

MINUTES

REGULAR MEETING OF THE CITY COUNCIL

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers on Tuesday, January 3, 2023. The meeting was called to order at 7:00 P.M. by Mayor Pro tem Heagel. Council Members present: Aguilera, Andera, Baird, and Tabbert. Absent: Mayor O'Keefe. Motion by Mayor Pro tem Heagel to approve the agenda, second by Andera and approved unanimously. *At this time the Public Forum was opened. No citizens spoke. Public Forum was closed.* Mayor Pro tem Heagel asked for approval of the Consent Agenda: Minutes of the regular meeting held December 19, 2022, claims paid from December 16, 2022 through December 29, 2022, per Resolution 2012-07, claims paid from December 16, 2022 through December 29, 2022 and approval of liquor license for Casey's. Motion by Andera to approve the Consent Agenda, second by Tabbert and approved unanimously.

Claims List:

IPERS	PROTECTIVE IPER	\$ 5,319.24
STATE WH	STATE TAX	\$ 1,229.00
WELLMARK	EMPLOYEE HEALTH INS	\$ 5,755.03
FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 306.84
HRA	FISCAL YR '23	\$ 7,000.00
NORTHWOOD ELECTRIC	HANG CHRISTMAS LIGHTS	\$ 375.00
QUALITY	SEWER SYSTEM MAINTENANCE	\$ 303.50
USA BLUE BOOK	PUMP TUBES, VALVES	\$ 221.21
EFTPS	FED/FICA TAX	\$ 3,790.47
COLLECTION SVC CENTER	CHILD SUPPORT	\$ 17.60
PRINCIPAL FINANCIAL	LIFE INSURANCE	\$ 50.54
AFLAC	AFLAC- PRE-TAX	\$ 89.38
DELTA DENTAL	DENTAL INSURANCE	\$ 423.42
MARCO	PRINTER AGREEMENT	\$ 181.78
FSB HRA	FLEX-MEDICAL	\$ 30.00
VISA	HP INK	\$ 786.07
VISU-SEWER	SANITARY SEWER CIPP INSTALL	\$ 20,764.65
EUROFINS	SEWER TESTING	<u>\$ 122.50</u>
CLAIMS LIST		\$47,766.23

NEW BUSINESS

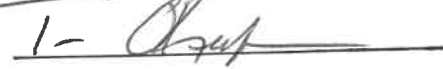
1. DOWNTOWN GRANT

Merlin Bartz updated the City Council regarding a progress report on the Rock Island Apartments Project located at 112 E. Main Street, in Manly. A revised design build contract prepared by Henkel has been signed by Henkel Construction and Merlin Bartz. Between October and December 2022 the following were on site: Bergo Environment, Alliant Energy, Structural Engineer and Masonry Contractor. Since awarding of the grant, and up to and including December 31, 2022 a total of \$12,399.64 has been expended on the project.


2. American Legion Request/Sons of The American Legion, Post 110

Bill Schulte and Tim Bacon spoke to the council. The group is considering a newsletter and requested financial assistance from the city regarding postage. At this time no action was taken.

The meeting was adjourned at 7:58.



Tim O'Keefe
Mayor



Dee Dunbar
City Clerk/Treasurer

MINUTES
REGULAR MEETING OF THE CITY COUNCIL

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers on Tuesday, January 17, 2023. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Andera, Baird, Heagel and Tabbert. Absent: Aguilera. Motion by Andera to approve the agenda, second by Tabbert and approved unanimously. *At this time the Public Forum was opened. No citizens spoke. Public Forum was closed.* Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meeting held January 3, 2023, claims paid from December 30, 2022 through January 12, 2023, per Resolution 2012-07, claims paid from December 30, 2022 through January 12, 2023 and approval of liquor license for American Legion. Motion by Baird to approve the Consent Agenda, second by Heagel and approved unanimously.

