



CITY COUNCIL MEETING AGENDA

PLACE: City Hall, 120 Short Street, Panorama Park, Iowa

DATE: September 19, 2024

TIME: 7:00 p.m.

WELCOME

Call To Order

Pledge Of Allegiance

Roll Call

Agenda Approval - Discussion and approval (including additions and deletions) of the Council Meeting Agenda for Tuesday, September 19, 2024.

CONSENT AGENDA

Approval of August 13, 2024 Council Meeting Minutes

Approval of August, 2024 Financial Statements

Payment authorization of August, 2024 Claims

Payment authorization for August, 2024 Employee Payroll

PUBLIC COMMENTS TO THE COUNCIL *Individual comments are limited to 3 minutes and group comments are limited to 6 minutes. Please sign in if you wish to speak.*

MAYOR'S REPORT

COMMITTEE REPORTS

DISCUSSION AND APPROVAL of a building permit to construct a gazebo at 118 6th Street.

RESOLUTION to be presented by Mayor Rice for acceptance and approval of the Iowa Codification, Inc. agreement for updating City Code of Ordinances.

ADJOURNMENT



CITY COUNCIL MEETING MINUTES

PLACE: City Hall, 120 Short Street, Panorama Park, Iowa

DATE: August 13, 2024

TIME: 7:00 p.m.

WELCOME

Call To Order - Mayor Rice called the meeting to order at 7:03 p.m.

Pledge Of Allegiance

Roll Call - Council Members Present: I. Foltz, J. Krause, S. Perry, S. Rice.

Agenda Approval - A motion was made by J. Krause to accept the agenda with the addition of discussion and approval of a building permit request and seconded by I. Foltz. Mayor Rice called for a vote. All ayes, the motion was approved.

CONSENT AGENDA

Approval of July, 2024 Financial Statements

Approval of July 9, 2024 Council Meeting Minutes

Payment authorization of July, 2024 Claims

Payment authorization for July, 2024 Employee Payroll

A motion was made by S. Rice and seconded by J. Krause. Mayor Rice called for a vote. All ayes, the motion was approved.

PUBLIC COMMENTS TO THE COUNCIL

None.

MAYOR'S REPORT

None.

COMMITTEE REPORTS

Discussion of the community movie night to be held on Sunday, September 1, 2024.

RESOLUTION presented by Mayor Rice for acceptance and approval of the MSA Professional Services Agreement for Phase 2 of the Sanitary Sewer Rehabilitation Project.

I. Foltz - Aye J. Krause - Aye S. Perry - Aye S. Rice - Aye D. Smith - Absent

DISCUSSION AND APPROVAL

Candace Betzel presented to the council improvements to be made to her home and garage in request of a building permit to be granted. Following a brief discussion, Mayor Rice called for a vote.

I. Foltz - Aye J. Krause - Aye S. Perry - Aye S. Rice - Aye D. Smith - Absent

ADJOURNMENT

Mayor Rice called for adjournment. A motion was made by S. Rice and seconded by S. Perry. With no further discussion Mayor Rice called for a vote. All ayes, the motion was approved and the meeting was adjourned at 8:02 p.m.

Approved: _____

Attest: _____

City of Panorama Park

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1. GSB Checking	
001-000-1110 GF/GSB Checking	36,612.87
110-000-1110 RF/GSB Checking	9,875.60
610-000-1110 SF/GSB Checking	39,553.93
Total 1. GSB Checking	86,042.40
2. GSB Savings	
001-000-1160 GF/GSB Savings	5,990.72
110-000-1160 RF/GSB Savings	6,770.42
610-000-1160 SF/GSB Savings	0.00
Total 2. GSB Savings	12,761.14
3. FCU Savings	
001-000-1161 GF/FCU Savings	277.92
005-000-1161 ARPA/FCU Savings	37,058.00
610-000-1161 SF/FCU Savings	0.00
Total 3. FCU Savings	37,335.92
4. FCU CDs	
001-000-1174 GF/FCU CD2748	52,389.97
001-000-1176 GF/FCU CD2833	41,024.99
110-000-1175 RF/FCU CD2749	52,389.97
610-000-1178 SF/FCU CD3003	50,000.00
Total 4. FCU CDs	195,804.93
5. GSB CDs	
001-000-1172 GF/GSB CD2673	125,000.00
001-000-1173 GF/GSB CD2723	0.00
110-000-1177 RF/GSB CD2805	25,000.00
Total 5. GSB CDs	150,000.00
Total Bank Accounts	\$481,944.39
Total Current Assets	\$481,944.39
TOTAL ASSETS	\$481,944.39
LIABILITIES AND EQUITY	\$481,944.39

