



CITY OF PANORAMA PARK

COUNCIL MEETING AGENDA

DECEMBER 12, 2020 – 9:00 AM

Agenda Approval

Discussion and approval of Council Meeting Agenda for Saturday, December 12, 2020.

Public Comments to the Council

Presentations

Mayor's Report

- Update on proposed 28E Agreement with Riverdale for sewer repairs.

Committee Reports

Unfinished Business

New Business

1. Discussion and approval of the minutes from the November 13, 2020 Council Meeting.
2. Discussion and approval of Resolution 2020-17 to form a commission to create a community emergency plan.
3. Discussion and approval of Resolution 2020-18 to establish a consent agenda procedure.
4. Discussion and approval of the monthly financial statements.
5. 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 December 12, 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

November 14, 2020 – 9:00 AM

The City Council of Panorama Park, Iowa met in regular session at 9:00 AM, Saturday, November 14, 2020 in the City Hall.

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

Council Members Absent: D. Smith

Also Present: Mayor Ronald Rice, Treasurer Gary Gleason

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, November 14, 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 S. Rice and seconded by S. Perry. Roll Call: T. Huber - aye, D. White - aye. The motion was approved.*

Presentations

None

Public Comments to the Council

None

Mayor's Report

None

Committee Reports

S. Rice stated that the Halloween event was a success and noted that social distancing precautions were observed due to the COVID-19 pandemic.

T. Huber reported a conversation he had with a resident, regarding the city's open burn ordinances as included in the October newsletter. Mayor Rice explained that he had received a complaint from a resident regarding a neighbor burning offensive materials. Mayor Rice added the ordinances to the newsletter with the purpose to clarify what can legally be burned within the Panorama Park city limits.

T. Huber also expressed his concern about the traffic hazard that is created when the bookmobile is parked on Park Avenue. It makes it difficult for traffic to enter and exit 6th Street. S. Rice will contact the library to see if they will park on Short Street.

Unfinished Business

None

New Business

1. 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 D. White. Roll Call: S. Rice - aye, T. Huber - aye. The motion was approved.*
2. Discussion of the proposed 28E with Riverdale concerning repairs of the sanitary sewer system. S. Perry expressed his concerns with the proposed agreement. Mayor Rice will look into adding a provision that allows for nullification of the agreement in the event that the bids are too high.

3. Discussion to create a committee to develop a community emergency plan. Mayor Rice suggested that the committee should include himself, Council Member T. Huber, Treasurer Gleason, and a member from the community. The Committee will develop an emergency plan and present it to the Council for approval.
4. Discussion of restructuring the City's form of government. Depending upon the number of available candidates for the November 2021 election, it may be necessary to institute a change. Mayor Rice said that State law provides for a Council with five members and a mayor or city administrator, five members and no mayor, or three members with a mayor. The Council will evaluate the options for future consideration.
5. Discussion and approval of Resolution 2020-15 to change the dates and times for future Council Meetings to the second Wednesday at 7:00 pm beginning January 13, 2021. Mayor Rice reviewed the resolution and asked if there were any questions or amendments. Hearing no comments, Mayor Rice called for a vote. *A motion was made by T. Huber and seconded by S. Rice. Roll Call: S. Perry - aye, D. White - aye. The motion was approved.*
6. Discussion and approval of Resolution 2020-16 to approve the FY2020 Annual Financial Report. 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 T. Huber and seconded by D. White. Roll Call: S. Rice - aye, S. Perry- Aye.*
7. 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. Perry and seconded by D. White. Roll Call: T. Huber - aye, S. Rice - aye. The motion was approved.*
8. 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. White and seconded by S. Perry. 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 10:15 AM. *A motion was made by S. Perry and seconded by T. Huber. Roll Call: S. Rice - aye, D. White- aye. The motion was approved.*

THE COUNCIL MEETING MINUTES FOR NOVEMBER 14, 2020 WERE PASSED BY THE COUNCIL DECEMBER 12, 2020, AND APPROVED THIS 12TH DAY OF DECEMBER, 2020.

Approved: _____
 Ronald D. Rice, Mayor

Attest: _____
 Gary Gleason, City Clerk/Treasurer

Approved Expenses:

ACME SIGN \$1,522.95	CITY OF DAVENPORT \$866.13	GODADDY.COM \$146.44
IA AMERICAN WATER \$14.00	MEDIACOM \$19.99	MIDAMERICAN ENERGY \$89.80
REPUBLIC SERVICES \$753.20	SAM'S CLUB \$79.04	SCOTT COUNTY LIBRARY \$2,537.50



CITY OF PANORAMA PARK

RESOLUTION 2020-17

DECEMBER 12, 2020

RESOLUTION OF PANORAMA PARK, IOWA TO ESTABLISH AN EMERGENCY PLANNING COMMISSION TO REVIEW AND MAKE RECOMMENDATIONS TO THE MAYOR AND COUNCIL ON CERTAIN PROVISIONS RELATED TO CREATING AN EMERGENCY PLAN.

