

**Tentative Agenda
Glenwood City Council Meeting
September 26, 2023
City Hall 5 N Vine St~ 7:00 p.m.**

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

Public Admin

- Cemetery Audit Update
- Jennie Ed Referral Program
- GRC Update - Staff Report

Public Works

- Fairview Creek Project Plans
- Locust St and Overlay Projects Update

Council Meeting - 7:00 p.m.

Call to order/roll call

1. **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:
 - a. **Agenda**
 - b. **Abstract of Claims #6**
 - c. **Minutes of 9.12.2023 Meeting**
2. **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.
3. **Public Hearing Concerning Arbor Hills Subdivision Located Within The Corporate Limits of the City of Glenwood**
4. **Resolution 3649 - Approving Arbor Hills Final Plat - Staff Report**
5. **Special Events Application for Square Crow Days on Saturday, October 21 from 9:00 - 11:00 a.m.**
6. **Committee Reports**
 - a. **Public Admin - Jackson**
 - i. Cemetery Audit Update
 - ii. Possible: First Read of Ordinance 931, an Ordinance Amending the Code of Ordinances for the City of Glenwood, Iowa by Amending Provisions Pertaining to the Cemetery and the Cemetery Board of the City of Glenwood, Iowa
 - iii. Possible: Motion to Waive the 2nd & 3rd Readings of Ordinance 931 and to be formally adopted after legal publication by law
 - iv. Jennie Ed Referral Program
 1. Business Associate Agreement
 - v. GRC Update - Staff Report
 - b. **Public Works - Kates**
 - i. Set Public Hearing on Fairview Creek Project Plans Bid Opening
 - ii. Set Public Hearing on Asphalt Overlay Projects Bid Opening
 - iii. Locust St Update
7. **Departmental Reports**
 - a. **Clark-Public Works**

b. Johansen – Police Dept

- i. Open sealed bids for 2011 Chevy Tahoe
- ii. Possible action item on bids of 2011 Chevy Tahoe
- iii. Police Department Payroll Discussion - Dept Head Memo - Staff Report

c. Painter – Library

d. Collins – Cemetery

e. Gray – Fire & Rescue/ Code enforcement

- i. Rescue Boat - Quote from MilPRO Marine, LLC - Fire Budget - Staff Report
- ii. P&Z 9.20.2023 Minutes

f. Mattox – Park

- i. Hiley Park Funfest

g. Farnan – Admin

- i. August 2023 Financials - Fund Balance/Revenue & Expense Report
- ii. Chamber Banquet

8. Mayor Report

9. 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://meet.goto.com/CityofGlenwood> Phone: (786) 535-3211 Access Code: 738-827-117

Claims #6

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL LIABILITIES					
FIRST NATIONAL BANK	FED/FICA TAX		13,967.42	1291501	9/21/23
TREASURER, STATE OF IOWA	STATE TAX		2,006.36	1291502	9/21/23
IPERS	IPERS - PROTECT		11,268.97	1291503	9/21/23
CITY OF GLENWOOD	HEALTH INS		1,967.50	80953	9/21/23

050	LIABILITIES TOTAL		29,210.25		
POLICE					
ACCESS SYSTEMS	AGREEMENT#016-1517598-000		153.02	80954	9/26/23
BEST FINISH AUTO BODY	PAINTLESS DENT RPR '15 TAHOE		7,205.17	80957	9/26/23
BEST FINISH AUTO SERVICE	'19 TAHOE SERV		82.38	80958	9/26/23
OPINION TRIBUNE	POLICE HIRING PUBLICATIONS		308.23	80982	9/26/23
QUILL	OFFICE SUPPLIES		138.96	80985	9/26/23
VISA	KAMMERER GRANT TRAINING		1,025.20	80994	9/26/23
VISA	FIRST CLASS POSTAGE		17.25	80995	9/26/23
VISA	2 TINT METERS		488.29	80996	9/26/23

110	POLICE TOTAL		9,418.50		
FIRE					
BLACK HILLS ENERGY	SERVICE		81.60	80955	9/26/23
AUTO VALUE	AIR FILTER TRUCK SERV		15.83	80956	9/26/23
BOMGAARS	PROPANE/FIRE TRAINING		71.88	80959	9/26/23
BOUND TREE MEDICAL, LLC	MED SUPPL		120.25	80960	9/26/23
FOL-DA-TANK	REPLACEMENT VALVE ADAPTER		698.85	80964	9/26/23
IOWA EMERG MED SERVICES ASSOC	MEMBERSHIP RENEWAL		250.00	80966	9/26/23
JENNIE ED HOSPITAL PHARMACY	PHARMACY SUPPL		1,226.95	80967	9/26/23
JONES & BARTLETT LEARNING	PARAMEDIC TRAINING BOOK		357.48	80968	9/26/23
JONES AUTOMOTIVE, INC	ENG 15 CRADLE POINT INSTALL		1,127.92	80969	9/26/23
LIFE ASSIST	MED SUPPL		2,015.65	80971	9/26/23
MATHESON TRI-GAS, INC	OXYGEN		130.90	80972	9/26/23
LOGRX	PHARMACY TRACKING SYSTEM		1,490.00	80973	9/26/23
MIDAMERICAN ENERGY	508 COOLIDGE ST		39.16	80976	9/26/23
PCC AMBULANCE BILLING SERVICE	Ambulance Billing		1,297.19	80983	9/26/23
RCN COMMUNICATIONS LLC	CRADLE POINT RENEWAL		701.00	80986	9/26/23
TELEFLEX LLC	I/O NEEDLES		562.50	80990	9/26/23
UPHOFF OUTDOOR POWER, LLC	U10 PUMP SERVICE YEARLY		373.23	80992	9/26/23

150	FIRE TOTAL		10,560.39		
LIBRARY					
CITY OF GLENWOOD	HEALTH INS		537.50	80953	9/21/23

410	LIBRARY TOTAL		537.50		
PARK					
BLACK HILLS ENERGY	SERVICE		37.02	80955	9/26/23
BOMGAARS	CLEANING SUPPL		33.76	80959	9/26/23
ECHO GROUP, INC.	LIGHTBULBS X5		134.30	80962	9/26/23
LDI	PARTS/SUPPL		17.70	80970	9/26/23
MENARDS	PARTS		54.96	80975	9/26/23
MIDAMERICAN ENERGY	130 HILLCREST PICNIC SHELTER		10.50	80976	9/26/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
NAPA AUTO PARTS (PK)	OIL/PARTS		26.38	80980	9/26/23
	430 PARK TOTAL		314.62		
RECREATION					
BOUND TREE MEDICAL, LLC	AED PADS/BATTERIES		1,190.91	80960	9/26/23
MIDAMERICAN ENERGY	601 E SHARP CONCESSION		139.26	80976	9/26/23
SCHILDBERG CONSTRUCTION	PICKLEBALL FIELD ROCK		333.42	80987	9/26/23
TAB CONSTRUCTION	PEDESTRIAN BRIDGES PAYMENT 1		7,372.00	80991	9/26/23
	440 RECREATION TOTAL		9,035.59		
CEMETERY					
BLACK HILLS ENERGY	SERVICE		42.51	80955	9/26/23
BOMGAARS	M COLLINS WORK CLOTHES		64.07	80959	9/26/23
GARDEN TREASURES INC	LUMBER/DRILL BITS		71.97	80965	9/26/23
NAPA AUTO PARTS (CEM)	OIL FILTER		96.84	80979	9/26/23
	450 CEMETERY TOTAL		275.39		
PLANNING AND ZONING VISA	FIRST CLASS CODE ENF		44.69	80993	9/26/23
	540 PLANNING AND ZONING TOTAL		44.69		
ADMINISTRATION					
ACCESS SYSTEMS	AGREEMENT#016-1517598-000		155.48	80954	9/26/23
BLACK HILLS ENERGY	SERVICE		37.57	80955	9/26/23
EGIS TECHNOLOGIES	CITY HALL TECH SUPPORT		218.00	80963	9/26/23
MIDWEST ALARM SERVICES	OPEN PATH ALARM SYSTEM		1,296.00	80977	9/26/23
OPINTON TRIBUNE	COUNCIL PUB		729.24	80982	9/26/23
VISA	A. FARNAN IOWA LEAGUE		544.46	80993	9/26/23
	620 ADMINISTRATION TOTAL		2,980.75		
LEGAL					
SMITH, MILLS, SCHROCK, PC	LEGAL FEES		573.50	80988	9/26/23
	640 LEGAL TOTAL		573.50		
	001 GENERAL TOTAL		62,951.18		
AQUATIC CENTER POOL					
MILLS COUNTY YMCA	LIFEGUARD SALARIES		2,023.66	80978	9/26/23
	445 POOL TOTAL		2,023.66		
	002 AQUATIC CENTER TOTAL		2,023.66		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ROAD USE TAX LIABILITIES					
FIRST NATIONAL BANK	FED/FICA TAX		2,531.50	1291501	9/21/23
TREASURER, STATE OF IOWA	STATE TAX		368.03	1291502	9/21/23

