



CITY COUNCIL MEETING AGENDA

PLACE: City Hall, 120 Short Street, Panorama Park, Iowa

DATE: August 10, 2023

TIME: 7:00 p.m.

1. WELCOME

- a. **CALL TO ORDER**
- b. **PLEDGE OF ALLEGIANCE**
- c. **ROLL CALL**
- d. **AGENDA APPROVAL** - Discussion and approval (including additions and deletions) of the Council Meeting Agenda for Thursday, July 13, 2023.

2. PUBLIC COMMENTS TO THE COUNCIL

*Individual comments are limited to 3 minutes and group comments are limited to 6 minutes.
Please sign in if you wish to speak.*

3. COUNCIL MEMBER NOMINATION AND APPROVAL

4. OATH OF OFFICE: COUNCIL MEMBER

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

7. REVIEW/APPROVAL OF THE CONSENT AGENDA

- a. July 13, 2023 Council Meeting Minutes.
- b. July, 2023 Financial Statements.
- c. Payment authorization of August, 2023 Claims.

8. DISCUSSION AND APPROVAL

- a. Variance request for 717 Park Avenue.
- b. Preliminary Building Permit request for 717 Park Avenue.

9. ADJOURNMENT



CITY OF PANORAMA PARK

INTENT TO FILL COUNCIL VACANCY BY APPOINTMENT

August 10, 2023 at 7:00 PM

NOTICE OF INTENT TO FILL COUNCIL MEMBER VACANCY BY APPOINTMENT

The City of Panorama Park has a vacancy for City Council as of July 13, 2023, due to the resignation of Christopher Gilbert and his subsequent appointment as Mayor. Pursuant to Section 372.13, (2), (a) of the Code of Iowa, notice is hereby given that the City Council of Panorama Park, Iowa, intends to fill this vacancy by appointment during their next regular city council meeting that will be held at city hall at 7:00 PM on Thursday, August 10, 2023. However, the electors of the City of Panorama Park have the right to file a petition requiring that the vacancy be filled by a special election. If electors wish to require a special election, a valid petition requesting a special election must be filed with the city clerk within fourteen days after publication of this notice or within fourteen days after the appointment is made. If no such petition is filed, the appointment shall be for the period until the next pending election as defined in Section 69.12 of the Code of Iowa. Eligible electors of the City of Panorama Park, Scott County, Iowa, wanting to be considered for appointment should submit a request in writing to the City Clerk's office by 4:00 PM on Monday, August 7, 2023.

Published upon order of the Panorama Park City Council. The Mayor and City Clerk are authorized and directed to post notice of this at least once, not less than four nor more than twenty days before the date of the meeting in the three public places per Code of Ordinances, Panorama Park, Iowa, Chapter 18, Section 18.05 [2].

Chris Gilbert, Mayor
Gary Gleason, City Clerk/ Treasurer
City of Panorama Park



CITY COUNCIL MEETING MINUTES

PLACE: City Hall, 120 Short Street, Panorama Park, Iowa

DATE: July 13, 2023

TIME: 7:00 p.m.

1. WELCOME

- 1.1. **CALL TO ORDER** - The meeting was called to order at 7:02 p.m. by Mayor Pro Tem Christopher Gilbert.
- 1.2. **PLEDGE OF ALLEGIANCE**
- 1.3. **ROLL CALL** - Council Members Present: C. Gilbert, T. Huber, S. Perry, S. Rice
Council Members Absent: D. Smith
Others Present: Gary Gleason, Jeff McDaniel, Bill Minard, Mandi Lauritzen.
- 1.4. **AGENDA APPROVAL** - Discussion and approval (with 155.08 Restricted Residence District addition to 9. Discussion) of the Council Meeting Agenda for Thursday, July 13, 2023. A motion was made by S. Rice and seconded by T. Huber. Roll Call: C. Gilbert - aye, S. Perry - aye. The motion was approved.

2. PUBLIC COMMENTS TO THE COUNCIL

No comments

3. MAYOR NOMINATION AND APPROVAL

Christopher Gilbert resigned as city council member and mayor pro tem. Christopher Gilbert was nominated as Mayor by S. Rice and seconded by S. Perry. Roll Call: T. Huber. Christopher Gilbert was approved as the next Mayor for the City of Panorama Park, Iowa and sworn in by City Attorney Jeff McDaniel. C. Gilbert's resignation leaves the city with one council vacancy. The position may be filled by appointment in compliance with Section 372.13, (2), (a) of the Code of Iowa.

