

City Hall Council Chambers
Manly, Iowa

July 5, 2023
7:00 P.M.

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, July 5, 2023. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Andera, Baird, Aguilera and Tabbert. Absent at roll call: Heagel (Council Member Heagel arrived at 7:30 PM. Motion by Andera to approve the agenda, second by Tabbert and approved unanimously. *PUBLIC FORUM* was opened. *One citizen spoke. PUBLIC FORUM was closed.*

Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meeting held June 19, 2023 and special meeting held July 5, 2023, claims paid from June 5, 2023 through July 5, 2023, per Resolution 2012-07, and claims to be paid from June 5, 2023 through July 5, 2023. Motion by Baird to approve the consent agenda, seconded by Andera and approved unanimously.

Claims List

STATE OF IOWA	STATE TAXES	963.77
ALLIANT ENERGY	GAS & ELECTRIC	95.16
LANDFILL OF NO IA	LANDFILL TONAGE/MAY	1,026.96
MENARDS	POOL CHEMICALS	528.34
POOL TECH	POOL CHEMICALS	2,303.61
AMAZON	BOOKS/OFFICE ITEMS	411.55
AARON PALS	CAR WASH	19.00
WCTA	PHONE INTERNET CABLE	72.37
USA BLUE BOOK	WATER TESTING	405.98
EFTPS	FED/FICA TAX	4,258.49
KNORR ELECTRIC	OXY BLAST	151.00
PRINCIPAL FIN.	EMPLOYEE INS	60.18
AFLAC	AFLAC- PRE-TAX	76.90
PLUMB SUPPLY	POOL MAINTENANCE	5,847.01
DELTA DENTAL	DENTAL INSURANCE	423.42
MARCO	PRINTER AGREEMENT	161.78
FSB HRA	TRANSFER	60.00
VISA	POOL CONCESSIONS	1,883.18
CLEAR LAKE SANITARY	LAB TEST	72.20
DIST	LAB TEST	72.20
KELLY HARDWARE	MISC MAINT	110.84
ILLINOIS LIBRARY ASSOCIA	SRP SUPPLIES	29.06
CHRISTINE LUSCAVICH	MILEAGE	24.89
IPERS	PAYROLL	<u>5,078.12</u>
	CLAIMS TOTAL	\$24,941.81

NEW BUSINESS

1. ORDINANCE 01-2023

The council discussed Ordinance 01-2023 (Sewer Rate Increase) that was passed on the third reading on June 5, 2023. No action was taken.

2. PUBLIC WORKS UPDATES

Discussed was the current Lagoon Project updates. Motion by Tabbert to hire SHE for the Facility Plan and agree to undertake a procurement for the remaining services, seconded by Heagel and approved unanimously.

3. ORDINANCE 06-2021

Chapter 148 Swimming and Wading Pools. Motion by Baird to repeal Ordinance 06-2021, seconded by Heagel. Roll call vote: all Ayes

The meeting was adjourned at 7:55 P.M.

Tim O'Keefe
Mayor

Dee Dunbar
City Clerk/Treasurer

City Hall Council Chambers
Manly, Iowa

July 17, 2023
7:00 P.M.

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, July 17, 2023. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Andera, Baird, Aguilera, & Heagel. Absent: Tabbert. Motion by Andera to approve the agenda, seconded by Aguilera and approved unanimously. Public Forum was opened. One citizen spoke. PUBLIC FORUM was closed.

Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meeting held July 5, 2023, claims paid from July 6, 2023 through July 17, 2023, per Resolution 2012-07 and claims to be paid from July 6, 2023 through July 17, 2023. Motion by Baird to approve the Consent Agenda, seconded by Heagel and approved unanimously.

