TIRE & AUTOMOTIVE	TIRE DISPOSAL	VEHICLE TIRES	6.00
		Department 210 - STREETS Total:	6.00
		Fund 110 - ROAD USE TAX Total:	6.00
		Vendor 00154 - BOUBIN TIRE & AUTOMOTIVE Total:	6.00
Vendor: 00173 - BURRINGTON GROUP INC			
Fund: 308 - BIKEWAY/WALKWAY PROJECTS			
Department: 430 - PARKS & RECREATION			
BURRINGTON GROUP INC	ENGINEERING FEES	GRAND AVENUE TRAIL EXTENS..	2,450.00
		Department 430 - PARKS & RECREATION Total:	2,450.00
		Fund 308 - BIKEWAY/WALKWAY PROJECTS Total:	2,450.00
		Vendor 00173 - BURRINGTON GROUP INC Total:	2,450.00
Vendor: 00193 - CARRICO AQUATIC RESOURCES INC			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
CARRICO AQUATIC RESOURCE...	POOL INLETS	BUILDING/GROUNDS	610.94
		Department 435 - AQUATIC CENTER Total:	610.94
		Fund 001 - GENERAL Total:	610.94
		Vendor 00193 - CARRICO AQUATIC RESOURCES INC Total:	610.94
Vendor: 00224 - CHEMSEARCH INC			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
CHEMSEARCH INC	PARK CLEANING SUPPLIES	BUILDING/GROUNDS	504.95
		Department 430 - PARKS & RECREATION Total:	504.95
		Fund 001 - GENERAL Total:	504.95
		Vendor 00224 - CHEMSEARCH INC Total:	504.95

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 02073 - CHRISTOPHER FULLER			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
CHRISTOPHER FULLER	MILEAGE REIMBURSEMENT	TRAINING/TRAVEL	4,083.20
		Department 110 - POLICE Total:	4,083.20
		Fund 001 - GENERAL Total:	4,083.20
		Vendor 02073 - CHRISTOPHER FULLER Total:	4,083.20
Vendor: 00234 - CITY LAUNDERING INC			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
CITY LAUNDERING INC	LIB MAINTENANCE	FURNITURE/EQUIPMENT	65.21
		Department 410 - LIBRARY Total:	65.21
		Fund 001 - GENERAL Total:	65.21
		Vendor 00234 - CITY LAUNDERING INC Total:	65.21
Vendor: 00239 - CITY OF MANCHESTER			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
CITY OF MANCHESTER	2026 POOL START UP	CONCESSION SUPPLIES	400.00
		Department 435 - AQUATIC CENTER Total:	400.00
		Fund 001 - GENERAL Total:	400.00
		Vendor 00239 - CITY OF MANCHESTER Total:	400.00
Vendor: 00261 - COMELEC SERVICES, INC			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
COMELEC SERVICES, INC	SHOP INTERNET	TELEPHONE/INTERNET	153.00
		Department 210 - STREETS Total:	153.00
		Fund 110 - ROAD USE TAX Total:	153.00
		Vendor 00261 - COMELEC SERVICES, INC Total:	153.00
Vendor: 01914 - CONNECTIONS INC EAP			
Fund: 112 - EMPLOYEE BENEFITS			
Department: 699 - OTHER GENERAL GOVERNMENT			
CONNECTIONS INC EAP	EMPLOYEE ASSISTANCE PROG...	REFUNDS/MISC	164.67
		Department 699 - OTHER GENERAL GOVERNMENT Total:	164.67
		Fund 112 - EMPLOYEE BENEFITS Total:	164.67
		Vendor 01914 - CONNECTIONS INC EAP Total:	164.67
Vendor: 00307 - DAKTRONICS INC			
Fund: 001 - GENERAL			
Department: 445 - SPORTS COMPLEX			
DAKTRONICS INC	SCOREBOARD POWER SUPPLY	MKL EQUIPMENT EXPENSES	320.00
		Department 445 - SPORTS COMPLEX Total:	320.00
		Fund 001 - GENERAL Total:	320.00
		Vendor 00307 - DAKTRONICS INC Total:	320.00
Vendor: 00327 - DAVID TRUMBLEE			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
DAVID TRUMBLEE	PD CLOTHING REIMB	FICA	123.25
		Department 110 - POLICE Total:	123.25
		Fund 001 - GENERAL Total:	123.25
		Vendor 00327 - DAVID TRUMBLEE Total:	123.25

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 02031 - DEL CO REC CENTER			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
DEL CO REC CENTER	FULLER MEMBERSHIP	DUES/SUBSCRIPTIONS	250.00
		Department 110 - POLICE Total:	250.00
		Fund 001 - GENERAL Total:	250.00
		Vendor 02031 - DEL CO REC CENTER Total:	250.00
Vendor: 00362 - DELHI LUMBER			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
DELHI LUMBER	PICKLEBALL SHELTER TABLE	MAINT (HOTEL/MOTEL TAX)	153.90
		Department 430 - PARKS & RECREATION Total:	153.90
		Fund 001 - GENERAL Total:	153.90
Fund: 168 - PARK GIFT & TRUST			
Department: 430 - PARKS & RECREATION			
DELHI LUMBER	DOG PARK DONOR SIGN	DOG PARK EXPENSES	76.33
		Department 430 - PARKS & RECREATION Total:	76.33
		Fund 168 - PARK GIFT & TRUST Total:	76.33
		Vendor 00362 - DELHI LUMBER Total:	230.23
Vendor: 00399 - DON & WALT LLC			
Fund: 001 - GENERAL			
Department: 150 - FIRE			
DON & WALT LLC	FD CHIMNEY TOP	BUILDING/GROUNDS	123.24
		Department 150 - FIRE Total:	123.24
Department: 435 - AQUATIC CENTER			
DON & WALT LLC	POOL RR LEAK REPAIR	BUILDING/GROUNDS	916.12
		Department 435 - AQUATIC CENTER Total:	916.12
		Fund 001 - GENERAL Total:	1,039.36
Fund: 168 - PARK GIFT & TRUST			
Department: 430 - PARKS & RECREATION			
DON & WALT LLC	WWPARK RR MAINTENANCE	WHITEWATER PARK EXPENSES	98.26
		Department 430 - PARKS & RECREATION Total:	98.26
		Fund 168 - PARK GIFT & TRUST Total:	98.26
		Vendor 00399 - DON & WALT LLC Total:	1,137.62
Vendor: 02057 - EAST END COLLISION			
Fund: 302 - DOWNTOWN/COMMERCIAL INCENTIVE			
Department: 520 - ECONOMIC DEVELOPMENT			
EAST END COLLISION	COMMERCIAL INCENTIVE GR...	COMMERCIAL IMPROVEMENTS	395.99
		Department 520 - ECONOMIC DEVELOPMENT Total:	395.99
		Fund 302 - DOWNTOWN/COMMERCIAL INCENTIVE Total:	395.99
		Vendor 02057 - EAST END COLLISION Total:	395.99
Vendor: 00433 - EASTERN IA EXCAVATING & CONCRETE			
Fund: 324 - STREET PROJECTS			
Department: 210 - STREETS			
EASTERN IA EXCAVATING & C...	PAY ESTIMATE #2 ANDERSON ...	ANDERSON STREET PROJECT	95,342.47
		Department 210 - STREETS Total:	95,342.47
		Fund 324 - STREET PROJECTS Total:	95,342.47
		Vendor 00433 - EASTERN IA EXCAVATING & CONCRETE Total:	95,342.47
Vendor: 00464 - EMS INDUSTRIAL INC			
Fund: 610 - SEWER			
Department: 815 - SEWER			
EMS INDUSTRIAL INC	UV SYSTEM AIR DRYER	EQUIP REPAIR/MAINT	131.88

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Vendor Name	Description (Payable)	Account Name	Amount
EMS INDUSTRIAL INC	GUAGE FOR UV DRYER	EQUIP REPAIR/MAINT	6.22
		Department 815 - SEWER Total:	138.10
		Fund 610 - SEWER Total:	138.10
		Vendor 00464 - EMS INDUSTRIAL INC Total:	138.10
Vendor: 00501 - FEHR GRAHAM & ASSOCIATES LLC			
Fund: 324 - STREET PROJECTS			
Department: 210 - STREETS			
FEHR GRAHAM & ASSOCIATES...	ENGINEERING FEES	ANDERSON STREET PROJECT	10,409.75
FEHR GRAHAM & ASSOCIATES...	ENGINEERING FEES	ANDERSON STREET PROJECT	11,521.50
		Department 210 - STREETS Total:	21,931.25
		Fund 324 - STREET PROJECTS Total:	21,931.25
		Vendor 00501 - FEHR GRAHAM & ASSOCIATES LLC Total:	21,931.25
Vendor: 00603 - HAUSERS WATER SYSTEMS INC			
Fund: 600 - WATER			
Department: 810 - WATER			
HAUSERS WATER SYSTEMS INC	WATER TREATMENT SUPPLIES	OPERATING SUPPLIES	20.00
		Department 810 - WATER Total:	20.00
		Fund 600 - WATER Total:	20.00
		Vendor 00603 - HAUSERS WATER SYSTEMS INC Total:	20.00
Vendor: 00606 - HAWKINS INC			
Fund: 600 - WATER			
Department: 810 - WATER			
HAWKINS INC	CHEMICALS	CHEMICALS/SALT	1,435.26
		Department 810 - WATER Total:	1,435.26
		Fund 600 - WATER Total:	1,435.26
		Vendor 00606 - HAWKINS INC Total:	1,435.26
Vendor: 00612 - HENDERSON PRODUCTS INC			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
HENDERSON PRODUCTS INC	BEACON LIGHT	VEHICLE REPAIR/MAINT	36.68
		Department 210 - STREETS Total:	36.68
		Fund 110 - ROAD USE TAX Total:	36.68
		Vendor 00612 - HENDERSON PRODUCTS INC Total:	36.68
Vendor: 00632 - HY-VEE			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
HY-VEE	LARSEN MEALS	TRAINING/TRAVEL	2,865.00
		Department 110 - POLICE Total:	2,865.00
		Fund 001 - GENERAL Total:	2,865.00
		Vendor 00632 - HY-VEE Total:	2,865.00
Vendor: 00657 - IA LEAGUE OF CITIES			
Fund: 001 - GENERAL			
Department: 610 - ELECTED OFFICIALS			
IA LEAGUE OF CITIES	MAYOR DUES	DUES/SUBSCRIPTIONS	35.00
		Department 610 - ELECTED OFFICIALS Total:	35.00
		Fund 001 - GENERAL Total:	35.00
		Vendor 00657 - IA LEAGUE OF CITIES Total:	35.00
Vendor: 00690 - INGRAM LIBRARY SERVICES INC			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
INGRAM LIBRARY SERVICES INC	LIB BOOK ORDER	LIBRARY MATERIALS	73.74
INGRAM LIBRARY SERVICES INC	LIB BOOK ORDER	LIBRARY MATERIALS	94.08

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Vendor Name	Description (Payable)	Account Name	Amount
INGRAM LIBRARY SERVICES INC	LIB BOOK ORDER	LIBRARY MATERIALS	49.17
		Department 410 - LIBRARY Total:	216.99
		Fund 001 - GENERAL Total:	216.99
		Vendor 00690 - INGRAM LIBRARY SERVICES INC Total:	216.99
Vendor: 00719 - J & R SUPPLY INC			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
J & R SUPPLY INC	WATER SUPPLIES	BUILDING/GROUNDS	56.50
		Department 435 - AQUATIC CENTER Total:	56.50
		Fund 001 - GENERAL Total:	56.50
Fund: 610 - SEWER			
Department: 815 - SEWER			
J & R SUPPLY INC	ST PROJECT TAPE MEASURE	OPERATING SUPPLIES	13.00
		Department 815 - SEWER Total:	13.00
		Fund 610 - SEWER Total:	13.00
		Vendor 00719 - J & R SUPPLY INC Total:	69.50
Vendor: 01901 - JASMINE WHITE			
Fund: 001 - GENERAL			
Department: 280 - AIRPORT			
JASMINE WHITE	AIRPORT MAINTENANCE	BUILDING/GROUNDS	40.00
JASMINE WHITE	AIRPORT MAINTENANCE	BUILDING/GROUNDS	40.00
		Department 280 - AIRPORT Total:	80.00
		Fund 001 - GENERAL Total:	80.00
		Vendor 01901 - JASMINE WHITE Total:	80.00
Vendor: 00783 - J'S AUTO INC			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
J'S AUTO INC	#3 AC COMPRESSOR REPAIR	VEHICLE REPAIR/MAINT	1,069.10
		Department 210 - STREETS Total:	1,069.10
		Fund 110 - ROAD USE TAX Total:	1,069.10
		Vendor 00783 - J'S AUTO INC Total:	1,069.10
Vendor: 00794 - KAMMILLER TREE SERVICE LLC			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
KAMMILLER TREE SERVICE LLC	DISC MULCHING	MAINT (HOTEL/MOTEL TAX)	1,015.00
		Department 430 - PARKS & RECREATION Total:	1,015.00
		Fund 001 - GENERAL Total:	1,015.00
		Vendor 00794 - KAMMILLER TREE SERVICE LLC Total:	1,015.00
Vendor: 00824 - KIRKHAM MICHAEL INC			
Fund: 001 - GENERAL			
Department: 280 - AIRPORT			
KIRKHAM MICHAEL INC	ENGIN	CAPITAL IMPROVEMENTS	5,161.15
		Department 280 - AIRPORT Total:	5,161.15
		Fund 001 - GENERAL Total:	5,161.15
		Vendor 00824 - KIRKHAM MICHAEL INC Total:	5,161.15
Vendor: 01851 - LOECKE ENTERPRISES			
Fund: 001 - GENERAL			
Department: 150 - FIRE			
LOECKE ENTERPRISES	RADIO REPAIR	RADIO/PAGER EQUIPMENT	137.50
		Department 150 - FIRE Total:	137.50
		Fund 001 - GENERAL Total:	137.50
		Vendor 01851 - LOECKE ENTERPRISES Total:	137.50

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 01998 - MAGGIE SOMMERS			
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
MAGGIE SOMMERS	WEBSITE	TOURISM/MARKETING	800.00
Department 499 - OTHER CULTURE/RECREATION Total:			800.00
Fund 003 - HOTEL/MOTEL TAX Total:			800.00
Vendor 01998 - MAGGIE SOMMERS Total:			800.00
Vendor: 00942 - MANCHESTER SIGNS LLC			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
MANCHESTER SIGNS LLC	PARK SIGNS	BUILDING/GROUNDS	116.00
Department 430 - PARKS & RECREATION Total:			116.00
Fund 001 - GENERAL Total:			116.00
Vendor 00942 - MANCHESTER SIGNS LLC Total:			116.00
Vendor: 01736 - MAQUOKETA VALLEY ELECTRIC COOPERATIVE			
Fund: 001 - GENERAL			
Department: 230 - STREET LIGHTING			
MAQUOKETA VALLEY ELECTRI...	STREET LIGHTING	STREET LIGHTING ELECTRICITY	56.61
MAQUOKETA VALLEY ELECTRI...	STREET LIGHTING	STREET LIGHTING ELECTRICITY	96.69
Department 230 - STREET LIGHTING Total:			153.30
Fund 001 - GENERAL Total:			153.30
Vendor 01736 - MAQUOKETA VALLEY ELECTRIC COOPERATIVE Total:			153.30
Vendor: 00967 - MASTERPIECE CLEANING LLC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
MASTERPIECE CLEANING LLC	CUSTODIAL	SALARIES	400.00
Department 110 - POLICE Total:			400.00
Department: 620 - CITY ADMINISTRATION			
MASTERPIECE CLEANING LLC	CUSTODIAL	SALARIES	400.00
Department 620 - CITY ADMINISTRATION Total:			400.00
Fund 001 - GENERAL Total:			800.00
Vendor 00967 - MASTERPIECE CLEANING LLC Total:			800.00
Vendor: 00988 - MEDICAL ASSOCIATES CLINIC			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
MEDICAL ASSOCIATES CLINIC	DRUG TESTS	MINOR MEDICAL/PHYSICALS	196.00
Department 210 - STREETS Total:			196.00
Fund 110 - ROAD USE TAX Total:			196.00
Vendor 00988 - MEDICAL ASSOCIATES CLINIC Total:			196.00
Vendor: 01021 - MIDWEST TAPE LLC/HOOPLA			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	LIBRARY MATERIALS	23.24
Department 410 - LIBRARY Total:			23.24
Fund 001 - GENERAL Total:			23.24
Vendor 01021 - MIDWEST TAPE LLC/HOOPLA Total:			23.24
Vendor: 01056 - MYERS COX CO			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
MYERS COX CO	POOL CONCESSIONS	CONCESSION SUPPLIES	1,139.79
Department 435 - AQUATIC CENTER Total:			1,139.79

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Vendor Name	Description (Payable)	Account Name	Amount
Department: 445 - SPORTS COMPLEX MYERS COX CO	COMPLEX CONCESSIONS	CONCESSION SUPPLIES	830.41
		Department 445 - SPORTS COMPLEX Total:	830.41
		Fund 001 - GENERAL Total:	1,970.20
		Vendor 01056 - MYERS COX CO Total:	1,970.20
Vendor: 01083 - NEI3A Fund: 171 - LIBRARY GIFT & TRUST Department: 410 - LIBRARY NEI3A	LIB LUNCH PROGRAM	EDUCATIONAL PROGRAMS	90.00
		Department 410 - LIBRARY Total:	90.00
		Fund 171 - LIBRARY GIFT & TRUST Total:	90.00
		Vendor 01083 - NEI3A Total:	90.00
Vendor: 02030 - ONE STEP PRINT SOLUTIONS INC Fund: 001 - GENERAL Department: 110 - POLICE ONE STEP PRINT SOLUTIONS I...	PERMIT CARDS	OFFICE SUPPLIES	50.00
		Department 110 - POLICE Total:	50.00
		Fund 001 - GENERAL Total:	50.00
		Vendor 02030 - ONE STEP PRINT SOLUTIONS INC Total:	50.00
Vendor: 01113 - OPG-3 INC Fund: 001 - GENERAL Department: 620 - CITY ADMINISTRATION OPG-3 INC	LASERFICHE	EQUIP REPAIR/MAINT	1,346.64
		Department 620 - CITY ADMINISTRATION Total:	1,346.64
		Fund 001 - GENERAL Total:	1,346.64
		Vendor 01113 - OPG-3 INC Total:	1,346.64
Vendor: 01120 - OVERDRIVE Fund: 001 - GENERAL Department: 410 - LIBRARY OVERDRIVE OVERDRIVE	EBOOKS/AUDIOBOOKS EBOOKS/AUDIOBOOKS	DUES/SUBSCRIPTIONS LIBRARY MATERIALS	1,829.64 800.00
		Department 410 - LIBRARY Total:	2,629.64
		Fund 001 - GENERAL Total:	2,629.64
		Vendor 01120 - OVERDRIVE Total:	2,629.64
Vendor: 01134 - PEPSI COLA BOTTLING CO Fund: 001 - GENERAL Department: 445 - SPORTS COMPLEX PEPSI COLA BOTTLING CO	CONCESSIONS	CONCESSION SUPPLIES	1,071.24
		Department 445 - SPORTS COMPLEX Total:	1,071.24
		Fund 001 - GENERAL Total:	1,071.24
		Vendor 01134 - PEPSI COLA BOTTLING CO Total:	1,071.24
Vendor: 02075 - PEYTON CLARK Fund: 001 - GENERAL Department: 110 - POLICE PEYTON CLARK	ACADEMY MILEAGE REIMB	TRAINING/TRAVEL	3,967.20
		Department 110 - POLICE Total:	3,967.20
		Fund 001 - GENERAL Total:	3,967.20
		Vendor 02075 - PEYTON CLARK Total:	3,967.20

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 01158 - PITNEY BOWES			
Fund: 600 - WATER			
Department: 810 - WATER			
PITNEY BOWES	POSTAGE REFILL	POSTAGE	1,014.75
		Department 810 - WATER Total:	1,014.75
		Fund 600 - WATER Total:	1,014.75
		Vendor 01158 - PITNEY BOWES Total:	1,014.75
Vendor: 01253 - RIVER CITY STONE INC			
Fund: 110 - ROAD USE TAX			
Department: 275 - STORM/STREET DRAINAGE			
RIVER CITY STONE INC	WARREN ST STORM WATER	INLETS/OUTLETS (STORM SE...	656.04
		Department 275 - STORM/STREET DRAINAGE Total:	656.04
		Fund 110 - ROAD USE TAX Total:	656.04
		Vendor 01253 - RIVER CITY STONE INC Total:	656.04
Vendor: 00952 - SCHMITZ JANITORIAL SUPPLY			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
SCHMITZ JANITORIAL SUPPLY	PARK SUPPLIES	BUILDING/GROUNDS	373.40
		Department 430 - PARKS & RECREATION Total:	373.40
		Fund 001 - GENERAL Total:	373.40
		Vendor 00952 - SCHMITZ JANITORIAL SUPPLY Total:	373.40
Vendor: 01313 - SCHUMACHER ELEVATOR INC			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
SCHUMACHER ELEVATOR INC	ELEVATOR MAINTENANCE	EQUIP REPAIR/MAINT	202.26
		Department 410 - LIBRARY Total:	202.26
		Fund 001 - GENERAL Total:	202.26
		Vendor 01313 - SCHUMACHER ELEVATOR INC Total:	202.26
Vendor: 01327 - SHIELD TECHNOLOGY			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
SHIELD TECHNOLOGY	SOFTWARE	IT/COMPUTER SERVICES	3,405.00
		Department 110 - POLICE Total:	3,405.00
		Fund 001 - GENERAL Total:	3,405.00
		Vendor 01327 - SHIELD TECHNOLOGY Total:	3,405.00
Vendor: 01807 - STATE CHEMICAL SOLUTIONS			
Fund: 610 - SEWER			
Department: 815 - SEWER			
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	OPERATING SUPPLIES	346.80
		Department 815 - SEWER Total:	346.80
		Fund 610 - SEWER Total:	346.80
		Vendor 01807 - STATE CHEMICAL SOLUTIONS Total:	346.80
Vendor: 01972 - STENDER LAWN CARE			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
STENDER LAWN CARE	LIB MOWING	MOWING CONTRACT	120.00
		Department 410 - LIBRARY Total:	120.00
		Fund 001 - GENERAL Total:	120.00
		Vendor 01972 - STENDER LAWN CARE Total:	120.00

Expense Approval Report

Payment Dates: 5/8/2026 - 5/21/2026

Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 01365 - STERICYCLE INC/SHRED-IT			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
STERICYCLE INC/SHRED-IT	SHREDDING	OFFICE SUPPLIES	38.73
		Department 110 - POLICE Total:	38.73
Department: 620 - CITY ADMINISTRATION			
STERICYCLE INC/SHRED-IT	SHREDDING	OFFICE SUPPLIES	38.74
		Department 620 - CITY ADMINISTRATION Total:	38.74
		Fund 001 - GENERAL Total:	77.47
		Vendor 01365 - STERICYCLE INC/SHRED-IT Total:	77.47
Vendor: 00222 - STEVE HERINGTON			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
STEVE HERINGTON	LG CLASS; LEAK DETECTION	LIFEGUARD/WSI TRAINING	720.00
STEVE HERINGTON	LG CLASS; LEAK DETECTION	BUILDING/GROUNDS	400.00
		Department 435 - AQUATIC CENTER Total:	1,120.00
		Fund 001 - GENERAL Total:	1,120.00
		Vendor 00222 - STEVE HERINGTON Total:	1,120.00
Vendor: 01377 - STOREY KENWORTHY INC			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
STOREY KENWORTHY INC	SOAP	BUILDING/GROUNDS	312.96
		Department 430 - PARKS & RECREATION Total:	312.96
		Fund 001 - GENERAL Total:	312.96
		Vendor 01377 - STOREY KENWORTHY INC Total:	312.96
Vendor: 01900 - T MOBILE			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
T MOBILE	PD MOBILE DATA	TELEPHONE/INTERNET	415.02
		Department 110 - POLICE Total:	415.02
Department: 150 - FIRE			
T MOBILE	FD MOBILE DATA	TELEPHONE/INTERNET	20.28
		Department 150 - FIRE Total:	20.28
		Fund 001 - GENERAL Total:	435.30
		Vendor 01900 - T MOBILE Total:	435.30
Vendor: 01471 - TYLER TECHNOLOGIES			
Fund: 600 - WATER			
Department: 810 - WATER			
TYLER TECHNOLOGIES	CHARGEBACK	CREDIT CARD PROCESSING	15.00
		Department 810 - WATER Total:	15.00
		Fund 600 - WATER Total:	15.00
		Vendor 01471 - TYLER TECHNOLOGIES Total:	15.00
Vendor: 01493 - US CELLULAR			
Fund: 001 - GENERAL			
Department: 150 - FIRE			
US CELLULAR	FD CELL	TELEPHONE/INTERNET	44.78
		Department 150 - FIRE Total:	44.78
		Fund 001 - GENERAL Total:	44.78
		Vendor 01493 - US CELLULAR Total:	44.78
Vendor: 01520 - WALMART			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
WALMART	PD OFFICE SUPPLIES	OFFICE SUPPLIES	25.24

Expense Approval Report

Payment Dates: 5/8/2026 - 5/21/2026

Vendor Name	Description (Payable)	Account Name	Amount
WALMART	FIREARM REPAIR	TRAINING/TRAVEL	10.43
		Department 110 - POLICE Total:	35.67
Department: 410 - LIBRARY			
WALMART	LIB SUPPLIES	PROGRAMS/EVENTS	43.39
WALMART	LIB SUPPLIES	OFFICE SUPPLIES	5.98
		Department 410 - LIBRARY Total:	49.37
		Fund 001 - GENERAL Total:	85.04
		Vendor 01520 - WALMART Total:	85.04
Vendor: 01564 - WINDSTREAM			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
WINDSTREAM	DYNAMIC IP/SIP TRUNKS	TELEPHONE/INTERNET	150.17
		Department 110 - POLICE Total:	150.17
Department: 430 - PARKS & RECREATION			
WINDSTREAM	DYNAMIC IP/SIP TRUNKS	TELEPHONE/INTERNET	69.31
		Department 430 - PARKS & RECREATION Total:	69.31
Department: 530 - BUILDING/HOUSING			
WINDSTREAM	DYNAMIC IP/SIP TRUNKS	TELEPHONE/INTERNET	69.31
		Department 530 - BUILDING/HOUSING Total:	69.31
Department: 620 - CITY ADMINISTRATION			
WINDSTREAM	DYNAMIC IP/SIP TRUNKS	TELEPHONE/INTERNET	150.17
		Department 620 - CITY ADMINISTRATION Total:	150.17
		Fund 001 - GENERAL Total:	438.96
Fund: 600 - WATER			
Department: 810 - WATER			
WINDSTREAM	DYNAMIC IP/SIP TRUNKS	TELEPHONE/INTERNET	69.31
		Department 810 - WATER Total:	69.31
		Fund 600 - WATER Total:	69.31
Fund: 610 - SEWER			
Department: 815 - SEWER			
WINDSTREAM	DYNAMIC IP/SIP TRUNKS	TELEPHONE/INTERNET	69.31
		Department 815 - SEWER Total:	69.31
		Fund 610 - SEWER Total:	69.31
		Vendor 01564 - WINDSTREAM Total:	577.58
		Grand Total:	188,909.10

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL	49,739.18	49,739.18
003 - HOTEL/MOTEL TAX	815.98	815.98
110 - ROAD USE TAX	3,906.05	3,906.05
112 - EMPLOYEE BENEFITS	164.67	164.67
168 - PARK GIFT & TRUST	200.58	200.58
171 - LIBRARY GIFT & TRUST	265.11	265.11
302 - DOWNTOWN/COMMERCIAL INCENTIVE	395.99	395.99
308 - BIKEWAY/WALKWAY PROJECTS	2,450.00	2,450.00
324 - STREET PROJECTS	117,273.72	117,273.72
600 - WATER	4,697.05	4,697.05
610 - SEWER	9,000.77	9,000.77
Grand Total:	188,909.10	188,909.10

