Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, June 8, 2026
Video recordings of City Council meetings are available at
https://www.youtube.com/@cityofmanchesteriowa9648

Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

ROLL CALL
Council Members present: Bill Scherbring, Diane Hammell, Joe Dittrick, Mary Ann Poynor. Absent: Bryan Gray.

APPROVAL OF THE AGENDA
City Clerk Learn asked that the "Presentation of Employee Service Awards" be removed from the agenda, noting they will be on the June 22, 2026 City Council agenda. Motion by Scherbring, seconded by Poynor to approve the agenda as amended. On call of roll: Ayes: Scherbring, Poynor, Hammell, Dittrick. Nays: None. Motion carried.

PUBLIC INPUT
None.

CONSENT AGENDA
3.1 Approval of the minutes of the May 26, 2026 Regular City Council meeting & the minutes of the June 1, 2026 Committee of the Whole meeting
3.2 R-074-2026 Resolution Approving Payment of Bills
3.3 Acknowledge receipt of the following City Reports & Minutes: minutes of the May 21, 2026 Planning & Zoning Commission meeting
3.4 Approval of the following renewal applications for Iowa Retail Cigarette Permits: Casey's #3854 at 1305 West Commercial Street; Casey's #2624 at 1413 North Franklin Street; Cork 'N Bottle Liquor Store at 900 East Main Street; Dollar General Store #4812 at 203 South 9th Street; Fareway Store #594 at 109 East Marion Street; Liquor, Tobacco & Vape at 316 East Main Street; Hy-Vee Dollar Fresh Market at 1080 West Main Street; Kwik Star #790 at 1000 West Main Street; Walmart #1506 at 1223 West Main Street
3.5 Approve payment of the following Downtown Incentive Program Grants: Facade Grant (front) in the amount of $7,500.00 & Facade Grant (rear) in the amount of $1,506.67 to Castle Theatre at 112 East Main Street; Facade Grant (side) in the amount of $280.08 & Interior Grant in the amount of $2,673.47 to The Quiltmakers Shoppe at 120 North Franklin Street
3.6 Approve payment of claims totaling $22,059.25 to Fehr Graham for engineering services
3.7 Approve payment of claims totaling $10,985.81 to Kirkham Michael for engineering services
3.8 Second consideration 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
3.9 R-075-2026 Resolution Amending Salary Resolution
3.10 Approval of Supplement Agreement for Maintenance of Primary Roads in Municipalities with the Iowa Department of Transportation for a term of one year (7/1/2026-6/30/2027)
Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Motion by Hammell, seconded by Dittrick to approve the Consent Agenda. On call of roll: Ayes: Hammell, Dittrick, Scherbring, Poynor. Nays: None. Motion carried.

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
ABSOLUTE SCIENCE	LIBRARY PROGRAM	375.00
ALLIANT ENERGY	ELECTRICITY	2,419.38
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	3,870.99
AMERICAN RED CROSS	LIFEGUARD CERTIFICATION	288.00

BARD MATERIALS	CONCRETE	837.71
BASE	SELF INSURANCE/HRA ADMIN	134.00
BOLAND RECREATION	PLAYGROUND RESURFACING	40,240.00
BOUBIN TIRE & AUTOMOTIVE	VEHIICLE MAINT	98.77
BREHME DRUG INC	FIRST AID SUPPLIES	76.36
BRUNKAN EQUIPMENT	VEHICLE MAINT PARTS	432.30
CENGAGE LEARNING	LIBRARY MATERIALS	21.44
CITIZENS STATE BANK	2023B BOND PAYMENT	19,810.00
CITY LAUNDERING INC	SUPPLIES/MAINT	156.18
CITY OF MANCHESTER	SPORTS COMPLEX WATER/SEWER	166.27
COMELEC SERVICES, INC	SHOP INTERNET	153.00
DAKOTA SUPPLY GROUP INC	SUPPLIES	2,702.00
DEL CO SOLID WASTE COMMISSION	MONTHLY LANDFILL CHARGES	1,056.50
DEL CO TREASURER	PROPERTY TAXES	48.00
DON & WALT LLC	BUILDING MAINT	314.06
DORSEY & WHITNEY LLP	LEGAL FEES	15,000.00
EAST END COLLISION	COMMERCIAL INCENTIVE GRANT	1,020.63
EBSCO INC	LIBRARY MATERIALS	8,516.00
ECIA	LEAD GRANT MATCH, TRAFFIC STUDY MATCH	6,682.56
FAREWAY STORES INC	SUPPLIES	4,027.53
GEORGEN AUTO LLC	VEHICLE MAINT	2,297.51
GNB BANK	2023A BOND PAYMENT	54,987.50
HAUSERS WATER SYSTEMS INC	WATER TREATMENT SUPPLIES	65.00
IA DEPT OF REVENUE	SALES TAX	5,269.94
IA ONE CALL	LOCATES	176.50
INFRASTRUCTURE TECHNOLOGY	COMPUTER MAINT	510.00
IOWA LAW ENFORCEMENT ACADEMY	OFFICER TRAINING	5,125.00
J & R SUPPLY INC	SUPPLIES	1,037.00
JASMINE WHITE	AIRPORT MAINTENANCE	90.83
JE & SM ENTERPRISES	CONCESSIONS	352.00
JOHN DEERE FINANCIAL	SUPPLIES	377.81
KAMMILLER TREE SERVICE LLC	TREE/STUMP REMOVALS	3,815.00
KANOPY, INC	LIBRARY MATERIALS	72.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING	30,256.59
KMCH INC	RADIO ANNOUNCEMENTS	1,068.00
KONA ICE	SUMMER READING PROGRAM	455.00
LYNCH DALLAS PC	LEGAL SERVICES	1,558.00
MAGGIE SOMMERS	WEBSITE MAINTENANCE	800.00
MANCHESTER SIGNS LLC	RAGBRAI MAPS	129.50
MASTERPIECE CLEANING LLC	CUSTODIAL	800.00
MES SERVICE COMPANY	SERVICE CALL	735.70
MICROBAC LABORATORIES INC	TESTING	560.25
MYERS COX CO	CONCESSIONS	2,658.50
NAPA AUTO PARTS	JET VAC PARTS	21.98
PALMER HARDWARE INC	SUPPLIES	1,747.53
PRICE ELECTRIC INC	WWTP PUMP MAINTENANCE	105.00
RADAR ROAD TEC	RADAR CERTIFICATION	240.00
ROTO-ROOTER	POOL LEAK FIX	12,345.00
RUNDE AUTO GROUP	VEHICLE MAINT	191.85
SARAH TAYLOR MARKETING LLC	SOCIAL MEDIA	2,058.00
SCHUMACHER ELEVATOR INC	ELEVATOR MAINTENANCE	1,796.58