Claims Report

ALLIANT ENERGY	GAS & ELECTRIC	\$ 8,080.66
ERIC FLEMING	WEB MAINT/JULY	30.00
GC DISTRIBUTING	GARBAGE BAGS	2,626.25
IA LEAGUE CITIES	DUES FY '24	1,067.00
US CELLULAR	CITY CELL PHONE	81.17
IA ONE CALL	EMAIL LOCATES	35.10
MUNICIPAL SUPPLY	WATER METERS	77,100.00
STAPLES	OFFICE SUPPLIES	111.40
WASTE MGMT	RECYCLING CHARGES	3,141.48
WELLMARK	EMPLOYEE HEALTH INS	7,108.07
WC ENG.	FUEL FOR MAY	961.61
HUBER SUPPLY	OXYGEN	16.24
BAKERR & TAYLER	BOOKS	713.98
AMAZON	BOOKS/OFFICE SUPPLIES	287.85
NORTHWOOD ELEC.	LAGOON SOLAR	90,067.56
ACCO	CHLORINE/FUEL	3,059.00
WINNEBAGO	POOL & SLIDE INSPECTION	418.00
AGSOURCE	WATER TESTING	92.00
USA BLUE BOOK	CPR FILTERSHIELD	53.96
EFTPS	FED/FICA TAX	5,157.05
IA DEPT REVENUE	WET/JUNE '23	1,202.21
IMWCA	WORK COMP FY'24	9,067.00
ICAP	PROPERTY INS. FY'24	44,588.00
AFLAC	AFLAC- PRE-TAX	60.00
OVERDRIVE	MAG. SUB./LIBRARY	563.76
FSB HRA	HRA TRANSFER	60.00
ROCK CENTRAL LLC	INSTALL PLAYGROUND	11,600.00
CEMSTONE	DIRT FOR PARK	225.06
STEVEN HUTZEL	2 ENTRY DOORS/FD	<u>2,953.43</u>
	CLAIMS TOTAL	\$ 270,623.70

NEW BUSINESS

1. WCTA

Brenda Reicherts, with WCTA presented a certificate of recognition to the City of Manly. This was given for officially recognized as a Smart Connected Community with the fiber optics installation.

2. PUBLIC WORKS

Lonnie Hillman, Public Works Director updated the council on the Ash Tree status in town. Lonnie noted that at this time, there were forty-two (42) Ash trees that had been infected. At this point the city does not know the outcome of grants. Motion by Heagel to begin the first round of removal of infected trees and payment up to \$15,000.00 from Building and Grounds, seconded by Andera and approved unanimously.

IOWA DOT

Discussed were control devices installed by the DOT. The city would be responsible for owning/maintaining the Speed Feedback signs and posts after they are installed. Locations are as follows: SB US 65, NB US 65, EB IA 9, and WB IA 9. Motion by Baird to accept the DOT proposal, seconded by Heagel and approved unanimously.

3. BOWLING ALLEY PROPERTY

The current owner of the old bowling property has asked to buy a strip of land adjoining his property that City of Manly owns. No action taken.

4. CLOSED SESSION

- To evaluate the professional competency of an individual (s) whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual (s) requests a closed session.

At 7:23 P.M., motion by Baird to go into Closed Session, seconded by Aguilera. Roll vote: all Ayes.

The City Council came out of the closed session meeting at 7:44 P.M. Motion by Aguilera to move Jessica Brown's position to full time beginning August 1, 2023, and pay set at \$16.00 per hour with an increase to \$18.00 per hour beginning October 1, 2023, seconded by Baird and approved unanimously.

5. UPDATES

The meeting was adjourned at 7:50 P.M.

Tim O'Keefe
Mayor

Dee Dunbar
City Clerk/Treasurer

City Hall Council Chambers
Manly, Iowa

MINUTES
REGULAR MEETING OF THE CITY COUNCIL

Monday, August 7, 2023
7:00 P.M.

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers Monday, August 7, 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. Also, in attendance was Rustin Lingbeek, SEH, Chris Diggins, NIACOG and several citizens.

Mayor O'Keefe asked for approval of the agenda. Motion by Andera to approve the agenda, seconded by Heagel and approved unanimously. PUBLICFORUM was opened, several citizens spoke. Mayor O'Keefe asked for approval the Consent Agenda, including minutes for the regular meeting of July 17, 2023, claims paid from July 18, 2023 through August 7, 2023, approval of claims paid, per Resolution 2012-07, and approval of claims to be paid from July 18, 2023 through August 7, 2023, Outstanding Debt Report and liquor license for Lucky Wife Wine Slushies. Motion by Tabbert to approve the Consent Agenda, seconded by Baird and approved unanimously.

