



CITY OF PANORAMA PARK

COUNCIL MEETING AGENDA

March 14, 2020 – 9:00 a.m.

Agenda Approval

Discussion and approval of Council Meeting Agenda for Saturday, March 14, 2020.

Presentations

Chris Cooper of MSA Services will review the Sanitary Sewer Report and respond to questions.

Public Comments to the Council

Mayor's Report

Committee Reports

Unfinished Business

New Business

1. Discussion and approval of Resolution 2020-07 to accept the proposed FY2021 Budget.
2. Discussion and approval of Resolution 2020-08 to reinvest CD's that mature in March 2020.
3. Discussion and approval to survey the boundaries for North Street.
4. Discussion and approval to excavate the drainage ditch for North Street.
5. Discussion of solutions to prevent mail theft.
6. Discussion and approval of minutes from the February 8, 2020 FY2021 Property Tax Levy Meeting.
7. Discussion and approval of minutes from the February 8, 2020 Council Meeting.
8. Discussion and approval for payment of expenses.
9. Discussion and approval of monthly financial statements.

Adjournment

Pursuant to Code of Iowa Section 362.3 [1], the regular or special City Council meeting agendas for March 14, 2020 have been posted 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].

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct.

Affiant: _____ Date: _____ Witness: _____ Date: _____



CITY OF PANORAMA PARK

RESOLUTION 2020-07

MARCH 14, 2020

RESOLUTION 2020-07 APPROVAL OF FISCAL YEAR 2020-2021 BUDGET AND CERTIFICATION OF TAXES

WHEREAS, the Panorama Park City Council has considered the proposed FY 2020/2021 city budget and certification of taxes, and

WHEREAS, a public hearing concerning the proposed city budget was held on March 14, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Panorama Park, Iowa, that the city budget and certificate of taxes for FY 2020-2021, as set forth in the budget summary, is hereby adopted and that the Panorama Park City Treasurer is directed to file said budget with the Scott County Auditor and the Treasurer for the State of Iowa.

PASSED BY THE COUNCIL THE 14TH DAY OF MARCH, 2020, AND APPROVED THIS 14TH DAY OF MARCH, 2020.

Ronald D. Rice, Mayor

I, the undersigned, being duly appointed, qualified and Mayor Pro Tem of Panorama Park, hereby certify that the foregoing Resolution No. 2020-07 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 March, 2020.

David White, Mayor Pro Tem



CITY OF PANORAMA PARK

RESOLUTION 2020-08

MARCH 14, 2020

RESOLUTION 2020-08 TO AUTHORIZE THE TREASURER TO CASH-OUT CERTIFICATES OF DEPOSIT GSB-1999, GSB-2006, GSB-2014, GSB-2022 AND DEPOSIT ALL PRINCIPAL AND ACCUMULATED INTEREST INTO THE SAVINGS ACCOUNT.

WHEREAS, the Certificates of Deposit (CD) GSB-1999, GSB-2006, GSB-2014, GSB-2022 will reach maturity on March 21, 2020 and

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

WHEREAS, the Treasurer, Gary Gleason shall cash-out the aforementioned CDs and deposit all principal and accumulated interest into the 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 2020-08 is hereby approved and adopted, and Treasurer, Gary Gleason is hereby authorized and directed to transfer all monies from CDs GSB-1999, GSB-2006, GSB-2014, GSB-2022 to the savings account.

PASSED BY THE COUNCIL THE 14TH DAY OF MARCH, 2020, AND APPROVED THIS 14TH DAY OF MARCH, 2020.

Ronald D. Rice, Mayor

I, the undersigned, being duly appointed, qualified and Mayor Pro Tem of Panorama Park, hereby certify that the foregoing Resolution No. 2020-08 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 March, 2020.

David White, Mayor Pro Tem



CITY OF PANORAMA PARK

PROPERTY TAX LEVY HEARING MINUTES

February 8, 2020 – 9:00 a.m.

The City Council of Panorama Park, Iowa met in a special session at 9:00 a.m., Saturday, February 8, 2020 in the City Hall.

