

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, May 6, 2024. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Aguilera, Andera and Baird Absent: Heagel and Tabbert. Motion by Andera to approve the agenda, seconded by Aguilera and approved unanimously.

At this time the Public Forum was opened. No one spoke. Public Forum was closed.

Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meetings held April 16, 2024 and special meeting held April 23, 2024, claims paid from April 17, 2024 through May 6, 2024, per Resolution 2012-07, claims to be paid from April 17, 2024 through May 6, 2024. Motion by Baird to approve the Consent Agenda, seconded by Aguilera and approved unanimously.

CLAIMS LIST

ACCO	LIQUID CHLOR/FUEL CHARGE	\$835.50
AFLAC	AFLAC- PRE-TAX	\$66.11
ALLIANT ENERGY	GAS & ELECTRIC	\$204.42
CORE & MAIN	WATER TREATMENT	\$277.14
D&L EQUIPMENT	ANTIFREEZE	\$42.57
DELTA DENTAL	DENTAL INSURANCE	\$432.02
EFTPS	FED/FICA TAX	\$3,025.69
ERIC FLEMING	WEB MAINTENANCE/MAY	\$30.00
FARRELL EQUIPMENT	SUPPLIES	\$458.88
FLOYD & LEONDARD	POLE SAW REPAIR	\$384.87
FSB HRA	TRANSFER TO HRA CHECKING	\$20.00
GWORKS	CONSULTING	\$1,115.00
IA ASSOCIATION MUNICIPAL	SAFETY TRAINING/APRIL-JUNE'24	\$1,492.39
IA DEPT REVENUE	WET/APRIL'24	\$1,208.80
IA FIRE CHIEFS ASSN.	DUES '24	\$50.00
IA ONE CALL	EMAIL LOCATES	\$28.00
IOWA STATE UNIVERSITY	CLERK SCHOOL	\$512.00
IPERS	IPERS	\$5,029.91
J&J MEDICAL	AED PADS	\$126.00
JOHANN'S TREE SERVICE & MO	TREE REMOVAL & STUMP GRINDING	\$9,425.00
KIBBLE EQUIPMENT	PARTS	\$89.28
LUANN WHITEHURST	MILEAGE REIMBURSEMENT	\$51.59
MARCO	PRINTER AGREEMENT	\$172.01
MENARDS	SUPPLIES	\$258.60
MERCYONE OCCUPATIONAL	FMCSA TESTING	\$120.00
MUNICIPAL SUPPLY	WATER METER LOCKS	\$5.32
NEXT GENERATION TECH	MONTHLY SUPPORT/MAY'24	\$388.80
NIACC	PUBLIC WORKS TRAINING	\$195.00
POOL TECH	POOL CHEMICALS	\$2,684.20
PRINCIPAL FINANCIAL GROUP	LIFE INSURANCE	\$76.02
QUALITY PUMP & CONTROL	LAGOON LIFT STATION REPAIRS	\$5,711.25
RECSUPPLY	POOL FLOATS	\$1,092.00

RJ KOOL MIDWEST	GEAR EXTRACTOR REPAIR	\$381.95
STATE WH	STATE TAXES	\$881.96
TOYNE, INC.	ENGINE 1 REPAIR	\$64.23
US POST OFFICE	STAMPS & UTILITY POSTAGE	\$736.00
USA BLUE BOOK	SEWER SUPPLY	\$481.81
VISA	FOLDERS/FILES/JACKETS/TOWELS	\$706.25
WAGEWORKS	HRA	\$384.77
WCTA	PHONE/INTERNET	\$645.67
WELLMARK	EMPLOYEE HEALTH INS	\$8,054.56
WORTH COUNTY ENGINEER	FUEL	\$81.12
	CLAIMS TOTAL	\$48,026.69

OLD BUSINESS

- There was no old business to discuss.

NEW BUSINESS

1. NIACOG / CHRIS DIGGINS

Chris Diggins, NIACOG, presented the Mayor and Council the Environmental Assessment Contract for the wastewater system improvement project. Motion by Andera to approve the Environmental Assessment Contract for the upcoming CDBG application, seconded by Baird. Roll vote: all ayes.

