

**Tentative Agenda**  
**Glenwood City Council Meeting**  
August 8, 2023  
City Hall 5 N. Vine St  
Committee Meeting 6:00 p.m.  
**Council Meeting 7:00 p.m.**

---

Committee Meeting 6:00 -7:00 p.m.

**Budget & Finance**

- RAGBRAI - Mills County Chamber
- Yearly [Mills County Chamber Contribution](#)
- Non-Swimmer Pool Entry Fee - [Staff Report](#)

**Public Works**

- Square Nodes - [Staff Report](#)
- [Fairview Creek Update](#)

**Public Admin**

- Food Truck Parking - [Map](#)
  - Payroll Process - [Staff Report](#)
- 

**Council Meeting - 7:00 p.m.**

**1. Call to Order/Roll Call**

**2. Consent agenda** - All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time Council votes on the motion:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>a. Agenda</li><li>b. Abstract of <a href="#">Claims #3</a></li><li>c. <a href="#">Minutes of July 25, 2023</a></li><li>d. Pay Requests for CDBG Projects Pass Through Funds<ul style="list-style-type: none"><li>i. <a href="#">Pay Request 1- Project 22-ARPDH-024</a> - 2 N Walnut St in the amount of \$120,489.20 - Upper Story Grant</li></ul></li></ul> | <ul style="list-style-type: none"><li>ii. <a href="#">Pay Request 2</a> for Project 19-DRH-016 - 110 Nuckolls St in the amount of \$26,231.81</li><li>iii. <a href="#">Pay Request 6</a> for Project 19-DRH-001 - 712 Lofts in the amount of \$114,375.00</li><li>iv. <a href="#">Pay Request 4</a> for Project 19-DRH-002 - 308 N Hazel St in the amount of \$29,009.00</li></ul> |
|---|--|

**3. Allow visitors to address council**

*Visitors may address the Council at this time; however, comments will be limited to 3 minutes. As per Iowa's Open Meetings Law, Council can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.*

**4. Public Hearing Regarding Adoption of the [2023 Glenwood Comprehensive Plan](#)**

**5. [Resolution 3640](#) Adoption of the 2023 Glenwood Comprehensive Plan**

**6. Approve overage of \$540.00 for replacement pump at the YMCA - Houser's AC & Htg [invoice #10198](#), total due \$7,288.30 - [Staff Report](#)**

**7. Second Reading of [Ordinance 930](#) an Ordinance Amending the Code of Ordinances pertaining to Vehicle Stop Requirements within the City. (Adding Stop Signs on 4th, 5th & Nuckolls Streets) - [Maps](#)**

**8. [IA DOT Agreement for Surface Transportation Block Grant Program](#)- Locust Street, from Sharp St North 0.6 miles to Hazel St HMA Resurfacing**

**9. [Sidewalk reimbursement](#) for Bob Huff in the amount of \$250.00**

**10. Committee Reports**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>a. Budget &amp; Finance - Smithers<ul style="list-style-type: none"><li>i. RAGBRAI - Mills County Chamber</li><li>ii. Yearly Mills County Chamber Contribution</li><li>iii. Non-Swimmer Pool Entry Fee - <a href="#">Staff Report</a></li></ul></li></ul> | <ul style="list-style-type: none"><li>b. Public Works - Kates<ul style="list-style-type: none"><li>i. Square Nodes - <a href="#">Staff Report</a></li><li>ii. <a href="#">Fairview Creek Update</a></li></ul></li><li>c. Public Admin - Jackson<ul style="list-style-type: none"><li>i. Food Truck Parking - <a href="#">Map</a></li><li>ii. Payroll Process - <a href="#">Staff Report</a></li></ul></li></ul> |
|---|---|

## 11. Departmental Reports

- a. **Clark-Public Works**
  - i. Square Parking Spots Painting - [Staff Report](#)
- b. **Johansen – Police Dept**
  - i. Flock Camera Update
  - ii. Cultivate Community Update - Street Closures - [Map](#)
- c. **Painter – Library**
- d. **Collins – Cemetery**
  - i. Tree Removal at Cemetery - [Staff Report](#)
- e. **Gray – Fire & Rescue/ Code enforcement**
- f. **Mattox – Park**
- g. **Farnan – Admin**
  - i. Election Update
  - ii. Maplewood Cir & Oak Ridge Ln Streets
  - iii. DTR Agreement

## 12. Mayor Report

**13. Motion to Adjourn** Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Time: \_\_\_\_\_ PM

*Order of agenda at discretion of Mayor*

*For hearing assistance contact City Hall seven business days prior to the meeting date.*