WHEREAS, the Scott County Emergency Management Agency recommends that each city maintain a written formal emergency plan; and

WHEREAS, the City of Panorama Park lacks a written formal emergency plan; and

WHEREAS, there is a need for citizen input in the planning and preparation for emergency events; and

WHEREAS, the interests of each of the various stakeholders may be better served by a single umbrella agency made up of interested individuals drawn from the community.

NOW, THEREFORE, BE IT RESOLVED that the council of the City of Panorama Park, Iowa,

1. hereby creates the Panorama Park Emergency Planning Commission;
2. the commission shall provide a suggested emergency plan to be considered by the council for approval and implementation;
3. the commission shall be composed of 3 members, appointed by the mayor with the approval of the council for the purpose of hearing ideas for the creation of an emergency plan;
4. the commission shall also include an additional 2 advisory members whose responsibility it will be to submit ideas to the 3 member commission for consideration;
5. the commission and advisory members shall serve for a 1 year period with overlapping terms
6. that 1 member of the commission shall serve as chairperson at each of the monthly meetings of the commission on a rotating basis.

ADOPTED AND APPROVED THIS 12TH DAY OF DECEMBER, 2020.

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. 2019-17 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 12th day of December, 2020.

Gary L. Gleason, City Clerk/Treasurer



CITY OF PANORAMA PARK

RESOLUTION 2020-18

DECEMBER 12, 2020

RESOLUTION OF PANORAMA PARK, IOWA ACCEPTING AND APPROVING A CONSENT AGENDA PROCEDURE.

WHEREAS, the City of Panorama Park Council desires to use a consent agenda to expedite non-controversial items that require no discussion and are before the Council; and

WHEREAS, it is necessary and appropriate to approve a procedure for consent agendas to assure all Council Members understand and agree on the process; and

WHEREAS, it is necessary to assure that abuse of the procedure is avoided.; and

NOW, THEREFORE, BE IT RESOLVED by the Council of City of Panorama Park, Iowa, as follows:

1. The Council adopts and approves the use of a Consent Agenda process during its meetings.
2. The Council authorizes all committees and boards of the City of Panorama Park to use the Consent Agenda format.
3. The Council adopts the following policy that governs Consent Agenda use until such time as this resolution is amended by the Council.
 - a. **Location on the Agenda.**
 - i. Any removal of Consent Agenda items to the meeting agenda will occur immediately prior to approval of the meeting agenda.
 - ii. The city clerk will place the Consent Agenda on the meeting Agenda under the heading "Consent Agenda" and locate it immediately after approval of the meeting agenda and prior to any business being taken up by the Council Members.
 - b. **Items Placed on the Consent Agenda.** The mayor and the administration will make every attempt to place items on the Consent Agenda that are noncontroversial including, but not limited to the following:
 - i. Minutes approval,
 - ii. Bill approval,
 - iii. Authorizing the mayor to act on behalf of the Council by signing any documents required as a result of any action of the Council during the meeting,
 - iv. Other routine items,
 - v. Items which have been thoroughly discussed previously, and
 - vi. Non-controversial resolutions.
 - c. **Items Not To Be Placed on the Consent Agenda.**
 - i. Contracts
 - ii. Ordinances
 - d. **Removal of Items from the Consent Agenda.**
 - i. Prior to taking up approval of the meeting's Agenda, the mayor will ask if any Council Member wishes to discuss any item on the Consent Agenda. Upon any Council Member indicating that the Council Member wishes to discuss a particular consent agenda item, the mayor will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda.
 - e. **Agenda Approval.**
 - i. After the Council Members take up any request to remove an item from the

Consent Agenda, the Council Members will take up approval of the meeting agenda which includes the consent agenda.

- f. **Consent Agenda**
 - i. The Council Members will take up the Consent Agenda immediately following approval of the meeting agenda.
 - g. **Discussion of Consent Agenda Items**
 - i. Council Members will not discuss any item remaining on the Consent Agenda after the opportunity to remove items from the Consent Agenda has passed.
 - h. **Consent Agenda Voting**
 - i. When Council Members take up the consent agenda, the only order of business is a motion to approve or a motion to disapprove ALL items on the Consent Agenda. Council Members will not vote on individual Consent Agenda items. The vote on consent agenda items will be by roll call vote.
4. Sample agenda attached with consent agenda to illustrate form.