2. BUDGET AMENDMENT FOR FISCAL YEAR '24

Motion by Andera to set the Public Hearing for the FY '24 Budget Amendment for May 20, 2024 at 7:00 P.M., seconded by Aguilera and approve unanimously.

3. PUBLIC WORKS / LONNIE HILLMAN

Public Works Director Lonnie Hillman presented the Mayor and Council with a proposal contract from Heartland Asphalt for street repairs. Lonnie ranked the proposed streets to be repaired in order of importance. Motion by Andera to approve the top three streets ranked by Lonnie and the miscellaneous items to be repaired, seconded by Baird and approved unanimously.

4. RESOLUTION 2024-10

A Resolution approving the 2024 Fire Department Roster. Motion by Baird to approve Resolution 2024-10, seconded by Andera. Roll vote: all ayes

5. UPDATES

- A letter was received from Charlson Excavating Company informing the city of their intent to pursue the sale or transfer of the development Sterling Acres 1.
- Mayor O'Keefe asked the Council for approval to place an ad in the Manly Signal for a second police officer. The council had made a motion previously to place an ad and the motion had not been rescinded.
- Employee wage and benefit package will be presented at the next city council meeting.
- City Clerk Whitehurst informed the council she was awarded a \$450.00 scholarship to attend Clerk School in June
- Abatements were discussed.

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

Tim O'Keefe
Mayor

LuAnn Whitehurst
City Clerk

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, May 20, 2024. The meeting was called to order at 7:00 P.M. by Mayor O'Keefe. Council Members present: Aguilera, Andera and Tabbert Absent: Baird and Heagel. Motion by Andera to approve the agenda, seconded by Aguilera and approved unanimously.

At this time the Public Forum was opened. No one spoke. Public Forum was closed.

Mayor O'Keefe asked for approval of the Consent Agenda: Minutes of the regular meetings held May 6, 2024, claims paid from May 7, 2024 through May 20, 2024, per Resolution 2012-07, claims to be paid from May 7, 2024 through May 20, 2024. Motion by Tabbert to approve the Consent Agenda, seconded by Andera and approved unanimously.

CLAIMS LIST

ALLIANT ENERGY	GAS & ELECTRIC	\$3,916.24
US CELLULAR	CITY CELL PHONE	\$82.00
LANDFILL OF NO IA	TONAGE FOR APRIL '24	\$865.43
MENARDS	SUPPLIES	\$494.51
NAPA AUTO STORES	PARTS	\$120.95
US POST OFFICE	CERTIFIED MAIL	\$15.24
WASTE MGMT	RECYCLING CHARGES	\$3,237.36
WORTH COUNTY ENGINEER	FUEL FOR APRIL '24	\$935.39
CENTRAL IA DISTRIB	PAPER SUPPLIES	\$185.00
NORTHWOOD ANCHOR	SUBSCRIPTION RENEWAL	\$43.00
BAKER & TAYLOR-DEL	BOOKS	\$34.76
AMAZON	BOOKS/SRP SUPPLIES	\$271.72
GOEKEN BILL	REPLACE LOST CHECK	\$7.40
MANLY JUNCTION	PUBLICATIONS	\$307.51
USA BLUE BOOK	CHEMICAL INJECTION QUILL	\$481.81
EFTPS	FED/FICA TAX	\$3,168.59
RECSUPPLY	LIFEGUARD CHAIR/UMBRELLAS	\$1,084.85
AFLAC	AFLAC- PRE-TAX	\$66.11
MARCO	PRINTER AGREEMENT	\$172.01
FSB HRA	TRANSFER TO HRA CHECKING	\$20.00
VISA	GLOBE GAZETTE/ LEAF BLOWER	\$682.70
CLEAR LAKE SANITARY DIST	LAB TESTING	\$93.00
EUROFINS	SEWER TESTING	\$56.00
NEXT GENERATION TECH	COMPUTER TRANSFER	\$765.00
CULLIGAN WATER	TANK	\$55.00
ILLINOIS LIBRARY ASSOCIA	SRP SUPPLIES	\$129.74
CHRISTINE LUSCAVICH	CLEANING CITY HALL/COMM CENTER	\$62.50
ABSOLUTE WASTE REMOVAL	GARBAGE JUNK DAYS	\$1,031.28
DAKOTA SUPPLY GROUP	SEWER/HYDRANTS/SHUT OFFS	\$937.19
SHORT ELLIOTT HENDRICKSON	LAGOON PROJECT	\$5,275.00
PATE'S LANDSCAPING	LABOR&SOD @BASEBALL FIELD	\$588.50
LEE SYSTEMS 7, INC	SEALANT	\$3,600.00
	CLAIMS TOTAL	\$28,785.79

