



**Agenda for the Regular Meeting of the City Council of the City of Manchester
Monday, July 27, 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 July 13, 2026 Regular City Council meeting
- 3.2. R-084-2026 Resolution Approving Payment of Bills
- 3.3. Acknowledge receipt of the following City Reports & Minutes: minutes of the June 18, 2026 Airport Committee meeting (amended); minutes of the July 16, 2026 Airport Committee meeting; minutes of the July 20, 2026 Parks & Recreation Commission meeting; minutes of the July 21, 2026 Board of Adjustment meeting; Library Statistical Report for June 2026
- 3.4. Approval of the following Liquor License Application: New Application for 5 Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for an event at 300 West Main Street on September 10, 2026
- 3.5. Review decision of the Board of Adjustment to approve the request of Patty Griffin for the property at 521 Prospect Street for an exception to City Code Section 165.06(6.2) "R-1 Single Family Residential Districts, Site Development Regulations" to allow for reduction of the front yard setback from 25 feet to 19.5 feet
- 3.6. Review decision of the Board of Adjustment to approve the request of Tim & Sherilyn Cook for the property at 103 Oak Court for a variance to City Code Section 165.06(6.2) "R-1 Single Family Residential Districts, Site Development Regulations" to allow for reduction of the front yard setback from 34 feet to 22.5 feet
- 3.7. Approve the following Commercial Incentive Grant Applications: Facade Grant in the amount of \$1,361.98 & Interior Grant in the amount of \$7,500.00 for The Dairy Parlor at 913 East Main Street

- 3.8. Approve payment of claims totaling \$29,800.00 to Fehr Graham for engineering services
- 3.9. Approve payment of claims totaling \$1,750.00 to Kirkham Michael for engineering services
- 3.10. R-085-2026 Resolution Amending Salary Resolution
- 3.11. R-086-2026 Resolution Authorizing the Installation of Stop Signs

4. Regular Agenda Items

- 4.1. Consider approval of Resolution R-087-2026 Approving the Iowa Economic Development Authority Iowa Downtown Resource Center Community Catalyst & Remediation Grant Program Agreement for 116 South Franklin Street
- 4.2. Consider approval of the following Downtown Incentive Grant Application: Facade Grant (3rd floor) in the amount of \$4,658.34 for Honey Creek Furniture at 201 North Franklin Street
- 4.3. Discussion and possible action on the Device Retailer License Application from Liquor & Tobacco Outlet at 316 East Main Street that was denied at the July 13, 2026 City Council meeting
- 4.4. Consider approval of Resolution R-088-2026 Annually Designating the Official Location for Posting Public Meeting Notices
- 4.5. Consider approval of Resolution R-089-2026 Approving a Workers' Compensation Settlement Agreement & Release of Claims

5. Reports/Updates

- 5.1. Engineering Firms
- 5.2. City Attorney
- 5.3. City Manager
- 5.4. City Clerk
- 5.5. Police Chief
- 5.6. City Council Members
- 5.7. Mayor

6. Adjourn

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa
Monday, July 13, 2026

Video recordings of City Council meetings are available at
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Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

ROLL CALL

Council Members present: Bryan Gray, Joe Dittrick, Mary Ann Poynor, Bill Scherbring, Diane Hammell. Absent: None.

APPROVAL OF THE AGENDA

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

PUBLIC INPUT

None.

CONSENT AGENDA

3.1 Approval of the minutes of the June 22, 2026 Regular City Council meeting & the July 6, 2026 Special meeting & Committee of the Whole meeting

3.2 R-081-2026 Resolution Approving Payment of Bills

3.3 Acknowledge receipt of the following City Reports & Minutes: the June 2026 Wastewater IDNR Reports; the minutes of the June 11, 2026 Library Board of Trustees meeting

3.4 Approval of the following Liquor License Application: New application for 5 Day Special Class "C" Retail Alcohol License for Lucky Wife Wine Slushies for an event at 935 East Main Street on July 24, 2026; Renewal application for Class "C" Retail Alcohol License for Riverbend Pub at 121 South Franklin Street; Renewal Application for Class "E" Retail Alcohol License for Liquor & Tobacco Outlet at 316 East Main Street

3.5 R-082-2026 Resolution Amending Salary Resolution

3.6 Approve payment of claims totaling \$2,850.00 to Burrington Group for engineering services

3.7 Approve payment of the following grant from the Commercial Incentive Program: Parking Lot Assistance Grant in the amount of \$10,000.00 to Boubin Tire & Automotive at 905 East Main Street

3.8 R-083-2026 Resolution Setting Date for a Public Hearing on an Urban Renewal Plan Amendment for the Manchester Urban Renewal Area

3.9 Approve Pay Estimate #4 in the amount of \$269,929.31 to Eastern Iowa Excavating & Concrete LLC for the 2026 Anderson Street Improvement Project

3.10 Approve payment of claims totaling \$19,383.00 to Kirkham Michael for engineering services

3.11 Approve the request of the Walk to End Alzheimer's Committee to close the south portion of South 12th Street beginning at the south side of FSA's driveway from 7:00am-10:30am on Saturday, September 26, 2026

3.12 Approve payment of Reimbursement Request #1 from S&R Construction in the amount of \$190,876.77 for work completed on the Oakview Estates Subdivision Phase 2 Project

3.13 Acknowledge receipt of a petition to make golf carts street legal

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

Bills approved for payment:

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

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

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

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

WHEEL LOADER PURCHASE

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

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

DEVICE RETAILER LICENSE APPLICATION

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

CITY PHONE SYSTEM

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

REZONE REQUEST – 608 CHARLES STREET

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

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

REZONE REQUEST – 413 SOUTH WAYNE STREET

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

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

UTILITY RATES

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

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

REPORTS

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

Motion by Poynor, seconded by Dittrick that the meeting adjourn at 5:41pm. Motion carried, all ayes.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

R-084-2026
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 27th day of July, 2026.

Connie Behnken, Mayor

Erin Learn, City Clerk



Manchester, IA

Expense Approval Report

By Vendor Name

Payment Dates 7/11/2026 - 7/22/2026

Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 00002 - 5K SPORTS & MORE			
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
5K SPORTS & MORE	RAGBRAI SUPPLIES	RAGBRAI EXPENSES	448.00
		Department 499 - OTHER CULTURE/RECREATION Total:	448.00
		Fund 003 - HOTEL/MOTEL TAX Total:	448.00
		Vendor 00002 - 5K SPORTS & MORE Total:	448.00
Vendor: 00009 - ACCESS SYSTEMS LEASING INC			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
ACCESS SYSTEMS LEASING INC	LIB NETWORK SUPPORT	IT/COMPUTER SERVICES	1,075.88
		Department 410 - LIBRARY Total:	1,075.88
		Fund 001 - GENERAL Total:	1,075.88
		Vendor 00009 - ACCESS SYSTEMS LEASING INC Total:	1,075.88
Vendor: 01859 - ALL SECURE INC			
Fund: 001 - GENERAL			
Department: 150 - FIRE			
ALL SECURE INC	FD ALARM	BUILDING/GROUNDS	75.00
		Department 150 - FIRE Total:	75.00
		Fund 001 - GENERAL Total:	75.00
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
ALL SECURE INC	SHOP ALARM	BUILDING/GROUNDS	75.00
		Department 210 - STREETS Total:	75.00
		Fund 110 - ROAD USE TAX Total:	75.00
Fund: 600 - WATER			
Department: 810 - WATER			
ALL SECURE INC	WWTP ALARM	INTEREST	75.00
		Department 810 - WATER Total:	75.00
		Fund 600 - WATER Total:	75.00
		Vendor 01859 - ALL SECURE INC Total:	225.00
Vendor: 00037 - ALLIANT ENERGY			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	337.14
		Department 110 - POLICE Total:	337.14
Department: 130 - EMERGENCY MANAGEMENT			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	20.00
		Department 130 - EMERGENCY MANAGEMENT Total:	20.00
Department: 150 - FIRE			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	97.75
		Department 150 - FIRE Total:	97.75
Department: 230 - STREET LIGHTING			
ALLIANT ENERGY	ELECTRICITY	STREET LIGHTING ELECTRICITY	7,771.20
		Department 230 - STREET LIGHTING Total:	7,771.20
Department: 280 - AIRPORT			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	85.64
		Department 280 - AIRPORT Total:	85.64

Expense Approval Report

Payment Dates: 7/11/2026 - 7/22/2026

Vendor Name	Description (Payable)	Account Name	Amount
Department: 430 - PARKS & RECREATION			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	287.73
		Department 430 - PARKS & RECREATION Total:	287.73
Department: 620 - CITY ADMINISTRATION			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	457.86
		Department 620 - CITY ADMINISTRATION Total:	457.86
		Fund 001 - GENERAL Total:	9,057.32
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	397.84
		Department 210 - STREETS Total:	397.84
		Fund 110 - ROAD USE TAX Total:	397.84
Fund: 600 - WATER			
Department: 810 - WATER			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	2,762.67
		Department 810 - WATER Total:	2,762.67
		Fund 600 - WATER Total:	2,762.67
Fund: 610 - SEWER			
Department: 815 - SEWER			
ALLIANT ENERGY	ELECTRICITY	ELECTRICITY	8,435.61
		Department 815 - SEWER Total:	8,435.61
		Fund 610 - SEWER Total:	8,435.61
		Vendor 00037 - ALLIANT ENERGY Total:	20,653.44
Vendor: 00046 - AMAZON BUSINESS			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
AMAZON BUSINESS	VACUUM	BUILDING/GROUNDS	75.00
AMAZON BUSINESS	PD SUPPLIES	UNIFORM ALLOWANCE	46.98
		Department 110 - POLICE Total:	121.98
Department: 410 - LIBRARY			
AMAZON BUSINESS	LIB BOOK ORDER	LIBRARY MATERIALS	514.82
AMAZON BUSINESS	LIB BOOK ORDER	LIBRARY MATERIALS	413.80
AMAZON BUSINESS	LIB RETURN	LIBRARY MATERIALS	-11.39
		Department 410 - LIBRARY Total:	917.23
Department: 435 - AQUATIC CENTER			
AMAZON BUSINESS	POOL SUPPLIES	OPERATING SUPPLIES	29.99
		Department 435 - AQUATIC CENTER Total:	29.99
Department: 620 - CITY ADMINISTRATION			
AMAZON BUSINESS	VACUUM	BUILDING/GROUNDS	74.99
		Department 620 - CITY ADMINISTRATION Total:	74.99
		Fund 001 - GENERAL Total:	1,144.19
Fund: 171 - LIBRARY GIFT & TRUST			
Department: 410 - LIBRARY			
AMAZON BUSINESS	LIB BOOK ORDER	LIBRARY MATERIALS	223.69
AMAZON BUSINESS	LIB BOOK ORDER	EDUCATIONAL PROGRAMS	169.39
		Department 410 - LIBRARY Total:	393.08
		Fund 171 - LIBRARY GIFT & TRUST Total:	393.08
Fund: 180 - POLICE CANINE			
Department: 110 - POLICE			
AMAZON BUSINESS	K9 KENNEL	OPERATING SUPPLIES	100.64
		Department 110 - POLICE Total:	100.64
		Fund 180 - POLICE CANINE Total:	100.64
		Vendor 00046 - AMAZON BUSINESS Total:	1,637.91

Expense Approval Report

Payment Dates: 7/11/2026 - 7/22/2026

Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 00551 - ANDERSON WELDING & MACHINE SHOP			
Fund: 600 - WATER			
Department: 810 - WATER			
ANDERSON WELDING & MACH..	VALVE WRENCH	DISTRIBUTION MAINT	32.25
		Department 810 - WATER Total:	32.25
		Fund 600 - WATER Total:	32.25
		Vendor 00551 - ANDERSON WELDING & MACHINE SHOP Total:	32.25
Vendor: 00113 - ARNOLD MOTOR SUPPLY LLP			
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
ARNOLD MOTOR SUPPLY LLP	MIRROR ADHESIVE	VEHICLE REPAIR/MAINT	7.58
		Department 210 - STREETS Total:	7.58
		Fund 110 - ROAD USE TAX Total:	7.58
		Vendor 00113 - ARNOLD MOTOR SUPPLY LLP Total:	7.58
Vendor: 02000 - AT&T			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
AT&T	LIB HOT SPOTS (5)	IT/COMPUTER SERVICES	50.15
		Department 410 - LIBRARY Total:	50.15
		Fund 001 - GENERAL Total:	50.15
		Vendor 02000 - AT&T Total:	50.15
Vendor: 01730 - AWWA-DALLAS			
Fund: 600 - WATER			
Department: 810 - WATER			
AWWA-DALLAS	2027 MEMBERSHIP	DUES/SUBSCRIPTIONS	462.00
		Department 810 - WATER Total:	462.00
		Fund 600 - WATER Total:	462.00
		Vendor 01730 - AWWA-DALLAS Total:	462.00
Vendor: 00103 - AXON ENTERPRISE INC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
AXON ENTERPRISE INC	PD EQUIPMENT	EQUIPMENT PURCHASE	76,233.76
		Department 110 - POLICE Total:	76,233.76
		Fund 001 - GENERAL Total:	76,233.76
		Vendor 00103 - AXON ENTERPRISE INC Total:	76,233.76
Vendor: 00111 - BARD MATERIALS			
Fund: 001 - GENERAL			
Department: 620 - CITY ADMINISTRATION			
BARD MATERIALS	SUPPLIES	OFFICE SUPPLIES	11.76
		Department 620 - CITY ADMINISTRATION Total:	11.76
		Fund 001 - GENERAL Total:	11.76
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
BARD MATERIALS	FOAM	ST MAINT SUPPL/OPS	27.50
BARD MATERIALS	STREET PATCH	ST MAINT SUPPL/OPS	415.60
BARD MATERIALS	SHOP ROCK	ST MAINT SUPPL/OPS	1,467.04
		Department 210 - STREETS Total:	1,910.14
		Fund 110 - ROAD USE TAX Total:	1,910.14
		Vendor 00111 - BARD MATERIALS Total:	1,921.90

Expense Approval Report

Payment Dates: 7/11/2026 - 7/22/2026

Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 00154 - BOUBIN TIRE & AUTOMOTIVE			
Fund: 302 - DOWNTOWN/COMMERCIAL INCENTIVE			
Department: 520 - ECONOMIC DEVELOPMENT			
BOUBIN TIRE & AUTOMOTIVE	COMMERCIAL INCENTIVE PAR...	COMMERCIAL IMPROVEMENTS	10,000.00
Department 520 - ECONOMIC DEVELOPMENT Total:			10,000.00
Fund 302 - DOWNTOWN/COMMERCIAL INCENTIVE Total:			10,000.00
Vendor 00154 - BOUBIN TIRE & AUTOMOTIVE Total:			10,000.00
Vendor: 00173 - BURRINGTON GROUP INC			
Fund: 308 - BIKEWAY/WALKWAY PROJECTS			
Department: 430 - PARKS & RECREATION			
BURRINGTON GROUP INC	ENGINEERING FEES	GRAND AVENUE TRAIL EXTENS..	2,850.00
Department 430 - PARKS & RECREATION Total:			2,850.00
Fund 308 - BIKEWAY/WALKWAY PROJECTS Total:			2,850.00
Vendor 00173 - BURRINGTON GROUP INC Total:			2,850.00
Vendor: 00234 - CITY LAUNDERING INC			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
CITY LAUNDERING INC	LIB RUGS	FURNITURE/EQUIPMENT	69.78
Department 410 - LIBRARY Total:			69.78
Fund 001 - GENERAL Total:			69.78
Vendor 00234 - CITY LAUNDERING INC Total:			69.78
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: 01873 - DATAPILOT INC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
DATAPILOT INC	PD DATA MAINTENANCE	IT/COMPUTER SERVICES	1,995.00
Department 110 - POLICE Total:			1,995.00
Fund 001 - GENERAL Total:			1,995.00
Vendor 01873 - DATAPILOT INC Total:			1,995.00
Vendor: 00349 - DEL CO PLUMBING & HEATING			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
DEL CO PLUMBING & HEATING	LIB TOILET REPAIR	BUILDING/GROUNDS	80.00
Department 410 - LIBRARY Total:			80.00
Fund 001 - GENERAL Total:			80.00
Vendor 00349 - DEL CO PLUMBING & HEATING Total:			80.00
Vendor: 00341 - DELAWARE COUNTY ECONOMIC DEVELOPMENT			
Fund: 001 - GENERAL			
Department: 520 - ECONOMIC DEVELOPMENT			
DELAWARE COUNTY ECONOM...	SEMI ANNUAL CONTRIBUTION	DCED ANNUAL CONTRIBUTION	16,250.00
Department 520 - ECONOMIC DEVELOPMENT Total:			16,250.00
Fund 001 - GENERAL Total:			16,250.00

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Vendor Name	Description (Payable)	Account Name	Amount
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
DELAWARE COUNTY ECONOM...	RISM ANNUAL CONTRIBUTION	TOURISM/MARKETING	25,000.00
Department 499 - OTHER CULTURE/RECREATION Total:			25,000.00
Fund 003 - HOTEL/MOTEL TAX Total:			25,000.00
Vendor 00341 - DELAWARE COUNTY ECONOMIC DEVELOPMENT Total:			41,250.00
Vendor: 00355 - DELAWARE COUNTY SOLID WASTE COMMISSION			
Fund: 001 - GENERAL			
Department: 290 - SOLID WASTE			
DELAWARE COUNTY SOLID W...	MONTHLY LANDFILL CHARGES	LANDFILL CHARGE	1,059.50
Department 290 - SOLID WASTE Total:			1,059.50
Fund 001 - GENERAL Total:			1,059.50
Vendor 00355 - DELAWARE COUNTY SOLID WASTE COMMISSION Total:			1,059.50
Vendor: 00407 - DOUG FOLEY			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
DOUG FOLEY	POOL RATCHET STRAPS	BUILDING/GROUNDS	53.32
Department 435 - AQUATIC CENTER Total:			53.32
Fund 001 - GENERAL Total:			53.32
Vendor 00407 - DOUG FOLEY Total:			53.32
Vendor: 00433 - EASTERN IA EXCAVATING & CONCRETE			
Fund: 324 - STREET PROJECTS			
Department: 210 - STREETS			
EASTERN IA EXCAVATING & C...	PAY #4 ANDERSON STREET PR...	ANDERSON STREET PROJECT	269,929.31
EASTERN IA EXCAVATING & C...	E MAIN PROJECT	STREET EXTENSIONS/SMALL P...	11,404.25
Department 210 - STREETS Total:			281,333.56
Fund 324 - STREET PROJECTS Total:			281,333.56
Vendor 00433 - EASTERN IA EXCAVATING & CONCRETE Total:			281,333.56
Vendor: 01886 - EMMA DUNKEL			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
EMMA DUNKEL	SWIM TEAM COACH	SALARIES	3,000.00
Department 435 - AQUATIC CENTER Total:			3,000.00
Fund 001 - GENERAL Total:			3,000.00
Vendor 01886 - EMMA DUNKEL Total:			3,000.00
Vendor: 02091 - ENGLAND PAINTING			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
ENGLAND PAINTING	PD UPDATE	BUILDING IMPROVEMENTS	1,647.05
Department 110 - POLICE Total:			1,647.05
Fund 001 - GENERAL Total:			1,647.05
Vendor 02091 - ENGLAND PAINTING Total:			1,647.05
Vendor: 00549 - GENERAL TRAFFIC CONTROL INC			
Fund: 110 - ROAD USE TAX			
Department: 240 - TRAFFIC CONTROL/SAFETY			
GENERAL TRAFFIC CONTROL I...	BASE	STREET SIGNS/POSTS	357.00
Department 240 - TRAFFIC CONTROL/SAFETY Total:			357.00
Fund 110 - ROAD USE TAX Total:			357.00
Vendor 00549 - GENERAL TRAFFIC CONTROL INC Total:			357.00