**Virtually:** <https://www.gotomeet.me/CityofGlenwood/> Phone: (786) 535-3211 Access Code: 738-827-117

Claims #3

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL LIABILITIES					
FIRST NATIONAL BANK	FED/FICA TAX		15,814.37	1291475	7/27/23
TREASURER, STATE OF IOWA	STATE TAX		2,154.05	1291476	7/27/23
IPERS	IPERS		10,827.28	1291477	7/27/23
CITY OF GLENWOOD	HEALTH INS		1,967.50	80760	7/27/23
	050 LIABILITIES TOTAL		30,763.20		
POLICE					
DETAILS THE CLEANING CO.	PD CLEAN		200.00	80788	8/08/23
GREAT PLAINS UNIFORMS	D KAMMERER UNIFORM		208.00	80794	8/08/23
IOWA LAW ENFORCEMENT ACADEMY	Z CHASE ACADEMY TRAINING		225.00	80799	8/08/23
QUILL	OFFICE SUPPLIES		305.88	80814	8/08/23
STOPSTICK, LTD	STOP STICK		240.00	80819	8/08/23
BARRETT AUTO CENTER	2021 TAHOE OIL CHANGE		96.64	80821	8/08/23
US CELLULAR	PD PHONES		607.27	80823	8/08/23
CENTURYLINK	712 527 4844 739		191.63	80825	8/08/23
WESTERN IOWA NETWORKS	PD INTERNET		59.99	80827	8/08/23
	110 POLICE TOTAL		2,134.41		
K9 DEPARTMENT					
HILLTOP ANIMAL HOSPITAL	K9 MEDICATION		28.35	80796	8/08/23
	111 K9 DEPARTMENT TOTAL		28.35		
FIRE					
AUTO VALUE	MED 3 BATTERY		402.47	80781	8/08/23
COACHING SYSTEMS	BRAUN INSTR LEVEL TRAINING		1,005.10	80786	8/08/23
FELD FIRE	E-15/T-12 PUMP TESTS		1,185.00	80792	8/08/23
GREAT PLAINS UNIFORMS	S SOLT BOOTS		129.50	80794	8/08/23
JENNIE ED HOSPITAL PHARMACY	MED/PHARM SUPPLIES		574.77	80803	8/08/23
LIFE ASSIST	MED SUPPLIES		1,029.52	80806	8/08/23
MENARDS	GAUGE DOOR PARTS		181.95	80807	8/08/23
NEXUS TECH SOLUTIONS	FD IT		146.72	80811	8/08/23
PAPER TIGER	SHRED SERV		10.00	80813	8/08/23
SANDRY FIRE SUPPLY, LLC	HELMET SHIELDS		310.75	80816	8/08/23
STERICYCLE	MED WASTE DISPOSAL		100.44	80818	8/08/23
ULINE	CLEANING SUPPL/STORAGE BINS		689.13	80822	8/08/23
US CELLULAR	FD PHONE		47.45	80823	8/08/23
CENTURYLINK	712 527 9332 234		172.44	80825	8/08/23
	150 FIRE TOTAL		5,985.24		
SANITATION					
WASTE CONNECTIONS OF IOWA	RUT TRASH		377.72	80826	8/08/23
	290 SANITATION TOTAL		377.72		
LIBRARY					
CITY OF GLENWOOD	HEALTH INS		537.50	80760	7/27/23
ABSOLUTE SCIENCE	PROGRAM FEES		1,225.00	1406	8/03/23
BLACK HILLS ENERGY	Gas Service		39.34	80761	8/03/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
BAKER & TAYLOR	BOOKS	73.33		1407	8/03/23
BAKER & TAYLOR	BOOKS	1,042.49	1,115.82	80762	8/03/23
BIL DEN GLASS	door handle repair		272.00	80763	8/03/23
BIBLIONIX	LIB MANAGEMENT SYSTEM		2,455.00	80764	8/03/23
BUTHE'S TURF	LAWN CARE		150.00	80765	8/03/23
CAPITAL BUSINESS SYS	FAX REPAIR		376.74	80766	8/03/23
CAPITAL BUSINESS SYSTEMS	CANON COPIER PRINTER		244.10	80767	8/03/23
CENTER POINT PUBLISHING	BOOKS		192.96	1408	8/03/23
MIDWEST TAPE, LLC	BOOKS & MOVIES		559.81	80768	8/03/23
J Q OFFICE	KYOCERA MAINTENANCE		100.22	80769	8/03/23
SPARTAN STORES, LLC	PROGRAM SUPPLIES		247.26	1409	8/03/23
MEDIACOM	INTERNET SERVICE		275.90	80770	8/03/23
MIDAMERICAN ENERGY (LIB)	ELECTRIC SERVICE		599.70	80771	8/03/23
ORKIN	PEST CONTROL		71.99	80772	8/03/23
OXEN TECHNOLOGY	COMP. MAINTENANCE		659.00	80773	8/03/23
PAPER TIGER	SHRED SERV		10.00	80813	8/08/23
QUALITY CARE CLEANING	CLEANING SERVICE		1,060.00	80774	8/03/23
QUILL	CLEANING SUPPLIES		333.49	80775	8/03/23
TASTE OF HOME	BOOKS		37.72	80776	8/03/23
VISA	PROGRAMMING SUPPLIES	58.84		1410	8/03/23
VISA	SUPPLIES & TRAVEL/TRAINING	200.99	259.83	80777	8/03/23
	410 LIBRARY TOTAL		10,823.38		
PARK					
BLUFFS ELECTRIC INC	CAMPGROUND BREAKER REPAIR		240.40	80783	8/08/23
SPARTAN STORES, LLC	DRINKS FOR PARK STAFF		23.97	80804	8/08/23
MIDAMERICAN ENERGY	100 LAKE DR WATERPUMP		10.22	80808	8/08/23
NAPA AUTO PARTS (PK)	OIL FILTER		7.83	80810	8/08/23
SCHILDBERG CONSTRUCTION	ROCK FOR CAMPGROUND		132.40	80817	8/08/23
STOUDER PLUMBING	LAKE PARK WATER LEAK		375.00	80820	8/08/23
US CELLULAR	PHONE SERV		94.90	80823	8/08/23
UPHOFF OUTDOOR POWER, LLC	SCAG TURF MOWER		15,127.92	80824	8/08/23
	430 PARK TOTAL		16,012.64		
CEMETERY					
IPERS				1291477	7/27/23
BOMGAARS	LAWN SUPPLIES		150.93	80784	8/08/23
US CELLULAR	CEM PHONE		47.45	80823	8/08/23
CENTURYLINK	712 527 3856 492		66.06	80825	8/08/23
	450 CEMETERY TOTAL		264.44		
ADMINISTRATION					
BOMGAARS	BULBS/AIR FILTERS CITY HALL		86.92	80784	8/08/23
DETAILS THE CLEANING CO.	CITY HALL CLEAN		200.00	80788	8/08/23
EGIS TECHNOLOGIES	IT SUPPORT		178.00	80790	8/08/23
IOWA LEAGUE OF CITIES	IOWA LEAGUE MEMBERSHIP DUES		3,009.00	80800	8/08/23
OPINION TRIBUNE	LEGAL NOTICES		317.20	80812	8/08/23
PAPER TIGER	SHRED SERV		10.00	80813	8/08/23
WESTERN IOWA NETWORKS	CITY HALL PHONES		128.95	80827	8/08/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	620 ADMINISTRATION TOTAL		3,930.07		
TORT LIABILITY					
IOWA MUNICIPALITIES WORKERS	INSTALL2 WORK COMP PREM		6,094.00	80801	8/08/23
	660 TORT LIABILITY TOTAL		6,094.00		
	001 GENERAL TOTAL		76,413.45		
AQUATIC CENTER					
POOL					
JESSICA ALLEY	HYVEE/SAMS CONCESSION MILES	52.47	80779	8/08/23	
AQUA CHEM INC.	POOL CHEMICALS	1,218.00	80780	8/08/23	
BOMGAARS	DIVING BOARD TRACTION TAPE	14.99	80784	8/08/23	
AMBER J FARNAN	SAMS CONCESSION MILES	24.36	80791	8/08/23	
HORIZON COMMERCIAL POOL SUPPLY	POOL BALL VALVE	69.34	80797	8/08/23	
MILLS COUNTY YMCA	LIFEGUARD SALARIES	10,048.49	80809	8/08/23	
SAM'S CLUB	POOL CONCESSION SUPPLIES	2,383.31	80815	8/08/23	
WASTE CONNECTIONS OF IOWA	AQUATIC CENTER TRASH	272.74	80826	8/08/23	
WESTERN IOWA NETWORKS	POOL PHONE/INTERNET	244.29	80827	8/08/23	
	445 POOL TOTAL		14,327.99		
	002 AQUATIC CENTER TOTAL		14,327.99		
ROAD USE TAX					
STREET					
READY MIXED CONCRETE, CO	212 WALNUT CONCRETE	5,031.92	80778	8/08/23	
AUTO VALUE/ARNOLD MOTOR	AIR CHUCK FOR SHOP	34.74	80782	8/08/23	
BOMGAARS	PUMP/TOWELS/ADAPTER	231.83	80784	8/08/23	
CFI TIRE SERVICE INC	09 MACK TRUCK STEER TIRES	1,332.18	80785	8/08/23	
EAGLE ENGINEERING	LOCUST ST RECON/OVERLAY DESIGN	29,952.00	80789	8/08/23	
BRENT HANSEN	UNIFORM REIMBURSEMENT	95.14	80795	8/08/23	
IOWA ONE CALL	LOCATES	50.70	80802	8/08/23	
LDI	MOWER GAUGE WHEEL	67.51	80805	8/08/23	
US CELLULAR	RUT PHONES	92.92	80823	8/08/23	
CENTURYLINK	712 527 4598 395	56.06	80825	8/08/23	
BOB HUFF	SIDEWALK REIMBURSEMENT	250.00	80828	8/08/23	
	210 STREET TOTAL		37,195.00		
	110 ROAD USE TAX TOTAL		37,195.00		
EMPLOYEE BENEFITS					
POLICE					
RENATE FRIEZE	INS MED REIMBURSEMENT	929.75	80793	8/08/23	
	110 POLICE TOTAL		929.75		

# CLAIMS REPORT

/endor Checks: 7/26/2023- 8/08/2023

Payroll Checks: 7/26/2023- 8/08/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
	112 EMPLOYEE BENEFITS TOTAL		929.75		
LOST-SPECIAL REVENUE RECREATION HOUSERS AC AND HEATING	YMCA DECTRON POOL VENT INSTALL		11,288.81	80798	8/08/23
	440 RECREATION TOTAL		11,288.81		
	121 LOST-SPECIAL REVENUE TOTAL		11,288.81		
2019 GO CAP PROJECTS RECREATION BLUFFS ELECTRIC INC	CONCESSION BUILDING POWER		4,315.00	80783	8/08/23
	440 RECREATION TOTAL		4,315.00		
	309 2019 GO CAP PROJECTS TOTAL		4,315.00		
DTR GRANT CDBG HOUSING PROJECTS CURTIS ARCHITECTURE & DESIGN	DTR FACADE DESIGN		2,400.00	80787	8/08/23
	140 CDBG HOUSING PROJECTS TOTAL		2,400.00		
	312 DTR GRANT TOTAL		2,400.00		
	Accounts Payable Total		146,870.00		
Payroll Checks					
	001 GENERAL		43,389.94		
	110 ROAD USE TAX		8,226.03		
	Total Paid On: 7/27/23		51,615.97		
	Total Payroll Paid		51,615.97		
	Report Total		198,485.97		



**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	119,803.39
002	AQUATIC CENTER	14,327.99
110	ROAD USE TAX	45,421.03
112	EMPLOYEE BENEFITS	929.75
121	LOST-SPECIAL REVENUE	11,288.81
309	2019 GO CAP PROJECTS	4,315.00
312	DTR GRANT	2,400.00
-----		
	TOTAL FUNDS	198,485.97

## Glenwood City Council Committee Meeting Minutes

July 25, 2023

Glenwood City Council met for committee meetings on Tues, 7.25.2023 at 5:45 pm in Council Chambers prior to the City Council meeting with the following present Mayor Ron Kohn; Council Members present: Donnie Kates, Laurie Smithers, Holly Jackson, Dan McComb, and Jeremy Rodman. City employees present: Fire Chief Gray, Jamey Clark, Amber Farnan, Jessica Alley, Tara Painter, Lt Worcester; Guests: Joe Foreman, Jake Zimmerer

Committee meetings are for discussion only, no action is taken, but a quorum is usually present. Action, if any, will be taken during the Council Meeting following the committee meetings or at another scheduled council meeting.