Claims List:

IPERS	PROTECTIVE IPER	\$ 5,645.74
STATE WH	STATE TAX	\$ 1,104.34
ALLIANT ENERGY	GAS & ELECTRIC	\$ 88.61
MARC	TRUCK MAINT	\$ 151.58
IA ASSOCIATION MUNICIPAL	SAFETY TRAINING/JULY-SEPT '23	\$ 1,492.96
IA WORKFORCE	2023 2ND QTR UNEMPLOYMENT	\$ 91.45
LANDFILL OF NO IA	LANDFILL TONNAGE FOR JUNE	\$ 730.01
MENARDS	BATTERIES TAPE, WIRE TIES	\$ 83.29
US POST OFFICE	UTILITY POSTAGE & STAMPS	\$ 732.00
WASTE MGMT	RECYCLING CHARGES	\$ 3,141.48
WELLMARK	EMPLOYEE HEALTH INS	\$ 7,187.03
WORTH COUNTY ENGINEER	FUEL	\$ 1,240.50
POOL TECH	POOL CHEMICALS	\$ 8,945.22
FEDERAL FIRE EQUIP	FIRE EXT SERVICE	\$ 481.00
MANLY JUNCTION	PUBLICATIONS	\$ 505.44
WCTA	TELEPHONE/INTERNET	\$ 732.49
FLOYD & LEONARD	LAGOON MAINT	\$ 347.59
NORTHWOOD ELECTRIC	REPLACE LIGHTS/COMMUNITY CENT	\$ 6,974.49
EFTPS	FED/FICA TAX	\$ 8,781.60
IOWA HISTORY JOURNAL	MAGAZINE	\$ 19.95
AUDITOR STATE OF IOWA	AUDIT FY'22	\$ 8,509.94
IA DEPT REVENUE	WET TAX/JULY 23	\$ 1,360.23
PRINCIPAL FINANCIAL GROUP	LIFE INSURANCE	\$ 60.18
AFLAC	AFLAC- PRE-TAX	\$ 153.80
DELTA DENTAL	DENTAL INSURANCE	\$ 423.42

SANCO EQUIPMENT	BOBCAT REPAIR	\$ 2,176.74
MARCO	PRINTER AGREEMENT	\$ 161.78
FARRELL EQUIPMENT	SEALANT FOR LIBRARY	\$ 159.99
WAGEWORKS	HRA	\$ 175.76
FSB HRA	TRANSFER TO HRA	\$ 120.00
VISA	POOL CONCESSIONS	\$ 1,605.81
KELLY HARDWARE	SUPPLIES	\$ 345.00
NEXT GENERATION TECH	MONTHLY SUPPORT /JUNE	\$ 777.60
CULLIGAN WATER	WATER TANK	\$ 55.00
CHRISTINE LUSCAVICH	POOL SUPPLIES	\$ 95.83
LUANN WHITEHURST	TRAINING	\$ 761.67
BOB RUSH	EMS RUN SHEETS	\$ 114.80
DAKOTA SUPPLY GROUP	WATER MAINT	\$ 229.50
LIBERTY TIRE RECYCLING	MULCH FOR PLAYGROUND	\$ 6,642.56
NORTH CENTRAL MECHANICAL	POOL BOILER	\$ 155.75
	CLAIMS TOTAL	\$ 72,562.13

NEW BUSINESS

1. FISCAL YEAR 2023 AUDIT

Discussed was searching for a CPA Firm instead of using the State Auditors to conduct FY '23 Audit. Motion by Heagel to seek a CPA Firm to conduct the Audit, seconded by Augilera.

2. RESOLUTIONS:

- Resolution 2023-08 to apply delinquent utility bills and expenses on property taxes. Motion by Heagel to approve Resolution 2023-08, seconded by Andera. Roll vote all ayes.
- Resolution 2023-09 to apply delinquent utility bills and expenses on property taxes. Motion by Andera to approve Resolution 2023-09, seconded by Aguilera. Roll vote all ayes.
- Resolution 2023-10 to apply delinquent utility bills and expenses on property taxes. Motion by Tabbert to approve Resolution 2023-10, seconded by Baird. Roll vote all ayes.

3. POLICE DEPARTMENT

Discussed was purchasing custom logos for police vehicle. No action was taken.

4. CEMETERY BOARD

Additional information was requested by the Council for the next meeting.

5. UPDATES

Rustin Lingbeek, SEH and Chris Diggings, NIACOG were available to update the council regarding the Lagoon Project. Additional information will be provided at the next meeting.

The meeting was adjourned at 8:30PM.

Tim O'Keefe
Mayor

LuAnn Whitehurst
Deputy Clerk

City Hall Council Chambers
Manly, Iowa

MINUTES
SPECIAL MEETING OF THE CITY COUNCIL

Thursday, August 10, 2023
7:15 P.M.

The City Council of the City of Manly, Iowa met in special session in City Hall Council Chambers on August 10, 2023. The meeting was called to order at 7:15 P.M. by Mayor O'Keefe. Council Members present: Aguilera, Baird and Tabbert. Absent: Andera and Heagel

Mayor O'Keefe asked for approval of the agenda. Motion by Baird to approve the agenda, seconded by Aguilera and approved unanimously.