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 00606 - HAWKINS INC			
Fund: 600 - WATER			
Department: 810 - WATER			
HAWKINS INC	CHEMICALS	CHEMICALS/SALT	1,094.80
		Department 810 - WATER Total:	1,094.80
		Fund 600 - WATER Total:	1,094.80
		Vendor 00606 - HAWKINS INC Total:	1,094.80
Vendor: 00645 - IA DEPT OF NATURAL RESOURCES			
Fund: 600 - WATER			
Department: 810 - WATER			
IA DEPT OF NATURAL RESOUR...	2027 PWSID	DUES/SUBSCRIPTIONS	546.51
		Department 810 - WATER Total:	546.51
		Fund 600 - WATER Total:	546.51
		Vendor 00645 - IA DEPT OF NATURAL RESOURCES Total:	546.51
Vendor: 00657 - IA LEAGUE OF CITIES			
Fund: 001 - GENERAL			
Department: 620 - CITY ADMINISTRATION			
IA LEAGUE OF CITIES	FY 26-27 DUES	DUES/SUBSCRIPTIONS	3,331.00
		Department 620 - CITY ADMINISTRATION Total:	3,331.00
		Fund 001 - GENERAL Total:	3,331.00
		Vendor 00657 - IA LEAGUE OF CITIES Total:	3,331.00
Vendor: 00719 - J & R SUPPLY INC			
Fund: 600 - WATER			
Department: 810 - WATER			
J & R SUPPLY INC	IMWCA GRANT	OPERATING SUPPLIES	2,384.00
		Department 810 - WATER Total:	2,384.00
		Fund 600 - WATER Total:	2,384.00
		Vendor 00719 - J & R SUPPLY INC Total:	2,384.00
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: 00824 - KIRKHAM MICHAEL INC			
Fund: 001 - GENERAL			
Department: 280 - AIRPORT			
KIRKHAM MICHAEL INC	ENGINEERING FEES	CAPITAL IMPROVEMENTS	16,833.00
		Department 280 - AIRPORT Total:	16,833.00
		Fund 001 - GENERAL Total:	16,833.00
Fund: 324 - STREET PROJECTS			
Department: 210 - STREETS			
KIRKHAM MICHAEL INC	ENGINEERING FEES	PROFESSIONAL/LEGAL FEES	2,550.00
		Department 210 - STREETS Total:	2,550.00
		Fund 324 - STREET PROJECTS Total:	2,550.00
		Vendor 00824 - KIRKHAM MICHAEL INC Total:	19,383.00
Vendor: 00828 - KLUESNER SANITATION LLC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
KLUESNER SANITATION LLC	PD CLEANUP	BUILDING IMPROVEMENTS	41.44

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Vendor Name	Description (Payable)	Account Name	Amount
KLUESNER SANITATION LLC	PD CLEAN UP	BUILDING IMPROVEMENTS	65.00
		Department 110 - POLICE Total:	106.44
Department: 290 - SOLID WASTE			
KLUESNER SANITATION LLC	MONTHLY GARBAGE/RECYCLI...	GARBAGE CONTRACT	29,082.96
		Department 290 - SOLID WASTE Total:	29,082.96
		Fund 001 - GENERAL Total:	29,189.40
		Vendor 00828 - KLUESNER SANITATION LLC Total:	29,189.40
Vendor: 00910 - LYNCH DALLAS PC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	24.00
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	120.00
		Department 110 - POLICE Total:	144.00
Department: 620 - CITY ADMINISTRATION			
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	411.00
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	48.00
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	834.00
		Department 620 - CITY ADMINISTRATION Total:	1,293.00
		Fund 001 - GENERAL Total:	1,437.00
Fund: 600 - WATER			
Department: 810 - WATER			
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	12.00
		Department 810 - WATER Total:	12.00
		Fund 600 - WATER Total:	12.00
Fund: 610 - SEWER			
Department: 815 - SEWER			
LYNCH DALLAS PC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	12.00
		Department 815 - SEWER Total:	12.00
		Fund 610 - SEWER Total:	12.00
		Vendor 00910 - LYNCH DALLAS PC Total:	1,461.00
Vendor: 01889 - MADELYNN ZEHR			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
MADELYNN ZEHR	SWIM TEAM COACH	SALARIES	1,000.00
		Department 435 - AQUATIC CENTER Total:	1,000.00
		Fund 001 - GENERAL Total:	1,000.00
		Vendor 01889 - MADELYNN ZEHR Total:	1,000.00
Vendor: 00942 - MANCHESTER SIGNS LLC			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
MANCHESTER SIGNS LLC	PARK SIGNS	BUILDING/GROUNDS	187.50
		Department 430 - PARKS & RECREATION Total:	187.50
		Fund 001 - GENERAL Total:	187.50
Fund: 168 - PARK GIFT & TRUST			
Department: 430 - PARKS & RECREATION			
MANCHESTER SIGNS LLC	PARK SIGNS	WHITEWATER PARK EXPENSES	84.00
		Department 430 - PARKS & RECREATION Total:	84.00
		Fund 168 - PARK GIFT & TRUST Total:	84.00
		Vendor 00942 - MANCHESTER SIGNS LLC Total:	271.50
Vendor: 01736 - MAQUOKETA VALLEY ELECTRIC COOPERATIVE			
Fund: 001 - GENERAL			
Department: 230 - STREET LIGHTING			
MAQUOKETA VALLEY ELECTRI...	STREET LIGHTING	STREET LIGHTING ELECTRICITY	57.40

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Vendor Name	Description (Payable)	Account Name	Amount
MAQUOKETA VALLEY ELECTRI...	STREET LIGHTING	STREET LIGHTING ELECTRICITY	100.38
		Department 230 - STREET LIGHTING Total:	157.78
		Fund 001 - GENERAL Total:	157.78
	Vendor 01736 - MAQUOKETA VALLEY ELECTRIC COOPERATIVE Total:		157.78
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: 01888 - MCKENNA BUSH			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
MCKENNA BUSH	SWIM TEAM COACH	SALARIES	1,500.00
		Department 435 - AQUATIC CENTER Total:	1,500.00
		Fund 001 - GENERAL Total:	1,500.00
	Vendor 01888 - MCKENNA BUSH Total:		1,500.00
Vendor: 01021 - MIDWEST TAPE LLC/HOOPLA			
Fund: 001 - GENERAL			
Department: 410 - LIBRARY			
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	LIBRARY MATERIALS	23.24
MIDWEST TAPE LLC/HOOPLA	LIBRARY MATERIALS	LIBRARY MATERIALS	21.24
		Department 410 - LIBRARY Total:	44.48
		Fund 001 - GENERAL Total:	44.48
	Vendor 01021 - MIDWEST TAPE LLC/HOOPLA Total:		44.48
Vendor: 02090 - MOLLY BROUILLETTE			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
MOLLY BROUILLETTE	SWIM REFUND	REFUNDS/MISC	40.00
		Department 435 - AQUATIC CENTER Total:	40.00
		Fund 001 - GENERAL Total:	40.00
	Vendor 02090 - MOLLY BROUILLETTE Total:		40.00
Vendor: 01056 - MYERS COX CO			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
MYERS COX CO	POOL CONCESSIONS	CONCESSION SUPPLIES	474.36
MYERS COX CO	POOL CONCESSIONS	CONCESSION SUPPLIES	487.93
		Department 435 - AQUATIC CENTER Total:	962.29
		Fund 001 - GENERAL Total:	962.29
	Vendor 01056 - MYERS COX CO Total:		962.29
Vendor: 01088 - NICC			
Fund: 001 - GENERAL			
Department: 520 - ECONOMIC DEVELOPMENT			
NICC	MANCHESTER CENTER RENT	MANCHESTER CENTER EXPEN...	1,102.50
NICC	MANCHESTER CENTER RENT	MANCHESTER CENTER EXPEN...	1,102.50
		Department 520 - ECONOMIC DEVELOPMENT Total:	2,205.00
		Fund 001 - GENERAL Total:	2,205.00
	Vendor 01088 - NICC Total:		2,205.00

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 02030 - ONE STEP PRINT SOLUTIONS INC			
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
ONE STEP PRINT SOLUTIONS I...	POSTCARDS	RAGBRAI EXPENSES	75.00
Department 499 - OTHER CULTURE/RECREATION Total:			75.00
Fund 003 - HOTEL/MOTEL TAX Total:			75.00
Vendor 02030 - ONE STEP PRINT SOLUTIONS INC Total:			75.00
Vendor: 01134 - PEPSI COLA BOTTLING CO			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
PEPSI COLA BOTTLING CO	POOL CONCESSIONS	CONCESSION SUPPLIES	1,498.16
PEPSI COLA BOTTLING CO	POOL CONCESSIONS	CONCESSION SUPPLIES	1,366.44
PEPSI COLA BOTTLING CO	POOL CONCESSIONS	CONCESSION SUPPLIES	669.57
Department 435 - AQUATIC CENTER Total:			3,534.17
Fund 001 - GENERAL Total:			3,534.17
Vendor 01134 - PEPSI COLA BOTTLING CO Total:			3,534.17
Vendor: 01182 - PRICE ELECTRIC INC			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
PRICE ELECTRIC INC	WW PHOTO EYE	BUILDING/GROUNDS	198.00
Department 430 - PARKS & RECREATION Total:			198.00
Fund 001 - GENERAL Total:			198.00
Fund: 110 - ROAD USE TAX			
Department: 240 - TRAFFIC CONTROL/SAFETY			
PRICE ELECTRIC INC	STOP LIGHT REPAIR	EQUIP REPAIR/MAINT	494.55
Department 240 - TRAFFIC CONTROL/SAFETY Total:			494.55
Fund 110 - ROAD USE TAX Total:			494.55
Vendor 01182 - PRICE ELECTRIC INC Total:			692.55
Vendor: 01252 - RIVER CITY PAVING INC			
Fund: 324 - STREET PROJECTS			
Department: 210 - STREETS			
RIVER CITY PAVING INC	E MAIN ST	STREET EXTENSIONS/SMALL P...	133,247.84
Department 210 - STREETS Total:			133,247.84
Fund 324 - STREET PROJECTS Total:			133,247.84
Vendor 01252 - RIVER CITY PAVING INC Total:			133,247.84
Vendor: 01286 - S & R CONSTRUCTION INC			
Fund: 320 - SUBDIVISION PROJECTS			
Department: 750 - CAPITAL PROJECTS			
S & R CONSTRUCTION INC	REIMBURSEMENT #1: PHASE 2...	OAKVIEW SUBDIVISION	190,876.77
Department 750 - CAPITAL PROJECTS Total:			190,876.77
Fund 320 - SUBDIVISION PROJECTS Total:			190,876.77
Vendor 01286 - S & R CONSTRUCTION INC Total:			190,876.77
Vendor: 01796 - SARAH TAYLOR MARKETING LLC			
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
SARAH TAYLOR MARKETING L...	SOCIAL MEDIA	TOURISM/MARKETING	759.00
SARAH TAYLOR MARKETING L...	SOCIAL MEDIA	RAGBRAI EXPENSES	1,299.00
Department 499 - OTHER CULTURE/RECREATION Total:			2,058.00
Fund 003 - HOTEL/MOTEL TAX Total:			2,058.00
Vendor 01796 - SARAH TAYLOR MARKETING LLC Total:			2,058.00

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 01300 - SATOR SPORTS			
Fund: 001 - GENERAL			
Department: 430 - PARKS & RECREATION			
SATOR SPORTS	SOCCER NETS	REC SUPPLIES	559.90
		Department 430 - PARKS & RECREATION Total:	559.90
		Fund 001 - GENERAL Total:	559.90
		Vendor 01300 - SATOR SPORTS Total:	559.90
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: 02035 - SECTOR TECHNOLOGY GROUP			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
SECTOR TECHNOLOGY GROUP	UPFIT INSTALL	VEHICLE PURCHASE	1,371.86
SECTOR TECHNOLOGY GROUP	UPFIT INSTALL	VEHICLE PURCHASE	680.00
		Department 110 - POLICE Total:	2,051.86
		Fund 001 - GENERAL Total:	2,051.86
		Vendor 02035 - SECTOR TECHNOLOGY GROUP Total:	2,051.86
Vendor: 01834 - SIMMONS PERRINE PLC			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
SIMMONS PERRINE PLC	LEGAL SERVICES	PROFESSIONAL/LEGAL FEES	5,923.00
		Department 110 - POLICE Total:	5,923.00
		Fund 001 - GENERAL Total:	5,923.00
		Vendor 01834 - SIMMONS PERRINE PLC Total:	5,923.00
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 CONTRACT	MOWING CONTRACT	300.00
		Department 410 - LIBRARY Total:	300.00
		Fund 001 - GENERAL Total:	300.00
		Vendor 01972 - STENDER LAWN CARE Total:	300.00
Vendor: 00222 - STEVE HERINGTON			
Fund: 001 - GENERAL			
Department: 435 - AQUATIC CENTER			
STEVE HERINGTON	POOL MAINTENANCE	BUILDING/GROUNDS	500.00
		Department 435 - AQUATIC CENTER Total:	500.00
		Fund 001 - GENERAL Total:	500.00
		Vendor 00222 - STEVE HERINGTON Total:	500.00

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Vendor Name	Description (Payable)	Account Name	Amount
Vendor: 02034 - TREE TOWN KENNELS LLC			
Fund: 180 - POLICE CANINE			
Department: 110 - POLICE			
TREE TOWN KENNELS LLC	POLICE K9 PURCHASE	CANINE PURCHASE	6,500.00
		Department 110 - POLICE Total:	6,500.00
		Fund 180 - POLICE CANINE Total:	6,500.00
		Vendor 02034 - TREE TOWN KENNELS LLC Total:	6,500.00
Vendor: 01639 - TYLER BUSINESS FORMS			
Fund: 001 - GENERAL			
Department: 620 - CITY ADMINISTRATION			
TYLER BUSINESS FORMS	OFFICE SUPPLIES/COPY PAPER	OFFICE SUPPLIES	146.39
		Department 620 - CITY ADMINISTRATION Total:	146.39
		Fund 001 - GENERAL Total:	146.39
Fund: 110 - ROAD USE TAX			
Department: 210 - STREETS			
TYLER BUSINESS FORMS	OFFICE SUPPLIES/COPY PAPER	OFFICE SUPPLIES	48.80
		Department 210 - STREETS Total:	48.80
		Fund 110 - ROAD USE TAX Total:	48.80
Fund: 600 - WATER			
Department: 810 - WATER			
TYLER BUSINESS FORMS	OFFICE SUPPLIES/COPY PAPER	OFFICE SUPPLIES	48.80
		Department 810 - WATER Total:	48.80
		Fund 600 - WATER Total:	48.80
Fund: 610 - SEWER			
Department: 815 - SEWER			
TYLER BUSINESS FORMS	OFFICE SUPPLIES/COPY PAPER	OFFICE SUPPLIES	48.80
		Department 815 - SEWER Total:	48.80
		Fund 610 - SEWER Total:	48.80
		Vendor 01639 - TYLER BUSINESS FORMS Total:	292.79
Vendor: 01520 - WALMART			
Fund: 001 - GENERAL			
Department: 110 - POLICE			
WALMART	PD SUPPLIES	BUILDING IMPROVEMENTS	189.65
		Department 110 - POLICE Total:	189.65
Department: 280 - AIRPORT			
WALMART	SUPPLIES	BUILDING/GROUNDS	15.92
WALMART	MISC SUPPLIES	BUILDING/GROUNDS	46.65
		Department 280 - AIRPORT Total:	62.57
Department: 410 - LIBRARY			
WALMART	LIB PROGRAMS	PROGRAMS/EVENTS	43.93
		Department 410 - LIBRARY Total:	43.93
Department: 435 - AQUATIC CENTER			
WALMART	SUPPLIES	CONCESSION SUPPLIES	35.64
WALMART	SUPPLIES	OPERATING SUPPLIES	13.79
		Department 435 - AQUATIC CENTER Total:	49.43
Department: 620 - CITY ADMINISTRATION			
WALMART	MISC SUPPLIES	TRAINING/TRAVEL	17.76
WALMART	MISC SUPPLIES	BUILDING/GROUNDS	17.76
		Department 620 - CITY ADMINISTRATION Total:	35.52
		Fund 001 - GENERAL Total:	381.10

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Vendor Name	Description (Payable)	Account Name	Amount
Fund: 003 - HOTEL/MOTEL TAX			
Department: 499 - OTHER CULTURE/RECREATION			
WALMART	MISC SUPPLIES	RAGBRAI EXPENSES	42.16
		Department 499 - OTHER CULTURE/RECREATION Total:	42.16
		Fund 003 - HOTEL/MOTEL TAX Total:	42.16
		Vendor 01520 - WALMART Total:	423.26
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
Vendor: 01567 - WOODWARD COMMUNICATIONS INC			
Fund: 001 - GENERAL			
Department: 620 - CITY ADMINISTRATION			
WOODWARD COMMUNICATI...	PUBLICATION EXPENSE	PRINTING/PUBLICATION	633.87
		Department 620 - CITY ADMINISTRATION Total:	633.87
		Fund 001 - GENERAL Total:	633.87
		Vendor 01567 - WOODWARD COMMUNICATIONS INC Total:	633.87
Vendor: 02060 - ZARNOTH BRUSH WORKS INC			
Fund: 110 - ROAD USE TAX			
Department: 270 - STREET CLEANING			
ZARNOTH BRUSH WORKS INC	SWEEPER BROOMS	SWEEPER REPAIR/MAINT	337.80
		Department 270 - STREET CLEANING Total:	337.80
		Fund 110 - ROAD USE TAX Total:	337.80
		Vendor 02060 - ZARNOTH BRUSH WORKS INC Total:	337.80
		Grand Total:	860,191.96