4. COMMITTEE REPORTS

- 4.1. City Hall Generator Update- generator has been installed; information on purchasing an extended warranty will be provided for discussion at the August meeting.
- 4.2. City Hall Fence Update- fence has been completed; thank you to Ron Rice, Gary Gleason, Tim Huber, Shawn Rice for their work. A \$141 rebate from Menards will be applied to the City's account.
- 4.3. City Election Update- election materials and website were provided to council members and will be made available on the City's website.

5. MAYOR'S REPORT

28E Agreement with the City of Riverdale, Iowa to share an employee to serve as the City Clerk for Panorama Park was not passed by Riverdale. Council discussed the next steps in securing a clerk: Mayor Gilbert will contact LeClaire Mayor to inquire about a 28E with them.

6. CONSENT AGENDA APPROVAL

- 6.1. June 8, 2023 Council Meeting Minutes.
- 6.2. June, 2023 Financial Statements.
- 6.3. Payment authorization of July, 2023 Claims.

Following a review of the financial statements, Mayor Gilbert called for a vote. A motion was made by S. Perry and seconded by S. Rice. Roll Call: T. Huber - aye. The motion was approved.

7. **RESOLUTION 2023-06** to add the new mayor as an authorized signatory to the City's credit card and bank accounts. Hearing no additional comments, Mayor Gilbert called for a vote. *Roll Call: T. Huber - aye, S. Perry - aye, S. Rice - aye. Resolution 2022-06 was approved.*
8. **DISCUSSION**
- 8.1. 155.08 Restricted Residence District - Information will be provided at the August Council Meeting to determine the City's status as a district.
- 8.2. Variance request for 717 Park Avenue - owner's request was made in writing for the City Council to consider.
9. **ADJOURNMENT**
- With no other business before the Council, Mayor Gilbert called for an adjournment of the meeting at 7:58 p.m. Hearing no additional comments, Mayor Gilbert called for a vote. *A motion was made by S. Perry and seconded by S. Rice. Roll Call: T. Huber - aye. The motion to adjourn was approved.*

THE COUNCIL MEETING MINUTES FOR JULY 13, 2022 WERE PASSED BY THE COUNCIL AND APPROVED THIS 10TH DAY OF AUGUST, 2023.

Approved: _____

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Christopher Gilbert, Mayor

Attest:

6/10/2023 THRU 7/14/2023

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
27	BROOKS LAW FIRM LEGAL SERVICES	001-640-6411	103.25	103.25	1483	7/14/23
1333113	CITY OF DAVENPORT 05/2023 PLANT OPERATIONS	610-815-6413	317.85	317.85	1484	7/14/23
15727	ELECTRIC DOCTOR METER REPAIR (CITY HALL)	001-650-6310	400.00	400.00	1481	6/15/23
071123	IOWA AMERICAN WATER WATER (CITY HALL)	001-650-6374	14.78	14.78	1485	7/14/23
099774	IOWA LEAGUE OF CITIES ANNUAL DUES	001-610-6210	375.00	375.00	1486	7/14/23
540764038	MIDAMERICAN ENERGY ELECTRIC/GAS (CITY HALL)	001-650-6371	29.80	29.80	1487	7/14/23
541328769	STREET LIGHTING	110-230-6378	61.50	61.50	1488	7/14/23
0400-002269687	WELLS FARGO GARBAGE & RECY (REPUBLIC)	001-290-6499	846.72	846.72		
061323	CASH BACK CREDIT	001-950-4340	39.13-	39.13-		
062023	FENCE MATERIALS (CITY HALL)	001-650-6320	1,463.14	1,463.14		
062523	NAILS/ PAINT (HOME DEPOT)	001-650-6320	91.55	91.55		
062923	(1) 2x4x10' (HOME DEPOT)	001-650-6320	6.72	6.72		
062923B	MARKING PAINT (HOME DEPOT)	001-650-6320	10.68-	10.68-		
070123	INTERNET (MEDIACOM)	001-650-6373	29.99	29.99		
071223	CHECKS (SAM'S CLUB)	001-699-6506	60.78	60.78		
	REPORT TOTAL			=====		
				3,751.27		
	PAID TOTAL			1,302.18		
	SCHED TOTAL			2,449.09		