050	LIABILITIES TOTAL		2,899.53		
STREET					
BLACK HILLS ENERGY	SERVICE		120.05	80955	9/26/23
BOMGAARS	J CLARK SAFETY BOOT		162.57	80959	9/26/23
CFI TIRE SERVICE INC	CREW CAB TIRES X2		450.00	80961	9/26/23
OMNI ENGINEERING	POTHOLE COLD PATCH		1,235.85	80981	9/26/23
SCHILDBERG CONSTRUCTION	STOCK PILE ROCK		1,752.19	80987	9/26/23
WRIGHT SEWER & WATER	S. HAZEL ST CONCRETE REPLACED		1,000.00	80998	9/26/23

210	STREET TOTAL		4,720.66		

110	ROAD USE TAX TOTAL		7,620.19		
EMPLOYEE BENEFITS					
POLICE					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		53.49	1291504	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		109.56	80984	9/26/23
JIM WEBEL	J. WEBEL HEALTH REIMB		338.58	80997	9/26/23
WELLMARK BC/BS	MEDICAL AND DENTAL		19,213.11	1291497	9/13/23

110	POLICE TOTAL		19,714.74		
FIRE					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		77.50	1291504	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		78.61	80984	9/26/23
WELLMARK BC/BS	MEDICAL AND DENTAL		11,304.73	1291497	9/13/23

150	FIRE TOTAL		11,460.84		
STREET					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		48.76	1291504	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		56.15	80984	9/26/23
WELLMARK BC/BS	MEDICAL AND DENTAL		7,786.91	1291497	9/13/23

210	STREET TOTAL		7,891.82		
LIBRARY					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		51.03	1291504	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		44.92	80984	9/26/23
WELLMARK BC/BS	MEDICAL AND DENTAL		6,765.55	1291497	9/13/23

410	LIBRARY TOTAL		6,861.50		
PARK					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		20.17	1291504	9/26/23
RON MATTOX	R MATTOX DEDUCTABLE REIMB		2,500.00	80974	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		22.46	80984	9/26/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WELLMARK BC/BS	MEDICAL AND DENTAL		5,163.14	1291497	9/13/23
	430 PARK TOTAL		7,705.77		
CEMETERY					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		22.66	1291504	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		11.23	80984	9/26/23
WELLMARK BC/BS	MEDICAL AND DENTAL		2,649.75	1291497	9/13/23
	450 CEMETERY TOTAL		2,683.64		
ADMINISTRATION					
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAXES		21.32	1291504	9/26/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		22.46	80984	9/26/23
WELLMARK BC/BS	MEDICAL AND DENTAL		2,649.75	1291497	9/13/23
	620 ADMINISTRATION TOTAL		2,693.53		
	112 EMPLOYEE BENEFITS TOTAL		59,011.84		
CDBG HOUSING GRANT					
CDBG HOUSING PROJECTS					
OPINION TRIBUNE	CDBG PUBLICATIONS		61.30	80982	9/26/23
	140 CDBG HOUSING PROJECTS TOTAL		61.30		
	311 CDBG HOUSING GRANT TOTAL		61.30		
DTR GRANT					
CDBG HOUSING PROJECTS					
SOUTHWEST IA PLANNING COUNCIL	23-DTR-006 SWIPCO FEES		329.00	80989	9/26/23
	140 CDBG HOUSING PROJECTS TOTAL		329.00		
	312 DTR GRANT TOTAL		329.00		
	Accounts Payable Total		131,997.17		
Payroll Checks					
	001 GENERAL		44,569.15		
	110 ROAD USE TAX		8,007.10		
	Total Paid On: 9/21/23		52,576.25		
	Total Payroll Paid		52,576.25		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
Report Total			=====		
			184,573.42		
			=====		

CLAIMS FUND SUMMARY

Payroll Checks: 9/13/2023- 9/26/2

FUND	NAME	AMOUNT
001	GENERAL	107,520.33
002	AQUATIC CENTER	2,023.66
110	ROAD USE TAX	15,627.29
112	EMPLOYEE BENEFITS	59,011.84
311	CDBG HOUSING GRANT	61.30
312	DTR GRANT	329.00

	TOTAL FUNDS	184,573.42

Glenwood City Council Committee Meeting Minutes

September 12, 2023

Glenwood City Council met for committee meetings on Tues, 9.12.23 at 6:01 pm in Council Chambers prior to the City Council meeting. Mayor Pro Tem McComb called the meeting to order with the following Council Members present: Donnie Kates, Jeremy Rodman, and Holly Jackson. Laurie Smithers was absent. City employees present: Jessica Alley, Amber Farnan, Tara Painter, & Mike Collins; Mayor Kohn and Fire Chief Gray arrived after the meeting started; Guests: Diana Burchett, & Ethan K.

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.

Budget & Finance

Diana Burchett discussed several needed repairs for the YMCA

- Fire Panel needing to be moved and replaced
- Pool pump for indoor platy feature needs replaced, original pump from 2006
- YMCA heating/cooling unit needing to be replaced

Public Admin

- Diana discussed 2023 Square Crow Days, request to host on 10.21.23 at 9am-11am, Special Events Application needed
- Farnan discussed the Iowa Insurance Division assessing changes needed for our Cemetery Perpetual Care fund including: perpetual care funds has to be separate from general fund, revisions to current ordinance (Attorney Woods working on), recording changes, and minor change to resolution setting fees
- Council discussed Chp 1-22 in Code of Ordinance Book, updates made by codification and previous City ordinances

Meeting ended at 6:55pm

Glenwood City Council Minutes

September 12, 2023

Glenwood City Council met in regular session on Tues, 9.12.23 at 7:00 pm in Council Chambers. Mayor Ron Kohn called the meeting to order with the following Council Members present: Donnie Kates, Dan McComb, Holly Jackson, and Jeremy Rodman. Laurie Smithers was absent. City employees present: Fire Chief Gray, Jamey Clark, Chief Johnansen, Amber Farnan, Jessica Alley, Mike Collins, and Tara Painter; Guests: Joe Foreman, Christina Duran, Dennis Kelly, Shawn Julius, Larissa Kelly, Wilma Kelly, Susan Johnson, Sarah Ibarra-Bumann, Patrick Binns, & Pamela M.; Virtual: Aaron Ling, & Ethan K.

Motion McComb/2nd Kates to approve the Consent Agenda as printed: Agenda, Abstract of Claims #5, Minutes of 8.22.2023 Meeting, Minutes of 8.30.2023 Special Meeting, & Proclamation for Constitution Week- September 17-23; Ayes- 4 Nays- 0 motion carried

Motion Kates/2nd McComb to approve Homecoming Street Painting Special Event on 9.13.2023 at 6:30-7:30; Ayes- 3 Nays- 0, Jackson abstained, motion carried

Motion Jackson/2nd Kates to approve Resolution 3646 Setting Public Hearing Concerning Arbor Hills Subdivision Located Within The Corporate Limits of the City of Glenwood for September 26, 2023 at 7:00 p.m.; Ayes- 4 Nays- 0 motion carried

Motion Kates/2nd McComb to approve 50% reduction permit fee for Mills County Annex Building, any additional permit costs over \$2,990 to the City will be charged to Mills County; Ayes- 3 Nays- 0, Jackson abstained, motion carried

Motion Kates/2nd Jackson to approve the Application for Fireworks After Homecoming Football Game on 9.15.2023; Ayes- 4 Nays- 0 motion carried

Action items from committee meeting discussions

Public Admin

Jackson reported changes needed to City Perpetual Care fund process; City Code of Ordinances draft is being reviewed, no action was taken

Motion Jackson/2nd McComb to approve Resolution 3648 Setting Cemetery Rates; Ayes- 4 Nays- 0 motion carried

Motion Jackson/2nd Kates to approve Square Crow days to be hosted on 10.21.2023 from 9am-11am; Ayes- 4 Nays- 0 motion carried

Budget & Finance

Motion McComb/2nd Jackson to approve Rooftop Unit Repair from Houser's AC & Heating for \$8,605.78; Ayes- 4 Nays- 0 motion carried

