

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Tuesday, May 26, 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: Mary Ann Poynor, Bill Scherbring, Bryan Gray, Diane Hammell. Absent: Joe Dittrick.

APPROVAL OF THE AGENDA

Motion by Hammell, seconded by Scherbring to approve the agenda as presented. On call of roll: Ayes: Hammell, Scherbring, Poynor, Gray. Nays: Non. Motion carried.

PUBLIC INPUT

None.

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)

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
5K SPORTS & MORE	SAFETY VESTS	65.60
ACCENT LASER	TONER CARTRIDGES	258.85
ACE ELECTRIC	SUPPLIES/REPAIRS	567.17
ALLIANT ENERGY	ELECTRICITY	17,599.52
AMAZON BUSINESS	SUPPLIES	2,828.82
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES	70.00
AMERICAN RED CROSS	LIFEGUARD RECERTIFICATION	480.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	339.55
AT&T	PHONE/INTERNET	50.15
BARD MATERIALS	ROCK	356.24
BLACK HILLS ENERGY	NATURAL GAS	3,845.30
BOUBIN TIRE & AUTOMOTIVE	TIRE DISPOSAL	6.00
BURRINGTON GROUP	ENGINEERING FEES	2,450.00
CARRICO AQUATIC RESOURCES	POOL MAINT	610.94
CHEMSEARCH	PARK CLEANING SUPPLIES	504.95
CHRISTOPHER FULLER	ACADEMY EXPENSE REIMB	4,083.20
CITY LAUNDERING	LIBRARY MAINT	65.21
CITY OF MANCHESTER	POOL START-UP CASH	400.00
COMELEC SERVICES,	SHOP INTERNET	153.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DAKTRONICS	SCOREBOARD POWER SUPPLY	320.00
DAVID TRUMBLEE	UNIFORM REIMB	123.25
DEL CO REC CENTER	FULLER MEMBERSHIP	250.00
DELHI LUMBER	BUILDING MAINT	230.23
DON & WALT	BUILDING REPAIRS/SUPPLIES	1,137.62
EAST END COLLISION	COMMERCIAL INCENTIVE GRANT	395.99
EASTERN IA EXCAVATING & CONCRETE	PAY #2 ANDERSON STREET PROJECT	95,342.47
EMS INDUSTRIAL	SUPPLIES	138.10
FEHR GRAHAM & ASSOCIATES	ENGINEERING FEES	21,931.25
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HAWKINS	CHEMICALS	1,435.26
HENDERSON PRODUCTS	BEACON LIGHT	36.68
HY-VEE	POLICE ACADEMY MEALS	2,865.00
IA LEAGUE OF CITIES	MAYOR DUES	35.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	216.99
J & R SUPPLY	SUPPLIES	69.50
J'S AUTO	VEHICLE MAINT	1,069.10
JASMINE WHITE	AIRPORT MAINTENANCE	80.00
KAMMILLER TREE SERVICE	DISC MULCHING	1,015.00
KIRKHAM MICHAEL	ENGINEERING FEES	5,161.15
LOECKE ENTERPRISES	RADIO REPAIR	137.50
MAGGIE SOMMERS	WEBSITE	800.00

MANCHESTER SIGNS	PARK SIGNS	116.00
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	153.30
MASTERPIECE CLEANING	CUSTODIAL	800.00
MEDICAL ASSOCIATES CLINIC	DRUG TESTS	196.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	23.24
MYERS COX	CONCESSIONS	1,970.20
NEI3A	LIBRARY PROGRAM	90.00
ONE STEP PRINT SOLUTIONS	PERMIT CARDS	50.00
OPG-3	ANNUAL LASERFICHE FEE	1,346.64
OVERDRIVE	LIBRARY MATERIALS	2,629.64
PEPSI COLA BOTTLING	CONCESSIONS	1,071.24
PEYTON CLARK	ACADEMY EXPENSE REIMB	3,967.20
PITNEY BOWES	POSTAGE REFILL	1,014.75
RIVER CITY STONE	WARREN ST STORM WATER	656.04
SCHMITZ JANITORIAL SUPPLY	PARK SUPPLIES	373.40
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	202.26
SHIELD TECHNOLOGY	SOFTWARE	3,405.00
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	346.80
STENDER LAWN CARE	LIBRARY MOWING	120.00
STERICYCLE/SHRED-IT	SHREDDING	77.47
STEVE HERINGTON	POOL RENTAL, LEAK DETECTION	1,120.00
STOREY KENWORTHY	SUPPLIES	312.96
T MOBILE	PHONE/INTERNET	435.30
TYLER TECHNOLOGIES	CHARGEBACK	15.00
US CELLULAR	PHONE/INTERNET	44.78
WALMART	SUPPLIES	85.04
WINDSTREAM	PHONE/INTERNET	577.58
	TOTAL	188,909.10
	FUND TOTALS	
	GENERAL	49,739.18
	HOTEL/MOTEL TAX	815.98
	ROAD USE TAX	3,906.05
	EMPLOYEE BENEFITS	164.67
	PARK GIFT & TRUST	200.58
	LIBRARY GIFT & TRUST	265.11
	DOWNTOWN/COMMERCIAL INCENTIVE	395.99
	BIKEWAY/WALKWAY PROJECTS	2,450.00
	STREET PROJECTS	117,273.72
	WATER	4,697.05
	SEWER	9,000.77
	TOTAL	188,909.10

PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR ENDING JUNE 30, 2026

Mayor Behnken opened the Public Hearing at 5:05pm. City Clerk Erin Learn reviewed the proposed amendment with the City Council. There being no written comments on file and no public comments to be heard, Mayor Behnken closed the Public Hearing at 5:09pm.