NEW BUSINESS

1. CLOSED SESSION

Iowa Code Section 21.50 (i) (c)

To evaluate the professional competency of an individual (s) whose appointment, hiring performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual (s) requests a closed session.

At 7:30 PM, Motion by Tabbert to go into closed session, seconded by Baird and approved unanimously.

At 8:17 PM the council came out of closed session. Discussed was a pay raise for Todd Ulve, Public Works Department. Motion by Baird to approve a pay raise of \$3.50 per hour for Todd Ulve effective August 11, 2023, seconded by Aguilera and approved unanimously.

The meeting was adjourned at 8:57 PM.

Tim O'Keefe
Mayor

Dee Dunbar
City Clerk/Treasurer

City Hall Council Chambers
Manly, Iowa

MINUTES
REGULAR MEETING OF THE CITY COUNCIL

Monday, August 21, 2023
7:00 P.M.

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers on Monday, August 21, 2023. Mayor O'Keefe called the meeting to order at 7:00PM: Council Members present: Andera, Aguilera, Heagel and Tabbert. Absent: Baird

Mayor O'Keefe asked for approval of the agenda. Motion by Andera to approve the agenda, seconded by Heagel and approved unanimously. Mayor O'Keefe asked for approval the Consent Agenda including minutes for the regular meeting of August 7, 2023 and special meeting August 10, 2023, claims paid from August 8, 2023 through August 21, 2023, claims paid per Resolution 2012-07, and approval of claims to be paid from August 8, 2023 through August 21, 2023, liquor license for Lucky Wife Wine Slushies and Dollar General. City Clerk Dunbar announced the minutes for the special meeting on August 10, 2023 were not available and would be at the next meeting. Motion by Tabbert to approve the consent agenda, seconded by Aguilera and approved unanimously.

Claim List

AHLERS	SEWER/CONSULT	\$ 805.00
ALLIANT ENERGY	GAS & ELECTRIC	7,576.71
ERIC FLEMING	WEB MAINTENANCE/AUG	30.00
IA DEPT NATL RES	ANNUAL PERMIT	210.00
US CELLULAR	CITY CELL PHONE	81.18
IA ONE CALL	EMAIL LOCATES	21.60
LANDFILL OF NO IA	LANDFILL TONNAGE FOR JULY	733.71
NIACOG	FY 24 MEMBERSHIP DUES	1,193.20
STAPLES	POOL OFFICE SUPPLIES	68.46
US POST OFFICE	ZUEHL -CERTIFIED LETTER	4.81
WASTE MGMT	RECYCLING CHARGES	3,141.48
BAKER & TAYLOR-DEL	BOOKS	135.09
AMAZON	BOOKS	130.42
CAR QWEST	TRAILER ADAPTER & SUPPLIES	46.15
MIDWEST PIPE SUPPLY	WATER/SEWER MARKER	354.67
AARON PALS	CAR WASH	28.00
FALKSTONE	ROCK	110.84
FASTENAL COMPANY	STOCK SUPPLY MAINT/REPAIR	250.65
WCTA	TELEPHONE/INTERNET	727.19
FLOYD & LEONDARD	MAINT SUPPLIES	246.90
NORTHWOOD ELECTRIC	MAINT ON POOL SLIDE	906.65
FIRST SECURITY	SAFE DEPOSIT BOX RENT 520057	70.00
ACCO	LIGUID CHLOR/FUEL CHARGE	717.17
AGSOURCE	WATER TESTING	92 .00
EFTPS	FED/FICA TAX	4,348.84
DEE DUNBAR	MILEAGE	113.81
FSB HRA	FLEX-MEDICAL	60.00
CLEAR LAKE SANITARY DIST	LAB TEST	35.00

LINDA MCCANN	AUTHOR SPEAKING/LIBRARY	120.00
MIDWEST ACUTECH	CAMERA SYSTEM/BATTERY	445.00
KELLY HARDWARE	WATER TREATMENT	43.37
NEXT GENERATION TECH	MONTHLY SUPPORT/AUG	88.80
CULLIGAN WATER	WATER TANK RENTAL	55.00
CHRISTINE LUSCAVICH	POOL SUPPLIES	47.88
DAKOTA SUPPLY GROUP	STREET SIGNS	129.88
CEMSTONE	DIRT	262.88
NORTH CENTRAL MECHANICAL	POOL BOILER LEAK	223.57
PAUL MORETZ	OUTLET BOX COVER	<u>15.89</u>
	CLAIMS TOTAL	\$23,971.63

NEW BUSINESS

1. DOWNTOWN GRANT

Merlin Bartz updated the council on the progress of pre-construction at the Rock Island Apartment (Phase 1) Renovation. Teresa Nicholson informed the council on the status of the Downtown Grant.

