



CITY COUNCIL MEETING AGENDA

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

DATE: September 14, 2023

TIME: 7:00 p.m.

1. **WELCOME**
 - 1.1. **CALL TO ORDER**
 - 1.2. **PLEDGE OF ALLEGIANCE**
 - 1.3. **ROLL CALL**
 - 1.4. **AGENDA APPROVAL** - Discussion and approval (including additions and deletions) of the Council Meeting Agenda for Thursday, September 14, 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. **MAYOR'S REPORT**

4. **COMMITTEE REPORTS**

5. **DISCUSSION AND APPROVAL**
 - 5.1. Variance request for 717 Park Avenue.
 - 5.2. Preliminary Building Permit request for 717 Park Avenue.
 - 5.3. August 10, 2023 Council Meeting Minutes.
 - 5.4. August, 2023 Financial Statements.
 - 5.5. Payment authorization of September, 2023 Claims.

6. **DISCUSSION**
 - 6.1. Discussion regarding future investment of excess funds.
 - 6.2. Discussion regarding right-of-way tree trimming.
 - 6.3. Discussion regarding dead trees.

7. **RESOLUTIONS**
 - 7.1. Resolution 2023-07 authorizing Mayor Gilbert to open a credit card account.
 - 7.2. Resolution 2023-08 authorizing Mayor Gilbert and Treasurer Gleason to redeem Certificate of Deposit GSB-2723.

8. **ADJOURNMENT**



CITY COUNCIL MEETING MINUTES

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

DATE: August 10, 2023

TIME: 7:00 p.m.

1. WELCOME

a. **CALL TO ORDER**- The meeting was called to order at 7:02 p.m. by Mayor Chris Gilbert.

b. **PLEDGE OF ALLEGIANCE**

c. **ROLL CALL** - Council Members present: S. Perry, S. Rice, T. Huber
Council Members Absent: D. Smith

Residents present: Beth Elmore, Jacque Krause, Rodney Krause, Ellen Steiger, Betty Leach, Josh Lauritzon, Mandi Lauritzon, Ronald Rice

d. **AGENDA APPROVAL** - S. Rice requested that the maintenance contract for city hall generator be added to the agenda as Discussion and Approval item 8a. *A motion was made by S. Rice and seconded by T. Huber. All ayes. The motion was approved.*

2. PUBLIC COMMENTS TO THE COUNCIL

No comments from the public

3. COUNCIL MEMBER NOMINATION AND APPROVAL

A motion was made by S. Rice and seconded by S. Perry to appoint Jacque Krause to fill the city council vacancy. All ayes. The motion was approved.

4. OATH OF OFFICE: COUNCIL MEMBER

Mayor Gilbert swore in Jacque Krause as city council member.

5. MAYOR'S REPORT

Mayor Gilbert stated that Sue Fitzgerald at 730 Park Ave. approached him about her adjoining property owner at 740 Park Ave. cutting down trees in order to expand his driveway. Mayor Gilbert acknowledged that the adjacent owner did not need permits to cut down trees and expand the driveway at the property. A letter will be sent to 730 Park Ave. to address the concern.

No progress has been made on hiring a paid city clerk. S. Rice will reach out to nearby communities to research the possibility of a 28E agreement.

6. COMMITTEE REPORTS

S. Rice and J. Krause proposed sending a fall newsletter informing residents of the upcoming election, explaining the granting of permits and where to find ordinances, and describing the process to make a complaint or pose a question to the city council.

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.

A motion was made by T. Huber and seconded by S. Perry. All ayes. The motion was approved. Claims Report attached.