In Attendance: T. Huber, S. Perry, S. Rice, D. Smith

Council Members Absent: D. White

Also Present: Mayor Ronald Rice, Treasurer Gary Gleason

Presiding: Mayor Ronald Rice

Call to Order

Mayor Rice called the meeting to order at 9:04 a.m. A quorum was reached.

Agenda Approval

Discussion and approval of the Property Tax Levy Hearing Agenda for Saturday, February 8, 2020. Mayor Rice asked if there were any questions or changes regarding the agenda and hearing none, asked for a motion to approve. *A motion was made by S. Rice, seconded by S. Perry to approve the Agenda as presented. With no further discussion, Roll Call: T. Huber-Aye, D. Smith-Aye. The agenda was approved.*

Presentations

Council viewed the League of Cities video on Senate File 634, new rules on property tax levies. Treasurer, Gary Gleason, explained how the new rules will affect the city's budget process.

Mayor Rice presented data on how property values have dropped. The mayor proposed a 1.95 percent levy increase in order to make up for the revenue shortfall. The proposed increase would keep the property tax levy below 6% of taxable assessed valuation. This would result in an average increase of approximately \$8.55 per property for fiscal year 2021.

Public Comments to the Council

None

Council Discussion

S. Perry asked for clarification about the proposed levy numbers. The council discussed whether any budgetary items could be trimmed and determined that the proposed budget was sound.

Adjournment

With no other business before the Council, Mayor Rice called for adjournment of the special session at approximately 9:24 a.m. *A motion was made by T. Huber, seconded by S. Perry to adjourn. With no further discussion, Roll Call: S. Rice-Aye, D. Smith-Aye. The motion was approved.*

Approved: _____
Ronald D. Rice, Mayor

Attest: _____
Gary Gleason, City Clerk/Treasurer



CITY OF PANORAMA PARK

COUNCIL MEETING MINUTES

February 8, 2020 – 9:30 a.m.

The City Council of Panorama Park, Iowa met in regular session at 9:30 a.m., Saturday, February 8, 2020 in the City Hall.

In Attendance: T. Huber, S. Perry, S. Rice, D. Smith

Council Members Absent: D. White

Also Present: Mayor Ronald Rice, Treasurer Gary Gleason, Dave Donovan

Presiding: Mayor Ronald Rice

Call to Order

Mayor Rice called the meeting to order at 9:31 a.m. A quorum was reached.

Agenda Approval

Mayor Rice asked if there were any questions or changes regarding the agenda and hearing none, asked for a motion to approve. *A motion was made by S. Perry, seconded by T. Huber to approve the Agenda as presented. With no further discussion, Roll Call: S. Rice-Aye, D. Smith-Aye. The agenda was approved.*

Presentations

Dave Donovan from the Scott County Emergency Management Agency outlined the cities need for an emergency plan and the resources available through the agency. The council will appoint a commission to create an emergency plan for the city.

Public Comments to the Council

None

Mayor's Report

Mayor Rice presented MSA's preliminary service report for the sewer in order to determine budgetary concerns for the year. A final report will be presented by MSA in the coming months.

Committee Reports

Culture and Recreation- S. Rice reported that there were no February events planned. A spring event will be planned for March or April.

Unfinished Business

None

New Business

1. Discussion and approval of Resolution 2020-06 to authorize an increase in the FY2021 property tax levy. Mayor Rice asked if there were any questions. Hearing no other comments, Mayor Rice called for a vote. *A motion was made by D. Smith, seconded by T. Huber to authorize the tax levy. With no further discussion, Roll Call: S. Perry-Aye, S. Rice-Aye. The motion was approved.*
2. Discussion regarding the need for an emergency plan. T. Huber volunteered to spearhead the plan.
3. Discussion and approval of minutes from the January 11, 2020 Council Meeting and the January 25, 2020 Budget Workshop. Mayor Rice asked if there were any questions or corrections to the minutes. Hearing no other comments, Mayor Rice called for a vote. *A motion was made by S. Rice, seconded by T. Huber to approve the minutes. With no further discussion, Roll Call: S. Perry-Aye, S. Rice-Aye. The motion was approved.*
4. Discussion and approval of Expenses. Council members viewed the expenses. Mayor Rice asked if there were any questions. Hearing no other comments, Mayor Rice called for a vote to approve the expenses. *A motion was made by D. Smith, seconded by T. Huber to approve the expenses. With no further discussion, Roll Call: S. Perry-Aye, S. Rice-Aye. The motion was approved.*
5. Discussion and approval of monthly Financial Statements. Council members viewed the Financial Statements. Mayor Rice asked if there were any questions or corrections. Hearing no other comments, Mayor Rice called for a vote. *A motion was made by S. Perry, seconded by D. Smith to approve the Financial Statements. With no further discussion, Roll Call: T. Huber-Aye, S. Rice-Aye. The motion was approved.*

