



## CITY COUNCIL MEETING AGENDA

Date: September 26, 2018

### **A - Presentations**

Dave Donovan the Emergency Management Coordinator with the Scott County Emergency Management Agency will answer questions regarding the Scott County Multi-jurisdictional Hazard Mitigation Plan.

### **B - Public Comments to the Council**

### **C - Mayor's Report**

City Hall renovations, Tree removal, Surety Bonds & Liability Insurance, ACH payment to Microsoft, City Hall sign/message center, City Hall mailbox, and Sale of the city-owned lot

### **D - Committee Reports**

### **E - Consent Agenda:**

1. Approval of Meeting Agenda - today's meeting
2. Approval of Council Meeting Minutes for September 12, 2018
3. Approval of Expenses

### **F - Unfinished Business:**

1. Discussion of unsightly properties and ordinance violations

### **G - New Business:**

1. Discussion and approval of Resolution 2018-24 Scott County Multi-jurisdictional Hazard Mitigation Plan
2. Discussion and approval of Resolution 2018-25 City Street Financial Report
3. Discussion and approval of Resolution 2018-26 authorizing the Clerk and Treasurer to make purchases on-account with Bettendorf Office Products
4. Discussion and approval to authorize the Mayor and Treasurer to attend Iowa League of Cities budget seminar

### **H - Adjournment**



## CITY COUNCIL MEETING MINUTES

Date: September 12, 2018

The City Council of Panorama Park, Iowa met in regular session on Wednesday, September 12, 2018 in the City Hall at 6:30 PM.

**Council members present:** Beth Elmore, Jacque Krause, Mandi Lauritzson, Shawn Rice, Dave White

**Presiding:** Mayor Ron Rice

**Guests present:** Gary Gleason

### Call to Order

Mayor Rice called the meeting to order at 6:00 PM. A quorum was achieved.

### Presentations

Gary Gleason, retired after 30 years as business manager at AEA, has volunteered to serve as an unpaid Treasurer.

### Public Comments to the Council

Beth Elmore brought a drainage issue to the attention of the city. The culvert under the driveway at 719 Park Avenue is lower than the culvert at Park Avenue and Short Street; therefore, water does not adequately drain from her yard. *Discussion on the history of the property's drainage and the city's liability for the culvert. Council Member Rice will research the city's liability/responsibility for mitigating the problem.*

### Mayor's Report

1. Sewer Late Fees: letter went out with September sewer bills to notify residents that the current ordinance will be enforced starting with October bills (10% late fee).
2. Resident at 104 Park Avenue emailed about putting a metal roof on home and putting a fence around property. Mayor Rice answered resident's questions about permitting and requirements for placement of fence.
3. Road Report due on September 30, 2018; Annual Financial Report due on December 30, 2018; IPERS issues dealing with former clerk have been resolved; Iowa & Federal Tax Withholding concerning former clerk shows a possible surplus.

### Committee Reports

Friday, October 19: Octoberfest, 50 Year Anniversary of City Hall, Ceremony Honoring Former Mayors, Chili Cook-off, and a Bluegrass Band

### Consent Agenda

Mayor asked for a motion to approve the Consent Agenda, which included approval of September 12, 2018 Agenda, Council Meeting Minutes for August 1, 2018, of Financial Reports for period ending August 31, 2018. *A motion was made by Council Member Rice, seconded by Lauritzson to approve the Consent Agenda as presented. With no further discussion; ayes by Elmore, Krause, White; zero nays; the Consent Agenda was approved.*

\* Council Member Elmore departed the meeting at 7:00 PM. Since a quorum was maintained, the meeting continued.

### Unfinished Business

1. Discussion of the sale of the city-owned lot: Open meeting will be held inviting realtors: Amanda Nelson, Mel Foster and others. Free fill dirt from a resident was made available for the land. *No motion was made to accept the fill.*
2. Discussion of unsightly properties and ordinance violation. City will reach-out to the Sheriff to deliver an Order to Abate to the properties at 5734 Valley Drive and 106 6th Street.
3. Discussion of tree trimming along Park Avenue, Short Street, and North Street. Mayor Rice and Council Member White volunteered to trim North Street and Park Avenue. Council agrees that the maple tree on city property at the corner of Park Avenue and Short Street should be taken down. *A motion was made by Council Member White, seconded by Lauritzson to approve the Mayor to take bids and hire a licensed, insured tree service. Council authorized up to \$3000 for removal. With no further discussion; ayes by Krause, Rice; zero nays; the motion was approved.*
4. Discussion of Mailbox for City Hall (PO Box rental is due 9/30). The Mayor will contact the post office to verify the mailbox placement, address for City Hall, and purchase a locking mailbox. *A motion was made by Council Member Krause, seconded by White to approve the Mayor to purchase a locking mailbox for the City Hall and relocate all Short*

Street mailboxes to the northeast corner of Park & Short. With no further discussion; ayes by Lauritzson, Rice; zero nays; the motion was approved.

