

*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, March 4, 2024. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Aguilera, Andera, Baird, Heagel and Tabbert. Motion by Andera to approve the agenda, seconded by Baird and approved unanimously.

At this time the Public Forum was opened. Two citizens spoke. Public Forum was closed.

Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meeting held February 20, 2024, claims paid from February 21, 2024 through March 4, 2024, per Resolution 2012-07, claims to be paid from February 21, 2024 through March 4, 2024. Motion by Tabbert to approve the Consent Agenda, seconded by Heagel and approved unanimously.

**CLAIMS LIST**

ACCO	LIQUID CHLOR, FUEL CHARGE	\$875.00
AFLAC	AFLAC- PRE-TAX	\$66.11
AGSOURCE	WATER TESTING	\$51.75
CENTRAL LOCK	CHANGE LOCK @ COMM CENTER	\$281.00
CHRISTINE LUSCAVICH	STAINLESS STEEL TABLE FOR POOL	\$150.00
CHRISTINE LUSCAVICH	CLEAN COMM CENTER/CITY HALL	\$123.75
D&L EQUIPMENT	SNOWPLOW	\$169.83
DAKOTA SUPPLY GROUP	WATER REPAIR LINES	\$1,294.11
DELTA DENTAL	DENTAL INSURANCE	\$339.58
EFTPS	FED/FICA TAX	\$2,934.61
ERIC FLEMING	WEB MAINTENANCE/MARCH	\$30.00
FLOYD & LEONDARD	TREES OIL/BLADES	\$411.58
FSB HRA	TRANSFER TO HRA	\$20.00
IA DEPT HEALTH	POOL & SPA RENEWAL	\$70.00
IA DEPT REVENUE	WET/SALES TAX FEB '24	\$1,489.76
JOHANN'S TREE SERVICE	TREE REMOVAL	\$8,500.00
MENARDS	GARBAGE BARRELS	\$229.88
MUNICIPAL SUPPLY	WATER METER SUPPLIES	\$1,075.97
PRINCIPAL FINANCIAL GROUP	LIFE INSURANCE & ADJUSTMENTS	\$234.40
US POST OFFICE	ANNUAL FEE	\$320.00
USA BLUE BOOK	WATER PLANT INJECTOR	\$127.29
VAN WALL EQUIPMENT	TRACTOR GRAPPLE	\$8,654.56
VISA	GO DADDY/OFFICE SUPPLIES/NOTAR	\$504.43
WELLMARK	EMPLOYEE HEALTH INS	\$9,739.42
	<b>CLAIMS TOTAL</b>	<b>\$37,693.03</b>

## **OLD BUSINESS**

1. Mayor O'Keefe met with the CEO of Nexus Elevator and proposals will be provided regarding solar panels.

## **NEW BUSINESS**

### **1. BUDGET FY '25**

Motion by Heigel to set the Public Hearing for the Property Tax Levy Adoption for FY '25 for April 1, 2024 at 6:15 P.M., seconded by Aguilera and approved unanimously.

### **2. MANLY FIRE DEPARTMENT / RESOLUTION 2024-01**

A Resolution approving the 28E Agreement with the Manly Volunteer Fire Fighter's Association, Inc. Motion by Andera to approve the 28E Agreement by Resolution 2024-01, seconded by Baird. Roll vote: Ayes, Aguilera, Andera, Baird, Heigel and Tabbert.

### **3. BOARD OF ADJUSTMENT**

Mayor O'Keefe appointed BOA Members: AJ Stone, member of Worth County Board of Supervisors, Marty Knudson, resident of the unincorporated area outside the city limits and members Mitch Hanson, Travis Oppman, Mike Romig, Dee Dunbar and Lynn Nelson. Motion by Heigel to appoint the above members, seconded by Andera and approved by unanimously.

### **4. SPRING CLEAN UP DAYS**

Discussed was Spring Clean Up Days. Motion by Heigel that dumpsters will be available at the City Shed located at 228 N. East Street, Manly, April 29, 2024 through May 5, 2024. Large item pick up for appliances, tires and brown goods at residents homes will be on May 2<sup>nd</sup> & 3<sup>rd</sup>, 2024, seconded by Baird and approved unanimously. A fee for the large items must be paid prior to May 2, 2024 at City Hall to ensure pick up of these items.