Adjournment

With no other business before the Council, Mayor Rice called for adjournment of the meeting at approximately 11:00 a.m. A *motion was made by D. Smith, seconded by T. Huber to adjourn. With no further discussion, Roll Call: S. Rice-Aye, S. Perry- Aye. The motion was approved.*

Approved: _____
Ronald D. Rice, Mayor

Attest: _____
Gary Gleason, City Clerk/Treasurer

Expenses:

ADVANTAGE TREE SERVICE \$2,190.00
IOWA AMERICAN WATER CO \$14.00
MSA SERVICES \$8,325.00

BROOKS LAW FIRM \$250.75
IOWA ONE CALL \$12.60
REPUBLIC SERVICES \$724.08

CITY OF DAVENPORT \$1,513.82
MIDAMERICAN ENERGY \$108.79
SAM'S CLUB \$24.96

CITY OF PANORAMA PARK
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificates	
General Fund	51,889.96
Road Fund	61,266.76
Sewer Fund	192,236.57
Total Certificates	<u>305,393.29</u>
Checking	
General Fund GSB	2,398.50
Road Fund GSB	1,591.49
Total Checking	<u>3,989.99</u>
Savings	
General Fund GSB	3,699.49
Road Fund GSB	18,821.96
Sewer Fund GSB	1,262.47
Total Savings	<u>23,783.92</u>
Savings - General Fund FCU	<u>25.00</u>
Total Checking/Savings	<u>333,192.20</u>
Other Current Assets	<u>492.94</u>
Total Current Assets	<u>333,685.14</u>
TOTAL ASSETS	<u>333,685.14</u>
LIABILITIES & EQUITY	
Equity	<u>333,685.14</u>
TOTAL LIABILITIES & EQUITY	<u>333,685.14</u>

CITY OF PANORAMA PARK
Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Feb 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
1 TAXES			
General Property Taxes	16,290	27,377	60%
Other City Taxes			
4060 Utility Excise Tax	4	2,001	0%
4065 Utility Franchise Tax	594	800	74%
4090 Local Option Sales Tax	14,836	18,500	80%
Total Other City Taxes	<u>15,433</u>	<u>21,301</u>	<u>72%</u>
Total 1 TAXES	<u>31,723</u>	<u>48,678</u>	<u>65%</u>
3 USE OF MONEY & PROPERTY	4,319	6,000	72%
4 INTERGOVERNMENTAL			
State Shared Revenues			
4430 Road Use Taxes	12,435	16,000	78%
Total State Shared Revenues	<u>12,435</u>	<u>16,000</u>	<u>78%</u>
Total 4 INTERGOVERNMENTAL	<u>12,435</u>	<u>16,000</u>	<u>78%</u>
5 CHARGES FOR SERVICES			
Sewer Service	2,185	0	100%
Total 5 CHARGES FOR SERVICES	<u>2,185</u>	<u>0</u>	<u>100%</u>
Billable Expense Income	125		
Total Income	<u>50,788</u>	<u>70,678</u>	<u>72%</u>
Gross Profit	<u>50,788</u>	<u>70,678</u>	<u>72%</u>
Expense			
1 GOVERNMENTAL ACTIVITIES			
a. Public Safety	125	4,550	3%
b. Public Works			
210 Roads, Bridges, Sidewalks	0	2,200	0%
230 Street Lighting	494	800	62%
250 Snow Removal	2,820	5,000	56%
290 Garbage	5,069	10,000	51%
299 Other Public Works	18	100	18%
Total b. Public Works	<u>8,400</u>	<u>18,100</u>	<u>46%</u>
d. Culture & Recreation	2,505	5,260	48%
f. General Government			
610 Mayor & Council	259	1,500	17%
620 Clerk, Treasurer, Finance	203	1,500	14%
630 Elections	0	650	0%
640 Legal Services & City Attor	575	2,000	29%
650 City Hall / General Buildin	710	3,500	20%
660 Tort Liability	1,527	2,500	61%
699 Other General Government	839	600	140%
Total f. General Government	<u>4,113</u>	<u>12,250</u>	<u>34%</u>
Total 1 GOVERNMENTAL ACTIVITIES	<u>15,143</u>	<u>40,160</u>	<u>38%</u>