Motion McComb/2nd Jackson to approve Fire Panel from FireGuard for \$7,950.00; Ayes- 4 Nays- 0 motion carried

Motion McComb/2nd Kates to approve Pool/Water Feature Pump from AE Supply for \$4,500.00; Ayes- 4 Nays- 0 motion carried

Motion Kates/2nd McComb to approve Pay Request 1 from TAB Construction for Mills County Trails Bridge Project in the amount of \$7,372.00; Ayes- 4 Nays- 0 motion carried

Department Reports

Public Works Director Clark - Pool was drained; trimmed trees and street cleaned for Homecoming

Police Chief Johansen- completed bus safety; gearing up for Homecoming; road closure 9.13.23 8am-10am on Sharp St in front of Family Fare for crane lift

Library Director Painter- shelves are built; Library closed 10.9.23 due to painting inside

Cemetery Sexton Collins- 15 ash trees marked to be removed in fall/winter

Fire Chief Gray- 76 calls since the last Council, 53 were medical or vehicle accident; FD hosting pancake feed Homecoming morning; Fire Prevention Week coming soon; in contact with several property owners for maintaining property

Admin Farnan- working with Mills County regarding Western IA Network Agreement; Alley discussed 2023 Elections, Affidavit of Candidacy and Nomination Petition papers due 9.21.23 by 5pm at City Hall, 25 "wet" signatures required but 30 signatures are recommended

Motion Jackson/2nd Kates to approve Resolution 3647 Approving Fund Transfers for FY2023; Ayes- 4 Nays- 0 motion carried

Motion Jackson/2nd McComb to adjourn meeting at 7:42 pm; Ayes- 4 Nays-0 meeting adjourned

Attest:

Mayor Ron Kohn

Jessica Alley, City Clerk

RESOLUTION NO 3649

RESOLUTION APPROVING ARBOR HILLS FINAL PLAT

WHEREAS, a Final Plat has been submitted to the City of Glenwood for the approval of Arbor Hills Subdivision, a subdivision located within the corporate limits of City of Glenwood, Iowa. Said Final Plat is marked as Exhibit "A", attached hereto, and by this reference made a part hereof; and

WHEREAS, a public hearing concerning the approval of said Final Plat was held before the Glenwood City Council on September 26, 2023, at 7:00 p.m. pursuant to published notice of said public hearing; and

WHEREAS, the City of Glenwood City Council desires to approve said Final Plat for Arbor Hills Subdivision.

IT IS THEREFORE RESOLVED BY THE CITY OF GLENWOOD CITY COUNCIL AS FOLLOWS:

1. The Final Plat for Arbor Hills Subdivision, a major subdivision, as attached hereto as Exhibit "A", is hereby adopted and approved by the City of Glenwood.

Adopted and Approved this 26th Day of September, 2023

Ron Kohn, Mayor

ATTEST:

Jessica Alley, City Clerk



STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 09/25/2023
RE: Arbor Hills Final Plat

On Wednesday, September 20, 2023 Planning and Zoning met in regular session and recommended approval of Arbor Hills Final Plat to City Council. The final plan is substantially consistent with the preliminary plat with no major changes.

After the public hearing, City Council can choose to take formal action regarding the final plat.

Staff Report submitted to the P&Z Board regarding Arbor Hills Final Plat:

To: Planning & Zoning Board, Chief Gray
From: Amber Farnan
Date: August 31, 2023
RE: Arbor Hills Final Plat

Jim & Monica Hughes have turned in the final plat for approval. It is consistent with the preliminary plat that was approved earlier this year. According to our subdivision regulations 179.04(e)(4)(a) "If the final plat meets all conditions of the ordinance and is substantially consistent with the terms of the preliminary plat approval, the Commission shall have no recourse but to approve the final plat." There is no need for Planning & Zoning to hold a public hearing, once the plat is recommended to City Council, City Council will hold a public hearing for final approval.

The recommendation of the final plat to City Council will be on the agenda for September 20, 2023, City Council will hold a public hearing on September 26, 2023 and take formal action.

I have paper copies of the final plat at City Hall for viewing. If you have any questions, or concerns, please let me know.

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

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

**CITY OF GLENWOOD
SPECIAL EVENTS APPLICATION**

Please complete all sections of this application. An incomplete application will be returned to the applicant. Once all required documentation and signatures are received, only then will it be considered by the City Council for final approval. It is highly recommended that Application be completed and submitted 30 days prior to the date of the event to ensure proper review and approval. An application submitted less than 30 days prior to an event may not be processed in time to be approved by the City Council. It is recommended that a representative be present at the Council Meeting when the application is considered.

Date: 9/14/23

Fee: \$25.00

Receipt No. (39321) requested receipt

PLEASE RETURN TO: City Clerk, 5 N. Vine St, Glenwood, Iowa

APPLICANT INFORMATION

Applicant: Mills County YMCA
Event: Square Cow Day
Coordinator: Diana Burchett / Emily Prickett
Mailing Address: 110 Sivers Road
Daytime Phone #: [REDACTED] Evening Phone #: [REDACTED]
Email Address: dburchett@metroymca.org

PAID
SEP 19 2023
BY: Credit Card

EVENT INFORMATION

Type of Event with general description:

20th Annual Square Cow Day
Trick or Treat around the square from business to business

☒ Open to Public ☐ Private Event

Days/Dates of Event: October 21, 2023

Time(s) of Event: (Include Set Up/Tear Down Time) Set up - 8am
Event time - 9-11 am Tear down time 11-11:30am

Event Location: Glenwood Town Square

FIREWORKS

Requesting Fireworks Permit? ☐ Yes ☒ No

Name/s of competent operators who will handle the fireworks _____

Location on the property the fireworks will be set off from _____

"Fireworks Release" to be signed at time of application.

ALCOHOL

Will the event require an alcohol license or require modification of an existing license? _____ Yes ☒ No

For events with temporary outdoor service/beer garden City Outdoor Service Application must be completed per City Code Chapter 120.06.

REQUESTED INFORMATION (Check All Applicable Lines)

N/A Temporarily close streets:

Area to be closed: Parking around the square in front of businesses
parking around the court house can stay open + middle parking

Date & Time of closure: _____
8- 11 Am

If closing street, applicant must notify affected owners/residents - describe how residents were/will be notified
(For events it is recommended that adjoining property owners sign a form (provided by applicant) showing they have been notified of the event by the applicant.):

____ Use of City Park (specify park and attach map of setup): _____

____ Parade (attach map of route and indicate streets to be closed)

☒ Walk/Run (attach map of route and indicate streets to be closed)

____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

____ Other (please specify):

Participants will be walking around square in front/closest
to businesses

ITEMS REQUESTED FROM THE CITY OF GLENWOOD

☒ Street barricades

____ Fencing

____ Emergency "No Parking" Signs

____ Other (please specify):

SOUND SYSTEMS

Please indicate if the following will be used:

____ Amplified Sound/Speaker System

____ Live Music

____ Recorded Music

Times Sound Equipment will be used _____

Location on property where sound equipment will be used _____

FENCING _____

FOOD TRUCK

Name of Food Truck _____

Location of Food Truck on the Property _____

*Must obtain a Food Truck Permit before event- Separate permit(s) needed for each food truck

SANITATION/TRASH

Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

Will additional restrooms be brought to the site? _____ Yes ☒ No _____ If yes, how many? _____

Please name the individual, organization, or contractor responsible for clean-up and trash removal:

Contact Person: _____ Address: _____

Daytime Phone: _____ Evening Phone: _____

(Event applicant will be invoiced for any additional cost incurred by the City for clean-up or trash removal after an event)

INSURANCE. Applicant shall obtain and maintain a general liability insurance policy naming the City of Glenwood as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an event on public property. For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other events held on public property, the minimum amount of coverage for the general liability insurance policy will be \$500,000. This application will not be considered by the Glenwood City Council until the proper insurance certificate is submitted and approved by the City Administrator.

_____ Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

Security

Will Security be needed for this event? _____ YES ☒ NO _____

Explain _____

If Police Department presence Chief Johansen must be notified and inform you of availability and rates if applicable.

AGREEMENT

In consideration of the City of Glenwood, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Glenwood, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Glenwood, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Glenwood, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Mills County YmCA - Diana Bruchett

Applicant/Sponsor Signature

9/14/23

Date

DEPARTMENT APPROVALS

The request has been reviewed by the undersigned and recommended for approval from Council with the condition as noted:

POLICE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

FIRE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

PUBLIC WORKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

PARKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions:

OTHER

Signature: _____ Date: _____

Recommended Conditions:

Dispatch notified _____ Date: _____

CITY COUNCIL APPROVAL

Approved: _____ Denied: _____

Mayor Date

CONDITIONS IMPOSED: _____



START HERE
if you can.