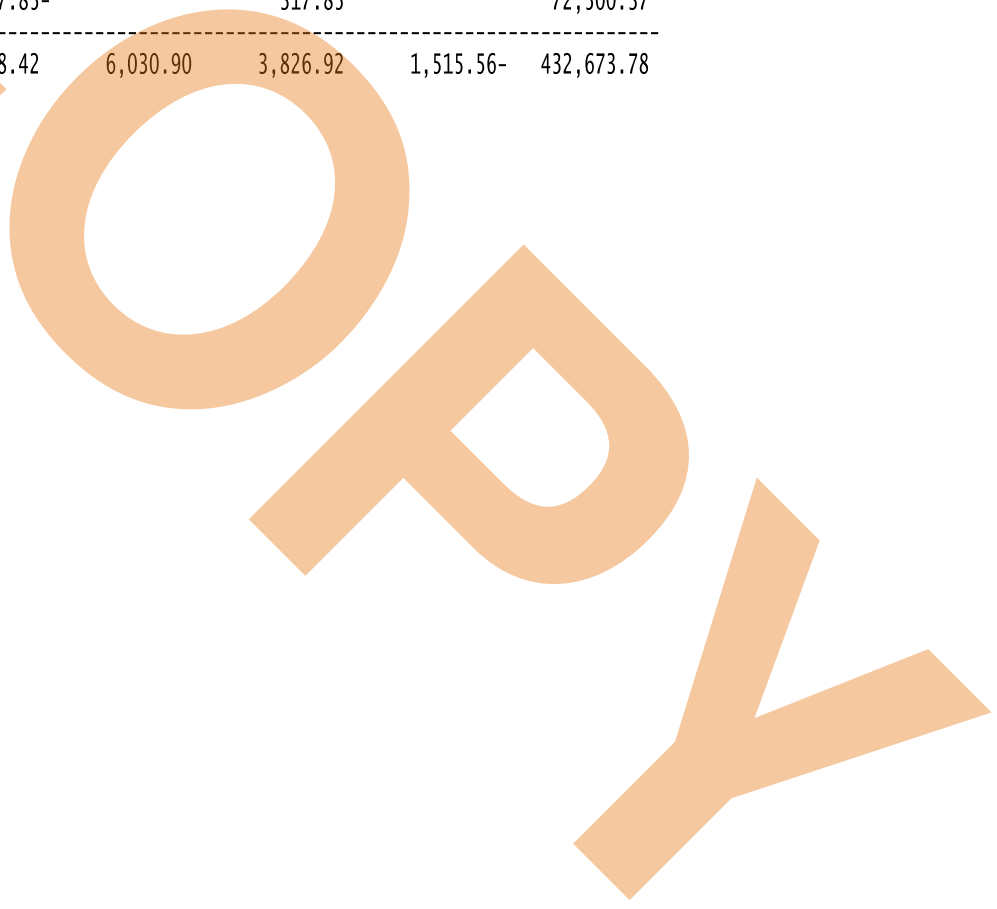
FUND	NAME	TOTAL
001	GENERAL	3,371.92
110	ROAD USE T	61.50
610	SEWER	317.85

City of Panorama Park
 BALANCE SHEET
 CALENDAR 7/2023, FISCAL 1/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	899.86	8,028.92
110-000-1110	CASH - ROAD FUND		2,072.42-
	CASH TOTAL	899.86	5,956.50
001-000-1160	SAVINGS GSB - GENERAL	1,394.24-	36,805.22
110-000-1160	SAVINGS GSB - ROAD FUND	1,500.65	30,285.57
610-000-1160	SAVINGS GSB - SEWER	317.85-	4,611.90
	SAVINGS TOTAL	211.44-	71,702.69
001-000-1161	SAVINGS FCU - GENERAL		68.12
005-000-1161	SAVINGS FCU - ARPA		37,058.00
610-000-1161	SAVINGS FCU - SEWER		67,888.47
	SAVINGS TOTAL	.00	105,014.59
001-000-1173	CD #2723 GSB - GENERAL		150,000.00
	CD's TOTAL	.00	150,000.00
001-000-1174	CD 2748 FCU - GENERAL FUND		50,000.00
	CD 2748 FCU TOTAL	.00	50,000.00
110-000-1175	CD 2749 FCU - ROAD FUND		50,000.00
	CD 2749 FCU TOTAL	.00	50,000.00
	TOTAL CASH	688.42	432,673.78