2. AQUATIC CENTER

Council Member Tabbert spoke regarding the successful year at the Manly Aquatic Center. Christine Luscavich, Manager and staff did an outstanding job. Tabbert proposed an end of season bonus for the pool manager. Motion by Heagel to approve a bonus of \$1,000.00, seconded by Aguilera and approved unanimously.

3. ABATEMENTS

Council Member Aguilera informed the council on current abatement issues concerning following through with the process.

4. UPDATES

Workshop date was discussed regarding updates to the current Ordinance Book.

The meeting was adjourned at 7:47 P.M.

Tim O'Keefe
Mayor

Dee Dunbar
City Clerk/Treasurer

MINUTES
REGULAR MEETING OF THE CITY COUNCIL

Tuesday, September 5, 2023
7:00 P.M.

The City Council of the City of Manly, Iowa met in regular session in City Hall Council Chambers on Tuesday, September 5, 2023. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Andera, Baird, and Tabbert. Absent: Aguilera and Heagel. Also in attendance was Chris Diggins, NIACOG, and several citizens.

Mayor O'Keefe asked for approval of the agenda. Motion by Andera to approve the agenda, seconded by Tabbert and approved unanimously. Public forum was opened. No citizens spoke. Public forum was closed. Mayor O'Keefe asked for approval the Consent Agenda: Minutes of the special meeting on August 10, 2023 and regular meeting August 21, 2023, claims paid from August 22, 2023 through September 5, 2023, per Resolution 2012-07, and approval of claims to be paid from August 22, 2023 through September 5, 2023. Motion by Tabbert to approve the consent agenda, seconded by Baird and approved unanimously.

Claims List

IPERS	PROTECTIVE IPER	\$7,952.71
STATE WH	STATE TAX	\$1,614.85
MENARDS	JANITORIAL SUPPLIES	\$41.47
WELLMARK	EMPLOYEE HEALTH INS	\$7,187.03
WORTH COUNTY ENGINEER	FUEL FOR JULY	\$880.98
BOUND TREE	EMS SUPPLIES	\$102.83
MANLY JUNCTION	PUBLICATIONS	\$82.83
MERCY CLINICS	EMS MEDS	\$76.65
FLOYD & LEONDARD	MOWER MAINT.	\$539.03
EFTPS	FED/FICA TAX	\$3,870.33
ASMUS FARM SUPPLY, INC.	LAGOON CHEMICALS	\$1,107.35
PRINCIPAL FINANCIAL GROUP	LIFE INSURANCE	\$60.18
ICAP	INSURANCE	\$67.00
BMC AGGREGATES	ROADSTONE	\$844.09
CITY OF MASON CITY	LIFEGUARD TRAINING	\$1,210.00
AFLAC	AFLAC- PRE-TAX	\$76.90
DELTA DENTAL	DENTAL INSURANCE	\$423.42
IOWA DNR	FY '24 ANNUAL WATER FEE	\$139.70
MARCO	PRINTER AGREEMENT	\$161.78
FSB HRA	HRA TRANSFER	\$60.00
VISA	SUPPLIES	\$2,725.84
CHRISTINE LUSCAVICH	CONCESSION SUPPLIES	\$237.02
DAKOTA SUPPLY GROUP	SIGN POST	\$412.27
NOAH O'CONNELL	UNIFORM REIMB	\$23.95
JESSE BENSON	UNIFORM REIMB	\$25.00
SEH	LAGOON PROJECT	\$1,582.40
	CLAIMS TOTAL	\$31,505.61

NEW BUSINESS

1. ENGINEERING PROCUREMENT / LAGOON PROJECT

The City of Manly sent out RFQ's for engineering services for the Lagoon Project. One firm, SEH provided a proposal. Motion by Andera, to approve the proposal from SEH, seconded by Tabbert and approved unanimously.

2. CENTRAL SPRINGS SCHOOL DISTRICT

Jean Schilling, School Board Member was available to provide information regarding the upcoming vote on the PPEL Levy on September 12, 2023.

3. UPDATES

Several items were discussed.

The meeting was adjourned at 7:38 P.M.

Tim O'Keefe
Mayor

LuAnn Whitehurst
Deputy Clerk