



# CITY OF PANORAMA PARK

## COUNCIL MEETING AGENDA

### NOVEMBER 14, 2020 – 9:00 AM

#### **Agenda Approval**

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

#### **Public Comments to the Council**

#### **Presentations**

#### **Mayor's Report**

#### **Committee Reports**

#### **Unfinished Business**

#### **New Business**

1. Discussion and approval of the minutes from the October 10, 2020 Council Meeting.
2. Discussion of the proposed 28E with Riverdale concerning repairs of the sanitary sewer system.
3. Discussion and creation of a committee to create a community emergency plan.
4. Discussion of restructuring the City's form of government.
5. Discussion and approval of Resolution 2020-15 to change the dates and times for future Council Meetings.
6. Discussion and approval of Resolution 2020-16 to approve the FY2020 Annual Financial Report.
7. Discussion and approval of the monthly financial statements.
8. Discussion and approval for payment of outstanding bills.

#### **Adjournment**

Pursuant to Code of Iowa Section 362.3 [1], the regular or special City Council meeting agendas for November 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: \_\_\_\_\_



# CITY OF PANORAMA PARK

## COUNCIL MEETING MINUTES

### October 10, 2020 – 9:00 AM

The City Council of Panorama Park, Iowa met in regular session at 9:00 AM, Saturday, October 10, 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, Betty Leach

**Presiding:** Mayor Ronald Rice

#### **Call to Order**

Mayor Rice called the meeting to order at 9:00 AM. A quorum was reached.

#### **Agenda Approval**

Discussion and approval of Council Meeting Agenda for Saturday, October 10, 2020. Mayor Rice asked if there were any other questions or changes regarding the agenda. Hearing no comments, Mayor Rice called for a vote. *A motion was made by D. Smith and seconded by T. Huber. Roll Call: S. Perry - aye, S. Rice - aye. The motion was approved.*

#### **Presentations**

None

#### **Public Comments to the Council**

Betty Leach asked about the cleanup efforts at 209 Park Avenue from the August derecho storm. Mayor Rice stated that he did receive a response from the homeowner to his letter. They plan to remove the storm damage trees once they receive a check from their insurance company.

#### **Mayor's Report**

None

#### **Committee Reports**

Would like to have emergency planning on next month's agenda

#### **Unfinished Business**

#### **New Business**

1. Discussion and approval of Halloween activities and times. S. Rice recommended that the City observe Halloween on October 31 from 5:00 PM until 7:30 PM. This is consistent with other area communities. S. Rice also suggested that residents could congregate at City Hall assuming that social distancing guidelines are followed (due to the COVID-19 outbreak). Mayor Rice will include the Halloween guidelines in the fall newsletter. Mayor Rice called for a vote. *A motion was made by S. Perry and seconded by D. Smith. Roll Call: T. Huber - aye, S. Rice - aye. The motion was approved.*
2. Discussion and approval of bids to install a road closed barrier on Second Street. Mayor Rice reviewed the quotation from ACME Signs and asked if there were any questions or corrections. Hearing no comments, Mayor Rice called for a vote. *A motion was made by T. Huber and seconded by D. Smith. Roll Call: S. Perry - aye, S. Rice - aye. The motion was approved.*
3. Discussion and approval of the minutes from the September 10, 2020 Council Meeting. Mayor Rice asked if there were any questions or corrections to the minutes. Hearing no comments, Mayor Rice called for a vote. *A motion was made by S. Perry and seconded by T. Huber. Roll Call: S. Rice - aye, D. Smith - aye. The motion was approved.*

4. Discussion and approval of the monthly financial statements. Mayor Rice reviewed the reports and asked if there were any questions or corrections. Hearing no comments, Mayor Rice called for a vote. *A motion was made by S. Rice and seconded by S. Perry. Roll Call: T. Huber - aye, D. Smith - aye. The motion was approved.*
  
5. Discussion and approval for payment of outstanding bills. Mayor Rice reviewed the unpaid bills and asked if there were any questions or corrections. Hearing no comments, Mayor Rice called for a vote. *A motion was made by D. Smith and seconded by T. Huber. Roll Call: S. Perry - 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 10:05 AM. *A motion was made by S. Perry and seconded by T. Huber. Roll Call: S. Rice - aye, D. Smith - aye. The motion was approved.*

THE COUNCIL MEETING MINUTES FOR OCTOBER 10, 2020 WERE PASSED BY THE COUNCIL NOVEMBER 14, 2020, AND APPROVED THIS 14TH DAY OF NOVEMBER, 2020.