8. DISCUSSION AND APPROVAL

- a. **Annual Generator maintenance contract.** S. Rice presented the Electric Doctor's quote and after discussion, *roll call was made to approve the contract: J. Krause Aye, T. Huber Aye, S. Perry Aye, S. Rice Aye. Contract approved.*

- b. **Variance request for 717 Park Avenue.** Mayor Gilbert clarified the city council's ability to grant variances in Panorama Park as a Restricted Residence District, Code 155.08. J. Lauritzon and M. Lauritzon re-presented their variance request for their shed. J. Krause asked why a permit was not sought, and Lauritzons stated they did not believe they needed a permit. A permit is required under ordinance 156.02. In addition, under ordinance 155.12 the structure is not to project beyond the sideline of the principal building. The Lauritzon's stated that their property does not allow for the shed to be placed in compliance with the ordinance. The adjacent property owner, R. Rice, stated that the shed poses a hazard due to the storage of combustible materials near the house on his property at 711 Park Ave. Under ordinance 155.22 a two thirds majority approval of all the council is required to grant a variance. After discussion, *roll call to grant the variance was made: T. Huber Aye S. Perry Aye J. Krause Nay S. Rice Recused. Variance was not granted.*
- c. Preliminary Building Permit request for 717 Park Avenue was not addressed due to the failure to grant a variance for the structure.

9. **ADJOURNMENT** *A motion was made by S. Perry and seconded by T. Huber. All ayes. The motion was approved. The regular Meeting of the City Council was formally adjourned at 8:13 p.m.*

THE COUNCIL MEETING MINUTES FOR AUGUST10, 2023 WERE PASSED BY THE COUNCIL AND APPROVED THIS 14TH DAY OF SEPTEMBER, 2023.