ADOPTED AND APPROVED THIS 12TH DAY OF DECEMBER, 2020.

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. 2019-18 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 12th day of December, 2020.

Gary L. Gleason, City Clerk/Treasurer



CITY OF PANORAMA PARK

SAMPLE AGENDA WITH CONSENT AGENDA

DECEMBER 12, 2020 – 9:00 AM

1. CALL TO ORDER

2. MAYOR'S CONSENT AGENDA ANNOUNCEMENT

A Consent Agenda is contained in this meeting agenda. The consent agenda is designed to assist making the meeting shorter and more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Council. If any Council Member wishes to discuss a Consent Agenda item please tell me now and I will remove the item from the Consent Agenda and place it in an appropriate place on the meeting agenda so it can be discussed when that item is taken up by the Council. Does any Council Member request removal of a Consent Agenda item?

3. AGENDA APPROVAL

Discussion and approval (including additions and deletions) of the Council Meeting Agenda for Saturday, December 12, 2020.

4. CONSENT AGENDA ITEMS

- a. Discussion and approval of previous minutes.
- b. Discussion and approval of the monthly financial statements.
- c. Discussion and approval for payment of outstanding bills.
- d. Discussion and approval of Resolution 2020-17 to form a commission to create a community emergency plan.
- e. Authorize the Mayor to sign all documents adopted or approved at this meeting, and all documents required to implement Council's decisions made at this meeting.

5. PUBLIC COMMENTS TO THE COUNCIL (Please sign in if you wish to speak.)

- a. Individual comments limited to 5 minutes.
- b. Group comments limited to 10 minutes.

6. PRESENTATIONS

7. MAYOR'S REPORT

Update on proposed 28E Agreement with Riverdale for sewer repairs.

8. COMMITTEE REPORTS

- a. Culture & Recreation Committee report.
- b. Public Safety Committee report.

9. UNFINISHED BUSINESS

- a. Discussion and approval of Resolution 2020-16 to sell the city-owned vacant lot.

10. NEW BUSINESS

- a. Discussion and approval of contract for street repairs.
- b. Discussion, first reading, and approval Ordinance 2020-02 to reduce the speed limit on Park Avenue.

11. ADJOURNMENT

CITY OF PANORAMA PARK (FY2021)

Balance Sheet

As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificates	
General Fund	41,908.76
Road Fund	41,908.76
Sewer Fund	163,340.74
Total Certificates	247,158.26
Checking	
General Fund GSB	5,507.96
Road Fund GSB	1,606.43
Total Checking	7,114.39
Savings	
General Fund FCU	25.00
General Fund GSB	35,090.62
Road Fund GSB	26,494.78
Sewer Fund GSB	25,309.14
Total Savings	86,919.54
Total Checking/Savings	341,192.19
Total Current Assets	341,192.19
TOTAL ASSETS	341,192.19
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	335,743.89
Net Income	5,448.30
Total Equity	341,192.19
TOTAL LIABILITIES & EQUITY	341,192.19

CITY OF PANORAMA PARK (FY2021)

12/01/20

Budget vs. Actual

Cash Basis

July through November 2020

	Jul - Nov 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
1 TAXES			
General Property Taxes	14,184	29,950	47%
Other City Taxes	13,210	20,600	64%
Total 1 TAXES	27,394	50,550	54%
2 LICENSES AND PERMITS	10		
3 USE OF MONEY & PROPERTY	1,245		
4 INTERGOVERNMENTAL	8,088	17,000	48%
5 CHARGES FOR SERVICES	497		
Total Income	37,233	67,550	55%
Gross Profit	37,233	67,550	55%
Expense			
1 GOVERNMENTAL ACTIVITIES			
a. Public Safety		4,150	
b. Public Works	24,178	52,600	46%
d. Culture & Recreation	2,538	5,350	47%
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			
6320 Grounds Maintenance & Repa	205		
6371 Electric / Gas Expense	141		
6373 Telecommunication	88		
6374 Water / Sewer Expense	70		
650 City Hall / General Buildin - Other		8,550	
Total 650 City Hall / General Buildin	504	8,550	6%
660 Tort Liability			
6408 Insurance Expense	1,527		
660 Tort Liability - Other		2,000	
Total 660 Tort Liability	1,527	2,000	76%
699 Other General Government			
6490 Other Professional Service	146		
6505 Other Equipment	199		
6506 Office Supplies	48		
6508 Postage / Shipping	110		
6599 Other Supplies	51		
699 Other General Government - Other		600	
Total 699 Other General Government	554	600	92%
Total f. General Government	3,337	15,450	22%
Total 1 GOVERNMENTAL ACTIVITIES	30,053	77,550	39%
2. BUSINESS TYPE ACTIVITIES	1,732	170,000	1%
Total Expense	31,785	247,550	13%
Net Ordinary Income	5,448	(180,000)	(3)%
Other Income/Expense			
Net Income	5,448	(180,000)	(3)%