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL	184,439.67	184,439.67
003 - HOTEL/MOTEL TAX	27,623.16	27,623.16
110 - ROAD USE TAX	3,628.71	3,628.71
112 - EMPLOYEE BENEFITS	164.67	164.67
168 - PARK GIFT & TRUST	84.00	84.00
171 - LIBRARY GIFT & TRUST	393.08	393.08
180 - POLICE CANINE	6,600.64	6,600.64
302 - DOWNTOWN/COMMERCIAL INCENTIVE	10,000.00	10,000.00
308 - BIKEWAY/WALKWAY PROJECTS	2,850.00	2,850.00
320 - SUBDIVISION PROJECTS	190,876.77	190,876.77
324 - STREET PROJECTS	417,131.40	417,131.40
600 - WATER	7,487.34	7,487.34
610 - SEWER	8,912.52	8,912.52
Grand Total:	860,191.96	860,191.96

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-110-60100	SALARIES	400.00	400.00
001-110-61810	UNIFORM ALLOWANCE	46.98	46.98
001-110-63100	BUILDING/GROUNDS	75.00	75.00
001-110-63710	ELECTRICITY	337.14	337.14
001-110-63730	TELEPHONE/INTERNET	150.17	150.17
001-110-64110	PROFESSIONAL/LEGAL F...	6,067.00	6,067.00
001-110-64190	IT/COMPUTER SERVICES	1,995.00	1,995.00
001-110-67100	VEHICLE PURCHASE	2,051.86	2,051.86
001-110-67230	EQUIPMENT PURCHASE	76,233.76	76,233.76
001-110-67500	BUILDING IMPROVEME...	1,943.14	1,943.14
001-130-63710	ELECTRICITY	20.00	20.00
001-150-63100	BUILDING/GROUNDS	75.00	75.00
001-150-63710	ELECTRICITY	97.75	97.75
001-230-63710	STREET LIGHTING ELECT...	7,928.98	7,928.98
001-280-63100	BUILDING/GROUNDS	142.57	142.57
001-280-63710	ELECTRICITY	85.64	85.64
001-280-67900	CAPITAL IMPROVEMENTS	16,833.00	16,833.00
001-290-64980	GARBAGE CONTRACT	29,082.96	29,082.96
001-290-64990	LANDFILL CHARGE	1,059.50	1,059.50
001-410-63100	BUILDING/GROUNDS	80.00	80.00
001-410-63500	EQUIP REPAIR/MAINT	202.26	202.26
001-410-64190	IT/COMPUTER SERVICES	1,126.03	1,126.03
001-410-64850	MOWING CONTRACT	300.00	300.00
001-410-64990	PROGRAMS/EVENTS	43.93	43.93
001-410-65020	LIBRARY MATERIALS	961.71	961.71
001-410-67210	FURNITURE/EQUIPMENT	69.78	69.78
001-430-63100	BUILDING/GROUNDS	385.50	385.50
001-430-63710	ELECTRICITY	287.73	287.73
001-430-63730	TELEPHONE/INTERNET	69.31	69.31
001-430-65075	REC SUPPLIES	559.90	559.90
001-435-60100	SALARIES	5,500.00	5,500.00
001-435-63100	BUILDING/GROUNDS	553.32	553.32
001-435-64970	REFUNDS/MISC	40.00	40.00
001-435-65030	CONCESSION SUPPLIES	4,532.10	4,532.10
001-435-65070	OPERATING SUPPLIES	43.78	43.78
001-520-64130	DCED ANNUAL CONTRIB...	16,250.00	16,250.00
001-520-64160	MANCHESTER CENTER E...	2,205.00	2,205.00
001-530-63730	TELEPHONE/INTERNET	69.31	69.31
001-620-60100	SALARIES	400.00	400.00
001-620-62100	DUES/SUBSCRIPTIONS	3,331.00	3,331.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-620-62300	TRAINING/TRAVEL	17.76	17.76
001-620-63100	BUILDING/GROUNDS	92.75	92.75
001-620-63710	ELECTRICITY	457.86	457.86
001-620-63730	TELEPHONE/INTERNET	150.17	150.17
001-620-64110	PROFESSIONAL/LEGAL F...	1,293.00	1,293.00
001-620-64140	PRINTING/PUBLICATION	633.87	633.87
001-620-65060	OFFICE SUPPLIES	158.15	158.15
003-499-64900	TOURISM/MARKETING	25,759.00	25,759.00
003-499-64980	RAGBRAI EXPENSES	1,864.16	1,864.16
110-210-63100	BUILDING/GROUNDS	75.00	75.00
110-210-63320	VEHICLE REPAIR/MAINT	7.58	7.58
110-210-63710	ELECTRICITY	397.84	397.84
110-210-64170	ST MAINT SUPPL/OPS	1,910.14	1,910.14
110-210-65060	OFFICE SUPPLIES	48.80	48.80
110-240-63500	EQUIP REPAIR/MAINT	494.55	494.55
110-240-65110	STREET SIGNS/POSTS	357.00	357.00
110-270-63500	SWEEPER REPAIR/MAINT	337.80	337.80
112-699-64970	REFUNDS/MISC	164.67	164.67
168-430-67910	WHITewater PARK EXP...	84.00	84.00
171-410-64900	EDUCATIONAL PROGRA...	169.39	169.39
171-410-65020	LIBRARY MATERIALS	223.69	223.69
180-110-65070	OPERATING SUPPLIES	100.64	100.64
180-110-67270	CANINE PURCHASE	6,500.00	6,500.00
302-520-67920	COMMERCIAL IMPROV...	10,000.00	10,000.00
308-430-67790	GRAND AVENUE TRAIL E...	2,850.00	2,850.00
320-750-67710	OAKVIEW SUBDIVISION	190,876.77	190,876.77
324-210-64110	PROFESSIONAL/LEGAL F...	2,550.00	2,550.00
324-210-67715	ANDERSON STREET PRO...	269,929.31	269,929.31
324-210-67740	STREET EXTENSIONS/S...	144,652.09	144,652.09
600-810-43000	INTEREST	75.00	75.00
600-810-62100	DUES/SUBSCRIPTIONS	1,008.51	1,008.51
600-810-63710	ELECTRICITY	2,762.67	2,762.67
600-810-63730	TELEPHONE/INTERNET	69.31	69.31
600-810-64110	PROFESSIONAL/LEGAL F...	12.00	12.00
600-810-65010	CHEMICALS/SALT	1,094.80	1,094.80
600-810-65060	OFFICE SUPPLIES	48.80	48.80
600-810-65070	OPERATING SUPPLIES	2,384.00	2,384.00
600-810-67800	DISTRIBUTION MAINT	32.25	32.25
610-815-63710	ELECTRICITY	8,435.61	8,435.61
610-815-63730	TELEPHONE/INTERNET	69.31	69.31
610-815-64110	PROFESSIONAL/LEGAL F...	12.00	12.00
610-815-65060	OFFICE SUPPLIES	48.80	48.80
610-815-65070	OPERATING SUPPLIES	346.80	346.80
Grand Total:		860,191.96	860,191.96

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	860,191.96	860,191.96
Grand Total:	860,191.96	860,191.96



AIRPORT COMMITTEE MINUTES

June 18, 2026 | 11:00am | Manchester City Council Chambers

Committee Members: Jim Fisher, Craig Francois, Bill Scherbring, Pat Schmitz, Rick Seeley, Dean Sherman, Dan Stelken

City Staff Liaison: City Manager Brock Waters, Airport Sponsor/Street Superintendent Jason Haight

DCED Liaison: Director Donna Boss

MEI Liaison: Tirzah Wedewer

Present: Fischer, Francois, Schmitz, Sherman

Absent: Boss, Wedewer, Scherbring, Seeley, Stelken

Guests: Waters, Haight, Jonathan Walter, Alexa Hazelton (Kirkham Michael)

AMENDED MINUTES

These minutes have been amended following their inclusion in the June 22, 2026 City Council agenda packet. Because the Airport Committee Secretary was unable to attend the meeting, the original minutes were prepared from an audio transcription that was later found to be incomplete, omitting the committee's discussion regarding the airport's NPIAS status. Given the significant public interest in the airport's NPIAS status and the complexity of the topic, a summary of that discussion has been added.

Call Airport Committee Meeting to Order

The Airport Committee meeting was called to order at 12:01 p.m. by Jason Haight.

NPIAS Status

The committee discussed that the Manchester Municipal Airport has been reclassified from Basic to Unclassified under the FAA's National Plan of Integrated Airport Systems (NPIAS) because it no longer meets the minimum requirement of 10 based aircraft.

- This change does not affect federal funding for the runway rehabilitation project approved in 2025 and currently underway in 2026.
- Until NPIAS eligibility is restored, the City will not be eligible for federal funding for future airport projects. The airport is not eligible to earn NPIAS status back until the end of 2027.
- The airport currently has eight based aircraft; future NPIAS eligibility will require meeting the FAA threshold of 10 based aircraft.
- Committee members discussed their priority is constructing additional hangars to address local demand. There is a waiting list of four aircraft seeking hangar space. This number continually fluctuates as hangar availability changes throughout the region.
- The committee noted that although future federal AIP funding will not be available until the airport regains NPIAS eligibility, state aviation programs, local funding, private investment, and other funding opportunities remain available to support future airport improvements, including hangar construction.

Review and Discussion of Runway Resurfacing Project

- The runway rehabilitation project is in the required 30-day asphalt cure period. Final permanent pavement markings are anticipated during the week of July 6–10, 2026, pending confirmation from River City by the end of June.
- Change Order No. 1 was approved and completed, extending milling and overlay work on the apron to the parking area due to favorable bid pricing.
- Change Order No. 2 was executed to address profile and crown issues on the north end of the runway. Approximately 1,000 additional tons of asphalt were placed, increasing the City's share of the cost by approximately \$3,000 (5%).
- FAA has provided verbal approval for Change Order No. 2; written approval is still pending.
- A pay application will be submitted for placement on the next City Council agenda for approval.
- Additional coordination with the FAA is underway regarding runway edge earthwork needed to support turf establishment and prevent erosion.

Review of and Discussion of Long-Term Planning

- **Topographic Survey**

A preliminary review of the topographic study was completed to evaluate potential runway extensions and future hangar development areas. Survey revisions were requested to reflect the dimensions of the proposed Walter hangar.

- **Airport Maintenance**

The door replacement project is nearly complete. Schmitz and Fisher discussed using proceeds from the Villberg donation to purchase a prefabricated gazebo for installation on the north side of the Welcome Center, and to purchase memorial signage.

Other Items Before the Committee

- Airport Committee: Thursday, July 15, 2026 | Noon | City Council Chambers

Adjournment

The meeting adjourned at 1:01 p.m.

Laura K. Thomas, Airport Committee Secretary



July 16, 2026 | 12:00pm | Manchester City Council Chambers

Committee Members: Jim Fisher, Craig Francois, Bill Scherbring, Pat Schmitz, Rick Seeley, Dean Sherman, Dan Stelken

City Staff Liaison: City Manager Brock Waters, Airport Sponsor/Street Superintendent Jason Haight

DCED Liaison: Director Donna Boss

MEI Liaison: Tirzah Wedewer

Present: Fisher, Francois, Scherbring, Schmitz, Sherman, Stelken

Absent: Seeley, Boss, Wedewer

Guests: Waters, Haight, Alexa Hazelton (Kirkham Michael), Jean Fisher

Call Airport Committee Meeting to Order

The Airport Committee meeting was called to order at 12:00 p.m. by Jason Haight.

Review and Discussion of Runway Resurfacing Project

The committee received an update on the runway rehabilitation project. Pavement markings are scheduled to be completed next week, after which the project will be substantially complete. Remaining grading and seeding work will occur during the mid-August seeding window. A project pay application will be presented to the City Council, and the project will be submitted for a pavement recognition award.

Runway Edge Grades: The committee discussed the runway edge drop-off on the north end. Staff explained the condition resulted from field adjustments made during construction to improve long-term pavement performance.

Review of and Discussion of Long-Term Planning

- **Airport Development Plan:** Alexa reviewed an updated airport development concept showing a proposed box hangar, two future T-hangar buildings, and long-term westward expansion. The revised layout keeps development on existing airport property while preserving the existing taxiway configuration.
- **State Grant Update:** The committee reviewed the status of the Iowa DOT hangar development grant application. Grant announcements are anticipated in August. Members discussed maintaining hangar waiting lists and documenting community outreach and airport activities to support future funding opportunities.
- **Vello Villberg Memorial Gazebo:** Plans continue for the Vello Villberg Memorial Gazebo at the Welcome Center. The committee recommended seeking City Council approval before purchasing the structure.
- **Maintenance Update:** The fuel system is back in service following temporary issues during runway construction. A new Welcome Center door has been installed, and landscaping improvements around the building have been completed.
- **Airport Events:** The committee discussed hosting a fall fly-in with a food truck to celebrate completion of the new runway. A Scout Aviation Merit Badge program is also planned for September.

Other Items Before the Committee

- Airport Committee: Thursday, August 27, 2026 | Noon | City Council Chambers

Adjournment

The meeting adjourned at 12:32 p.m.

Laura K. Thomas, Airport Committee Secretary

Minutes
Regular Meeting of the City of Manchester Parks and Recreation Commission
Tuesday, July 20, 2026 **City Hall** **5:00 pm**

Present: Annette Lenz, Mike Wessels, Tim Egemo, Melissa Coates, Nick La Rosa

Absent:

Guests:

Also Present: Doug Foley, Director of Parks and Recreation

Consent agenda:

- a. Approval of the minutes of last month's regular meeting of the City of Manchester Parks and Recreation Commission.
- b. Approval of the bills from April, May and June.

It was motioned by Commissioner Coates and seconded by Commissioner La Rosa to approve the consent agenda. Motion carried, all ayes.

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	183.58
ADDOCO	MULCH	1,910.00
ALLIANT ENERGY	ELECTRICITY	965.55
AMAZON BUSINESS	SUPPLIES	352.27
AMERICAN LEGION POST 45	FLAGS	435.00
AMERICAN RED CROSS	LIFEGUARD TRAINING	192.00
ARNOLD MOTOR SUPPLY	MOWER PARTS	4.92
BARD MATERIALS	BAUM PARK ARCHES	796.00
BLACK HILLS ENERGY	NATURAL GAS	285.94
BODENSTEINER IMPLEMENT	MOWER/SNOWBLOWER	23,900.00
BSN SPORTS	SAND VOLLEYBALL COURT	850.00
CARRICO AQUATIC RESOURCES	POOL CHEMICALS, TEST KIT	4,824.11
CARROLL CONSTRUCTION SUPPLY	BAUM PARK ANCHORS	116.21
DON & WALT	PARK RESTROOM REPAIR	610.83
DOUG FOLEY	MILEAGE REIMBURSEMENT	393.67
DOUG NADERMAN	VOLLEYBALL SUPERVISOR	497.00
FAREWAY STORES	SUPPLIES	75.01
HEIMS AWARDS	HERO HUSTLE RACE BELTS	1,750.00
IA DEPT OF REVENUE	MONTHLY SALES TAX	11.12
JOHN DEERE FINANCIAL	SUPPLIES	81.37
MANCHESTER SIGNS	SIGNS	582.00
NAPA AUTO PARTS	VEHICLE MAINT SUPPLIES	11.62
ONE STEP PRINT SOLUTIONS	SWIM LESSON FORMS	80.38
PALMER HARDWARE	SUPPLIES	147.96
THREE RIVERS FS	VEHICLE FUEL	289.30
WINDSTREAM	TELEPHONE/INTERNET	69.38
TOTAL		39,415.22

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	24.47
ALLIANT ENERGY	ELECTRICITY	1,017.04
AMAZON BUSINESS	SUPPLIES	179.37
AMERICAN RED CROSS	LIFEGUARD RECERTIFICATION	480.00
BLACK HILLS ENERGY	NATURAL GAS	212.78
BURRINGTON GROUP	ENGINEERING FEES	2,450.00
CARRICO AQUATIC RESOURCES	CHEMICALS, INLETS	4,685.94

CHEMSEARCH	CLEANING SUPPLIES	504.95
CITY OF MANCHESTER	POOL START-UP CASH	400.00
DAKTRONICS	SCOREBOARD POWER SUPPLY	320.00
DELAWARE COUNTY TREASURER	PROPERTY TAXES	48.00
DELHI LUMBER	SUPPLIES	230.23
DOG WASTE DEPOT	DOG WASTE BAGS	273.51
DOLAN INSURANCE	ANNUAL INSURANCE PREMIUM	28,528.81
DON & WALT	REPAIRS	1,925.02
ERIN LEARN PETTY CASH	SPORTS COMPLEX START-UP CASH	400.00
FAREWAY STORES	SUPPLIES, CONCESSIONS	3,389.09
J & R SUPPLY	SUPPLIES	56.50
JOHN DEERE FINANCIAL	SUPPLIES	38.32
JW PEPPER	MUNICIPAL BAND MUSIC	439.30
KAMMILLER TREE SERVICE	MULCH	1,015.00
MANCHESTER SIGNS	SIGNS	116.00
MYERS COX	CONCESSIONS	3,974.92
PALMER HARDWARE	SUPPLIES	427.68
PEPSI COLA BOTTLING	CONCESSIONS	4,150.04
PRICE ELECTRIC	POOL PUMP REPAIR	125.00
SCHMITZ JANITORIAL SUPPLY	PARK SUPPLIES	373.40
SLM LAWN MOWING	MOWING CONTRACT	1,562.50
STEVE HERINGTON	POOL RENTAL, LEAK DETECTION	1,120.00
STOREY KENWORTHY	OPERATING SUPPLIES	726.01
THREE RIVERS FS	VEHICLE FUEL	507.14
TNEMEC	POOL PAINT	262.34
WINDSTREAM	TELEPHONE/INTERNET	69.31
	TOTAL	60,032.67