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-110-60100	SALARIES	400.00	400.00
001-110-61100	FICA	123.25	123.25
001-110-61810	UNIFORM ALLOWANCE	344.27	344.27
001-110-62100	DUES/SUBSCRIPTIONS	250.00	250.00
001-110-62300	TRAINING/TRAVEL	10,925.83	10,925.83
001-110-63710	ELECTRICITY	222.66	222.66
001-110-63730	TELEPHONE/INTERNET	565.19	565.19
001-110-63790	HEATING FUEL	18.48	18.48
001-110-64190	IT/COMPUTER SERVICES	3,405.00	3,405.00
001-110-65060	OFFICE SUPPLIES	588.58	588.58
001-130-63710	ELECTRICITY	20.00	20.00
001-150-63100	BUILDING/GROUNDS	123.24	123.24
001-150-63710	ELECTRICITY	91.57	91.57
001-150-63730	TELEPHONE/INTERNET	65.06	65.06
001-150-63790	HEATING FUEL	424.85	424.85
001-150-63800	NATURAL GAS (GENERA...	43.09	43.09
001-150-65060	OFFICE SUPPLIES	6.21	6.21
001-150-65070	OPERATING SUPPLIES	99.98	99.98
001-150-65150	RADIO/PAGER EQUIPM...	137.50	137.50
001-150-67230	LARGE EQUIPMENT	567.17	567.17
001-230-63710	STREET LIGHTING ELECT...	7,944.74	7,944.74
001-280-63100	BUILDING/GROUNDS	80.00	80.00
001-280-63710	ELECTRICITY	167.72	167.72
001-280-67900	CAPITAL IMPROVEMENTS	5,161.15	5,161.15
001-290-65060	OFFICE SUPPLIES	18.59	18.59
001-410-62100	DUES/SUBSCRIPTIONS	1,949.79	1,949.79
001-410-63500	EQUIP REPAIR/MAINT	202.26	202.26
001-410-63790	HEATING FUEL	421.87	421.87
001-410-64850	MOWING CONTRACT	120.00	120.00
001-410-64990	PROGRAMS/EVENTS	43.39	43.39
001-410-65020	LIBRARY MATERIALS	2,257.79	2,257.79
001-410-65060	OFFICE SUPPLIES	173.37	173.37
001-410-67210	FURNITURE/EQUIPMENT	65.21	65.21
001-430-63100	BUILDING/GROUNDS	1,307.31	1,307.31
001-430-63710	ELECTRICITY	203.12	203.12
001-430-63730	TELEPHONE/INTERNET	69.31	69.31
001-430-63790	HEATING FUEL	126.60	126.60
001-430-63990	MAINT (HOTEL/MOTEL ...	1,168.90	1,168.90
001-430-65060	OFFICE SUPPLIES	42.12	42.12
001-435-62350	LIFEGUARD/WSI TRAINI...	1,200.00	1,200.00
001-435-63100	BUILDING/GROUNDS	1,983.56	1,983.56
001-435-63790	HEATING FUEL	86.18	86.18

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-435-65030	CONCESSION SUPPLIES	1,539.79	1,539.79
001-435-65060	OFFICE SUPPLIES	71.28	71.28
001-445-65030	CONCESSION SUPPLIES	1,941.63	1,941.63
001-445-65040	MKL EQUIPMENT EXPEN...	320.00	320.00
001-530-63730	TELEPHONE/INTERNET	69.31	69.31
001-530-65060	OFFICE SUPPLIES	60.09	60.09
001-540-65060	OFFICE SUPPLIES	6.21	6.21
001-610-62100	DUES/SUBSCRIPTIONS	35.00	35.00
001-620-60100	SALARIES	400.00	400.00
001-620-63500	EQUIP REPAIR/MAINT	1,346.64	1,346.64
001-620-63710	ELECTRICITY	306.78	306.78
001-620-63730	TELEPHONE/INTERNET	150.17	150.17
001-620-63790	HEATING FUEL	137.13	137.13
001-620-65060	OFFICE SUPPLIES	140.24	140.24
003-499-64900	TOURISM/MARKETING	800.00	800.00
003-499-64980	RAGBRAI EXPENSES	15.98	15.98
110-210-61830	MINOR MEDICAL/PHYSI...	196.00	196.00
110-210-63320	VEHICLE REPAIR/MAINT	1,445.33	1,445.33
110-210-63330	VEHICLE TIRES	6.00	6.00
110-210-63710	ELECTRICITY	378.55	378.55
110-210-63730	TELEPHONE/INTERNET	153.00	153.00
110-210-63790	HEATING FUEL	576.32	576.32
110-210-64170	ST MAINT SUPPL/OPS	346.24	346.24
110-210-65060	OFFICE SUPPLIES	82.97	82.97
110-210-65070	OPERATING SUPPLIES	65.60	65.60
110-275-67800	INLETS/OUTLETS (STORM..	656.04	656.04
112-699-64970	REFUNDS/MISC	164.67	164.67
168-430-67910	WHITewater PARK EXP...	98.26	98.26
168-430-67930	DOG PARK EXPENSES	102.32	102.32
171-410-64900	EDUCATIONAL PROGRA...	90.00	90.00
171-410-65020	LIBRARY MATERIALS	175.11	175.11
302-520-67920	COMMERCIAL IMPROV...	395.99	395.99
308-430-67790	GRAND AVENUE TRAIL E...	2,450.00	2,450.00
324-210-67715	ANDERSON STREET PRO...	117,273.72	117,273.72
600-810-63200	STREET MAINT/REPAIR	10.00	10.00
600-810-63710	ELECTRICITY	1,589.22	1,589.22
600-810-63730	TELEPHONE/INTERNET	69.31	69.31
600-810-63790	HEATING FUEL	447.82	447.82
600-810-64200	CREDIT CARD PROCESSI...	15.00	15.00
600-810-65010	CHEMICALS/SALT	1,435.26	1,435.26
600-810-65060	OFFICE SUPPLIES	95.69	95.69
600-810-65070	OPERATING SUPPLIES	20.00	20.00
600-810-65080	POSTAGE	1,014.75	1,014.75
610-815-63500	EQUIP REPAIR/MAINT	138.10	138.10
610-815-63710	ELECTRICITY	6,828.46	6,828.46
610-815-63730	TELEPHONE/INTERNET	69.31	69.31
610-815-63790	HEATING FUEL	1,562.96	1,562.96
610-815-65060	OFFICE SUPPLIES	42.14	42.14
610-815-65070	OPERATING SUPPLIES	359.80	359.80
Grand Total:		188,909.10	188,909.10

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	188,909.10	188,909.10
Grand Total:		188,909.10

Manchester Public Library Board Minutes

April 9, 2026

The meeting was called to order by President, Allison Hemann at 7:32 am.

Present:

Lucas Elsbernd, Janet Giannini, Ben Engelken, Tadd Moorman, Millie Kehrli, Allison Hemann, Alison Hegland-Library Director

Absent: Anita Palmer, Nathan Lamb

Approval of Agenda:

Lucas Elsbernd made a motion to approve the agenda as presented, Janet Giannini seconded. There was no further discussion, motion carried.

Approval of Minutes:

Minutes of the March 12, 2026 meeting were presented. Millie Kehrli made a motion to approve, Lucas Elsbernd seconded. There was no further discussion, motion carried.

Approval of Bills:

Alison Hegland presented bills. Lucas Elsbernd made a motion to approve the bills as presented, Janet Giannini seconded. There was no further discussion, motion carried.

Community Input:

N/A

Administrators Report:

a. Programs, statistics and donations:

- The library had 7,511 physical and online materials checked out in March. Of this, 2,035 were digital. 107 were from the Delaware County Library Association.
- The library had 3,228 visits in March. There were 27 class visits with 473 attending, 1 teen advisory board meeting with 6 attending, 3 children's programs with 30 attending, 1 passive children's scavenger hunt with 178 attending, 1 teen event with 3 attending, and 3 general interest programs with 56 attending.
- The meeting room was used 8 times with 39 attending.
- There were 2 notary sessions with 2 documents, 3 tech time sessions with 3 attending, 4 Thursday Morning Coffee Club events with 38 attending, and 2 book club events with 24 attending.
- Computers had 214 uses, children's iPads had 6 uses, and hotspot checkouts had 9 uses.
- Public Wi-Fi was used 792 times by 233 devices
- 22 new library cards issued

Other items that Alison shared:

- Manchester is a pass through town for RAGBRAI on Friday, July 24th. Allison will update the board when she knows more and if the library will participate or be affected.
- The library is beginning an eight week Thai Chi. The program had 15 spots available and as of today, 14 of the spots were full.
- The teen advisory board will be hosting a senior tech time on April 22nd. They will help seniors with technology questions and touch on scams.

- The library was awarded a \$10,000 grant through ALA. The funds will be used toward the restroom remodel.
- b. PLA recap
 - Alison gave a recap of the Public Library Association conference Alison and Cindy attended. They were able to attend multiple sessions, meet several vendors, and bring back good ideas to implement at the library. Cindy's scholarship covered a majority of her expenses.
- c. Recent Donations
 - The library received a \$500 donation from the Delaware County Genealogical Society which will be added to gift and trust.
 - The library received a \$485 donation from a private citizen which will be added to gift and trust.
 - The library received a \$4,000 donation which will be added to gift and trust.
 - The library will be receiving a donation from a private citizen toward a Wall Street Journal subscription. Alison plans to use the funds for a fireplace upstairs and more comfortable seating.

Old Business:

- a. Legislative Update
 - Alison gave the board an update on where the Iowa legislature currently sits on bills that will affect the library. Legislation is currently being discussed regarding age-appropriate materials and accreditation requirements. She will update the board next month.
- b. Erate – 471 filed
 - Alison has selected Comelec as the library's new internet provider.
- c. Security Camera Installation
 - Camera installation is complete. Alison gave the board an update on who will have access to the cameras.
- d. Summer reading kickoff and finale planned
 - Alison updated the board on the plan for summer reading. It will kick-off on May 29th and end on July 25th.

New Business:

- a. Great Give Day – May 20th
 - Alison will bring an information sheet to the May meeting on how board members can assist with promoting it.
- b. Board Education – Share various items in our collection
 - Alison brought samples of items from the "Library of Things" to present to the board. Alison would like to expand this collection using funds from gift and trust.

The meeting was adjourned at 7:54 am. Next meeting is May 14th, 2026 at 7:30am.

Respectfully submitted,
Ben Engelken, Board Secretary

IOWA DEPARTMENT OF NATURAL RESOURCES
NPDS REPORTING SYSTEM - DISCHARGE MONITORING REPORT
FACILITY INFORMATION

This form is valid 7/1/2021 to 6/30/2026

Facility Name: MANCHESTER CITY OF STP

Permit #: 2839001

Month/Year:	4	2026
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Outfall #(s): 001 - DISCHARGE FROM AN ACTIVATED SLUDGE WASTEWATER TREATMENT FACILITY.
SIU-03 - 001 - EFFLUENT (WASTE) PRIOR TO DISCHARGE TO THE MUNICIPAL COLLECTION SYSTEM

Operator Name: Perry Peterson

Certification #: #4511

Phone #: 563-920-0628

Lab Cert. #:	#299
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Comments:	We are going our own lab testing in our certified lab. Keystone Lab in Waterloo is doing all off site testing. Those include TKN, Metals, Phosphorus, Nitrogen, sludge analysis and E.coli. These are driven to them by us or their courier service to meet the 6 hour limit.
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*Include Comments longer than 1000 characters in email

Signature:

Perry Peterson

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

Permit # 2839001
 Facility Name: MANCHESTER CITY OF STP

Monthly Operation Report
 IOWA DEPARTMENT OF NATURAL RESOURCES
 NPDS - Operation Permit System
 INFLUENT Data

Outfall #: 001
 Month/Year: 4-2026

Mon. Point	RAW WASTE								
Parameter	FLOW	BOD5		TSS		TKN		TEMP	PH
Units	MGD	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L	LBS/DAY	FAHRENHEIT	STD UNITS
Frequency	7/WEEK OR DAILY	2 TIMES PER WEEK	2 TIMES PER WEEK	1 TIME PER WEEK	1 TIME PER WEEK	1 EVERY MONTH	1 EVERY MONTH	2 TIMES PER WEEK	2 TIMES PER WEEK
Start Date									
End Date	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration
No Discharge									
LOQ									
Day: 1	0.552								
2	1.017	243	2061.07254						
3	0.898							52	7.5
4	0.786								
5	0.689								
6	0.741							52	7.3
7	0.665	216	1197.9576	384	2129.7024				
8	0.639	188	1001.90088			39	207.84114		
9	0.653							52	7.4
10	0.655								
11	0.626								
12	0.688								
13	0.683							54	7.4
14	1.188	199	1971.67608	272	2694.95424				
15	1.512								
16	1.211	134	1353.36516						
17	1.105							54	7.3
18	0.992								
19	0.955								
20	0.925							54	7.5
21	0.892	169	1257.23832	272	2023.48416				
22	0.876								
23	1.252	129	1346.97672						
24	1.23							56	7.5
25	1.068								
26	1.022								
27	1.061							56	7.5
28	0.96	204	1633.3056	208	1665.3312				
29	0.949								
30	0.964								
31									
Total	27.454	1482	11823.4929	1136	8513.472	39	207.84114	430	59.4
Monthly Avg.	0.915133333	185.25	1477.936613	284	2128.368	39	207.84114	53.75	7.425
Daily Max.	1.512	243	2061.07254	384	2694.95424	39	207.84114	56	7.5
Daily Min.	0.552	129	1001.90088	208	1665.3312	39	207.84114	52	7.3
Max. 7/Avg.	1.084571429	229.5	1629.51507	384	2694.95424	39	207.84114	56	7.5

Permit # 2839001
Facility Name: MANCHESTER CITY OF STP

Monthly Operation Report
IOWA DEPARTMENT OF NATURAL RESOURCES
NPDS - Operation Permit System
EFFLUENT Data

Outfall #: 001
Month/Year: 4-2026

Mon. Point	EFFLUENT AFTER DISINFECTION								
Parameter	CBOD5		TSS		NH3-N		CR(T)		TOC
Units	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L
Frequency	2 TIMES PER WEEK	2 TIMES PER WEEK	1 TIME PER WEEK	1 TIME PER WEEK	2 TIMES PER WEEK	2 TIMES PER WEEK	1 EVERY MONTH	1 EVERY MONTH	1 EVERY 3 MONTHS
Start Date									
End Date	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration
No Discharge							05 - NO DETECTION	05 - NO DETECTION	
LOQ									
Day: 1									
2	3.3	27.989874			0.0894	0.758271132			
3									
4									
5									
6									
7	3.4	18.85674	1.8	9.98298	0.0678	0.37602558			
8	1.8	9.592668			0.0628	0.334677528	<0.00100	<	25.7
9									
10									
11									
12									
13									
14	3.3	32.696136	3.2	31.705344	0.0686	0.679683312			
15									
16	2.3	23.229402			0.086	0.86857764			
17									
18									
19									
20									
21	2.8	20.829984	2.4	17.854272	0.0712	0.529676736			
22									
23	1.4	14.618352			0.0935	0.97629708			
24									
25									
26									
27									
28	3	24.0192	1.6	12.81024	0.0882	0.70616448			
29									
30									
31									
Total	21.3	171.832356	9	72.352836	0.6275	5.229373488	0	0	25.7
Monthly Avg.	2.6625	21.4790445	2.25	18.088209	0.0784375	0.653671686	0	0	25.7
Daily Max.	3.4	32.696136	3.2	31.705344	0.0935	0.97629708			25.7
Daily Min.	1.4	9.592668	1.6	9.98298	0.0628	0.334677528			25.7
Max. 7/Avg.	3.35	23.423307	3.2	31.705344	0.09085	0.84123078			25.7

Permit #
Facility Name:

Outfall #:
Month/Year:

Mon. Point								EFFLUENT AFTER DISINFECTION - GEO MEAN
Parameter	T-N	PHOS		TEMP	CU		PH	E. COLI
Units	LBS/DAY	MG/L	LBS/DAY	FAHRENHEIT	MG/L	LBS/DAY	STD UNITS	#/100 ML
Frequency	1 EVERY 3 MONTHS	1 EVERY 3 MONTHS	1 EVERY 3 MONTHS	2 TIMES PER WEEK	1 EVERY MONTH	1 EVERY MONTH	2 TIMES PER WEEK	GEO. MEAN 1/3 MONTHS
Start Date								
End Date	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration
No Discharge								06 - NOT REQ / MP
LOQ								
Day: 1								
2								
3				52			7.1	
4								
5								
6				52			7.2	
7								
8	136.961982	5.69	30.3234894		0.0102	0.054358452		
9				52			7.1	
10								
11								
12								
13				56			7.1	
14								
15								
16								
17				56			7.1	
18								
19								
20				54			7.2	
21								
22								
23								
24				56			7.1	
25								
26								
27				56			7.2	
28								
29								
30								
31								
Total	136.961982	5.69	30.3234894	434	0.0102	0.054358452	57.1	
Monthly Avg.	136.961982	5.69	30.3234894	54.25	0.0102	0.054358452	7.1375	
Daily Max.	136.961982	5.69	30.3234894	56	0.0102	0.054358452	7.2	
Daily Min.	136.961982	5.69	30.3234894	52	0.0102	0.054358452	7.1	
Max. 7/Avg.	136.961982	5.69	30.3234894	56	0.0102	0.054358452	7.15	

Permit # 2839001
Facility Name: MANCHESTER CITY OF STP

Monthly Operation Report
IOWA DEPARTMENT OF NATURAL RESOURCES
NPDS - Operation Permit System
EFFLUENT Data

SIU: Paladin Attachments
Outfall #: 001
Month/Year: 4-2026

Mon. Point	PRIOR TO DISCHARGE TO CITY									
Parameter	FLOW	ZN		CD		CR(T)		CN(T)		N
Units	MGD	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L	LBS/DAY	MG/L
Frequency	1 EVERY BATCH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH
Start Date										
End Date	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration
No Discharge				05 - NO DETECTION	05 - NO DETECTION			05 - NO DETECTION	05 - NO DETECTION	
LOQ										
Day: 1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17	0.001	0.228	0.00190152	<0.000200	<	0.015	0.0001251	<0.0100	<	0.0648
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
Total	0.001	0.228	0.00190152	0	0	0.015	0.0001251	0	0	0.0648
Monthly Avg.	0.001	0.228	0.00190152	0	0	0.015	0.0001251	0	0	0.0648
Daily Max.	0.001	0.228	0.00190152			0.015	0.0001251			0.0648
Daily Min.	0.001	0.228	0.00190152			0.015	0.0001251			0.0648
Max. 7/Avg.	0.001	0.228	0.00190152			0.015	0.0001251			0.0648

Permit #
Facility Name:

SIU:
Outfall #:
Month/Year:

Mon. Point	Y SEWER								
Parameter	II	AG		TTO	CU		PB		PH
Units	LBS/DAY	MG/L	LBS/DAY	MG/L	MG/L	LBS/DAY	MG/L	LBS/DAY	STD UNITS
Frequency	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH	1 EVERY MONTH
Start Date									
End Date	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration	Permit Duration
No Discharge		05 - NO DETECTION	05 - NO DETECTION	12 - CERTIFIED					
LOQ									
Day: 1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17	0.000540432	<0.00100	<		0.634	0.00528756	0.00546	4.55364E-05	6.69
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total	0.000540432	0	0		0.634	0.00528756	0.00546	4.55364E-05	6.69
Monthly Avg.	0.000540432	0	0		0.634	0.00528756	0.00546	4.55364E-05	6.69
Daily Max.	0.000540432				0.634	0.00528756	0.00546	4.55364E-05	6.69
Daily Min.	0.000540432				0.634	0.00528756	0.00546	4.55364E-05	6.69
Max. 7/Avg.	0.000540432				0.634	0.00528756	0.00546	4.55364E-05	6.69

ORDINANCE 001-2026
AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MANCHESTER, IOWA
(401 LINCOLN STREET)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANCHESTER, IOWA:

SECTION 1. The Zoning Ordinance of the City of Manchester, Iowa is hereby amended by amending the official Zoning Map as follows:

The area affected, currently zoned R1-80 (Single Family Low Density District) described as follows:

Lots Eight Hundred Ninety One (891), Eight Hundred Ninety Two (892), Eight Hundred Ninety Three (893), and Eight Hundred Ninety Four (894), Manchester, Iowa, according to plat recorded in Book 1 L.D., Pages 284-285 (*also known as 401 Lincoln Street*)

is hereby amended and hereafter designated as R-4 (Multi-Family Residential Medium District)

SECTION 2. The City Clerk, after adoption and publication of the Ordinance shall attach a certified copy to the Official Zoning Map.

SECTION 3. Effective Date. This ordinance shall be in effect after its passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

Public Hearing:	February 23, 2026
1 st Consideration & Adoption:	February 23, 2026
2 nd Consideration & Adoption:	March 9, 2026
3 rd Consideration & Final Adoption:	

I, Erin Learn, City Clerk of the City of Manchester, Iowa, do hereby certify that Ordinance 001-2026 was duly published on _____ in The Manchester Press, as provided by law, a copy of said being hereby attached and by this reference incorporated herein.

Erin Learn, City Clerk

R-058-2026
RESOLUTION AMENDING SALARY RESOLUTION

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANCHESTER

SECTION 1. That the following individuals be hired for seasonal positions and be paid as follows:

Name	Position	Hourly Rate	Effective
Demmer, Evadelle	Lifeguard	\$11.50	05/26/2026
Ronnenberg, Quinn	Lifeguard	\$11.50	05/26/2026
Sleper, Josh	Lifeguard	\$11.75	05/26/2026
Hefel, Jill	Circulation Clerk, Seasonal/Part time	\$14.00	05/18/2026

All other requirements shall be the same as that set out in Resolution R-059-2025 as passed and approved on June 30th, 2025.

PASSED AND APPROVED this 26th day of May, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

RESOLUTION R-059-2026
RESOLUTION APPROVING UPDATED LEASE AGREEMENT WITH THE WATERSHED LLC FOR 300 RIVER
STREET & 308 RIVER STREET

WHEREAS, the City of Manchester, Iowa previously approved a Lease Agreement with The Watershed LLC for the properties located at 300 River Street and 308 River Street, Manchester, Iowa; and

WHEREAS, the Lease Agreement has since been updated and requires reapproval by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manchester, Iowa that the updated Lease Agreement for 300 River Street and 308 River Street, Manchester, Iowa, between the City of Manchester, Iowa and The Watershed LLC be hereby approved and the Mayor and City Clerk are hereby authorized to sign said updated lease agreement.

Passed and approved the 26th day of May, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk



LEASE - BUSINESS PROPERTY - SHORT FORM

THIS LEASE, made and entered into this April 1, 2026 ("Effective Date"), by and between **City of Manchester, Iowa** ("Landlord"), whose address, for the purpose of this lease, is 208 E. Main Street, Manchester, IA 52057 and **The Watershed LLC** ("Tenant"), whose address for the purpose of this lease is 408 Charlotte Street, Earlville, IA 52041.

The parties agree as follows:

- 1. PREMISES AND TERM.** Landlord leases to Tenant the following described vacant/bare ground ("Subject Property" or "Premises"), located in Manchester, Delaware County, Iowa:

308 River Street:

Lot 2, Block 3, in Toogood and Bethel's Subdivision of the North part of Lot 1 of the Iowa Land Company's Subdivision of part of Manchester, Iowa, same being a part of the North 1/2 of the Southeast 1/4 of the Southwest 1/4 of Section 29, Township 89 North, Range 5 West of the 5th P.M.

and

300 River Street:

Lot 3 and all that part of Lot 4 that lies North of the North line of Butler Street extended West to the West line of said Lot 4, in Block 3, of Toogood and Bethel's Subdivision of North part of Lot I in the Iowa Land Company's Subdivision of the Town of Manchester, Iowa, according to plat recorded in Book I Plats, Page 9, in the Office of the Delaware County Recorder.

together with all improvements thereon, and all rights, easements and appurtenances thereto belonging, for a term beginning on April 1, 2026, and ending on March 31, 2029, upon the condition that Tenant performs as provided in this lease. **Landlord, however, reserves the right to terminate this lease at any time, without any cause, by providing Tenant a thirty (30) day notice of Termination.**

- 2. RENT.** Tenant agrees to pay Landlord annual rent in the amount of \$1.00, same being due and payable on or before the Effective Date and on or before the anniversary date of the Effective Date throughout the balance of the lease term. In the event Landlord is assessed any Property Tax tied to the leasing of Subject Property to Tenant, Tenant shall be responsible for the payment of 100% of all such property taxes, accruing during the Tenant's leasing of Subject Property, and shall reimburse Landlord within thirty (30) days of receiving an invoice from Landlord related to same. All sums shall be paid at the address of Landlord.

3. **POSSESSION.** Tenant shall be entitled to possession on the first day of the lease term, and shall yield possession to Landlord at the termination of this lease. SHOULD LANDLORD BE UNABLE TO GIVE POSSESSION ON SAID DATE, TENANT'S ONLY DAMAGES SHALL BE A PRO RATA ABATEMENT OF RENT.
4. **USE.** Tenant shall use the Premises only for any legally permitted purposes tied directly to the operation of Tenant's business operations located at 252 River Street, Manchester, Iowa.
5. **CARE AND MAINTENANCE.**
 - A. Tenant takes the Premises as is.
 - B. Tenant shall maintain the Premises in a reasonable safe, serviceable, clean and presentable condition, to include but not be limited to mowing, weed whipping, and removal of any garbage or debris located on Subject Property.
6. **UTILITIES AND SERVICES.** Tenant shall pay for all utilities and services which may be used on the Premises.
7. **SURRENDER.** Upon the termination of this lease, Tenant will surrender the Premises to Landlord in good and clean condition, except for ordinary wear and tear or damage without fault or liability of Tenant. Continued possession, beyond the term of this Lease and the acceptance of rent by Landlord shall constitute a month-to-month extension of this lease.
8. **ASSIGNMENT AND SUBLETTING.** No assignment or subletting, either voluntary or by operation of law, shall be effective without the prior written consent of Landlord, which consent shall be granted in the sole discretion of the Landlord.
9. **INSURANCE.**
 - A. **LIABILITY INSURANCE.** Tenant shall obtain commercial general liability insurance in the amounts of \$500,000.00 each occurrence and \$500,000.00 annual aggregate on the Subject Property. This policy shall be endorsed to include the Landlord as an additional insured.
10. **LIABILITY FOR DAMAGE.** Each party shall be liable to the other for all damage to the property of the other negligently, recklessly or intentionally caused by that party (or their agents, employees or invitees), except to the extent the loss is insured and subrogation is waived under the owner's policy.
11. **INDEMNITY** Except for any negligence of Landlord, Tenant will protect, defend, and indemnify Landlord from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the Premises, or due directly or indirectly to the tenancy, use or occupancy thereof, or any part thereof by Tenant or any person claiming through or under Tenant.
12. **DAMAGE.** In the event of damage to the Premises, so that Tenant is unable to conduct business on the Premises, this lease may be terminated at the option of either party. Such termination shall be effected by notice of one party to the other within thirty (30) days after such notice; and both parties shall thereafter be released from all future obligations hereunder.
13. **MECHANICS' LIENS.** Neither Tenant, nor anyone claiming by, through, or under Tenant, shall have the right to file any mechanic's lien against the Premises. Tenant shall give notice in advance to all contractors and subcontractors who may furnish, or agree to furnish, any material, service or labor for any improvement on the Premises.

14. DEFAULT, NOTICE OF DEFAULT AND REMEDIES.

EVENTS OF DEFAULT

- A. Each of the following shall constitute an event of default by Tenant: (1) Failure to pay rent when due; (2) failure to observe or perform any duties, obligations, agreements, or conditions imposed on Tenant pursuant to the terms of the lease;

NOTICE OF DEFAULT

- B. Landlord shall give Tenant a written notice specifying the default and giving the Tenant ten (10) days in which to correct the default. If there is a default (other than for nonpayment of a monetary obligation of Tenant, including rent) that cannot be remedied in ten (10) days by diligent efforts of the Tenant, Tenant shall propose an additional period of time in which to remedy the default. Consent to additional time shall not be granted in the sole discretion of Landlord. Landlord shall not be required to give Tenant any more than three notices for the same default within any 365 day period.

