

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, June 22, 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: Diane Hammell, Bryan Gray, Joe Dittrick, Mary Ann Poynor, Bill Scherbring. Absent: None.

APPROVAL OF THE AGENDA

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

SERVICE AWARDS

Mayor Behnken presented the following Service Awards to City Staff celebrating milestone anniversaries with the City.

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the June 8, 2026 Regular City Council meeting

3.2 R-077-2026 Resolution Approving Payment of Bills

3.3 Acknowledge receipt of the following City Reports & Minutes: minutes of the June 17, 2026 Board of Adjustment meeting; minutes of the May 14, 2026 Library Board meeting; minutes of the June 16, 2026 Parks & Recreation Commission meeting; May 2026 Wastewater IDNR Reports; minutes of the June 18, 2026 Planning & Zoning Commission meeting; minutes of the June 18, 2026 Airport Committee meeting

3.4 Approval of the following Liquor License Application: New Application for 5 Day Special Class C Retail Alcohol License for the Manchester Area Chamber of Commerce for the RAGBRAI Event on July 24, 2026

3.5 R-078-2026 Resolution Setting the Salaries for Appointed Officials and Employees of the City of Manchester, Iowa for the Fiscal Year beginning July 1, 2026

3.6 Third consideration and final adoption of Ordinance 005-2026 Amending the City Code of the City of Manchester, Iowa to establish a default Publication Timeline for Notices of Public Hearing

3.7 Review the decision of the Board of Adjustment to approve the request of S&B Promotions for the property at 128 Gay Street for an exception to City Code Section 165.06(6.2) "R1 Single Family Residential Districts, Site Development Regulations" to reduce the front yard setback from 25' to 21' to allow for the construction of a garage

3.8 Approval of the following appointments to City Boards & Commissions effective July 1, 2026: Melanie Cook to the Library Board of Trustees; Richard McMahon to the Board of Adjustment; Julie Smith to the Library Board of Trustees; Ben Engelken to the Library Board of Trustees; Melissa Coates to the Parks & Recreation Commission; Nick LaRosa to the Parks & Recreation Commission

3.9 R-079-2026 Resolution Amending Salary Resolution (Seasonal)

3.10 Approval of the following renewal application for Iowa Retail Cigarette Permit: McDermott Oil at 2210 Highway 13

3.11 Approve payment of claims totaling \$2,450.00 to Kirkham Michael for engineering services

3.12 Approve payment of claims totaling \$31,342.50 to Fehr Graham for engineering services

3.13 Approve Pay Estimate #1 to River City Paving for the Airport Runway Rehabilitation Project in the amount of \$444,322.48

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

Bills approved for payment:

VENDOR	DESCRIPTION	AMOUNT
3E	GENERATOR REPAIR	555.00
ACCENT LASER	TONER CARTRIDGES	109.95
ACCESS SYSTEMS LEASING	NETWORK/COPIER MAINT	489.49
ALLIANT ENERGY	ELECTRICITY	19,109.64
AM FOAM WORKS	MANHOLE LIFTING	1,975.00
AMAZON BUSINESS	SUPPLIES, LIBRARY MATERIALS	2,124.87
AMERICAN RED CROSS	LIFEGUARD RECERTIFICATION	48.00
ARMOR EQUIPMENT	SWEEPER PARTS	726.40
BARD MATERIALS	DEVELOPMENT AGREEMENT	8,850.40
BDH	DEVELOPMENT AGREEMENT	1,696.34
BLACKSTONE PUBLISHING	LIBRARY MATERIALS	182.67
BR DEVELOPMENT	DEVELOPMENT AGREEMENT	32,480.43
BULL MOOSE HEAVY HAUL	DEVELOPMENT AGREEMENT	19,929.94
BURNS	MOWER REPAIR	514.24
CITY LAUNDERING	BUILDING MAINT	69.78
COMELEC SERVICES	TELEPHONE/INTERNET	32.00
COMMUNITY SAVINGS BANK	DEVELOPMENT AGREEMENT	25,581.24
DAKOTA SUPPLY GROUP	FIRE HYDRANTS	12,801.00
DEL CO PLUMBING & HEATING	DRINKING FOUNTAIN	1,257.92
DEL-CLAY FARM EQUIPMENT	MOWER BLADES	240.24
DON & WALT	BUILDING MAINT	336.69
EASTERN IA EXCAVATING & CONC	PAY #3 ANDERSON STREET	213,375.13
EASTERN IA PUMPING	DEVELOPMENT AGREEMENT	21,013.22
FEHR GRAHAM & ASSOCIATES	ENGINEERING FEES	22,059.25
FRIENDS OF CASTLE THEATRE	DOWNTOWN INCENTIVE GRANT	9,006.67
HACH CO	CHEMICALS	3,674.10
HAUSERS WATER SYSTEMS	WATER TREATMENT SUPPLIES	20.00
HONEY CREEK FURNITURE	LIBRARY CHAIRS	1,940.00
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	1,094.51
J & R SUPPLY	IRON BLADE	300.00
JASMINE WHITE	BUILDING MAINT	80.00
KIRKHAM MICHAEL	ENGINEERING FEES	10,985.81
LANDSCAPES BY CHILDS PLAY	BUILDING MAINT	515.00
LUCAS HOLDINGS	DEVELOPMENT AGREEMENT	9,285.29
MAQUOKETA VALLEY ELECTRIC COOP	ELECTRICITY	155.70
MASTERPIECE CLEANING	CUSTODIAL	800.00
MEDIACOM	TELEPHONE/INTERNET	254.90
MICROBAC LABORATORIES	TESTING	273.75
MIDWEST CONCRETE	PAY #1 GRAND AVE TRAIL	1,067.00
MIDWEST TAPE/HOOPLA	LIBRARY MATERIALS	64.72
MYERS COX	CONCESSIONS	603.81
OELWEIN PUBLISHING	TOURISM ADS	245.00
ONE STEP PRINT SOLUTIONS	HERO HUSTLE SPONSOR FORMS	258.00
OVERDRIVE	LIBRARY MATERIALS	2,665.09