### Public Works - Jake from Eagle Engineering (EE) discussed current City projects including:

- Maplewood Cir & Oak Ridge Dr streets, EE & Public Works have inspected and recommend the City take ownership of them, Farnan to research if formal action is needed from Council
- Locust St overlay plans & design sent off to state, bidding for project is estimated fall 2023, construction is estimated spring/summer 2024
- Chip & seal road repair for FY 23/24 will be on Walnut St (Tyson St to Coolidge St), Coolidge St (Walnut St to Vine St), 1st St (Locust St to Walnut St), Vine St (1st St to 3rd St)
- EE will be moving forward creating Fairview Creek Stabilization plans for bids, EE will provide proposal for services at 8.8.2023 meeting
- Coolidge St road repair assessed as complete
- Pool operating and aesthetic features to be assessed for fixing in fall
- Discussion about adding rip rap and dirt to slow S. Chestnut St drainage
- Marian Heights drainage/sinkhole issues from sewer project are being addressed by contractors and EE will be following up
- Marian Ave/Redbud Ave flume (Oak Ridge Park) to be addressed by contractors
- Architect for Runza/Pizza Hut currently redesigning structure to comply with DNR standards

### Public Admin

- Abandoned Green St property and possibility of City acquiring it, Farnan will provide more information after discussion with Attorney Woods on process
- Resolution 3638 addresses open record requests, policy is consistent with Chapter 22 of Iowa Code, Attorney Woods has reviewed and approved policy, policy will streamline open records requests, help protect the City, assist the public in requesting records & ensure that all requests are handled in the same manner
- Food Truck map created for possible parking locations on city streets and possibly City property, Council to review and discuss at next committee meeting

### Budget & Finance

- Amendment to FY24 budget which includes moving downtown revitalization from the general fund to a capital improvement fund, expending funds budgeted for FY23 in FY24 due to projects not being completed by end of FY23 (trail bridges, Library bookcases & water damage repairs, concession stand), and account for insurance reimbursement and repairs for hail damage to several police vehicles; public hearing needs set before adoption
- Possibility of adding lodging tax to the 2023 ballot, Farnan would work with bond attorneys to set up
- Western IA Networks (WIN) is interested in moving forward with broadband, prefer to continue their partnership with Mills County & have city contribute to the County, WIN and/or Mills County will provide more information after their next meeting with the County

Meeting ended at 6:59 p.m.



Glenwood City Council Minutes  
July 25, 2023

Glenwood City Council met in regular session on Tues, 7.25.2023 at 7:00 pm in Council Chambers Mayor Ron Kohn called the meeting to order with the following Council Members present: Donnie Kates, Laurie Smithers, Holly Jackson, Dan McComb, and Jeremy Rodman. City employees present: Fire Chief Gray, Jamey Clark, Amber Farnan, Jessica Alley, Lt Worcester, and Tara Painter; Guests: Joe Foreman, Jake Zimmerer, Michelle Wright, Julie Schutz, Heidi M., Jacque Young, Randy Romens, Terry Stanley, Chelle Kingsdorf, Dr. S. Prickett; virtually: Bob Wray & Ethan Hewett

Motion McComb/2nd Kates to approve the Consent Agenda as printed: Agenda, Abstract of Claims #2, Minutes of July 11, 2023, Mills County Historical Society Liquor License Renewal, County's reappointment of Richard Crouch to P&Z Board, 5 year term ending 08/07/2028, Council's reappointment of John Buelte to P&Z Board, 5-year term ending 08/07/2028; Ayes- 5 Nays-0 motion carried

Michelle Wright with Kiwanis Club- requested a Resolution and letter of support for the Iowa DNR REAP Grant Kiwanis is applying for ground improvements at Hiley Park, received support from the Park Board & Mills County Conservation Board, grant has no match requirement

Motion Smithers/2nd Jackson to approve Res 3639 a Resolution Supporting the Submittal of a REAP Grant for Hiley Park Improvements; Ayes- 5 Nays-0 motion carried

Julie Schutz- requested Council review their entry fees for non-swimmers/observers, Council to review & discuss at 8.8.2023 meeting

Farnan- discussed new concession site visit with Fire Chief Gray on 7.24.23, Mark Hughes Construction will be installing mirrors & new rounded edge counter & repairing a bathroom stall door, discussion needed on cleaning and maintaining the concession/bathrooms

Motion Jackson/2nd McComb to approve Final Pay Request to Mark Hughes Construction in the Amount of \$123,509.15 for Completion of the Concession Stand at Rec Complex; Ayes- 5 Nays-0 motion carried

Farnan- Glenwood Comprehensive Plan has been reviewed and approved by P&Z Board, Public Hearing required before City Council can formally adopt the plan

Motion Jackson/2nd Smithers to approve Setting a Public Hearing for Adoption of Comprehensive Plan for August 8, 2023 at 7:00 p.m.; Ayes- 5 Nays-0 motion carried

Action items from committee meeting discussions

Kates for Public Works - no action from committee meeting discussions, Eagle Engineering to provide proposal for Fairview Creek stabilization project, Farnan & Clark will provide update regarding assuming Maplewood Cir & Oak Ridge Dr streets from developer

Jackson for Public Admin - No action on Green St property or food truck parking, will be discussed at future meetings

Motion Jackson/2nd McComb to adopt Resolution 3638 Open Records Policy; Ayes- 5 Nays-0 motion carried

Smithers for Budget & Finance - No action on Western Iowa Networks (WIN) broadband project awaiting more information from WIN & Mills County

Motion Smithers/2nd Jackson to approve Set Public Hearing for Amendment to FY24 Budget ending June 30, 2023 for August 22, 2023 at 7:00 p.m.; Ayes- 5 Nays-0 motion carried

Motion Smithers/2nd Jackson to approve working with bond council to add Lodging Tax to 2023 ballot; Ayes- 5 Nays-0 motion carried

Department Reports

Director Clark for Public Works - Crosswalk painting in coming weeks, cold patching & working on repairs for street overlay projects

Lt Worcester reported for the PD - plans to end Flock Cameras when trial is over; handled 256 calls since last meeting

Motion Smithers/2nd Kates to approve the First Reading of Ordinance 930 an Ordinance Amending the Code of Ordinances pertaining to Vehicle Stop Requirements within the City. (Adding Stop Signs on 4th, Elm & Nuckolls Streets); Ayes- 5 Nays-0 motion carried

Motion Smithers/2nd McComb to approve Promotion of Police Officer Dan Kammerer from Police Officer II to Police Officer III effective July 27, 2023 at \$28.92/hr per union contract; Ayes- 5 Nays-0 motion carried

Motion Kates/2nd Smithers to approve advertising the 2011 Tahoe & 2013 Tahoe for sale via sealed bid, after vehicles are decommissioned; Ayes- 5 Nays-0 motion carried

Director Painter with Library- reported no further water issues at the Library

Chief Gray with FD-IMWCA met for site visit, happy with City improvements; Fire & Rescue had 59 calls since the last meeting, 45 in the City limits

Motion Kates/2nd Smithers to approve 50% Matching DNR Grant for Wildland Fire Assistance up to \$4,500; Ayes- 5 Nays-0 motion carried

Park Board Chairperson Romens for Park-Park Board request to allocate unspent funds from FY23 to FY24, Farnan stated this would require a budget amendment and would be setting precedent for other departments to make similar requests.

Mayor Kohn called for a motion to approve, died due to lack of motion, no action taken.