The 2021 Square Crow Days Candy Map

1. GWSB

2. On with Life

3. Vanilla Bean Bake

4. Quart House

5. Adriano's

6. Round Table

7. GW Nutrition

8. KPE

9. Juniper Metal

10. Vanilla Bean Bake

11. Reconnect Church

12. Sovereign Martial

13. Joe Designer

14. No Frills
15. Buck Short

16. Public Health

17. Hillside Haunted

18. Cell Advantage

19. Midcap Pharm

20. Kenkel Chiro

21. Sanderson Sisters

22. Sugar Makery

23. PHOTO BOOTH

24. City Hall Chamber

25. YUME Dance

26. BetterBluffs Rel.

27. Juniper Metal

28. Juniper Metal

29. Juniper Metal

30. Juniper Metal

31. Juniper Metal

32. Juniper Metal

33. Juniper Metal
34. MC Scanner

35. American Legion/Aux.

36. Young Vision

37. Franks Design

38. G Fam Dentistry

39. Glenhaven

40. Mill Co Republicans

41. Subway

42. Eagles Club

43. NP Dodge

44. GHS Alumni

45. GHS Alumni

1. Glenwood State Bank

2. Stromgren Chiro

3. Law Office

4. Quart house

5. Adriano's

6. Round Table

7. GW Nutrition

8. KPE

9. Law Office

10. Juniper Metal

11. Warren's Jewelry
12. Sovereign Martial

13. Joe Designer

14. No Frills

15. Buck Short

16. Sell Law

17. Hummel Ins

18. NA

19. Makers Space

20. NA

21. Kenkel Chiro

22. Harvest

23. Salon

24. A Town Floral
25. Commerce

26. Glenwood Munic. Palace

27. Glenwood Area Chamber of W

28. Oriental Palace

29. Remedy Room

30. ANEW Salon

31. Vine Street Cellar

32. Sheriff

33. Senior Center

1. Sharp St

2. GlenwoodSports

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THE CROW
DAYS
2022

ORDINANCE NO 931

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF GLENWOOD, IOWA, BY AMENDING PROVISIONS PERTAINING TO THE CEMETERY AND THE CEMETERY BOARD OF THE CITY OF GLENWOOD, IOWA.

BE IT ENACTED BY THE CITY OF GLENWOOD, IOWA:

SECTION AMENDED. Chapter 21, Section 01 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.01 ESTABLISHMENT. The cemetery ground located on the following described property:

The South 430 feet of the West 338.6 feet of the SW1/4 SW1/4 of Section 1; and the North 208.5 feet of the West 338.6 feet of the NW1/4 NW1/4 of Section 12; and all that part of the South 430 feet of the East 996.7 feet of the SE1/4 SE1/4 of Section 2 lying East of U.S. Hwy. 275; Lot 2 and all that part of the North 839 feet of Lot 1 of the NE1/4 NE1/4 of Section 11 lying East of said U.S. Hwy. 275, all located in Township 72 North, Range 43 West of the 5th Principal meridian, Mills County, Iowa.

* * *

is hereby established as the Glenwood Municipal Cemetery under the provisions of Chapter 523I of the Code of Iowa and which shall be operated under the provisions of Chapter 523I of the Code of Iowa and this chapter.

SECTION AMENDED. Chapter 21, Section 04 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.04 TRUSTEESHIP. Pursuant to Iowa Code 523I.502, the city hereby states its willingness and intention to act as the trustee of the perpetual maintenance of interment spaces at the Glenwood Municipal Cemetery.

SECTION AMENDED. Chapter 21, Section 05 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.05 ESTABLISHMENT OF TRUST FUND.

1. A perpetual trust is hereby established for the Glenwood Municipal Cemetery in accordance with Iowa Code Ch 523I, the Iowa Cemetery Act. A restricted fund is created for the cemetery, to be known and designated as the perpetual care cemetery fund. The perpetual care cemetery fund shall be funded by the deposit of an amount equal to or greater than 20% of the gross selling price, or \$50, whichever is more for each sale of interment spaces within the cemetery. The fund

shall be administered in accordance with the purpose and provisions of Iowa Code Ch 523I.

2. The perpetual care fund shall be maintained separate from all operating funds of the cemetery and the principal of the fund shall not be reduced voluntarily except as specifically permitted by the Iowa Cemetery Act and applicable administrative regulations.
3. The Council, by resolution, shall provide for the payment of interest annually to the appropriate fund to be used in caring for or maintaining the individual property of the donor in the cemetery, or interment space which have been sold with provisions for perpetual care, all in accordance with the terms of the donation or bequest, or the terms of the sale or purchase of an interment space and Chapter 523I of the Code of Iowa.

SECTION AMENDED. Chapter 21, Section 06 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.06 RECORDS.

1. It shall be the duty of the City Clerk or the City Clerk's designee to make and keep a permanent record of all interments made in the cemetery, which record shall at all times be open to public inspection. The record shall, among other things, include:
 - a. Plat. An accurate plat of the cemetery;
 - b. Lot owners. The names of the owners of all lots that have been sold including the amounts deposited in the perpetual care cemetery fund;
 - c. Lot descriptions. The correct description of all lots for sale and the price thereof, as shall be fixed by the City Council; and
 - d. Grave locations. The exact location of each grave upon each cemetery lot.
2. It shall be the duty of the City Clerk or the City Clerk's designees to make and keep a complete records identifying the owners of all certificate of interment rights sold by the cemetery and historical information regarding any transfers of ownership. The records shall, among other things, include:
 - a. Sales or Transfers of Certificates of Interment Rights
 1. The name and last known address of each owner or previous owner of interment rights.
 2. The date of each purchase or transfer of interment rights.
 3. A unique numeric or alphanumeric identifier that identifies the location of each interment space sold by the cemetery.
 - b. Interments.
 1. The date the remains are interred.
 2. The name, date of birth and the date of death of the decedent interred, if those facts can be conveniently obtained.

3. A unique numeric or alphanumeric identifier that identifies the location of each interment space where the remains are interred.

SECTION ADDED. Chapter 21, Section 07 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.07 SALE OF LOTS. The sale of lots in the cemetery shall be evidenced by a certificate of interment rights signed and executed by the City Clerk or the City Clerk's designee for and on behalf of the city, and it shall be the duty of the City Clerk or the City Clerk's designee to collect the purchase price in full for any lot sold before delivering the certificate of interment rights for the same. No interment shall be made on any burial grave unless the same has been paid for. The certificate of interment rights shall disclose the amount of percentage of money to be placed in the perpetual care cemetery fund.

SECTION ADDED. Chapter 21, Section 08 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.08 FEES, CHARGES AND PAYMENTS.

1. The payment of all fees and charges shall be made at the office of the City Clerk, or the City Clerk's designee, where receipts will be issued for all amounts paid.
2. The Council shall, from time to time, as deemed necessary by the Council, fix a schedule of fees which shall be collected for work performed in the cemetery under the jurisdiction of the City. The schedule of fees, so fixed, from time to time as deemed necessary by the Council shall be placed on file in the office of the City Clerk or the City Clerk's designee, and shall be available for inspection by the general public.
3. The sale price of graves within the Glenwood Municipal Cemetery will be determined annually by the Council.

SECTION AMENDED. Chapter 21, Section 09 of the Code of Ordinances of the City of Glenwood, Iowa, is hereby amended to read in full as follows:

21.09 PERPETUAL CARE. General. The term PERPETUAL CARE shall be construed to mean the obligation which the city assumes to each year expend the net annual income of the perpetual care endowment set aside for the lot in furnishing such care as mowing and maintaining grass, raking and cleaning the lot and adjacent alleys, and filling of sunken graves. Where the income is sufficient it may be used in the perpetual care of avenues, alleys, fences, buildings and grounds in general. Expenditures shall be made at the discretion of the and under the direction of the Council and the City shall not be bound to make any separate investment of the sum of money set aside as perpetual care, but the same shall be added to the Perpetual Care Fund of the city and the proceeds therefrom used by the City in the manner heretofore provided.