VENDOR	DESCRIPTION	AMOUNT
ACCESS SYSTEMS LEASING	COPIER/NETWORK MAINT AGREEMENT	24.47
ADDOCO	MULCH	1,910.00
ALLIANT ENERGY	ELECTRICITY	1,648.01
AMAZON BUSINESS	SUPPLIES	308.73
AMERICAN RED CROSS	LIFEGUARD CERTIFICATION	336.00
BARD MATERIALS	CONCRETE	837.71
BLACK HAWK AUTOMATIC SPRINKLER	BACKFLOW PREVENTOR TEST	275.00
BLACK HILLS ENERGY	NATURAL GAS	171.73
BOLAND RECREATION	PLAYGROUND RESURFACING	40,240.00
BREHME DRUG	POOL FIRST AID SUPPLIES	76.36
BURNS INC	MOWER REPAIR	514.24
CARRICO AQUATIC RESOURCES	CHEMICALS, CONTROLLER	4,473.50
CITY OF MANCHESTER	SPORTS COMPLEX WATER	166.27
DON & WALT	BUILDING MAINTENANCE	289.32
FAREWAY STORES	CONCESSIONS	7,744.02
IA DEPT OF REVENUE	MONTHLY SALES TAX	35.00
JE & SM ENTERPRISES	CONCESSIONS	352.00
JOHN DEERE FINANCIAL	SUPPLIES	43.46
KAY PARK REC	GARBAGE RECEPTACLES, LIDS	5,694.60
MICROBAC LABORATORIES	TESTING	50.00
MIDWEST CONCRETE	PAY #1 GRAND AVENUE TRAIL	1,067.00
MYERS COX	CONCESSIONS	4,607.12

NATIONAL RECREATION & PARK ASSOC	MEMBERSHIP DUES	189.00
ONE STEP PRINT SOLUTIONS	HERO HUSTLE FORMS	258.00
PALMER HARDWARE	SUPPLIES	1,076.16
PEPSI COLA BOTTLING	CONCESSIONS	5,451.32
PIZZA RANCH	CONCESSIONS	835.00
PLASTIC RECYCLING	PICNIC TABLES	9,325.20
QUINN RONNENBERG	RE-ISSUE PAYCHECK	167.27
ROTO ROOTER	POOL LEAK REPAIR	12,345.00
SATOR SPORTS	SOCCER NETS	559.90
SLM LAWN MOWING	MOWING CONTRACT	1,562.50
STATE CHEMICAL SOLUTIONS	PARK SUPPLIES	204.56
SUE'S FLOWER & GARDEN	TREES/FLOWERS	368.66
THE NORTHWAY CORPORATION	POOL PUMP MAINTENANCE	390.00
THREE RIVERS FS	VEHICLE FUEL	629.30
TYLER RAUSCH	SWIM LESSON REFUND	40.00
WATERLOO TENT & TARP	POOL UMBRELLA PART	172.00
WINDSTREAM	TELEPHONE/INTERNET	69.31
TOTAL		104,507.72

Recreation Business

Recreation Programs:

The following programs are currently ongoing: Youth Tennis, Swim Lessons. Pee Wee Soccer and Soccer Stars (session 2).

Recently Finished Programs: Pee Wee Soccer and Soccer Stars, Kids n Kritters Kamp,

Upcoming Programs: Junior Lifeguarding

Park Business

Foley reported the following:

*The Baum Park arches are now up in the park.

*Disc Golf Course – Hole signs are now in.

*Foley discussed electric scooter issues in the parks. Electric scooters are not allowed on the skate park

*The new shelter near the pickleball courts at Tirrill park has been completed. The project was an Eagle Scout project for Josh Sleper.

*The band will hold a concert at Tirrill Park on August 22nd.

*The July 2nd Drone show was postponed due to inclement weather. It has been rescheduled for Thursday, September 10th.

*Foley will be working with Manchester Vitality Endowment to make Kayak Arches at the White Water Park.

Aquatic Center

*Pool attendance has increased in July thanks to hot, humid weather.

*A pipe on the main recirculation pump broke. The pipe was temporarily repaired by Steve Herrington but will require work after the season.

Other Business

*Vandalism report: Central Park – Kids on Electric Scooters used their wheels to make skid marks and drew graffiti with the wheels on the ramps. The ramps have been painted.

*Ragbrai will be coming through Manchester on Friday, July 24th.

Adjourn: Meeting adjourned at 5:27 p.m.

Doug Foley, Director of Parks and Recreation

MINUTES OF THE BOARD OF ADJUSTMENT

July 21, 2026

City Council Chambers

8:00 A.M.

PRESENT: Josh Goranson, Doug Hawker, Rich McMahon, Ron Mortenson

ABSENT: Jean Fisher

GUESTS: City Manager Brock Waters, Building/Zoning Official Tim Heims, Patty Griffin (521 Prospect St), Lisa Gould (Independence), Laurie Troester (Monona)

Mayor Connie Behnken administered the oath of office to Board Member Rich McMahon.

Chairperson McMahon called the meeting to order at 8:01 a.m.

APPROVE THE MINUTES

Board Member Hawker voted to approve the minutes of the June 17, 2026 meeting as presented. The motion was seconded by Board Member Goranson. Motion carried, all ayes.

REQUEST FOR EXCEPTION

521 Prospect Street

Public Hearing Opened

Chairperson McMahon opened the Public Hearing at 8:01 a.m.

Exception: Code Sections:

- Section 165.06 (6.2) "R1 Single Family Residential Districts, Site Development Regulations" pertaining to Front Yard Set Backs.

Reason: to construct a 5.7 x 10 foot front porch

- Current setback allowed is 25'
- Requested exception to 19.5'

Legal: *That part of Lot Nine (9) of the Subdivision of the Southwest Quarter (SW¼) and the South one-half (S½) of the Northwest Quarter (NW¼) of Section Twenty Eight (28), Township Eighty Nine (89) North, Range Five (5), West of the Fifth P.M., according to plat recorded in Book A Plats, Page 4, described as commencing at a point on the North line of Lot Ten (10) of said Subdivision, which point is sixty six (66.0) feet West of the Northeast corner of said Lot Ten (10), thence North to the South line of Prospect Street in Manchester, Iowa, thence West along the South line of Prospect Street one hundred twenty six (126.0) feet, thence South to the North line of said Lot Ten (10), thence East along the North line of Lot Ten (10) one hundred twenty six (126.0) feet to the point of beginning.*

Public Comments

Property owner Patty Griffin addressed the committee and provided a brief overview of the proposed construction plans. Patty described the project as adding a small front porch, 10 feet wide and approximately 5.7 feet deep (roof line), with 3-4 steps. No objections or concerns were received from neighboring properties. No additional correspondence was received in favor of or in opposition to the request.

Public Hearing Closed

The Public Hearing closed at 8:05 a.m.

Discussion

Building Inspector Heims clarified the request qualifies as an exception (rather than a variance) because the encroachment is less than one-third of the front setback. The Board reviewed the request and discussed setbacks and building plans. Board members agreed the request falls within the exception parameters.

Motion

Board Member Hawker motioned to approve the exception requests as presented. The motion was seconded by Board Member Goranson.

ON A CALL OF ROLL

AYES: Mortenson, Hawker, Goranson, McMahon

NAYS: None

REQUEST FOR VARIANCE

103 Oak Court

Public Hearing Opened

Chairperson McMahon opened the Public Hearing at 8:07 a.m.

Variance: Code Sections:

- Section 165.06 (6.2) "R1 Single Family Residential Districts, Site Development Regulations" pertaining to Front Yard Set Backs.

Reason: to construct a 14 X 22 carport

- Current setback allowed is 34'
- Requested variance to 22.5'

Legal: *That part of the South one half of the South East Quarter of North East quarter of Section Twenty Nine (29), Township Eighty Nine (89) North, Range Five (5), West of the Fifth P.M., and of Lot Seventeen (17) of Subdivision of part of North one half of South East Quarter and of South one half of North East quarter of Section Twenty Nine (29), Township Eighty Nine (89) North, Range Five (5) West of the Fifth P.M., described as commencing at a point two hundred forty three (243) feet and nine (9) inches South of a point on the South line of Clara Avenue two hundred forty nine and fifteen one hundredths (249.15) feet West of the West line of New Street, thence North from said point of beginning a distance of fifty four (54) feet nine (9) inches, thence West one hundred seventeen and fifteen one hundredths (117 .15) feet, thence South eighty four (84) feet, thence East sixty two (62) feet, thence Northeasterly sixty four (64) feet to point of beginning, except that part deeded to City of Manchester, Iowa, for roadway as described in deed recorded in Book 76, Page 257&c, in the office of the Recorder of Delaware County, Iowa.*

Public Comments

The property owners were not in attendance. Building Inspector Heims explained the carport would encroach 12 feet into the required front setback, leaving a 22.5-foot setback. The measurement was taken from the driveway rather than the cul-de-sac, requiring a variance instead of an exception. Laurie Troester and Lisa Gould appeared on behalf of their mother, Elaine Doerring, owner of 102 Oak Court, to ask about the proposed structure's side setback and ensure it would not encroach on her property. City staff confirmed the proposed carport meets the required side setback. No additional correspondence was received in favor of or in opposition to the request.

Public Hearing Closed

The Public Hearing closed at 8:14 a.m.

Discussion

The Board reviewed the request and discussed setbacks and building plans.

Motion

Board Member Goranson motioned to approve the variance as presented. The motion was seconded by Board Member Hawker.

ON A CALL OF ROLL

AYES: Goranson, Hawker, Mortenson, McMahon

NAYS: None

CITY MANAGER & BUILDING INSPECTOR REPORT

Board members received updates on a range of economic development, building, and city projects.

ADJOURN

Motion by Hawker, seconded by Goranson to adjourn the meeting at 8:31 a.m. Motion carried, all ayes.

Laura K. Thomas, Board of Adjustment Secretary



Manchester Public Library

304 North Franklin Street, Manchester, IA 52057
Phone: 563-927-3719 Fax: 563-927-3058 Email: alison@manchester.lib.ia.us
Director: Alison Hegland
manchesterlibraryia.org

Monthly Statistical Report June 2026

Circulation Statistics

City of Manchester	2322
Rural Delaware County	1590
Delaware County Library Association	192
Open Access	1157
InterLibrary Loan	28
<u>E-Resources (Bridges/Hoopla/Kanopy)</u>	<u>2080</u>
Total	7369

Patron Usage

Storytime	4 events, 208 people
Children's Programs	8 events, 143 people
Children's Passive Programming	1 event, 514 people
Teen Programs	1 event, 8 people
General Interest Programs	3 events, 53 people
Amphibian Party w/Toadally Awesome Pets	1 event, 225 people
Meeting Room Use	16 events, 37 people
Notary	3 notary sessions, 8 documents notarized
Tech time	5 sessions
Thursday Morning Coffee Club	4 events, 33 people
Book Clubs	2 events, 23 people
Computer usage	378 uses
Children's iPads	19 uses
Hotspot checkouts	9 uses
Public Wi-Fi usage	851 Wi-Fi visits by 299 devices
Library visits	4834 visits

New Library Cards Issued

City of Manchester	20
Rural Delaware County	5
Delaware County Library Association	3
Open Access	8
Temporary Card	0
<u>Digital access only</u>	<u>5</u>
Total	41

SPECIAL CLASS "C" RETAIL ALCOHOL LICENSE APPLICATION

Business Information

Name of Legal Entity: TRIPLE K SIPS LLC

FEIN: XX-XXX3170

Business Type: Limited Liability Company

This business is registered with the Secretary of State.

Business Number of Secretary of State: 0857819

Premises Information

Premises DBA: LUCKY WIFE WINE SLUSHIES

Premises Address: 300 WEST MAIN STREET MANCHESTER IA 52057

Premises Type: Special Event

Number of Floors: 1

Control of Premises: Lease

Is your premises equipped with at least one adequate, conveniently located indoor or outdoor toilet facility for use by patrons?

Yes

Does your premises conform to all local and state health, fire and building laws and regulations?

Yes

Is your establishment equipped with tables and seats to accommodate a minimum of 25?

Yes

License Information

Effective Date: 05-Aug-2026

Length of License Requested: 5 days

Privilege(s) Requested

Outdoor Service - Allows the selling/serving of alcoholic beverages by the license/permit in a designated, adjacent outdoor area.

Provided description of the Outdoor Service Area:

Vendor area for Music on the Maquoketa in designated area to sell wine slushies.

Endorsements

Local Authority: City of Manchester

Dramshop Company: FOUNDERS INSURANCE COMPANY

Ownership Information

Type	Name	ID Type	ID	DOB	Phone	Address	Percentage
Individual	KEMPER, AMELIA	SSN	***-**-9745	24-Oct-1993	6417505990	1869 295TH ST TOLEDO IA 52342-9502	33.33
Individual	PANSEGRAU, NIKKI	SSN	***-**-6106	31-May-1984	6416911060	303 N EAST ST TOLEDO IA 52342-1707	33.33
Individual	KUSSEROW, SHANNON	SSN	***-**-5711	17-May-1985	6414857813	405 E MADISON ST TOLEDO IA 52342-1715	33.33

Criminal History Details

Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

No

Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law? For traffic violations, only include those that are drug or alcohol related.

No

Criminal Violations

Contact Information

Contact Name: SHANNON KUSSEROW

Phone Number: 6414857813

Email Address: luckywifewineslushies8@gmail.com

Address: 1869 295TH ST TOLEDO IA 52342-9502

Attestation Information

Attestation Name: SHANNON KUSSEROW

Attestation Date: 15-Jul-2026

BOARD OF ADJUSTMENT APPLICATION

EXCEPTION, VARIANCE, CONDITIONAL/SPECIAL USE

RETURN TO:

Tim Heims, Building/Zoning Official
208 East Main Street, Manchester, Iowa 52057
563.920.0867 | theims@manchester-ia.org



FEE: \$75.00

CONTACT INFORMATION

Applicant Name: Patty Griffin Owner Name (if different): pd

Business Name (if applicable): _____

Mailing Address: 521 E Prospect

Phone: 563-920-8469 Email: pjgrif10@gmail.com

PROPERTY INFORMATION

Site Location/ Address: 521 E Prospect

Current Use of Property: ☒ Residential ☐ Commercial ☐ Industrial Type of Business: _____

Proposed Construction: ☐ Accessory Building/Garage ☒ Deck/Porch ☐ Addition ☐ Sign ☐ Parking
☐ Vertical Projection/Tower ☐ Other _____

Describe reason for application in detail. Please add supporting documents, including sketch plan, location map; any information that may be helpful for review.

I am wanting to add a small porch on the front side of my house.
 ← 10ft →
 ↓ 5'7" toward front yard

APPLICANT ACKNOWLEDGEMENT

- It is my responsibility to locate property lines and to review the abstract for easements and restrictive covenants.
- It is my responsibility to demonstrate the need and desirability of the variance or exception.
- My application will be reviewed by staff and a Public Hearing scheduled with the Board of Adjustment (BOA). A Notice of Public Hearing will be published in the newspaper, and sent to owners of property within 200 feet of the property in question. The BOA will review the strict application of the terms the Zoning Ordinance will impose upon the property owner, including unusual and practical difficulties, or particular hardship; that the request is in harmony with the general purpose, intent and spirit of the Zoning Ordinance; that granting the request will not merely serve as a convenience to the applicant but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance; that the surrounding property will be protected.
- If approved, I must separately obtain any required Building Permit prior to any use, construction, or development, but only after the BOA decision has been reviewed and affirmed by the City Council.

Patty Griffin
Property Owner Signature

July 6, 2026
Date

TO BE COMPLETED BY BUILDING OFFICIAL/ZONING ADMINISTRATOR:

Current Zoning District: ☒ R1-2-3-4-5-6-RM ☐ C1-2-3 ☐ CBD ☐ I1-2 ☐ Other _____

Current Lot Size: 126 x 83 = _____ sf Lot Coverage: _____ % Proposed: _____ %

Current Set Backs: 25 Front N/A Rear N/A Side 1 N/A Side 2

Proposed Set Backs: 19'5" N/A N/A N/A

Current Structure Height: N/A ft Proposed Height: N/A ft

Current Use: Residential Proposed Use: Residential

Attach Legal Description 2003-1927

Request to Change: ☒ Setbacks ☐ Lot Coverage ☐ Height ☐ Materials _____ ☐ Use ☐ Parking

Type of Exception: ☒ Exception ☐ Variance ☐ Conditional/Special Use

City Code Reference: Chapter 165 Section 6.2 Sub Section _____

THE PROPOSED USE OR DEVELOPMENT:

Is within the intent and purpose of the Zoning Ordinance and Comprehensive Plan? ☒ Yes ☐ No

Is permitted in the zoning district? ☒ Yes ☐ No

is located, designed, constructed or operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development or improvement of surrounding property including character of the neighborhood, traffic conditions, parking, utility and service facilities, or other factors affecting public health, safety and welfare? ☒ Yes ☐ No

will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance. It will not merely serve as a convenience to the applicant. ☐ Yes ☒ No

BOA Public Hearing Date: _____

BOA Decision: ☐ Approve ☐ Deny

City Council Public Hearing Date: _____

City Council Review: ☐ Affirmed ☐ Remanded

521 E Prospect St



521 E Prospect St



521 E Prospect St – AI Concept



MAILING: July 8, 2026
PUBLISHED: July 15, 2026
BOA PH: July 21, 2026

July 8, 2026

To Whom It May Concern:

The Board of Adjustment of the City of Manchester, Iowa, will hold a public hearing at 8:00 a.m. on July 21, 2026, in the City Council Chambers, 204 East Main Street, Manchester, Iowa, to consider the following request:

Applicant: Patty Griffin
Property Location: 521 E Prospect Street, Manchester, Iowa

The applicant is requesting an exception to Section 165.06.2, *R-1 Single-Family Residential Districts (Low Density) – Site Development Regulations*, of the Manchester City Code to reduce the required front-yard setback in order to construct a front porch.

The property is legally described as follows: That part of Lot Nine (9) of the Subdivision of the Southwest Quarter (SW¼) and the South one-half (S½) of the Northwest Quarter (NW¼) of Section Twenty Eight (28), Township Eighty Nine (89) North, Range Five (5), West of the Fifth P.M., according to plat recorded in Book A Plats, Page 4, described as commencing at a point on the North line of Lot Ten (10) of said Subdivision, which point is sixty six (66.0) feet West of the Northeast corner of said Lot Ten (10), thence North to the South line of Prospect Street in Manchester, Iowa, thence West along the South line of Prospect Street one hundred twenty six (126.0) feet, thence South to the North line of said Lot Ten (10), thence East along the North line of Lot Ten (10) one hundred twenty six (126.0) feet to the point of beginning.