Approved: _____

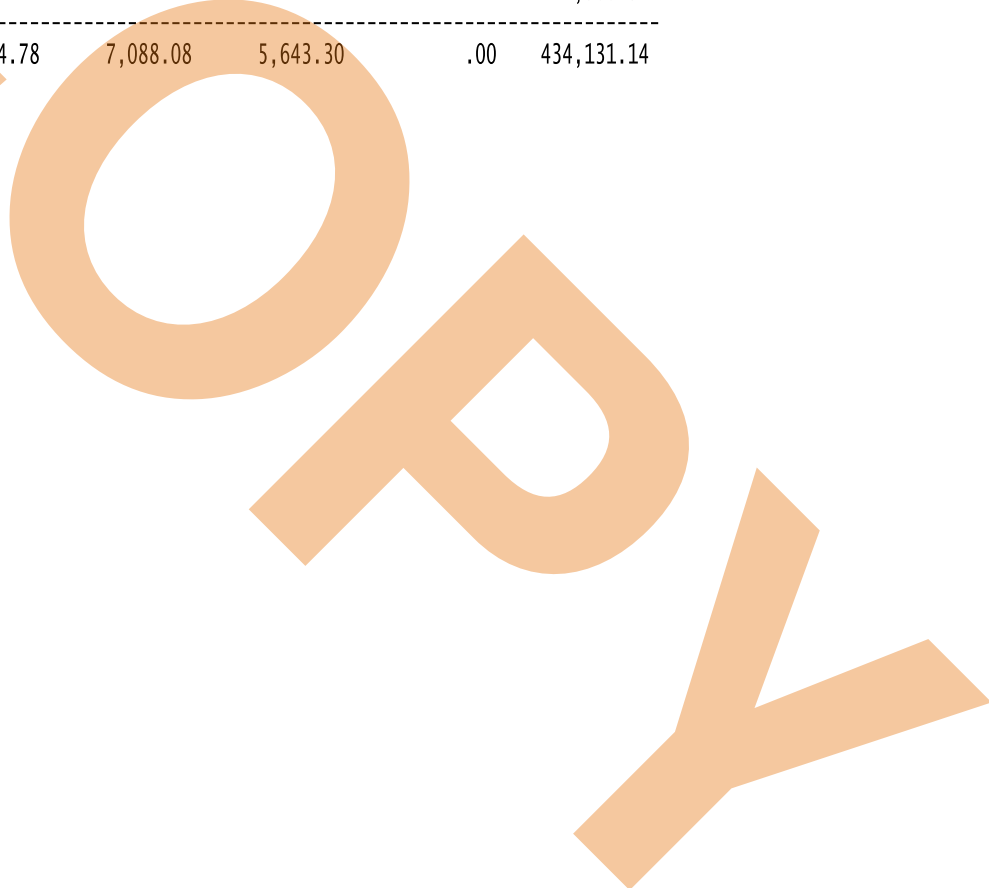
Attest: _____

City of Panorama Park
 BALANCE SHEET
 CALENDAR 8/2023, FISCAL 2/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL		8,028.92
110-000-1110	CASH - ROAD FUND		2,072.42-
	CASH TOTAL	.00	5,956.50
001-000-1160	SAVINGS GSB - GENERAL	39.34-	36,778.46
110-000-1160	SAVINGS GSB - ROAD FUND	1,484.12	31,769.69
610-000-1160	SAVINGS GSB - SEWER		4,611.90
	SAVINGS TOTAL	1,444.78	73,160.05
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	1,444.78	434,131.14