5. Second (2nd) reading of Ordinance 18.05 [2] regarding the location and placement of publication posting centers. A motion was made by Council Member Krause, seconded by White to approve repealing/replacing Ordinance 18.05 [2]. With no further discussion; ayes by Lauritzson, Rice; zero nays; the motion was approved. A motion was made by Council Member White, seconded by Krause to suspend the third (3rd) and final reading of Ordinance 18.05 [2] and approve the ordinance. With no further discussion; ayes by Lauritzson, Rice; zero nays; the motion was approved.
6. Resolution 2018-21 to change the schedule for Council Meetings to the second and fourth Wednesdays of the month– tabled from August 1, 2018 meeting A motion was made by Council Member Rice, seconded by Krause to approve changing the schedule for regular meetings of the Council as stated in the resolution. With no further discussion; aye by White; nay by Lauritzson; the motion was approved.

#### **New Business**

1. Repeal/replace Ordinance 7.02 defining the Treasurer’s responsibilities. A motion was made by Council Member Lauritzson, seconded by Krause to approve the changes to Ordinance 7.02. With no further discussion; ayes by Rice, White; zero nays; the motion was approved. A motion was made by Council Member Krause, seconded by White to suspend additional readings of Ordinance 7.02 and approve the changes to the ordinance. With no further discussion; ayes by Lauritzson, Rice; zero nays; the motion was approved.
2. Repeal/replace Ordinance 19.01 regarding the appointment of the Treasurer A motion was made by Council Member Lauritzson, seconded by Krause to approve the changes to Ordinance 19.01. With no further discussion; ayes by Rice, White; zero nays; the motion was approved. A motion was made by Council Member Krause, seconded by Lauritzson to suspend additional readings of Ordinance 19.01 and approve the changes to the ordinance. With no further discussion; ayes by Rice, White; zero nays; the motion was approved.
3. Repeal/replace Ordinance 19.02 regarding the Treasurer’s compensation. A motion was made by Council Member Lauritzson, seconded by White to approve the changes to Ordinance 19.02. With no further discussion; ayes by Krause, Rice; zero nays; the motion was approved. A motion was made by Council Member Krause, seconded by Lauritzson to suspend additional readings of Ordinance 19.02 and approve the changes to the ordinance. With no further discussion; ayes by Rice, White; zero nays; the motion was approved.
4. Resolution 2018-22 approving the Treasurer as an authorized user on all city banking and financial accounts. A motion was made by Council Member White, seconded by Krause to authorize the Treasurer on all banking and financial accounts as stated in the resolution. With no further discussion; aye by Lauritzson, Rice; zero nays; the motion was approved.
5. Resolution 2018-23 approving Gary Gleason to assume the duties of Treasurer as stated in the resolution. A motion was made by Council Member White, seconded by Lauritzson appoint Gary Gleason as Treasurer as stated in the resolution. With no further discussion; aye by Krause, Rice; zero nays; the motion was approved.
6. Discussion of \$150 ACH payment to Microsoft has been contested, but has not been resolved. The bank officer has stopped future payments to Microsoft and is pursuing a refund on the City’s behalf.
7. Discussion on compliance to Ordinance 5.02 regarding Surety Bonds, insurance policy for protection from theft by a city official theft. The City’s insurance carrier will be contacted and the Iowa League of Cities will be consulted for advice.
8. Discussion of a sign/message center for City Hall. City Council will look for signs with a budget around \$2000. Examples will be brought to subsequent meetings.
9. Discussion of drainage issues at 719 Park Avenue. Council members reviewed Ordinance 135.13 and found that the property owner is responsible for the drainage issues and maintaining the culvert. The Mayor will draft a letter of explanation and send it to the affected property owner.

#### **Adjournment**

The meeting was adjourned at 10:00 PM.