An official notice of this hearing will also be published in *The Manchester Press* on July 15, 2026.

Any person wishing to comment on this request may attend the public hearing. Written comments may be submitted to the City Office prior to the hearing. If you are unable to attend and wish to have your views considered by the Board of Adjustment, you may submit a letter or arrange for a representative to appear on your behalf.

Laura K. Thomas, Recording Secretary, Manchester Board of Adjustment

Last Name	First Name	OwnerAddress1
Bunting	Dan	11465 Kingsborough Trl
Button	Charlie & Susan	26858 Meadowview Ln
EIRHA		7600 Commerce Park
Beockenstedt	Michelle	524 E Prospect St
Burke	Tim & Pam	509 Prospect St
DeMoss	Tanner	111 Millam Heights
Dryden	Jerilyn	508 Prospect St
Edaburn	Ron	510 Prospect St
Elgin	Tom	121 Tower Dr
Evarts	Holly	105 Millam Heights
Galloway	Glen & Melinda	515 Prospect St
Gibbs	Dave	106 Millam Hts
Griffin	Patricia	521 E Prospect St
Gross	Jeanne	117 Tower Dr
Harbaugh	Joyce	109 Millam Hts
Holman	Clayton	529 Prospect St
Houlihan	Mary	536 Prospect St
Jones	Kevin & Diane	107 Millam Hts
Menard	Rachel	514 Prospect St
Nefzger	Josh	104 Millam Heights
Schrader	Blake	518 E Prospect St
Taylor	Dan & Sarah	102 Millam Heights
Waterman	Ben & Haley	108 Millam Hts
Six Pack Properties		101 Legion St

BOARD OF ADJUSTMENT APPLICATION

EXCEPTION, VARIANCE, CONDITIONAL USE

RETURN TO:

Tim Heims, Building/Zoning Official
208 East Main Street, Manchester, Iowa 52057
563.920.0867 | theims@manchester-ia.org



FEE: \$75.00

CONTACT INFORMATION

Applicant Name: Tim Cook Owner Name (if different): _____

Business Name (if applicable): _____

Mailing Address: 103 OAK CT Manchester, Ia. 52057

Phone: 563-920-3264 Email: Sherilyncook64@gmail.com

PROPERTY INFORMATION

Site Location/ Address: 103 OAK CT

Current Use of Property: ☒ Residential ☐ Commercial ☐ Industrial Type of Business: _____

Proposed Construction: ☐ Accessory Building/Garage ☐ Deck/Porch ☐ Addition ☐ Sign ☐ Parking
☐ Vertical Projection/Tower ☒ Other CAR PORT

Describe reason for application in detail.

14 x 22 Car port Attached to front of our single stall garage
See measurements & photos - per Tim Heims

MUST INCLUDE SKETCH PLAN (Indicate streets, property lines, or other significant features.)

APPLICANT ACKNOWLEDGEMENT

- It is my responsibility to locate property lines and to review the abstract for easements and restrictive covenants.
- It is my responsibility to demonstrate the need and desirability of the variance or exception.
- My application will be reviewed by staff and a Public Hearing scheduled with the Board of Adjustment (BOA). A Notice of Public Hearing will be published in the newspaper, and sent to owners of property within 200 feet of the property in question. The BOA will review the strict application of the terms the Zoning Ordinance will impose upon the property owner, including unusual and practical difficulties, or particular hardship; that the request is in harmony with the general purpose, intent and spirit of the Zoning Ordinance; that granting the request will not merely serve as a convenience to the applicant but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance; that the surrounding property will be protected.
- If approved, I must separately obtain any required Building Permit prior to any use, construction, or development, but only after the BOA decision has been reviewed and affirmed by the City Council.

Tim Cook
Property Owner Signature

7-9-26

Date

TO BE COMPLETED BY BUILDING OFFICIAL/ZONING ADMINISTRATOR:

Zoning District: ☒ R1-2-3-4-5-6-RM ☐ C1-2-3 ☐ CBD ☐ I 1-2 ☐ Other _____

Current Lot Size: N/A x N/A = N/A sf Lot Coverage: N/A % Proposed: N/A %

Required Set Backs: 34 Front N/A Rear N/A Side 1 N/A Side 2

Proposed Set Backs: 22 1/2 N/A N/A N/A

Structure Height: N/A ft Proposed Height: N/A ft

Current Use: Residential Proposed Use: Residential

Legal Description: _____

Request to Change: ☒ Setbacks ☐ Lot Coverage ☐ Height ☐ Materials _____ ☐ Use ☐ Parking

Type of Exception: ☐ Exception ☒ Variance ☐ Conditional Use

City Code Reference: Chapter 165 ~~165~~ Section 6.2 Sub Section _____

NOTES:**THE PROPOSED USE OR DEVELOPMENT:**Is within the intent and purpose of the Zoning Ordinance and Comprehensive Plan. ☒ Yes ☐ NoIs permitted in the zoning district. ☒ Yes ☐ NoWill be located, designed, constructed or operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development or improvement of surrounding property including character of the neighborhood, traffic conditions, parking, utility and service facilities, or other factors affecting public health, safety and welfare. ☒ Yes ☐ NoWill not merely serve as a convenience to the applicant but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance. ☐ Yes ☐ No

BOA Public Hearing Date: _____

BOA Decision: ☐ Approve ☐ Deny

City Council Public Hearing Date: _____

City Council Review: ☐ Affirmed ☐ Remanded

103 Oak Court



Current



Proposed 14 x 22 Carport – AI Concept



MAILING: July 10, 2026
PUBLISHED: July 15, 2026
BOA PH: July 21, 2026

The Board of Adjustment of the City of Manchester, Iowa, will hold a public hearing at 8:00 a.m. on July 21, 2026, in the City Council Chambers, 204 East Main Street, Manchester, Iowa, to consider the following request:

Applicant: Tim & Sherilyn Cook

Property Location: 103 Oak Court, Manchester, Iowa

The applicant is requesting a variance to Section 165.06.2, *R-1 Single-Family Residential Districts (Low Density) – Site Development Regulations*, of the Manchester City Code to reduce the required front-yard setback in order to construct a carport.

The property is legally described as follows: *That part of the South one half of the South East Quarter of North East quarter of Section Twenty Nine (29), Township Eighty Nine (89) North, Range Five (5), West of the Fifth P.M., and of Lot Seventeen (17) of Subdivision of part of North one half of South East Quarter and of South one half of North East quarter of Section Twenty Nine (29), Township Eighty Nine (89) North, Range Five (5) West of the Fifth P.M., described as commencing at a point two hundred forty three (243) feet and nine (9) inches South of a point on the South line of Clara Avenue two hundred forty nine and fifteen one hundredths (249.15) feet West of the West line of New Street, thence North from said point of beginning a distance of fifty four (54) feet nine (9) inches, thence West one hundred seventeen and fifteen one hundredths (117.15) feet, thence South eighty four (84) feet, thence East sixty two (62) feet, thence Northeasterly sixty four (64) feet to point of beginning, except that part deeded to City of Manchester, Iowa, for roadway as described in deed recorded in Book 76, Page 257&c, in the office of the Recorder of Delaware County, Iowa.*

An official notice of this hearing will also be published in *The Manchester Press* on July 15, 2026.

Any person wishing to comment on this request may attend the public hearing. Written comments may be submitted to the City Office prior to the hearing. If you are unable to attend and wish to have your views considered by the Board of Adjustment, you may submit a letter or arrange for a representative to appear on your behalf.

Laura K. Thomas, Recording Secretary,
Manchester Board of Adjustment

OwnerName	OwnerAddress1	OwnerCityStZip
Demmer, Claire M	101 Oak Ct	Manchester, IA 52057
Doerring, Elaine I	102 Oak Crt	Manchester, IA 52057
Gould, Lisa Doerring, Larry J	102 Oak Crt	Manchester, IA 52057
Troester, Laurie A Doerring, Larry J	102 Oak Crt	Manchester, IA 52057
Cook, Timothy J & Sherilyn	103 Oak Ct	Manchester, IA 52057
Stolz, Rudolph &, Stolz, Vicki	105 Oak Ct	Manchester, IA 52057
Rudd, Timothy & Debra	106 Oak Ct	Manchester, IA 52057
Brink, Christopher S	107 Oak Ct	Manchester, IA 52057
Downs, Justin M &, Vaske, Amanda K	108 Oak Crt	Manchester, IA 52057
Steffen, Mason T	121 Circle Dr	Manchester, IA 52057
Detrich, Tammy R	124 Circle Dr	Manchester, IA 52057
Nevins, Donna S &, Steil, David E	125 Circle Dr	Manchester, IA 52057
Netherton, Michael B & Kelsey H	128 Circle Dr	Manchester, IA 52057
Vorwald, Fredrick J Sr & Judith A	132 Circle Dr	Manchester, IA 52057
Utter, Jared J & Hayley N	136 Circle Dr	Manchester, IA 52057
Hay, Sean	139 Clara Ave	Manchester, IA 52057
Mastin, Donna & Timothy	140 Circle Dr	Manchester, IA 52057
Brown, Amber L	145 Clara Ave	Manchester, IA 52057
Mueller, Matthew D & Megan	160 E Prospect St	Manchester, IA 52057
Murray, Kimberly A	172 Prospect St	Manchester, IA 52057
Schmidt, Gary & Andrea	812 New St	Manchester, IA 52057
Chapman, Dean E	816 New St	Manchester, IA 52057
Boren, Wayland Max III	824 New St	Manchester, IA 52057
Jim & Joni's Rentals LLC	956 E Main St	Manchester, IA 52057
Miller, Richard E & Marilyn A	143 Clara Ave	Manchester, IA 52057
Geers, Stephen & Lila Mae	168 Prospect St	Manchester, IA 52057
Briggs, Michael D & Patricia A	834 New St	Manchester, IA 52057
Innovative Ag Services Co	2010 S Main St	Monticello, IA 52310-7706
Shamrock Valley Properties LLC	14610 330th St	Strawberry Point, IA 52076



APPLICATION FOR DOWNTOWN OR COMMERCIAL INCENTIVE PROGRAM

RETURN TO: CITY HALL | ATTN: CLERK ERIN LEARN | 208 EAST MAIN STREET | MANCHESTER IA 52057

Work may not begin prior to approval by the Design Committee and City Council.

TYPE OF INCENTIVE: PROGRAM APPLIED FOR:

Please complete one "Proposed Use of
Funds Worksheet" per program.

- ☐ DOWNTOWN INCENTIVE
- ☐ ACQUISITION
- ☐ AWNING
- ☐ INTERIOR
- ☐ DESIGN ASSISTANCE
- ☐ FACADE
- ☐ PARKING LOT ASSISTANCE
- ☐ SECOND STORY LOAN

- ☒ COMMERCIAL INCENTIVE
- ☐ ACQUISITION
- ☐ AWNING
- ☒ INTERIOR
- ☐ DESIGN ASSISTANCE
- ☒ FACADE
- ☐ PARKING LOT ASSISTANCE
- ☐ SECOND STORY LOAN

TO QUALIFY:

Property must be located within the designated area. Applicant must attach narrative of scope of work, including proposed materials, design drawings, estimates of cost, and, upon completion, proof of payment. The City reserves the right to request additional information. All information supplied to the Downtown & Commercial Incentive Program Committee will be kept strictly confidential. A pre-application meeting with the City Manager is required. Work may not begin prior to approval by the Design Committee and City Council. Work must commence within 180 days of approval from the City Council and be completed within 365 days. Extensions may be granted. All projects, funded by incentives, must comply with the City's Comprehensive Plan and Flood Plain requirements. In addition, all labor funded by incentives must be done by a licensed contractor and meet City Code requirements.

APPLICANT INFORMATION

Applicant is: ☐ OWNER ☒ TENANT

APPLICANT NAME: Tehya, Laney, Sydney, and Makah Demmer

Applicant Mailing Address: 1419 140th St Dundee, IA 52038

Applicant Email Address: thedairyparlor@icloud.com Phone: 563-920-6228

OWNER NAME (if not applicant): _____

Owner Email Address: _____ Phone: _____

BUSINESS INFORMATION

Name of Business: The Dairy Parlor ☒ W9 Attached

Business Address: 913 E Main St. Manchester, IA 52057

Business Type: ☐ Retail ☐ Business Offices ☐ Gov't/Education ☐ Personal Care Services ☐ Financial
☒ Restaurant/Bar ☐ Other:

Business Description: Ice Cream Shop

☒ New business ☐ Established Business Years in Business: _____

☐ Relocating from another location Previous address: _____

PROVIDE INFORMATION FOR THE ASSISTANCE YOU ARE APPLYING

ACQUISITION ASSISTANCE

Up to \$5,000 of selling costs. Assists owners-operators to acquire downtown or commercial property. Anyone who purchases a downtown or commercial property that will be used by the new owner for their own business qualifies. **Please provide the following information on the Proposed Use of Funds Worksheet: Abstract Fees, Acquisition Price, Appraisal Fees, Attorney Fees, Origination Fees, Real Estate Agent Fees, Recording Fees and UCC Filing & Search Fees.**

AWNING PROGRAM

Maximum funding is \$35 per lineal foot of awning. This program helps downtown or commercial property owners or renters to install awnings per the "Design Guidelines." Another option is to include awning improvements as part of the Façade Program.

☐ Awning Only

☐ Awning with Façade Façade to be improved: ☐ Front ☐ Side ☐ Rear Building Frontage: _____ sf

DESIGN ASSISTANCE

Maximum funding is 50% of the total cost, not to exceed \$2,000. Commercial properties located in the downtown or commercial business district are eligible for design assistance. Design services provided must meet Design Guidelines.

Designer's Name: _____

Design Size Area: _____ sf

Address: _____

Phone: _____

FAÇADE GRANT

Maximum funding is \$7,500 per building. Assists in the restoration or rehabilitation of facades on downtown or commercial buildings in the designated area. The applicant pays two-thirds, while the City pays one-third of costs associated with approved exterior renovations for building frontage. Extra funding may be allowed if the building has exposed sidewalls. Design Committee reviews all projects, which must comply with Design Guidelines.

☐ Façade Only

☐ Façade with Awning Façade to be improved: ☒ Front ☐ Side ☐ Rear Building Frontage: 1362 sf

INTERIOR GRANT

Maximum funding allowed is \$7,500. Assists in the expansion or remodel of commercial space in the designated downtown and commercial business area. The applicant pays two-thirds, while the City pays one-third of costs associated with the interior improvements.

☐ Expand ☒ Remodel

PARKING LOT ASSISTANCE

Up to a \$10,000 grant. Can be obtained to pay up to one-half the costs associated with resurfacing of parking for downtown or commercial properties.

Lot Frontage: _____ Total Proposed Spaces: _____ ☐ Asphalt ☐ Concrete ☐ Landscape Design Attached

SECOND STORY RENOVATION LOAN

Up to \$10,000 loan at 0% interest for residential or commercial renovation of second floor space in the downtown and commercial areas. This is a five year loan program. As loans are repaid, money becomes available for others in the downtown area to participate in this program.

Proposed Use: _____ Total Area of 2nd Story: _____ sf

Payment Frequency: ☐ Annual ☐ Semi-annual ☐ Quarterly ☐ Monthly Beginning Date: _____

PROPOSED USE OF FUNDS WORKSHEET

Please complete one worksheet per program. Detailed estimates MUST be attached.

Business Name: The Dairy Parlor

Address: 913 E Main St Manchester IA

☐ ACQUISITION

☒ FAÇADE GRANT

☐ PARKING LOT ASSISTANCE

☐ AWNING PROGRAM

☒ INTERIOR GRANT

☐ SECOND STORY RENOVATION LOAN

☐ DESIGN ASSISTANCE

See estimates

PROPOSED USE OF FUNDS		ESTIMATED COST
ACQ/DEMO	☐ Abstracting Fees	\$
ACQ/DEMO	☐ Acquisition Price	\$
ACQ/DEMO	☐ Appraisal Fees	\$
ACQ/DEMO	☐ Attorney Fees	\$
ACQ/DEMO	☐ Origination Fees	\$
ACQ/DEMO	☐ Real Estate Agent Fees	\$
ACQ/DEMO	☐ Recording Fees	\$
ACQ/DEMO	☐ UCC Filing Fee & UCC Search	\$
	☐ Awning	\$
	☐ Brick cleaning & tuck pointing	\$
	☒ Demolition work	INTERIOR \$1,000
	☐ Design Fee	\$
	☒ Exterior lighting	FACADE \$800
	☐ Finishing work	\$
	☒ Floor/ceiling/wall repair	INTERIOR \$14,243.21
	☒ Installation of permanent fixtures	INTERIOR \$6,000
	☐ Landscaping & beautification (required for parking lot)	\$
	☐ Mechanical systems upgraded/retrofit (must be complete replacement, not repair)	\$
	☐ Painting of exterior surface	\$
	☐ Parking lot surfacing	\$
	☐ Preservation of architectural elements	\$
	☒ Signage	FACADE \$1295
	☒ Window/door repair	FACADE \$1990.94
	☒ Other (Please attach description)	INTERIOR (ELECTRICAL) \$38,500.00
INTERIOR TOTAL: \$21,243.21 (GRANT: \$7,500.00)		Total Estimated Cost \$25,329.15
FACADE TOTAL: \$4,085.94 (GRANT: \$1,361.98)		
Grant Amount Requested		\$443.05

STATEMENT OF UNDERSTANDING

As the applicant, I agree to comply with the guidelines and procedures of the Downtown & Commercial Incentive Program and the conceptual design and outline specifications as agreed by myself and the committee. I understand I must provide copies of all proposed materials and design drawings for the estimated scope of work, and upon completion of the approved improvements, a copy of the contractor's waiver of lien for evidence of payment. I also understand the committee reserves the right to request additional information.

Sydney Danner
Applicant Signature

7/7/2026
Date

I certify that I, as the owner of this property, do authorize the applicant to apply for the Downtown & Commercial Incentive Program and undertake the approved improvements.