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

Attest: \_\_\_\_\_  
 Gary Gleason, City Clerk/Treasurer

Approved Expenses:

BROOKS LAW FIRM \$560.50	CINCINNATI INS \$1,527.00	CITY OF DAVENPORT \$571.07
IA AMERICAN WATER \$14.00	MEDIACOM \$18.06	MIDAMERICAN ENERGY \$95.81
REPUBLIC SERVICES \$753.20		

**INTERGOVERNMENTAL AGREEMENT FOR THE MAINTENANCE AND IMPROVEMENTS FOR THE JOINT USE SANITARY SEWER SYSTEM FOR THE COMMUNITIES OF PANORAMA PARK, IOWA AND RIVERDALE, IOWA**

**THIS AGREEMENT** entered into by and between the City of Panorama Park, Iowa 120 Short St, Bettendorf, IA 52722 (hereafter referred to as the “Panorama Park”); and the City of Riverdale, Iowa 110 Manor Drive, Riverdale, Iowa 52722 (hereafter referred to as “Riverdale”);

**WHEREAS**, the City Council of the City of Panorama Park and the City Council of the City of Riverdale have both heretofore deemed it necessary and desirable to share in the responsibility of maintenance of the Joint Use Sanitary Sewer System;

**WHEREAS**, it is now necessary for Panorama Park and Riverdale to enter into a 28E Agreement to outline the obligations and responsibilities of each party as it pertains to the maintenance of the Project;

**WHEREAS**, currently both cities already contract with the same engineering firm, Municipal Services Associates-Public Services (hereafter referred to as “MSA-PS”) which will provide for a diligent contract and contractor supervision;

**WHEREAS**, the Cities of Riverdale and Panorama Park realize that there is a significant cost-savings that occur if they entered into this 28E Agreement in order to re-line their respective Sanitary Sewers;

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- 1. PURPOSE.** The purpose of the 28E Agreement is to set forth the duties and obligations of the Riverdale and Panorama Park in maintenance of the Joint Use Sanitary Sewer in relation to the **re-lining project which is scheduled to be taken in the Spring of 2021.**
- 2. SEPARATE ENTITIES.** Further, it is hereby noted that no separate legal entity shall be created by this Agreement and the Riverdale City Council and Panorama Park City Council.
- 3. DUTIES AND RESPONSIBILITIES OF THE PARTIES.**
  - A. Riverdale and Panorama Park respectively own and maintain the sanitary sewer systems that are in their respective Cities.
  - B. The City of Riverdale, Iowa shall be the contracting agency.
  - C. MSA-PS will oversee the contact between the Cities and the contractor.
  - D. During the bidding process MSA-PS will require the contractor to bid in at a per foot cost. Those per foot costs will be billed to Riverdale.
  - E. The City of Riverdale will notify Panorama Park of its per foot cost. Payment will be made in accordance with Panorama Park’s City Council meeting schedule.

- F. During, construction the Cities will hold harmless the MSA-PS for any errors, omissions and misrepresentations.
- G. Change work orders, additions or deletions will be charged to the City which is responsible for Change order request.

**4. MODIFICATION OF AGREEMENT.**

Modification of this agreement shall be made only by the consent of the City Council of Riverdale and the City Council of Panorama Park. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications, signed by both parties.

**5. TERM AND TERMINATION OF THIS AGREEMENT.**

The initial term of this agreement shall commence on \_\_\_\_\_, 202\_ and shall terminate on \_\_\_\_\_, 202\_\_. This Agreement will termination once the project is deemed complete by the project manager. Both parties to this agreement may also terminate participation upon days' notice to the other party of this agreement.