City of Panorama Park
TREASURER'S REPORT
CALENDAR 8/2023, FISCAL 2/2024

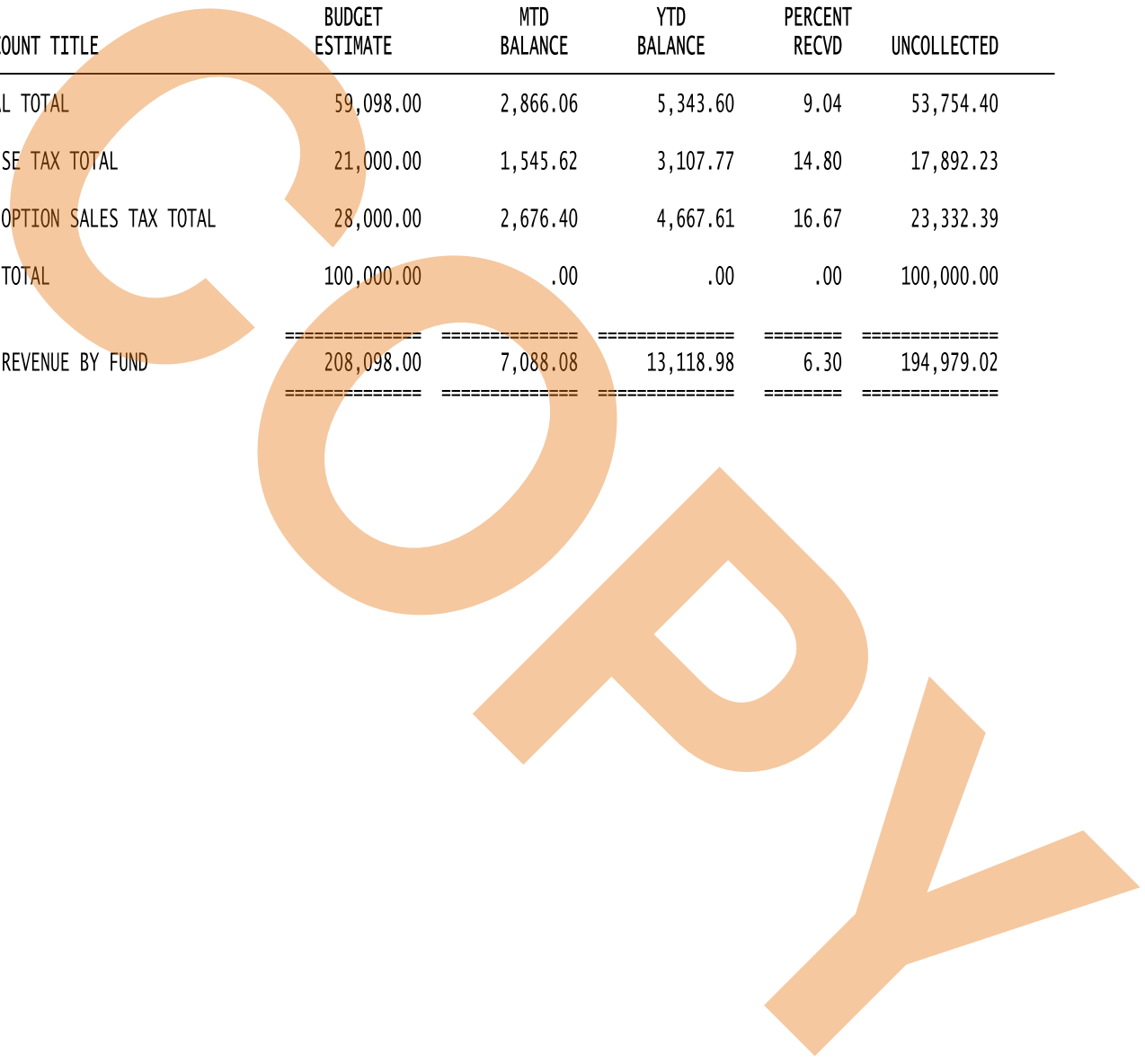
FUND	TITLE	BEGINNING CASH+	CHANGE IN ASSETS-	REVENUE+	EXPENSES-	CHANGE IN LIABILITIES+	ENDING CASH
001	GENERAL	244,914.84	39.34-	2,866.06	2,905.40		244,875.50
005	ARPA	37,058.00					37,058.00
110	ROAD USE TAX	78,213.15	1,484.12	1,545.62	61.50		79,697.27
121	LOCAL OPTION SALES TAX			2,676.40	2,676.40		
610	SEWER	72,500.37					72,500.37
Report Total		432,686.36	1,444.78	7,088.08	5,643.30	.00	434,131.14