SECTION ADDED. Chapter 21, Section 10 of the Code of Ordinances of the City of Glenwood, Iowa is hereby amended to read in full as follows:

21.10 CARE OF LOTS.

1. The City shall have full care of all graves within the Glenwood Municipal Cemetery.
2. There will be no planting of flowers, shrubs, or trees. No concrete, ceramic or plastic pots. No iron hangers for hanging baskets will be allowed. No permanent articles will be allowed without prior approval. No one may dig holes for containers. Memorial Day decorations may be placed on graves the Friday prior and may remain for one week after. Christmas decorations and winter blankets must be removed by April 1. Any other decorations will be removed on mowing day.
3. No litter of any kind shall be placed upon the cemetery grounds or driveways.

SECTION AMENDED. Chapter 21, Section 11 of the Code of Ordinances of the City of Glenwood, Iowa is hereby amended to read in full as follows:

21.11 INTERMENTS.

1. All interments shall comply with the laws of the State and the rules and regulations of the Iowa State Board of Health.
2. If any grave owner is or becomes a nonresident of the City, or in the event of such person's death should all of person's heirs be or become nonresident, the Council may recognize any relative or family friend in controlling interments and shall be responsible only for good faith in making such recognition.
3. On graves owned by churches or benevolent societies any person may be buried with the consent of the trustees of the church or benevolent society.
4. The City Council gives authority to the Sexton of the cemetery to determine who shall be qualified as a gravedigger in the cemetery. No grave shall be opened without first obtaining permission from the Cemetery Sexton.
5. Burials are prohibited on Sundays and the City observed holidays of New Years Eve, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day and the day after.
6. Requests for the opening of graves shall be made to the City Clerk's office twenty-four (24) hours before the funeral.

7. Prior to burial, the receptacle containing the body shall be placed in an outside container consisting of a minimum construction of a concrete box. In the event of cremation, prior to the cremation burial, the receptacle containing the cremains shall be placed in an outside container consisting of a minimum construction of a concrete vault or a high impact polymer plastic vault.

8. Arrangements for interments shall be made by the owner of the burial space, by a member or members of the family acting and authorized by law to act for the owner, or by an authorized agent of the owner.

9. The City shall in no manner be liable for any delay in the interment of a body where a protest to the interment has been made or where rules and regulations of the cemetery have not been complied with. The City shall be under no duty to recognize any protest of interment unless it be in writing and filed with the City Clerk. The City shall not be responsible for errors resulting from orders or instructions given by telephone and the Clerk and Cemetery Sexton may require such orders to be in writing before finalizing any action.

SECTION ADDED. Chapter 21, Section 12 of the Code of Ordinances of the City of Glenwood, Iowa is hereby added to read in full as follows:

21.12 GENERAL REGULATIONS.

1. To ensure a proper landscape effect, and to protect the mutual rights of all grave owners, family monuments will be permitted on only lots of four spaces or more.

2. Family monuments shall be placed as directed by the Cemetery Sexton.

3. The foundations for monuments, markers and headstones shall be constructed in such a manner as to comply with the cemetery rules and regulations set forth by the City Council and shall be constructed under the supervision of the Sexton.

4. Foundations for family monuments shall extend in depth three feet from the top of the ground, and foundations for markers and headstones shall extend two feet from the top of the ground, and there shall be a four-inch wash.

5. No monument shall exceed four feet six inches in height above lawn grade, unless the design for the same shall have been first submitted to and approved by the Cemetery Sexton.

6. Grave markers shall be placed on the grave line and the inscription shall face the head of the lot.

7. Mausoleums are prohibited.

8. No monument shall be placed until the grave is fully paid for.

9. Veterans stickers shall be placed in concrete for permanent mounting.

10. No person shall drive any vehicle faster than 15 miles an hour or in a careless manner upon the cemetery roads or drive anywhere except upon such roads unless authorized by Sexton.

11. Persons shall walk only on roads and walkways or footpaths except when absolutely necessary for maintenance of grave sites, inspection of plats, installation of markers or decorations of graves, or funeral services.

12. No homemade markers shall be placed on any grave.

13. No discrimination shall be made between grave owners or prospective purchasers of grave but privileges of the cemetery shall at all times be open to all persons upon equal terms, subject to rules and regulations herein.

SECTION ADDED. Chapter 21, Section 13 of the Code of Ordinances of the City of Glenwood, Iowa is hereby added to read in full as follows:

21.13 LIABILITY. The City shall take reasonable precautions to protect lot owners and the property rights of lot owners within the cemetery from loss or damage, but it expressly shall not be liable for loss or damage beyond its control, and particularly, from damage caused by the elements, acts of God, common enemy, thieves, strikers, malicious mischief makers, explosions, unavoidable civil disorder, whether the damage be direct or consequential.

PASSED by the Glenwood City Council this _____ day of _____, 2023, and approved the _____ day of _____, 2023,

Ron Kohn, Mayor

ATTEST:

Jessica Alley, City Clerk



STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 09/25/2023
RE: GRC Update

The local GRC task force has continued to work with the State of Iowa regarding the closing of the GRC campus. The State previously contracted with HDR to create a redevelopment plan and has now agreed to a contract amendment to allow HDR to estimate the costs of making the GRC campus shovel ready for a developer. Due to several factors including the unknown condition of the utilities on site (water, sewer, electric, gas, etc.), central utilities through the campus, older dilapidated buildings, underground tunnels, access to the campus and the state of the railroad tunnels, the local task force is concerned about who will take over the site once the State leaves. We feel a developer would not be interested in the property in its current state.

After the public meetings held in April along with the market assessment completed by SB Friedman, HDR created a concept for the campus, which is primarily residential and mixed use. (Link: [GRC Redevelopment Plan – Design Workshop Summary](#)) The local task force is working on creating an entity that would manage the campus and work with developers to ensure the vision for the site is being followed. We felt the campus is too large for the City and/or the County to take over, neither entity has the personnel or capacity to maintain, secure or manage the site.

While the GRC campus is beautiful and expansive, it comes with many challenges. Access to the site is limited due to the existing tunnels, DOT would allow two entry points from HWY 34. The area directly north of HWY 34 is a preserve and at this time cannot be developed but could become extensive walking trails. The existing cemetery will need continuing maintenance, as will the green spaces.

The local task force, the State and HDR met with GMU a week ago to discuss the costs associated with vacating and replacing the water and sewer lines on campus. Additionally, Glen Haven Village and the Glenwood School District will have a presence on the campus and will need to have utilities run to their buildings before the State closes GRC.

We appreciate the State's involvement and commitment to see the campus redeveloped successfully. Neither the State nor our task force wants to see the campus neglected or

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(712) 527-4717

undeveloped. We are hopeful the State will agree to fund the projects needed to make the site developable.

Local Task Force Members

Richard Crouch – Mills County Supervisor

Andrew Rainbolt – Mills County Economic Development Foundation (MCEDF) Director

Mark Lincoln – MCEDF, President

Larry Winum – Glennwood State Bank & MCEDF

Devin Embray – Glenwood Community School District Superintendent

Dax Landeen – GRC – Assistant Superintendent/Business Manager

Amber Farnan – City of Glenwood Administrator

Amber Farnan

City Administrator/Finance Director

amber.farnan@cityofglenwood.org

5 N. Vine Street
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STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 09/25/2023
RE: Payroll Change

At the last City Council meeting, Chief Johansen stated that some of his officers were not in favor of changing the payroll process. I met with Chief Johansen and Officer Rix after the meeting to discuss the issues that the officers had with the proposed change in the payroll process.

I then received a call from their union to set up a meeting to formally discuss the new payroll process. Due to scheduling conflicts on the Police Department side, this meeting did not occur, but I did talk with Ben Ingersoll, the union representative from AFSME, over the phone to discuss the changes. The main points of discussion were the timing of the payroll change and a change in pay dates. He did feel that we gave sufficient notice of the change.

Our union agreement allows for certain employer rights, which includes "The right to maintain the efficiency of governmental operations".

Iowa Code 91A.6(1)(b) states "Notify, at least one pay period prior to the initiation of any changes, its employees of any changes in the arrangements specified in subsection 1 that reduce wages or alter the regular paydays. The notice shall either be in writing or by a notice posted at a place where employee notices are routinely posted."

The Fair Labor Standards Act allows for changing in pay periods if the change is made for legitimate business purposes, is permanent, is not made in order to avoid paying overtime and does not violate minimum wage laws, and/ or does not unreasonably delay payment of wages. (John F. Rodgers v. Troy, NY No 97-7120, 5/22/98).