REMEDIES

- C. In the event Tenant has not remedied a default in a timely manner following a Notice of Default, Landlord may proceed with all available remedies at law or in equity, including but not limited to the following: (1) Termination. Landlord may declare this lease to be terminated and shall give Tenant a written notice of such termination. In the event of termination of this lease, Landlord shall be entitled to prove claim for and obtain judgment against Tenant for the balance of the rent agreed to be paid for the term herein provided, plus all expenses of Landlord in regaining possession of the Premises and the reletting thereof, including attorney's fees and court costs, crediting against such claim, however, any amount obtained by reason of such reletting; (2) Forfeiture. If a default is not remedied in a timely manner, Landlord may then declare this lease to be forfeited and shall give Tenant a written notice of such forfeiture, and may, at the time, give Tenant the notice to quit provided for in Chapter 648 of the Code of Iowa.
- 15. SIGNS.** Landlord may at any time during this lease shall have the right to maintain on the Premises either or both a "For Rent" or "For Sale" sign. Tenant will permit prospective tenants or buyers to enter and examine the Premises.
- 16. NOTICES AND DEMANDS.** All notices shall be given to the parties hereto at the addresses designated unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such notice shall be considered given under the terms of this lease when it is deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested, and postage prepaid.
- 17. PROVISIONS BINDING.** Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto.
- 18. CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on

behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

19. ADDITIONAL PROVISIONS.

- a. No permanent structures may be placed, erected, or stored on Subject Property.
- b. Subject Property may not be used for the display of items available for sale.
- c. Camping on Subject Property shall be strictly prohibited.
- d. Vehicles, including recreational vehicles, may be parked on the Subject Property between the hours of 7:00 a.m. and 10:30 p.m. only.
- e. The placement of any temporary structures, including fencing and signage, shall be prohibited unless approved in writing, in advance, by the Landlord.
- f. Planting trees or other installing other landscaping on the Subject Property, shall be prohibited unless approved in writing, in advance, by the Landlord.
- g. This Agreement may only be amended in writing upon approval of Landlord and Tenant.
- h. Any dispute related to this agreement shall be decided in accordance with Iowa Law with jurisdiction in the District Court in and for Dubuque County, Iowa.
- i. The Landlord reserves the right to install a sand volleyball court on that portion of the Premises described as 308 River Street, said volleyball court to be open for public use and/or City Park and Recreation use.
 - i. All costs of installation and maintenance of the sand volleyball court shall be the sole responsibility of the Landlord, with Tenant being required to mow the balance of the Premises not including the sand volleyball playing area.
 - ii. Except for any negligence of Tenant, Landlord will protect, defend, and indemnify Tenant from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about that portion of the Premises used for sand volleyball purposes, or due directly or indirectly to the use or occupancy thereof, or any part thereof by Landlord or any person claiming through or under Landlord.

City of Manchester, Iowa, Landlord

The Watershed LLC, Tenant

By: _____
Print: _____

By: _____
Print: _____

Attest:

By: _____
Print: _____

RESOLUTION NO. R-060-2026

Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with The Manchester Locker, Including Annual Appropriation Tax Increment Payments

WHEREAS, the City of Manchester, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Manchester Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted certain ordinances providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into an agreement (the “Development Agreement”) with The Manchester Locker (the “Company”) in connection with the construction by the Company of a new warehouse for use in its business operations in the Urban Renewal Area; and

WHEREAS, under the Development Agreement, the City would provide financial incentives to the Company in the form of annual appropriation incremental property tax payments (the “Payments”) in an amount not to exceed \$600,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Manchester, Iowa, as follows:

Section 1. This Council shall meet on June 8, 2026, at 5:00 p.m., at the City Council Chambers, 204 East Main Street, in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the Payments.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four days and not more than twenty days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT WITH THE
MANCHESTER LOCKER AND AUTHORIZATION OF ANNUAL APPROPRIATION TAX
INCREMENT PAYMENTS

The City Council of the City of Manchester, Iowa, will meet at the City Council Chambers, 204 East Main Street, Manchester, Iowa, on June 8, 2026, at 5:00 p.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and The Manchester Locker (the “Company”) in connection with the construction by the Company of a new warehouse for use in its business operations in the Manchester Urban Renewal Area, which Agreement provides for certain financial incentives in the form of annual appropriation incremental property tax payments in an amount not to exceed \$600,000 under the authority of Section 403.9(1) of the Code of Iowa.

The commitment of the City to make annual appropriation incremental property tax payments to the Company under the Development Agreement will not be a general obligation of the City, but such payments will be payable solely and only from incremental property tax revenues generated within the Manchester Urban Renewal Area. Payments under the Development Agreement will be subject to annual appropriation by the City Council.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the City Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement or may abandon the proposal.

This notice is given by order of the City Council of Manchester, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Erin Learn
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved May 26, 2026.

Mayor

Attest:

City Clerk

R-061-2026
A RESOLUTION APPROVING TEMPORARY CONSTRUCTION EASEMENT FOR THE ANDERSON STREET
IMPROVEMENT PROJECT

WHEREAS, an easement has been drafted and presented as listed below between the City of Manchester, Iowa and the property owner listed below which provide the City access to the property as detailed in said easement:

Name	Property Address	Type of Easement
Jeff & Cindy Lyness	837 East Union Street	Temporary Construction Easement

; and,

WHEREAS, said easement has been negotiated between the City of Manchester and the abovementioned property owner.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the City Council of the City of Manchester, Iowa hereby accepts and approves the temporary construction easement between the City of Manchester and abovementioned property owner. The Mayor and City Clerk are hereby authorized to sign said easement.

PASSED AND APPROVED this 26th day of May, 2026.

ATTEST:

Connie Behnken, Mayor

Erin Learn, City Clerk

TEMPORARY CONSTRUCTION EASEMENT

PARCEL NO.	<u>8</u>	COUNTY	<u>Delaware</u>
PROJECT NO.	<u>25-546</u>	ROAD NO.	<u>Anderson Street</u>

KNOW ALL MEN BY THESE PRESENTS: That in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration paid to Jeffrey and Cynthia Lyness, hereinafter referred to as Grantor, by City of Manchester, hereinafter referred to as Grantee, the receipt of which is hereby acknowledged, the Grantor does hereby grant, transfer and convey unto the Grantee, its successors and assigns, a temporary construction easement as described below. The Grantee shall have the right to construct and grade the area as part of the initial installation of new sidewalk, driveway and utilities over and along land of the Grantor its successors and assignees.

And said temporary easement being as follows:

As shown on attached exhibit.

The consideration recited above shall constitute payment in full for any damage to the land of the Grantor, the estate's successor's assigns and heirs, by reason of the installation, operation, and maintenance of the structures or improvements herein referred to. The Grantee covenants to maintain the easement in good repair so that no unreasonable damage will result from its use to the adjacent land of the Grantor, the successors and assigns. The provisions of this easement shall expire upon the completion of the project and acceptance of the improvement by the Grantee.

Dated this 8 day of May 2026.

GRANTOR ACKNOWLEDGEMENT

We, Jeffrey and Cynthia Lyness, do hereby acknowledge and approve the above Description and attached Exhibit.

GRANTORS:

Jeffrey Lyness
Jeffrey Lyness

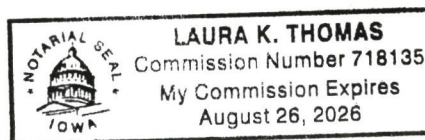
Cynthia Lyness
Cynthia Lyness

INDIVIDUAL ACKNOWLEDGMENT

State of Iowa)
) SS.
County of Delaware)

On this 8 day of May, 2026, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jeffrey and Cynthia Lyness to me known to be the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the instrument as their voluntary act and deed.

Laura K Thomas
Notary Public in and for the State of Iowa



GRANTEE ACKNOWLEDGEMENT

CITY OF MANCHESTER

By: _____
Connie Behnken, Mayor

ATTEST:

By: _____
Erin Learn, City Clerk

(MUNICIPAL SEAL)

STATE OF IOWA)
) SS.
COUNTY OF DELAWARE)

On this _____ day of _____, 2026, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Connie Behnken and Erin Learn, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Manchester, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by the authority of its City Council, on the ____ day of _____, 2026, and that Connie Behnken and Erin Learn acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the State of Iowa

R-062-2026

RESOLUTION APPROVING REIMBURSEMENT AGREEMENTS FOR LAW ENFORCEMENT ACADEMY
EXPENSES

WHEREAS, the City of Manchester, Iowa has hired Christopher Fuller and Peyton Clark as police officers for service with the Manchester Police Department; and,

WHEREAS, Christopher Fuller and Peyton Clark have completed training through the Iowa Law Enforcement Academy; and,

WHEREAS, the City of Manchester, Iowa has incurred expenses related to the officers' law enforcement training and certification; and,

WHEREAS, the City Council finds it to be in the best interest of the City to enter into reimbursement agreements requiring repayment of training costs if either officer voluntarily leaves employment with the City before completing four years of service.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Manchester, Iowa that the Reimbursement Agreements between the City of Manchester, Iowa and Christopher Fuller and Peyton Clark regarding reimbursement of law enforcement training expenses be hereby approved. The Mayor and City Clerk are hereby authorized and directed to execute said agreements on behalf of the City.

PASSED AND APPROVED this 26th day of May, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

REIMBURSEMENT AGREEMENT (New Hire)

This Agreement is entered into by and between The City of Manchester, specifically authorized by the Manchester Police Department (hereinafter referred to as the "Department") and Peyton Clark (hereinafter referred to as "Employee").

In consideration of the mutual promises set forth herein, the parties agree as follows:

1. The Department and the Employee agree that the Employee has attended or will attend the Iowa Law Enforcement Academy ("the Academy") at the expense of another agency to receive certification as a Law Enforcement Officer in accordance with the Academy's training requirements, or if currently certified to meet the requirements set by the Academy to be a full-time law enforcement officer. The Department shall reimburse the expense of training incurred by the other agency on behalf of the Employee as if the Department was the original agency to provide this training to Employee. The Employee agrees that they will be responsible for reimbursing the Department for expenses incurred for Employee's training as outlined in this Agreement. The reimbursable expenses shall include the Department's costs of tuition, mileage, food, lodging, medical screening, clothing, books, uniform, and equipment while attending the Academy and for any salary paid for work performed for the Department which are above the federal minimum wage at the time of this Agreement. These reimbursable costs are referred to as "total training expenses". The Employee will not be responsible for reimbursing the Department for any time spent by the Employee performing services or other work assigned by the Department. An estimate of the costs of the "total training expenses" set out above is listed on Exhibit "A" which is attached and by this reference incorporated into this Agreement. The final determination of the Employee's "total training expenses" will be based on the actual cost incurred by the Department, as these costs become known.
2. Employee may, at the Department's option, be required to work for the Manchester Police Department while attending the training programs and may be required to perform patrol or perform other duties as assigned by the Department or the Chiefs designee. The hours expended by Employee in attendance at the training course and service to the Department shall be subject to the same limitations, probationary period, and compensatory time policies as apply to all of the Department's law enforcement officers.
3. A certified employee shall have a probationary period of nine (6) months after their employment date. A non-certified officer shall have a probationary period of nine (12) months from the date of certification.

4. Employee shall serve as a full-time Manchester Police Department employee after graduation from the Academy and upon meeting all criteria needed to receive proper certification.
5. In consideration for providing this training, Employee agrees to work for the Department, as a Manchester Police employee for at least four (4) years from the date when the employee graduates from the Academy and has met all criteria needed to receive certification. This Agreement does not alter the Employee's "at will" status of employment. This Agreement is not a guarantee of employment for a certain time period.
6. In the event the Employee voluntarily resigns from employment with the Manchester Police Department without having served as a certified law enforcement officer for at least four (4) years, the Employee shall sign a confession of judgment for the "total training expenses" which include the Employee's contractual duty to reimburse the Department for "total training expenses" incurred based on the following Schedule:
 - (a) If Employee resigns less than one year after completion of the approved training, Employee must reimburse the Department for one hundred percent (100%) of the total training expenses.
 - (b) If Employee resigns after one year but less than two years after completion of the approved training, Employee must reimburse the Department for seventy-five percent (75%) of the total training expenses.
 - (c) If Employee resigns after two years but less than three years after completion of the approved training, Employee must reimburse the Department for fifty percent (50%) of the total training expenses.
 - (d) If Employee resigns after three years but less than four years after completion of the approved training, Employee must reimburse the Department for twenty-five percent (25%) of the total training expenses.
 - (e) At the end of four (4) years of service as a certified law enforcement officer for the Department, the amount owed for training expenses by Employee shall be zero dollars.
7. Payment of any total training expenses owed to the Department by Employee shall be made in consecutive monthly payments in accordance with an amortization schedule which shall be provided promptly after Employee's date of resignation. Interest shall commence with the employee's date of resignation and shall be calculated on the unpaid principal balance to the date of each installment paid, with payment being credited first to accrued interest and then to the reduction of principal. In the event of a default by the Employee in making any of the payments, the Department shall have the right to accelerate and declare the entire remaining balance of principal and interest immediately due and payable.
8. If the Employee is killed or permanently and totally disabled as defined by Iowa law, while in the employ of the Department, Employee shall have no

further obligation for reimbursement of the total training expenses and repayment is waived.

9. Employee shall notify Department of Employee's place of residence while in the employ of the Department and until such time as the debt for total training expenses is satisfied in full.
10. If reimbursement is not made by Employee in accordance with this Agreement, the Employee understands that the Department at its option may seek Employee's decertification as an Iowa Law Enforcement Officer (See Iowa Administrative Code 501-6.2(2)).
11. Failure to comply with the terms of this Agreement shall be considered a breach of this Agreement entitling the employing agency to file a collection action in the District Court in and for Delaware County, Iowa. If the Department is required to file a collection action, the Employee shall be liable for any and all reasonable attorney's fees and expenses incurred by the Department in enforcing its rights under this Agreement.
12. This Agreement is to be governed by the laws of the State of Iowa. The parties agree that any action, suit, or proceeding based upon any matter, claim, or controversy arising under this Agreement shall be brought solely in the state courts located in Delaware County, Iowa. The parties to this Agreement irrevocably waive objection to the venue of the above-mentioned courts, including any claim that such action, suit or proceeding has been brought in an inconvenient forum.
13. The parties agree that any litigation involving an alleged breach or interpretation of this Agreement shall be tried to a judge, not a jury. **Each party waives its right to have a jury trial.**
14. This Agreement is for the purpose of bona fide employment and not for the purposes of achieving certification of the officer by way of "sponsorship" through the academy.
15. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such a provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
16. This Agreement contains the entire agreement of the parties on this subject matter and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This agreement may be amended or canceled only upon written agreement of both the Department and the Employee.

17. By signing below, the employee authorizes City of Manchester to withhold the maximum lawful amount towards the first payment of total training expenses from their final paycheck following resignation. The employee's signature below affirms this is a voluntary and valid wage withholding authorization under Iowa Code Chapter 91A.

Executed this 9th day of May, 2026.

Employee: *Peyton Clark*

Manchester Police Department

Peyton Clark
Name:

[Signature]
Benjamin Davis, Chief

Exhibit A
Manchester Police Department

Estimated Expenses for Iowa Law Enforcement Academy Training

Description

Payment to Other Agency:		\$ <u>0</u>
Tuition:	Academy at Camp Dodge – Johnston, IA	\$ <u>4800</u>
	Taser Certification (optional)	\$ <u>0</u>
	P.I.T. Certification (optional)	\$ <u>225</u>
Clothing:	Academy Required Clothing	\$ <u></u>
Meals:	Academy Meals	\$ <u>2865</u>
Uniforms and Duty Gear:		\$ <u>230</u>
Medical:	Pre-Academy Required Medical Examinations	\$ <u>0</u>
Ammo:	250 Rounds of Duty Ammo	\$ <u>0</u>
Mileage:		\$ <u>3967.20</u>
Additional Expenses owed to Other Agency:		\$ <u>0</u>

Other:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Estimated Expenses Incurred by the City \$ 12,087.20

REIMBURSEMENT AGREEMENT (New Hire)

This Agreement is entered into by and between The City of Manchester, specifically authorized by the Manchester Police Department (hereinafter referred to as the "Department") and Christopher Fuller (hereinafter referred to as "Employee").

In consideration of the mutual promises set forth herein, the parties agree as follows:

1. The Department and the Employee agree that the Employee has attended or will attend the Iowa Law Enforcement Academy ("the Academy") at the expense of another agency to receive certification as a Law Enforcement Officer in accordance with the Academy's training requirements, or if currently certified to meet the requirements set by the Academy to be a full-time law enforcement officer. The Department shall reimburse the expense of training incurred by the other agency on behalf of the Employee as if the Department was the original agency to provide this training to Employee. The Employee agrees that they will be responsible for reimbursing the Department for expenses incurred for Employee's training as outlined in this Agreement. The reimbursable expenses shall include the Department's costs of tuition, mileage, food, lodging, medical screening, clothing, books, uniform, and equipment while attending the Academy and for any salary paid for work performed for the Department which are above the federal minimum wage at the time of this Agreement. These reimbursable costs are referred to as "total training expenses". The Employee will not be responsible for reimbursing the Department for any time spent by the Employee performing services or other work assigned by the Department. An estimate of the costs of the "total training expenses" set out above is listed on Exhibit "A" which is attached and by this reference incorporated into this Agreement. The final determination of the Employee's "total training expenses" will be based on the actual cost incurred by the Department, as these costs become known.
2. Employee may, at the Department's option, be required to work for the Manchester Police Department while attending the training programs and may be required to perform patrol or perform other duties as assigned by the Department or the Chiefs designee. The hours expended by Employee in attendance at the training course and service to the Department shall be subject to the same limitations, probationary period, and compensatory time policies as apply to all of the Department's law enforcement officers.
3. A certified employee shall have a probationary period of nine (6) months after their employment date. A non-certified officer shall have a probationary period of nine (12) months from the date of certification.

4. Employee shall serve as a full-time Manchester Police Department employee after graduation from the Academy and upon meeting all criteria needed to receive proper certification.
5. In consideration for providing this training, Employee agrees to work for the Department, as a Manchester Police employee for at least four (4) years from the date when the employee graduates from the Academy and has met all criteria needed to receive certification. This Agreement does not alter the Employee's "at will" status of employment. This Agreement is not a guarantee of employment for a certain time period.
6. In the event the Employee voluntarily resigns from employment with the Manchester Police Department without having served as a certified law enforcement officer for at least four (4) years, the Employee shall sign a confession of judgment for the "total training expenses" which include the Employee's contractual duty to reimburse the Department for "total training expenses" incurred based on the following Schedule:
 - (a) If Employee resigns less than one year after completion of the approved training, Employee must reimburse the Department for one hundred percent (100%) of the total training expenses.
 - (b) If Employee resigns after one year but less than two years after completion of the approved training, Employee must reimburse the Department for seventy-five percent (75%) of the total training expenses.
 - (c) If Employee resigns after two years but less than three years after completion of the approved training, Employee must reimburse the Department for fifty percent (50%) of the total training expenses.
 - (d) If Employee resigns after three years but less than four years after completion of the approved training, Employee must reimburse the Department for twenty-five percent (25%) of the total training expenses.
 - (e) At the end of four (4) years of service as a certified law enforcement officer for the Department, the amount owed for training expenses by Employee shall be zero dollars.
7. Payment of any total training expenses owed to the Department by Employee shall be made in consecutive monthly payments in accordance with an amortization schedule which shall be provided promptly after Employee's date of resignation. Interest shall commence with the employee's date of resignation and shall be calculated on the unpaid principal balance to the date of each installment paid, with payment being credited first to accrued interest and then to the reduction of principal. In the event of a default by the Employee in making any of the payments, the Department shall have the right to accelerate and declare the entire remaining balance of principal and interest immediately due and payable.
8. If the Employee is killed or permanently and totally disabled as defined by Iowa law, while in the employ of the Department, Employee shall have no

further obligation for reimbursement of the total training expenses and repayment is waived.

9. Employee shall notify Department of Employee's place of residence while in the employ of the Department and until such time as the debt for total training expenses is satisfied in full.
10. If reimbursement is not made by Employee in accordance with this Agreement, the Employee understands that the Department at its option may seek Employee's decertification as an Iowa Law Enforcement Officer (See Iowa Administrative Code 501-6.2(2)).
11. Failure to comply with the terms of this Agreement shall be considered a breach of this Agreement entitling the employing agency to file a collection action in the District Court in and for Delaware County, Iowa. If the Department is required to file a collection action, the Employee shall be liable for any and all reasonable attorney's fees and expenses incurred by the Department in enforcing its rights under this Agreement.
12. This Agreement is to be governed by the laws of the State of Iowa. The parties agree that any action, suit, or proceeding based upon any matter, claim, or controversy arising under this Agreement shall be brought solely in the state courts located in Delaware County, Iowa. The parties to this Agreement irrevocably waive objection to the venue of the above-mentioned courts, including any claim that such action, suit or proceeding has been brought in an inconvenient forum.
13. The parties agree that any litigation involving an alleged breach or interpretation of this Agreement shall be tried to a judge, not a jury. **Each party waives its right to have a jury trial.**
14. This Agreement is for the purpose of bona fide employment and not for the purposes of achieving certification of the officer by way of "sponsorship" through the academy.
15. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such a provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
16. This Agreement contains the entire agreement of the parties on this subject matter and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This agreement may be amended or canceled only upon written agreement of both the Department and the Employee.

17. By signing below, the employee authorizes City of Manchester to withhold the maximum lawful amount towards the first payment of total training expenses from their final paycheck following resignation. The employee's signature below affirms this is a voluntary and valid wage withholding authorization under Iowa Code Chapter 91A.

Executed this 11 day of May, 2026.

Employee: Chris Fuller

Manchester Police Department

Chris Fuller
Name: Chris Fuller

Benjamin Davis
Benjamin Davis, Chief

Exhibit A
Manchester Police Department

Estimated Expenses for Iowa Law Enforcement Academy Training

Description

Payment to Other Agency:		\$ __ 0 __
Tuition:	Academy at Camp Dodge – Johnston, IA	\$ _4800__
	Taser Certification (optional)	\$ __ 0 __
	P.I.T. Certification (optional)	\$ _225__
Clothing:	Academy Required Clothing	\$ _____
Meals:	Academy Meals	\$ _2865__
Uniforms and Duty Gear:		\$ _230__
Medical:	Pre-Academy Required Medical Examinations	\$ __ 0 __
Ammo:	250 Rounds of Duty Ammo	\$ __ 0 __
Mileage:		\$ __4083.20__
Additional Expenses owed to Other Agency:		\$ __ 0 __

Other:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Estimated Expenses Incurred by the City \$ 12,203.20

RESOLUTION R-063-2026
RESOLUTION APPROVING ADDITIONAL SCOPE AGREEMENT WITH FEHR GRAHAM FOR EAST MAIN &
MADISON STREET SIDEWALK RAMP IMPROVEMENTS

WHEREAS, Fehr Graham has submitted an Additional Scope Agreement dated May 21, 2026, for additional construction services for the East Main and Madison Street Sidewalk Ramp Improvements; and,

WHEREAS, the estimated cost for the abovementioned professional services is \$5,000.00.

NOW THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of Manchester, Iowa, that the Additional Scope Agreement between Fehr Graham and the City of Manchester, Iowa dated May 21, 2026, be hereby approved and the Mayor and City Clerk are hereby authorized to sign said agreement.

Passed and approved the 26th day of May, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

May 21, 2026

Brock Waters
City Manager
City of Manchester
208 East Main Street
Manchester, Iowa 52057

**RE: East Main and Madison Street Sidewalk Ramp Improvements – Manchester, Iowa
Additional Scope**

Dear Brock,

Please accept this proposal for additional construction services for the above-referenced project. The following outlines the additional services and the associated fees.

- » Complete on-site review meetings with City staff and property owners as needed and as requested by City staff.
- » Review existing grades and assist the contractor during construction to achieve Americans with Disability Act compliant slopes.
- » Measure and review as-built quantities.

These additional services can be provided at our standard time and material rates with an estimate cost of \$5,000.

I trust that the information we have provided is in line with your expectations. Please sign the authorization line below to include this scope and fee as proposed in the existing contract (Fehr Graham project 26865) in accordance with the associated terms and conditions for this project.

Please contact me if you have any questions or would like to discuss.

Respectfully submitted,



Samuel R. Ertl, PE
Project Manager

SRE:amr

CLIENT:

Signature _____

Name Brock Waters

Title City Manager

Date Accepted _____

CONSULTANT:

By _____

Name Ryan M. Wicks, PE

Title Principal

Date Proposed May 21, 2026

O:\Manchester, City of\26865 Sidewalk Ramp Imp\FG Agreements\26865 - Manchester Additional Scope for Const Coord.docx

R-064-2026

**RESOLUTION DECLARING WINDSTREAM NON-RESPONSIVE TO REQUEST FOR RELOCATES
(2026 ANDERSON STREET IMPROVEMENTS PROJECT)**

WHEREAS, the City of Manchester, Iowa has entered into a contract for the 2026 Anderson Street Improvements Project (the “Project”) to be completed in 2026; and,

WHEREAS, as part of the Project, certain utilities must be relocated; and,

WHEREAS, the City’s project engineer, Fehr Graham, has communicated for several months with Windstream regarding this project, and Windstream continues to lag behind with relocation efforts and,

WHEREAS, the continued delays by Windstream are not acceptable and may have financial implications in the overall cost of the Project,

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Manchester, Iowa, that Windstream be notified that its progress is not acceptable to this point and it is being deemed non-responsive and that any delays and the accompanying financial implications caused by its lack of progress will be their responsibility. This includes, but is not limited to, direct costs to the City for increased construction or administration of the project and/or the hiring of others to move existing Windstream facilities.

PASSED AND APPROVED this 26th day of May, 2026.

CITY OF MANCHESTER, IOWA

ATTEST:

Connie Behnken, Mayor

Erin Learn, City Clerk

RESOLUTION 065-2026
SHERMAN'S FARM SUBDIVISION

WHEREAS, the subdivision plat of **SHERMAN'S FARM SUBDIVISION**, City of Manchester, Delaware County, Iowa, affecting premises more specifically described in the Surveyor's Certificate of Randall L. Rattenborg, dated May 11, 2026, has been filed with the City Clerk of the City of Manchester, Delaware County, Iowa;

WHEREAS, the City Council has fully considered the same and found the same to be in accordance with the ordinances of the City of Manchester, Iowa, relating to plats and additions to cities or within a two mile radius of the City;

WHEREAS, the subdivision plat and its attachments conform to Sections 354.6, 354.11 and 355.8 of the Iowa Code and therefore can be approved pursuant to 354.8 of the Iowa Code;

WHEREAS, the Manchester Planning and Zoning Commission has recommended to the Council that they accept the subdivision plat of **SHERMAN'S FARM SUBDIVISION**, Delaware County, Iowa, as presented with the following variances, declarations and conditions;

- a. No determination has been made as to compliance with this subdivision and platting requirements which are set forth in the Code of Iowa.
- b. This subdivision complies with all the criteria of Manchester City Code 170.22 Minor Subdivision Requirements
- a. The construction of sidewalks is deferred according to Resolution No. R-006- 2003, Resolution Regarding Procedures and Guidelines for Implementation of Sidewalk Construction Program, under Item No. 4 (a) ("streets developed as a rural cross section").

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Manchester, Delaware County, Iowa, that said **SHERMAN'S FARM SUBDIVISION**, Delaware County, Iowa, be, and exhibits attached thereto, and the same is hereby acknowledged, approved and accepted on the part of the City of Manchester, Delaware County, Iowa. The Mayor and City Clerk are hereby directed to certify this approval and affix the same to said Preliminary plat as by law provided.

Passed this 26th day of May, A.D., 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

STATE OF IOWA)
) SS.
COUNTY OF DELAWARE)

On this 27th day of May, 2026, before me, Laura K. Thomas, a Notary Public in and for the State of Iowa, personally appeared Connie Behnken and Erin Learn, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Manchester, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by the authority of its City Council, as contained in Resolution Number R-065-2026 adopted by the City Council on the 26th day of May, 2026, and that Connie Behnken and Erin Learn acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public.