Motion Kates/2nd McComb to approve Park Board to purchase a storage shed for pickleball courts as a show of good faith, not to Exceed \$3,000; Ayes- 4 Nays-1 (Smithers) motion carried

Motion to approve purchasing a 72" Scag Turf Tiger Mower from Uphoff Outdoor Power in the Amount \$15,054.20; Ayes- 5 Nays-0 motion carried

Romens reported the small pond is filled, finishing work will be completed by park employees; waiting on DNR for large lake water shock report

Farnan reported vacancies on the Board of Adjustment & Planning and Zoning, and anticipated vacancy on the Library Board; Farnan & Alley attending training classes in Ames the week prior

Motion Jackson/2nd Kates to approve June 2023 Financials; Ayes- 5 Nays-0 motion carried

#### June 2023 Revenues/Expense Report

Fund	Beginning Fund Bal	Revenues	Expenses	Ending Fund Bal
General	\$1,296,991.96	\$125,845.36	\$413,963.71	\$1,008,873.59
Aquatic	(\$55,852.32)	\$34,828.15	\$10,198.67	(\$31,222.84)
Road Use	\$1,432,298.42	\$78,316.42	\$7,260.12	\$1,503,354.55
Employee Benefits	\$1,336,908.11	\$22,311.84	\$91,785.63	\$1,267,434.34
Emergency Fund	\$52,941.98	\$839.61	-	\$53,781.59
LOSST	\$2,140,283.85	\$65,578.50	\$660.68	\$2,205,201.67
Asset Forfeitures	\$11,435.41	\$300.00	-	\$11,735.41
Debt Service	(\$389,442.65)	\$4,898.83	\$1,000.00	(\$385,543.82)
GSB Now Acct	\$121.62	\$38.71	-	\$160.33
Cem Perp Care	\$63,391.28	\$144.19	-	\$63,535.47
Park Capital	\$7,000	-	-	\$7,000

<b>Cemetery Capital</b>	\$6,554	-	-	\$6,554
<b>ARPA</b>	\$779,529.40	-	-	\$779,529.40
<b>TIF</b>	\$102,821.04	-	-	\$102,821.04
<b>FEMA</b>	\$3,628.14	-	-	\$3,628.14
<b>2019 GO CAP</b>	\$222,275.93	-	-	\$222,275.93
<b>Marian Htgs</b>	\$43,809.80	-	-	\$43,809.80
<b>CDBG**</b>	(\$192.00)	-	-	(\$192.00)
<b>Amph Capital</b>	\$197,103.47	-	-	\$197,103.47
<b>Totals</b>	\$7,262,453.72	\$333,101.61	\$524,868.81	\$7,070,686.52

\*\*The negative balance is due to paying for the hotel/mileage for the HUD fraud training in Des Moines and not receiving the reimbursement yet.

These totals do not include budgeted end of FY2023 transfers. These end of year transfers are usually done during the audit – which is in late September this year.

Motion McComb/2nd Kates to Adjourn meeting at 8:34 pm; Ayes-5 Nays-0 Meeting Adjourned

Attest:

\_\_\_\_\_  
Mayor Ron Kohn

\_\_\_\_\_  
Jessica Alley, City Clerk

## STATE OF IOWA

GAX

BUDGET FY		<b>General Accounting Expenditure</b>										DOCUMENT NUMBER																												
		DATE 8/8/2023				ACCTG PERIOD (mm/yy)																																		
		VENDOR CODE 42-6004707				AGENCY NAME																																		
		VENDOR NAME AND ADDRESS City of Glenwood 5 N Vine Street Glenwood IA 51534				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, IA 50315				SHIP TO ADDRESS																														
TERMS		FOR		ORDER APPROVED BY						GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS																														
QUANTITY				VENDOR'S INVOICE NUMBER																																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2"></th> <th rowspan="2">Line item</th> <th rowspan="2">Contract budget*</th> <th colspan="3">Expenditures</th> </tr> <tr> <th>Since Last Report (1)</th> <th>Previous Total (2)</th> <th>Cumulative Expenditures (1+2)</th> </tr> <tr> <td></td> <td>Project Expenses Eligible for Reimbursement</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Grant Contract and approved budget in IowaGrants.gov</td> <td>Up to \$200,000</td> <td>\$120,489.20</td> <td>\$0</td> <td>\$120,489.20</td> </tr> <tr> <td></td> <td>Project Name: Upper Story Housing Grant Project Address: 2 N. Walnut St <input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>															Line item	Contract budget*	Expenditures			Since Last Report (1)	Previous Total (2)	Cumulative Expenditures (1+2)		Project Expenses Eligible for Reimbursement						Grant Contract and approved budget in IowaGrants.gov	Up to \$200,000	\$120,489.20	\$0	\$120,489.20		Project Name: Upper Story Housing Grant Project Address: 2 N. Walnut St <input checked="" type="checkbox"/>				
	Line item	Contract budget*	Expenditures																																					
			Since Last Report (1)	Previous Total (2)	Cumulative Expenditures (1+2)																																			
	Project Expenses Eligible for Reimbursement																																							
	Grant Contract and approved budget in IowaGrants.gov	Up to \$200,000	\$120,489.20	\$0	\$120,489.20																																			
	Project Name: Upper Story Housing Grant Project Address: 2 N. Walnut St <input checked="" type="checkbox"/>																																							
CONTRACT NUMBER: 22-ARPDH-024						Funds Requested				\$ 120,489.20																														
DRAW # 1						Less: Funds Requested to Date				\$0																														
						NET REQUEST				\$120,489.20																														
CLAIMANT'S CERTIFICATION						AGENCY CERTIFICATION																																		
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE: Today's Date TITLE: Click to enter text						I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S)																																		
CLAIMANT'S SIGNATURE: Authorized Official for Grantee - i.e. City (Mayor) or MSI Program (Board Pres.)						AUTHORIZED SIGNATURE																																		
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																																								
DOC TYPE (GAX) GAX		DOC NUMBER		DOC DATE		ACCTG PRD		BUDGET FY		ACTION NEW/MOD		PO SHIP INSTR		GAX TYPE		INT IND		INT SELLER FUND		INT SELLER AGCY																				
VENDOR CODE Enter City P&ID		ADDR OVERRIDE		FIA INDICATOR		EFT IND N		TEXT - po's only (Y/N)		TEXT (po's only)																														
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN		VEND INVOICE #		COMMODITY CODE				GS CONTRACT																										
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY/ UNITS	WD	DESCRIPTION	AMOUNT	WD																									
01																																								
02																																								
<b>DOCUMENT TOTAL</b>														\$																										
GAX		WARRANT #		AUDITED BY						PAID DATE																														



Attach supporting documentation  
to the back of this form

# STATE OF IOWA

## GAX

BUDGET FY <b>2022</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>2</b>										
		DATE 8/2/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE			AGENCY NAME													
VENDOR NAME AND ADDRESS			BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS									
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE					UNIT PRICE	TOTAL PRICE								
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-016  Report Number: 2  <i>110 N Welch St</i>					\$26,231.81								
							DOCUMENT TOTAL		\$ 26,231.81							
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. <b>DATE</b> _____ <b>TITLE</b> _____ CLAIMANT'S SIGNATURE _____							<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: <b>CODE OR CHAPTER SECTION(S)</b> _____ AUTHORIZED SIGNATURE _____									
<b>THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY</b>																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>2</b>		DOC DATE	ACCTG PRD	BUDGET FY <b>22</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE <b>2129822</b>		ADDR OVERRIDE	F/A INDICATOR	LEFT IND	TEXT -po's only (Y/N) <b>Y</b>		TEXT (po's only)									
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT							
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 26,231.81		
02																
03																
04																
05																
06																
07																
												DOCUMENT TOTAL		\$ 26,231.81		

### GAX

WARRANT #

AUDITED BY

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2022</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>6</b>										
		DATE 7/25/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315		SHIP TO ADDRESS										
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS										
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-001  Report Number: 6  <i>712 Lofts</i>				\$114,375.00									
DOCUMENT TOTAL						\$ 114,375.00										
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. <b>DATE</b> <b>TITLE</b> CLAIMANT'S SIGNATURE				<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: <b>CODE OR CHAPTER SECTION(S)</b> AUTHORIZED SIGNATURE												
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>5</b>		DOC DATE	ACCTG PRD	BUDGET FY <b>22</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE <b>2129822</b>		ADDR OVERRIDE	F/A INDICATOR	LEFT IND <b>Y</b>	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	VD	DESCRIPTION	AMOUNT	VD	P/F
01	0001	269	5000				4125							\$ 114,375.00		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL													\$ 114,375.00			

## GAX

WARRANT #

AUDITED BY

PAID DATE



Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2022</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>4</b>										
DATE <b>7/31/2023</b>		ACCTG PERIOD (mm/yy)														
VENDOR CODE			AGENCY NAME													
VENDOR NAME AND ADDRESS			BILL TO ADDRESS (ORDERING AGENCY)			SHIP TO ADDRESS										
			Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315													
TERMS		TOS		ORDER APPROVED BY		GOODS RECEIVED SERVICES										
						PERFORMED										
QUANTITY		VENDOR'S INVOICE NUMBER				DATE INITIALS										
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number:  Report Number: <b>4</b>				<b>\$29,009.00</b>									
			308 N Hazel													
<b>CLAIMANT'S CERTIFICATION</b>						<b>DOCUMENT TOTAL \$29,009.00</b>										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						<b>AGENCY CERTIFICATION</b>										
DATE <b>9/6/22</b> TITLE <b>Mayor</b>						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
CLAIMANT'S SIGNATURE						CODE OR CHAPTER SECTION(S)										
AUTHORIZED SIGNATURE																
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE <b>GAX</b>	DOC NUMBER <b>0</b>		DOC DATE	ACCTG PRD <b>22</b>	BUDGET FY <b>22</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE <b>2129822</b>		AUTHOR OVERRIDE	FIA INDICATOR	EXT IND <b>Y</b>	EXT - PO \$ only (Y/N)		EXT 1 (po \$ only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	ID	DESCRIPTION	AMOUNT	UD	P/F
01	0001	269	5000				4125							\$ -		
02																
03																
04																
05																
06																
07																