**6. NOTICES.**

All notices given under this Agreement shall be in writing and shall be deemed delivered on the date of placing the notice un the U.S. Mail postage prepaid, to the following address:

For the City of Panorama Park:

City of Panorama Park  
Attention: Mayor  
120 Short Street  
Panorama Park, Iowa 52722

For the City of Riverdale:

City of Riverdale  
Attention: City Administrator  
110 Manor Drive  
Riverdale, Iowa 52722

**7. INDEMNITIES.**

Each party to this Agreement expressly agrees to save and hold the other party, its employees and agents, harmless from any and all claims against both or either party arising from the performance of the duties and obligations under this Agreement.

**8. FILING.**

The City of Riverdale shall file this Agreement with the Iowa Secretary of State's Office as required by Section 28E of the Code of Iowa.

Executed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

City of Panorama Park, Iowa:

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

ATTEST:

\_\_\_\_\_  
Panorama Park City Clerk

Executed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

City of Riverdale, Iowa:

\_\_\_\_\_  
Michael Bawden, Mayor

ATTEST:

\_\_\_\_\_  
Katie J. Enloe, Deputy Clerk



## CITY OF PANORAMA PARK

RESOLUTION 2020-15

NOVEMBER 14, 2020

RESOLUTION OF PANORAMA PARK, IOWA ACCEPTING AND APPROVING THE CHANGE OF SCHEDULE FOR COUNCIL MEETINGS EFFECTIVE JANUARY 13, 2021.

**WHEREAS**, several Council Members have scheduling conflicts with the present meeting schedule; and

**WHEREAS**, the Mayor and Council of the City of Panorama Park have determined that a new meeting time of 7:00 PM on the second (2) Wednesday of each month should minimize scheduling conflicts.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Panorama Park, Iowa, that the Council shall convene for a regular meeting on the second (2nd) Wednesday of each month effective January 13, 2021.

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

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Ronald D. Rice, Mayor

I, the undersigned, being duly appointed, qualified and acting City Clerk of Panorama Park, hereby certify that the foregoing Resolution No. 2019-15 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 November, 2020.

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Gary L. Gleason, City Clerk/Treasurer



## CITY OF PANORAMA PARK

RESOLUTION 2020-16

NOVEMBER 14, 2020

RESOLUTION OF PANORAMA PARK, IOWA ACCEPTING AND APPROVING THE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2020.

**WHEREAS**, in accordance with the requirements of the Iowa Department of Revenue & Finance and the State Auditor's Office; and

**WHEREAS**, the Mayor and Council of the City of Panorama Park has reviewed the report that included the city expenditures, revenues, and funds transfers for periods July 1, 2019 through June 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Panorama Park, Iowa, that the proposed Annual Finance Report for the fiscal year ending June 30, 2019 is hereby approved and adopted, and the Mayor is hereby authorized and directed to file the adopted report with the Iowa Department of Management.

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

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Ronald D. Rice, Mayor

I, the undersigned, being duly appointed, qualified and acting City Clerk of Panorama Park, hereby certify that the foregoing Resolution No. 2019-16 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 November, 2020.

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Gary L. Gleason, City Clerk/Treasurer



STATE OF IOWA  
2020  
FINANCIAL REPORT  
FISCAL YEAR ENDED  
JUNE 30, 2020  
CITY OF PANORAMA PARK, IOWA  
DUE: December 1, 2020