Motion by Hammell, seconded by Scherbring to approve Resolution R-068-2026 Amending the Current Budget for the Fiscal Year ending June 30, 2026. On call of roll: Ayes: Hammell, Scherbring, Poynor, Gray. Nays: None. Motion carried.

PUBLIC HEARING ON PROPOSED DEVELOPMENT AGREEMENT WITH HENDERSON PROPERTIES, INC

Mayor Behnken opened the Public Hearing at 5:09pm. City Manager Brock Waters reviewed the proposed development agreement with the City Council, explaining that it provides for a 50% tax rebate over a ten-year period. Donna Boss, Delaware County Economic Development Director, stated that the expansion project is expected to create 25 new jobs and expressed appreciation to the City Council for their support of local industry. There being no written comments on file and no public comments to be heard, Mayor Behnken closed the Public Hearing at 5:11pm.

Motion by Poynor, seconded by Hammell to approve 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. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring. Nays: None. Motion carried.

PUBLIC HEARING ON ORDINANCE 005-2026

Mayor Behnken opened the Public Hearing at 5:11pm. City Manager Brock Waters explained that the proposed ordinance was necessary to align the City Code with recent changes to the Iowa Code. There being no written comments on file and no public comments to be heard, Mayor Behnken closed the Public Hearing at 5:12pm.

Motion by Scherbring, seconded by Poynor to approve 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. On call of roll: Ayes: Scherbring, Poynor, Hammell, Gray. Nays: None. Motion carried.

HIGHWAY 13 & HONEY CREEK ROAD TRAFFIC IMPACT STUDY

Anthony Bardgett, Kirkham Michael, presented the results of the Highway 13 and Honey Creek Road Traffic Impact Study to the City Council. He reviewed the study's recommended solution, which includes construction of a single roundabout at the intersection. Bardgett stated that the next steps would involve discussions with Delaware County and the Iowa Department of Transportation regarding potential funding opportunities and project feasibility.

FINAL PLAT – KEHRLI FARMSTEAD 6TH SUBDIVISION

Motion by Hammell, seconded by Gray to approve Resolution R-070-2026 Approving Final Plat of Kehrli Farmstead 6th Subdivision. On call of roll: Ayes: Hammell, Gray, Scherbring, Poynor. Nays: None. Motion carried.

OAKVIEW SUBDIVISION PHASE 2

Motion by Scherbring, seconded by Hammell to approve Resolution R-071-2026 Approving Final Plat of Oakview Subdivision Phase 2. On call of roll: Ayes: Scherbring, Hammell, Gray, Poynor. Nays: None. Motion carried.

VOLUNTARY EARLY RETIREMENT

Motion by Scherbring, seconded by Hammell to approve Resolution R-072-2026 Approving Voluntary Early Retirement Application. On call of roll: Ayes: Scherbring, Hammell, Gray, Poynor. Nays: None. Motion carried.

SUPPLEMENTAL AGREEMENT NO. 1 – WEST MARION STREET BRIDGE REHABILITATION PROJECT

Motion by Poynor, seconded by Hammell to approve Resolution R-073-2026 Approving Supplement Agreement No. 1 with Kirkham Michael for the West Marion Street Bridge Rehabilitation Project. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring. Nays: None. Motion carried.

BOW HUNTING REQUEST

Following discussion, motion by Gray, seconded by Hammell to approve the request of Taylor Hutchinson to bow hunt on his property at 521 South Brewer Street, excluding the front parcel containing the residence. On call of roll: Ayes: Gray, Hammell, Poynor, Scherbring. Nays: None. Motion carried.

CITY PARKING LOT CLOSURE REQUEST – DELAWARE COUNTY RELAY FOR LIFE

Motion by Scherbring, seconded by Gray to approve 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. On call of roll: Ayes: Scherbring, Gray, Hammell, Poynor. Nays: None. Motion carried.

CITY PARKING LOT CLOSURE REQUEST – MANCHESTER AREA CHAMBER OF COMMERCE

Motion by Poynor, seconded by Scherbring to approve the 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. On call of roll: Ayes: Poynor, Scherbring, Gray, Hammell. Nays: None. Motion carried.

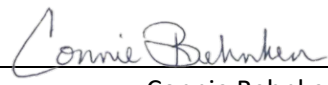
LINCOLN VILLAGE REDEVELOPMENT & LINCOLN/GRANT STREET PROJECT – WES SCHULTE

City Manager Brock Waters reviewed a proposed housing incentive package providing an 85% property tax rebate over 12 years for the Lincoln Village Redevelopment and Lincoln/Grant Street Expansion Project. Council discussion focused on the need for additional housing, neighborhood revitalization, and the proposed incentive term. While most Council members expressed support for the project, Council Member Poynor voiced concerns with the 12-year rebate period. Motion by Gray, seconded by Hammell to approve the housing incentive package and direct City staff to work with the City's attorney to prepare the necessary documents for Council consideration and approval. On call of roll: Ayes: Gray, Hammell, and Scherbring. Nays: Poynor. Motion carried.

REPORTS

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

Motion by Poynor, seconded by Scherbring that the meeting adjourn at 5:56pm. Motion carried, all ayes.



Connie Behnken, Mayor

ATTEST:



Erin Learn, City Clerk