**GAX**

WARRANT #

AUDITED BY

DOCUMENT TOTAL

\$

PAID DATE



**RESOLUTION NO. 3640**

**A RESOLUTION APPROVING THE  
2023 COMPREHENSIVE PLAN  
FOR THE CITY OF GLENWOOD**

**WHEREAS**, the City Council and Planning & Zoning Commission recognized the need for a new comprehensive plan for the City; and

**WHEREAS**, the Planning & Zoning Commission solicited public input for the development of the plan; and

**WHEREAS**, public meetings have been conducted by the City of Glenwood and the comprehensive plan steering committee to obtain further public comment on the proposed comprehensive plan; and,

**WHEREAS**, City Council has held a public hearing to provide the public a final chance to provide input into the comprehensive plan update.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council for the City of Glenwood, that the 2023 Glenwood Comprehensive Plan be accepted and approved.

PASSED AND APPROVED this 8<sup>th</sup> day of August 2023.

---

Ron Kohn, Mayor

Attest:

---

Jessica Alley, City Clerk

# INVOICE

Houser's AC & HTG Service  
202 Woodlawn Avenue  
Glenwood, IA 51534

HVACHOUSER@GMAIL.COM  
712-520-2204

## City Of Glenwood

### Bill to

City Of Glenwood  
5 North Vine Street  
Glenwood, IA 51534

### Invoice details

Invoice no.: 10198

Terms: Net 30

Invoice date: 07/27/2023

Due date: 08/26/2023

Product or service		Amount
1.	Dectron Rooftop Pool Ventilator Removed cast Iron Bell & Gossett pool water circulator. Installed 460 Volt, three phase Taco 1.5 horsepower circulating in line stainless steel pump. Repipe, wire, and hang replacement pumpInstalled new pump flanges and brass fittings. Add water, flushed system, set phase, and rotation. Bleed air from system and test all controls for proper operation.	\$0.00
2.	<b>Materials</b> 1919 S/S, 7.9"/6.65", 208/230/240/3Taco 1.5 HP 460 Volt Pump Model # 1919 DAE100000000	1 unit x \$5,732.84 \$5,732.84
3.	<b>Consumables</b> Wire, Raceway, Pipe Fittings	1 unit x \$100.00 \$100.00
4.	Installation Changed to 12 Hours	12 x \$90.00 \$1,080.00
5.	<b>Freight</b> Freight	1 unit x \$375.46 \$375.46
<b>Total</b>		<b>\$7,288.30</b>



## STAFF REPORT

To: Council & Mayor Kohn  
From: Amber Farnan  
Date: July 27, 2023  
RE: Invoice #10198 – Houser's HVAC

---

At the July 11, 2023, council meeting, Council voted to approve a quote from Houser's for the replacement pump for the YMCA, specifically, a new 460 volt, three phase Taco 1.5hp circulating inline stainless-steel pump. The quote included 6 hours of labor for installation, we received an invoice from Houser's for the replacement pump, however, the actual labor time to install it was 12 hours.

The original quote was \$6,748.30, the invoice is for \$7,288.30.

I recommend approving the overage for the installation of the new pump in the amount of \$540.00.

*Amber Farnan*

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717

**ORDINANCE NO. 930**

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF GLENWOOD, IOWA BY ADDING PROVISIONS PERTAINING TO VEHICLE STOP REQUIREMENTS WITHIN THE CITY OF GLENWOOD, IOWA.

BE it enacted by the City of Glenwood, Iowa:

SUBSECTION ADDED: Chapter 65, Section 02, Subsections 132, 133, and 134 of the Glenwood City Code of Ordinances is hereby added as follows:

**65.02**

**SPECIAL STOPS REQUIRED.** Every driver of a vehicle shall stop in accordance with the following:

\* \* \*

(132) 4<sup>th</sup> Street. Vehicles traveling east and west on 4<sup>th</sup> Street shall stop at Elm Street.

(133) Elm Street. Vehicles traveling east and west on 5<sup>th</sup> Street shall stop at Elm Street.

(134) Nuckolls Street. Vehicles traveling west on Nuckolls Street shall stop at Grove Street.

PASSED by the Glenwood City Council this \_\_\_\_ day of \_\_\_\_\_, 2023, and approved the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Ron Kohn, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Alley, City Clerk

I certify that the foregoing was published as Ordinance No. \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jessica Alley, City Clerk

**IOWA DEPARTMENT OF TRANSPORTATION**  
**Agreement for a Surface Transportation Block Grant Program Federal-aid Swap Project**

Recipient: City of Glenwood

Project No.: STBG-SWAP-2955(611)—SG-65

Iowa DOT Agreement No.: 4-23-STBG-SWAP-013

This is an agreement between the City of Glenwood, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department) for Surface Transportation Block Grant (STBG) Program Federal-aid Swap funds under 761 Iowa Administrative Code (IAC) Chapter 162. Iowa Code Section 306A.7 provides for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa.

Pursuant to the terms of this agreement, applicable statutes, and administrative rules, the Department agrees to provide STBG Federal-aid Swap funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact persons will be the Local Systems Project Development Engineer, Christy VanBuskirk, and Western Region Local Systems Field Engineer, Zachary A. Gunsolley. The Recipient's contact person shall be the City Administrator.
3. The Recipient shall be responsible for the development and completion of the following described STBG project:  
  
In the City of Glenwood, on Locust Street, from Sharp Street North .6 miles to Hazel Street HMA Resurfacing.
4. Eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances, eligible activities may also include utility relocation or railroad work that is required for construction of the project.
5. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from STBG Federal-aid Swap funds. The portion of the project costs reimbursed by STBG Federal-aid Swap funds shall be up to \$924,739 for the following phases of work as stipulated by the Metropolitan Area Planning Agency:  

Preliminary Engineering

Construction Engineering

Right-of-Way

X Construction

Other (please specify) \_\_\_\_\_.
6. The Recipient shall pay for all project costs not reimbursed with STBG Federal-aid Swap funds.
7. If the project described in Section 3 drops out of the Metropolitan Area Planning Agency current TIP or the approved current STIP prior to obligation of funds, and the Recipient fails to reprogram the project in the appropriate TIP and STIP within 3 years, this agreement shall become null and void.
8. The Recipient shall let the project for bids through the Department.
9. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
10. It is the intent of both parties that no third party beneficiaries be created by this agreement.

11. This agreement and the attached Exhibit 1 (& 2 if appropriate) constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written acceptance of the Department and the Recipient.

---

**IN WITNESS WHEREOF**, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

---

**City Signature Block**

By \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Title of city official

I, \_\_\_\_\_, certify that I am the City Clerk of Glenwood, and  
that \_\_\_\_\_, who signed said Agreement for and on behalf of the city was duly  
authorized to execute the same by virtue of a formal resolution duly passed and adopted by the city on the \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

City Clerk of Glenwood, Iowa

---

**IOWA DEPARTMENT OF TRANSPORTATION  
Highway Administration**

By \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Zachary A. Gunsolley, P.E.  
Local Systems Field Engineer  
Western Region

## EXHIBIT 1

### General Agreement Provisions for use of Federal-aid Swap Funds on Non-primary Projects

Unless otherwise specified in this agreement, the RECIPIENT shall be responsible for the following:

#### 1. General Requirements.

- a. The RECIPIENT shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the RECIPIENT, the DEPARTMENT has provided guidance in the Instructional Memorandums to Local Public Agencies (I.M.s), available on-line at: [https://iowadot.gov/local\\_systems/publications/im/lpa\\_ims](https://iowadot.gov/local_systems/publications/im/lpa_ims). The RECIPIENT shall follow the applicable procedures and guidelines contained in the I.M.s in effect at the time project activities are conducted.
- b. In accordance with Iowa Code Chapter 216 and associated subsequent nondiscrimination laws and regulations, the RECIPIENT shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.
- c. The RECIPIENT shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the RECIPIENT shall make such facilities compliant with the ADA and Section 504.
- d. The RECIPIENT agrees to indemnify, defend, and hold the DEPARTMENT harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the DEPARTMENT's application review and acceptance process, plan and construction reviews, and funding participation.
- e. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the DEPARTMENT shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the DEPARTMENT to appropriate funds sufficient to allow the DEPARTMENT to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the DEPARTMENT to make any payment hereunder are insufficient or unavailable for any other reason as determined by the DEPARTMENT in its sole discretion; or 3) If the DEPARTMENT's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The DEPARTMENT shall provide the RECIPIENT with written notice of termination pursuant to this section.