11:39 AM
 12/01/20
 Cash Basis

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

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
ACME SIGN COMPANY				
11/16/2020	Dead End Signs & Posts	299 Other Public Works	ROAD FUND	(1,522.95)
Total ACME SIGN COMPANY				(1,522.95)
CITY OF DAVENPORT				
11/03/2020	Plant Operational Fund - July 2020	6413 Payments to other Agencies	SEWER FUND	(515.78)
11/03/2020	Plant Operational Fund - August 2020	6413 Payments to other Agencies	SEWER FUND	(350.35)
Total CITY OF DAVENPORT				(866.13)
IOWA AMERICAN WATER CO.				
11/03/2020	09/17/2020 to 10/15/2020	6374 Water / Sewer Expense	GENERAL FU...	(14.00)
Total IOWA AMERICAN WATER CO.				(14.00)
MIDAMERICAN ENERGY				
11/03/2020	09/11/2020 to 10/12/2020	6371 Electric / Gas Expense	GENERAL FU...	(26.99)
11/16/2020	10/01/2020 to 10/30/2020	230 Street Lighting	ROAD FUND	(62.81)
Total MIDAMERICAN ENERGY				(89.80)
REPUBLIC SERVICES				
11/03/2020	10/01/2020 to 10/31/2020	290 Garbage	GENERAL FU...	(753.20)
Total REPUBLIC SERVICES				(753.20)
SCOTT COUNTY LIBRARY				
11/16/2020	Semiannual Tax Contribution	410 Library Services	GENERAL FU...	(2,537.50)
Total SCOTT COUNTY LIBRARY				(2,537.50)
VOID *** VOID *** VOID				
11/14/2020	VOID:	Ask Accountant - Expense	GENERAL FU...	0.00
Total VOID *** VOID *** VOID				0.00
WELLS FARGO VISA				
11/16/2020	Mediacom Internet 10/20/2020 to 11/19/2019	6373 Telecommunication	GENERAL FU...	(19.99)
11/16/2020	Website Renewal	6490 Other Professional Service	GENERAL FU...	(128.27)
11/16/2020	Domain Name Renewal	6490 Other Professional Service	GENERAL FU...	(18.17)
11/16/2020	Sam's Club - (100) Stamps	6508 Postage / Shipping	GENERAL FU...	(55.00)
11/16/2020	Sam's Club - (2) Printer Paper	6506 Office Supplies	GENERAL FU...	(13.96)
11/16/2020	Sam's Club - (3) Bottled Water	6599 Other Supplies	GENERAL FU...	(10.08)
Total WELLS FARGO VISA				(245.47)
TOTAL				(6,029.05)

CITY OF PANORAMA PARK (FY2021)

Unpaid Bills Detail

As of December 11, 2020

<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
BROOKS LAW FIRM			
10/31/2020		11/30/2020	398.25
Total BROOKS LAW FIRM			398.25
CITY OF DAVENPORT			
11/16/2020	Account No.: 120039912	12/16/2020	472.98
12/04/2020		01/03/2021	397.55
Total CITY OF DAVENPORT			870.53
IOWA AMERICAN WATER CO.			
11/17/2020	Account No.: 1011-210000727027	12/17/2020	14.00
Total IOWA AMERICAN WATER CO.			14.00
IOWA ONE CALL			
11/12/2020	Customer No.: 1223	12/07/2020	19.80
Total IOWA ONE CALL			19.80
MIDAMERICAN ENERGY			
11/13/2020	Account No.: 03600-81019	12/13/2020	30.86
12/02/2020	Account No.: 03390-81017	12/28/2020	62.97
Total MIDAMERICAN ENERGY			93.83
REPUBLIC SERVICES			
11/15/2020		12/05/2020	753.20
Total REPUBLIC SERVICES			753.20
WELLS FARGO VISA			
11/10/2020		12/01/2020	19.99
Total WELLS FARGO VISA			19.99
TOTAL			2,169.60