Claims List

ALLIANT ENERGY	GAS & ELECTRIC	\$6,004.56
BROWN SUPPLY	SERVICE BOX EXT,CURB BOX RP LI	\$120.00
ERIC FLEMING	JAN. WEB MAINTENANCE	\$30.00
US CELLULAR	CITY CELL PHONE	\$81.14
IA WORKFORCE	FY '22 / 4TH QTR UNEMPLOYMENT	\$27.39
LANDFILL OF NO IA	LANDFILL TONNAGE FOR DECEMBER	\$641.95
MENARDS	LP TANK EXCHANGE	\$19.92
MUNICIPAL SUPPLY	WATER METER EQUIPMENT	\$1,176.00
STAPLES	OFFICE SUPPLIES	\$4.36
US POST OFFICE	UTILITY POSTAGE	\$720.00
BAKER & TAYLOR-DEL	BOOKS	\$33.06
AMAZON	CHAIRS/BOOK	\$301.46
SANDRY FIRE	REPLACEMENT HELMET FRONTS	\$66.55
CONSUMER REPORTS	MAGAZINE	\$32.10
BOUND TREE	EMS SUPPLIES	\$245.81
MANLY JUNCTION	PUBLICATIONS	\$135.28
WCTA	INTERNET / TELEPHONE	\$708.51
FIRST SECURITY	SAFE DEPOSIT BOX 570031 RENT	\$50.00
AGSOURCE	WATER TESTING	\$88.50
USA BLUE BOOK	GLOVES	\$67.26
EFTPS	FED/FICA TAX	\$3,445.68
COLLECTION SVC CENTER	CHILD SUPPORT	\$17.60
STELLAR	MINI LIGHT BAR	\$128.25
ICAP	'22 CATERPILLAR BACKHOE	\$567.00
EMERGENCY APPARATUS MAINT	PUMP SERVICE	\$2,256.73
AFLAC	AFLAC- PRE-TAX	\$89.38
LINAHON ELECTRIC INC	GENERATOR TROUBLE SHOOT	\$160.00
MED COMPASS	PHYSICALS	\$650.00
FSB HRA	FLEX-MEDICAL	\$30.00
VISA	SUPPLIES CLEANING/POPCORN	\$24.20

VISU-SEWER	CLEANING & INSPECTION OF STORM	\$4,908.75
BATTERIES PLUS BULBS	LIGHT BATTERIES	\$89.97
CULLIGAN WATER	WATER TANK	\$55.00
	CLAIMS TOTAL	\$22,976.41
	GENERAL FUND	\$8,347.13
	ARP - IOWA CARES ACT FUND FUND	\$1,176.00
	ROAD USE TAX FUND	\$2,735.21
	EMPLOYEE BENEFIT FUND	\$14.90
	WATER FUND	\$3,113.02
	SEWER FUND	\$6,288.07
	GARBAGE FUND	\$1,272.08
	EMPLOYEE FLEX/CAFETERIA FUND	\$30.00

NEW BUSINESS

1. PUBLIC WORKS - Ordinance 151.03 – Duty to Trim Trees

Lonnie Hillman, Public Works Director updated the council on the current situation with overhanging tree limbs on citizen's property. He reviewed Chapter 151, *Trees and the Duty to Trim/Trees*. All property owners having trees and shrubbery abutting or overhanging any public property, street parking, public alleys, public sidewalks and other public property: shall keep all trees pruned so that the lower branches are not less than eight (8) feet in height above public sidewalks, fifteen (15) feet above the traveled portion of all public streets public alleys and primary highways. At this time, sixty-five (65) property owners require tree trimming. Letters will be sent to each property owner requiring tree trimming and they will have until March 15, 2023 to get the trees trimmed. Also, the home owners can wait until Beland Tree Service begins trimming on March 16, 2023. Homeowners choosing to wait for the tree service will be billed individually by the city. The City will bill individual homeowners accordingly for the time the tree service was at their property. Motion by Andera to approve Beland Tree Service and to send letters to the property owners, second by Heagel and approved unanimously.