### **5. UPDATES**

- Update on Ordinances from Iowa Codification: it will be another 4-5 weeks before we get back the draft with the changes/updates to the ordinances.
- Update from Christine Lusavich regarding Manly RR Ag Days planned for August 23<sup>rd</sup> & 24<sup>th</sup>
- Councilman Andera updated the council that due to lack of visitors at the library, starting this month, the library will be closed on Friday's

The meeting was adjourned at 7:21 P.M.

Tim O'Keefe  
Mayor

LuAnn Whitehurst  
City Clerk

City Hall Council Chambers  
Manly, Iowa

March 18, 2024  
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, March 18, 2024. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Aguilera, Andera, Baird, Heagel and Tabbert. Motion by Tabbert to approve the agenda, seconded by Andera and approved unanimously.

At this time the 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 March 4, 2024, claims paid from March 5, 2024 through March 18, 2024, per Resolution 2012-07, claims to be paid from March 5, 2024 through March 18, 2024 and Treasurer/Budget Reports for February 2024. Motion by Tabbert to approve the Consent Agenda, seconded by Heagel and approved unanimously.

**CLAIMS LIST**

ALLIANT ENERGY	GAS & ELECTRIC	\$4,735.81
AMAZON	BOOKS/CLEANING SUPPLIES/INK	\$367.76
BAKER & TAYLOR-DEL	BOOKS	\$81.25
CAR QWEST	SHOP TOWELS	\$48.17
CULLIGAN WATER	WATER TANK	\$55.00
EFTPS	FED/FICA TAX	\$3,062.75
FSB HRA	TRANSFER TO HRA	\$20.00
GWORCS	BUDGET CONSULTING	\$1,900.00
JOHANN'S TREE SERVICE	TREE REMOVAL	\$11,450.00
KELLY HARDWARE	SUPPLIES	\$194.75
LANDFILL OF NO IA	TONAGE FOR FEB '24	\$670.44
MENARDS	LP TANK/KITCHEN FAUCET	\$326.92
MODERN MARKETING	CALENDARS	\$128.14
NEXT GENERATION TECH	MONTHLY SUPPORT/MARCH '24	\$388.80
REINDL REPAIR	GARBAGE TRUCK TIRE	\$201.75
SHORT ELLIOTT HENDRICKSON	LAGOON PROJECT	\$26,375.00
US CELLULAR	CITY CELL PHONE	\$82.04
VISA	STAMP/ILA ASSOCIATION	\$52.20
WASTE MGMT	RECYCLING CHARGES	\$3,237.36
WCTA	PHONE/INTERNET	\$637.59
WORTH COUNTY ENGINEER	FUEL FOR FEB '24	\$627.12
WORTH LUMBER CO., LLC	CEILING TILES	\$47.70
ZIMCO SUPPLY CO	TURF/SUDAS MIX	\$715.25
	<b>CLAIMS TOTAL</b>	<b>\$55,405.80</b>

## **OLD BUSINESS**

1. Councilman Heigel verified that the dates we had previously set for Spring Clean Up are scheduled as planned.

## **NEW BUSINESS**

### **1. RESOLUTION 2024-02**

A Resolution approving and authorizing changes to the Visa Credit Card for the City of Manly. Motion by Heigel to approve Resolution 2024-02, seconded by Baird. Roll vote: all ayes

### **2. RESOLUTION 2024-03**

A Resolution setting a Public Hearing fixing a date for receipt of proposals for the sale of real property in the City of Manly, Iowa and providing notice thereof. This property is locally known as 140 E Walnut Street. Any person interested in purchasing said real estate should submit a completed proposal to the City Clerk, Attn: Lot Proposal, Manly, Iowa no later than 2:00 P.M., local time, April 1, 2024. Motion by Baird to approve Resolution 2024-03, seconded by Heigel. Roll vote: all ayes  
Motion by Andera to set a Public Hearing for the Invitation for Proposals for April 1, 2024 at 7:00 P.M., seconded by Aguilera and approved unanimously.