16208201300000  
CITY OF PANORAMA PARK  
120 SHORT ST  
PANORAMA PARK IA 52722-5669  
POPULATION: 129

**NOTE** - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

**ALL FUNDS**

	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes Levied on Property	27,417		27,417	27,377
Less: Uncollected Property Taxes-Levy Year	0		0	
<b>Net Current Property Taxes</b>	27,417		27,417	27,377
Delinquent Property Taxes	0		0	
TIF Revenues	0		0	
Other City Taxes	22,928	0	22,928	21,301
Licenses and Permits	0	0	0	
Use of Money and Property	4,371	5,150	9,521	6,000
Intergovernmental	16,581	0	16,581	16,000
Charges for Fees and Service	125	2,185	2,310	
Special Assessments	0	0	0	
Miscellaneous	0	0	0	
Other Financing Sources	0	0	0	
Transfers In	0	80,000	80,000	100,000
<b>Total Revenues and Other Sources</b>	71,422	87,335	158,757	170,678
<b>Expenditures and Other Financing Uses</b>				
Public Safety	2,990		2,990	4,550
Public Works	16,163		16,163	33,600
Health and Social Services	0		0	
Culture and Recreation	5,010		5,010	5,260
Community and Economic Development	0		0	12,250
General Government	9,226		9,226	
Debt Service	0		0	
Capital Projects	0		0	
<b>Total Governmental Activities Expenditures</b>	33,389	0	33,389	55,660
BUSINESS TYPE ACTIVITIES		49,967	49,967	55,000
<b>Total All Expenditures</b>	33,389	49,967	83,356	110,660
Other Financing Uses	0	0	0	
Transfers Out	80,000	0	80,000	100,000
<b>Total All Expenditures/and Other Financing Uses</b>	113,389	49,967	163,356	210,660
<b>Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses</b>	-41,967	37,368	-4,599	-39,982
Beginning Fund Balance July 1, 2019	187,911	152,925	340,836	331,177
Ending Fund Balance June 30, 2020	145,944	190,293	336,237	291,195

**NOTE** - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds 0	Pension Trust Funds 0
Private Purpose Trust Funds 0	Agency Funds 0

Indebtedness at June 30, 2020	Amount	Indebtedness at June 30, 2020	Amount
General Obligation Debt	0	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	890,296

**CERTIFICATION**

The forgoing report is correct to the best of my knowledge and belief

	<b>Posted</b> 11/4/2020
Signature of Preparer	Date Signed
Printed name of Preparer	
	Phone Number
Signature of Mayor or other City official (Name and Title)	Date Signed

**PLEASE PUBLISH THIS PAGE ONLY**

CITY OF PANORAMA PARK (FY2021)

Balance Sheet

As of October 31, 2020

	<u>Oct 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Certificates</b>	
General Fund	41,908.76
Road Fund	41,908.76
Sewer Fund	163,340.74
<b>Total Certificates</b>	247,158.26
<b>Checking</b>	
General Fund GSB	17,657.94
Road Fund GSB	1,052.85
Sewer Fund GSB	496.84
<b>Total Checking</b>	19,207.63
<b>Savings</b>	
General Fund FCU	25.00
General Fund GSB	20,997.22
Road Fund GSB	27,027.69
Sewer Fund GSB	25,678.43
<b>Total Savings</b>	73,728.34
<b>Total Checking/Savings</b>	340,094.23
<b>Total Current Assets</b>	340,094.23
<b>TOTAL ASSETS</b>	<b>340,094.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	(14.00)
<b>Total Current Liabilities</b>	(14.00)
<b>Total Liabilities</b>	(14.00)
<b>Equity</b>	340,108.23
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>340,094.23</b>

## CITY OF PANORAMA PARK (FY2021)

11/08/20

**Budget vs. Actual**

Cash Basis

July through October 2020

	Jul - Oct 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>1 TAXES</b>	21,874	50,550	43%
<b>2 LICENSES AND PERMITS</b>	10		
<b>3 USE OF MONEY &amp; PROPERTY</b>	1,245		
<b>4 INTERGOVERNMENTAL</b>	6,482	17,000	38%
<b>5 CHARGES FOR SERVICES</b>	497		
<b>Total Income</b>	<u>30,106</u>	<u>67,550</u>	<u>45%</u>
<b>Gross Profit</b>	30,106	67,550	45%
<b>Expense</b>			
<b>1 GOVERNMENTAL ACTIVITIES</b>			
a. Public Safety		4,150	
b. Public Works	21,839	52,600	42%
d. Culture & Recreation		5,350	
f. General Government			
610 Mayor & Council		1,500	
620 Clerk, Treasurer, Finance		800	
640 Legal Services & City Attor	752	2,000	38%
650 City Hall / General Buildin	429	8,550	5%
660 Tort Liability	1,527	2,000	76%
699 Other General Government	329	600	55%
<b>Total f. General Government</b>	<u>3,037</u>	<u>15,450</u>	<u>20%</u>
<b>Total 1 GOVERNMENTAL ACTIVITIES</b>	<u>24,876</u>	<u>77,550</u>	<u>32%</u>
<b>2. BUSINESS TYPE ACTIVITIES</b>	866	170,000	1%
<b>Total Expense</b>	<u>25,742</u>	<u>247,550</u>	<u>10%</u>
<b>Net Ordinary Income</b>	4,364	(180,000)	(2)%
<b>Other Income/Expense</b>			
<b>Net Income</b>	<u><u>4,364</u></u>	<u><u>(180,000)</u></u>	<u><u>(2)%</u></u>