Owner Signature (if other than applicant)

Date

913 east main building

Quote to include the following;

- New 320a meters for separation of services on east side of building
- New 200a 40 space panel installed by attic stairs
- Added circuits as discussed in kitchen area
- Added circuits as discussed to serving area
- New lights in kitchen
- Rough in and installation of owner provided lights in seating area
- Rough in and installation of owner provided hanging light in high ceiling of entry
- Rough in and installation of can lights in hallway
- Motion light in ada bathroom
- Removal of all devices/wire in demoed walls
- Moving circuits to new panel and separation of power to each rented space
- Rough in and installation of owner provided lights for outside sign
- Disposal of waste/debris in owner provided dumpster

Not included;

- Any costs from Alliant for pipe/wire/underground to feed new meter

This will be a not to exceed quote of \$38,500

Thank you for the opportunity to quote your project.

Jeremy Sickels

Price Electric

563-920-7157

The Dairy Parlor Outdoor Sign

Manchester Signs <sales@manchestersignsetc.com>
To: The Dairy Parlor <thedairyparlor26@gmail.com>

Wed, Jul 8, 2026 at 5:02 PM

Hello, Taiah

So, below are the pricing for the individual sized building signs w/installation, if you need an official quote on a size let us know we can work that up for you.

8'x10' Size, cost \$1,295.00 + tax – includes labor for installation.

6'x8' Size, cost \$800.00 + tax – includes labor for installation.

4'x8' Size, cost \$692.00 + tax – includes labor for installation.

Regards,

Bryan



OPEN MON-THURS, 9 AM – 5 PM
CLOSED FRIDAYS
PHONE 563-927-3060 FAX 563-927-9234

[Quoted text hidden]



Delhi Lumber

330 Franklin Street, PO Box 7 Delhi, Iowa 52223
Phone: 563-922-2404 • Fax: 563-922-9444

DATE 07/21/26 QUOTE NO 03

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** MANCHESTER CASH
CUSTOMER - DELHI LBR

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** QUOTE **

PHONE NUMBER (563) 235-2514		AUTHORIZED PURCHASER		TAX JURISDICTION NO. / DESCRIPTION 0006 DELAWARE COUNTY			TAX EXEMPT NUMBER			
ST	DATE ORDERED	DATE SHIPPED	SHIP VIA	SUB ACCOUNT	CUSTOMER ORDER NO.	SALES PERSON	QTY	TERMS	QTY	PRICE
02	07/21/26			DEM PARLOR		0	73	NET 10TH	01	01

ITEM #	QUOTED	DESCRIPTION	UNIT PRICE	AMOUNT
* QUOTE *	* QUOTE *	* QUOTE *	* QUOTE *	
001		BATHROOM DOOR		
002 BADM EA	1.00	3068 FLUSH PANEL DOOR	359.97	359.97
003 BADM EA	1.00	LEVER/PRIVACY DOOR HAN	73.69	73.69
004 PS BDL	1.00	PINE SHIMS SMALL 30 TO CTN	2.72	2.72
005 BADM EA	1.00	CASING ALLOWANCE	120.00	120.00
006		ALLOWANCE ONLY - PRICE TO BE CHARGED OUT AT ACTUAL COST WHEN FINAL TRIM IS ORDERD		
007				
008		KITCHEN FOOD-GRADE CEILING AND WALLS		
009		FOOD GRADE CEILING TILE		
010 CAMM EA	3.00	FOOD-GRADE CEILING TIL	182.78	548.34
011 CAMM EA	6.00	CEILING TILE MAIN GRID	26.35	158.10
012 CAMM EA	36.00	CEILING TILE X GRID	8.79	316.44
013 CAMM EA	6.00	CEILING TILE WALL TRIM	16.27	97.62
014 CAMM EA	5.00	CEILING TILE WIRE	2.40	12.00
015 CAMM EA	1.00	MISC CEILING ALLOWANCE	250.00	250.00
016		COST BASED ON ESTIMATE ONLY. FINAL PRICE TBD BY FINAL PRODUCT SELECTION.		
017				

SALES AMOUNT	SALES TAX	SHIPPING CHARGE		DEPOSIT	CASH	CONTINUED
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NOTICE: THIS ESTIMATE IS DESIGNED TO PROVIDE THE CUSTOMER WITH A ROUGH ESTIMATE OF THE AMOUNT OF MATERIAL USED IN A GIVEN PROJECT. THE ACTUAL AMOUNT OF MATERIAL MAY VARY FROM THE ESTIMATE DUE TO A NUMBER OF FACTORS. NO REPRESENTATION OR GUARANTEE HAS BEEN MADE THAT THE ACTUAL AMOUNT WILL NOT VARY FROM THE ESTIMATE. A RESTOCKING CHARGE MAY BE BILLED FOR ALL RETURNED ITEMS. SPECIAL ORDERS ARE NOT RETURNABLE. DUE TO UNRELIABLE MATERIAL AVAILABILITY, ESCALATING COSTS, AND CHALLENGING LOGISTICS CONSTRAINTS FROM OUR SUPPLIERS, WE ARE ONLY ABLE TO HOLD QUOTED PRICING FOR 7 DAYS.

QUOTE TOTAL

Effective April 1 2025
A convenience fee of 3% will be
charged on all credit/debit card
payments

RECEIVED IN GOOD CONDITION BY _____



Delhi Lumber

330 Franklin Street, PO Box 7 Delhi, Iowa 52223
Phone: 563-922-2404 • Fax: 563-922-9444

DATE 07/21/26 QUOTE NO 03

** QUOTE **

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** MANCHESTER CASH
CUSTOMER - DELHI LBR

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PHONE NUMBER		AUTHORIZED PURCHASER		TAX JURISDICTION NO. / DESCRIPTION			TAX EXEMPT NUMBER			
(563) 235-2514				0006 DELAWARE COUNTY						
ST	DATE ORDERED	DATE SHIPPED	SHIP VIA	SUB ACCOUNT	CUSTOMER ORDER NO	SALESPERSON	ITEM	TERMS	QTY	PRICE
02	07/21/26			DEM PARLOR		0	73	NET 10TH	01	02

ITEM#	QUOTED	DESCRIPTION	UNIT PRICE	AMOUNT
* QUOTE *	* QUOTE *	* QUOTE *	* QUOTE *	
018		FRP FOOD-GRADE WALL PANELS ESTIMATE BASED OF 10' WALLS		
019				
020 CAMM EA	20.00	4X10 FOOD-GRADE WALL P	124.43	2488.60
021 CAMM EA	10.00	WALL PANEL CAP TRIM	4.77	47.70
022 CAMM EA	20.00	WALL PANEL DIVIDER TRI	5.87	117.40
023 CAMM EA	4.00	WALL PANEL ADHESIVE 4G	121.40	485.60
024 CAMM EA	1.00	MISC WALL PANEL ALLOWA	250.00	250.00
025				
026		ESTIMATE BASED ON SITE VISIT WITH OWNER. PRICE SUBJECT TO CHANGE BASED ON FINAL PROJECT SCOPE AND CONTRACTOR INPUT.		
027				
028 CAMM EA	1.00	COMPONENT MISC ALLOWAN	250.00	250.00

5578.18	390.47						5968.65
SALES AMOUNT	SALES TAX	SHIPPING CHARGE		DEPOSIT	CASH		

THIS QUOTATION MUST BE ACCEPTED ON OR BEFORE 07/28/26

NOTICE: THIS ESTIMATE IS DESIGNED TO PROVIDE THE CUSTOMER WITH A ROUGH ESTIMATE OF THE AMOUNT OF MATERIAL USED IN A GIVEN PROJECT. THE ACTUAL AMOUNT OF MATERIAL MAY VARY FROM THE ESTIMATE DUE TO A NUMBER OF FACTORS. NO REPRESENTATION OR GUARANTEE HAS BEEN MADE THAT THE ACTUAL AMOUNT WILL NOT VARY FROM THE ESTIMATE. A RESTOCKING CHARGE MAY BE BILLED FOR ALL RETURNED ITEMS. SPECIAL ORDERS ARE NOT RETURNABLE. DUE TO UNRELIABLE MATERIAL AVAILABILITY, ESCALATING COSTS, AND CHALLENGING LOGISTICS CONSTRAINTS FROM OUR SUPPLIERS, WE ARE ONLY ABLE TO HOLD QUOTED PRICING FOR 7 DAYS.

QUOTE TOTAL

Effective April 1 2025
A convenience fee of 3% will be
charged on all credit/debit card
payments

RECEIVED IN GOOD CONDITION BY _____



Delhi Lumber

330 Franklin Street, PO Box 7 Delhi, Iowa 52223
Phone: 563-922-2404 • Fax: 563-922-9444

DATE QUOTE NO
07/08/26 02

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** MANCHESTER CASH
CUSTOMER - DELHI LBR

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** QUOTE **
DEM ICE CREAM PARLOR

MANCHESTER 52057

ATTN STACEY

PHONE NUMBER		AUTHORIZED PURCHASER		TAX JURISDICTION NO. / DESCRIPTION		TAX EXEMPT NUMBER	
(563) 920-6500				0006 DELAWARE COUNTY			
ST	DATE ORDERED	DATE SHIPPED	SHIP VIA	SUB ACCOUNT	CUSTOMER ORDER NO.	SALESPERSON	TERMS
02	07/08/26			DEM PARLOR		0	73 NET 10TH

ITEM#	QUOTED	DESCRIPTION	UNIT PRICE	AMOUNT
* QUOTE *	* QUOTE *	* QUOTE *	* QUOTE *	
001		THIS QUOTE IS FOR THE FRONT ENTRY DOOR. PREHUNG FIBERGLASS DOOR WITH FULL GLASS.		
002				
003 BAYW	1.00	3068 PBFM-425-CLE EXTD	1656.48	1656.48
EA			*	
004		MATERIAL FOR DOOR INSTALLATION		
005 PS	1.00	PINE SHIMS SMALL	2.72	2.72
BDL		30 TO CTN	*	
006 LCL	1.00	1/10 LEXEL CLEAR CAULK	17.84	17.84
EA		12 TO CTN	*	
007 LWL	1.00	LEXEL WHITE 10.5oz	11.66	11.66
EA		12 TO CTN	*	
008 MFMISC	1.00	MIDWEST FASTNER MISC.	10.00	10.00
EA			*	
009 BAYW	1.00	DOORKNOB/DEADBOLT	150.00	150.00
EA			*	
010 6278840	1.00	12oz WINDOW/DOOR FOAM	11.99	11.99
EA		INSULATION	*	
011				
012		PRICE SUBJECT TO CHANGE WITH FINAL MEASUREMENTS IF ESTIMATE IS ACCEPTED.		

1860.69	130.25						1990.94
SALES AMOUNT	SALES TAX	SHIPPING CHARGE		DEPOSIT	CASH		

THIS QUOTATION MUST BE ACCEPTED ON OR BEFORE 07/15/26

NOTICE: THIS ESTIMATE IS DESIGNED TO PROVIDE THE CUSTOMER WITH A ROUGH ESTIMATE OF THE AMOUNT OF MATERIAL USED IN A GIVEN PROJECT. THE ACTUAL AMOUNT OF MATERIAL MAY VARY FROM THE ESTIMATE DUE TO A NUMBER OF FACTORS. NO REPRESENTATION OR GUARANTEE HAS BEEN MADE THAT THE ACTUAL AMOUNT WILL NOT VARY FROM THE ESTIMATE. A RESTOCKING CHARGE MAY BE BILLED FOR ALL RETURNED ITEMS. SPECIAL ORDERS ARE NOT RETURNABLE. DUE TO UNRELIABLE MATERIAL AVAILABILITY, ESCALATING COSTS, AND CHALLENGING LOGISTICS CONSTRAINTS FROM OUR SUPPLIERS, WE ARE ONLY ABLE TO HOLD QUOTED PRICING FOR 7 DAYS.

QUOTE TOTAL

Effective April 1 2025
A convenience fee of 3% will be
charged on all credit/debit card
payments

RECEIVED IN GOOD CONDITION BY _____

Don & Walt L.L.C.

1201 E. Main St.
Manchester, IA 52057
(563) 927-2232

Date	Quote #
7/1/2026	2215

Name / Address
Lainey Demmer

Project	

Description	Total
THE DAIRY PARLOR 3-COMPARTMENT SINK AND HAND SINK Run water lines from back shop across and down and come through wall under sink. Open up the wall around the clean out plug and adapt threads to get to pvc. Rough-in pvc drain line to pick up each compartment of the sinks and add an auto vent. Four (4) 1-1/2" P Traps Four (4) Shut-offs and supplies Installation of both sinks FRONT ROOM SINK Open up wall behind bathroom lav and rough-in hot and cold and drain. Trap, supplies and shut-offs Installation of sink One (1) Rheem 50gal electric water heater installed. (you will need an electrician to wire it.) One (1) Kohler comfort height round stool PVC drain lines Pex water lines LABOR AND MATERIALS INSTALLED FOR <u>\$3,375.00</u>	
This quote is good for 30 days. 50% down before starting the job	Total \$0.00

Cluesner Flooring Inc.
120 S 11th St.
Manchester, IA 52057 US
5639276548
kluesnerfloor@windstream.net



Estimate

ADDRESS

Chad and Stacy Demmer
1419 140th St
Dundee, IA 52038

ESTIMATE # KF-1373

DATE 07/17/2026

ACTIVITY	QTY	RATE	AMOUNT
Ice cream shop			
Vinyl-VCT-VCT Tile	585	2.45	1,433.25T
White and pink			
Vinyl-VCT-VCT Tile	540	2.45	1,323.00T
Black			
Freight Charge	1	188.00	188.00
Reducer	1	71.88	71.88T
Adhesives:711 VCT Clear Adhesive (Mapai)	1.50	264.64	396.96T
Installation	1,125	2.50	2,812.50
Vct			
Floor Prep	1	550.00	550.00
?			

Estimate good 10 days from date of estimate

DEPOSIT DUE ON ACCEPTANCE

**Full payment is due at invoicing. Finance charges of 1.5% per month will apply to all accounts over 15 days.

SUBTOTAL	6,775.59
TAX	225.76
TOTAL	\$7,001.35

Special orders may be non-returnable or may incur a restock & freight charge.

Floor prep and or removal of existing flooring estimates are subject to time and materials needed. An additional charge may be incurred for any unforeseen work needed to prepare subfloor.

Site conditions must be within the manufacturers specifications before installation begins. If site is not ready, additional charges may be incurred.

Customer Signature

Thank you for allowing us to serve you for all your flooring needs!

Cluesner Flooring...A reputation you can stand on!

There will be a 3% fee charged on all credit card transactions over \$500.00

INDOOR SEATING:

CURRENT:



UPDATES:



We will create an opening to the hallway to allow indoor seating. This will let our employees keep an eye on the seating room while also helping customers up front.

SIGNAGE & FRONT DOOR:



We are adding a sign and two gooseneck lights to help with our branding to give our customers a great first impression. We will also be adding a new front door to meet ADA regulations.

DIPPING CABINET & SERVING AREA

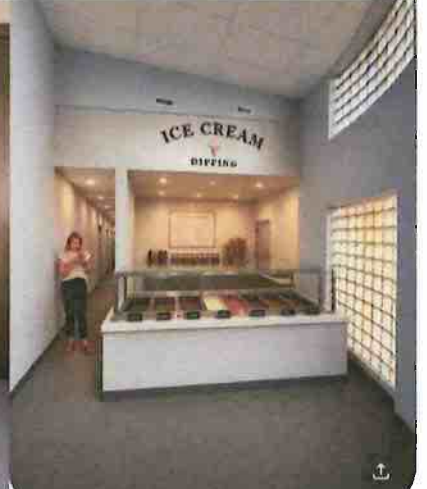
CURRENT:



UPDATES:



We are adding more lighting to our entryway to brighten everything up.



We will take out the door on the left to have an open entryway to the dipping cabinet room this will allow more space to have a sink and countertop for utensils and our employees to use.

We will cut a hole in the wall for our dipping cabinet. This will allow us space to serve our customers and open up the entryway. We also added additional outlets for our equipment.

KITCHEN:

UPDATES:



CURRENT:



We are adding fiberglass reinforced plastic to cover the walls, epoxy flooring and solid PVC ceiling tiles to meet food safety requirements in our kitchen.

We are also adding new/updating outlets to meet our equipment requirements needs.

BATHROOM:

UPDATES:



CURRENT:

We will replace the door to comply to ADA requirements and purchase a taller stool.