OLD BUSINESS

- There was no old business to discuss

NEW BUSINESS

1. NOTICE OF PUBLIC HEARING / CHRIS DIGGINS – NIACOG

At 7:02 P.M. Mayor O’Keefe announced that this was the time and place for the public hearing on the proposal to submit a CDBG application to IEDA was opened. Chris Diggins, NIACOG staff presented the following:

The need for the activity for the proposed project has been identified by the City Council, residents and businesses, due to frequent overloading and bypasses caused by the aged and undersized sewer mains and deteriorated manholes. The proposed activities will be funded with a combination of CDBG funds and a State Revolving Funds (SRF) from the Iowa Department of Natural Resources. The application has a due date of July 1, 2024. The City of Manly is requesting \$500,000 in CDBG funds.

58.8% low-and moderate-income persons, according to a random income survey conducted in September 2021 will benefit from the project. Therefore 58.8% or \$294,000 of federal funds will benefit LMI persons.

The proposed activities will be conducted in various locations throughout the community within existing sanitary sewer easements in the City of Manly. There will be no displacement of persons or businesses as a result of funded activities.

Not applicable. (Plans to assist persons actually displaced)

The proposed project consists two (2) separate contracts as follows for the first contract: Sanitary sewer rehabilitation including, cleaning and televising, approximately 6,454 LF of CIPP lining; 60 LF of pipe replacement; service grouting; approximately 400 vertical feet of lining of manholes, grouting of 23 manholes, installation of one (1) new manhole, 20 new manhole castings at various locations, 55 new manhole boxouts and castings at additional locations, 12 manhole adjustments at various locations, installation of concrete fillets at 17 locations, street removal and replacement.

In addition, the second contract is as follows: removal of existing and installation of approximately 810 LF of new gravity sewer, service reconnections using wyes; approximately 2,150 LF of installation of sanitary sewer force main piping using trenchless methods; installation of approximately 200 LF of sanitary sewer force main with steel casing pipe using trenchless methods; approximately 1,185 LF of sanitary sewer abandonment using plug and fill methods; lift station improvements; installation of a sewage air release valve pit, manhole drop connection, and connection to existing manholes. This also includes miscellaneous items, restoration of grassy areas, pavement, and granular surfacing, legal and administrative.

Following review of the information above and the proposed application, the mayor asked if there were any questions. Hearing none, Diggins discussed development of a Community Development and Housing Needs Assessment (CDHNA). The City of Manly had completed this process in the past for CDBG funded housing rehabilitation projects. Several community, housing and economic development activities have taken place over the last several years in and in close proximity to the city including commercial and industrial activity as well as new housing being constructed. Proposed needs and activities of the Manly CDHNA and priorities are as follows:

Community Development and Housing Needs Assessment

Community Name: Manly, Iowa

Community Development and Housing Needs of LMI Persons.