CITY OF PANORAMA PARK
Fund Balance Sheet
As of August 31, 2024

Current Assets

General Fund

Certificates	\$218,414.96	
Checking	\$36,612.87	
Savings	<u>\$6,268.64</u>	
Total General Fund		\$261,296.47

ARPA Fund

Certificates	\$0.00	
Checking	\$0.00	
Savings	<u>\$37,058.00</u>	
Total ARPA Fund		\$37,058.00

Road Fund

Certificates	\$77,389.97	
Checking	\$9,875.60	
Savings	<u>\$6,770.42</u>	
Total Road Fund		\$94,035.99

Sewer Fund

Certificates	\$50,000.00	
Checking	\$39,553.93	
Savings	<u>\$0.00</u>	
Total Sewer Fund		<u>\$89,553.93</u>

Total Current Assets		<u>\$481,944.39</u>
-----------------------------	--	----------------------------

City of Panorama Park

Revenue & Expenses

August 2024

	TOTAL
Revenue	
A. TAXES	
4000 Property Taxes	207.27
4065 Utility Franchise Tax	84.77
4090 LOST	2,586.90
Total A. TAXES	2,878.94
B. LICENSES & PERMITS	
4120 Building Permits	10.00
Total B. LICENSES & PERMITS	10.00
C. USE OF MONEY & PROPERTY	
4300 Interest	3.91
Total C. USE OF MONEY & PROPERTY	3.91
D. INTERGOVERNMENTAL	
State Shared Revenue	
4430 Road Use Taxes	1,459.80
Total State Shared Revenue	1,459.80
Total D. INTERGOVERNMENTAL	1,459.80
Total Revenue	\$4,352.65
Expenses	
1 GOVERNMENTAL ACTIVITES	
B. Public Works	
230 Street Lighting	62.35
290 Garbage	1,775.76
299 Other Public Works	13.50
Total B. Public Works	1,851.61
F. General Government	
620 Clerk, Treasurer & Finance	183.22
650 City Hall/General Buildings	209.52
699 Other General Government	6.00
Total F. General Government	398.74
Total 1 GOVERNMENTAL ACTIVITES	2,250.35
Total Expenses	\$2,250.35
NET OPERATING REVENUE	\$2,102.30
NET REVENUE	\$2,102.30