COUNTY: DELAWARE
SECTION 32, T 89 N, R 5 W
ALIQUOT PART:NE 1/4 - NE 1/4, SE 1/4- NE1/4
CITY: MANCHESTER
SURVEY: SHERMAN'S FARM SUBDIVISION
BLOCK: LOTS: 1 & 2
PROPRIETOR:SCOTT C. HERMANSON & SARAH D. HERMANSON
N7 FARMS, LLC
REQUESTED BY:SCOTT AND SARAH HERMANSON
SURVEYOR: RANDALL L. RATTENBORG
COMPANY: BURRINGTON, GROUP, INC.
105 W. MAIN STREET, MANCHESTER, IA 52057
INFO@BURRINGTONGROUP.COM 563-927-2434

FINAL PLAT	SHERMAN'S FARM SUBDIVISION A SUBDIVISION OF PART OF THE NE 1/4 - NE 1/4 AND PART OF LOT 4 OF W.C. MAWE SUBDIVISION IN THE SE 1/4 - NE 1/4, SECTION 32, T89N, R5W OF THE FIFTH P.M., CITY OF MANCHESTER, DELAWARE COUNTY, IOWA
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LEGAL DESCRIPTION:

SHERMAN’S FARM SUBDIVISION, A subdivision of part of the NE 1/4 of the NE 1/4 and part of Lot 4 of W. C. Mawe Subdivision in the SE 1/4 of the NE 1/4, Section 32, T89N, R5W of the 5th Principal Meridian, City of Manchester, Delaware County, Iowa, containing 27.15 acres, divided into two lots numbered Lot 1 and Lot 2, subject to easements of record, and more particularly described by meets and bounds as follows;

BEGINNING at the E 1/4 Corner of Section 32, T89N, R5W, of the 5th Principal Meridian, Delaware County, Iowa, being the southeast corner of Lot 4 of W.C. Mawe Subdivision, as recorded in Plat Book 4, Page 144;

THENCE along the southerly line of said Lot 4, South 89° 32’ 42” W, 418.53 feet;

THENCE continuing along the southerly line of said Lot 4, South 89° 20’ 35” West, 346.94 feet, to the westerly line of said Lot 4;

THENCE along the westerly line of said Lot 4, North 00° 03’ 47” West, 281.50 feet to the boundary of a parcel recorded in Town Lot Deed Book 47, Page 181;

THENCE along the boundary of said parcel, South 89° 42’ 16” East, 94.99 feet;

THENCE continuing along the boundary of said parcel, North 00° 35’ 49” West, 330.00 feet;

THENCE continuing along the boundary of said parcel, North 89° 44’ 46” West, 62.00 feet, to the westerly line of said Lot 4, being on the easterly line of said AR Loomis Addition, as recorded in Land Deed Book 15, Page 410;

THENCE along the westerly boundary of said Lot 4 and easterly line of AR Loomis Addition, North 00° 35’ 49” West, 716.90 feet, to the northwest corner of Lot 4, being on the northerly line of said AR Loomis Addition, also being on the southerly line of the NE 1/4 of the NE 1/4 of said Section 32;

THENCE along with the northerly line of said AR Loomis Addition and southerly line of said NE 1/4 of the NE 1/4, South 89° 28’ 52” West, 68.65 feet, to the westerly line of a parcel recorded in Land Deed Book 128, Page 66;

THENCE along said westerly line, North 00° 30’ 49” West, 281.66 feet, to the southerly right of way line of the Chicago Central and Pacific Railroad Company;

THENCE along said southerly right of way line, North 89° 25’ 40” East, 798.02 feet, to the easterly line of the NE 1/4 of the NE 1/4, being on the westerly line of Lot 3 of said W.C. Mawe Subdivision;

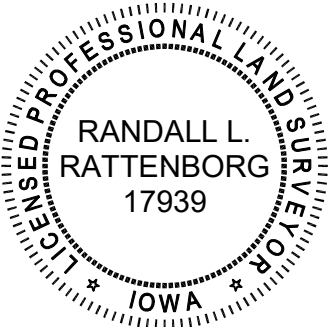
THENCE along the easterly line of the NE 1/4 of the NE 1/4, being on the westerly line of said Lot 3, South 00° 36’ 00” East, 282.41 feet, to the northeast corner of the SE 1/4 of the NE 1/4 of said Section 32;

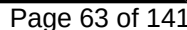
THENCE along the easterly line of said Lot 4 and of said SE 1/4 of the NE 1/4 and westerly line of said Lot 3, South 00° 36’ 00” East, 1327.51 feet, to the **POINT OF BEGINNING**;

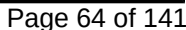
SURVEYED ON: 3/18 & 3/19/2026

SURVEY REQUESTED BY: SCOTT AND SARAH HERMANSON

Q:\Civil3D_Survey\Manchester\Manchester IaRCS 2022.dwg

 SHEETS COVERED BY THIS SEAL: SHEET 1 & 2	PROPRIETORS: SCOTT C. HERMANSON & SARAH D. HERMANSON N7 FARMS, LLC 413 S. WAYNE STREET, MANCHESTER, IA 52057	PROJECT NO. 26-029
	I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.	SCALE: 1" = 100'
	RANDALL L. RATTENBORG P.L.S. LIC. #17939 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2027	DATE: 5/11/2026
	 BURRINGTON GROUP, INC. Civil Engineering Land Surveying 105 W. Main Street Manchester, Iowa 52057 burringtongroup.com	DRAWN BY: RLR
		CHECKED BY: DDK
		GPS BOX: MANCHESTER
		SHEET 1 OF 2

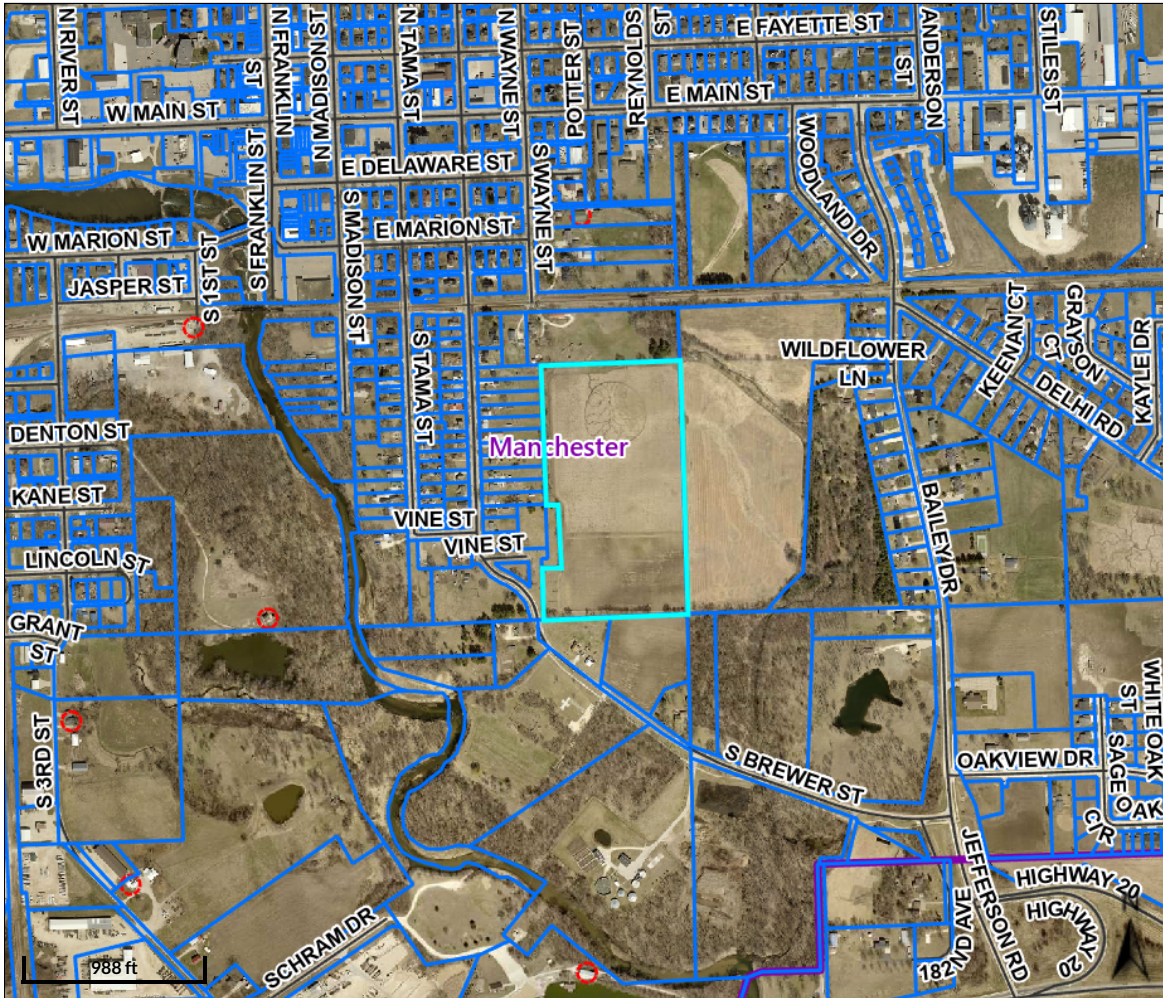




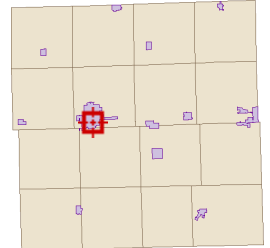


Sherman's Farm Subdivision

Key Map



Overview



Legend

- Corporate Limits
 - Corporate Limits
 - Unincorporated Area
- Political Townships
- Parcels
 - BLL
 - Parcel
 - Roads

Parcel ID	640322208500	Alternate ID	n/a	Owner Address	N7 Farms LLC
Sec/Twp/Rng	32-89-5	Class	A		413 S Wayne St
Property Address	VINE ST	Acreage	21.98		Manchester, IA 52228-9621
	MANCHESTER				
District	MANCHESTER AG UR TIF 2				
Brief Tax Description	W. C. MAWE SUB LT 4				
	EX DESC B 47 P 181				
	(Note: Not to be used on legal documents)				

Disclaimer: All critical information should be independently verified. If you have questions about this site please contact either the Delaware County Auditor's Office at 563 927-4701 or the Delaware County Assessor's Office at 563 927-2526

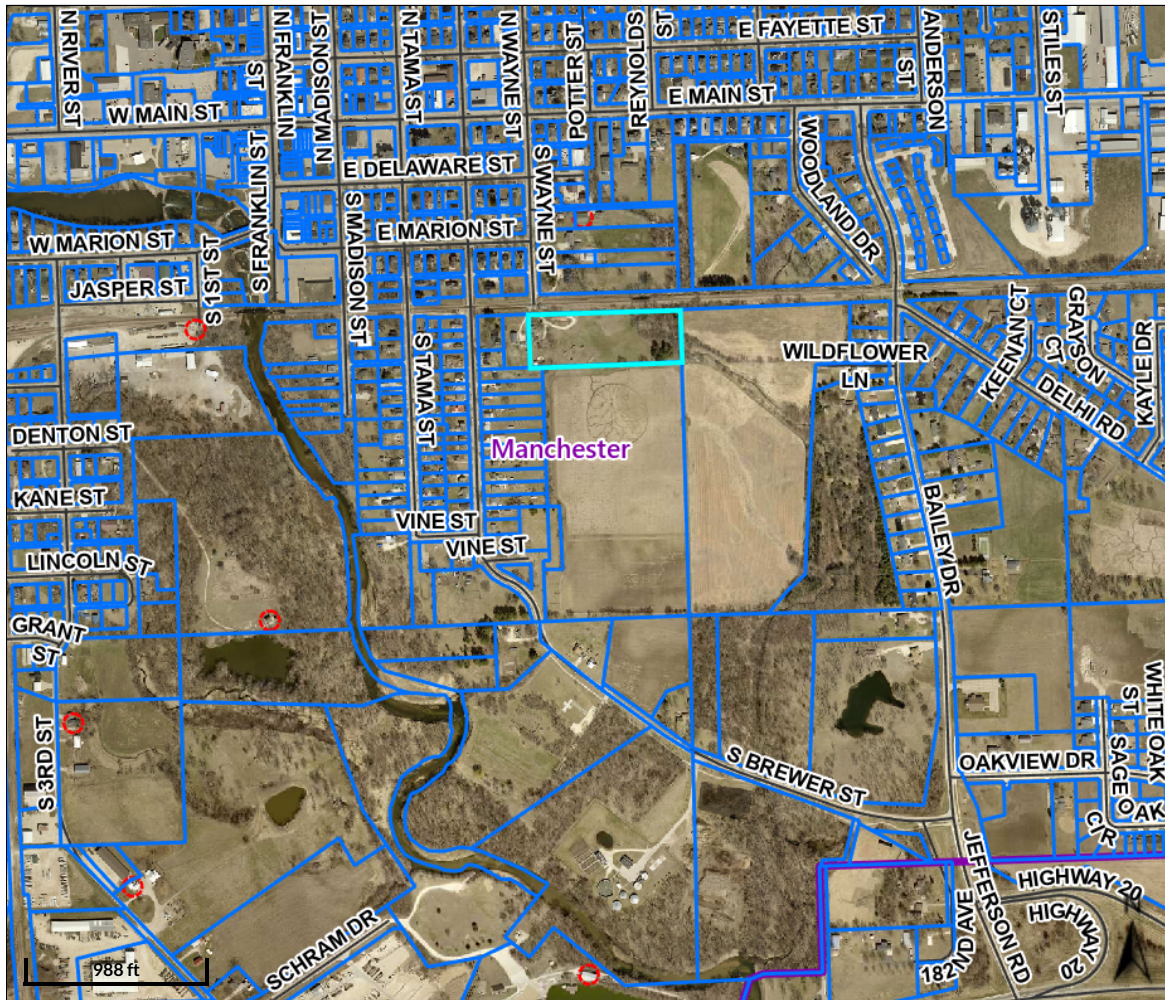
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Last Data Uploaded: 5/10/2026 4:30:16 AM

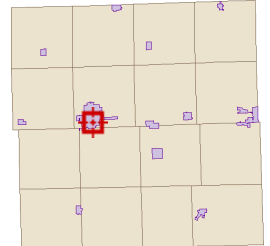
Developed by SCHNEIDER
GEOSPATIAL

Sherman's Farm Subdivision

Key Map



Overview



Legend

- Corporate Limits**
 -  Corporate Limits
 -  Unincorporated Area
- Political Townships**
 -  Political Townships
- Parcels**
 -  BLL
 -  Parcel
 -  Roads

Parcel ID	630322206900	Alternate ID	n/a	Owner Address	Hermanson, Scott C & Sarah D
Sec/Twp/Rng	32-89-5	Class	R		413 S Wayne St
Property Address	413 S WAYNE ST	Acreage	n/a		Manchester, IA 52057-1806
	MANCHESTER				
District	MANCHESTER UR TIF 2				
Brief Tax Description	PT NE NE				
	AS DESC. B 128 P 66				
	(Note: Not to be used on legal documents)				

Disclaimer: All critical information should be independently verified. If you have questions about this site please contact either the Delaware County Auditor's Office at 563 927-4701 or the Delaware County Assessor's Office at 563 927-2526

Date created: 5/11/2026

Last Data Uploaded: 5/10/2026 4:30:16 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

RESOLUTION 066-2026
WAIVING RIGHT TO REVIEW PLAT THE LOECKE SISTERS SUBDIVISION

WHEREAS, a Subdivision Plat is located on the premises described as:

THE LOECKE SISTERS SUBDIVISION, A SUBDIVISION OF THE SW 1/4-SE 1/4 & PART OF THE SE 1/4 - SE 1/4 IN SECTION 22, AND THEN N 1/2 OF THE NE 1/4, SECTION 27, ALL IN T89N, R5W OF THE FIFTH P.M., DELAWARE COUNTY, IOWA

WHEREAS, said plat falls under Manchester Code Chapter 170.23 Plats Required and Exemptions Allowed under item 3. *“A division of property where all new lots or parcels are for agricultural purposes, all lots will be greater than 35 acres and no street, road, highway opening or widening or easement of any kind is required by these regulations.”*

WHEREAS, all the lots in this subdivision have a net acreage of 39.64 acres, and

WHEREAS, the owner of the property, the Jeanne T. Freking Living Trust has requested the City waive their right to review this property division, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manchester, Iowa that the City Council of the City of Manchester, Iowa hereby waives it’s right to review the plat of **THE LOECKE SISTERS SUBDIVISION**, and that the Mayor and City Clerk are hereby authorized and directed to certify this resolution and affix the same to said plat as provided by law.

The Mayor and City Clerk are hereby directed to certify this approval and affix the same to said Final Plat as by law provided.

Passed this 26th day of May, 2026.

CITY OF MANCHESTER, IOWA

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

STATE OF IOWA)
) ss.
COUNTY OF DELAWARE)

On this 27th day of May, 2026, before me, Laura K. Thomas, a Notary Public in and for the State of Iowa, personally appeared Connie Behnken and Erin Learn, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Manchester, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by the authority of its City Council, as contained in Resolution Number 066-2026 adopted by the City Council on the 26th day of May, 2026, and that Connie Behnken and Erin Learn acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public

LEGAL DESCRIPTION:

THE LOECKE SISTERS SUBDIVISION, A subdivision of the SW 1/4 of the SE 1/4 and part of the SE 1/4 of the SE 1/4 in Section 22, and the N 1/2 of the NE 1/4 of Section 27, all in T89N, R5W of the Fifth Meridian, Delaware County, Iowa, 160.15 acres, including 1.59 acres of public road right of way, divided into 4 lots numbered lot 1 through lot 4, subject to easements of record, and more particularly described by metes and bounds as follows;

BEGINNING at the Northeast Corner of Section 27, T89N, R5W of the Fifth Principal Meridian, Delaware County, Iowa;

THENCE along the easterly line of the NE 1/4 of said Section 27, South 01° 14' 17" East, 1325.19 feet, to the southerly line of the N 1/2 of the NE 1/4 of said Section 27;

THENCE along the southerly line of the N 1/2 of the NE 1/4 of said Section 27, South 88° 08' 36" West, 2677.46 feet, to the westerly line of the NE 1/4 of said Section 27;

THENCE along the westerly line of the NE 1/4 of said Section 27, North 01° 39' 42" West, 1326.44 feet, to the Southwest Corner of the SW 1/4 of the SE 1/4 of Section 22, T89N, R5W of the Fifth Principal Meridian, Delaware County, Iowa;

THENCE along the westerly line of the SW 1/4 of the SE 1/4 of said Section 22, North 01° 08' 35" West, 1324.62 feet, to the northerly line of the SW 1/4 of the SE 1/4 of said Section 22;

THENCE along the northerly line of the SW 1/4 of the SE 1/4 of said Section 22, and the northerly line of the SE 1/4 of the SE 1/4 of said Section 22, North 88° 03' 56" East, 2416.48 feet, to the boundary of the North 540 feet of the East 278 feet of the SE 1/4 of the SE 1/4 of said Section 22, as recorded in Book 2023, Page 1711;

THENCE along the boundary of North 540 feet of the East 278 feet, South 00° 50' 04" East, 540.00 feet;

THENCE continuing along the boundary of the North 540 feet of the East 278 feet, North 88° 05' 07" East, 278.00 feet, to the easterly line of the SE 1/4 of the SE 1/4 of said Section 22;

THENCE along the easterly line of the SE 1/4 of the SE 1/4 of said Section 22, South 00° 50' 04" East, 789.61 feet to the **POINT OF BEGINNING**;

The easterly line of the NE 1/4 of Section 27, T89N, R5W of the Fifth Principal Meridian, Delaware County, Iowa, is assumed to bear South 01° 14' 17" East.



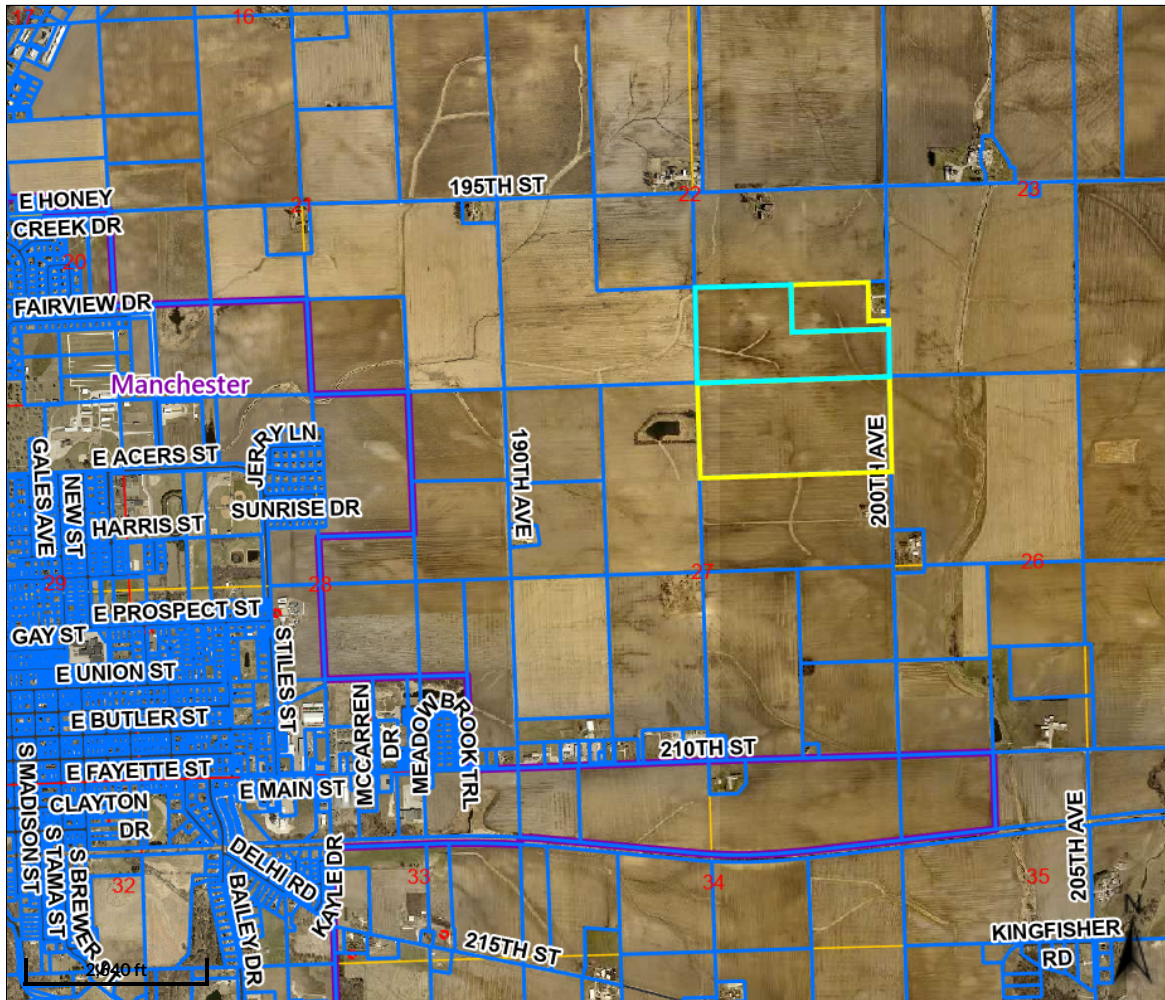
SUBDIVISION PLAT	THE LOECKE SISTERS SUBDIVISION A SUBDIVISION OF THE SW 1/4-SE 1/4 & PART OF THE SE 1/4 - SE 1/4 IN SECTION 22, AND THE N 1/2 OF THE NE 1/4, SECTION 27 ALL IN T89N, R5W OF THE FIFTH P.M., DELAWARE COUNTY, IOWA
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SURVEYED ON: 5/4/2026
SURVEY REQUESTED BY: MIKE LOECKE

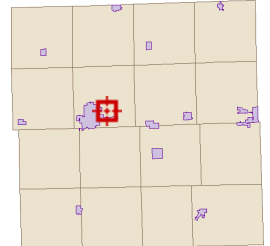
Page 70 of 141

The Loecke Sisters Subdivision

Key Map



Overview



Legend

- Sections
- Quarters
- Corporate Limits**
- ✚ Corporate Limits
- ✚ Unincorporated Area
- Political Townships
- Parcels**
- BLL
- Parcel
- Roads

Parcel ID	140220001000	Alternate ID	n/a	Owner Address	Freking, Jeanne T Living Trust
Sec/Twp/Rng	22-89-5	Class	A		c/o Freking, John
Property Address		Acreage	59.5		300 Edenberry Crt
					North Chesterfield, VA 23236
District	DELAWARE WEST DELAWARE FD #7				
Brief Tax Description	SW SE, S 1/2 SE SE				
	(Note: Not to be used on legal documents)				

Disclaimer: All critical information should be independently verified. If you have questions about this site please contact either the Delaware County Auditor's Office at 563 927-4701 or the Delaware County Assessor's Office at 563 927-2526

Date created: 5/7/2026

Last Data Uploaded: 5/7/2026 5:02:13 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

WHEREAS, a Subdivision Plat is located on the premises described as:

Scovel's Honey Creek Heights Subdivision, A SUBDIVISION OF

WHEREAS, said plat falls under Manchester Code Chapter 170.23 Plats Required and Exemptions Allowed under item 6. *“Adjustments of boundary lines and/or easements between two abutting parcels where such adjustments do not increase or decrease the size of either lot affected by the adjustment by more than 25 percent. No such adjustments of boundary lines shall be permitted if such adjustment would cause either affected lot to be in violation of minimum size standards, setback requirements, or other provisions of the City zoning ordinance. Any adjustment in lot lines shall be shown by plat of survey which shall be recorded in the Office of the Delaware County Recorder. The cost of recording shall be paid by the property owner.”*

WHEREAS, the lots in this subdivision have a net acreage of 36.85 acres, and

WHEREAS, the owner of the property, the Clyde A. Scovel & Doris A. Scovel Joint Revocable Trust has requested the City waive their right to review this property division, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manchester, Iowa that the City Council of the City of Manchester, Iowa hereby waives it's right to review the plat of subdivision plat of **Scovel's Honey Creek Heights Subdivision** and that the Mayor and City Clerk are hereby authorized and directed to certify this resolution and affix the same to said plat as provided by law.

Passed this 26 day of May, 2026.

CITY OF MANCHESTER, IOWA

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

[illegible]

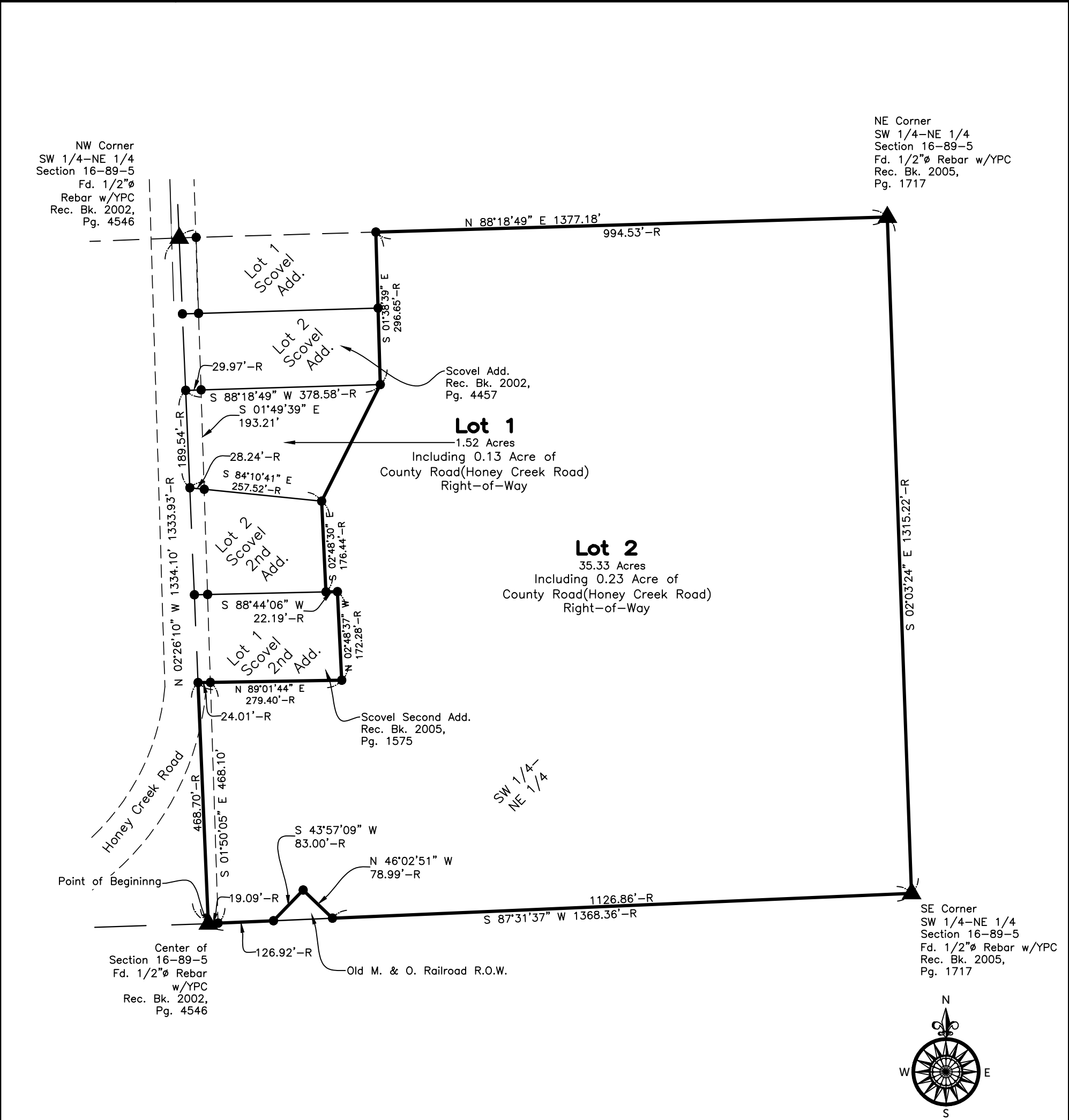
On this 26th day of May, 2026, before me, Laura Thomas, a Notary Public in and for the State of Iowa, personally appeared Connie Behnken and Erin Learn, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Manchester, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by the authority of its City Council, as contained in Resolution Number R-067-2026 adopted by the City Council on the 26th day of May, 2026, and that Connie Behnken and Erin Learn acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public.