Each employee was given two months' notice regarding the change in the November 16th payroll, this payroll will be for one week. The proceeding payrolls will be for two weeks, this allows my office to create a week lead time for payroll processing. We feel this change is necessary due to the increase in workloads and the complexity of payroll processing, currently,

Amber Farnan

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we have at best 4-5 hours to process payroll before we send the file to the bank for processing. Once the file is sent to the bank, we cannot make any changes.

Pay dates will remain the same going forward, we felt it would be an easier transition if we didn't change the dates.

If there is a concern regarding overtime calculation during the transition period, specifically with the police department, we will calculate overtime as if they are being paid for the 2 week period. We can work with each individual officer regarding their concerns for overtime during that short pay period. I understand their schedules shift and we will make sure they are paid for their time worked, including overtime during this week.

While I am sympathetic and appreciate the reluctance to make this change, I feel it is imperative to make this change sooner than later. Currently, employees are estimating the hours they will work on the Wednesday of payroll, if they leave early or work late, that change cannot be made until the following payroll (2 weeks later). The amount of time my staff has to process payroll is not sufficient and has led to errors in processing. By increasing our lead time to a week, it gives my staff more time to process payroll and department heads and employees will have time to review their paystubs BEFORE the payroll file is sent to the bank, this way errors can be corrected on the same payroll.

If employees wish to use banked time to make up for some of the difference in their payroll check, we are allowing for that option. Traditionally, longevity checks have gone out with the first payroll in December, for 2023 that would not be until December 14th. I would like to propose we offer longevity checks in November this year, this could help some employees with the transition period.

I am continuing to research different software options for a more automated payroll process, including time clock options.

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

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



STAFF REPORT

To: Department Heads
From: Amber Farnan
Date: September 1, 2023
RE: Pay Period Changes

Currently, our pay periods are bi-weekly Thursday – Wednesday with pay day occurring on Thursday. This leaves our staff with less than 5 hours to process payroll and upload it to the bank. With a very short time period in which to process payroll, errors have been made, in some cases, due to staff availability or holidays we have had to process payroll a day or two early, leaving staff to estimate the hours they will work on upcoming days.

After speaking with Council and my staff, we have all agreed that having a week lead time for payroll would lessen most, if not all errors on payroll, would give department heads and staff time to review direct deposit slips for accuracy and allow for holiday & staff availability without having to estimate time worked.

I am proposing making the change in November 2023, due to having three pay periods, with the hope that it would lessen the effect on employees as we transition to a new pay period.

With the new pay periods, timecards would be due every other Thursday, the week before the pay date. Pay dates will not change. Admin staff will process payroll by Friday afternoon and distribute direct deposit notices to department heads before end of day. Department heads and staff will have until Wednesday morning at 10:00 a.m. to review timesheets and alert their department heads to any errors found. Admin staff will send the payroll file to our bank by noon on Wednesday for payday on Thursday.

Below is my proposal for transitioning payroll. Staff can choose to use sick, comp, vacation or personal days to help lessen the shortfall on one pay period. Use of sick, comp, vacation, or personal days will not be used to calculate overtime during pay period 2.

Pay Period 1 – Oct 19-Nov 1 (full), PAID 11/2/2023

Pay Period 2 – Nov 2-8 (1/2), PAID 11/16/2023 – No Insurance Taken Out

Pay Period 3 – Nov 9-22 (full), PAID 11/30/2032

Amber Farnan

City Administrator/Finance Director
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MilPRO Marine LLC
5088 Boyd Ave NE
Grand Rapids, MI 49525

Fax # 616-363-5225
Cell # 616-308-1602

Bill Lamphiere

blamphiere@milpromarine.com
www.milpromarine.com

Quotation

4/6/2023

Bill to Glenwood Fire Department
Address 120 S Walnut
Glenwood, IA 51534

PO #
Ship Via Bill L
F.O.B.
Taxable No

Shipping Same
Address

Prices Valid
for 30 days

Chief Matt Grey
Phone # 712-527-2093
Cell # 712-310-6026
e-mail Mgray@glenwoodfire.us

Rep Bill L

QUANTITY

UNIT PRICE TOTAL PRICE

1	Gen3 1673X3 Connector Boat	\$11,940.00	\$11,940.00
1	Gen3 Twin Transport Steel Trailer, Red	\$13,180.00	\$13,180.00
1	Bunk Support System for Inflatable boat (upper bunk)	\$710.00	\$710.00
1	Slide Ramp to remove inflatable boat w/o launching lower	\$780.00	\$780.00
1	Swing Away Motor Rack (up to 30HP)	\$760.00	\$760.00
1	Mercury 60HP Motor, Power Trim/Tilt, Prop Drive	\$8,400.00	\$8,400.00
1	Gen3 Control Console w/Seat & Engine Controls	\$3,960.00	\$3,960.00
1	Gen3 Light Rack, Folding	\$1,860.00	\$1,860.00
1	LED 4 Pack Spot Lights mounted on Light Rack	\$460.00	\$460.00
1	LED Light Bar, Red	\$640.00	\$640.00
1	NightVision Lighting	\$870.00	\$870.00
1	Red LED Interior Lighting	\$470.00	\$470.00
1	Gen3 Dive Rescue Platform	\$3,540.00	\$3,540.00
1	Freight/delivery to customer	\$2,500.00	\$2,500.00

TOTAL

\$50,070.00

Inflatable Boat Options

Wing P4.2 Rescue, Red, 13'9" w/single point inflation. composite hard deck floor w/forward sections, SCUBA- SCBA fill hoses, 2 paddles & hand pump, scuppers (drain socks) pair	\$17,755.00	\$17,755.00
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Inmar 430SR-HD, Red, 14' w.aluminum hard deck floor,	\$4,795.00	\$4,795.00
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REVENUE & EXPENSE REPORT

CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-150-4475	TOWNSHIP CONTRIBUTIONS	.00	9,000.00	91,000.00	82,000.00
001-150-4480	EMS BILLING	.00	54,468.61	300,000.00	245,531.39
001-150-4485	BILLING - FIRE SERVICES	.00	.00	1,000.00	1,000.00
001-150-4490	BILLING - EMS SERVICES	.00	.00	.00	.00
001-150-4550	REPORTS - FIRE	.00	30.00	500.00	470.00
001-150-4555	REPORTS - EMS	.00	20.00	500.00	480.00
001-150-4705	PRIVATE CONTRIBUTIONS/GRANTS	.00	100.00	15,000.00	14,900.00
001-150-4710	REIMBURSEMENTS	.00	.00	10,000.00	10,000.00
001-150-4800	SALE OF EQUIPMENT	.00	.00	.00	.00
001-150-4830	TRANSFER IN	.00	.00	.00	.00
001-150-6010	FIRE SALARY	5,000.00	12,500.00	70,000.00	57,500.00
001-150-6011	EMS SALARIES	23,236.00	67,888.00	350,000.00	282,112.00
001-150-6040	EMS OVERTIME	3,901.51	8,422.15	40,000.00	31,577.85
001-150-6130	IPERS	.00	.00	.00	.00
001-150-6150	HEALTH INSURANCE	.00	.00	.00	.00
001-150-6181	UNIFORM ALLOWANCE	1,048.56	2,254.48	3,000.00	745.52
001-150-6210	DUES, FEES, MEMBERSHIPS	.00	.00	.00	.00
001-150-6230	TRAINING	.00	1,189.63	9,000.00	7,810.37
001-150-6310	BLDG & GRDS MAINTENANCE	2,633.14	3,521.83	15,000.00	11,478.17
001-150-6331	VEHICLE OPERATIONS	3,189.89	16,414.52	40,000.00	23,585.48
001-150-6332	VEHICLE REPAIRS	885.45	5,079.16	35,000.00	29,920.84
001-150-6350	EQUIPMENT REPAIRS	686.36	3,002.31	17,000.00	13,997.69
001-150-6371	UTILITIES	527.56	1,446.05	15,000.00	13,553.95
001-150-6373	TELEPHONE	437.72	1,500.19	7,500.00	5,999.81
001-150-6379	INTERNET	146.72	440.16	2,800.00	2,359.84
001-150-6415	FIRE TRUCK/AMBULANCE PURCHASE	.00	.00	54,000.00	54,000.00
001-150-6504	EQUIPMENT/GEAR	99.93	3,403.43	36,000.00	32,596.57
001-150-6505	EMS EQUIPMENT	428.40	2,546.94	12,000.00	9,453.06
001-150-6507	OPERATING SUPPLIES	2,840.44	6,084.10	12,000.00	5,915.90
001-150-6599	EMS SUPPLIES/EQUIPMENT	922.20	5,631.47	44,000.00	38,368.53
		=====	=====	=====	=====
	DIFFERENCE	45,983.88-	77,705.81-	344,300.00-	266,594.19-
		=====	=====	=====	=====
		=====	=====	=====	=====
	PROOF	45,983.88-	77,705.81-	344,300.00-	266,594.19-
		=====	=====	=====	=====