CITY OF PANORAMA PARK
Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	% of Budget
2. BUSINESS TYPE ACTIVITIES			
Sewer Utility			
815 Sewer & Sewage Disposal			
6413 Payments to other Agencies	4,113	0	100%
6499 Other Contractual Service	38,681	0	100%
Total 815 Sewer & Sewage Disposal	42,795	0	100%
Sewer Utility - Other	0	9,250	0%
Total Sewer Utility	42,795	9,250	463%
Total 2. BUSINESS TYPE ACTIVITIES	42,795	9,250	463%
Total Expense	57,938	49,410	117%
Net Ordinary Income	(7,150)	21,268	(34)%
Net Income	(7,150)	21,268	(34)%

CITY OF PANORAMA PARK
Expenses by Vendor Detail

February 2020

Date	Memo	Account	Class	Paid Amount
ADVANTAGE TREE SERVICE				
02/10/2020	01/11/2020 Snow Removal + Salt	250 Snow Removal	ROAD FUND	230.00
02/10/2020	Snow Removal 01/17/2020	250 Snow Removal	ROAD FUND	1,140.00
02/10/2020	Snow Removal 01/24/2020	250 Snow Removal	ROAD FUND	500.00
02/10/2020	Snow Removal 01/23/2020	250 Snow Removal	ROAD FUND	320.00
Total ADVANTAGE TREE SERVICE				2,190.00
BROOKS LAW FIRM				
02/10/2020	File #: 103013-000B; Inv #: 13	640 Legal Services & City Attor	GENERAL FUND	250.75
Total BROOKS LAW FIRM				250.75
CITY OF DAVENPORT				
02/10/2020	Plant Operational Fund 12/31/2019	6413 Payments to other Agencies	SEWER FUND	581.82
02/10/2020	FY2020 Annual Wastewater Equipment Replacement	6413 Payments to other Agencies	SEWER FUND	932.00
Total CITY OF DAVENPORT				1,513.82
GREAT SOUTHERN BANK				
02/02/2020	Deposit	4300 Interest	GENERAL FUND	-23.47
Total GREAT SOUTHERN BANK				-23.47
IOWA AMERICAN WATER CO.				
02/10/2020	City Hall Water 12/17/2019 to 01/16/2020	6374 Water / Sewer Expense	GENERAL FUND	14.00
Total IOWA AMERICAN WATER CO.				14.00
IOWA ONE CALL				
02/10/2020	Customer # 1223; Invoice # 218801	299 Other Public Works	GENERAL FUND	12.60
Total IOWA ONE CALL				12.60
MIDAMERICAN ENERGY				
02/10/2020	City Hall 12/11/2019 to 01/14/2020	6371 Electric / Gas Expense	GENERAL FUND	47.51
02/10/2020		230 Street Lighting	ROAD FUND	61.28
Total MIDAMERICAN ENERGY				108.79
MSA PROFESSIONAL SERVICES, INC.				
02/10/2020	Professional Services 10/20/2019 to 12/14/2019	6499 Other Contractual Service	SEWER FUND	3,700.00
02/10/2020	Professional Services 12/15/2019 to 01/25/2020	6499 Other Contractual Service	SEWER FUND	4,625.00
Total MSA PROFESSIONAL SERVICES, INC.				8,325.00
REPUBLIC SERVICES				
02/10/2020	Garbage & Recycling 01/01/2020 to 01/31/2020	290 Garbage	GENERAL FUND	724.08
Total REPUBLIC SERVICES				724.08
TOTAL				13,115.57