City of Panorama Park
Budget vs. Actual

July - August, 2024

	Total	Budget	\$ Over Budget	% of Budget
Income				
A. TAXES				
4000 Property Taxes	\$ 729.73	\$ 27,000.00	\$ (26,270.27)	2.70%
4060 Utility Excise Tax		\$ 625.00	\$ (625.00)	0.00%
4065 Utility Franchise Tax	\$ 84.77	\$ 400.00	\$ (315.23)	21.19%
4090 LOST	\$ 5,158.74	\$ 28,000.00	\$ (22,841.26)	18.42%
4464 Comm/Ind Prop Tax Replace		\$ - .00	\$ -	0.00%
Total A. TAXES	\$ 5,973.24	\$ 56,025.00	\$ (50,051.76)	10.66%
B. LICENSES & PERMITS				
4120 Building Permits	\$ 10.00	\$ - .00	\$ 10.00	0.00%
Total B. LICENSES & PERMITS	\$ 10.00	\$ - .00		0.00%
C. USE OF MONEY & PROPERTY				
4300 Interest	\$ 7.48	\$ - .00	\$ 7.48	0.00%
4340 Other Misc Use		\$ - .00	\$ -	0.00%
Total C. USE OF MONEY & PROPERTY	\$ 7.48			0.00%
D. INTERGOVERNMENTAL				
4430 Road Use Taxes	\$ 3,041.40	\$ 19,000.00	\$ (15,958.60)	16.01%
Total D. INTERGOVERNMENTAL	\$ 3,041.40	\$ 19,000.00	\$ (15,958.60)	16.01%
Total Income	\$ 9,032.12	\$ 75,025.00	\$ (65,992.88)	12.04%
Expenses				
1 GOVERNMENTAL ACTIVITIES				
A. Public Safety				
150 Fire	\$ -	\$ 3,500.00	\$ (3,500.00)	0.00%
190 Animal Control	\$ -	\$ 200.00	\$ (200.00)	0.00%
199 Other Public Safety		\$ - .00	\$ -	0.00%
Total A. Public Safety	\$ -	\$ 3,700.00	\$ (3,700.00)	0.00%
B. Public Works				
210 Roads, Bridges, Sidewalks	\$ -	\$ 9,000.00	\$ (9,000.00)	0.00%
230 Street Lighting	\$ 186.11	\$ 1,000.00	\$ (813.89)	18.61%
250 Snow Removal	\$ -	\$ 9,000.00	\$ (9,000.00)	0.00%
290 Garbage	\$ 2,656.64	\$ 12,000.00	\$ (9,343.36)	22.14%
299 Other Public Works	\$ 13.50	\$ 150.00	\$ (136.50)	9.00%
Total B. Public Works	\$ 2,856.25	\$ 31,150.00	\$ (28,293.75)	9.17%
D. Culture and Recreation				
410 Library	\$ -	\$ 6,000.00	\$ (6,000.00)	0.00%
499 Other Culture & Recreation		\$ 300.00	\$ (300.00)	0.00%
Total D. Culture and Recreation	\$ -	\$ 6,300.00	\$ (6,300.00)	0.00%
F. General Government				
610 Mayor/Council	\$ -	\$ 400.00	\$ (400.00)	0.00%
620 Clerk, Treasurer & Finance	\$ 389.26	\$ 7,900.00	\$ (7,510.74)	4.93%
630 Elections	\$ -	\$ - .00	\$ -	0.00%
640 Legal Services/Attorney	\$ -	\$ 2,000.00	\$ (2,000.00)	0.00%
650 City Hall/General Buildings	\$ 311.61	\$ 5,050.00	\$ (4,738.39)	6.17%
660 Tort Liability	\$ -	\$ 2,000.00	\$ (2,000.00)	0.00%
699 Other General Government	\$ 313.50	\$ 2,575.00	\$ (2,261.50)	12.17%
Total F. General Government	\$ 1,014.37	\$ 19,925.00	\$ (18,910.63)	5.09%
Total 1 GOVERNMENTAL ACTIVITIES	\$ 3,870.62	\$ 61,075.00	\$ (57,204.38)	6.34%
2. BUSINESS TYPE ACTIVITIES				
610 Sewer Utility	\$ 1,156.53	\$ 105,000.00	\$ (103,843.47)	1.10%
Total 2. BUSINESS TYPE ACTIVITIES	\$ 1,156.53	\$ 105,000.00	\$ (103,843.47)	1.10%
Total Expenses	\$ 4,965.65	\$ 166,075.00	\$ (161,109.35)	2.99%
Net Income	\$ 4,066.47	\$ (91,050.00)	\$ 95,116.47	-4.47%

Employee: Christopher Gilbert

Pay Period: 08/01/2024 to 08/31/2024

EARNINGS					
	Current	Current Hours		YTD Earnings	YTD Hours
Regular	\$ 135.00	6.75		\$ 1,385.00	69.25
Overtime	\$ -	0.00		\$ -	0.00
Gross	\$ 135.00	6.75		\$ 1,385.00	69.25
DEDUCTIONS					
Deductions	Current	YTD		Employer	YTD
Federal Tax	\$ -	\$ -		\$ -	\$ -
State Tax	\$ -	\$ -		\$ -	\$ -
Social Security	\$ (8.37)	\$ (85.87)		\$ 8.37	\$ 85.87
Medicare	\$ (1.97)	\$ (20.08)		\$ 1.96	\$ 20.07
IPERS	\$ (8.49)	\$ (87.11)		\$ 12.74	\$ 130.74
Total	\$ (18.83)	\$ (193.06)		\$ 23.07	\$ 236.68
NET PAY					
Net Pay	\$ 116.17	\$ 1,191.94			

Date	Start Time	End Time	Regular Hours	Overtime	Total Hours
8/10/2024	8:30 AM	10:45 AM	2.25		2.25
8/13/2024	4:45 PM	5:15 PM	0.50		0.50
8/13/2024	7:00 PM	8:00 PM	1.00		1.00
8/17/2024	8:30 AM	9:00 AM	0.50		0.50
8/19/2024	5:00 PM	6:00 PM	1.00		1.00
8/24/2024	8:30 AM	9:30 AM	1.00		1.00
8/27/2024	5:00 PM	5:30 PM	0.50		0.50
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Total Regular Hours:	6.75
Total Overtime Hours:	0.00
Total Hours:	6.75