2. EMPLOYEE BENEFITS

Lonnie Hillman spoke regarding call out time for emergency and urgent situations. This concerns all departments as presently there is no specific pay in the employee manual regarding this. Also talked about was the employee vacation schedules. The Council agreed the present Employee Manual is outdated and a workshop meeting was suggested with all employees.

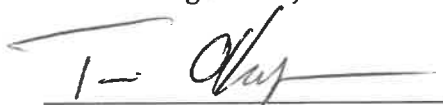
3. MANLY CODE BOOK

The Manly Code Book requires updating. The cost of the Code of Ordinance Book and P&Z Zoning Book is from Simmering-Cory at \$4,800.00. Motion by Baird to approve the cost of \$4,800.00 by Simmering – Cory for the Manly Code of Ordinance Project, second by Tabbert and approved unanimously.

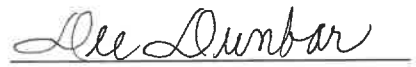
4. BUDGET

A special meeting will be called to set the first levy for Fiscal Year '24 Budget.

The meeting was adjourned at 7:58 P.M.



Tim O'Keefe
Mayor



Dee Dunbar
City Clerk/Treasurer

City Hall Council Chambers
Manly, Iowa

January 24, 2023
7:00 PM

MINUTES

SPECIAL MEETING OF THE CITY COUNCIL

The City Council of the City of Manly, Iowa met in regular session at the City Hall Council on January 24, 2023. The special meeting was called to order at 7:00 PM by Mayor O'Keefe. Council Members present: Andera, Baird, Tabbert and Heagel. Absent: Aguilera


NEW BUSINESS

1. NOTICE OF PUBLIC HEARING

• *PROPOSED PROPERTY TAX LEVY*

Fiscal Year 2024, Proposed Property Tax Levy was discussed. Motion by Heagel to adopt the final proposed property tax levy and order notice of public hearing for February 13, 2023 at 7:00 PM, second by Andera. Roll vote: Baird, Aye, Tabbert, Aye, Andera, Aye and Heagel, Aye.

The meeting was adjourned at 7:23 P.M.



Tim O'Keefe
Mayor



Dee Dunbar
City Clerk/Treasurer

MINUTES
REGULAR MEETING OF THE CITY COUNCIL

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers on Monday, February 6, 2023. Mayor O'Keefe called the meeting to order at 7PM. Council Members present: Andera, Baird and Heagel. Absent: Aguilera and Tabbert. Motion by Andera to approve the agenda, second by Heagel and approved unanimously. At this time the Public Forum was opened. *One citizen spoke. The Public Forum was closed.* Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meeting held January 16, 2023 and special meeting of January 24, 2023, claims paid from January 13, 2023 to February 2, 2023, per Resolution 2012-07 and claims paid from January 13, 2023 through February 2, 2023. Motion by Heagel to approve the claims list, second by Andera and approved unanimously.

Claims List:

IPERS	IPERS-PAYROLL	\$ 5,240.21
STATE OF IA	WITHHOLDING	962.13
WHKS	LAGOON/ENGINEERING	62,800.00
ALLIANT ENERGY	GAS & ELECTRIC	475.33
ARNOLD MOTOR	GEN. SPARK PLUGS	53.34
D&L EQUIPMENT	SUPPLIES	15.28
IA MUNICIPAL UTIL.	SAFETY TRAINING JAN-MAR '23	1,434.91
ONE CALL	LOCATES	8.10
LANDFILL OF N. IA	'23 MEMBERSHIP DUES	1,695.60
MENARDS	SHOP SUPPLIES	201.76
STAPLES	CLEANING SUPPLIES	69.99
OLSON INSURANCE	SURETY BOND POLICY RENEWAL	100.00
TRACTOR SUPPLY	SUPPLIES	189.00
WASTE MGMT	RECYCLING CHARGES	3,329.96
WELLMARK	EMPLOYEE HEALTH INS	5,755.03
ZIEGLER, INC.	'22 BACKHOE	114,354.47
SANDRY FIRE	HELMET FRONT	66.55
BOB RUSH	BLS CLASS	258.50
BOUND TREE	AIRWAY KIT	26.63
FASTENAL CO.	ROAD RUNNER	105.79
FLOYD & LEONDARD	SNOWPLOW/SNOW SUPPLIES	136.89
NORTHWOOD ELEC	LED LIGHTS INSTALLATION	9,955.00
ACCO	LIQUID CHLOR/ FUEL	3,223.50
	TOTAL	\$224,439.45