City of Panorama Park
TREASURER'S REPORT
CALENDAR 7/2023, FISCAL 1/2024

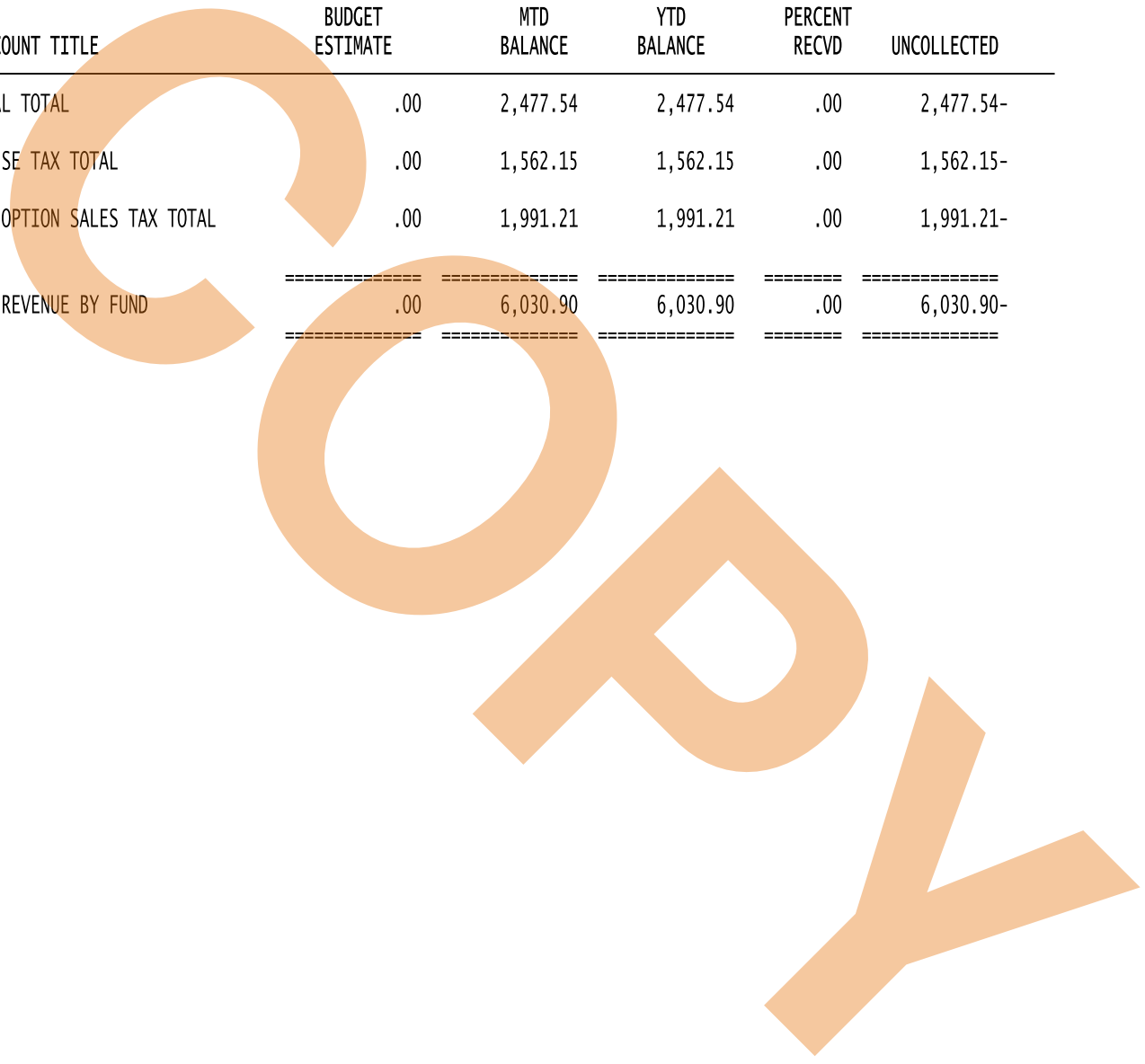
FUND	TITLE	BEGINNING CASH+	CHANGE IN ASSETS-	REVENUE+	EXPENSES-	CHANGE IN LIABILITIES+	ENDING CASH
001	GENERAL	245,396.64	494.38-	2,477.54	1,456.36	1,515.56-	244,902.26
005	ARPA	37,058.00					37,058.00
110	ROAD USE TAX	76,712.50	1,500.65	1,562.15	61.50		78,213.15
121	LOCAL OPTION SALES TAX			1,991.21	1,991.21		
610	SEWER	72,818.22	317.85-		317.85		72,500.37
Report Total		431,985.36	688.42	6,030.90	3,826.92	1,515.56-	432,673.78