PEPSI COLA BOTTLING	CONCESSIONS	1,917.15
PITNEY BOWES	POSTAGE METER	216.12
PIZZA RANCH	CONCESSIONS	835.00
PLAN IT SOFTWARE	CAPITAL PLANNING SOFTWARE	7,705.00
PLASTIC RECYCLING	PICNIC TABLES	1,110.52
RICHARD MCCRABB	MOWING	280.00
ROYAL OAKS DEVELOPMENT CORP	DEVELOPMENT AGREEMENT	10,444.76
SAIF INVESTMENTS	DEVELOPMENT AGREEMENT	11,161.06
SATOR SPORTS	SOCCER NETS	559.90
SCHMITZ JANITORIAL SUPPLY	SUPPLIES	52.00
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINT	346.80
SUE'S FLOWER & GARDEN CENTER	TREES & FLOWERS	368.66
TWYLA DETRICH	DOWNTOWN INCENTIVE GRANT	2,953.55
TYLER RAUSCH	SWIM LESSON REFUND	40.00
US CELLULAR	TELEPHONE/INTERNET	44.78
VULCAN INDUSTRIES	WASTEWATER PLANT REPAIRS	825.68
WALMART	SUPPLIES	130.29
WEIKERT CONTRACTING	STREET PAINT	5,788.35
WINDSTREAM	TELEPHONE/INTERNET	577.58
	TOTAL	474,205.39
	FUND TOTALS	
	GENERAL	43,204.63
	HOTEL/MOTEL TAX	245.00
	ROAD USE TAX	9,560.54
	TAX INCREMENT FINANCING	140,442.68
	PARK GIFT & TRUST	258.00
	LIBRARY GIFT & TRUST	1,940.00
	DOWNTOWN/COMMERCIAL INCENTIVE	11,960.22
	BIKEWAY/WALKWAY PROJECTS	1,067.00
	SUBDIVISION PROJECTS	12,801.00
	STREET PROJECTS	232,255.63
	WATER	6,600.73
	WATER CAPITAL IMPROVEMENTS	4,998.75
	SEWER	8,871.21
	TOTAL	474,205.39

PUBLIC HEARING ON REZONING REQUEST FOR 608 CHARLES STREET

Mayor Behnken opened the Public Hearing at 5:10pm. City Manager Waters reviewed the proposed rezoning with the City Council, noting the Planning & Zoning Commission had reviewed the request and recommended approval. 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 Poynor, seconded by Hammell to approve the first consideration of Ordinance 006-2026 Amending the Official Zoning Map of the City of Manchester, Iowa (608 Charles Street). On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

PUBLIC HEARING ON REZONING REQUEST FOR 413 SOUTH WAYNE STREET

Mayor Behnken opened the Public Hearing at 5:12pm. City Manager Waters reviewed the rezoning request with the City Council, noting the Planning & Zoning Commission had reviewed the request and recommended

approval. There being no written comments on file and no public comments to be heard, Mayor Behnken closed the Public Hearing at 5:13pm.

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

WESTGATE CENTER SUBDIVISION

Motion by Scherbring, seconded by Gray to approve Resolution 080-2026 Approving Final Plat Westgate Center Subdivision. On call of roll: Ayes: Scherbring, Gray, Hammell, Poynor, Dittrick. Nays: None. Motion carried.

SITE PLAN FOR 1086 SOUTH 3RD STREET

Motion by Poynor, seconded by Hammell to approve the site plan for 1086 South 3rd Street. On call of roll: Ayes: Poynor, Hammell, Scherbring, Dittrick. Nays: None. Abstentions: Gray. Motion carried.

UTILITY RATES

City Manager Waters reviewed the proposed 7% rate increase with the City Council, noting the increase was discussed during the budget process. Following discussion, motion by Poynor, seconded by Hammell to approve the first consideration of Ordinance 008-2026 Amending the City Code of the City of Manchester by amending provisions pertaining to Utility Rates. On call of roll: Ayes: Poynor, Hammell, Gray, Scherbring, Dittrick. Nays: None. Motion carried.

REPORTS

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

Motion by Gray, seconded by Hammell that the meeting adjourn at 5:40pm. Motion carried, all ayes.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk