



CITY COUNCIL MEETING AGENDA
APRIL 4, 2018 - 6:00 PM

A - Consent Agenda:

All items under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion.

1. Approval of Meeting Agenda - today's meeting.
2. Approval of Council Meeting Minutes from March 7, 2018.
3. Approval of Revenues and Expenses

Motion _____ Second _____ Ayes _____ Nays _____

B - Presentations

C - Public Comments to the Council

D - Unfinished Business

1. **Animal Control:** Discussion on enforcement of City Code 55.06. It is unlawful for any owner to allow an animal to run at large within the corporate limits of the City.
2. **Unmowed Lawns:** Discussion on enforcement of City Code 50.02. The grass area surrounding any residential structure which is allowed to grow in excess of six (6) inches in length. In such cases, unless there are special circumstances, the reasonable amount of time which the property owner shall have following receipt of notice to abate the nuisance shall be seven (7) days.
3. **Treasurer Discussion:** Update regarding a new Treasurer.

E - New Business

1. Resolution 2018-09: Discussion and approval of resolution to appoint a new City Clerk.

Motion_____ Second_____ Ayes_____ Nays_____

2. Resolution 2018-10: Discussion and Adoption of resolution authorizing Mayor Ronald D. Rice to close Wells Fargo Checking #2 and transfer all funds to Wells Fargo Savings #1.

Motion_____ Second_____ Ayes_____ Nays_____

3. Resolution 2018-11: Discussion and Adoption of resolution authorizing Mayor Ronald D. Rice to close Wells Fargo Savings #2 and transfer all funds to Wells Fargo Savings #1.

Motion_____ Second_____ Ayes_____ Nays_____

4. Resolution 2018-12: Discussion and Adoption of resolution authorizing Mayor Ronald D. Rice to close First Central Bank Road Fund CD Account #2 upon maturity and transfer funds to First Central Bank Road Fund Savings Account #3.

Motion_____ Second_____ Ayes_____ Nays_____

5. Resolution 2018-13: Discussion and Adoption of resolution authorizing Mayor Ronald D. Rice to close Blackhawk Bank Road Fund CD #2 upon maturity and transfer funds to Wells Fargo Savings #1.

Motion_____ Second_____ Ayes_____ Nays_____

6. Ordinance 1.14: Discussion and approval to set the penalty for violating any of the City Code of Ordinances at \$250.00 for a first offense and \$375.00 for each subsequent offense. Also remove language regarding imprisonment.

7. Ordinance 3.03: Changes to reflect changes in Ordinance 1.14.

F - Committee Reports

G - Mayor's Report

H - Adjournment

Motion_____ Second_____ Ayes_____ Nays_____



**MEETING MINUTES
MARCH 7, 2018 - 6:00 PM**

Present: Mayor Ronald Rice, Beth Elmore, David White, Jacque Krause, Mandi Lauritzson, Shawn Rice

A - Consent Agenda:

All items under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion.

1. Approval of Meeting Agenda - today's meeting.
2. Approval of Council Meeting Minutes from February 12, 2018.
3. Approval of Council Meeting Minutes from February 28, 2018.

Motion: White Second: Lauritzson Ayes: 3 Nays: 0

B - Presentation of the Treasurer's Report and Expenses:

1. Approval of Treasurer's Report.

Motion: Lauritzson Second: White Ayes: 3 Nays: 0

2. Approval of Expenses.

Motion: Rice Second: Elmore Ayes: 3 Nays: 0

3. Discussion of separate accounts for sewer, road, and general fund. Discussion of looking into investment accounts. Discussion of hiring accountant. Will look into code and seek advice from city attorney.

C - Presentations

None

D - Public Comments to the Council

None

E - Unfinished Business

1. Discussion and Approval to have the City Attorney forward a letter of warning to 906 Park Avenue regarding City Code 55.06, 55.07, 55.08, and 55.09. Letter approved and sent to city attorney, then to be forwarded to resident.

Motion: Krause Second: White Ayes: 3 Nays: 0

2. Discussion on the open City Clerk Position. Mayor Rice will speak to Gary Gleason about his advice/interest in the position. Shawn Rice will speak to Elaine Shilling about her interest in the position. Mayor Rice and Shawn Rice will read the city/state code pertaining to clerks and investigate options. Jacque Krause will take meeting minutes until a clerk is hired.

3. Discussion on the open City Treasurer Position. Mandi Lauritzson will ask her accountant about contracting the sewer and accounting. The PO Box will be continued for another six months to collect sewer checks. Discussion about quarterly sewer bills starting fiscal new year July 1, 2018. Mayor Ron Rice will deposit checks and manage account until an accountant is hired. Discussion about the Code of Ordinances for sewer collection needs to be updated (including late fees).

4. Mayor Ron Rice and Jacque Krause retrieved the contents of the city's

safety deposit box and closed the account. The contents included: an abstract for the property at 120 Short Street, an abstract for the property at the corner of Park and Second Street, and letters describing the city's easements. The abstracts will be kept in the city attorney's safety deposit box. The easements will be kept on file in the city hall.

F - New Business

Meeting will be held on the first Wednesday of the month. Next meeting: April 4, 2018

G - Committee Reports

H - Mayor's Report

The files from the former clerk's computer have been backed up to a thumb drive. The computer has been having technical difficulties. All city property has been recovered from the former clerk and the files will be kept at the city hall.

I - Adjournment

Motion: White Second: Elmore Ayes: 3 Nays: 0

Approved: _____
Ronald D. Rice, Mayor

Attest: _____
Jacque Krause, City Clerk

CITY OF PANORAMA PARK
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - Wells Fargo	
General Fund	10,152.82
Road Fund	18,026.94
Sewer Fund	2,442.55
Checking - Wells Fargo - Other	2,491.85
Total Checking - Wells Fargo	<u>33,114.16</u>
Checking #2	
General Fund	80,494.54
Sewer Fund	14,608.02
Total Checking #2	<u>95,102.56</u>
General Fund CD #1	36,149.45
Road Fund CD #2	11,958.17
Road Fund Savings #2	11,674.98
Road Fund Savings #3	39,172.45
Savings - Wells Fargo	
Road Fund	62,239.01
Total Savings - Wells Fargo	<u>62,239.01</u>
Total Checking/Savings	<u>289,410.78</u>
Accounts Receivable	
Accounts Receivable	(1,549.86)
Total Accounts Receivable	<u>(1,549.86)</u>
Other Current Assets	
Undeposited Funds	25.00
Total Other Current Assets	<u>25.00</u>
Total Current Assets	<u>287,885.92</u>
Other Assets	
Collections	671.88
Total Other Assets	<u>671.88</u>
TOTAL ASSETS	<u>288,557.80</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	268,540.85
Unrestricted Net Assets	13.21
Net Income	20,003.74
Total Equity	<u>288,557.80</u>
TOTAL LIABILITIES & EQUITY	<u>288,557.80</u>

CITY OF PANORAMA PARK
Revenue & Expense
 March 2018

	Mar 18
Income	
1 TAXES	
General Property Taxes	
4000.4 Property Taxes – Current	1,672.44
Total General Property Taxes	1,672.44
Other City Taxes	
4090.4 Local Option Tax	1,148.84
Total Other City Taxes	1,148.84
Total 1 TAXES	2,821.28
3 USE OF MONEY & PROPERTY	
4300.2, 3, or 4 Interest	9.42
Total 3 USE OF MONEY & PROPERTY	9.42
4 INTERGOVERNMENTAL	
State Shared Revenues	
4430.2 Road Use Taxes	2,695.46
Total State Shared Revenues	2,695.46
Total 4 INTERGOVERNMENTAL	2,695.46
5 CHARGES FOR SERVICES	
Sewer Service	
4510.1 Non-metered Service	1,918.32
4530.1 Forfeitures/Penalties	5.93
Total Sewer Service	1,924.25
Total 5 CHARGES FOR SERVICES	1,924.25
Total Income	7,450.41
Gross Profit	7,450.41
Expense	
1 GOVERNMENTAL ACTIVITIES	
b. Public Works	
230 Street Lighting	62.65
290 Garbage	1,338.60
Total b. Public Works	1,401.25
f. General Government	
620 Clerk, Treasurer, Finance	687.50
630 Elections	557.64
640 Legal Services & City Atty	649.00
650 City Hall/General Buildings	6,779.17
699 Other General Government	46.00
Total f. General Government	8,719.31
Total 1 GOVERNMENTAL ACTIVITIES	10,120.56
2 BUSINESS TYPE ACTIVITIES	
Sewer Utility	
815 Sewer & Sewage Disposal	552.23
Total Sewer Utility	552.23
Total 2 BUSINESS TYPE ACTIVITIES	552.23
Uncategorized Expenses	475.00
Total Expense	11,147.79
Net Income	(3,697.38)