1. Wastewater system improvements to improve capacity of the system to prevent backups and bypasses. **HIGH**
2. Provide assistance to low-income families and elderly persons in owning and maintaining or renting safe, decent, affordable housing to keep them in their homes longer. **HIGH**
3. Expand development opportunities for affordable homes in the \$130,000-\$200,000 range to increase affordable housing stock. **MED**
4. Creation of more jobs or higher-paying jobs for low-and moderate-income residents in the community. **HIGH**
5. Municipal water system improvements. **HIGH**
6. Safe, affordable childcare. **HIGH**

Other Community Development and Housing Needs

1. Continued revitalization of the downtown business district and the Highway 65 commercial area. **MED**
2. Increased economic opportunities to expand the tax base in the community. **HIGH**
3. Attract new businesses in the commercial sector to encourage local shopping. **MED**
4. Continue infrastructure improvements to attract new housing and improve the quality of life and economic appeal. **HIGH**
5. Enhancing development capacity in the community in order to create new single-family housing. **MED**

Planned or Potential Activities to Address Housing and Community Needs

1. Apply to IEDA for wastewater and water infrastructure project funding to offset the financial burden on residents. **HIGH**
2. Promote housing improvement and development incentives such as tax abatement and tax increment financing to encourage new construction and improvements to structures. **HIGH**
3. Expand opportunities to create development of affordable housing, senior housing, and market rate housing in order to meet the housing needs of the community. **HIGH**
4. Continue economic development efforts to attract more businesses and industry to the community to increase tax base. **HIGH**
5. Continue to work with and support Winn-Worth Betco in their community and economic development efforts in Manly and the surrounding area. **LOW**

The Council developed and discussed the above CDHNA needs and activities and prioritized each. By consensus, the Council approved the CDHNA. Following discussion of the application and CDHNA development, Mayor O'Keefe closed the Public Hearing at 7:16 P.M.

RESOLUTION 2024-14

A motion was made by Tabbert and seconded by Aguilera to approve Resolution 2024-14 to approve submitting the application, committing local funds and confirming NIACOG as the grant administrator for the project if awarded funds. Roll call vote: All ayes: Aguilera, Andera and Tabbert

2. DOWNTOWN HOUSING PROJECT / MERLIN BARTZ & TERESA NICHOLSON

- Merlin updated the mayor and council on the progress of the Rock Island Apartment building and the expenditures as of March 31, 2024.
- Teresa presented a letter requesting a 12-month extension to the term of the agreement from June 14, 2024 to June 14, 2025 as the project is approximately 4-6 months behind schedule. The extension request will be submitted to the Iowa Economic Development Authority. If the extension is approved by the IEDA, they will be submitting the first reimbursement request by

early July. Motion by Tabbert to extend the grant deadline to June 14, 2025, seconded by Aguilera and approved unanimously.

- Teresa talked about the amendment to the grant agreement between the IEDA and the City of Manly. It is an administrative amendment to the contract that states the City is monitoring and has records for the grant through December 31, 2031. Motion by Aguilera to accept the amendment, seconded by Andera and approved unanimously.

3. NOTICE OF PUBLIC HEARING

At 7:32 P.M. Mayor O'Keefe announced that this was the time and place for the Public Hearing for the adoption of amending the current budget for Fiscal Year ending June 30, 2024. There were no objections heard. Mayor O'Keefe closed the Public Hearing at 7:34 P.M.

RESOLUTION 2024-11

A Resolution approving the amendment of the current budget. Motion by Tabbert to approve Resolution 2024-11, seconded by Andera. Roll vote: all ayes

4. RESOLUTION 2024-12

A Resolution setting the Library employee wages for Fiscal Year '25. Motion by Andera to approve Resolution 2024-12, seconded by Aguilera. Roll vote: all ayes

5. RESOLUTION 2024-13

A Resolution setting the Aquatic Center wages for the 2024 season. Motion by Tabbert to approve Resolution 2024-13, seconded by Andera. Roll vote: all ayes

6. EMPLOYEE WAGES

Pay increases for employees were discussed for Fiscal Year 2025. Councilman Tabbert presented to the council compensation statements for each employee which included wages, IPERS, insurance and HRA contributions. Motion by Tabbert to approve the pay increases, seconded by Andera. Roll vote: all ayes

7. UPDATES

- Aquatic Center: Pool Manager Christine Lusavich updated the council on hiring lifeguards and concession workers for the upcoming season. The planned opening date is June 1st.

The meeting was adjourned at 7:56 P.M.

Tim O'Keefe
Mayor

LuAnn Whitehurst
City Clerk