NEW BUSINESS

1. SEALED BIDS FOR THE SALE OF THE BACKHOE

Mayor O'Keefe opened the sealed bids. The highest bid received was from Donald Reese for \$53,275.00 of \$53,275.00. Motion by Baird to sell to the highest bidder, second by Andera and approved unanimously.

2. EMPLOYEE HANDBOOK

Amendments to the Employee Handbook were talked about, along with increasing the current vacations schedule. Motion by Heagel, to revise the length of continuous service for employee vacations, second by Baird as follows:

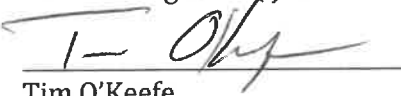
After Ninety Days	5 days/ 40 hours
After 1 year	5 days/ 40 hours
After 2-5 years	10 days/ 80 hours
After 6-10 years	15 days/120 hours
After year 11+	20 days/160 hours

For purposes of this policy "length of continuous service" shall mean an employee's length of continuous service with the city since the employee's most recent date of hire.


Vacation Carry Over - All vacation must be taken in the year following the year in which it is earned. Exception: The city will allow 80 hours of carry over for vacation hours earned. One week of the two weeks of carryover can be paid out. Also discussed was call out time. If a city employee is called out

after hours, a two hour pay is the employee's overtime pay. If call time goes beyond the two hours, employee's pay reverts back to regular hourly pay.

The meeting was adjourned at 8:05 PM.



Tim O'Keefe
Mayor



Dee Dunbar
City Clerk/Treasurer

City Hall Council Chambers
Manly, Iowa

February 13, 2023
7:00 P.M.

MINUTES
SPECIAL MEETING OF THE CITY COUNCIL

The City Council of the City of Manly, Iowa met in special session in City Hall Council Chambers on Monday, February 13, 2023. Mayor O'Keefe called the meeting to order at 7:00 PM. Council Members present: Andera, Baird, Heagel and Tabbert. Absent: Aguilera Mayor O'Keefe asked for approval of the agenda. Motion by Heagel to approve the agenda, second by Andera and approved unanimously.

NEW BUSINESS

1. PUBLIC HEARING

At 7:02 PM Mayor O'Keefe announced that this was the time and place for the Public Hearing for the proposed property tax levy for Fiscal Year 2023-24. Mayor O'Keefe called for any oral objections and there was none. Mayor O'Keefe asked City Clerk Dunbar if she had received any written objections and she stated no objections had been received. Mayor O'Keefe closed the Public Hearing at 7:07 PM.

Resolution 2023-03- A Resolution approving the proposed city maximum tax levy for Fiscal Year 2023-2024. Motion by Tabbert to approve Resolution 2023-01, second by Baird. Roll call vote: All ayes: Andera, Baird Heagel and Tabbert.


2. AQUATIC CENTER

Motion by Heagel to approve Christine Lusavich as pool manager for the 2023 season, second by Andera and approved unanimously.


3. UPDATES

Fiscal Year 2024 Budget was discussed.

The meeting was adjourned at 7:25 PM.



Tim O'Keefe
Mayor



Dee Dunbar
City Clerk/Treasurer

MINUTES
REGULAR MEETING OF THE CITY COUNCIL

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers on Tuesday, February 21, 2023. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Andera, Aguilera, Baird, Heagel and Tabbert. Motion by Andera to approve the agenda, second by Baird and approved unanimously. *At this time, the Public Forum was opened. No citizens spoke. Public Forum was closed.* Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meeting held February 6, 2023, and special meeting of February 13, 2023, claims paid from February 3, 2023, through February 16, 2023, per Resolution 2012-07, claims paid from February 3, 2023 through February 16, 2023 and approval of liquor license for American Legion. Motion by Heagel to approve the Consent Agenda, second by Tabbert and approved unanimously.