#### 2. Programming

- a. The RECIPIENT shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The RECIPIENT shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the DEPARTMENT, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, funds cannot be obligated.
- b. Before beginning any work for which funding reimbursement will be requested, the RECIPIENT shall submit a written request for acceptance to the DEPARTMENT. The DEPARTMENT will notify the RECIPIENT when acceptance is granted. The cost of work performed prior to acceptance will not be reimbursed. The turning in of plans for letting by the DEPARTMENT's administering bureau shall be considered acceptance for construction. The DEPARTMENT will notify the RECIPIENT when acceptance is granted.



### **3. Design and Consultant Services**

- a. The RECIPIENT shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the DEPARTMENT in the Guide and applicable I.M.s.

### **4. Environmental Requirements and other Agreements or Permits.**

- a. The RECIPIENT shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the DEPARTMENT, or other agencies as required. The RECIPIENT shall follow the applicable procedures in the Instructional Memorandums to Local Public Agencies Table of Contents, Chapter 4 – Environmental Regulations.

### **5. Right-of-Way, Railroads, and Utilities.**

- a. The RECIPIENT shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.600, Right-of-Way Acquisition, and the DEPARTMENT's Right of Way Bureau Local Public Agency Manual. The RECIPIENT shall contact the DEPARTMENT for assistance, as necessary, to ensure compliance with the required procedures.
- b. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the RECIPIENT shall obtain agreements, easements, or permits as needed from the railroad. The RECIPIENT shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way.
- c. The RECIPIENT shall obtain agreements from utility companies as needed. The RECIPIENT shall comply with the "Policy for Accommodating Utilities on the County and City a Non-Primary Federal-aid Road System" for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the RECIPIENT shall follow the DEPARTMENT's "Policy for Accommodating and Adjustment of Utilities on the Primary Road System" The RECIPIENT should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

### **6. Contract Procurement.**

- a. The following provisions apply only to projects involving physical construction or improvements to transportation facilities:
- b. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.
- c. The RECIPIENT shall be responsible for the following:
  - i. Prepare and submit the PS&E and other contract documents to the DEPARTMENT for review and acceptance in accordance with I.M. 3.700, Check and Final Plans and I.M. 3.500, Bridge or Culvert Plans, as applicable.
  - ii. The contract documents shall use the DEPARTMENT's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the RECIPIENT for individual construction items shall be approved by the DEPARTMENT.
  - iii. Follow the procedures in I.M. 5.030, Iowa DOT Letting Process, to analyze the bids received; make a decision to either award a contract to the lowest responsive bidder or reject all bids; and if a contract is awarded, execute the contract documents and return to DEPARTMENT.

Note: The DEPARTMENT may not be able to allow a project to be let in the scheduled letting due to possible issues with cash flow availability.

- d. The RECIPIENT shall forward a completed Project Development Certification (Form 730002) to the DEPARTMENT in accordance with I.M. 3.710, Project Development Certification Instructions. The project

will not be turned in for bid letting until the DEPARTMENT has reviewed and accepted the Project Development Certification.

- e. If the RECIPIENT is a city, the RECIPIENT shall comply with the public hearing requirements of the Iowa Code section 26.12.
- f. The RECIPIENT shall not provide the contractor with notice to proceed until after receiving written notice that the DEPARTMENT has concurred in the contract award.

#### **7. Construction.**

- a. The RECIPIENT shall follow the procedures in I.M. 6.000, Construction Inspection, and the DEPARTMENT's Construction Manual, as applicable, for conducting construction inspection activities. The RECIPIENT's engineer shall at all times be responsible for inspection of the project.
- b. A full-time employee of the RECIPIENT shall serve as the person in responsible charge of the project. For cities that do not have any full-time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the DEPARTMENT.
- c. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. Proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as needed.
- d. The project shall be constructed under the DEPARTMENT's Standard Specifications for Highway and Bridge Construction and the RECIPIENT shall comply with the procedures and responsibilities for materials testing according to the DEPARTMENT's Materials I.M.s. Available on-line at: <https://www.iowadot.gov/erl/index.html>.
- e. If the DEPARTMENT provides any materials testing services to the RECIPIENT, the DEPARTMENT will bill the RECIPIENT for such testing services according to its normal policy as per Materials I.M. 103.

#### **8. Reimbursements.**

- a. The RECIPIENT will be initially responsible for all project costs. After costs have been incurred, the RECIPIENT shall submit to the DEPARTMENT periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least semi-annually but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the DEPARTMENT by August 1, if possible, but no later than August 15.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the RECIPIENT, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. The DEPARTMENT will reimburse the RECIPIENT for properly documented and certified claims for eligible project costs. The DEPARTMENT may withhold up to 5% of the total funds available for the project. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final review or audit selected by the Administering Bureau, the DEPARTMENT determines the RECIPIENT has been overpaid, the RECIPIENT shall reimburse the overpaid amount to the DEPARTMENT. After the final review is complete and after the RECIPIENT has provided all required paperwork, the DEPARTMENT will release the funds withheld.
- e. The total funds collected by the RECIPIENT for this project shall not exceed the total project costs. The total funds collected shall include any funds received; for example, Federal funds not received through FHWA, any special assessments made by the RECIPIENT (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall

include all costs that can be directly attributed to the project. In the event that the total funds collected by the RECIPIENT do exceed the total project costs, the RECIPIENT shall either:

- i. in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
- ii. refund to the DEPARTMENT all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds.

**9. Project Close-out.**

- a. Acceptance of the completed construction shall be with the concurrence of the DEPARTMENT. Within 30 days of completion of construction or other activities authorized by this agreement, the RECIPIENT shall provide written notification to the DEPARTMENT. The RECIPIENT shall follow and request a final review, in accordance with the procedures in I.M. 6.110, Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures may result in loss of funds and the ability to let future projects through the DEPARTMENT; reimbursed funds shall be returned, and a possible suspension may be placed on the RECIPIENT from receiving funds from the DEPARTMENT on future projects until the RECIPIENT has demonstrated responsible management of funds on roadway projects.
- b. For construction projects, the RECIPIENT shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of funds shall be made only after the DEPARTMENT accepts the project as complete.
- d. The RECIPIENT shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The RECIPIENT shall also make this documentation available at all reasonable times for review by the DEPARTMENT. Copies of this documentation shall be furnished by the RECIPIENT if requested. Such documentation shall be retained for at least 3 years from the date of the DEPARTMENT's signature of the DEPARTMENT's Final Payment Form (Form 830436) or the bottom part of the Certificate of Completion and Final Acceptance of Agreement Work (Form 640003).
- e. The RECIPIENT shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the DEPARTMENT.

# Sidewalk and Driveway Approach Application/Permit City of Glenwood, IA

Receipt #: 39090  
Permit Fee: 50.00

Date: 7-20-23  
Building Permit #: 23121

Office Use ☐

1. Owner/Applicant: BOB HUFF Home Phone: \_\_\_\_\_  
2. Applicant's Address: 205 North Walnut Work Phone: \_\_\_\_\_  
3. Sidewalk/Driveway Address: 205 North Walnut Cell Phone: \_\_\_\_\_  
4. Legal Description: LOT \_\_\_\_\_ BLK \_\_\_\_\_ ADDITION \_\_\_\_\_ Zone: \_\_\_\_\_

☒ Removal ☒ New ☐ Reconstruction

Handicap Ramp Required

5. Sidewalk Length 6' Plus Driveway Width 6' Plus ☐ Yes ☒ No  
6. Date of Commencement: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

7. Contractor: Mark Hughes Work Phone: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

8. All persons performing work in City street or street right-of-way shall be qualified and have adequate experience in replacing street paving and curb & gutter.

9. A FINAL INSPECTION MUST TAKE PLACE BY A STREET DEPARTMENT EMPLOYEE PRIOR TO THE PLACEMENT OF CONCRETE FOR STREET PAVEMENT, CURB AND GUTTER, SIDEWALK OR DRIVEWAY APPROACHES. ALL MATERIALS MUST BE APPROVED BY THE CITY.