Approved: \_\_\_\_\_  
Ronald D. Rice, Mayor

Attest: \_\_\_\_\_  
Elaine Schilling, City Clerk

#### **Approved Expenses for August, 2018**

8/1 MidAmerican Energy \$62.66	8/7 City of Davenport \$535.43	8/7 K&K Hardware \$22.23
8/7 MidAmerican Energy \$21.89	8/16 Iowa League of Cities \$45.00	8/20 Republic Services \$696.08
8/20 Iowa American Water \$14.00		



**RESOLUTION 2018-24**  
**Date: September 26, 2018**

**RESOLUTION OF PANORAMA PARK, IOWA IN SUPPORT OF THE APPROVAL AND ADOPTION OF THE 2018 SCOTT COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE.**

**WHEREAS**, Scott County applied for and was awarded funding from the Pre-Disaster Mitigation Grant Program (PDM) administered by the Federal Emergency Management agency (FEMA) and through the Iowa Homeland Security and Emergency Management Division (IHSEMD) for updating the 2012 Scott County Multi-Jurisdictional Local Hazard Mitigation Plan; and

**WHEREAS**, Scott County contracted with the Bi-State Regional Commission (BSRC) for assistance in preparing the Plan; and

**WHEREAS**, the City of Panorama Park, with assistance from Scott County and BSRC has gathered information and prepared the Scott County 2018 Multi-Jurisdictional Hazard Mitigation Plan Update; and

**WHEREAS**, the Scott County Multi-Jurisdictional Hazard Mitigation Plan Update has been prepared in accordance with FEMA requirements at 44 CFR 201.6; and

**WHEREAS**, the Plan process has been subject to public review and comment during its development; and

**WHEREAS**, the Mayor and City Council of the City of Panorama Park has reviewed the Plan; and

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and the City Council of the City of Panorama Park that the City of Panorama Park hereby approves and adopts the 2018 Scott County Multi-Jurisdictional Hazard Mitigation Plan Update as this jurisdictions Multi-Hazard Mitigation Plan pending FEMA approval of the Plan. The plan document will be adopted in the final format approved by FEMA.

PASSED BY THE COUNCIL THE 26TH DAY OF SEPTEMBER, 2018, AND APPROVED THIS 26TH DAY OF SEPTEMBER, 2018.

\_\_\_\_\_  
Ronald Rice, Mayor

ATTEST:

\_\_\_\_\_  
Elaine Schilling, City Clerk



**RESOLUTION 2018-25**  
**Date: September 26, 2018**

**RESOLUTION OF PANORAMA PARK, IOWA ACCEPTING AND APPROVING THE CITY STREET FINANCE REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018.**

**WHEREAS**, the City of Panorama Park, Iowa, has prepared a City Street Finance Report, detailing revenues and expenditures for the fiscal year 07/01/17 to 06/30/18 and

**WHEREAS**, it has been reviewed by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Panorama Park, Iowa, that the proposed City Street Finance Report for the Fiscal Year ending 06/30/18 is hereby approved and adopted, and the Mayor is hereby authorized and directed to file the adopted report with the Office of Local Systems of the Iowa Department of Transportation.

PASSED BY THE COUNCIL THE 26TH DAY OF SEPTEMBER, 2018, AND APPROVED THIS 26TH DAY OF SEPTEMBER, 2018.

\_\_\_\_\_  
Ronald Rice, Mayor

ATTEST:

\_\_\_\_\_  
Elaine Schilling, City Clerk



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

# City Street Financial Report

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

1 of 8

<b>City Name</b>
<b>PANORAMA PARK</b>
City Number
5902

## Cover Sheet

Now therefore let it be resolved that the city council PANORAMA PARK, Iowa  
(City Name)

On 09/26/2018 did hereby approve and adopt the annual  
(month/day/year)

City Street Financial Report from July 1, 2017 to June 30, 2018  
(Year) (Year)

### Contact Information

Name	E-mail Address	Street Address	city	ZIP Code
Treasurer - City of Panorama Park	email@panoramaparkiowa.com	120 Short St	Bettendorf	52722
Hours	Phone	Extension	Phone(Alternative)	
9am - 5pm	563-293-1293		563-449-8937	

### Preparer Information

Name	E-mail Address	Phone	Extension
Ronald Rice	ron@panoramaparkiowa.com	563-449-8937	

### Mayor Information

Name	E-mail Address	Street Address	city	ZIP Code
Ronald Rice	ron@panoramaparkiowa.com	910 Park Ave	Bettendorf	52722-5688
Phone	Extension			
563-293-1293				

Resolution Number 2018-25

\_\_\_\_\_  
Signature Mayor

\_\_\_\_\_  
Signature City Clerk



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

# City Street Financial Report

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

2 of 8

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

## Summary Statement Sheet

Column 1  
Road use  
Tax Fund

Column 2  
Other Street  
Monies

Column 3  
Street Debt

Column 4  
Totals

Round Figures to Nearest Dollars

<b>A. BEGINNING BALANCE</b>				
1. July 1 Balance	\$1,498	\$1,268	\$0	\$2,766
2. Adjustments (Note on Explanation Sheet)	\$48,341	-\$1,268	\$0	\$47,073
3. Adjusted Balance	\$49,839	\$0	\$0	\$49,839
<b>B. REVENUES</b>				
1. Road Use Tax	\$16,459			\$16,459
2. Property Taxes		\$0	\$0	\$0
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$0	\$0	\$0
5. Proceeds from Bonds, Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
<b>7. Total Revenues (Lines B1 thru B6)</b>	\$16,459	\$0	\$0	\$16,459
<b>C. Total Funds Available (Line A3 + Line B7)</b>	\$66,298	\$0	\$0	\$66,298