12:16 PM  
11/07/20  
Cash Basis

**CITY OF PANORAMA PARK (FY2021)**  
**Expenses by Vendor Detail**  
October 2020

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
<b>CITY OF DAVENPORT</b>				
10/01/2020	Plant Operational Fund - June 2020	6413 Payments to other Agencies	SEWER FUND	(571.07)
	Total CITY OF DAVENPORT			(571.07)
<b>IOWA AMERICAN WATER CO.</b>				
10/01/2020	08/18/2020 to 09/16/2020	6374 Water / Sewer Expense	GENERAL FU...	(14.00)
	Total IOWA AMERICAN WATER CO.			(14.00)
<b>MIDAMERICAN ENERGY</b>				
10/01/2020	08/13/2020 to 09/11/2020	6371 Electric / Gas Expense	GENERAL FU...	(33.05)
10/12/2020	09/01/2020 to 10/01/2020	230 Street Lighting	ROAD FUND	(62.76)
	Total MIDAMERICAN ENERGY			(95.81)
<b>REPUBLIC SERVICES</b>				
10/01/2020	09/01/2020 to 09/30/2020	290 Garbage	GENERAL FU...	(753.20)
	Total REPUBLIC SERVICES			(753.20)
<b>VOID *** VOID *** VOID</b>				
10/01/2020	VOID:	Ask Accountant - Expense		0.00
	Total VOID *** VOID *** VOID			0.00
<b>WELLS FARGO VISA</b>				
10/02/2020	Mediacom Internet - City Hall 09/20/2020 to 10/19/2020	6373 Telecommunication	GENERAL FU...	(5.69)
10/15/2020	Mediacom Internet - City Hall 09/20/2020 to 10/19/2020	6373 Telecommunication	GENERAL FU...	(12.37)
	Total WELLS FARGO VISA			(18.06)
<b>TOTAL</b>				<b>(1,452.14)</b>

## CITY OF PANORAMA PARK (FY2021)

## Unpaid Bills Detail

As of November 14, 2020

<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>ACME SIGN COMPANY</b>			
10/21/2020		11/20/2020	1,522.95
Total ACME SIGN COMPANY			1,522.95
<b>CITY OF DAVENPORT</b>			
10/09/2020	Account No.: 120039912	11/08/2020	515.78
10/26/2020	Account No.: 120039912	11/25/2020	350.35
Total CITY OF DAVENPORT			866.13
<b>IOWA AMERICAN WATER CO.</b>			
10/16/2020	Account No.: 1011-2100000727027	11/15/2020	14.00
Total IOWA AMERICAN WATER CO.			14.00
<b>MIDAMERICAN ENERGY</b>			
10/15/2020		11/13/2020	26.99
10/30/2020	Account No.: 03390-81017	11/23/2020	62.81
Total MIDAMERICAN ENERGY			89.80
<b>REPUBLIC SERVICES</b>			
10/15/2020		11/04/2020	753.20
Total REPUBLIC SERVICES			753.20
<b>SCOTT COUNTY LIBRARY</b>			
10/08/2020		11/30/2020	2,537.50
Total SCOTT COUNTY LIBRARY			2,537.50
<b>WELLS FARGO VISA</b>			
10/10/2020	Mediacom Cable	10/10/2020	19.99
10/21/2020	godaddy.com	10/21/2020	128.27
10/22/2020	godaddy.com	10/22/2020	18.17
10/22/2020	Sam's Club	10/22/2020	79.04
Total WELLS FARGO VISA			245.47
<b>TOTAL</b>			<b>6,029.05</b>