10. Sidewalks shall be on all street lines of said property.

11. I have received a copy of the City of Glenwood sidewalk regulations. ☒ Yes ☐ No

Signature of Applicant: Bob Huff Date: 7-20-23

Please allow approximately seven (7) days for processing this application

## Voluntary Residential Sidewalk Program/Administrative Sidewalk Policy for Business or Residential Sidewalks

1. City contribution shall be for the concrete cost only, subject to available funds.
2. Location of the sidewalk must accompany this application.
3. Sidewalk shall be constructed in compliance with the City Ordinance governing sidewalk construction or by approval of the Public Works Director and/or the Zoning Administrator.
4. Applicant must certify to the Public Works Director and/or the Zoning Administrator the actual cost of the concrete for the improved sidewalk before funds are disbursed to the property owner.
5. Public Works Director and/or Zoning Administrator must approve this application before sidewalk construction may begin.  
(City contribution shall not exceed 50% of the total cost of the concrete with a maximum of \$250.00 per applicant.)
6. Reimbursement made to: Bob Huff

Sidewalk Concrete Cost: Estimate: \_\_\_\_\_ Actual: 5,408.00

City Contribution: Estimated: \_\_\_\_\_ Actual: 250.00

BEGIN sidewalk construction: ☒ Approved ☐ Disapproved

CITY COUNCIL: Date 8/1/23 ☐ Approved ☐ Disapproved

By Jamey Clark Date: 8/1/23  
Mayor \_\_\_\_\_

Project Must be Completed By: \_\_\_\_\_

(Applicants must have work completed and the request for a final inspection by the Public Works Director and/or Planning Administrator within sixty (60) days from the date of approval by the City Council or the permit is void.)

FINAL INSPECTION: On this date \_\_\_\_\_, I have inspected the sidewalk as proposed herein and  
Approved ☒ Disapproved \_\_\_\_\_ the construction and disbursement of funds for said sidewalk.

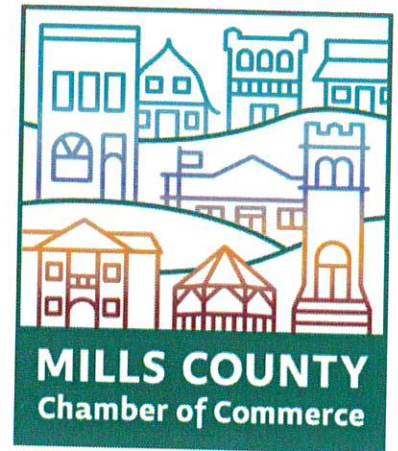
SIGNED: W. C. DATE: 8-7-23

## Certificate of Approval

City Zoning Administrator

On this date 8-1-23, I recommend this application be Approved ☒ Disapproved \_\_\_\_\_ subject to or by reason of the following: \_\_\_\_\_

Signature of Zoning Administrator: W. C.



August 7, 2023

Dear Glenwood City Council:

I started my duties as Executive Director of the Chamber one year ago and am honored to have been offered this opportunity and appreciate the City of Glenwood and you, as members, for putting your trust in me to continue to execute our mission: To aggressively promote & enhance the community businesses and quality of life in Mills County. I am also incredibly proud of the work that has been accomplished in a, relatively, short amount of time.

Thirty one businesses have joined Chamber this year, the majority from right here in Glenwood! While there is always more work to be done for small businesses and the betterment of our community, the Board & I feel like we are on the right track, especially with the City receiving the Downtown Revitalization grant; more businesses opening or expanding; and more community events being hosted. We are also looking forward to the "Glenwood Visibility Project" along Highway 34 coming to fruition and appreciate the City's backing on that.

The support that the the City of Glenwood has shown over the years cannot be understated. This year, we are asking for your continued financial support of \$3,500. These funds would be distributed in August of 2023.

We are looking forward to making Glenwood & Mills County an even better place to live, work, and play, with you all by our side!

Jennie Davis  
Executive Director  
712.520.4250  
director@glenwoodia.com



## STAFF REPORT

To: City Council, Mayor Kohn  
From: Amber Farnan  
Date: August 4, 2023  
RE: Entry Fee for Non-Swimmers

---

Currently all patrons who enter the Aquatic Center are required to pay an entry fee.

Students (PK-12<sup>th</sup>) - \$3.00

Seniors (62+) - \$2.00

Adults (18-61) - \$5.00

Children 4 & Under are Free with a Paid Adult Admission.

We have had two complaints regarding paying an entry fee for non-swimmers that I am aware of this year. The first complaint was from a gentleman who was bringing their grandchildren to swim. The grandchildren were under 9 and thus required to be accompanied and supervised by an adult. His complaint was that he was not going to swim, but he was required to be there, he didn't think he should have to pay an entry fee. Alexis Unger, Chief Gray and I each spoke with him regarding our policy. Alexis stated they have the same policy at the YMCA and he was required to follow it there and at our Aquatic Center. His entry fee would have been \$2.00.

The other complaint we received was from Julie Schutz, who came to Council on July 25, 2023. She was upset that her mother was required to pay an entry fee to watch her grandkids play at the pool. They declined to pay the fee and the grandmother did not enter the Aquatic Center. Her entry fee would have been \$2.00.

We sent out an email to other City Clerks around Iowa, most of the cities required anyone entering the pool to pay a fee. One argument was that if a non-paying person entered the pool and was hurt or fell into the pool, the City would still be liable and the staff would need to render aid.

When I spoke with Ms. Schutz, I explained to her that we charge entry fees to help us offset the costs of lifeguard salaries, pool maintenance and supplies. Our LOST contribution is stated mostly for paying off the GO Bond for the Aquatic Center. She was under the impression that property tax paid for the Aquatic Center and therefore entry should be free for all citizens.

If Council was to change the entry policy, we would need to find a way to "mark" non-swimmers and to set some guidelines on what criteria would have to be met to be considered a non-swimmer. How would we prevent mis-use of a non-swimmer policy?

*Amber Farnan*  
City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717



## STAFF REPORT

To: City Council, Mayor  
From: Amber Farnan  
Date: August 4, 2023  
RE: Nodes/Sidewalks

---

On Wednesday, July 26, 2023, Jamey Clark, and I met with Ami Petersen, Richard Crouch and Steve Poole to discuss the sidewalks and nodes around the Courthouse property.

Mills County will be replacing any broken or raised sidewalks around their property. They are providing us with a bid that includes the sidewalk areas near the nodes, in case we are interested in repairing those areas at the same time as the County. Their project will not be starting until after homecoming.

I have made contact with Dan Hunter at GRC, he said they are interested in helping us out. We have not finalized any plans at this time. I would like for them to help us maintain what we have through fall (after homecoming) and then work with us to create a landscaping plan that would be more manageable and aesthetically pleasing going forward. The mulch we currently use is not sufficient and does not stay in the nodes, making them look messy and unkempt.

Public Works employees did some maintenance to the nodes last week, which has helped their current state.

***Amber Farnan***

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717





## STAFF REPORT

To: City Council, Mayor Kohn  
From: Amber Farnan  
Date: August 7, 2023  
RE: Fairview Creek Update

---

After speaking with Jake Zimmerer, we feel it would be cost effective to have him bill us hourly for this project.