Employee Signature

Date

Supervisor Signature

Date

City of Panorama Park

Claims Report

August 2024

DATE	MEMO/DESCRIPTION	NUM	AMOUNT
Christopher Gilbert			
08/15/2024		1563	-154.91
08/01/2024	NET PAY 07/01/2024 - 07/31/2024		154.91
INTUIT QUICKBOOKS			
08/24/2024		EFT	-6.00
08/19/2024	PAYROLL CORE WORKER CHARGE	10001330124970	6.00
Iowa American Water			
08/10/2024		EFT	-14.00
07/18/2024	WATER (CITY HALL)	20240809	14.00
08/24/2024		EFT	-14.00
08/19/2024	WATER (CITY HALL)	1011-210000727027	14.00
Iowa One Call			
08/10/2024		1562	-13.50
07/18/2024	LOCATION SERVICES	263479	13.50
IPERS			
08/15/2024		EFT	-28.31
07/31/2024	IPERS 07/01/2024 TO 07/31/2024		28.31
MidAmerican Energy Company			
08/15/2024		EFT	-38.03
07/17/2024	GAS & ELECTRIC (CITY HALL)	555476938	38.03
08/10/2024		EFT	-62.35
08/01/2024	STREET LIGHTING	556068997	62.35
08/24/2024		EFT	-37.49
08/15/2024	GAS & ELECTRIC (CITY HALL)	556632108	37.49
Republic Services			
08/04/2024		EFT	-880.88
07/22/2024	GARBAGE & RECYCLING COLLECTION	0400-002357968	880.88
08/24/2024		EFT	-880.88
08/15/2024	GARBAGE & RECYCLING COLLECTION	0400-002363844	880.88
T-Mobile			
08/08/2024		EFT	-60.00
07/14/2024	INTERNET (CITY HALL)	995913003-6	60.00
08/24/2024		EFT	-60.00
08/15/2024	INTERNET (CITY HALL)	995913003-7	60.00



CITY OF PANORAMA PARK

RESOLUTION 2024 - _____

September 19, 2024

RESOLUTION OF PANORAMA PARK, IOWA ACCEPTING AND APPROVING OF THE PROFESSIONAL SERVICES AGREEMENT WITH IOWA CODIFICATION FOR UPDATING THE CITY'S CODE OF ORDINANCES.

WHEREAS, The City of Panorama Park needs to update the City's Code of Ordinances; and

WHEREAS, IOWA CODIFICATION has submitted a Professional Service Agreement for updating the City's Code of Ordinances with a total cost of \$3,000.00 to include an initial payment of \$1,000.00 and with the remaining \$2000.00 due upon by completion; and

WHEREAS, the Panorama Park City Council has considered the proposal.

NOW THEREFORE, BE IT RESOLVED by the City Council of Panorama Park, Iowa, that the Professional Service Agreement for updating the City's Code of Ordinances is and hereby approved; and

BE IT FURTHER RESOLVED by the City Council of Panorama Park, Iowa, that Mayor Rice is authorized to sign the agreement.

I. Foltz_____ J. Krause_____ S. Perry_____ S. Rice_____ D. Smith_____

ADOPTED BY THE COUNCIL AND APPROVED THIS 19TH DAY OF SEPTEMBER, 2024.

Ronald D. Rice, Mayor

I, the undersigned, being duly appointed, qualified and acting City Clerk of Panorama Park, hereby certify that the foregoing Resolution 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 19th day of September, 2024.

Christopher Gilbert, City Clerk/Treasurer

**LOCAL GOVERNMENT PROFESSIONAL SERVICES, INC.
DBA IOWA CODIFICATION**

114 E. 5th Street.
P.O. Box 244
Storm Lake, Iowa 50588
(641) 357-7596

AGREEMENT FOR CODIFICATION SERVICES

Iowa Codification, hereinafter referred to as the COMPANY, and the City of Panorama Park, Iowa, hereinafter referred to as the CITY, hereby agree as follows:

**ARTICLE 1
NEW CODE PREPARATION**

1.1 The CITY agrees to provide the following to the COMPANY: One (1) copy of all ordinances that have not been incorporated into the CITY's Code of Ordinances, a current copy of the CITY's existing code, and a list of any other special subjects not presently covered by the existing Code of Ordinances, but which are to be included in the new Code of Ordinances.

1.2 As part of the new code preparation, the CITY agrees to respond to questions posed in a Code Editor's Review Report that will be prepared after the COMPANY's review of the CITY's existing Code of Ordinances and materials provided pursuant to Section 1.1 hereof. The Code Editor's Review Report may include, but is not limited to, questions relating to specific code sections and chapters, suggested topics for further review, and sample language for the CITY to consider. The CITY agrees to review and respond to the materials provided in the Review Report and forward requested information to the COMPANY within 120 days after receipt of the Review Report.

1.3 The COMPANY agrees to furnish one (1) copy of a comprehensive draft Code of Ordinances, based on the COMPANY's copyrighted model Code of Ordinances and the materials provided by the CITY pursuant to Sections 1.1 and 1.2 hereof.