REVENUE & EXPENSE REPORT

CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-150-4475	TOWNSHIP CONTRIBUTIONS	.00	9,000.00	91,000.00	82,000.00
001-150-4480	EMS BILLING	.00	54,468.61	300,000.00	245,531.39
001-150-4485	BILLING - FIRE SERVICES	.00	.00	1,000.00	1,000.00
001-150-4490	BILLING - EMS SERVICES	.00	.00	.00	.00
001-150-4550	REPORTS - FIRE	.00	30.00	500.00	470.00
001-150-4555	REPORTS - EMS	.00	20.00	500.00	480.00
001-150-4705	PRIVATE CONTRIBUTIONS/GRANTS	.00	100.00	15,000.00	14,900.00
001-150-4710	REIMBURSEMENTS	.00	.00	10,000.00	10,000.00
001-150-4800	SALE OF EQUIPMENT	.00	.00	.00	.00
001-150-4830	TRANSFER IN	.00	.00	.00	.00
001-150-6010	FIRE SALARY	5,000.00	12,500.00	70,000.00	57,500.00
001-150-6011	EMS SALARIES	23,236.00	67,888.00	350,000.00	282,112.00
001-150-6040	EMS OVERTIME	3,901.51	8,422.15	40,000.00	31,577.85
001-150-6130	IPERS	.00	.00	.00	.00
001-150-6150	HEALTH INSURANCE	.00	.00	.00	.00
001-150-6181	UNIFORM ALLOWANCE	1,048.56	2,254.48	3,000.00	745.52
001-150-6210	DUES, FEES, MEMBERSHIPS	.00	.00	.00	.00
001-150-6230	TRAINING	.00	1,189.63	9,000.00	7,810.37
001-150-6310	BLDG & GRDS MAINTENANCE	2,633.14	3,521.83	15,000.00	11,478.17
001-150-6331	VEHICLE OPERATIONS	3,189.89	16,414.52	40,000.00	23,585.48
001-150-6332	VEHICLE REPAIRS	885.45	5,079.16	35,000.00	29,920.84
001-150-6350	EQUIPMENT REPAIRS	686.36	3,002.31	17,000.00	13,997.69
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001-150-6379	INTERNET	146.72	440.16	2,800.00	2,359.84
001-150-6415	FIRE TRUCK/AMBULANCE PURCHASE	.00	.00	54,000.00	54,000.00
001-150-6504	EQUIPMENT/GEAR	99.93	3,403.43	36,000.00	32,596.57
001-150-6505	EMS EQUIPMENT	428.40	2,546.94	12,000.00	9,453.06
001-150-6507	OPERATING SUPPLIES	2,840.44	6,084.10	12,000.00	5,915.90
001-150-6599	EMS SUPPLIES/EQUIPMENT	922.20	5,631.47	44,000.00	38,368.53
	DIFFERENCE	45,983.88-	77,705.81-	344,300.00-	266,594.19-
	PROOF	45,983.88-	77,705.81-	344,300.00-	266,594.19-



STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 09/25/2023
RE: Purchase of Rescue Boat

The purchase of a rescue boat was approved with the FY24 budget for the amount of \$54,000. The closest rescue boats are located in Council Bluffs and Red Oak. Our firefighters are trained in ice and water rescue techniques. With the number of bodies of water in our area, a rescue boat would be a huge asset not only to the City of Glenwood, but to the surrounding communities.

Amber Farnan

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

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

Planning and Zoning Board

Meeting Minutes

City Hall -5 N. Vine Street

September 20, 2023

The Planning and Zoning Board met on Wednesday September 20, 2023, at 5:00 PM at the city council chambers and via electronic meeting. Board Member called the meeting to order with the following members present Ed Bogard, Christina Duran, and John Bueltel. Board Member Susan Schenk joined virtually. Board Members Dick Davis and Richard Crouch were absent. Mayor Ron Kohn, Administrator Farnan and Fire Chief Matt Gray were also present. Jim Hughes was present for the Arbor Hills plat and Dani Briggs from SWIPCO was present.

Motion Duran / Bogard 2nd by to approve the agenda; roll call – Ayes 4, Nays-0 motion carried.

Motion Bueltel / Duran 2nd approve minutes from August 16, 2023, meeting: roll call: Ayes 4, Nays-0, motion carried.

No Visitors were present to address the Board.

Final Plat for Arbor Hills recommendation to Council Motion by Bueltel/Schenck 2nd roll call: Ayes 4, Nays-0, motion carried.

Dani Briggs SWIPCO- Dani discussed the Land Development Ordinance and the process to review and update the LDO due to the age current LDO. The board asked questions and provided input on tiny houses, metal roofs, and other things that will need updating. Dani will be here for future meetings to give updates as the updating is being done.

Staff Report- Chief Gray updated on nuisance properties.

Board Members items of interest

401 N Walnut variance request was also discussed so the Board would be updated on the request.

Motion Duran/2nd Bogart to Adjourn at 6:02 P.M.; rolls call: Ayes-4, Nays-0 meeting adjourned

Funfest

Bring your family and friends and join us for
food and fun.

At: Hiley Park

At the end of Hillcrest Street

On: Friday, September 29, 2023

5:00 – 7:00 PM



Glenwood

Revised

The September 21, 2023 meeting of the Glenwood Park Board was called to order by Chairman Randy Romens.

Roll Call: Chairman Randy Romens, Jim Henderson, Vanessa Covington, Chelsey Mass, Assistant Park Superintendent Devin Tadin, Mayor Ron Kohn.

Motion by Covington, 2nd by Henderson to approve the agenda, claims, and minutes of the August 17, 2023 meeting. Ayes 4, Nays 0

Stephen Hunt of the Glenwood Museum joined the meeting. He stated his frustration that the requested extra lighting in the parking lot had still not been addressed. He said that it has been approved but nothing has been done. Covington said that we had talked about at last month's meeting. At that meeting Mattox said that he would have to check with an electrician because there was not electricity where Hunt wanted the light. Hunt said that was not the case. Romens agreed that the lighting needed to be taken care of. He asked Tadin to have Mattox look into it when he got back from vacation. Next, Hunt stated that he wanted confirmation from the Park Board that the parking lot was going to be cleared by the city crew this winter. He said if they can clear a public parking lot on the square and drive right by to clear the street going to Holy Rosary, there is no reason why they can't pull in and clear the parking lot. Covington stated that she is still confused about the museum/park relationship and how all this should be handled. Henderson said the park was "seasonal", therefore snow removal wasn't always done, but Hunt said that the park is not "seasonal". Romens told Hunt that we as a Park Board don't have any control over what the city crew does and Hunt needs to speak with them. Mayor Kohn said that he is sure there is an order of priority when it comes to the city clearing streets and lots, but he does not know what it is. Hunt continued to push us to make sure this was taken care of, but Romens told him that we really couldn't do that. Hunt said that he would get on the City Council Agenda to see if they would take care of it. Hunt left the meeting.

Jacque Young of the Pickeball Club joined the meeting. She wanted to know what the status was with getting water to the courts. Tadin did not know what Mattox had done with this. She also said they would still like to get some more gravel put down and that the weeds were still bad. She also wondered about getting more concrete poured. There was a brief discussion on these requests, but no decisions made. Young also stated that they had purchased 10 more benches for outside the courts since they now have a building to store them in. Young left the meeting.

The board then discussed the geese mitigation plan. Romens said that he was unable to connect with the DNR after last month's meeting. Covington stated that we really need to have them come to an upcoming meeting. Romens said he would like to purchase some floating/blinking lights that are supposed to help keep the geese away. The board agreed that it was probably worth a try. Henderson said that there are signs at the shelters that say "Please Do Not Feed the Geese Near the Shelter." He said this is misleading because people are not supposed to be feeding the geese at all. Tadin said there are "Do Not Feed The Geese" signs down by the lake. Covington suggested that the ones on the shelters be removed and we add more of the "Do Not Feed the Geese" signs.