### **3. RESOLUTION 2024-04**

A Resolution accepting Emergency Medical Services District Petitions. Motion by Heigel to approve Resolution 2024-04, seconded by Andera. Roll vote: all ayes  
Motion by Heigel to set a Public Hearing to discuss proposed City of Manly EMS District for April 16, 2024 at 7:00 P.M., seconded by Tabbert and approved unanimously.

### **4. MANLY AMERICAN LEGION**

Councilman Heigel informed the council about the outdoor pavilion the American Legion will be constructing on the westside of the current building. The Legion is asking for permission to put concrete in the city right away up to the sidewalk. Motion by Baird to grant the American Legion permission to extend the concrete up to the sidewalk, seconded by Aguilera and approved unanimously.

### **5. EMPLOYEE HANDBOOK**

Council reviewed the section regarding scheduling vacations. City Clerk will create a Time Off Request Form to be completed by the employee requesting time off. Department heads will sign off on the form and forward it to City Clerk to be kept on file.

### **6. MANLY POLICE DEPARTMENT**

Mayor O'Keefe asked Officer Pals to submit his work schedule to City Hall and to turn in a monthly activity report.

### **7. UPDATES**

- Office Pals updated the council on abatements.
- Councilman Baird discussed the building at 115 S Broadway St.
- Councilman Andera notified the council the 28E Agreement with the Manly Volunteer Fire Fighter's Association was notarized at their last meeting
- City Clerk reported they had Worth County Public Health come in and teach a class on "Stop the Bleed"

The meeting was adjourned at 8:03 P.M.

Tim O'Keefe  
Mayor

LuAnn Whitehurst  
City Clerk

**NOTICE OF PUBLIC HEARING – PROPOSED BUDGET**  
**Fiscal Year July 1, 2024 - June 30, 2025**

City of: **MANLY**

The City Council will conduct a public hearing on the proposed Budget at: **City Hall Council Chambers 106 S Broadway St Manly, IA 50456 Meeting Date: 4/23/2024 Meeting Time: 06:30 PM**

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

**The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.**

The estimated Total tax levy rate per \$1000 valuation on regular property 14.74268

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

**At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.**

Phone Number  
(641) 454-3090

City Clerk/Finance Officer's NAME  
LuAnn Whitehurst

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	539,883	396,702	376,882
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	539,883	396,702	376,882
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	0	130,000	267,953
Other City Taxes	6	179,891	179,601	173,643
Licenses & Permits	7	5,670	5,605	5,869
Use of Money and Property	8	25,000	21,665	25,698
Intergovernmental	9	933,356	895,853	311,126
Charges for Fees & Service	10	746,290	546,690	600,643
Special Assessments	11	0	0	4,708
Miscellaneous	12	53,280	53,180	333,845
Other Financing Sources	13	150	0	225
Transfers In	14	121,104	259,226	226,517
<b>Total Revenues and Other Sources</b>	15	2,604,624	2,488,522	2,327,109
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	270,259	417,163	276,759
Public Works	17	247,943	169,917	145,985
Health and Social Services	18	4,500	4,635	4,500
Culture and Recreation	19	267,466	227,846	314,410
Community and Economic Development	20	300	300	0
General Government	21	431,294	111,525	88,187
Debt Service	22	122,552	124,153	144,927
Capital Projects	23	274,000	367,803	246,234
<b>Total Government Activities Expenditures</b>	24	1,618,314	1,423,342	1,221,002
Business Type / Enterprises	25	890,324	562,199	553,181
<b>Total ALL Expenditures</b>	26	2,508,638	1,985,541	1,774,183
Transfers Out	27	121,104	259,226	226,517
Total ALL Expenditures/Transfers Out	28	2,629,742	2,244,767	2,000,700
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	-25,118	243,755	326,409
Beginning Fund Balance July 1	30	4,175,124	3,931,369	3,604,960
<b>Ending Fund Balance June 30</b>	31	4,150,006	4,175,124	3,931,369