CITY OF PANORAMA PARK
Transaction List by Vendor
March 2018

Type	Date	Num	Memo	Account	Split	Amount
ADVANTAGE TREE SERVICE						
Bill	03/26/2018	14091		Accounts Payable	250 Snow Removal	(300.00)
AUDITOR OF STATE						
Bill	03/01/2018			Accounts Payable	Uncategorized Expenses	(475.00)
Bill Pmt -Check	03/07/2018	5969		General Fund	Accounts Payable	(475.00)
BETTENDORF HEATING & AIR						
Bill Pmt -Check	03/07/2018	5965	117173	General Fund	Accounts Payable	(4,700.00)
BETTENDORF OFFICE PRODUCTS						
Bill	03/01/2018	04464...		Accounts Payable	620 Clerk, Treasurer, Finance	(6.99)
Bill	03/26/2018	04468...		Accounts Payable	620 Clerk, Treasurer, Finance	(1.98)
Bill	03/26/2018	04468...		Accounts Payable	620 Clerk, Treasurer, Finance	(27.31)
Credit	03/27/2018	2972-0		Accounts Payable	620 Clerk, Treasurer, Finance	1.09
BROOKS LAW FIRM						
Bill Pmt -Check	03/25/2018	5973		General Fund	Accounts Payable	(649.00)
CITY OF DAVENPORT						
Bill Pmt -Check	03/07/2018	5967	120039912	Sewer Fund	Accounts Payable	(457.23)
Bill	03/19/2018	1313677		Accounts Payable	815 Sewer & Sewage Disposal	(363.99)
ELITE ELECTRIC						
Bill	03/01/2018	003931		Accounts Payable	650 City Hall/General Buildings	(1,730.00)
Bill Pmt -Check	03/07/2018	5970		General Fund	Accounts Payable	(1,730.00)
Bill	03/22/2018			Accounts Payable	650 City Hall/General Buildings	(210.00)
Bill Pmt -Check	03/25/2018	5975		General Fund	Accounts Payable	(210.00)
IOWA AMERICAN WATER CO.						
Bill Pmt -Check	03/07/2018	5966	1011-210000...	General Fund	Accounts Payable	(14.00)
Bill	03/19/2018			Accounts Payable	650 City Hall/General Buildings	(14.00)
Bill Pmt -Check	03/25/2018	5976	1011-210000...	General Fund	Accounts Payable	(14.00)
IOWA LEAGUE OF CITIES						
Bill	03/25/2018			Accounts Payable	620 Clerk, Treasurer, Finance	(20.00)
Bill Pmt -Check	03/25/2018	5978		General Fund	Accounts Payable	(20.00)
K&K HARDWARE						
Bill	03/07/2018	72331		Accounts Payable	650 City Hall/General Buildings	(6.32)
Bill	03/12/2018	72676		Accounts Payable	650 City Hall/General Buildings	(128.30)
Bill	03/16/2018	73062		Accounts Payable	650 City Hall/General Buildings	(5.97)
Credit	03/16/2018	K99993		Accounts Payable	650 City Hall/General Buildings	22.62
Credit	03/16/2018	73126		Accounts Payable	650 City Hall/General Buildings	5.97
Bill	03/26/2018	73806		Accounts Payable	650 City Hall/General Buildings	(7.60)
MARTI AHLGREN - EXPENSES						
Bill Pmt -Check	03/01/2018	5960		General Fund	Accounts Payable	(264.98)
MARTI AHLGREN - PAYROLL						
Bill	03/01/2018			Accounts Payable	620 Clerk, Treasurer, Finance	(402.52)
Bill Pmt -Check	03/01/2018	5961		General Fund	Accounts Payable	(402.52)
MIDAMERICAN ENERGY						
Bill	03/05/2018	10170...		Accounts Payable	230 Street Lighting	(62.65)
Bill Pmt -Check	03/13/2018	5971-A	02610-90002	General Fund	Accounts Payable	(80.17)
Bill Pmt -Check	03/13/2018	5971-B	02610-90002	Road Fund	Accounts Payable	(62.65)