### Next Steps Are:

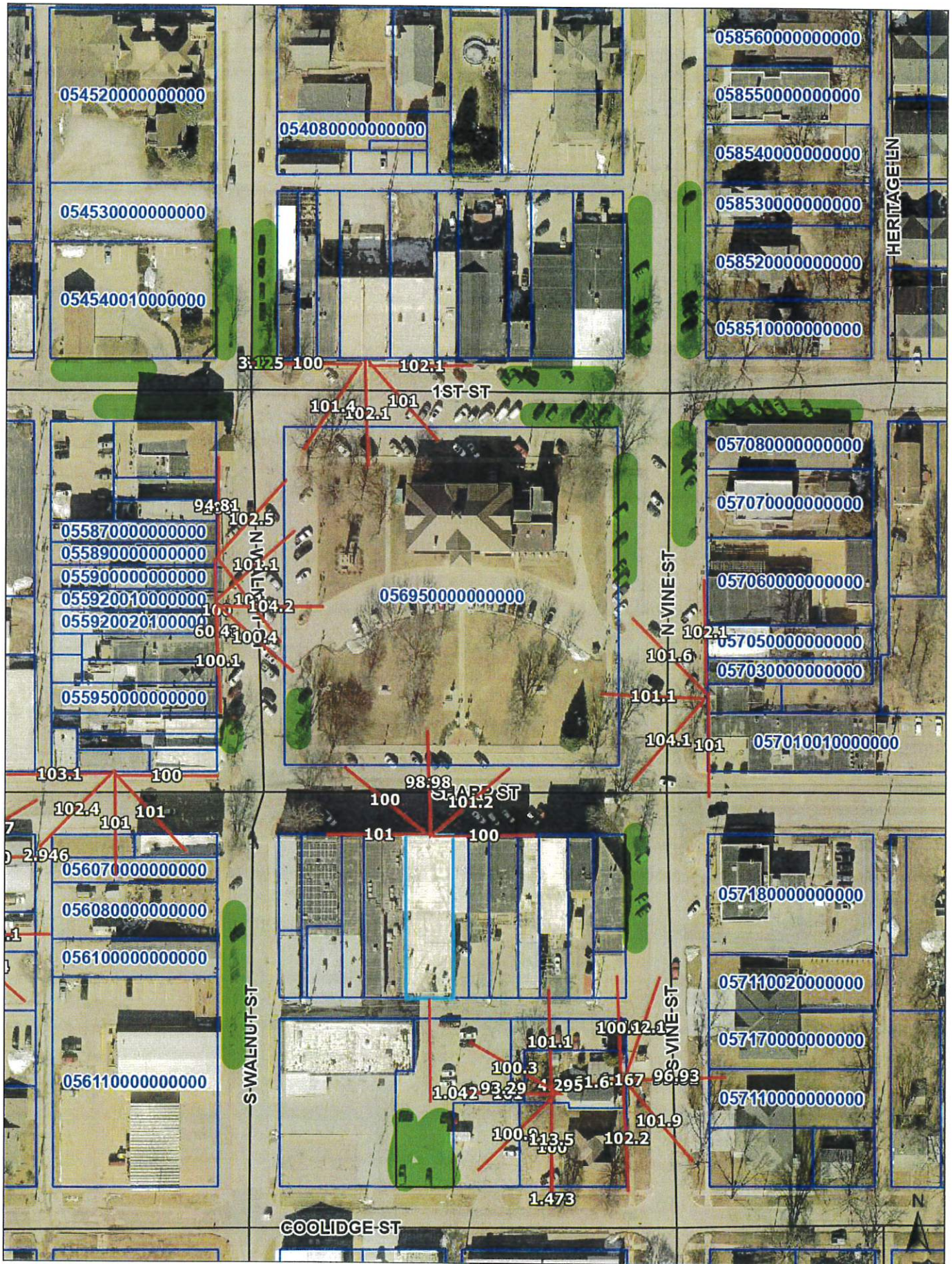
- Jake will finalize the plans and specs in the next few weeks.
- Council will then need to approve a request to advertise for bids and set a bid date. Possibly in late September.
- Easement discussions with neighboring property owner as soon as the footprint for construction is finalized.
- Open bids in September.
- Evaluate costs and decide on a path moving forward.

*Amber Farnan*

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717









## STAFF REPORT

To: City Council, Mayor Kohn  
From: Amber Farnan  
Date: August 4, 2023  
RE: Payroll Process

---

I am requesting Council approval to change our payroll process for all employees paid bi-weekly, which does not include full-time Fire/Rescue personnel. Currently, timesheets are due to City Hall on Wednesday morning for the previous two weeks (Thursday – Wednesday), which includes an estimate of how many hours the employees will work that day. Once all the timesheets are collected, they are reviewed by two staff members and added to our master timesheet entry form. Then we add in any vacation, sick or personal time earned into our software system, then we input payroll information. Once everything is entered in the system, two employees review the printout to check for accuracy. We then print out direct deposit slips and checks, then create an ACH file to upload to the bank. On a good day, we have about 3-6 hours to finish this process, which includes interruptions from phone calls, interactions with the public, other city business, etc.

We now process payroll at least 3 times a month and, on some months, it can be as high as 5 times. Our bi-weekly payroll includes 38 full and part-time employees.

My request is to extend the time we have between receiving payroll timesheets and uploading the file to the bank. This can be achieved by paying employees a week in arrear, instead of paying for time worked. Timesheets would be due to City Hall every other Thursday morning, our office would process the payroll on Thursday or Friday and send out the direct deposit notice to employees by Friday afternoon. This would give employees 3-4 days to review their paystub and notify us of any errors. We would correct errors, if any, and then submit the ACH file to the bank on Wednesday for delivery to employees' bank accounts on Thursday.

I feel extending our process time will help us eliminate errors on payroll and make our office more efficient. Employees would not have to estimate their work hours for the last Wednesday of the pay period and would have a chance to review their paystubs before ACH is created and sent to the bank.

To achieve this goal with little disruption to employees, I am proposing making the change in November 2023, because it is a three pay month.

*Amber Farnan*

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717

Proposal A – make a gradual change – Pay Period 1 and 2 would have 11 days and Pay Period 3 would have 13 days. The first payroll in December would have 14 days and longevity for employees who qualify.

Proposal B – make the change in one pay period. Pay Period 1 – would have 14 days, Pay Period 2 would have 7 days and Pay Period 3 would have 14 days.

In both scenarios, the pay date would not change, we would stay on the same schedule we have now. We would allow employees the option to use their available vacation, personal or comp time to make up for the “short” pay periods while the adjustment is made.

### **Current Payroll Schedule**

Payroll for pay period Thursday, June 29, 2023 – Wednesday, July 12, 2023

- Timesheets are due to City Hall Wednesday morning July 12 (including an estimation of their work hours for July 12).
- Timesheets are usually turned in by 10:30 a.m.
- Pay stubs are printed and ACH files are sent to the bank by 1:00 p.m. (2:30 p.m. at the latest) on Wednesday, July 12.
- Pay stubs are available on Wednesday, July 12, once they are printed.
- Employees aren't able to review pay stubs before ACH is created and sent to the bank.
- Payroll is released by the bank to employees on Thursday, July 13.
- Any errors found must be corrected on the following payroll.
- Employees are paid for time worked, not in arrears. If an employee started work on Wednesday July 12, they would get paid for it on Thursday, July 13.

### **Proposed Payroll Schedule**

Payroll for pay period Thursday June 29, 2023 – Wednesday July 12, 2023

- Timesheets due to City Hall on Thursday morning, July 13.
- Process payroll and get direct deposit pay stubs to employees by Friday afternoon, July 14.
- Employees would have until Tuesday morning, July 18, to review paystubs and alert us to any errors.
- The ACH file would be created and sent to the bank Wednesday, July 19.
- The bank would release payroll to employees on Thursday, July 20.
- Employees would be paid one week in arrears. An employee beginning work on Wednesday July 12 wouldn't get paid for 3 weeks.

*Amber Farnan*

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717



## STAFF REPORT

To: City Council, Mayor Kohn  
From: Amber Farnan  
Date: August 7, 2023  
RE: Square Parking Spaces Painting

---

Public Works will be repainting the parking lines on the Square. On Friday, Aug 18, Public Works Employees will come in at 2:00 a.m. to paint the lines. We will create flyers to place on vehicles, post on City website and Facebook, we will contact the OT to see if they can place it in the paper prior to that date, stating there will be no parking on the square that morning.

A couple of years ago there was a miscommunication, and several cars were towed. The City ended up reimbursing those whose cars were towed.

This year PW can either have vehicles towed or wait for them to be moved to paint the spaces they are in.

The rain date is scheduled for Friday, Aug 25.

*Amber Farnan*

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717

LifeNet  
helicopter

1st St

Cooling  
Station

Touch-A-Truck

1st St

Farmers  
Market  
4-6:30

Mills County  
Courthouse

Law Enforcement

Community  
Booths

Family  
Fun

E Sharp St

Car Show

E Sharp St



Cooling  
Station

Parking  
Available

Food  
Vendors

Fire Station:  
Sprinkler  
Demonstrations  
Free Hot Dogs

Road  
Closures:  
1pm-8pm

Coolidge St





## STAFF REPORT

To: City Council, Mayor Kohn  
From: Amber Farnan  
Date: July 31, 2023  
RE: Tree Removal at Cemetery

---

On Friday, July 28, 2023, a large tree limb from one of the trees at the Cemetery fell. When it fell it took out the phone and power line to the Cemetery building and partially blocked the 221<sup>st</sup> Street northbound lane. Due to the deteriorating nature of this tree and previous limbs falling and landing on the Cemetery building, the decision was made to have the tree removed as soon as possible.

On Monday, July 31, 2023, Mike Collins will contact Konfrst and have them remove the tree as soon as they are able.



*Amber Farnan*  
City Administrator/Finance Director  
[amber.farnan@cityofglenwood.org](mailto:amber.farnan@cityofglenwood.org)

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717