REVENUE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

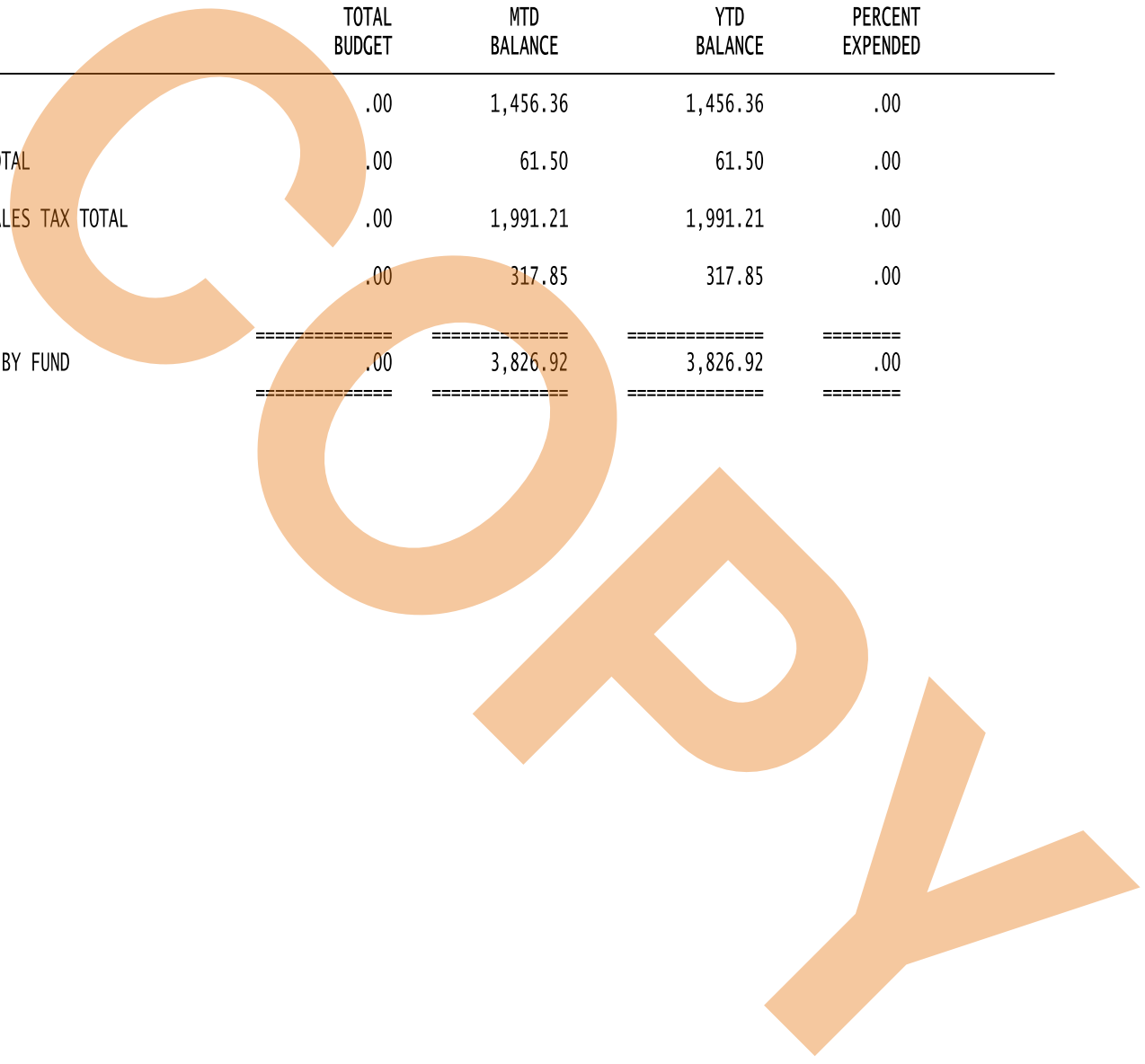
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	.00	2,477.54	2,477.54	.00	2,477.54-
	ROAD USE TAX TOTAL	.00	1,562.15	1,562.15	.00	1,562.15-
	LOCAL OPTION SALES TAX TOTAL	.00	1,991.21	1,991.21	.00	1,991.21-
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		.00	6,030.90	6,030.90	.00	6,030.90-
		=====	=====	=====	=====	=====



BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	GENERAL TOTAL	.00	1,456.36	1,456.36	.00
	ROAD USE TAX TOTAL	.00	61.50	61.50	.00
	LOCAL OPTION SALES TAX TOTAL	.00	1,991.21	1,991.21	.00
	SEWER TOTAL	.00	317.85	317.85	.00
	TOTAL EXPENSES BY FUND	.00	3,826.92	3,826.92	.00



BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	STREET LIGHTING TOTAL	.00	61.50	61.50	.00
	GARBAGE TOTAL	.00	846.72	846.72	.00
	PUBLIC WORKS TOTAL	.00	908.22	908.22	.00
	MAYOR/COUNCIL/CITY MGR TOTAL	.00	375.00	375.00	.00
	LEGAL SERVICES/ATTORNEY TOTAL	.00	103.25	103.25	.00
	CITY HALL/GENERAL BLDGS TOTAL	.00	70.61	70.61	.00
	OTHER GENERAL GOVERNMENT TOTA	.00	60.78	60.78	.00
	GENERAL GOVERNMENT TOTAL	.00	609.64	609.64	.00
	SEWER/SEWAGE DISPOSAL TOTAL	.00	317.85	317.85	.00
	ENTERPRISE FUNDS TOTAL	.00	317.85	317.85	.00
	TRANSFERS IN/OUT TOTAL	.00	1,991.21	1,991.21	.00
	TRANSFER OUT TOTAL	.00	1,991.21	1,991.21	.00
	TOTAL EXPENSES	.00	3,826.92	3,826.92	.00

CLAIMS BY VENDOR

8/01/2023 THRU 8/31/2023

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
063023	BROOKS LAW FIRM GENERAL REPRESENTATION	001-640-6411	619.50	619.50	1491	8/11/23
071923	IOWA AMERICAN WATER WATER (CITY HALL)	001-650-6374	14.78	14.78	1490	8/02/23
253035	IOWA ONE CALL LOCATES	001-299-6490	10.80	10.80	1492	8/11/23
541881417	MIDAMERICAN ENERGY ELECTRIC/GAS (CITY HALL)	001-650-6371	29.21	29.21	1493	8/11/23
542470385	STREET LIGHTING	110-230-6378	61.50	61.50	1494	8/11/23
0400-002276180	WELLS FARGO REPUBLIC GARBAGE & RECYCLE	001-290-6499	846.72	846.72		
080123	MEDIACOM INTERNET (CITY HALL)	001-650-6373	34.99	34.99		
KWIKSTAR 071423	KWIKSTAR (GASOLINE)	001-650-6320	22.02	22.02		
MENARDS 072023B	MENARDS ITEMS RETURNED	001-650-6320	133.84-	133.84-		
MENARDS 072323A	MENARDS OVERCHARGE CREDIT	001-650-6310	68.79-	68.79-		
USPS 080123	USPS POSTAGE	001-699-6508	5.01	5.01		
	REPORT TOTAL			=====		
				1,441.90		
	PAID TOTAL			735.79		
	SCHED TOTAL			706.11		

FUND	NAME	TOTAL
001	GENERAL	1,380.40
110	ROAD USE T	61.50
	TOTAL	=====
		1,441.90