CLAIMS REPORT

ALLIANT ENERGY	GAS & ELECTRIC	\$ 380.02
ALLIANT ENERGY	GAS & ELECTRIC	\$ 380.02
IA DEPT HEALTH	POOL FOOD LICENSE	\$ 150.00
US CELLULAR	CITY CELL PHONE	\$ 81.37
LANDFILL OF NO IA	LANDFILL TONAGE FOR JAN	\$ 858.03
MUNICIPAL SUPPLY	FRIEGHT	\$ 23.58
NAPA AUTO STORES	MAINT SUPPLIES	\$ 96.28
WASTE MGMT	RECYCLING CHARGES	\$ 3,267.14
WORTH COUNTY ENGINEER	FUEL FOR JANUARY	\$ 1,033.78
BAKER & TAYLOR-DEL	BOOKS	\$ 95.17
AMAZON	BOOK CRAFTS CLEANING	\$ 363.86
MANLY JUNCTION	PUBLICATIONS	\$ 130.55
AARON PALS	CAR WASH	\$ 15.00
WCTA	INTERNET/TELEPHONE	\$ 636.36
OUR IOWA	MAGAZINE SUB	\$ 24.98
ACCO	LIGUID CHLOR FUEL SURCHARGE	\$ 835.50
USA BLUE BOOK	WATER MAINT SUPPLY	\$ 396.26
EFTPS	FED/FICA TAX	\$ 3,463.94
COLLECTION SVC CENTER	CHILD SUPPORT	\$ 17.60
AFLAC	AFLAC- PRE-TAX	\$ 89.38
FSB HRA	HRA TRANSFER	\$ 60.00
HOGEN LAWN CARE	TREE REMOVAL	\$ 750.00
NEXT GENERATION TECH	MONTHLY SUPPORT/FEB	\$ 388.80
CULLIGAN WATER	WATER TANK	\$ 55.00
MODERN MARKETING	SRB TOTE BA	\$ 217.40
POLLARD	PEST CONTROL ANTS	\$ 250.00
MANLY DEVELOPMENT RRAG	WCDA '23 DONATION	<u>\$ 3,000.00</u>
	CLAIMS TOTAL	\$ 16,680.00

NEW BUSINESS

1. BUDGET/FISCAL YEAR '24

The City Clerk's office received word late this afternoon from the Department of Management about Senate File 181 (SF 181) was signed into law by Governor Reynolds last night, February 20, 2023. This bill requires the Department of Revenue (IDR) to recalculate residential rollback for the 2022 Assessment Year (affecting Fiscal Year 2023-2024). The signing of SF181 into law has affected the city budget process in a few ways. First is the rollback on residential property is being lowered from 56.49619% to 54.6501%. This will result in a reduction in taxable valuation in the residential, commercial, industrial and railroad property classes. County Auditors now have 15 days after the issuing of this new order to complete their resubmission of taxable valuations in the Department of Management valuation and budget system. To follow the guidance for completing the city budget under these new circumstances is grouped by where the city is in the budget process. The city has completed the max levy hearing on February 13, 2023. At this time the best practice now, is to wait until after the revised taxable valuation has been submitted. At this time, department budgets were discussed.

2. JUNK DAY PICK UP

Discussed was Junk Day Pick Up. Dumpsters will be available at the City Shed located at 228 E. North Street, Manly, May 1, 2023, through May 7, 2023. Large item pick up - appliances and tires will be picked up at the resident's home after payment for the large items to be picked up has been made at city hall.

3. UPDATES

City Hall was informed Hazardous Waste pick up will be in Manly on September 11, 2023. Location is the City Shed located at 228 E. North Street, Manly.

The meeting was adjourned at 8:51 PM.



Tim O'Keefe
Mayor



Dee Dunbar
City Clerk/Treasurer