CITY OF PANORAMA PARK
Transaction List by Vendor
March 2018

Type	Date	Num	Memo	Account	Split	Amount
REPUBLIC SERVICES						
Bill Pmt -Check	03/01/2018	5964	3-0400-30000...	General Fund	Accounts Payable	(669.40)
Bill	03/15/2018	0400-...		Accounts Payable	290 Garbage	(669.20)
Bill Pmt -Check	03/25/2018	5974	3-0400-30000...	General Fund	Accounts Payable	(669.20)
SCOTT COUNTY AUDITOR						
Bill	03/20/2018	2018-...		Accounts Payable	630 Elections	(557.64)
Bill Pmt -Check	03/25/2018	5977		General Fund	Accounts Payable	(557.64)
SCOTT COUNTY TREASURER						
Bill	03/12/2018	2018-...		Accounts Payable	650 City Hall/General Buildings	(31.00)
Bill Pmt -Check	03/12/2018	5972		General Fund	Accounts Payable	(31.00)
USPS						
Bill	03/01/2018			Accounts Payable	699 Other General Government	(46.00)
Bill Pmt -Check	03/07/2018	5968		General Fund	Accounts Payable	(46.00)
UTILITY BILLING SERVICE						
Bill	03/01/2018			Accounts Payable	815 Sewer & Sewage Disposal	(95.00)
Bill Pmt -Check	03/01/2018	5962		Sewer Fund	Accounts Payable	(95.00)

CITY OF PANORAMA PARK Revenue & Expense Budget vs. Actual July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Income				
1 TAXES				
General Property Taxes				
4000.4 Property Taxes – Current	18,770	26,511	(7,741)	71%
Total General Property Taxes	18,975	26,511	(7,536)	72%
Other City Taxes				
4060.4 Utility Excise Tax		2,249	(2,249)	
4065.4 Utility Franchise Tax	597	1,200	(603)	50%
4090.4 Local Option Tax	14,286	25,600	(11,314)	56%
Total Other City Taxes	14,883	29,049	(14,166)	51%
Total 1 TAXES	34,147	55,560	(21,413)	61%
4 INTERGOVERNMENTAL				
State Shared Revenues				
4430.2 Road Use Taxes	12,375	16,000	(3,625)	77%
Total State Shared Revenues	12,375	16,000	(3,625)	77%
Total 4 INTERGOVERNMENTAL	12,375	16,000	(3,625)	77%
5 CHARGES FOR SERVICES				
Sewer Service				
	13,906	16,700	(2,794)	83%
Total 5 CHARGES FOR SERVICES	13,906	16,700	(2,794)	83%
Total Income	60,555	88,260	(27,705)	69%
Gross Profit	60,555	88,260	(27,705)	69%
Expense				
1 GOVERNMENTAL ACTIVITIES				
a. Public Safety				
140 Flood Control		1,000	(1,000)	
150 Fire Department	2,775	2,800	(25)	99%
190 Animal Control		100	(100)	
Total a. Public Safety	2,775	3,900	(1,125)	71%
b. Public Works				
210 Roads, Bridges, Sidewalks		10,000	(10,000)	
230 Street Lighting	683	1,200	(517)	57%
250 Snow Removal	1,540	5,000	(3,460)	31%
290 Garbage	6,023	8,500	(2,477)	71%
299 Other Public Works		5,000	(5,000)	
Total b. Public Works	8,246	29,700	(21,454)	28%

CITY OF PANORAMA PARK
Revenue & Expense Budget vs. Actual
 July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
d. Culture & Recreation				
410 Library Services	2,450	4,900	(2,450)	50%
499 Other Culture & Recreation	48	200	(152)	24%
Total d. Culture & Recreation	2,498	5,100	(2,602)	49%
f. General Government				
620 Clerk, Treasurer, Finance	9,229	13,000	(3,771)	71%
630 Elections	558	500	58	112%
640 Legal Services & City Atty	649	3,000	(2,351)	22%
650 City Hall/General Buildings	8,071	15,000	(6,929)	54%
699 Other General Government	71	5,000	(4,929)	1%
Total f. General Government	18,578	36,500	(17,922)	51%
Total 1 GOVERNMENTAL ACTIVITIES	32,097	75,200	(43,103)	43%
2 BUSINESS TYPE ACTIVITIES				
Sewer Utility	5,783	9,500	(3,717)	61%
Total 2 BUSINESS TYPE ACTIVITIES	5,783	9,500	(3,717)	61%
Total Expense	40,551	84,700	(44,149)	48%
Net Income	20,004	3,560	16,444	562%