SLM LAWN MOWING & TRIMMING	MOWING CONTRACT	5,284.17
STANARD & ASSOCIATES INC	TESTING	68.00
STATE CHEMICAL SOLUTIONS	PARK SUPPLIES	204.56
STENDER LAWN CARE	MOWING CONTRACT (LIBRARY)	240.00
THE NORTHWAY CORPORATION	POOL PUMP MAINTENANCE	390.00
THREE RIVERS FS	VEHICLE FUEL	7,714.48
TOADALLY AWESOME PETS	SUMMER READING PROGRAM	296.48
TRAF-O-TERIA SYSTEM	PARKING TICKETS	367.18
USPS	POSTAGE	1,610.03
WALMART	SUPPLIES	169.61
WELTER STORAGE EQUIPMENT INC	TABLE	717.00
WEST DELAWARE SCHOOLS	LIBRARY MATERIALS	45.00
WIN LLC	PHONE/INTERNET	336.70
WINDSTREAM	PHONE/INTERNET	527.69
WOODWARD COMMUNICATIONS	PUBLICATION EXPENSE	363.06
	TOTAL	258,484.21
	FUND TOTAL	
	GENERAL	134,171.82
	HOTEL/MOTEL TAX	2,987.50
	ROAD USE TAX	4,825.38
	EMPLOYEE BENEFITS	134.00
	ACQUISITION/DEMOLITION	2,000.00
	PARK GIFT & TRUST	48.00
	LIBRARY GIFT & TRUST	2,242.90
	DEBT SERVICE	89,797.50
	DOWNTOWN/COMMERCIAL INCENTIVE	1,020.63
	SUBDIVISION PROJECTS	2,702.00
	STREET PROJECTS	4,682.56
	WATER	9,818.07
	SEWER	4,053.85
	TOTAL	258,484.21

PUBLIC HEARING ON PROPOSED DEVELOPMENT AGREEMENT WITH THE MANCHESTER

Mayor Behnken opened the Public Hearing at 5:04pm. City Manager Brock Waters reviewed the proposed development agreement 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 5:04pm.

Motion by Poynor, seconded by Hammell to approve Resolution R-076-2026 Approving Development Agreement with The Manchester Locker, 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, Scherbring, Dittrick. Nays: None. Motion carried.

PAY ESTIMATE #3 – 2026 ANDERSON STREET IMPROVEMENTS PROJECT

Motion by Scherbring, seconded by Dittrick to approve Pay Estimate #3 in the amount of $213,375.13 to Eastern Iowa Excavating & Concrete for the 2026 Anderson Street Improvements Project. On call of roll: Ayes: Scherbring, Dittrick, Poynor, Hammell. Nays: None. Motion carried.

POLICE OFFICER SAFETY PLAN T10 PROPOSAL – AXON ENTERPRISE
Motion by Dittrick, seconded by Hammell to approve the 10-year Police Officer Safety Plan T10 proposal from Axon Enterprise at a cost of $76,233.70 per year. On call of roll: Ayes: Dittrick, Hammell, Scherbring, Poynor. Nays: None. Motion carried.

PAY ESTIMATE #1 – GRAND AVENUE TRAIL PROJECT
Motion by Poynor, seconded by Scherbring to approve Pay Estimate #1 in the amount of $1,067.00 to Midwest Concrete for the Grand Avenue Trail Project. On call of roll: Ayes: Poynor, Scherbring, Dittrick, Hammell. Nays: None. Motion carried.

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

Motion by Scherbring, seconded by Hammell that the meeting adjourn at 5:26pm. Motion carried, all ayes.

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Connie Behnken, Mayor

ATTEST:

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Erin Learn, City Clerk