REVENUE REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

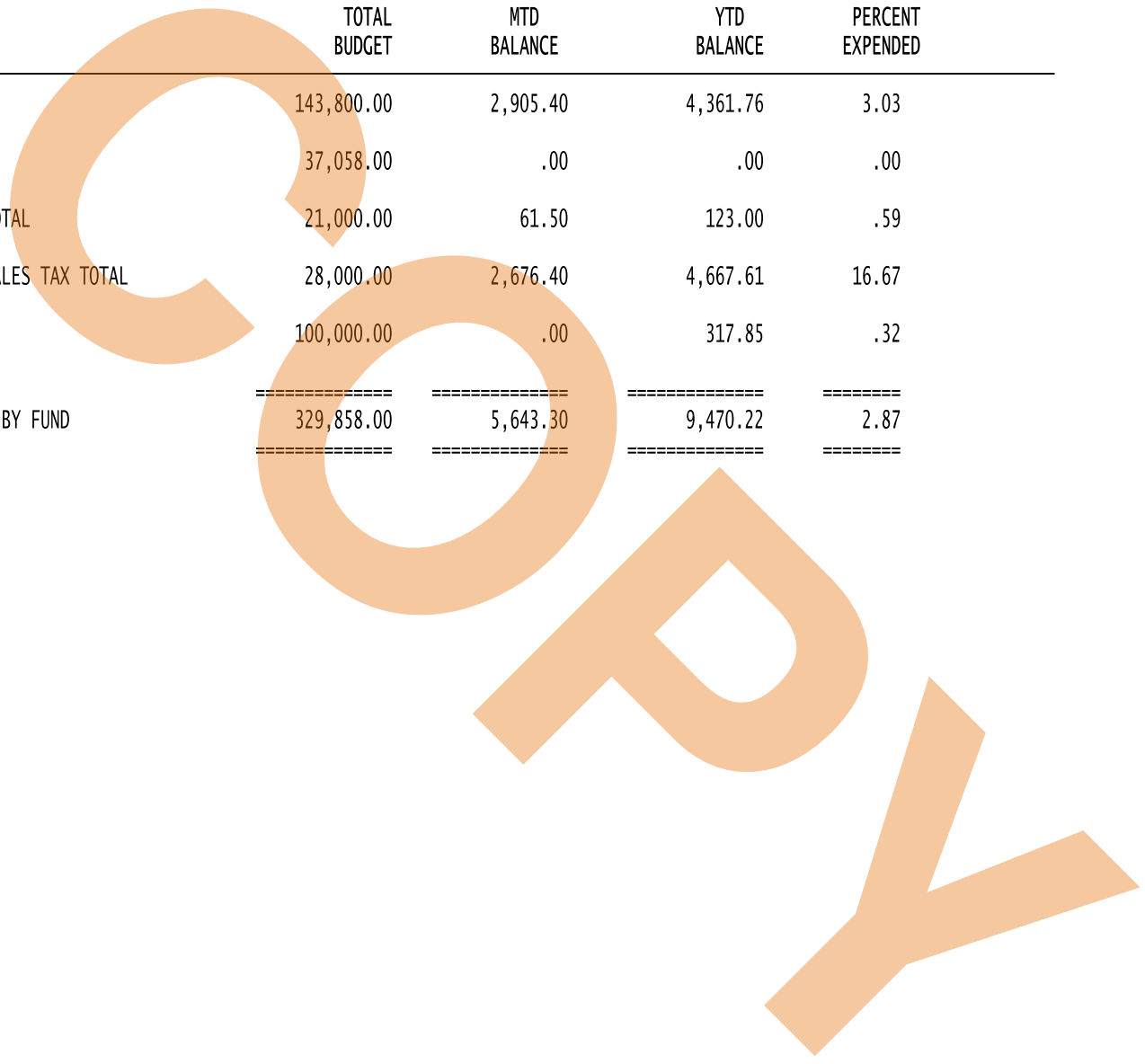
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	59,098.00	2,866.06	5,343.60	9.04	53,754.40
	ROAD USE TAX TOTAL	21,000.00	1,545.62	3,107.77	14.80	17,892.23
	LOCAL OPTION SALES TAX TOTAL	28,000.00	2,676.40	4,667.61	16.67	23,332.39
	SEWER TOTAL	100,000.00	.00	.00	.00	100,000.00
	TOTAL REVENUE BY FUND	208,098.00	7,088.08	13,118.98	6.30	194,979.02



BUDGET REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	GENERAL TOTAL	143,800.00	2,905.40	4,361.76	3.03
	ARPA TOTAL	37,058.00	.00	.00	.00
	ROAD USE TAX TOTAL	21,000.00	61.50	123.00	.59
	LOCAL OPTION SALES TAX TOTAL	28,000.00	2,676.40	4,667.61	16.67
	SEWER TOTAL	100,000.00	.00	317.85	.32
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====
		329,858.00	5,643.30	9,470.22	2.87
		=====	=====	=====	=====



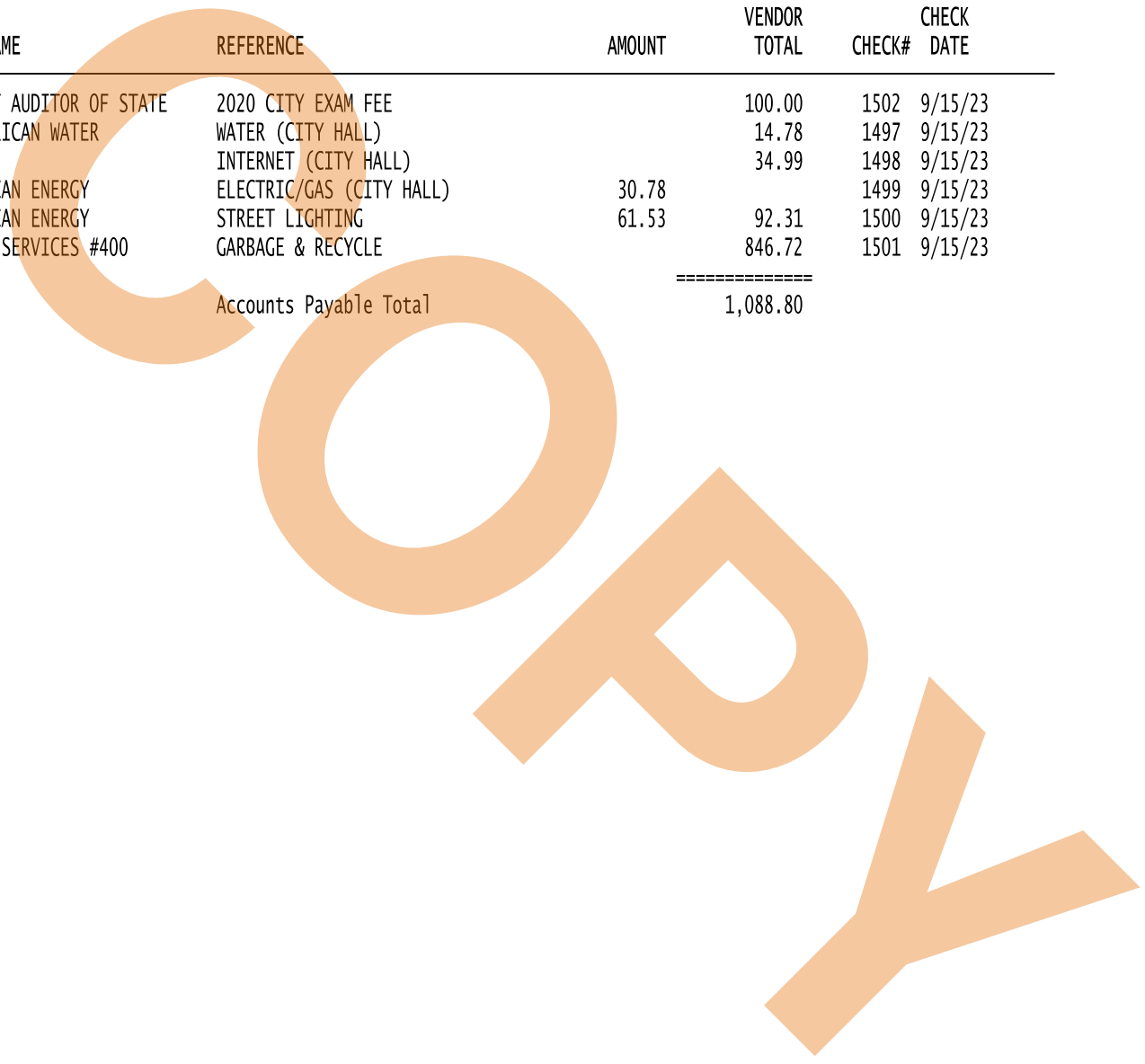
BUDGET REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	FIRE TOTAL	3,500.00	.00	.00	.00
	OTHER PUBLIC SAFETY TOTAL	200.00	.00	.00	.00
	PUBLIC SAFETY TOTAL	3,700.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	10,000.00	.00	.00	.00
	STREET LIGHTING TOTAL	1,000.00	61.50	123.00	12.30
	SNOW REMOVAL TOTAL	10,000.00	.00	.00	.00
	GARBAGE TOTAL	10,500.00	846.72	1,693.44	16.13
	OTHER PUBLIC WORKS TOTAL	200.00	10.80	10.80	5.40
	PUBLIC WORKS TOTAL	31,700.00	919.02	1,827.24	5.76
	LIBRARY TOTAL	5,700.00	.00	.00	.00
	OTHER CULTURE/RECREATION TOTA	100.00	.00	.00	.00
	CULTURE & RECREATION TOTAL	5,800.00	.00	.00	.00
	MAYOR/COUNCIL/CITY MGR TOTAL	400.00	.00	375.00	93.75
	CLERK/TREASURER/ADM TOTAL	15,000.00	.00	.00	.00
	ELECTIONS TOTAL	100.00	.00	.00	.00
	LEGAL SERVICES/ATTORNEY TOTAL	2,000.00	619.50	722.75	36.14
	CITY HALL/GENERAL BLDGS TOTAL	2,400.00	1,423.37	1,493.98	62.25
	TORT LIABILITY TOTAL	2,000.00	.00	.00	.00
	OTHER GENERAL GOVERNMENT TOTA	1,700.00	5.01	65.79	3.87
	GENERAL GOVERNMENT TOTAL	23,600.00	2,047.88	2,657.52	11.26
	SEWER/SEWAGE DISPOSAL TOTAL	100,000.00	.00	317.85	.32
	ENTERPRISE FUNDS TOTAL	100,000.00	.00	317.85	.32
	TRANSFERS IN/OUT TOTAL	165,058.00	2,676.40	4,667.61	2.83
	TRANSFER OUT TOTAL	165,058.00	2,676.40	4,667.61	2.83
	TOTAL EXPENSES	329,858.00	5,643.30	9,470.22	2.87

CLAIMS REPORT
Check Range: 9/01/2023- 9/30/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
OFFICE OF AUDITOR OF STATE	2020 CITY EXAM FEE		100.00	1502	9/15/23
IOWA AMERICAN WATER	WATER (CITY HALL)		14.78	1497	9/15/23
MEDIACOM	INTERNET (CITY HALL)		34.99	1498	9/15/23
MIDAMERICAN ENERGY	ELECTRIC/GAS (CITY HALL)	30.78		1499	9/15/23
MIDAMERICAN ENERGY	STREET LIGHTING	61.53	92.31	1500	9/15/23
REPUBLIC SERVICES #400	GARBAGE & RECYCLE		846.72	1501	9/15/23
Accounts Payable Total			=====		
			1,088.80		





CITY OF PANORAMA PARK

RESOLUTION 2023-07

SEPTEMBER 14, 2023

RESOLUTION 2023-07 AUTHORIZING MAYOR CHRISTOPHER GILBERT TO OPEN A CREDIT CARD ACCOUNT WITH GREAT SOUTHERN BANK.

WHEREAS, the credit card account at Wells Fargo Bank was closed effective August 16, 2023; and

WHEREAS, it is necessary to make purchases from time-to-time for the City utilizing a credit card; and

WHEREAS, this credit card account is to be used exclusively for City of Panorama Park expenditures.

NOW, THEREFORE, BE IT RESOLVED by the City of Panorama Park, Iowa, that Resolution 2023-07 is hereby approved and adopted; and

BE IT FURTHER RESOLVED, that Mayor Christopher Gilbert is authorized to open a credit card account with Great Southern Bank.

T. Huber _____ J. Kraus _____ S. Perry _____ S. Rice _____ D. Smith _____

ADOPTED BY THE COUNCIL AND APPROVED THIS 14TH DAY OF SEPTEMBER, 2023.

Christopher Gilbert, Mayor

I, the undersigned, being duly appointed, qualified and acting City Clerk of Panorama Park, hereby certify that the foregoing Resolution No. 2023-07 is a true, correct and accurate copy as duly and lawfully passed and adopted by the governing body of the City of Panorama Park on the 14th day of September 2023.

Gary Gleason, City Clerk/Treasurer



CITY OF PANORAMA PARK

RESOLUTION 2023-08

SEPTEMBER 14, 2023

RESOLUTION 2023-08 AUTHORIZING MAYOR CHRISTOPHER GILBERT OR TREASURER GARY GLEASON TO REDEEM CERTIFICATE OF DEPOSIT GSB-2723 AND DEPOSIT ALL PRINCIPAL AND ACCUMULATED INTEREST INTO THE GREAT SOUTHERN BANK SAVINGS ACCOUNT.

WHEREAS, the Certificates of Deposit (CD) GSB-2723 has reached maturity on September 13, 2023; and

WHEREAS, the monies are to be used to pay expenses or to be reinvested at a future date; and

WHEREAS, Mayor Christopher Gilbert or Treasurer Gary Gleason shall redeem the aforementioned CD and deposit all principal and accumulated interest into the Great Southern Bank savings account; and

WHEREAS, it has been reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City of Panorama Park, Iowa, that Resolution 2023-08 is hereby approved and adopted; and

BE IT FURTHER RESOLVED, Mayor Christopher Gilbert or Treasurer Gary Gleason is hereby authorized and directed to transfer all monies from CD GSB-2723 to the Great Southern Bank savings account.

T. Huber _____ J. Krause _____ S. Perry _____ S. Rice _____ D. Smith _____

ADOPTED BY THE COUNCIL AND APPROVED THIS 14TH DAY OF SEPTEMBER, 2023.

Christopher Gilbert, Mayor

I, the undersigned, being duly appointed, qualified and acting City Clerk of Panorama Park, hereby certify that the foregoing Resolution No. 2023-08 is a true, correct and accurate copy as duly and lawfully passed and adopted by the governing body of the City of Panorama Park on the 14th day of September 2023.

Gary Gleason, City Clerk/Treasurer