Invoice

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

Erin Learn
City of Manchester, Iowa
208 East Main Street
Manchester, IA 52057

Remit Payment to:
101 W. Stephenson Street
Freeport, IL 61032
Phone: 815.235.7643

July 15, 2026
Invoice No: 141542

Purchase Order:

Project 405.0025546.000 2026 Anderson Street Improvements
Phase PH02 Utility Coordination
Professional Personnel

	Hours	Amount
Ertl, Samuel - Project Manager 1	2.00	
Total Labor		350.00

Total this Phase **\$350.00**

Phase PH05 Construction Services - Admin

Total Fee	41,000.00	
Percent Complete	60.00	
Total Earned		24,600.00
Previous Fee Billing		20,500.00
Current Fee Billing		4,100.00
Total Fee		4,100.00

Total this Phase **\$4,100.00**

Phase PH06 Construction Services - Survey & Observa

Professional Personnel

	Hours	Amount
Recker, Adam - Land Surveyor 1	1.50	
Ertl, Samuel - Project Manager 1	3.25	
Juergens, Johnathan - Surveyor 1	10.50	
Total Labor		2,064.25

Other Reimbursable Expenses

Fully-Equipped Survey Vehicle (\$68/Day)	204.00	
GPS Equipment Survey (\$20/Hour)	70.00	
CAD Equipment (\$5/Hour)	5.00	
Total Station Survey Eq (\$20/Hour)	70.00	
Total Other Reimbursable Expenses	349.00	349.00

Total this Phase **\$2,413.25**

INVOICE TOTAL: **\$6,863.25**

Email invoice to eleam@manchester-ia.org

Invoice

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

Erin Learn
City of Manchester, Iowa
208 East Main Street
Manchester, IA 52057

Remit Payment to:
101 W. Stephenson Street
Freeport, IL 61032
Phone: 815.235.7643

July 15, 2026
Invoice No: 141543

Purchase Order:

Project	405.0264890.000	2027 Anderson Street Improvements PH2 Manchester IA
Phase	PH01	Field Work and Design

Total Fee	69,900.00		
Percent Complete	70.00	Total Earned	48,930.00
		Previous Fee Billing	38,445.00
		Current Fee Billing	10,485.00
		Total Fee	10,485.00
		Total this Phase	\$10,485.00

Phase	PH02	Utility Coordination (T&M)
-------	------	----------------------------

Professional Personnel

	Hours	Amount
Ertl, Samuel - Project Manager 1	3.75	
Total Labor		656.25

Total this Phase \$656.25

Phase	PH03	Easement Services (T&M)
-------	------	-------------------------

Professional Personnel

	Hours	Amount
Ertl, Amy - Project Designer 1	.75	
Ertl, Samuel - Project Manager 1	2.00	
Total Labor		439.25

Other Reimbursable Expenses

CAD Equipment (\$5/Hour)	2.50	
Total Other Reimbursable Expenses	2.50	2.50

Total this Phase \$441.75

INVOICE TOTAL: \$11,583.00

Email invoices to ellearn@manchester-ia.org

Invoice

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

Erin Learn
City of Manchester, Iowa
208 East Main Street
Manchester, IA 52057

Remit Payment to:
101 W. Stephenson Street
Freeport, IL 61032
Phone: 815.235.7643

July 15, 2026
Invoice No: 141544

Purchase Order:

Project 405.2686500.000 East Main & Madison Ramps Improvements Manchester IA

Professional Personnel

	Hours	Amount	
Samuel Ertl - Project Manager 1	7.75	1,356.25	
Total Labor			1,356.25

INVOICE TOTAL: \$1,356.25

Outstanding Invoices

Number	Date	Balance	
139565	4/24/2026	1,410.50	
Total		1,410.50	
	All Outstanding Invoices Total		\$2,766.75

Email invoice to Erin (ellearn@manchester-ia.org) and copy Tim (tvick@manchester-ia.org)

Invoice



Remit Payment to:
101 W. Stephenson Street
Freeport, IL 61032
Phone: 815.235.7643

Erin Learn
City of Manchester, Iowa
208 East Main Street
Manchester, IA 52057

July 15, 2026
Invoice No: 141545

Purchase Order:

Project	405.0251183.000	Water System Booster Pumps, Manchester, IA
Phase	PH01	Original Contract

Total Fee	99,975.00		
Percent Complete	55.00	Total Earned	54,986.25
		Previous Fee Billing	44,988.75
		Current Fee Billing	9,997.50
		Total Fee	9,997.50
		Total this Phase	\$9,997.50
		INVOICE TOTAL:	\$9,997.50

Email invoice to ellearn@manchester-ia.org



12700 West Dodge Road
Omaha, NE 68154
Billing Questions: 402-255-3819

INVOICE

Invoice Number: 100530
Date: July 16, 2026
Project Number: 2605220

City of Manchester
208 E Main Street
Manchester, IA 52057
Manchester - Site Survey

For Professional Services Rendered Through: July 03, 2026
Hangar Site Location

Items completed in this billing period:
- Layouts for future hangar development

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Survey Services	\$4,900.00	50.00	\$2,450.00	\$2,450.00	\$0.00
Planning Services	\$1,750.00	100.00	\$1,750.00	\$0.00	\$1,750.00
	\$6,650.00		\$4,200.00	\$2,450.00	\$1,750.00
					\$1,750.00
Invoice Total					\$1,750.00

R-085-2026
RESOLUTION AMENDING SALARY RESOLUTION

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

SECTION 1. That the following individual be hire and be paid as follows:

<u>Name</u>	<u>Position</u>	<u>Hourly Pay Rate</u>	<u>Effective Date</u>
Kraus, Sarah	Police Administrative Assistant	\$30.00	07/27/2026

All other requirements shall be the same as that set out in Resolution R-078-2026 as passed and approved on June 22nd, 2026.

PASSED AND APPROVED this 27th day of July, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk



Manchester Police Department

Chief Benjamin Davis

208 East Main Street, Manchester, IA 52057

563-927-3355 (p)

bdavis@manchester-ia.org

To: Manchester City Council Members

From: Benjamin A. Davis, Chief of Police

Date: September 9th, 2026

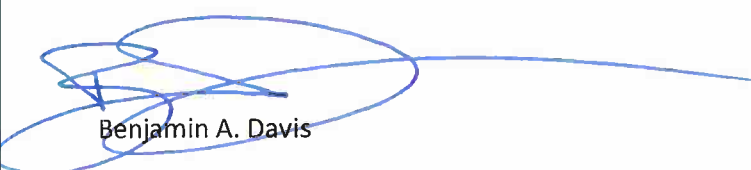
Subject: Full-Time Administrative Assistant

The Manchester Police Department has an opening for a full-time Administrative Assistant due to the vacating of a position for retirement.

The administrative assistant role has been molded to support the Manchester Police Department as a whole, not just administrative staff. Barb Hogan has been in this role for nearly a decade, and has helped shape the position to a prestigious position. Adding further duties, technologies, needs, support, and class to the position over the years, respectfully the position can be quite the undertaking. The department feels we have found the best choice for that role in Sarah Kraus. Sarah is a Monticello resident who frequents Manchester often. Sarah has nearly 20 years of administrative assistant experience, as well as a veteran of the United States Army. From military to civilian experience, she brings a unique perspective to the position as well as the continued class and professionalism we have come to know from Barb Hogan. We feel she will be a immense asset to the continuing growth of both the city, and the Manchester Police Department.

I respectfully request that the City Council approve the hiring of Sarah Kraus at the starting wage of \$30.00/Hour to fill the vacant position we have in our department.

Respectfully,



Benjamin A. Davis

Chief of Police

RESOLUTION R-086-2026
RESOLUTION AUTHORIZING THE INSTALLATION OF STOP SIGNS

BE IT HEREBY RESOLVED by the City Council of the City of Manchester, Iowa, that stop signs be installed at the intersection of South Tama Street and East Delaware Street to make that intersection a four-way stop.

PASSED AND APPROVED this 27th day of July, 2026.

Connie Behnken, Mayor

Attest:

Erin Learn, City Clerk



RESOLUTION R-087-2026

RESOLUTION APPROVING THE IOWA ECONOMIC DEVELOPMENT AUTHORITY IOWA DOWNTOWN
RESOURCE CENTER COMMUNITY CATALYST & REMEDIATION GRANT PROGRAM AGREEMENT FOR 116
SOUTH FRANKLIN STREET

WHEREAS, the Iowa Economic Development Authority (IEDA) has awarded the City of Manchester a Community Catalyst Building Remediation Grant in the amount of one hundred thousand dollars (\$100,000.00) for an eligible community catalyst building remediation project at 116 South Franklin Street; and

WHEREAS, the City has received the Community Catalyst Building Remediation Grant Agreement (Agreement No. 26-CTBF-17), which establishes the terms and conditions governing the administration and reimbursement of grant funds; and

WHEREAS, the City Council has reviewed the Agreement and finds it to be in the best interest of the City of Manchester to enter into the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manchester, Iowa, that:

1. The Community Catalyst Building Remediation Grant Agreement between the City of Manchester and the Iowa Economic Development Authority is hereby approved.
2. The Mayor and City Clerk are hereby authorized and directed to execute the Agreement and any documents necessary to carry out the purposes of the grant, subject to review and approval by the City Attorney as to form where applicable.

Passed and approved the 27th day of July, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

**IOWA ECONOMIC DEVELOPMENT AUTHORITY
IOWA DOWNTOWN RESOURCE CENTER
COMMUNITY CATALYST & REMEDIATION GRANT PROGRAM**

GRANTEE: City of Manchester
AGREEMENT NUMBER: 26-CTBF-17
DATE OF AWARD LETTER: June 23, 2026
PROJECT COMPLETION DATE: June 23, 2028
GRANT AMOUNT: \$100,000

THIS Community Catalyst Building Remediation Grant Agreement ("Agreement") is made by and between the IOWA ECONOMIC DEVELOPMENT AUTHORITY, 1963 Bell Avenue, Suite 200, Des Moines, Iowa 50315 ("Authority" or "IEDA") and the City of Manchester, 208 E Main St., Manchester, Iowa 52057 ("Grantee") (Collectively "the Parties").

WHEREAS, the Authority established a Community Catalyst Building Remediation Fund pursuant to Iowa Code section 15.231 for the purpose of providing grants to cities for the remediation of underutilized buildings; and

WHEREAS, the Grantee submitted a grant application to the Authority and the Authority determined that the Grantee and its proposed Project are eligible for a Community Catalyst Building Remediation Grant ("Grant") and approved the Application; and

WHEREAS, in approving the Application, the Authority has relied upon the Grantee's representations of proposed Project activities, the Grantee's management and financial condition, investment of other Project funds, and other material information contained in the application;

WHEREAS, the Grantee accepts the Grant upon the terms and conditions set out in this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the Parties agree as follows:

- 1. COSTS DIRECTLY RELATED.** "Costs Directly Related" means expenditures that are incurred for the acquisition, deconstruction, disposal, redevelopment, or rehabilitation of the community catalyst that is the subject of the Project to the extent that the expenditures are attributable directly to the remediation or redevelopment of the community catalyst. Examples of "Costs Directly Related" and costs that are not directly related are set out at 261 IAC 45.2 Definitions.
- 2. GRANTEE.** "Grantee" means the entity described above whose application for a Grant was approved by IEDA.
- 3. IOWAGRANTS.GOV.** "IowaGrants.gov" means Iowa's Funding Opportunity Search and Grant Management System. The Authority reserves the right to require the Recipient to utilize IowaGrants.gov to conduct business associated with this Agreement.
- 4. PROJECT.** "Project" means the activities and other obligations to be performed or accomplished by the Grantee as described in this Agreement, in the Agreement Scope of Work attached hereto, in the award letter, and in the application submitted through IowaGrants.gov, including but not limited to, the "Scope of Project and Budget" portion of the application.
- 5. PROJECT COMPLETION PERIOD.** "Project Completion Period" means the period commencing with the Date of Award Letter and ending with the Project Completion Date set out above.
- 6. PROJECT MID-POINT.** "Project Mid-Point" means the point at which the Grantee has incurred Costs Directly Related to the Project. The maximum mid-point draw is up to 60% of the Grant Amount.
- 7. PRIOR EXPENSES.** No expenditures made prior to the Date of Award Letter may be included as Project costs for the purpose of this Agreement.
- 8. UTILIZATION OF CONSULTANT(S).** The Grantee is responsible for recruiting and selecting consultants and for setting out the terms and conditions under which the consultant(s) shall provide services. The Authority may require the Grantee to retain a consultant or consultants as set out in the Agreement Scope of Work attached hereto.
- 9. TOTAL PAYMENT.** Total payment of state funds under this Agreement shall not exceed \$100,000 for Costs Directly Related to the Project as shown in the approved application unless modified by written amendment of this Agreement. All payments under this Agreement are subject to receipt by the IEDA of sufficient State funds for this activity. Any termination, reduction or delay of state funds to the IEDA shall, at the option of the IEDA, result in the termination, reduction, or delay of state funds to the Grantee.
- 10. REPAYMENT OBLIGATION.** In the event that any state and/or federal funds are deferred and/or disallowed as a result of any audits or expended in violation of this Agreement or the laws applicable to the expenditure of such funds, the Grantee shall be liable to IEDA for the full amount of any claim disallowed and for all related penalties incurred. If IEDA determines at any time, whether through monitoring, audit, closeout procedures or by other means that the Grantee has received grant funds or requested reimbursement for costs which are unallowable under the terms of this Agreement or applicable laws, the Grantee will be notified of the questioned costs and given an opportunity to justify questioned costs prior to IEDA's final determination of the disallowance of costs. If it is IEDA's final determination that costs previously paid by IEDA are not allowable under the terms of this Agreement, the expenditures will be disallowed and the Grantee shall immediately repay to IEDA any and all disallowed costs. The requirements of this paragraph

shall apply to the Grantee as well as any subcontractors.

11. REPORTING REQUIREMENTS. The Recipient shall prepare, review and sign the reports as specified below in the form and content specified by the Authority.

1. By Project Mid-Point: A report describing work completed, including photographs documenting work that has been completed;

2. Within 60 days after the Project Completion Date: A report documenting completion of the Project, including photographs of the completed Project

12. PAYMENT PROCEDURES. Payment shall be made on a reimbursement basis. Grantee shall use funds only for reimbursement of Costs Directly Related to the Project. Requests for reimbursement shall be made through IowaGrants.gov using a General Accounting Expenditure form along with copies of paid invoices and proof of payment. The Grantee shall submit two (2) requests for reimbursement. The first request shall be made at Project Mid-Point up to 60% of the Grant Amount and the final request for reimbursement of the remaining funds shall be made within sixty days after the Project Completion Date. If the total Grant Amount has not been claimed within sixty (60) days after the Project Completion Date, then the IEDA shall be under no further obligation for further disbursement. The Grantee shall prepare, review, and sign all requests for payment and verify that claimed expenditures are allowable Costs Directly Related to the Project. The Grantee shall maintain original documentation adequate to support the claimed costs on file in IowaGrants.gov and provide such documentation upon request.

13. PUBLICATIONS. The Grantee will ensure that all publications produced in association with the Project shall include the following phrase: This Project is Sponsored in Part by the Iowa Economic Development Authority.

14. DEFAULT. The occurrence of any one or more of the following events shall constitute cause for IEDA to declare the Grantee in default of its obligations under this Agreement: a) non-performance; b) a failure by the Grantee to make substantial and timely progress toward completion of the Project and performance of the Agreement; c) a breach of any term of this Agreement or any attachment thereto; and d) failure to maintain insurance as set out at Paragraph 33 herein or maintaining insurance coverage that is, as determined by the Authority, insufficient; and e) utilizing grant proceeds for purposes not described in IowaGrants.gov - Scope of Project and Budget or for expenses that are not Costs Directly Related to the Project. The IEDA shall issue a written notice of default providing therein a fifteen (15) day period during which the Grantee shall have an opportunity to cure, provided that cure is possible and feasible.

15. TERMINATION. This Agreement may be terminated in the following circumstances: a) by either party, without cause, after thirty (30) days' written notice; b) immediately, as a result of the Grantee's default under this Agreement and failure to cure within the time period provided; c) immediately, as a result of the termination or reduction of funding to IEDA or the deauthorization of IEDA to engage in activities or conduct business under this Agreement; or d) immediately upon written mutual agreement by all parties to terminate the Agreement.

16. REMEDY UPON TERMINATION. In the event of termination of this Agreement or reduction of the Agreement amount, the exclusive, sole and complete remedy of the Grantee shall be reimbursement for Project costs expended prior to termination.

17. NONASSIGNMENT OF AGREEMENT. The Grantee may not assign, transfer or convey in whole or in part this Agreement; delegate any of its obligations or duties under this Agreement; or pledge as collateral, grant a security interest in, create a lien against, or otherwise encumber, any payments that may or will be made to the Grantee under this Agreement.

18. WRITING REQUIRED. No change, modification, or termination of any of the terms, provisions or conditions of this Agreement shall be effective unless made in writing and signed by the parties. Notwithstanding the sentence above, IEDA may unilaterally modify the Agreement at will in order to accommodate any change in any applicable federal, state or local laws, regulations, rules or policies. A copy of such unilateral modification will be given to the Grantee as an amendment to this Agreement.

19. COMPLIANCE WITH LAWS AND REGULATIONS: DECLARATION OF THE GRANTEE. The Grantee shall comply with all applicable federal, state and local laws, rules, ordinances, regulations and orders. The Grantee declares that it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.

20. COMPLIANCE WITH STATE OR LOCAL BUILDING CODE.

(a) The Grantee must provide evidence that the Project complies with the state building code, if either of the following applies:

1. The Project is located in a governmental subdivision which has not adopted a local building code, or
2. The Project is located in a governmental subdivision which has adopted a building code, but the building code is not enforced. If the state building code is applicable to the project, bidding for construction shall not be conducted prior to the written approval of final plans by the state building code bureau.

(b) The Grantee must provide evidence that the Project complies with local building codes if the Project is located in a governmental subdivision which has adopted a local building code and the building code is enforced.

21. COMPLIANCE WITH EE0/AA PROVISIONS. The Grantee shall comply with the provisions of federal, state and local laws, rules and executive orders to ensure that no employee or applicant for employment is discriminated against because of race, religion,

color, age, sex, sexual orientation, gender identity, national origin, or disability. A breach of this provision shall be considered a material breach of this Agreement.

22. INDEMNIFICATION AGAINST LOSS OR DAMAGE. The Grantee agrees to indemnify and hold harmless the State of Iowa and its officers, appointed and elected officials, board and commission members, employees, volunteers and agents (collectively the "Indemnified Parties"), from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments including, without limitation, the reasonable value of the time spent by the Attorney General's Office, and the costs, expenses and attorneys' fees of other counsel retained by the Indemnified Parties directly or indirectly related to, resulting from, or arising out of this Agreement, including but not limited to any claims related to, resulting from, or arising out of: any breach of this Agreement; any negligent, intentional or wrongful act or omission of the Grantee or any agent or subcontractor utilized or employed by the Grantee; the Grantee's performance or attempted performance of this Agreement, including any agent or subcontractor utilized or employed by the Grantee; any failure by the Grantee to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Grantee to conduct business in the State of Iowa; or any violation of any rights of any third party. The Grantee's duties and obligations under this section shall survive the termination of this Agreement and shall apply to all acts or omissions taken or made in connection with the performance of this Agreement regardless of the date any potential claim is made or discovered by IEDA or any other Indemnified Party.

23. RIGHT TO REVIEW AND OBSERVE: ACCESS TO RECORDS AND PROJECT. IEDA shall have the right to review and observe, at any time, completed work or work in progress related to the Agreement. The Grantee shall permit IEDA or its agents to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, reports, papers and records of the Grantee relating to orders, invoices, or payments or any other documentation or materials pertaining to this Agreement. Upon the request of IEDA, the Grantee shall deliver to IEDA or its agents said documentation or materials. At IEDA's request, Recipient will assist IEDA in obtaining photos of the project by an approved photographer. If photos are requested, Recipient will coordinate with the approved photographer and provide any necessary access to the project

24. PUBLIC RECORDS: RECORDS RETENTION. All records submitted to or inspected by IEDA regarding this Agreement, including this Agreement, shall be public records and subject to the Open Records Law in Iowa Code chapter 22. All records of the Grantee relating to this Agreement shall be retained for a period of three (3) years following the date of final payment or completion of any required audit, whichever is later.

25. SURVIVAL OF AGREEMENT. If any portion of this Agreement is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

26. GOVERNING LAW. This Agreement shall be interpreted in accordance with the law of the State of Iowa and any action relating to the Agreement shall only be commenced in the Iowa District Court for Polk County or the United States District Court for the Southern District of Iowa.