COUNTY: Delaware
SECTION 16, T 89 N, R 5 W
ALIQUOT PART: SW 1/4-NE 1/4

CITY: Manchester
SURVEY: Scovel's Honey Creek Heights
BLOCK: LOTS: Lot 1 and Lot 2
PROPRIETOR: Clyde A. Scovel & Doris A. Scovel Joint Revocable Trust
Clyde A. Scovel & Doris A. Scovel Co-Trustees
REQUESTED BY: Susie Meyer
SURVEYOR: Randy Rattenborg
COMPANY: BURRINGTON, GROUP, INC.
105 W. MAIN STREET, MANCHESTER, IA 52057
INFO@BURRINGTONGROUP.COM 563-927-2434

Subdivision Plat **Scovel's Honey Creek Heights;** in the Southwest Quarter of the Northeast Quarter Section 16, Township 89 North, Range 5 West of the 5th P.M., Delaware County, Iowa



SURVEYED ON: May 13, 2026
SURVEY REQUESTED BY: Susie Meyer

Q:\Civil3D_Survey\GPS Box 22\GPS Box 22 2016.dwg

RANDALL L. RATTENBORG
17939
DRAFT
IOWA

PROPRIETORS: **Clyde A. Scovel & Doris A. Scovel Joint Revocable Trust**
Clyde A. Scovel & Doris A. Scovel Co-Trustees

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

RANDALL L. RATTENBORG P.L.S. LIC. #17939 DATE
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2027

BURRINGTON GROUP, INC.
Civil Engineering | Land Surveying
105 W. Main Street Manchester, Iowa 52057 burringtongroup.com

PROJECT NO. 26-072
SCALE: 1" = 200'
DATE: May 13, 2026
DRAWN BY: dm
CHECKED BY: ddk/rr
GPS BOX: 22
SHEET 1 OF 2

LEGEND

- ▲ SECTION CORNER
- R RECORDED
- FOUND 1/2"Ø REBAR w/ YPC PLS 12642
- SET 1/2" REBAR w/ ORANGE CAP PLS 17939
- SECTION LINE
- QUARTER LINE
- QTR.-QTR. LINE
- EASEMENT OR ROW LINE
- PARCEL BOUNDARY
- OPC ORANGE PLASTIC CAP
- YPC YELLOW PLASTIC CAP

200 0 200
SCALE: 1" = 200'

Scovel's Honey Creek Heights; in the Southwest Quarter of the Northeast Quarter Section 16, Township 89 North, Range 5 West of the 5th P.M., Delaware County, Iowa more particularly described as follows:

Beginning at the Center of said Section

Thence North 02°26'10" West (Assumed Bearing), 468.70 feet along the West Line of said Quarter–Quarter Section to the South Line of Lot 2 of Scovel Second Addition Recorded in Book 2005, Page 1575 on file at the Delaware County Recorder’s office in Manchester, Iowa;

Thence North 89°01'44" East, 279.40 feet along said Line to the East Line of said Lot of said Scovel Second Addition;

Thence North 02°48'37" West, 172.28 feet along the said East Line of said Lot to the North Line of said Lot;

Thence South 88°44'06" West, 22.19 feet along said North Line to the East Line of Lot 2 of said Scovel Second Addition;

Thence North 02°48'30" West, 176.44 feet along said Line to the North Line of said Lot 1;

Thence North 84°10'41" West, 257.52 feet along said North Line to the West Line of said Quarter–Quarter Section;

Thence North 02°26'37" West, 189.54 feet along said Line to the South Line of Lot 2 of Scovel Additon Recorded in Book 2002, Page 4457 on file at the Delaware County Recorder’s office in Manchester, Iowa;

Thence North 88°18'49" East, 378.58 feet along said Line to the East Line of said Lot and said Addition;

Thence North 01°38'39" West, 296.65 feet along said Line to the North Line of said Quarter–Quarter;

Thence North 88°18'49" East, 994.53 feet along said Line to the East Line of said Quarter–Quarter;

Thence South 02°03'24" East, 1315.22 feet along said Line to the South Line of said Quarter–Quarter;

Thence South 87°32'02" West, 1126.86 feet along said Line to the Northerly Line of the Manchester and Onieda Railroad Company Right–of–Way;

Thence North 46°02'51" West, 78.99 feet along said Line to the Westerly Line of said Right–of–Way;

Thence South 43°57'09" West, 83.00 feet along said Line to the South Line of said Quarter–Quarter Section;

Thence South 87°32'02" West, 126.92 feet along said Line and to the Point of Beginning.

Containing **36.85 Acres**, including 0.36 Acre of County Road (Street Name) Right–of–Way,
Subject to Easements of Record.

Draft

OWNER'S ACKNOWLEDGMENT

I (we) Clyde A. Scovel, Trustee, and Doris A. Scovel, Trustee, of Delaware County, State of Iowa, do hereby certify that the above survey, as shown by the attached Plat, is made with our free consent, and in accordance with our desire.

Clyde A. Scovel, Trustee of the
Clyde A. Scovel & Doris A. Scovel Joint Revocable Trust

Doris A. Scovel, Trustee of the
Clyde A. Scovel & Doris A. Scovel Joint Revocable Trust

State of Iowa)
)
County of Delaware) ss:

On this _____ day of _____ A.D. 19____, before me a Notary Public in and for said County, personally appeared Clyde A. Scovel, Trustee, and Doris A. Scovel, Trustee, to me known to be the person(s) named and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.

Notary Public in and for said County

MORTGAGE HOLDERS ACKNOWLEDGMENT

The _____, State of Iowa, does hereby certify that the above survey, as shown by the attached Plat, is made with our free consent and in accordance with our desire as mortgage holder of a portion of the premises described herein.

By: _____,

By: _____,

State of _____)
)
County of _____) Ss:

On this _____ day of _____, _____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____ to me personally known, who being duly sworn, did say that they are the _____ and _____ respectively, of the _____ executing the within and foregoing instrument to which this is attached, that (no seal has been procured by the) (the seal affixed hereto is the seal of the) _____; that said instrument was signed (and sealed) on behalf of the _____ by authority of its Board of Directors; and that _____ and _____ as _____ officers acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the _____, by it and by them voluntarily executed.

Notary Public in and for said County

ATTORNEY'S OPINION

I, _____, a practicing attorney at law in _____, _____
_____ County, Iowa, have examined the abstract of title to the land included in
_____, Delaware County, Iowa, on premises more specifically described in the Surveyor's
Certificate of Randall L. Rattenborg, P.L.S. dated _____, 202__.

Said abstract has been prepared in its entirety by the Delaware County Abstract Company, Inc., and was
last certified to by said company on the _____ day of _____, A.D., 202__, at the hour of
_____ o'clock __.M.

My examination of said abstract shows good and merchantable title on the date and hour of the
certification to be in _____

_____.

Dated at _____, Iowa, in said County, this _____ day of _____, 201__.

Attorney at Law

DELAWARE COUNTY TREASURER

Manchester, Iowa _____,20__

I the undersigned, Jenny Eschen, Treasurer of Delaware County, Iowa do hereby certify that all taxes and special assessments levies against _____ as proprietors of _____ as shown by records of this office have been paid and said real estate is free and clear of all taxes as of the date.

Jenny Eschen, Treasurer of Delaware County, Iowa

DELAWARE COUNTY ASSESSOR CERTIFICATE

Manchester, Iowa _____,20__
Date

The forgoing plat was reviewed in the office of the Delaware County Assessor this ____ day of _____, 202____.

County Assessor of Delaware County, Iowa

DELAWARE COUNTY BOARD OF HEALTH

Manchester, Iowa _____,20__
Date

The forgoing plat of Scovel’s Honey Creek Heights is hereby approved by the Delaware County Board of Health and approval of said plat by the Delaware County Board of Supervisors is recommended.

Delaware County Board of Health

COUNTY ENGINEER

Manchester, Iowa _____,20__
Date

I, _____, the Delaware County Engineer, have received and examined the foregoing plat of Scovel’s Honey Creek Heights, Delaware County, Iowa, for compliance with the Delaware County Engineering regulations and have found plat to be acceptable.

Delaware County Engineer

DELAWARE COUNTY PLANNING AND ZONING

Manchester, Iowa

_____,20____
Date

The forgoing plat of Scovel’s Honey Creek Heights, Delaware County, Iowa is hereby approved by the Delaware County Planning & Zoning commission and approval of said plat by the county Board of supervisors is hereby recommended.

Delaware County Planning & Zoning Commission

Chairperson

DELAWARE COUNTY BOARD OF SUPERVISORS

Manchester, Iowa _____,20__

The Delaware County Board of Supervisors of the County of Manchester, Iowa hereby certify that the foregoing plat of Scovel’s Honey Creek Heights has been filed in the office of the county Board of Supervisors and that by Resolution No. _____ the Delaware County Board of Supervisors have reviewed and approved said plat.

Chairperson

Attest:_____
Delaware County Auditor

DELAWARE COUNTY AUDITOR

Manchester, Iowa

The foregoing plat was entered of record in the office of the Delaware County Auditor this _____ day of _____,20___. We approve of the subdivision name or title to be recorded.

Auditor of Delaware County, Iowa

DELAWARE COUNTY RECORDER

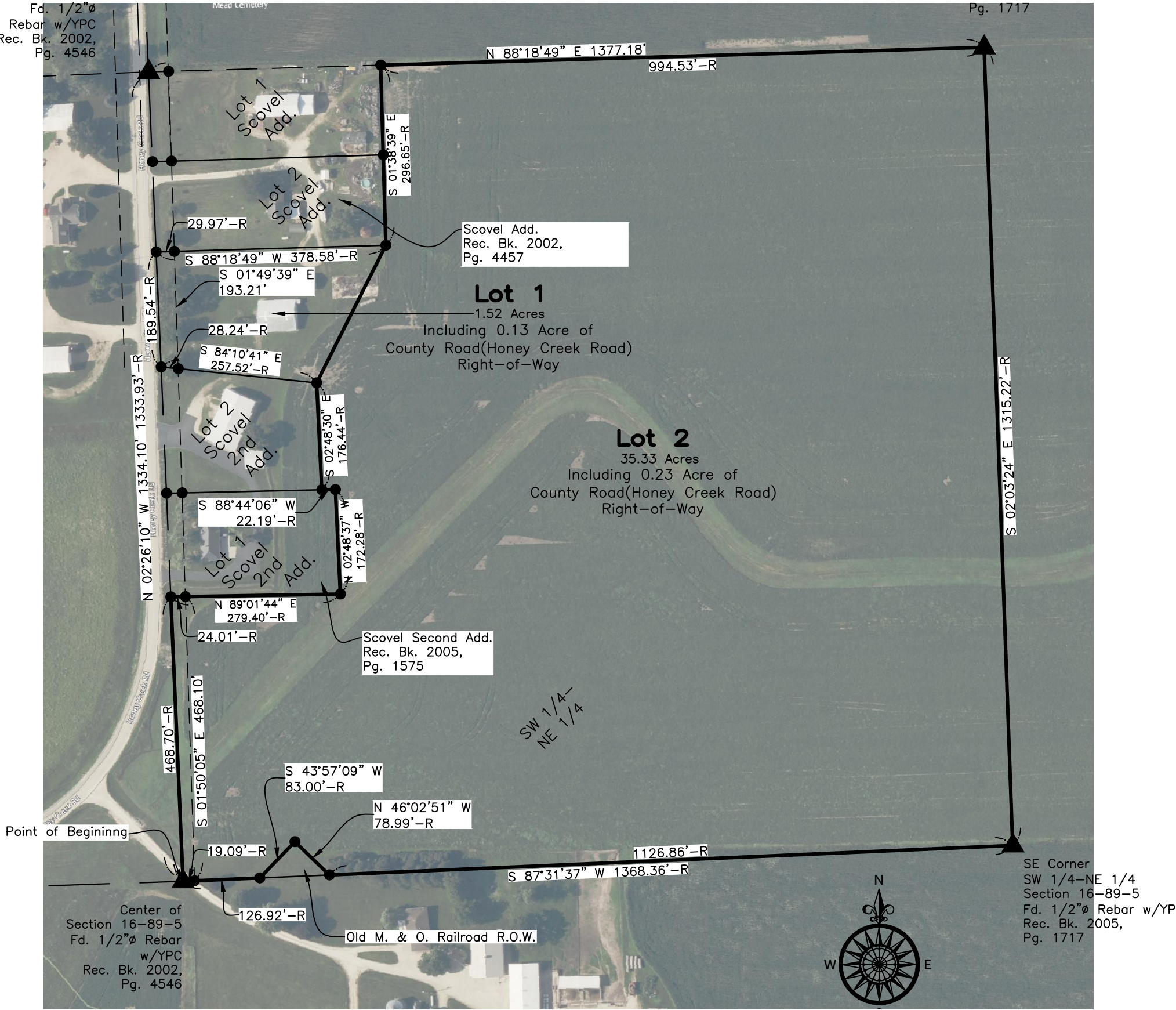
Manchester, Iowa

The foregoing plat has been received by the Delaware County Recorder this _____ day of _____, 20__.

Recorder of Delaware County, Iowa

NW Corner
SW 1/4-NE 1/4
Section 16-89-5
Fd. 1/2"Ø
Rebar w/YPC
Rec. Bk. 2002,
Pg. 4546

NE Corner
SW 1/4-NE 1/4
Section 16-89-5
Fd. 1/2"Ø Rebar w/YPC
Rec. Bk. 2005,
Pg. 1717



NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
City of MANCHESTER				
Fiscal Year July 1, 2025 - June 30, 2026				
The City of MANCHESTER will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2026				
Meeting Date/Time: 5/26/2026 05:00 PM		Contact: Erin Learn, City Clerk		Phone: (563) 927-3636
Meeting Location: City Council Chambers, 204 East Main Street, Manchester, Iowa				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult https://dom.iowa.gov/local-gov-appeals .				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,777,921	0	3,777,921
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,777,921	0	3,777,921
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	694,009	0	694,009
Other City Taxes	6	1,444,198	200,000	1,644,198
Licenses & Permits	7	46,220	0	46,220
Use of Money & Property	8	198,482	0	198,482
Intergovernmental	9	1,969,506	0	1,969,506
Charges for Service	10	2,980,285	0	2,980,285
Special Assessments	11	75,000	0	75,000
Miscellaneous	12	373,800	100,000	473,800
Other Financing Sources	13	0	2,085,518	2,085,518
Transfers In	14	3,474,124	1,982,404	5,456,528
Total Revenues & Other Sources	15	15,033,545	4,367,922	19,401,467
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,012,696	39,302	2,051,998
Public Works	17	2,741,775	-356,105	2,385,670
Health and Social Services	18	0	0	0
Culture and Recreation	19	1,543,805	17,907	1,561,712
Community and Economic Development	20	704,762	-43,096	661,666
General Government	21	729,013	144,366	873,379
Debt Service	22	1,347,122	48,381	1,395,503
Capital Projects	23	862,000	1,103,000	1,965,000
Total Government Activities Expenditures	24	9,941,173	953,755	10,894,928
Business Type/Enterprise	25	2,116,974	0	2,116,974
Total Gov Activities & Business Expenditures	26	12,058,147	953,755	13,011,902
Transfers Out	27	3,474,124	1,982,404	5,456,528
Total Expenditures/Transfers Out	28	15,532,271	2,936,159	18,468,430
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-498,726	1,431,763	933,037
Beginning Fund Balance July 1, 2025	30	6,545,340	0	6,545,340
Ending Fund Balance June 30, 2026	31	6,046,614	1,431,763	7,478,377
Explanation of Changes: Revenues: increase in franchise fee receipts, increase in donations received, bond proceeds and fund transfers. Expenses: timing of capital projects, building & facility repairs, professional & legal fees, and fund transfers.				

RESOLUTION R-068-2026

RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026

BE IT HEREBY RESOLVED by the City Council of the City of Manchester, Iowa that the Budget Amendment for the Fiscal Year ending June 30, 2026 is hereby approved and adopted this 26th day of May, 2026 and the City Clerk is hereby instructed to submit said report to the Iowa Department of Management and the Delaware County Auditor.

Passed and approved the 26th day of May, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
City of MANCHESTER				
Fiscal Year July 1, 2025 - June 30, 2026				
The City of MANCHESTER will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2026				
Meeting Date/Time: 5/26/2026 05:00 PM		Contact: Erin Learn, City Clerk	Phone: (563) 927-3636	
Meeting Location: City Council Chambers, 204 East Main Street, Manchester, Iowa				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult https://dom.iowa.gov/local-gov-appeals .				
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Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
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Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	694,009	0	694,009
Other City Taxes	6	1,444,198	200,000	1,644,198
Licenses & Permits	7	46,220	0	46,220
Use of Money & Property	8	198,482	0	198,482
Intergovernmental	9	1,969,506	0	1,969,506
Charges for Service	10	2,980,285	0	2,980,285
Special Assessments	11	75,000	0	75,000
Miscellaneous	12	373,800	100,000	473,800
Other Financing Sources	13	0	2,085,518	2,085,518
Transfers In	14	3,474,124	1,982,404	5,456,528
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Public Works	17	2,741,775	-356,105	2,385,670
Health and Social Services	18	0	0	0
Culture and Recreation	19	1,543,805	17,907	1,561,712
Community and Economic Development	20	704,762	-43,096	661,666
General Government	21	729,013	144,366	873,379
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Capital Projects	23	862,000	1,103,000	1,965,000
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Explanation of Changes: Revenues: increase in franchise fee receipts, increase in donations received, bond proceeds and fund transfers. Expenses: timing of capital projects, building & facility repairs, professional & legal fees, and fund transfers.				

DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Manchester, Iowa (the “City”) and Henderson Products, Inc. (the “Company”) as of the ____ day of _____, 2026 (the “Commencement Date”).

WHEREAS, the City has established the Manchester Urban Renewal Area (the “Urban Renewal Area”), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Company owns certain real property, which is situated in the City, lies within the Urban Renewal Area and is more specifically described on Exhibit A hereto (the “Property”); and

WHEREAS, the Company has proposed to undertake the construction of a new warehouse building (the “Project”) for use in its business operations on the Property; and

WHEREAS, the Company has requested that the City provide financial assistance in the form of incremental property tax payments to be used by the Company in paying the costs of constructing and maintaining the Project; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Company’s Covenants

1. Project Construction; Business Operations Requirement; Maintenance of Project.

Project

The Company agrees to construct the Project on the Property. Furthermore, the Company expects to invest approximately \$3,000,000 into capital improvements for the Project, including construction work, equipment, furnishings and other capital improvements. The Company has submitted a detailed site plan (the “Site Plan”) for the development of the Project to the City. The Site Plan is attached hereto as Exhibit B. The Company agrees to construct the Project in accordance with the Site Plan and to substantially complete such construction by no later than December 31, 2026. Further, the Company agrees to construct the Project in compliance with local zoning, land use, building and safety codes and regulations.

Business Operations Requirement

The Company agrees to ensure that the completed Project is used in its business operations throughout the Term (as hereinafter defined) of this Agreement (the “Business Operations Requirement”).

Maintenance of Property

Throughout the Term of this Agreement, the Company agrees to maintain, preserve, and keep the Property, including but not limited to the Project, useful and in good repair and working order, ordinary wear and tear excepted, and from time to time will make all necessary repairs, replacements, renewals, and additions. The Company agrees to maintain compliance with local zoning, land use, building and safety codes and regulations throughout the Term of this Agreement.

2. Property Taxes. The Company agrees to make timely payment of all property taxes as they come due with respect to the Property with the completed Project thereon throughout the Term and to submit a receipt or cancelled check in evidence of each such payment.

3. Company's Certifications. Upon request by the City, the Company agrees to certify (the "Operational Certification") to the City that the Business Operations Requirement is being met by the Company. Each Operational Certification shall be accompanied by documentation demonstrating, to the reasonable satisfaction of the City, that the Company is in compliance with the Business Operations Requirement.

4. Property Tax Payment Certification. The Company agrees to certify to the City by no later than October 15 of each year during the Term, commencing October 15, 2027, an amount (the "Company's Estimate") equal to fifty percent (50%) (the "Annual Percentage") of the estimated Incremental Property Tax Revenues (as hereinafter defined) anticipated to be paid in the fiscal year immediately following such certification with respect to the taxable valuation of the Property. In submitting each such Company's Estimate, the Company will complete and submit the worksheet attached hereto as Exhibit C. The City reserves the right to review and request revisions to each such Company's Estimate to ensure the accuracy of the figures submitted.

For purposes of this Agreement, Incremental Property Tax Revenues are calculated by: (1) determining the consolidated property tax levy (city, county, school, etc.) then in effect with respect to taxation of the Property; (2) subtracting (a) the debt service levies of all taxing jurisdictions, (b) the school district instructional support and physical plant and equipment levies, and (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly; (3) multiplying the resulting modified consolidated levy rate times any incremental growth in the taxable valuation of the Property, as shown on the property tax rolls of Delaware County, above and beyond the Base Valuation; and (4) deducting any property tax credits which shall be available with respect to taxable incremental valuation of the Property.

The "Base Valuation" of the Property for purposes of calculating Incremental Property Tax Revenues under this Agreement and Section 403.19 of the Code of Iowa shall be the assessed valuation of the Property as of January 1, 2025.

Upon request, the City staff shall provide reasonable assistance to the Company in completing the worksheet required under this Section A.4.

5. Default Provisions.

a. Events of Default. The following shall be “Events of Default” under this Agreement, and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- (i) Failure by the Company to complete construction of the Project pursuant to the terms and conditions of this Agreement.
- (ii) Failure by the Company to comply with the Business Operations Requirement pursuant to the terms and conditions of this Agreement.
- (iii) Failure by the Company to fully and timely remit payment of property taxes when due and owing.
- (iv) Failure by the Company to comply with Sections A.3 and A.4 of this Agreement.
- (v) Failure by the Company to observe or perform any other material covenant on its part, to be observed or performed hereunder.

b. Notice and Remedies. Whenever any Event of Default described in this Agreement occurs, the City shall provide written notice to the Company describing the cause of the default and the steps that must be taken by the Company in order to cure the default. The Company shall have thirty (30) days after receipt of such notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Company fails to cure the default or provide assurances, the City shall then have the right to:

- (i) Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- (ii) Withhold the Payments provided for under Section B.1 below.
- (iii) Terminate this Agreement.

B. City’s Obligations

1. Payments. In recognition of the Company’s obligations set out above, the City agrees to make twenty (20) semiannual economic development tax increment payments (the “Payments” and each, individually a “Payment”) to the Company during the Term pursuant to Chapters 15A and 403 of the Code of Iowa, provided however that the aggregate, total amount of the Payments shall not exceed \$450,000 (the “Maximum Payment Total”), and all Payments under this Agreement shall be subject to annual appropriation by the City Council, as provided hereunder.

The Payments shall not constitute general obligations of the City, but shall be made solely and only from the Annual Percentage of Incremental Property Tax Revenues received by the City from the Delaware County Treasurer attributable to the taxable valuation of the Property.

This Agreement assumes the taxable valuation resulting from the Project will go on the property tax rolls as of January 1, 2027. Accordingly, Payments will be made on December 1

and June 1 of each fiscal year, beginning December 1, 2028, and continuing through and including June 1, 2038, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

2. Annual Appropriation. The Payments shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term, as hereinafter defined, of this Agreement, commencing in calendar year 2027, the City Council of the City shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount (the “Appropriated Amount”) of Incremental Property Tax Revenues to be collected in the following fiscal year equal to or less than the most recently submitted Company’s Estimate.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Company will have no rights whatsoever to compel the City to make such Payments, to seek damages relative thereto, or to compel the funding of such Payments in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year’s Payments shall not render this Agreement null and void, and the Company shall make the next succeeding submission of the Company’s Estimate as called for in Section A.4 above, provided however that no Payment shall be made after June 1, 2038.

3. Payment Amounts. The aggregate Payments to be made in a fiscal year shall not exceed an amount equal to the corresponding Appropriated Amount (for example, for the Payments due on December 1, 2028 and on June 1, 2029, the aggregate maximum amount of such Payments would be determined by the Appropriated Amount determined for certification by December 1, 2027). Furthermore, the amount of each such Payment shall not exceed the Annual Percentage of Incremental Property Tax Revenues (excluding allocations of “back-fill” or “make-up” payments from the State of Iowa for property tax credits or roll-back) actually received by the City from the Delaware County Treasurer attributable to the taxable incremental valuation of the Property in the six (6) months immediately preceding such Payment Date.

4. Certification of Payment Obligation. In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.2 above, then the City Clerk will certify by December 1 of each such year to the Delaware County Auditor an amount equal to the most recently obligated Appropriated Amount.

C. Administrative Provisions

1. Amendment and Assignment. Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party. However, the City hereby gives its permission that the Company’s rights to receive the Payments hereunder may be assigned by the Company to a private lender, as security on a credit facility taken with respect to the Project, without further action on the part of the City.

2. Successors. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. **Term.** The term (the “Term”) of this Agreement shall commence on the Commencement Date and end on June 1, 2038, or on such earlier date upon which the aggregate sum of Payments made to the Company equals the Maximum Payment Total.

4. **Choice of Law.** This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Company have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF MANCHESTER, IOWA

By: _____
Mayor

Attest:

City Clerk

HENDERSON PRODUCTS, INC.

By: _____

EXHIBIT A
DESCRIPTION OF THE PROPERTY

Certain real property situated in the City of Manchester, Delaware County, State of Iowa bearing Delaware County property tax parcel identification number 631323004300.

EXHIBIT B
SITE PLAN

EXHIBIT C
COMPANY'S ESTIMATE WORKSHEET

- (1) Date of Preparation: October ____, 20__.
- (2) Assessed Taxable Valuation of Property as of January 1, 20__:
\$_____.
- (3) Base Valuation of Property (January 1, 2025):
\$_____.
- (4) Incremental Taxable Valuation of Property (2 minus 3):
\$_____ (the "TIF Value").
- (5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):
\$_____ per thousand of value.
- (6) The TIF Value (4) factored by the Adjusted Levy Rate (5).
\$_____ x \$_____/1000 = \$_____ (the "TIF Estimate").
- (7) Subtract anticipated property tax credits from the TIF Estimate (6 minus 7) =
\$_____ (the "Available TIF Estimate").
- (8) Factor the Available TIF Estimate (7) by the Annual Percentage =
Company's Estimate = \$_____ x .50 = _____.

RESOLUTION R-069-2026

Resolution Approving Development Agreement with Henderson Products, Inc., Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

WHEREAS, the City of Manchester, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Manchester Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has proposed to enter into a certain development agreement (the “Agreement”) with Henderson Products, Inc. (the “Company”) in connection with the construction by the Company of a new warehouse for use in its business operations in the Urban Renewal Area (the “Project”); and

WHEREAS, under the Agreement, the City would provide financial incentives to the Company in the form of annual appropriation incremental property tax payments (the “Payments”) in an aggregate amount not to exceed \$450,000; and

WHEREAS, this City Council, pursuant to Section 403.9 of the Code of Iowa, has published notice, has held a public hearing on the Agreement on May 26, 2026, and has otherwise complied with statutory requirements for the approval of the Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a City Council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a City Council must consider any or all of a series of factors;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Manchester, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

(a) The Project will add diversity and generate new opportunities for the Manchester and Iowa economies;

(b) The Project will generate public gains and benefits, particularly in the creation and retention of jobs and income, which are warranted in comparison to the amount of the proposed Payments.

Section 2. The City Council further finds that a public purpose will reasonably be accomplished by entering into the Agreement and providing the Payments to the Company as provided for therein.

Section 3. The Agreement is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute and deliver the Agreement on behalf of the City in substantially the form and content in which the Agreement has been presented to this City Council. The Mayor and the City Manager are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Agreement.

Section 4. The Payments by the City under the Agreement shall be subject to annual appropriation by the City Council, in the manner set out in the Agreement. As provided and required by Chapter 403 of the Code of Iowa, the City's obligations under the Agreement shall be payable solely from a subfund (the "Henderson Products, Inc. Subfund"), into which shall be paid that portion of the income and proceeds of the Urban Renewal Tax Revenue Fund attributable to property taxes derived from the property as described as follows:

Certain real property situated in the City of Manchester, Delaware County, State of Iowa bearing Delaware County property tax parcel identification number 631323004300.

Section 5. The City hereby pledges to the payment of the Agreement the Henderson Products, Inc. Subfund and the taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Subfund, provided, however, that no Payment will be made under the Agreement unless and until monies from the Henderson Products, Inc. Subfund are appropriated for such purpose by the City Council.

Section 6. After its adoption, a copy of this resolution shall be filed in the office of the county auditor of Delaware County to evidence the continuing pledging of the Henderson Products, Inc. Subfund and the portion of taxes to be paid into such Subfund and, pursuant to the direction of Section 403.19 of the Code of Iowa, the county auditor shall allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 7. All resolutions or parts thereof in conflict herewith are hereby repealed.
Passed and approved May 26, 2026.

Mayor

Attest:

City Clerk

DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Manchester, Iowa (the “City”) and Henderson Products, Inc. (the “Company”) as of the ____ day of _____, 2026 (the “Commencement Date”).

WHEREAS, the City has established the Manchester Urban Renewal Area (the “Urban Renewal Area”), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Company owns certain real property, which is situated in the City, lies within the Urban Renewal Area and is more specifically described on Exhibit A hereto (the “Property”); and

WHEREAS, the Company has proposed to undertake the construction of a new warehouse building (the “Project”) for use in its business operations on the Property; and

WHEREAS, the Company has requested that the City provide financial assistance in the form of incremental property tax payments to be used by the Company in paying the costs of constructing and maintaining the Project; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Company’s Covenants

1. Project Construction; Business Operations Requirement; Maintenance of Project.

Project

The Company agrees to construct the Project on the Property. Furthermore, the Company expects to invest approximately \$3,000,000 into capital improvements for the Project, including construction work, equipment, furnishings and other capital improvements. The Company has submitted a detailed site plan (the “Site Plan”) for the development of the Project to the City. The Site Plan is attached hereto as Exhibit B. The Company agrees to construct the Project in accordance with the Site Plan and to substantially complete such construction by no later than December 31, 2026. Further, the Company agrees to construct the Project in compliance with local zoning, land use, building and safety codes and regulations.

Business Operations Requirement

The Company agrees to ensure that the completed Project is used in its business operations throughout the Term (as hereinafter defined) of this Agreement (the “Business Operations Requirement”).

Maintenance of Property

Throughout the Term of this Agreement, the Company agrees to maintain, preserve, and keep the Property, including but not limited to the Project, useful and in good repair and working order, ordinary wear and tear excepted, and from time to time will make all necessary repairs, replacements, renewals, and additions. The Company agrees to maintain compliance with local zoning, land use, building and safety codes and regulations throughout the Term of this Agreement.

2. Property Taxes. The Company agrees to make timely payment of all property taxes as they come due with respect to the Property with the completed Project thereon throughout the Term and to submit a receipt or cancelled check in evidence of each such payment.

3. Company's Certifications. Upon request by the City, the Company agrees to certify (the "Operational Certification") to the City that the Business Operations Requirement is being met by the Company. Each Operational Certification shall be accompanied by documentation demonstrating, to the reasonable satisfaction of the City, that the Company is in compliance with the Business Operations Requirement.

4. Property Tax Payment Certification. The Company agrees to certify to the City by no later than October 15 of each year during the Term, commencing October 15, 2027, an amount (the "Company's Estimate") equal to fifty percent (50%) (the "Annual Percentage") of the estimated Incremental Property Tax Revenues (as hereinafter defined) anticipated to be paid in the fiscal year immediately following such certification with respect to the taxable valuation of the Property. In submitting each such Company's Estimate, the Company will complete and submit the worksheet attached hereto as Exhibit C. The City reserves the right to review and request revisions to each such Company's Estimate to ensure the accuracy of the figures submitted.

For purposes of this Agreement, Incremental Property Tax Revenues are calculated by: (1) determining the consolidated property tax levy (city, county, school, etc.) then in effect with respect to taxation of the Property; (2) subtracting (a) the debt service levies of all taxing jurisdictions, (b) the school district instructional support and physical plant and equipment levies, and (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly; (3) multiplying the resulting modified consolidated levy rate times any incremental growth in the taxable valuation of the Property, as shown on the property tax rolls of Delaware County, above and beyond the Base Valuation; and (4) deducting any property tax credits which shall be available with respect to taxable incremental valuation of the Property.

The "Base Valuation" of the Property for purposes of calculating Incremental Property Tax Revenues under this Agreement and Section 403.19 of the Code of Iowa shall be the assessed valuation of the Property as of January 1, 2025.

Upon request, the City staff shall provide reasonable assistance to the Company in completing the worksheet required under this Section A.4.

5. Default Provisions.

a. Events of Default. The following shall be “Events of Default” under this Agreement, and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- (i) Failure by the Company to complete construction of the Project pursuant to the terms and conditions of this Agreement.
- (ii) Failure by the Company to comply with the Business Operations Requirement pursuant to the terms and conditions of this Agreement.
- (iii) Failure by the Company to fully and timely remit payment of property taxes when due and owing.
- (iv) Failure by the Company to comply with Sections A.3 and A.4 of this Agreement.
- (v) Failure by the Company to observe or perform any other material covenant on its part, to be observed or performed hereunder.

b. Notice and Remedies. Whenever any Event of Default described in this Agreement occurs, the City shall provide written notice to the Company describing the cause of the default and the steps that must be taken by the Company in order to cure the default. The Company shall have thirty (30) days after receipt of such notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Company fails to cure the default or provide assurances, the City shall then have the right to:

- (i) Pursue any action available to it, at law or in equity, in order to enforce the terms of this Agreement.
- (ii) Withhold the Payments provided for under Section B.1 below.
- (iii) Terminate this Agreement.

B. City’s Obligations

1. Payments. In recognition of the Company’s obligations set out above, the City agrees to make twenty (20) semiannual economic development tax increment payments (the “Payments” and each, individually a “Payment”) to the Company during the Term pursuant to Chapters 15A and 403 of the Code of Iowa, provided however that the aggregate, total amount of the Payments shall not exceed \$450,000 (the “Maximum Payment Total”), and all Payments under this Agreement shall be subject to annual appropriation by the City Council, as provided hereunder.

The Payments shall not constitute general obligations of the City, but shall be made solely and only from the Annual Percentage of Incremental Property Tax Revenues received by the City from the Delaware County Treasurer attributable to the taxable valuation of the Property.

This Agreement assumes the taxable valuation resulting from the Project will go on the property tax rolls as of January 1, 2027. Accordingly, Payments will be made on December 1

and June 1 of each fiscal year, beginning December 1, 2028, and continuing through and including June 1, 2038, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

2. Annual Appropriation. The Payments shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term, as hereinafter defined, of this Agreement, commencing in calendar year 2027, the City Council of the City shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount (the “Appropriated Amount”) of Incremental Property Tax Revenues to be collected in the following fiscal year equal to or less than the most recently submitted Company’s Estimate.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Company will have no rights whatsoever to compel the City to make such Payments, to seek damages relative thereto, or to compel the funding of such Payments in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year’s Payments shall not render this Agreement null and void, and the Company shall make the next succeeding submission of the Company’s Estimate as called for in Section A.4 above, provided however that no Payment shall be made after June 1, 2038.

3. Payment Amounts. The aggregate Payments to be made in a fiscal year shall not exceed an amount equal to the corresponding Appropriated Amount (for example, for the Payments due on December 1, 2028 and on June 1, 2029, the aggregate maximum amount of such Payments would be determined by the Appropriated Amount determined for certification by December 1, 2027). Furthermore, the amount of each such Payment shall not exceed the Annual Percentage of Incremental Property Tax Revenues (excluding allocations of “back-fill” or “make-up” payments from the State of Iowa for property tax credits or roll-back) actually received by the City from the Delaware County Treasurer attributable to the taxable incremental valuation of the Property in the six (6) months immediately preceding such Payment Date.

4. Certification of Payment Obligation. In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.2 above, then the City Clerk will certify by December 1 of each such year to the Delaware County Auditor an amount equal to the most recently obligated Appropriated Amount.

C. Administrative Provisions

1. Amendment and Assignment. Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party. However, the City hereby gives its permission that the Company’s rights to receive the Payments hereunder may be assigned by the Company to a private lender, as security on a credit facility taken with respect to the Project, without further action on the part of the City.

2. Successors. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. **Term.** The term (the “Term”) of this Agreement shall commence on the Commencement Date and end on June 1, 2038, or on such earlier date upon which the aggregate sum of Payments made to the Company equals the Maximum Payment Total.

4. **Choice of Law.** This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Company have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF MANCHESTER, IOWA

By: _____
Mayor

Attest:

City Clerk

HENDERSON PRODUCTS, INC.

By: _____

EXHIBIT A
DESCRIPTION OF THE PROPERTY

Certain real property situated in the City of Manchester, Delaware County, State of Iowa bearing Delaware County property tax parcel identification number 631323004300.

EXHIBIT B
SITE PLAN

EXHIBIT C
COMPANY'S ESTIMATE WORKSHEET

- (1) Date of Preparation: October ____, 20__.
- (2) Assessed Taxable Valuation of Property as of January 1, 20__:
\$_____.
- (3) Base Valuation of Property (January 1, 2025):
\$_____.
- (4) Incremental Taxable Valuation of Property (2 minus 3):
\$_____ (the "TIF Value").
- (5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):
\$_____ per thousand of value.
- (6) The TIF Value (4) factored by the Adjusted Levy Rate (5).
\$_____ x \$_____/1000 = \$_____ (the "TIF Estimate").
- (7) Subtract anticipated property tax credits from the TIF Estimate (6 minus 7) =
\$_____ (the "Available TIF Estimate").
- (8) Factor the Available TIF Estimate (7) by the Annual Percentage =
Company's Estimate = \$_____ x .50 = _____.

ORDINANCE NO. 005-2026
AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF MANCHESTER, IOWA, TO ESTABLISH A
DEFAULT PUBLICATION TIMELINE FOR NOTICES OF PUBLIC HEARINGS

BE IT ENACTED by the City Council of the City of Manchester, Iowa:

SECTION 1. PURPOSE AND INTENT.

The purpose of this Ordinance is to clarify that Section 18.05 (Publication) establishes the default publication timeline for any notice of public hearing required by the Code of Ordinances of the City of Manchester, Iowa, unless a more specific publication timeline is required by another provision of this Code or by applicable State law.

SECTION 2. AMENDMENT TO CHAPTER 18.

Chapter 18 of the Code of Ordinances of the City of Manchester, Iowa, is hereby amended by adding the following subsection to Section 18.05:

18.05(3) DEFAULT PUBLIC HEARING NOTICE TIMELINE.

Whenever any provision of this Code of Ordinances requires that notice of a public hearing be published, and such provision does not specify a publication timeframe, the notice shall be published at least once, not less than four (4) days nor more than twenty (20) days prior to the date of the hearing. If another provision of this Code of Ordinances establishes a specific publication timeframe for a particular type of hearing, that specific provision shall control. If State law establishes a publication timeframe that differs from Section 18.05, the applicable provision of State law shall control.

SECTION 3. ORDINANCES AFFECTED.

The following sections of the Code of Ordinances include publication requirements for public hearings and shall be governed by Section 18.05 as amended herein:

General Publication

- § 18.05 – Publication

Street and Property Vacation

- § 137.03 – Notice of Vacation Hearing

Zoning Regulations (Chapter 165)

- § 165.29(29.7)(a) – Council Public Hearing (Zoning Amendments)
- § 165.29(29.7)(b) – Planning Commission Public Hearing (Zoning Amendments)
- § 165.29(29.14) – Board of Adjustment Notice of Hearing

Subdivision Regulations (Chapter 170)

- § 170.34 – Changes and Amendments (Subdivision Regulations)
- § 170.36(2)(C) – Combining Adjoining Lots (Mailed Notice Requirement)

This Ordinance shall amend or repeal the specific seven (7) to twenty (20) day publication requirements contained within City Code and shall apply to all sections of the Code requiring publication of a notice of public hearing that does not specify a publication timeframe.

SECTION 4. REPEALER.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. SEVERABILITY.

If any section, provision, or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the remaining portions.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall be in effect after its final passage, approval, and publication as provided by law.

Passed and approved this ____ day of _____, 2026.

ATTEST:

Connie Behnken, Mayor

Erin Learn, City Clerk

ORDINANCE NO. 005-2026
AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF MANCHESTER, IOWA, TO ESTABLISH A
DEFAULT PUBLICATION TIMELINE FOR NOTICES OF PUBLIC HEARINGS

BE IT ENACTED by the City Council of the City of Manchester, Iowa:

SECTION 1. PURPOSE AND INTENT.

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SECTION 2. AMENDMENT TO CHAPTER 18.

Chapter 18 of the Code of Ordinances of the City of Manchester, Iowa, is hereby amended by adding the following subsection to Section 18.05:

18.05(3) DEFAULT PUBLIC HEARING NOTICE TIMELINE.

Whenever any provision of this Code of Ordinances requires that notice of a public hearing be published, and such provision does not specify a publication timeframe, the notice shall be published at least once, not less than four (4) days nor more than twenty (20) days prior to the date of the hearing. If another provision of this Code of Ordinances establishes a specific publication timeframe for a particular type of hearing, that specific provision shall control. If State law establishes a publication timeframe that differs from Section 18.05, the applicable provision of State law shall control.

SECTION 3. ORDINANCES AFFECTED.

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- § 18.05 – Publication

Street and Property Vacation

- § 137.03 – Notice of Vacation Hearing

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- § 165.29(29.7)(a) – Council Public Hearing (Zoning Amendments)
- § 165.29(29.7)(b) – Planning Commission Public Hearing (Zoning Amendments)
- § 165.29(29.14) – Board of Adjustment Notice of Hearing

Subdivision Regulations (Chapter 170)

- § 170.34 – Changes and Amendments (Subdivision Regulations)
- § 170.36(2)(C) – Combining Adjoining Lots (Mailed Notice Requirement)

This Ordinance shall amend or repeal the specific seven (7) to twenty (20) day publication requirements contained within City Code and shall apply to all sections of the Code requiring publication of a notice of public hearing that does not specify a publication timeframe.

SECTION 4. REPEALER.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

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If any section, provision, or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the remaining portions.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall be in effect after its final passage, approval, and publication as provided by law.

Passed and approved this ____ day of _____, 2026.

ATTEST:

Connie Behnken, Mayor

Erin Learn, City Clerk



City of Manchester – Iowa Highway 13 Intersection TIS

Iowa 13, Honey Creek Road, and 195th Street
Manchester, IA



City of Manchester – Iowa Highway 13 Intersection TIS

Prepared by:

Kirkham Michael & Associates

Prepared for:

City of Manchester, Iowa

Regional Planning Authority 8

Submitted to:

City of Manchester, Iowa

Regional Planning Authority 8

Iowa DOT

May 22, 2026

	I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.
	<u>Mitchell L. Holtzman</u> <u>5/22/2026</u> MITCHELL L. HOLTZMAN, P.E. DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2027 LICENSE NO. 25760 PAGES OR SHEETS COVERED BY THIS SEAL: <u>ALL</u>



EXECUTIVE SUMMARY, CONCLUSIONS, & RECOMMENDATIONS

This Traffic Impact Study (TIS) assesses the operational and safety effects of a new alignment at the Y-shaped intersection in Manchester, Iowa, including Iowa 13, Honey Creek Road, and 195th Street. The area being studied includes a state highway and local roads. The considered alternative designs include reducing and realigning the intersections without skews, a peanut roundabout, and a single roundabout. This project does not increase the number of through lanes on Iowa 13 but is intended to consider safety for vehicles turning onto Iowa 13. While counting traffic in March of 2026, Iowa 13 saw approximately 6,100 vehicles per day. After conversations with the city and police force, this volume is expected to increase by around 12% in the spring and summer due to construction and farming traffic, and an increased number of visitors to town for events. Traffic volumes have been consistent over the last 25 years, and there is no expectation that development will raise volumes significantly.

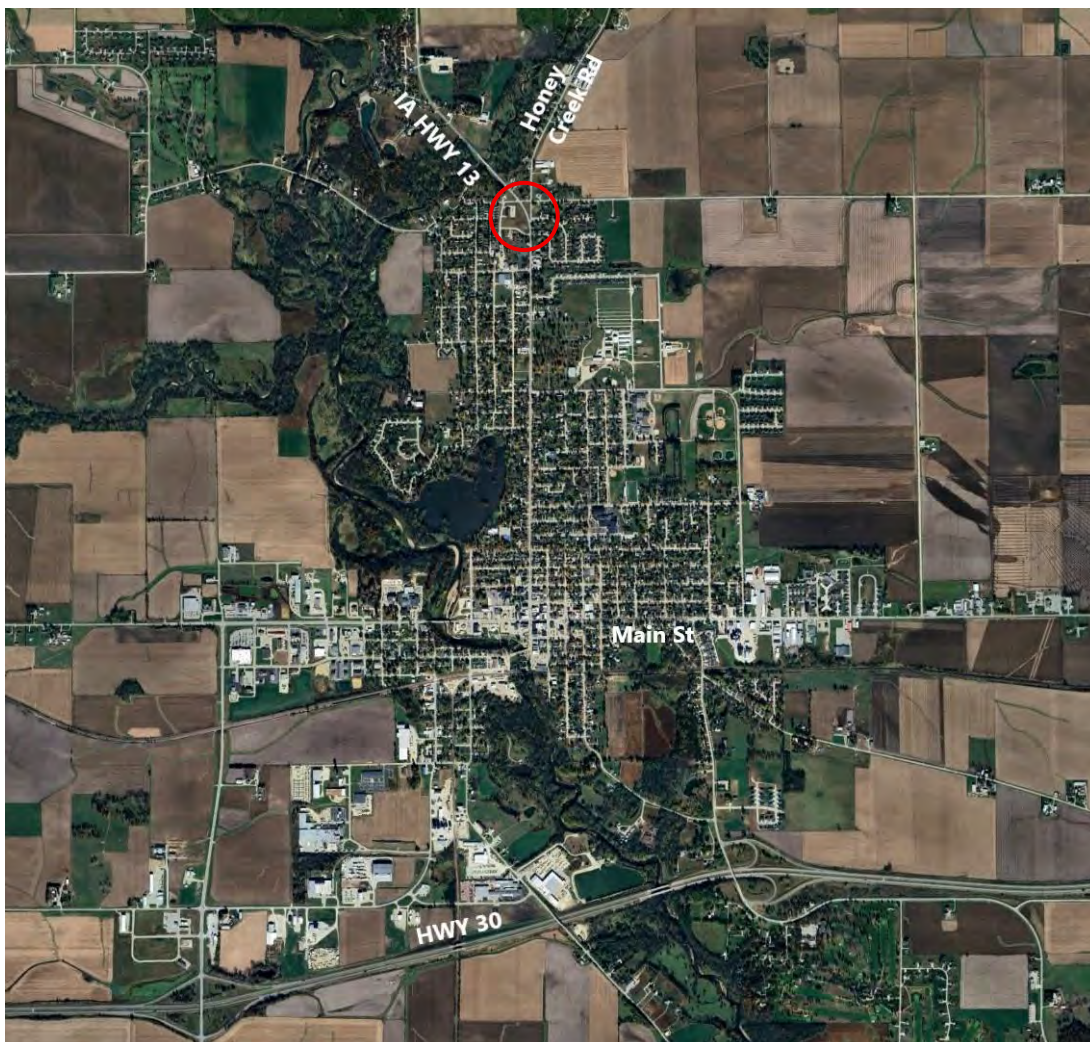


Figure 1: Vicinity Map

Traffic volumes and speed were measured at several locations on Iowa 13 and Honey Creek Road. 85th percentile speeds do not dramatically exceed speed limits north of Winslow Drive. Turning movements were collected at key intersections to determine trip distribution and intersection level of service. Data shows that



all intersections currently perform at LOS A or B during the morning peak hour, based on March 2026 volumes. The afternoon peak hour performs slightly worse, with LOS C at Iowa 13 and Winslow Drive, but LOS A or B at all other intersections. Based on expected traffic during warmer months, vehicle delays will increase slightly, but level of service is not worsened.

The alternatives for new roadway geometry provide marginal improvement in vehicle delays and level of service. There have not been a large number of crashes in the last 10 years, but the current geometry creates safety concerns. Research has found that large skews at intersections increase the likelihood of crashes compared to intersections with no skew. Converting stop-controlled intersections into roundabouts has been found to reduce crashes resulting in injuries by decreasing speed, reducing merging and diverging conflict points, and eliminating crossing conflict points. It is recommended to construct a single-lane roundabout on Iowa 13 at Honey Creek Road, with right-in right-out intersections at Crescent Drive and 195th Street.

INTRODUCTION

This study evaluates the traffic safety and operations for the Y-shaped intersection in Manchester, Iowa, where Iowa 13, Honey Creek Road, and 195th Street intersect. This layout is confusing for drivers and inherently dangerous due to the numerous conflict points. Each turning movement has a large skew, and varying vehicle speeds create challenges for vehicles turning onto Highway 13. The speed at this intersection is 45 mph, with the speed limit changing to 35 mph approximately 400 feet south of the intersection of Iowa 13 and Honey Creek Road, and a speed limit of 55 mph approximately 150 feet north of the intersection of Iowa 13 and 195th Street. The study analyzes current conditions and will consider various alternative intersection designs and their potential effectiveness.

ANALYSIS OF EXISTING CONDITIONS

The intersection of Iowa 13, Honey Creek Road, and 195th Street is the north entrance to the city of Manchester, Iowa. North of the intersection on Iowa 13, there are small residential neighborhoods. Iowa 13 continues north towards Edgewood and Strawberry Point. South of this intersection, Iowa 13 leads through residential neighborhoods towards Main Street and downtown Manchester. Honey Creek Road leads northeast towards Dutchtown. East of the intersection, 195th Street leads through residential neighborhoods, crossing the Maquoketa River, and ending at Hart Ridge Golf Course. 195th Street continues east of the intersection past rural farmland for 9.5 miles until it ends at 270th Avenue, north of Earlville.

The intersection of focus in this study is the center of speed limit changes. Iowa 13 has a speed limit of 45 mph at the intersections of 195th Street and Honey Creek Road. The speed limit increases to 55 mph on Iowa 13 approximately 150 feet north of the intersection with 195th Street and decreases to 35 mph approximately 400 feet south of the intersection with Honey Creek Road. The speed limit on 195th Street is 25 mph on both sides of Iowa 13. Honey Creek Road has a speed limit of 45 mph north of Iowa 13.

Honey Creek Road is on an extreme skew with Iowa 13. Coming from downtown Manchester, Iowa 13 runs north and curves to the northwest. Honey Creek Road continues north at the start of the curve on Iowa 13. Southbound Honey Creek Road has a stop sign at the intersection with Iowa 13. The intersection of Iowa 13 and 195th Street is a two-way stop-controlled intersection with stop signs on both legs of 195th Street. This intersection has a skew of 57 degrees. 195th Street and Honey Creek Road intersect at a 90-degree angle. The intersection is two-way stop-controlled with stop signs on both legs of 195th Street.



TRAFFIC DATA

Traffic volumes and speeds were measured at three different locations along Iowa 13 and one location on Honey Creek Road between February 27, 2026, and March 12, 2026, using radar. A summary of the locations and average daily traffic can be seen in Figure 2.



Figure 2: ADT Summary

daily volume at this location was 3,017 vehicles. The average speed of southbound traffic at this location was 36.5 mph and the 85th percentile speed was 41 mph. For the northbound direction, average daily volume was 3,110 vehicles. Northbound speeds were slightly higher than southbound speeds. The average northbound speed was 38.5 mph and the 85th percentile speed was 43 mph.

Volumes and speed were measured on Iowa 13 approximately 650 feet north of the intersection with 195th Street between the dates of February 27, 2026, and March 5, 2026. The speed limit at this location is 55 mph. The average southbound daily volume at this location was 1,771 vehicles. The average speed of southbound traffic at this location was 51.5 mph and the 85th percentile speed was 57 mph. For the northbound direction, average daily volume was 1,654 vehicles. Similar to southbound speeds, the average northbound speed was 51.5 mph and the 85th percentile speed was 57 mph.

Volumes and speed were also measured on Iowa 13 between the dates of February 27, 2026, and March 5, 2026, at the location between 195th Street and Honey Creek Road. The speed limit at this location is 45 mph. The average southbound daily volume at this location was 2,021 vehicles. The average speed of southbound traffic at this location was 39.5 mph and the 85th percentile speed was 46 mph. For the northbound direction, average daily volume was 1,890 vehicles. Northbound speeds were slightly higher than southbound speeds. The average northbound speed was 41.5 mph and the 85th percentile speed was 47 mph.

Volumes and speed were measured on Iowa 13 approximately 600 feet south of the intersection with Honey Creek Road between the dates of March 6, 2026, and March 12, 2026. The speed limit at this location is 35 mph. The average southbound



Lastly, volumes and speed were measured on Honey Creek Road approximately 1,300 feet north of the intersection with 195th Street between the dates of March 6, 2026, and March 12, 2026. The speed limit at this location is 45 mph. The average northbound daily volume at this location was 823 vehicles. The average speed of northbound traffic at this location was 43.5 mph and the 85th percentile speed was 49 mph. For the southbound direction, average daily volume was 902 vehicles. Southbound speeds were higher. The average southbound speed was 46 mph, and the 85th percentile speed was 52 mph.

In addition to volume and speed, turning movements were gathered between March 3, 2026, and March 26, 2026, at three intersections – Iowa 13 and 195th Street, Iowa 13 and Honey Creek Road, and 195th Street and Honey Creek Road. Cameras recorded for two hours in the morning and three hours in the afternoon to find peak hours for both. Peak hours varied slightly between intersections depending on minor road volumes.

CRASH HISTORY

Between 2016-2025, there have been 12 crashes along Iowa 13 between 195th Street and Winslow Drive. There have been no fatal crashes and no serious injury crashes. There were two suspected minor injury crashes and four possible injury crashes. Six of the crashes were property damage only.

The four primary intersections that this report is concerned with are Iowa 13 and 195th Street, Iowa 13 and Honey Creek Road, Iowa 13 and Winslow Drive, and 195th Street and Honey Creek Road. According to the Iowa Crash Analysis Tool (ICAT), there were no crashes reported at Iowa 13 and Honey Creek Road or 195th Street and Honey Creek Road during the years of 2016-2025. The intersection of Iowa 13 and Winslow Drive was included due to the proximity with Iowa 13 and Honey Creek Road, and it appears that due to the geometry in ICAT, the intersection of Iowa 13 and Honey Creek Road is included with Iowa 13 and Winslow Drive.

Intersection Crashes		
Year	195 th St	Winslow Dr /Honey Creek Rd
2016	0/0/0/0/0	0/0/0/0/1
2017	0/0/0/0/0	0/0/0/0/0
2018	0/0/0/0/0	0/0/0/0/0
2019	0/0/0/0/2	0/0/0/0/0
2020	0/0/0/1/0	0/0/0/0/0
2021	0/0/0/0/0	0/0/0/1/0
2022	0/0/0/0/0	0/0/0/0/0
2023	0/0/1/0/0	0/0/0/0/0
2024	0/0/0/0/1	0/0/0/1/1
2025	0/0/1/1/1	0/0/0/0/0
Total	0/0/2/2/4	0/0/0/2/2
Fatal/Serious/Minor/Unknown/PDO		

Figure 3: Intersection Crashes

A breakdown of intersection crashes by year and severity can be seen in Figure 3. In 2019, there were two crashes at Iowa 13 and 195th Street, both of which resulted in property damage only. In 2025, there were three crashes at the same intersection. There was one minor injury crash, one unknown injury crash, and one property damage only crash. At the intersection of Iowa 13 and Winslow Drive, there were two crashes in 2024. One of these crashes had unknown injuries and the other crash resulted in property damage only. All other years had zero or one crash at the intersections of concern.

PROPOSED DEVELOPMENT

There is no known development in the direct vicinity of the studied area. While meeting with the City, some potential developments were discussed. In the open space along Winslow Drive, west of the studied area, there could potentially be a strip mall developed. This could add a minor amount of traffic along Iowa 13, though access to the development would not come directly from Iowa 13. There is also potential for future residential housing development east of the studied area on 195th Street. This would add traffic volumes slightly, specifically left turns onto Iowa 13 during morning peak hours and right turns from Iowa 13 during afternoon peak hours. No additional through lanes will be considered to Iowa 13 or any minor streets.



There is little expectation for major development based on land use within the area. The intersections in this study are primarily surrounded by residential zoned land, with small pockets of commercial parcels. Based on recent land development, it is unlikely that significant future land development will occur. When observing a ½ mile radius from the triangle of Iowa 13, 195th Street, and Honey Creek Drive, approximately 35 single family homes were built between 1994 and 2010. Between 2010 and 2026, approximately 25 single family homes were built within the same area. Within that same time frame, the population of Manchester rose by less than 5%. With these trends in mind, it is unlikely that land use drastically changes and more traffic is added through residential development.

ANALYSIS OF FUTURE CONDITIONS

TRIP GENERATION

Existing turning movements inform where trips are being generated from and how the trips are being distributed. A complete set of turning movements in the studied area can be found in Appendix C. Based on conversations with the city, the daily traffic during summer is expected to be higher than when collected in February and March. This roadway sees increased volume due to construction, agriculture, and activities in the city. To estimate traffic volumes during peak travel months, some assumptions are needed. To account for expected raised traffic, volumes on Iowa 13 and Honey Creek Road were increased by 20%. This increases the total volume by approximately 12% among all traffic. To account for construction and agriculture traffic, heavy vehicles on Iowa 13 were increased from 17% to 25%.

INTERSECTION GEOMETRY ALTERNATIVES

Four intersection layouts were considered for future analysis. The first consideration is to keep the layout as it operates today.

The second alternative, which can be seen in Figure 4, is to reduce the number of access points onto Iowa 13 from three down to two and realign the side roads so that they intersect with Iowa 13 at a 90-degree angle. As proposed, 195th Street would still connect to Iowa 13 from the west, but the tee connection would be relocated slightly to intersect Iowa 13 at a right angle. Additionally, Honey Creek Road and 195th Street would combine on the east side of Iowa 13 and become a single side road that also intersects Iowa 13 at a right angle. This new intersection would be offset from the other intersection by approximately 400 feet. A two-way left-turn lane would also be introduced on Iowa 13 between the new intersections.

The third alternative, which can be seen in Figure 5, is to construct a peanut roundabout which will connect to all side roads. In this design, Honey Creek Road and 195th Street to the east will be combined before entering the roundabout. 195th Street from the west will have a designated entrance and exit from the roundabout, and Crescent Drive will have direct access to the roundabout rather than connect to Honey Creek Road.



Figure 4: Intersection Realignment Alternative



The final alternative is to construct a single roundabout, which can be seen in Figure 6. In this alternative, the center of the roundabout is centered approximately 150 feet southeast of the current intersection of Iowa 13 and 195th Street. In this alternative, both 195th Street and Crescent Drive will have new direct access to Iowa 13 with right-in, right-out access only. For any drivers wanting to turn left, they will take a U-turn at the roundabout. 195th Street will continue to be stop-controlled onto Honey Creek Road from the east, and Honey Creek Road will have a leg on the roundabout.



Figure 5: Peanut Roundabout Alternative



Figure 6: Single Roundabout Alternative

In addition to these alternatives, other alternatives were considered but not carried forward. One alternative not carried forward was to keep the alignment as it currently is but add turn lanes along Iowa 13. This alternative was not carried forward because it does not address the skew issues for vehicles turning onto Iowa 13. Another alternative considered was a double roundabout, with roundabouts at Iowa 13 and Honey Creek Road and at Iowa 13 and Crescent Drive. This alternative was not carried forward because it performs the same as the peanut roundabout operationally but creates challenges with distance between access points to Iowa 13.

GEOMETRY SAFETY ANALYSIS

Intersection geometry is a key piece to ensuring driver safety. Many studies have been conducted to look at geometric inefficiencies and learn how they can be improved. The Federal Highway Administration has compiled such studies and developed a Crash Modification Factors (CMF) Clearinghouse. A CMF is a factor that indicates the proportion of crashes that would be expected after implementing a countermeasure, such as eliminating an intersection skew. In the same vein, a Crash Reduction Factor (CRF) represents the estimated percentage reduction in crashes following a safety improvement.

The current geometry of the intersections on Iowa 13 cause safety concerns. The American Association of State Highway and Transportation Officials (AASHTO) recommends that intersection skew does not exceed 60 degrees. The skew at 195th Street exceeds this slightly and the skew at Honey Creek Road is significantly worse. One major concern with skewed intersections is reduced visibility, which becomes especially challenging for older drivers who have difficulty with neck rotation to see oncoming traffic. Another concern with high skews is the increased conflict exposure created from a longer crossing distance and thus increasing



exposure time. These reasons among others explain why crashes increase with the severity of the intersection skew.

When comparing the existing geometry to the intersection realignment alternative, the biggest safety enhancement comes from eliminating skews at all intersections. Within the CMF Clearinghouse, changing intersection skew angle is the countermeasure that most applies to the realignment alternative. A 2022 study by Anthony Ingle and Timoty Gates measured the crash modification functions for rural skewed intersections. This study found that among three-leg intersections, such as Iowa 13 and Honey Creek Road, a skew angle between 17 degrees and 27 degrees experienced 22% more crashes than perpendicular intersections. Among four-leg intersections, such as Iowa 13 and 195th Street, a skew angle between 17 degrees and 27 degrees experienced 40% more crashes.

When comparing the existing geometry to either roundabout option, conversion of a stop-controlled intersection to a roundabout is the countermeasure that most applies from the CMF Clearinghouse. In a 2011 study by the Michigan Department of Transportation, many roundabouts were evaluated for performance and safety effectiveness. This study found that conversion to either single or double-lane roundabouts resulted in almost no increase or decrease in number of crashes. Although total crashes are not majorly impacted, crashes resulting in injuries were seen to be reduced by 40% to 50% when converting a stop-controlled rural intersection to a roundabout.

One of the main benefits that roundabouts exhibit over traditional intersections is that roundabouts decrease the number of conflict points. Crossing conflict points are generally the most dangerous because it involves crashes with vehicles at close to perpendicular angles, which results in T-bone and head-on collisions. Roundabouts fully eliminate crossing conflict points while limiting diverging and merging conflict points. Figure 7 shows the conflict points with the existing geometry. Figure 8 shows the conflict points if the single roundabout alternative were to be constructed. Figure 9 summarizes the conflict points for each alternative.



Figure 7: Existing Geometry Conflict Points

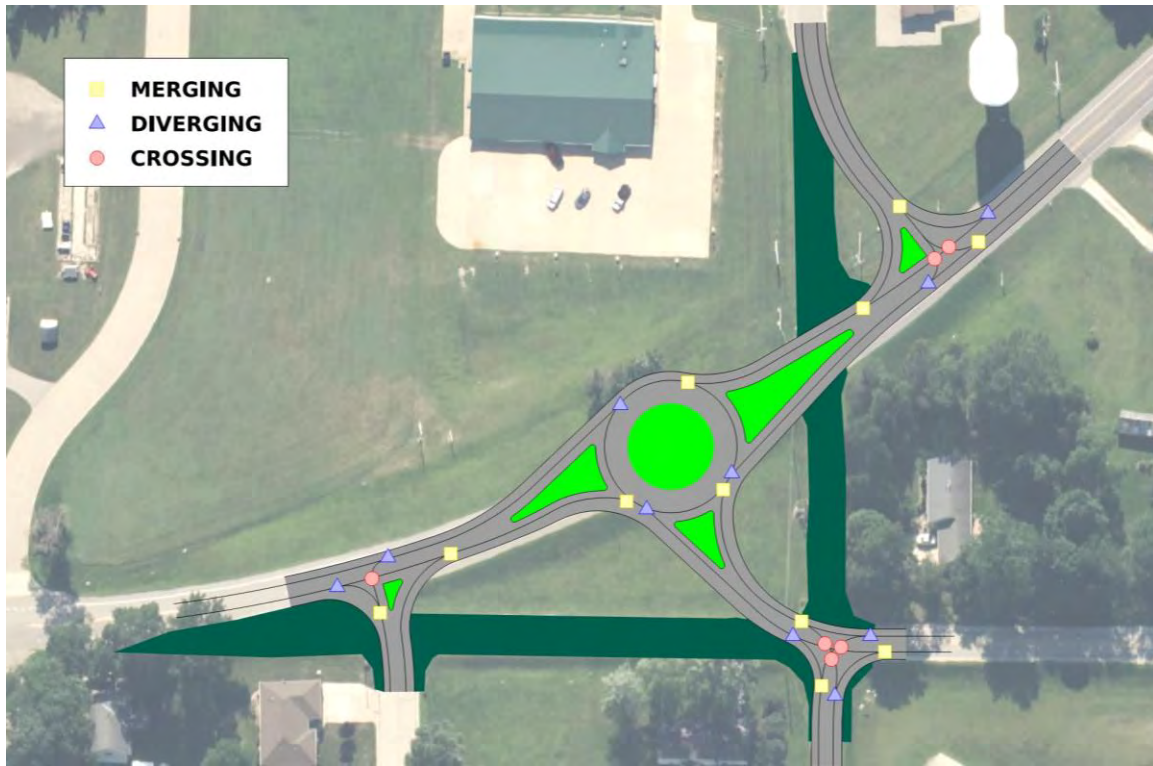


Figure 8: Single Roundabout Alternative Conflict Points

Geometry	Diverging	Merging	Crossing	Total
Existing	22	22	38	82
Realignment	12	12	12	36
Peanut Roundabout	8	6	3	17
Single Roundabout	10	11	6	27

Figure 9: Single Roundabout Alternative Conflict Points

CAPACITY ANALYSIS

Intersection capacity analyses were performed for the study area intersections using Vistro in accordance with the Highway Capacity Manual (HCM 7th Edition) methodology. Analyses were conducted for the AM and PM peak hours under Current, 2026, and 2046 scenarios.

Intersection performance is reported in terms of:

- Level of Service (LOS)
- Volume-to-Capacity Ratio (V/C)
- Average Control Delay (seconds per vehicle)
- Critical Movement (Worst Movement as reported in Vistro)



Summary of Intersection Operations

Scenario	IA-13 & 195 th St	IA-13 & Honey Creek Rd	IA-13 & Winslow Dr	Honey Creek Rd & 195 th St	Honey Creek Rd & Crescent Dr
Exist AM	B / 0.019 / 11.1 / EB Thru	B / 0.317 / 13.1 / WB Thru	B / 0.468 / 13.8 / SB Thru	B / 0.011 / 10.2 / EB Thru	A / 0.058 / 9.3 / WB Left
Exist PM	B / 0.039 / 12.6 / EB Left	B / 0.135 / 12.7 / WB Thru	C / 0.020 / 15.5 / SB Left	B / 0.018 / 10.4 / WB Left	A / 0.016 / 9.4 / WB Left
Summer PM	B / 0.042 / 13.3 / EB Left	B / 0.153 / 14.3 / WB Thru	C / 0.023 / 17.7 / SB Left	B / 0.018 / 10.7 / WB Left	A / 0.016 / 9.5 / WB Left

Figure 10: Current Alignment Capacity Summary (LOS / V/C / Delay (sec/veh) / Critical Movement)

Scenario	IA-13 & 195 th St	IA-13 & Honey Creek Rd	IA-13 & Winslow Dr	Honey Creek Rd & 195 th St	Honey Creek Rd & Crescent Dr
Exist AM	A / 0.039 / 8.9 / EB Right	B / 0.300 / 13.3 / WB Left	B / 0.467 / 13.8 / SB Thru	A / 0.013 / 9.9 / WB Left	A / 0.061 / 9.4 / NB Left
Exist PM	B / 0.049 / 11.7 / EB Left	B / 0.140 / 13.2 / WB Left	C / 0.020 / 15.5 / SB Left	A / 0.018 / 9.7 / WB Left	A / 0.022 / 9.5 / NB Left
Summer PM	B / 0.052 / 12.2 / EB Left	B / 0.159 / 14.5 / WB Left	C / 0.023 / 17.1 / SB Left	A / 0.018 / 9.7 / WB Left	A / 0.022 / 9.5 / NB Left

Figure 11: Intersection Realignment Capacity Summary (LOS / V/C / Delay (sec/veh) / Critical Movement)

Scenario	IA-13 & 195 th St	IA-13 & Honey Creek Roundabout	IA-13 & Crescent Roundabout	IA-13 & Winslow Dr	195 th St & Honey Creek Rd
Exist AM	A / 0.145 / 7.9 / NB Thru	A / --- / 5.0 / SB Thru	A / --- / 4.7 / SB Thru	B / 0.471 / 13.9 / SB Thru	A / 0.016 / 9.7 / WB Left
Exist PM	A / 0.026 / 4.2 / EB Right	A / --- / 5.5 / NB Thru	A / --- / 5.6 / NB Thru	B / 0.040 / 14.4 / WB Left	A / 0.009 / 9.2 / WB Left
Summer PM	A / 0.027 / 4.2 / EB Right	A / --- / 6.6 / NB Thru	A / --- / 6.4 / NB Thru	C / 0.043 / 15.2 / WB Left	A / 0.009 / 9.2 / WB Left

Figure 12: Peanut Roundabout Capacity Summary (LOS / V/C / Delay (sec/veh) / Critical Movement)

Scenario	IA-13 & 195 th St	IA-13 & Honey Creek Roundabout	IA-13 & Crescent Dr	IA-13 & Winslow Dr	195 th St & Honey Creek Rd
Exist AM	A / 0.063 / 4.7 / EB Right	A / --- / 4.9 / SB Thru	A / 0.089 / 4.6 / WB Right	B / 0.471 / 13.9 / SB Thru	A / 0.016 / 9.7 / WB Left
Exist PM	A / 0.026 / 4.2 / EB Right	A / --- / 5.5 / NB Thru	A / 0.095 / 6.7 / WB Right	B / 0.040 / 14.4 / WB Left	A / 0.009 / 9.2 / WB Left
Summer PM	A / 0.027 / 4.2 / EB Right	A / --- / 6.4 / NB Thru	A / 0.063 / 7.1 / WB Right	C / 0.046 / 15.9 / WB Left	A / 0.010 / 9.4 / WB Left

Figure 13: Single Roundabout Capacity Summary (LOS / V/C / Delay (sec/veh) / Critical Movement)

Operational Observations

- Under existing March conditions, the worst performing intersection is Iowa 13 and Winslow Drive in the afternoon peak hour, with a 15.5 sec/vehicle delay and LOS C.
- All other existing intersections have LOS A or B.
- Comparing the current layout with proposed intersection realignment, the level of service of all intersections is unchanged, with small changes in delay.
- Under peak summer volumes, each alternative design performs equal or better level of service at all intersections compared to existing conditions.



- Iowa 13 and Winslow Drive is the worst performing intersection under all scenarios. Southbound left is the critical movement for existing and realigned intersection layout. Westbound left is the worst movement for both roundabout alternatives.

CONCLUSIONS

1. **No Excessive Speeding**

Within the studied area having a speed limit of 45 mph or 55 mph, 85th percentile speeds did not exceed 49 mph or 57 mph, respectively. In the area with a speed limit of 35 mph, 85th percentile speed of southbound traffic was 41 mph, and northbound traffic was 43 mph.

2. **Low Crash History**

At an intersection with high speeds and dramatic skews, the number of crashes is surprisingly low considering the geometry. In ten years of data, only twelve crashes have occurred in the five intersections of concern in this study. In those twelve crashes, no fatalities or serious injuries have occurred.

3. **Stable Traffic Volumes**

Since 2000, IDOT measured volumes on Iowa 13 have been consistent. In 2000, AADT south of Winslow Drive was 6,300 vehicles and in 2023, AADT was 6,100 vehicles. During this period, volumes fluctuated between 6,000 and 6,700 in normal years. No major developments are expected to increase traffic in the area.

4. **Acceptable intersection LOS**

Under existing conditions, all intersections perform at LOS A or B during the morning peak hour. During the afternoon peak hour, existing traffic performs at LOS C at Iowa 13 and Winslow Drive, and all other intersections achieve LOS A or B. With added volumes in the summer, the delay increases at some intersections, but no intersections have a worse level of service.

5. **Improved LOS with Alternative Layouts**

With all alternative designs, intersections perform at the same level or better than the current layout. With each alternative, the intersection of Iowa 13 and Winslow Drive continues to be the worst performing intersection.

6. **Concerning Geometry**

AASHTO recommends that intersection skew does not exceed 60 degrees. The skew at 195th Street is 57 degrees and the skew at Honey Creek Road is significantly worse. Studies have found that removing skews from intersections can reduce crashes by 22% to 40%.

7. **Potential for Conflict Point Reduction**

The existing geometry has a high number of conflict points. There are 82 total conflict points within the study's intersections, including 38 dangerous crossing conflict points. All alternatives drastically reduce conflict points, and the roundabout alternatives nearly eliminate crossing conflict points.

Overall Determination

The intersections within this study area are found to be performing at an adequate capacity level. Crashes near this intersection have been surprisingly low in the last 10 years considering the very unusual geometry. All alternative designs eliminate intersection skews, which should result in a reduction of crashes based on studies from CMF Clearinghouse. Roundabout alternatives further increase safety by reducing conflict points and greatly reducing crossing conflict points.

The recommended alternative for this location is to construct a single roundabout on Iowa 13 at Honey Creek Road. This alternative provides improvements in safety through removing skews and reducing conflict points. The vehicle delay is improved at all intersections with the single roundabout alternative compared to



existing geometry. The intersections most directly impacted by installing a single roundabout are Iowa 13 and 195th Street, and Iowa 13 and Honey Creek Road. During the summer peak hour, these intersections have level of service B, with delay of 13.3 sec/vehicle and 14.3 sec/vehicle, respectively. With a single roundabout these intersections both become LOS A, with a drastic improvement in delay, to 4.2 sec/vehicle and 6.4 sec/vehicle. The capacity and level of service of these intersections are not expected to worsen significantly in the future due to stable traffic volumes on Iowa 13 and stable population in the City and surrounding areas. Additionally, a single roundabout will not require any right-of-way acquisition and have little impact on residential driveways. It is important that any roundabout design accommodates turning movements from WB-67 trucks, because heavy vehicles utilize this location currently and will continue to do so.

A public information meeting was held in Manchester, Iowa on May 21, 2026, to present the findings of the traffic impact study, and provide a visual representation of the single roundabout alternative. Residents were encouraged to voice any concerns about the proposed alternatives and ask questions about the project. There was agreement that the turning movements at Iowa 13 and Honey Creek Road are uncomfortable and require prolonged waiting time during peak hours. Approximately 10 residents attended the open house, several of which live on Crescent Drive, with unanimous support for the roundabout alternative.



APPENDICES

Appendix A	Data Collection Setup
Appendix B	Radar Speed and Volume Data
Appendix C	Turning Movements
Appendix D	Crash History
Appendix E	Vistro Reports

RESOLUTION 070-2026

KEHRLI'S FARMSTEAD 6th SUBDIVISION

WHEREAS, the Final Plat of ***KEHRLI'S FARMSTEAD 6th SUBDIVISION, City of Manchester, Delaware County, Iowa*** Delaware County, Iowa, affecting premises more specifically shown and described in the Final Plat of Randall L. Rattenborg, March 19, 2026, has been filed with the City Clerk of the City of Manchester, Delaware County, Iowa;

WHEREAS, the City Council has fully considered the same and found the same to be in accordance with the ordinances of the City of Manchester, Iowa, relating to plats and additions to cities or within a two mile radius of the City;

WHEREAS, the construction of sidewalks is deferred according to Resolution No. R-006-2003, Resolution Regarding Procedures and Guidelines for Implementation of Sidewalk Construction Program, under Item No. 4 (a) (“streets developed as a rural cross section”); and

WHEREAS, the subdivision plat and its attachments conform to Sections 354.6, 354.11 and 355.8 of the Iowa Code and therefore can be approved pursuant to 354.8 of the Iowa Code;

WHEREAS, the Manchester Planning and Zoning Commission has recommended to the Council that they accept the Final Plat of ***KEHRLI'S FARMSTEAD 6th SUBDIVISION, City of Manchester, Delaware County, Iowa***, as presented with the following variances, declarations and conditions;

- a. No determination has been made as to compliance with this subdivision and platting requirements which are set forth in the Code of Iowa.
- b. This subdivision is currently served by North 13th Street and North 14th Street. The subdivision may be subject to street assessments should future street improvements be necessary as determined by the City.
- c. An 18' Water Main Easement is being dedicated to the City of Manchester for utility purposes.
- d. City sewer and water are readily available to the proposed subdivision. An extension of the City's water main along the North side of Lot 1 will need to be completed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Manchester, Delaware County, Iowa, that the Final Plat of said **KEHRLI'S FARMSTEAD 6th SUBDIVISION, City of Manchester, Delaware County, Iowa**, be, and any exhibits attached thereto, accepting the dedication of public easements and public utilities as shown on the plat., and the same is hereby acknowledged, approved and accepted on the part of the City of Manchester, Delaware County, Iowa.

The Mayor and City Clerk are hereby directed to certify this approval and affix the same to said Final Plat as by law provided.

Passed this ____ day of _____, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

STATE OF IOWA)
COUNTY OF DELAWARE) ss.

On this _ day of _____, 2026, before me, _____, a Notary Public in and for the State of Iowa, personally appeared Connie Behnken and Erin Learn, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Manchester, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by the authority of its City Council, as contained in Resolution Number _____ adopted by the City Council on the _____ day of _____, 2026, and that Connie Behnken and Erin Learn acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public.

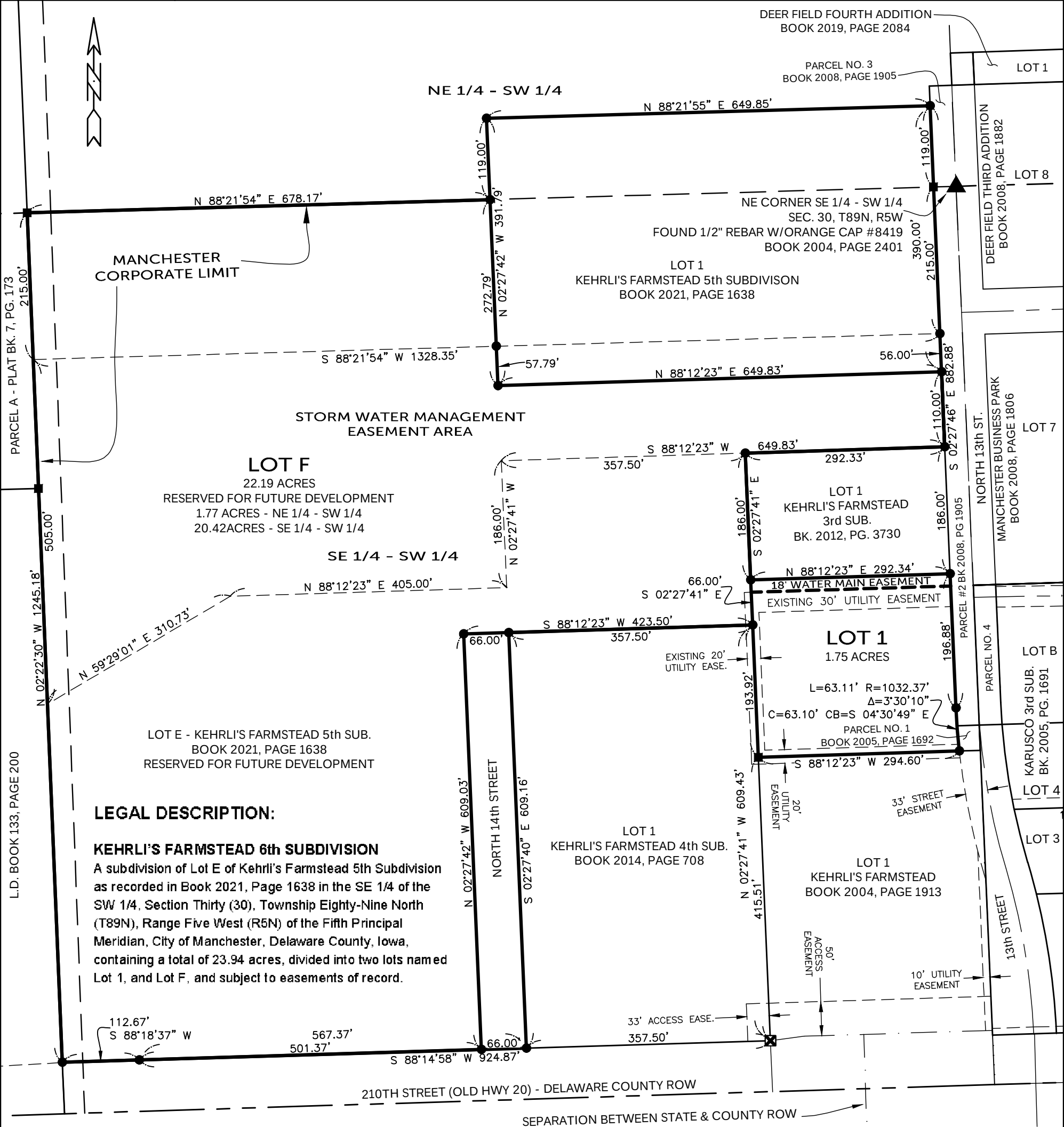
COUNTY: DELAWARE
SECTION 30, T 89 N, R 5 W
ALIQUOT PART: NE 1/4 - SW 1/4, SE 1/4 - SW 1/4

CITY:
SURVEY: KEHRLI'S FARMSTEAD 6th SUBDIVISION
BLOCK: LOTS: LOT 1
PROPRIETOR: LOT E: EWLK, LLC

REQUESTED BY: KEN KEHRLI
SURVEYOR: RANDALL L. RATTENBORG
COMPANY: BURRINGTON, GROUP, INC.
105 W. MAIN STREET, MANCHESTER, IA 52057
INFO@BURRINGTONGROUP.COM 563-927-2434

FINAL
PLAT

KEHRLI'S FARMSTEAD 6th SUBDIVISION
A SUBDIVISION OF LOT E OF KEHRLI'S FARMSTEAD 5th SUBDIVISION
SEC. 30, T89N, R5W OF THE FIFTH P.M., DELAWARE COUNTY, IOWA

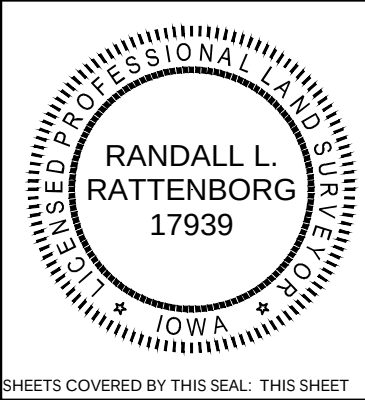


LEGAL DESCRIPTION:

KEHRLI'S FARMSTEAD 6th SUBDIVISION
A subdivision of Lot E of Kehrl's Farmstead 5th Subdivision as recorded in Book 2021, Page 1638 in the SE 1/4 of the SW 1/4, Section Thirty (30), Township Eighty-Nine North (T89N), Range Five West (R5N) of the Fifth Principal Meridian, City of Manchester, Delaware County, Iowa, containing a total of 23.94 acres, divided into two lots named Lot 1, and Lot F, and subject to easements of record.