The parties hereto agree that all material provided by the COMPANY during preparation of the new code remains the property of the COMPANY and shall not be duplicated, copied, or in any fashion reproduced, in whole or in part, except for purposes of review by CITY officials, without the express written consent of the COMPANY.

1.4 The CITY agrees to review and modify the draft Code of Ordinances and to return the edited draft copy to the COMPANY within ninety (90) days after receipt of the draft Code.

1.5 A second draft code following the first draft will not be provided unless requested by the CITY. If a second draft is requested, the CITY agrees to pay the COMPANY's costs related to printing and shipping the second draft. The edited second draft must be returned within forty-five (45) days after receipt by the CITY. There shall be a charge of fifteen dollars (\$15.00) per page for any further revisions to the second draft except for changes requested by the CITY which are due to typographical or similar errors on the part of the COMPANY.

1.6 The COMPANY agrees to prepare and print for use of the CITY one (1) complete copy (not including binders and tabs) of the new Code of Ordinances upon receipt of the edited draft(s) specified in Section 1.4 or 1.5 hereof. COMPANY also agrees to provide the Code of Ordinances on CD in Microsoft Word format after the code is adopted. Additionally paper copies of the code can be purchased at the end of the project at the cost of one hundred dollars (\$100.00) each, not including new binders or tab sets.

1.7 The Base Price for services and materials provided with respect to the contents of the new Code of Ordinances made up of sections of the COMPANY's model Code, the CITY's current code, and uncodified ordinances through the delivery of the draft shall be three thousand dollars (\$3,000.00). Additional local ordinances provided by the CITY to COMPANY after delivery of the draft code to the CITY, or other special materials, will be included in the new Code of Ordinances at the rate of twenty-five dollars (\$25.00) per page, provided such material does not require special typesetting, reproduction methods or other special handling.

If the draft Code of Ordinances is not edited and returned to the COMPANY within the time frames specified in either Section 1.4 or 1.5 of this AGREEMENT, and the delay makes it necessary to reprocess the draft to incorporate legislative changes or updates and revisions which have been developed by the COMPANY subsequent to delivery of the draft to the CITY, the Base Price will be increased by fifteen percent (15%) in order to cover costs incurred by the COMPANY.

1.8 Payment for services and materials provided under this AGREEMENT shall be as follows:

A. An initial payment of one thousand dollars (\$1,000.00) shall be due and payable upon execution of this AGREEMENT by the CITY.

B. Final payment shall be due and payable upon delivery by the COMPANY to the CITY of the copies of the new Code of Ordinances. The final payment shall include any additional costs added to the project including, but not limited to, the printing of additional copies of the Code of Ordinances.

1.9 All material provided by the COMPANY under the terms of this AGREEMENT is intended for the sole and exclusive use of the CITY, and the CITY shall not allow such material to be duplicated, copied, or in any manner reproduced in whole or in part for the use or benefit of any other person, city, governmental agency, firm, or corporation for profit without the express written consent of the COMPANY.

ARTICLE 2 TERMINATION AND NONCOMPLIANCE

2.1 This AGREEMENT is terminable by either party upon written notice given to the other party no later than ten (10) days prior to the requested termination date. If this AGREEMENT is terminated by the CITY after the COMPANY has delivered a draft copy of the new Code as provided in Section 1.3 or 1.5 hereof and before the COMPANY has delivered the copies of the new Code as provided in Section 1.6 hereof, the CITY shall pay the COMPANY an amount equal to the Base Price set out in Section 1.7 hereof.

2.2 At the option of the COMPANY, if the CITY does not provide to the COMPANY responses to the Code Editor's Review Report as specified in Section 1.2 hereof or such later date as may be agreed upon by the CITY and the COMPANY, the COMPANY may proceed with the project and produce the draft code based on materials provided in Section 1.1 of this agreement.

If the edited draft(s) are not returned within the time as specified in Sections 1.4 or 1.5 hereof, or such later date as may be agreed upon by the CITY and the COMPANY, the CITY shall pay the COMPANY an amount equal to the Base Price set out in Section 1.7 hereof.


IN WITNESS WHEREOF, the CITY and the COMPANY have executed this AGREEMENT as of the dates shown opposite the signatures below.

CITY OF: Panorama Park

By: _____
Mayor Date

Attest: _____
City Clerk Date

LOCAL GOVERNMENT PROFESSIONAL SERVICES, INC.
DBA IOWA CODIFICATION

By:  _____
Justin Yarosevich September 7, 2024 Date