27. FINAL AUTHORITY. The decision of the IEDA shall be binding on the Grantee. The IEDA shall have the final authority to assess whether the Grantee has complied with the terms of this Agreement.

28. USE OF NAME. The Grantee agrees it will not use IEDA and/or State's name or any of its or their intellectual property, including but not limited to, any State, state agency, board or commission trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of IEDA and/or the State, except as otherwise required by this Agreement.

29. COMPLIANCE WITH IOWA CODE CHAPTER 8F. If the Agreement is subject to the provisions of Iowa Code chapter 8F, the Grantee shall comply with Iowa Code chapter 8F with respect to any subcontracts it enters into pursuant to this Agreement. Any compliance documentation, including but not limited to certifications, received by the Grantee from subcontractors shall be forwarded to IEDA.

30. LEGISLATIVE CHANGES. The Grantee expressly acknowledges that the Community Catalyst Building Remediation Fund and Program are subject to legislative change by either the federal or state government. Should either legislative body enact measures which alter the fund or the program, the Grantee shall not hold IEDA liable in any manner for the resulting changes. IEDA shall use best efforts to provide thirty (30) days' written notice to the Grantee of any legislative change. During the thirty (30)-day period, the parties shall meet and make a good faith effort to agree upon changes to the Agreement to address the legislative change. Nothing in this paragraph shall affect or impair IEDA's right to terminate the Agreement pursuant to the termination provisions.

31. JOINT AND SEVERAL LIABILITY. If the Grantee is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Agreement, and for any default of activities and obligations.

32. WAIVER. Except as specifically provided for in a waiver signed by duly authorized representatives of IEDA and the Grantee, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent right to require performance or to claim a breach.

33. CONFLICT OF INTEREST. The Grantee represents, warrants, and covenants that no relationship exists or will exist during

the Agreement period between the Grantee and IEDA that is a conflict of interest. The provisions of Iowa Code chapter 68B shall apply to this Agreement. If a conflict of interest is proven to IEDA, IEDA may terminate this Agreement pursuant to Paragraph 15 of this Agreement, and the Grantee shall be liable for any excess costs to IEDA as a result of the conflict of interest. The Grantee shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Grantee shall report any potential, real, or apparent conflict of interest to IEDA.

34. MAINTENANCE OF INSURANCE. The Grantee shall maintain the Project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the Project property. If the Grantee is not the owner of the Project property, the Grantee shall require the property owner to maintain the Project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the Project property. The Grantee or owner of the Project property shall pay for and maintain insurance as is customary for similar projects. This insurance shall be in an amount not less than the full insurable value of the Project property. The Grantee or the owner of the Project property shall name the Authority and the Grantee, if the Grantee is not the owner of the Project property, as mortgagees and/or an additional loss payee(s). If the Grantee is not the owner of the Project property, the owner of the Project property shall provide the Grantee with a copy of each and every insurance policy in effect. The Grantee shall maintain a copy of each and every insurance policy in effect and shall provide copies to the Authority upon request.

35. DEVELOPMENT CONTRACT AGREEMENT. Grantee shall provide IEDA with a copy of the Development Agreement between the owner of the Project property and the entity that will deconstruct, redevelop, or rehabilitate the community catalyst that is the subject of the Project. Grantee shall notify IEDA immediately if the Development Agreement is assigned and shall provide IEDA with a copy of the assignment.

36. IMMUNITY FROM LIABILITY. Every person who is a party to the Agreement is hereby notified and agrees that the State, IEDA, and all of their employees, agents, successors, and assigns are immune from liability and suit for or from Grantee's, Project property owners' and/or contractors or subcontractors' activities involving third parties and arising from the Agreement. Pursuant to Iowa Code chapter 669, IEDA and the State of Iowa are self-insured against all risks and hazards related to this Agreement. No separate fund has been established to provide self-insurance, and the State of Iowa is not obligated to establish any such fund during the term of this Agreement.

37. NONAGENCY. The Grantee, the Project property owner(s), its or their employees, agents and any subcontractors performing under this Agreement are not employees or agents of the State or any agency, division or department of the State simply by virtue of work performed pursuant to this Agreement. Neither the Grantee nor the Project property owner's employees shall be considered employees of IEDA or the State for federal or state tax purposes simply by virtue of work performed pursuant to this Agreement.

38. HEADINGS OR CAPTIONS. The paragraph headings or captions used in this Agreement are for identification purposes only and do not limit or construe the contents of the paragraphs.

39. DOCUMENTS INCORPORATED BY REFERENCE. The following are hereby incorporated by reference:

- (a) Agreement Scope of Work and Budget
- (b) Iowa Economic Development Authority Award Letter as found in IowaGrants.gov.
- (c) Iowa Downtown Resource Center COMMUNITY CATALYST BUILDING REMEDIATION Grant Application, as found in IowaGrants.gov.

40. ORDER OF PRIORITY. In the event of a conflict between documents, the following order or priority shall be applied:

- (a) Articles 1-41 of this Grant Agreement.
- (b) Agreement Scope of Work and Budget
- (c) Iowa Economic Development Authority Award Letter as found in IowaGrants.gov.
- (d) Application, Iowa Downtown Resource Center COMMUNITY CATALYST BUILDING REMEDIATION Grant, as found in IowaGrants.gov.

41. INTEGRATION. This Agreement contains the entire understanding between the Grantee and IEDA and any representations that may have been made before or after the signing of this Agreement, which are not contained herein, are nonbinding, void and of no effect. Neither of the parties has relied on any such prior representation in entering into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date first stated.

RECIPIENT: City of Manchester

IOWA ECONOMIC DEVELOPMENT AUTHORITY:

BY:

 Mayor
 City of Manchester
 208 E Main St.
 Manchester, Iowa 52057

BY:

 Deborah Durham, Director
 Iowa Economic Development Authority



APPLICATION FOR DOWNTOWN OR COMMERCIAL INCENTIVE PROGRAM
RETURN TO: CITY HALL | ATTN: CLERK ERIN LEARN | 208 EAST MAIN STREET | MANCHESTER IA 52057
Work may not begin prior to approval by the Design Committee and City Council.

**TYPE OF INCENTIVE:
PROGRAM APPLIED FOR:**

Please complete one "Proposed Use of Funds Worksheet" per program.

- ☐ DOWNTOWN INCENTIVE
☐ ACQUISITION
☐ AWNING
☐ INTERIOR
☐ DESIGN ASSISTANCE
☒ FACADE
☐ PARKING LOT ASSISTANCE
☐ SECOND STORY LOAN

- ☐ COMMERCIAL INCENTIVE
☐ ACQUISITION
☐ AWNING
☐ INTERIOR
☐ DESIGN ASSISTANCE
☐ FACADE
☐ PARKING LOT ASSISTANCE
☐ SECOND STORY LOAN

TO QUALIFY:

Property must be located within the designated area. Applicant must attach narrative of scope of work, including proposed materials, design drawings, estimates of cost, and, upon completion, proof of payment. The City reserves the right to request additional information. All information supplied to the Downtown & Commercial Incentive Program Committee will be kept strictly confidential. A pre-application meeting with the City Manager is required. Work may not begin prior to approval by the Design Committee and City Council. Work must commence within 180 days of approval from the City Council and be completed within 365 days. Extensions may be granted. All projects, funded by incentives, must comply with the City's Comprehensive Plan and Flood Plain requirements. In addition, all labor funded by incentives must be done by a licensed contractor and meet City Code requirements.

APPLICANT INFORMATION

Applicant is: ☒ OWNER ☐ TENANT

APPLICANT NAME: SAM MILROY

Applicant Mailing Address: 201 N. FRANKLIN ST MANCHESTER

Applicant Email Address: Sam@honeycreekfurniture.com **Phone:** 563-927-2202

OWNER NAME (if not applicant): _____

Owner Email Address: _____ **Phone:** _____

BUSINESS INFORMATION

Name of Business: HONEY CREEK FURNITURE ☐ W9 Attached

Business Address: 201 N. FRANKLIN ST.

Business Type: ☒ Retail ☐ Business Offices ☐ Gov't/Education ☐ Personal Care Services ☐ Financial
☐ Restaurant/Bar ☐ Other:

Business

Description: FURNITURE

☐ New business ☒ Established Business **Years in Business:** 28

☐ Relocating from another location **Previous address:** _____

PROVIDE INFORMATION FOR THE ASSISTANCE YOU ARE APPLYING

ACQUISITION ASSISTANCE

Up to \$5,000 of selling costs. Assists owners-operators to acquire downtown or commercial property. Anyone who purchases a downtown or commercial property that will be used by the new owner for their own business qualifies. **Please provide the following information on the Proposed Use of Funds Worksheet: Abstract Fees, Acquisition Price, Appraisal Fees, Attorney Fees, Origination Fees, Real Estate Agent Fees, Recording Fees and UCC Filing & Search Fees.**

AWNING PROGRAM

Maximum funding is \$35 per lineal foot of awning. This program helps downtown or commercial property owners or renters to install awnings per the "Design Guidelines." Another option is to include awning improvements as part of the Façade Program.

☐ Awning Only

☐ Awning with Façade Façade to be improved: ☐ Front ☐ Side ☐ Rear Building Frontage: _____ sf

DESIGN ASSISTANCE

Maximum funding is 50% of the total cost, not to exceed \$2,000. Commercial properties located in the downtown or commercial business district are eligible for design assistance. Design services provided must meet Design Guidelines.

Designer's Name: _____

Design Size Area: _____ sf

Address: _____

Phone: _____

FAÇADE GRANT

Maximum funding is \$7,500 per building. Assists in the restoration or rehabilitation of facades on downtown or commercial buildings in the designated area. The applicant pays two-thirds, while the City pays one-third of costs associated with approved exterior renovations for building frontage. Extra funding may be allowed if the building has exposed sidewalls. Design Committee reviews all projects, which must comply with Design Guidelines.

☒ Façade Only

☐ Façade with Awning Façade to be improved: ☒ Front ☐ Side ☐ Rear Building Frontage: 21200 sf

INTERIOR GRANT

Maximum funding allowed is \$7,500. Assists in the expansion or remodel of commercial space in the designated downtown and commercial business area. The applicant pays two-thirds, while the City pays one-third of costs associated with the interior improvements.

☐ Expand ☐ Remodel

PARKING LOT ASSISTANCE

Up to a \$10,000 grant. Can be obtained to pay up to one-half the costs associated with resurfacing of parking for downtown or commercial properties.

Lot Frontage: _____ Total Proposed Spaces: _____ ☐ Asphalt ☐ Concrete ☐ Landscape Design Attached

SECOND STORY RENOVATION LOAN

Up to \$10,000 loan at 0% interest for residential or commercial renovation of second floor space in the downtown and commercial areas. This is a five year loan program. As loans are repaid, money becomes available for others in the downtown area to participate in this program.

Proposed Use: _____

Total Area of 2nd Story: _____ sf

Payment Frequency: ☐ Annual ☐ Semi-annual ☐ Quarterly ☐ Monthly

Beginning Date: _____

PROPOSED USE OF FUNDS WORKSHEET

Please complete one worksheet per program. Detailed estimates MUST be attached.

Business Name: HONEY CREEK FURNITURE Address: 201 N. FRANKLIN ST.

- | | | |
|--|--|---|
| ☐ ACQUISITION | ☒ FAÇADE GRANT | ☐ PARKING LOT ASSISTANCE |
| ☐ AWNING PROGRAM | ☐ INTERIOR GRANT | ☐ SECOND STORY RENOVATION LOAN |
| ☐ DESIGN ASSISTANCE | | |

PROPOSED USE OF FUNDS		ESTIMATED COST
ACQ/DEMO	☐ Abstracting Fees	\$
ACQ/DEMO	☐ Acquisition Price	\$
ACQ/DEMO	☐ Appraisal Fees	\$
ACQ/DEMO	☐ Attorney Fees	\$
ACQ/DEMO	☐ Origination Fees	\$
ACQ/DEMO	☐ Real Estate Agent Fees	\$
ACQ/DEMO	☐ Recording Fees	\$
ACQ/DEMO	☐ UCC Filing Fee & UCC Search	\$
	☐ Awning	\$
	☐ Brick cleaning & tuck pointing	\$
	☒ Demolition work	\$ 4600.00
	☐ Design Fee	\$
	☐ Exterior lighting	\$
	☒ Finishing work	\$
	☐ Floor/ceiling/wall repair	\$
	☒ Installation of permanent fixtures	\$ 2500.00
	☐ Landscaping & beautification (required for parking lot)	\$
	☐ Mechanical systems upgraded/retrofit (must be complete replacement, not repair)	\$
	☒ Painting of exterior surface	\$
	☐ Parking lot surfacing	\$
	☐ Preservation of architectural elements	\$
	☐ Signage	\$
	☒ Window/door repair	\$ 6875.00
	☐ Other (Please attach description)	\$

** POSSIBLY MORE IF STONE WORK
NEEDS TO BE DONE*

Total Estimated Cost 13975.00
Grant Amount Requested \$4,658.34

STATEMENT OF UNDERSTANDING

As the applicant, I agree to comply with the guidelines and procedures of the Downtown & Commercial Incentive Program and the conceptual design and outline specifications as agreed by myself and the committee. I understand I must provide copies of all proposed materials and design drawings for the estimated scope of work, and upon completion of the approved improvements, a copy of the contractor's waiver of lien for evidence of payment. I also understand the committee reserves the right to request additional information.


Applicant Signature

7-6-26
Date

I certify that I, as the owner of this property, do authorize the applicant to apply for the Downtown & Commercial Incentive Program and undertake the approved improvements.


Owner Signature (if other than applicant)

7-6-26
Date



Sam Milroy <sam@honeycreekfurniture.com>

window estimate

Tim Casey <timcasey@hometownrestyling.com>

Thu, Jul 2, 2026 at 10:05 AM

To: "sam@honeycreekfurniture.com" <sam@honeycreekfurniture.com>

Cc: Tom Casey <TCasey@hometownrestyling.com>

Good morning Sam,

I hope you are doing well.

5 restoration casement picture windows 39" by 72"

Black outside and white inside

S2210A Tempered glass

To cash and carry the windows \$6424.75 plus tax

If you decide to install them yourself, I can get you a box of black coil it is approximately \$150.00

For us to install \$2500 for labor and materials. (includes lift rental) We will haul away the debris.

That is if the openings are already there.

If we need to make the openings it will be an additional charge. I can look at it when I am there. And give you a price at that time.

If you decide to proceed, I will stop by and take some measurements just to make sure we are on the same page.

Happy fourth

Thanks

Tim Casey

Window & Door Manager/ Co-Owner

Direct: 319-721-5997

Tel: 319-378-1221

Email: timcasey@hometownrestyling.com

1205 N Center Point Rd



Office: (563) 927-9270
Fax: (563) 927-3950

S. MOYLE MASONRY INC

**Top Craftsman Award
2008 National Event**

**S. Moyle Masonry Inc.
112 E. Fayette St.
Manchester, IA 52057**

July 1st, 2026

QUOTE

QUOTE FOR: Honey Creek Furniture
201 N Franklin St.
Manchester, IA 52057
Attn: Sam Milroy
319-242-1662
Email: sam@honeycreekfurniture.com

INCLUDES: Labor & equipment to cut open five windows in West masonry
wall on third floor and cleanup of West wall & side walk.

Total Ballpark Quote Amount: \$4,600.00

QUOTE GOOD THRU: November 15th, 2026

Thanks for your consideration, Steve Moyle

S. Moyle Masonry, Inc.

RESOLUTION NO. R-088-2026

A RESOLUTION ANNUALLY DESIGNATING THE OFFICIAL LOCATION FOR POSTING PUBLIC MEETING
NOTICES

WHEREAS, Iowa Code section 21.4, as amended effective July 1, 2026, requires governmental bodies to annually designate an official, prominent, and conspicuous location where notices of public meetings will be posted and visible to the public; and

WHEREAS, the City Council of the City of Manchester, Iowa, desires to comply with the requirements of Iowa law while providing residents with a consistent and easily accessible location for viewing public meeting notices; and

WHEREAS, the City of Manchester maintains an official website on which meeting notices and agendas will also be posted in accordance with Iowa law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manchester, Iowa, that the front entrance door of Manchester City Hall, located at 208 East Main Street, Manchester, Iowa, is hereby designated as the City's official, prominent, and conspicuous location for the posting of notices of meetings of the City Council and all other governmental bodies of the City, except the Manchester Public Library Board of Trustees. The City Clerk is further authorized to post meeting notices and agendas on the City's official website at www.manchester-ia.org in accordance with Iowa Code Chapter 21.

BE IT FURTHER RESOLVED that notices and agendas for meetings of the Manchester Public Library Board of Trustees shall be posted at the main entrance to the Manchester Public Library at 304 North Franklin Street and on the Library's official website at www.manchesterlibraryia.org in accordance with Iowa Code Chapter 21.

Nothing in this resolution shall prohibit the City or the Library from posting duplicate courtesy notices at additional locations or by other means intended to further inform the public.

Passed and approved this 27th day of July, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk

RESOLUTION NO. R-089-2026

A RESOLUTION APPROVING A WORKERS' COMPENSATION SETTLEMENT AGREEMENT &
RELEASE OF CLAIMS

WHEREAS, litigation arising from a workers' compensation matter is currently pending against the Iowa Municipal Workers' Compensation Association ("IMWCA") and the City of Manchester; and

WHEREAS, IMWCA and the City's legal counsel have recommended approval of a Settlement Agreement and Release of Claims to fully and finally resolve the pending litigation; and

WHEREAS, the City Council finds that approval of the Settlement Agreement serves a valid public purpose by avoiding the time, expense, and uncertainty associated with continued litigation, limiting potential litigation costs, and providing for an efficient and fiscally responsible resolution of the disputed claims; and

WHEREAS, the Settlement Agreement is a compromise of disputed claims and shall not be construed as an admission of liability by the City of Manchester or IMWCA.

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

1. The Settlement Agreement and Release of Claims presented to the City Council is hereby approved.
2. The Mayor is authorized and directed to execute the Settlement Agreement and Release of Claims on behalf of the City of Manchester.
3. The City Clerk and other appropriate City officials are authorized to take any actions necessary to carry out the intent of this Resolution.

Passed and approved this 27th day of July, 2026.

Connie Behnken, Mayor

ATTEST:

Erin Learn, City Clerk