SURVEYED ON:
SURVEY REQUESTED BY: KEN KEHRLI

Q:\Civil3D_Survey\Manchester\Manchester 2018.dwg



SHEETS COVERED BY THIS SEAL: THIS SHEET

PROPRIETORS: LOT E: EWLK, LLC

1596 210th STREET
MANCHESTER, IA 52057

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

RANDALL L. RATTENBORG P.L.S. LIC. #17939
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2027

DATE



Civil Engineering | Land Surveying
105 W. Main Street Manchester, Iowa 52057 burringtongroup.com

PROJECT NO. 21-016

SCALE: 1"= 150'

DATE: 03/19/2026

DRAWN BY: RLR

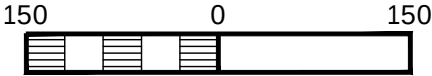
CHECKED BY: DDK

GPS BOX: MANCHESTER

SHEET 1 OF 1

LEGEND

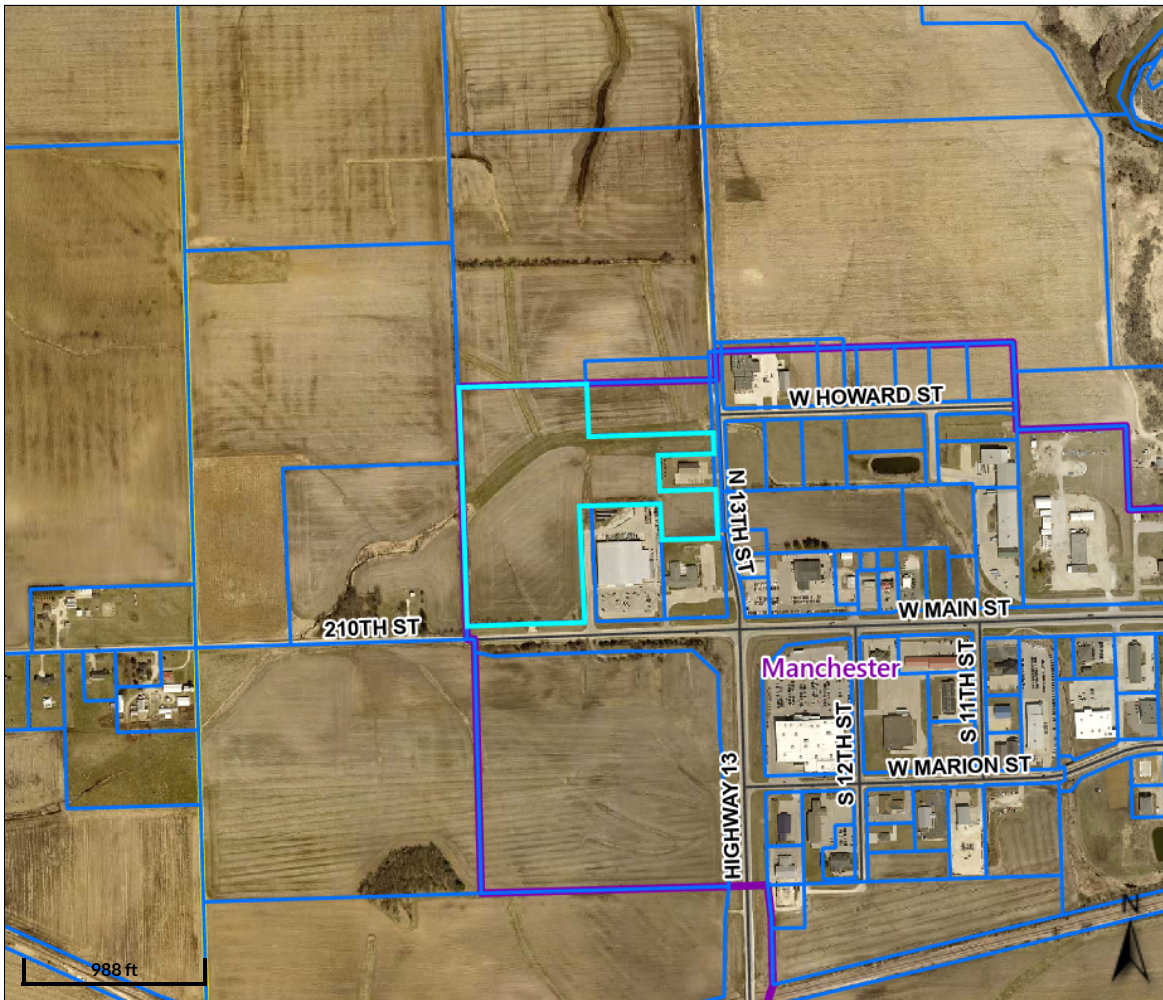
- ▲ SECTION CORNER
- FOUND 1/2" REBAR w/ ORANGE CAP PLS 8419
- SET 1/2" REBAR w/ ORANGE CAP PLS 17939
- QUARTER LINE
- QTR.—QTR. LINE
- RIGHT OF WAY LINE
- CENTER LINE
- EASEMENT OR ROW LINE
- LOT BOUNDARY
- BOUNDARY ESTABLISHED
- RECORDED



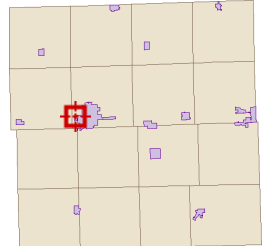
SCALE: 1" = 150'

Kehrli Farmstead 6th Subdivision

Key Map



Overview



Legend

- Corporate Limits**
 -  Corporate Limits
 -  Unincorporated Area
- Political Townships**
 -  Political Townships
- Parcels**
 -  BLL
 -  Parcel
 -  Roads

Parcel ID 641304000550

Sec/Twp/Rng 30-89-5

Property Address N 13TH ST
MANCHESTER

District MANCHESTER AGL.
Brief Tax Description KEHRLI'S FARMSTEAD
5TH SUBD LT E

(Note: Not to be used on legal documents)

Alternate ID n/a

Class A

Acreage 23.94

Owner Address EWLK LLC
c/o Kehrli, Larry
1592 210th St
Manchester, IA 52057

Disclaimer: All critical information should be independently verified. If you have questions about this site please contact either the Delaware County Auditor's Office at 563 927-4701 or the Delaware County Assessor's Office at 563 927-2526

Date created: 5/1/2026

Last Data Uploaded: 5/1/2026 5:02:55 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

RESOLUTION NO R-071-2026
RESOLUTION APPROVING FINAL PLAT OAKVIEW ESTATES SECOND SUBDIVISION

WHEREAS, the final plat of **OAKVIEW ESTATES SECOND SUBDIVISION, A SUBDIVISION OF LOT B OF OAKVIEW ESTATES FIRST SUBDIVISION IN THE NE 1/4 OF THE SW 1/4, SECTION 33, T89N, R5W OF THE FIFTH P.M., CITY OF MANCHESTER, DELAWARE COUNTY, IOWA**, affecting premises more specifically described in the proposed final plat, has been filed with the City Clerk of the City of Manchester, Delaware County, Iowa, and has been acknowledged and approved by the Planning and Zoning Commission of the City of Manchester, Delaware County, Iowa, who have recommended acceptance;

WHEREAS, the City Council has fully considered the same and found the same to be in accordance with the ordinances of the City of Manchester, Iowa, relating to plats and additions to the City;

WHEREAS, Section 170.33 of Chapter 170 Subdivision Regulations of the City of Manchester allows variances with regard to minimum improvements (Section 170.09); and

WHEREAS, the subdivision plat and its attachments conform to Sections 354.6, 354.11, and 355.8 of the Iowa Code and therefore can be approved pursuant to 354.8 of the Iowa Code; and

WHEREAS, the Manchester Planning and Zoning Commission has recommended to the City Council that they accept the final plat of **Oakview Estates Second Subdivision, City of Manchester, Delaware County, Iowa**, as presented with the following decelerations and conditions;

- 1) The Manchester Planning and Zoning Commission has recommended to the City Council that they accept the dedication of road right of way for the following streets shown on the plat: Red Oak Street, White Oak Street and Bur Oak Drive along with all public easements as shown on the plat and Lot C.
- 2) The Manchester Planning and Zoning Commission has recommended to the City Council that they accept public infrastructure improvements.
- 3) Five foot wide sidewalks shall be constructed along the frontage of each lot in accordance with the City Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Manchester, Delaware County, Iowa, that said **Oakview Estates Second Subdivision, City of Manchester, Delaware County, Iowa**, be, and the same is hereby acknowledged, approved and accepted on the part of the City of Manchester, Delaware County, Iowa.

The Mayor and City Clerk are hereby directed to certify this approval and affix the same to said final plat as by law provided.

Passed this 26th day of May, 2026

ATTEST:

Erin Learn, City Clerk

Connie Behnken, Mayor

STATE OF IOWA)
) SS
DELAWARE COUNTY)

On this 26th day of May 2026, before me, Laura K. Thomas, a Notary Public in and for the State of Iowa, personally appeared Connie Behnken and Erin Learn , to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Manchester, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by the authority of its City Council, as contained in Resolution Number R-071-2026 adopted by the City Council on the 26th day of May, 2026, and that Connie Behnken and Erin Learn acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Laura K. Thomas, Notary Public

LEGAL DESCRIPTION:

OAKVIEW ESTATES SECOIND SUBDIVISION, A *SUBDIVISION OF LOT B OF OAKVIEW ESTATES FIRST SUBDIVISION IN THE NE 1/4 OF THE SW 1/4, SECTION 33, T89N, R5W OF THE FIFTH P.M., CITY OF MANCHESTER, DELAWARE COUNTY, IOWA*, divided into nineteen lots numbered Lot 31 through Lot 48, Lot C, Red Oak Street, White Oak Street and Bur Oak Drive, containing a total of 7.866 acres, subject to easements of record, and more particularly described by metes and bounds as follows;

BEGINNING at the Center of Section 33, T89N, R5W of the Fifth Principal Meridian, Delaware County, Iowa, being the northeast corner of Lot B of Oakview Estates First Subdivision, as recorded in Book 2022, Page 2892;

THENCE along the easterly line of the NE 1/4 of the SE 1/4 of said Section 33 and the easterly line of said Lot B, South 02° 01’ 25” East, 572.87 feet, to the southerly line of said Lot B;

THENCE along the southerly line of said Lot B, South 88° 04’ 09” West, 123.00 feet;

THENCE continuing along the southerly line of said Lot B, North 02° 01’ 25” West, 57.97 feet;

THENCE continuing along the southerly line of said Lot B, South 88° 03’ 05” West, 347.50 feet;

THENCE continuing along the southerly line of said Lot B, North 02° 00’ 14” West, 22.29 feet;

THENCE continuing along the southerly line of said Lot B, South 88° 06’ 12” West, 189.00 feet, to the westerly line of said Lot B;

THENCE along the westerly line of said Lot B, North 02° 00’ 15” West, 492.59 feet, to the northerly line of said Lot B and the northerly line of NE 1/4 of the SE 1/4 of said Section 33;

THENCE along the northerly line of said Lot B and the northerly line of NE 1/4 of the SE 1/4 of said Section 33, North 88° 04’ 09” East, 659.33 feet to the **POINT OF BEGINNING**;

The easterly line of the NE 1/4 of the SE 1/4 of Section 33, T89N, R5W of the Fifth Principal Meridian, Delaware County, Iowa, and the easterly line of Lot B of Oakview Estates First Subdivision, as recorded in Book 2022, Page 2892, is assumed to bear South 02° 01’ 25” East.

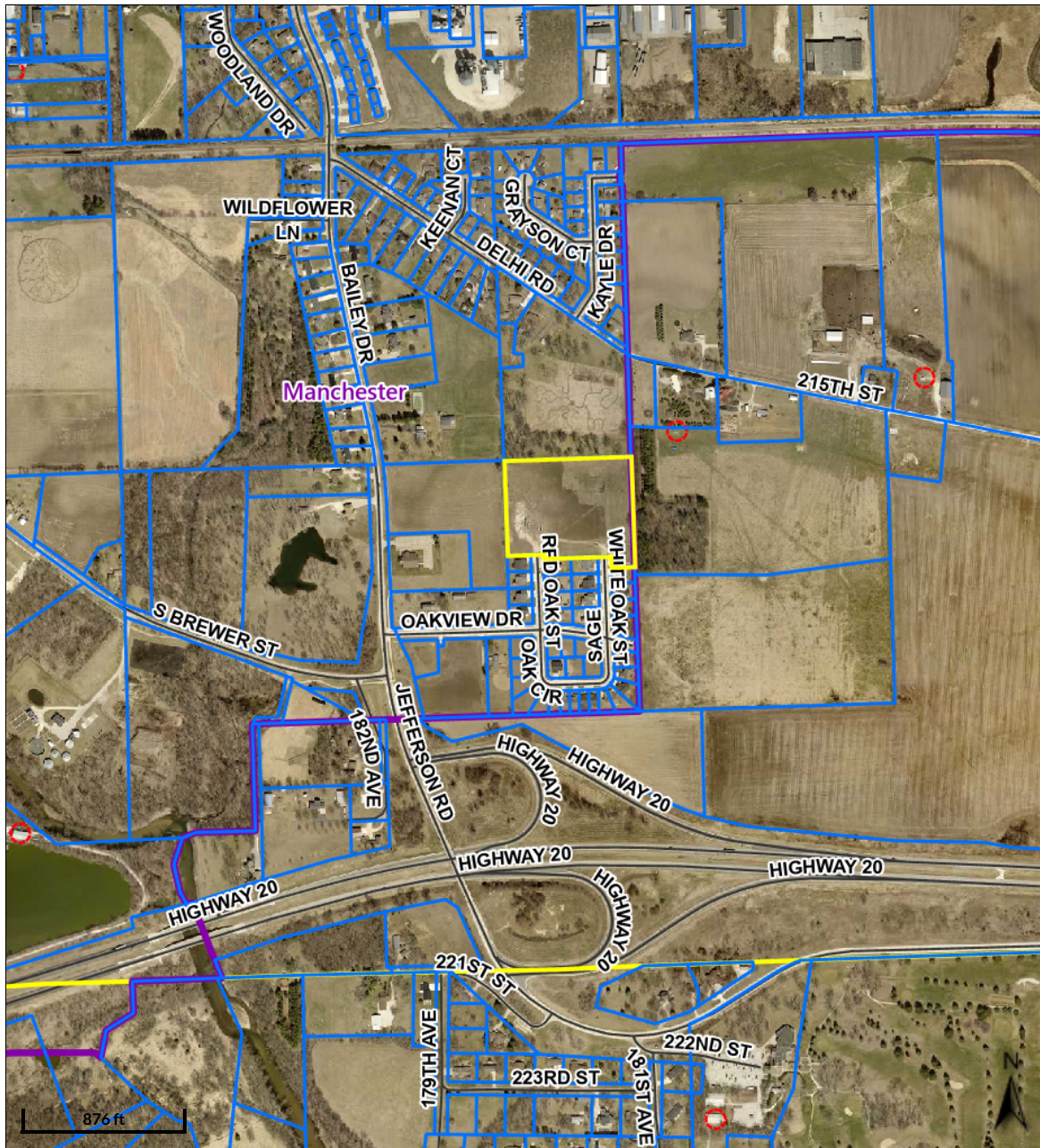
Lot Area Table		
Lot No.	Area	Area
	(SF)	(AC)
31	10,762	0.250
32	10,762	0.247
33	10,806	0.248
34	12,667	0.291
35	12,936	0.297
36	12,399	0.285
37	12,398	0.285
38	12,372	0.284
39	12,370	0.284
40	11,275	0.259
41	12,936	0.297
42	13,284	0.305
43	10,916	0.251
44	10,932	0.251
45	12,688	0.291
46	12,690	0.291
47	12,690	0.291
48	12,690	0.291
C	42,208	0.969
Streets	82,701	1.899
Total	342,482	7.866

SUBDIVISION PLAT	OAKVIEW ESTATES SECOND SUBDIVISION A SUBDIVISION OF LOT B OF OAKVIEW ESTATES FIRST SUBDIVISION IN THE NE 1/4 OF THE SW 1/4 SECTION 33, T89N, R5W OF THE FIFTH P.M., CITY OF MANCHESTER, DELAWARE COUNTY, IOWA
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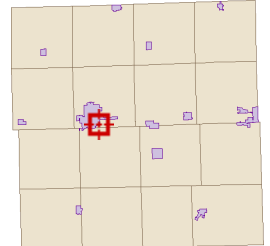


Page 126 of 141

OAKVIEW ESTATES SECOND SUBDIVISION KEY MAP



Overview



Legend

- Corporate Limits**
 -  Corporate Limits
 -  Unincorporated Area
- Political Townships**
 - 
- Parcels**
 -  BLL
 -  Parcel
- Roads**
 - 

Disclaimer: All critical information should be independently verified. If you have questions about this site please contact either the Delaware County Auditor's Office at 563 927-4701 or the Delaware County Assessor's Office at 563 927-2526

Date created: 5/12/2026

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Developed by  **SCHNEIDER**
GEOSPATIAL

RESOLUTION APPROVING VOLUNTARY EARLY RETIREMENT PROGRAM APPLICATION

WHEREAS, the City of Manchester has received an “Application for Early Retirement and Resignation from Employment” forms as part of the City’s Voluntary Early Retirement Program from the employee listed below:

Employee:

Julie Schmitz, Deputy City Clerk/Human Resources

Retirement Date:

November 30, 2026

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the City Council of the City of Manchester, Iowa hereby approves the terms of the Voluntary Early Retirement Program and accepts the Application for Early Retirement and Resignation From Employment form submitted by Julie Schmitz.

PASSED AND APPROVED this 26th day of May, 2026.

Attest:

Connie Behnken, Mayor

Erin Learn, City Clerk

RESOLUTION R-073-2026

RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT NO. 1 TO THE AGREEMENT WITH KIRKHAM
MICHAEL FOR THE WEST MARION STREET BRIDGE REHABILITATION PROJECT

WHEREAS, the City Council of the City of Manchester, Iowa, had approved an Agreement for the West Marion Street Bridge Rehabilitation Project with Kirkham Michael on August 11, 2025; and,

WHEREAS, Kirkham Michael has submitted Supplemental Agreement No. 1 to the Agreement for additional work related to reconstruction of South Franklin Street from the Intersection at West Marion Street south approximately 450' near the south end of the parking lot; and,

WHEREAS, the estimated cost for the abovementioned professional services will be up to a limit of \$139,620.00.

NOW THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of Manchester, Iowa, that Supplemental Agreement No. 1 to the Agreement for the West Marion Street Bridge Rehabilitation between Kirkham Michael and the City of Manchester, Iowa, be hereby approved and the Mayor and City Clerk are hereby authorized to sign said agreement.

Passed and approved the 26th day of May, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

SUPPLEMENTAL AGREEMENT NO. 1

This Agreement is made and entered into this _____ day of _____, _____, by and between the City of Manchester, hereinafter referred to as “**Owner**,” and Kirkham Michael, & Associates, Inc. a CONSULTING ENGINEERING corporation, hereinafter referred to as “**Engineer**,” as follows:

PREAMBLE:

The parties hereto entered into an agreement dated the 11th day of August 2025, for the W Marion Street Bridge Rehabilitation Project (Design and CE); Manchester, Iowa. Said contract shall hereinafter be referred to as the Base Agreement.

The Owner desires to have the Consultant perform additional engineering assignments in conjunction with the W Marion Street Bridge Rehabilitation work. The work to be performed is beyond the scope of the Base Agreement thereby constituting "extra work."

The Consultant is willing to provide said services.

AGREEMENT:

The parties, in consideration of these mutual promises contained herein, agree to the following:

2. SCOPE OF SERVICES

Refer to Attached Scope of Services (Exhibit B)

3. SCHEDULE

Design services will commence as soon as this agreement is approved.

4. COMPENSATION

- A. For full and complete compensation for work, materials, and services furnished for the Scope of services in this Supplemental Agreement No.1, the Consultant shall be paid for direct time charged to the project at Standard Hourly Rates for each employee Classification plus reimbursable expenses up to a limit of: \$139,620.00

The Standard Hourly rates are included as part of this supplemental and include salary, additives, overhead and profit. Refer to Exhibit D for estimated hours and rates.

- B. The contract ceiling amount is hereby increased by an amount of \$139,620.00 from \$290,000.00 to \$429,620.00 which shall not be exceeded without written authorization from the Owner.



Except as specifically amended by this Supplemental Agreement No. 1, all the terms and conditions of the Base Agreement and Supplemental No. 1 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents on the day and year first above written.

ENGINEER:

KIRKHAM, MICHAEL & ASSOCIATES, INC.

Federal ID #470365085

OWNER:

CITY OF MANCHESTER

BY: 
Greg Cabalka, P.E., Vice President

BY: _____

Date: 5/19/26

Date: _____

EXHIBIT B

SCOPE OF SERVICES

**S FRANKLIN STREET RECONSTRUCTION
FROM THE INTERSECTION AT W MARION STREET SOUTH APPROXIMATELY 450 FEET NEAR
THE SOUTH END OF THE PARKING LOT**

INTRODUCTION

This document presents the Consultant team's scope of services for design and construction engineering services required for reconstructing S Franklin Street in Manchester, Iowa between the intersection at W Marion Street and the area straight south approximately 450 feet to the end of the parking lot. The agreement and scope of services consist of Design and Construction Engineering.

Project Description

The project design is for approximately 450 linear feet of S Franklin Street and the parking lot area in Manchester, Iowa as shown on the map below. Design shall be for the complete reconstruction of the pavement, curb and gutter, and sidewalk area along S Franklin Street and the concrete parking lot area along the alignment of the proposed new storm sewer. The project will require coordination with the W Marion Street bridge rehabilitation project.

Other roadway features included in the project design are storm drainage, storm sewer extension, sanitary sewer rehabilitation, retaining wall reconstruction, street lighting, sidewalks, fencing, pavement markings, signage, erosion control, landscaping, construction phasing, and construction traffic control.

The overall project limits are reflected on location map below:

LOCATION MAP



Project Scope

The Owner is interested in the Engineer providing professional services for the rehabilitation of the West Marion Street Bridge over the Maquoketa River in Manchester, Iowa. The Engineer will perform tasks in compliance with Iowa Department of Transportation (IADOT) standards and all applicable state and federal regulations. Tasks shall include preliminary plans and specifications, check plans, final plans, bidding services, and construction engineering services.

Engineering Services to be Provided.

The IADOT's Instructional Memorandums to Local Public Agencies for Federal-Aid City and County Projects will be used for guidance in the project development process.

The scope of services to be performed shall be completed in accordance with generally accepted standards of practice and shall include the services and supplies to complete the following tasks:

TASK 1: Project Management

1.1 General Project Management

This task will be ongoing throughout the project period. Anthony Bardgett will serve as the Engineer Project Manager for this project. The Engineer Project Manager will serve as primary point of contact, manage project schedule and budget, and be responsible for coordinating work of design team members. The Engineer Project Manager will provide continuous project administration, management and coordination of tasks and activities, preparation of monthly progress reports, issuing of invoices and billings, ensuring appropriate quality assurance/quality control and other project management related activities deemed necessary to ensure efficient and timely project completion.

1.2 Meetings

1.2.1 The Engineer will prepare for, attend, and document one Kick-Off meeting to review the scope and schedule, and identify line of communications with the Owner. The Engineer will also schedule and conduct progress meetings. The Engineer will prepare an agenda in advance of the meetings and make a record of the meetings. It is estimated that there will be 2 progress meetings in addition to the kick-off meeting.

- The owner provided Concept Layout will be reviewed at the kick-off meeting.
- Preliminary Plans will be reviewed at progress meeting one.
- Final Plans will be reviewed at progress meeting two.

1.2.2 Prepare for, attend, and document up to 2 additional coordination meetings that may be required to discuss the project with the Owner or other identified stakeholders.

1.3 Quality Control / Quality Assurance

The Engineer shall perform ongoing reviews of major design decisions and plan preparation and perform detailed reviews of plans prior to submittals for completeness and quality.

TASK 2: Data Collection and Base Maps

2.1 Data Collection

2.1.1 The Engineer will complete field topographic, utility, and legal surveys of the project area. The Engineer will establish, confirm, and tie to City of Manchester control points

georeferenced to State-Plane Coordinate (NAD83/Iowa South), and Sea Level Elevation (NAVD88), and reduce the survey data for use in design.

- 2.1.2 Utility Locations marked in the field by the utility companies will be surveyed. Visible above ground utility appurtenances such as valves, manholes, vaults, and junction boxes will also be located and surveyed. The Engineer will submit design information requests and design locate requests through the One-Call system to get field locates.

2.2 Base Maps

- 2.2.1 The Engineer shall obtain original plats and research deeds to determine location of existing Right-of-Way lines and property lines and to verify ownership information.
- 2.2.2 Base maps will be prepared that depict all existing information, topography, right-of-way lines, property lines, property information, utilities, contours, and spot elevations.

TASK 3: Design

- 3.1 **Cover Sheet:** Prepare cover sheet conforming to City and Iowa DOT requirements.
- 3.2 **Typical Sections.** Develop typical sections for all listed improvements. It is anticipated that construction with these public improvements will proceed as described in each project description above.
- 3.3 **Legend and Utility Contact Information Sheet** shall be prepared.
- 3.4 **General Plan Sheet** depicting the entire project limits for each separate improvement shall be prepared.
- 3.5 **Horizontal and Vertical Alignments.** The Engineer shall develop horizontal alignments and vertical profiles including width transitions, turn bays, and general geometrics. The Engineer shall prepare horizontal and vertical control sheets. The Engineer shall prepare roadway plan and profile sheets for the needed roadway segments.
- 3.6 **Cross-Sections and Limits of Construction**
 - 3.6.1 Roadway cross-sections will be developed according to the roadway geometrics, typical sections, and construction phasing plans and will include any temporary pavement and staging of construction for accommodation of local traffic and access to abutting properties. Cross sections will be finalized that reflect both the final graded section and any temporary grading sections required for construction purposes. These sections will be utilized to define the limits of construction to be reflected on the plans and utilized to design the Right-of-Way and easements.
 - 3.6.2 Limits of construction will be determined using the Digital Terrain Model (DTM) and the approved typical section. The limits of construction will be analyzed and adjustments will be made as necessary to minimize Right-of-Way and easement acquisition.
 - 3.6.3 The Engineer will evaluate the clear zone and limits of construction related to the signal installation and any other items installed within the right-of-way..
- 3.7 **Right-of-Way Platting**

This contract will only provide temporary easements based on legal descriptions if required. Should the City require fee title acquisition services, this contract can be amended through a supplemental agreement to provide those services. Temporary easements for this project will be determined by any found right-of-way pins during the Task 2 scope. Should insufficient pins be found to establish relative property boundaries, additional services will be required by KM.

- 3.8 Traffic Control Sheets** shall be prepared and finalized that depict the required construction signing necessary for construction and to identify any signage required for detour routes.
- 3.9 Utility Coordination**
The Engineer will submit construction plans to all identified utilities in the project area at the completion of preliminary design. The Engineer will coordinate with these utilities to identify any conflicts that may exist. Identified conflicts with the utilities will be coordinated for avoidance or relocation.
- 3.10 Pavement Geometrics and Jointing Sheets** shall be prepared and finalized that identify all critical locations of the horizontal alignments including turn bays, pavement width transitions, curb return radii, median, and intersection geometrics. A detailed pavement jointing plan shall be prepared that identifies locations of the pavement joints and critical elevations at intersections and other cross slope transition areas.
- 3.11 Pavement Marking and Signage Sheets** shall be prepared and finalized that indicate the type and location of signs and pavement markings required for permanent installation.
- 3.12 Storm Sewer Sheets:** the Engineer shall complete the detailed design of all aspects of drainage for the project. The Engineer will complete the final design of all pipes, inlets, manholes, and junction boxes required for the project.
- 3.13 Removal Sheets** shall be prepared and finalized that identify paving, trees, structures, and other items to be removed as part of the project.
- 3.14 Sediment and Erosion Control Sheets** shall be prepared and finalized that identify the location and type of erosion control structures required for the construction of the project.
- 3.15 Final Tabulations, Quantities, and Specifications:** The Engineer will compile the data for all applicable tabulations, final estimates of quantities, and any special provisions for the project(s) in conformance with the Owner's policies, procedures, and supplemental specifications for inclusion in the final plan submittals.
- 3.16 Opinion of Probable Construction Cost:** The Engineer will prepare a final opinion of probable construction cost based on the final estimate of quantities using unit prices for similar construction as a base.

TASK 4: Bid, Advertise, and Award

- 4.1 Bidding Questions:** Respond to bidder inquiries and issue addendums as required.
- 4.2 Plan Changes/Addendums:** Coordinate with IADOT for project letting and contract award.

TASK 5: Construction Engineering Services

- 5.1 Preconstruction Meeting/Weekly Meetings:** Oversee and coordinate preconstruction meeting.
- 5.2 Shop Drawing Review:** Perform shop drawing reviews and review and approve design revisions.
- 5.3 Daily On-Site Observation:** Provide on-site supervision and quality assurance.
- 5.4 Contractor Questions:** Manage contractor questions.
- 5.5 Material Testing:** Perform field inspections including material testing.

- 5.6 Change Orders/Pay Apps:** Review contractor submittals and manage CO and pay apps.
- 5.7 Submittals to Doc Express:** Submit documents to Doc Express.
- 5.8 Final Inspection and Punch List:** Conduct final inspection and provide punch list to contractor.
- 5.9 Project Closeout and Audit:** Prepare final documentation for project closeout.
- 5.10 As-Builts:** Provide As-built plans to Owner.

City of Manchester, Iowa Annual Bow Hunting Application

(all items on this form must be completed)

Name: Taylor Hutchinson

Address: 521 S Brewer St Manchester

Phone: 563 608 6338

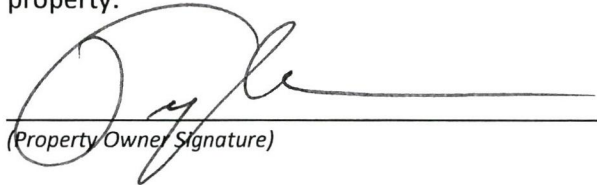
Emergency Contact: Kasey Hutchinson 563 608 5906
(Name & Phone Number)

I am seeking permission to hunt on property within Manchester City limits located at:

521 S Brewer St

The property is owned by: Taylor Hutchinson

Please have property owner sign below giving permission for the person named above to hunt on their property.


(Property Owner Signature)

ACKNOWLEDGEMENT

☒ I have successfully completed a hunter safety course as required by the Iowa Department of Natural Resources and have provided proof by attaching a copy to this form.

☒ I have a resident hunting license issued by the Iowa Department of Natural Resources and have provided proof by attaching a copy to this form.

☒ I have attached proof that I will be age 16 or older on the day of the hunt.


(Signature)

Taylor Hutchinson
(Printed Name)

May 04 2024
(Date)

Date approved by the Manchester City Council: _____