Column 1  
Road use  
Tax Fund

Column 2  
Other Street  
Monies

Column 3  
Street Debt

Column 4  
Totals

Round Figures to Nearest Dollars

<b>EXPENSES</b>				
<b>D. Maintenance</b>				
1. RoadWay Maintenance	\$934	\$0	\$0	\$934
2. Snow and Ice Removal	\$1,840	\$0	\$0	\$1,840
<b>E. Construction, Reconstruction and Improvements</b>				
1. Engineering	\$0	\$0	\$0	\$0
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$0	\$0	\$0	\$0
4. Traffic Services	\$0	\$0	\$0	\$0
<b>F. Administration</b>				
	\$0	\$0	\$0	\$0
<b>G. Equipment</b>				
	\$0	\$0	\$0	\$0
<b>H. Miscellaneous</b>				
		\$0	\$0	\$0
<b>J. street Debt</b>				
1. Bonds, Notes and Loans -Principal Paid	\$0	\$0	\$0	\$0
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$0	\$0
<b>TOTALS</b>				
<b>K. Total Expenses (Lines D thru J)</b>	\$2,774	\$0	\$0	\$2,774
<b>L. Ending Balance (Line C-K)</b>	\$63,524	\$0	\$0	\$63,524
<b>M. Total Funds Accounted For (K + L = C)</b>	\$66,298	\$0	\$0	\$66,298



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

3 of 8

### Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line B4 Totals		

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line H Totals		



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

4 of 8

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

## Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
		New Bond Totals			\$0	\$0	Totals	\$0	\$0	\$0	\$0	\$0	\$0



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

5 of 8

### Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

[Check here if there are no entities for this year](#)

### Project Final Costs Sheet (Section A)

1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
-------------------	-------------------	-----------------	--------------------	---

### Project Final Costs Sheet (Section B)

1. Project Number	6. Contractor Name	7. Contract Price	8. Additions/ Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	13. Total
-------------------	--------------------	-------------------	-----------------------------	----------	---------------	---------------	--------------	-----------



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

6 of 8

## Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used On Project this FY?	8. Status
-----------------------------	---------------------	-------------------	------------------------	---------------------	-------	----------------------	-------	-----------------------------------	--------------



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

7 of 8

## Explanation Sheet

### Comments

A. Beginning Balance; 2. Adjustments; Column 1 - Adjustment to balance this report with the Budget and Annual Financial Report. FY2017 Road Repair was incorrectly distributed between the Road Fund and the General Fund.

A. Beginning Balance; 2. Adjustments; Column 2 - Adjustment to Zero-out the Beginning Balance. For some unknown reason \$1,268 has been carried over from year-to-year.

Street Lighting expense is recorded as Roadway Maintenance.



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

<b>City Name</b>
<b>PANORAMA PARK</b>
<b>City Number</b>
<b>5902</b>

Report Generated

9/24/2018 2:53 PM

Fiscal Year

2018

Sheet

8 of 8

## Monthly Payment Sheet

Month	Road Use tax Payments
July	\$1,671.30
August	\$1,727.28
September	\$1,686.57
October	\$1,108.84
November	\$1,490.01
December	\$1,292.03
January	\$1,076.16
February	\$1,813.54
March	\$1,148.84
April	\$627.37
May	\$1,549.48
June	\$1,267.69
<b>Totals</b>	<b>\$16,459.11</b>



**RESOLUTION 2018-26**  
**Date: September 26, 2018**

**RESOLUTION OF PANORAMA PARK, IOWA AUTHORIZING THE TREASURER AND CLERK TO MAKE APPROVED PURCHASES ON ACCOUNT WITH BETTENDORF OFFICE PRODUCTS.**

The Council of the City of Panorama Park, Iowa authorizes Treasurer Gary Gleason and Clerk Elaine Schilling to make approved purchases on-account with Bettendorf Office Products as needed.

PASSED BY THE COUNCIL THE 26TH DAY OF SEPTEMBER, 2018, AND APPROVED THIS 26TH DAY OF SEPTEMBER, 2018.

\_\_\_\_\_  
Ronald Rice, Mayor

ATTEST:

\_\_\_\_\_  
Elaine Schilling, City Clerk