Covington gave a brief update on the proposed Disc Golf Course. She said she was still working on getting at least one more bid. This is a bit difficult because the first proposal/bid is all inclusive (course design/signage/equipment/installation) and most others are not all inclusive. She did state that she had spoken with a course designer out of Omaha and he is hopefully going to come down this weekend. He

specializes in revitalizing under-used park facilities for disc golf courses. Covington said that she had recently walked the back trails where she hopes to start the course and they really look nice after being mowed and cleared a bit. She said that she had talked to a man out of Council Bluffs who rents out goats to clear overgrown areas. They eat the nettles, poison ivy, etc. It is worth keeping as an option if we do need to do some major clearing. Covington also stated that she would like to get started on fundraising soon. She also mentioned that something needs to be done about the drainage at the beginning of the back trails. Tadin agreed. There is one large hose that comes off of the museum/shop building and all the water drains right onto the trail. It has created very large washouts and is treacherous to walk on. We need to talk to the museum about how to fix this.

Hiley Park Fun Fest is coming up. Henderson said that he thinks there are enough picnic tables there, but they will just need to be moved around. Tadin said he would bring some extra trash cans and make sure the park is mowed and cleaned up. Henderson did mention that someone had vandalized the Little Free Library recently, but he got it repaired.

Superintendent Report – Tadin said that they have all the parts for the floating dock, but at this point getting it put together will be a winter project. There is currently a 5-6 week fall baseball season going on and soccer is also underway. Their parttime guy was recently injured (not at the park) so they are without him for mowing, etc. Tadin said he has been working on replacing light bulbs and receptacle covers in the shelters. He said that Hunt had asked him about why there were vehicles parked in some of the camping spots. We suggested that he just check with the campground host about this. Romens asked where we were with tree removal. He asked that Tadin have Mattox make that a priority to get done.

The board discussed the Fishery Survey Report provided by the DNR. The survey was done on June 12, 2023 and shows that the fish population is poor. As we are pumping water into the lake, we are bringing in lots of carp which are not good to have. DNR says the best way to improve our fish population is to kill it out and restock. They suggest promoting a winterkill this winter and report that the water level is already low enough to make it a possibility. Tadin said they did just turn the pump off for the winter. No decisions or motions were made regarding this report, but we would like to improve the fish population. As with the geese mitigation, we would like to have DNR attend an upcoming meeting to discuss this further.

The meeting was adjourned.

BALANCE SHEET

CALENDAR 8/2023, FISCAL 2/2024

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL.
001-000-1110	CASH - GENERAL	173,906.07-	1,020,002.27
002-000-1110	CASH - AQUATIC CENTER	27,089.09-	6,148.44
003-430-1110	CASH/CHECKING -PARK CAPITAL		7,000.00
004-450-1110	CASH - CEMETERY CAPITAL FUND		6,554.00
005-000-1110	CASH - ARPA		779,529.40
110-000-1110	CASH - ROAD USE TAX	13,442.83-	1,187,584.42
112-000-1110	CASH - EMPLOYEE BENEFITS	76,531.14-	1,131,314.02
119-000-1110	CASH - EMERGENCY FUND		1,132.69
121-000-1110	CASH - LOST	112,513.25	1,433,241.84
125-000-1110	CASH/CHECKING - TIF		102,821.04
131-000-1110	CASH - LIBRARY FURNISHING		6,956.45
173-000-1110	FEMA CASH/CHECKING		3,628.14
177-110-1110	CASH - ASSET FORFEITURE POLICE		11,735.41
200-000-1110	CASH - DEBT SERVICE		47,009.12
307-000-1110	CASH/CHECKING		4,001.58-
309-000-1110	CASH/CHECKING	4,315.00-	44,291.78
310-000-1110	CASH/CHECKING		5,105.20-
311-000-1110	CASH/CHECKING - CDBG	90,725.86-	192.00-
312-000-1110	CASH	6,909.04	6,907.06
500-000-1110	PERPETUAL CARE CASH	280.00	280.00
	CASH TOTAL	266,307.70-	5,786,837.30
001-000-1111	CASH-AMPHITHEATER	91.96-	27,596.06-
	CASH TOTAL	91.96-	27,596.06-
001-000-1112	CASH - LIBRARY DONATIONS	2,381.76-	10,834.96
131-000-1112	LIBRARY DONATIONS		2,460.00-
	CASH TOTAL	2,381.76-	8,374.96
307-000-1115	CASH - GSB SAVINGS/NOW		4,161.91
	CASH TOTAL	.00	4,161.91
001-000-1120	PETTY CASH - GENERAL		170.00
	PETTY CASH TOTAL	.00	170.00
309-000-1130	RESERVES-2019 GO INVESTMT		50,160.00
	RESERVES TOTAL	.00	50,160.00
131-000-1160	INVESTMENT - LIBRARY		6,350.00

Aug 2023

BALANCE SHEET
CALENDAR 8/2023, FISCAL 2/2024

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL.
	INVESTMENTS TOTAL	.00	6,350.00
121-000-1190	INVESTMENT - CD		418,384.70
500-450-1190	PERPETUAL CARE - INVESTMENT		23,363.59
510-420-1190	INVESTMENTS - AMPHITHEATER		197,103.47
	INVESTMENTS TOTAL	.00	638,851.76
500-450-1195	PERPETUAL CARE - SAVINGS	280.00	40,451.88
	CASH TOTAL	280.00	40,451.88
	TOTAL CASH	268,501.42	6,507,761.75

TREASURER'S REPORT
CALENDAR 8/2023, FISCAL 2/2024

ACCOUNT TITLE	LAST REPORT ON HAND	RECEIVED	DISBURSED	CHANGE IN LIABILITY	BALANCE
001 GENERAL	1,179,790.96	53,023.06	229,402.85		1,003,411.17
002 AQUATIC CENTER	33,237.53	11,150.23	38,239.32		6,148.44
003 PARK CAPITAL FUND	7,000.00				7,000.00
004 CEMETERY CAPITAL FUND	6,554.00				6,554.00
005 ARPA	779,529.40				779,529.40
110 ROAD USE TAX	1,201,027.25	56,409.73	69,852.56		1,187,584.42
111 I-JOBS					
112 EMPLOYEE BENEFITS	1,207,845.16	6,889.02	83,420.16		1,131,314.02
119 EMERGENCY	1,132.69				1,132.69
121 LOST-SPECIAL REVENUE	1,739,113.29	123,802.06	11,288.81		1,851,626.54
125 TAX INCREMENT FINANCIN	102,821.04				102,821.04
126 LMI					
131 LIBRARY FURNISHING	10,846.45				10,846.45
160 REVOLVING LOAN					
167 SIDEWALK					
173 FEMA	3,628.14				3,628.14
177 ASSET FORFEITURES-POLI	11,735.41				11,735.41
200 DEBT SERVICE	47,009.12				47,009.12
201 DEBT SERV LOST SINK FUND					
302 COMMUNITY RECREATION CTR					
303 POOL CAPITAL FUND					
306 LIBRARY ROOF PROJECT					
307 R-R PAVEMENT	160.33				160.33
308 VINE ST PAVEMENT					
309 2019 GO CAP PROJECTS	98,766.78		4,315.00		94,451.78
310 MARION HTS SEWER PROJ.	5,105.20-				5,105.20-
311 CDBG HOUSING GRANT	90,533.86	5,490.54	96,216.40		192.00-
312 DTR GRANT	1.98-	10,309.04	3,400.00		6,907.06
315 FEMA FLOOD					
350 SQUARE RENOVATION					
500 CEMETERY PERPETUAL CAR	63,535.47	560.00			64,095.47
510 AMPHITHEATER CAPITAL	197,103.47				197,103.47
610 SEWER					
611 FMHA REPLACEMENT					
612 FMHA DS					
613 FMHA RESERVE					
Report Total	6,776,263.17	267,633.68	536,135.10	.00	6,507,761.75

REVENUE REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,045,327.00	53,023.06	190,666.56	6.26	2,854,660.44
	AQUATIC CENTER TOTAL	144,600.00	11,150.23	31,095.02	21.50	113,504.98
	ROAD USE TAX TOTAL	1,709,000.00	56,409.73	113,422.55	6.64	1,595,577.45
	EMPLOYEE BENEFITS TOTAL	1,066,330.00	6,889.02	20,379.76	1.91	1,045,950.24
	EMERGENCY TOTAL	51,897.00	.00	357.10	.69	51,539.90
	LOST-SPECIAL REVENUE TOTAL	725,000.00	123,802.06	177,372.96	24.47	547,627.04
	TAX INCREMENT FINANCING TOTAL	44,000.00	.00	.00	.00	44,000.00
	DEBT SERVICE TOTAL	653,850.00	.00	1,512.94	.23	652,337.06
	CDBG HOUSING GRANT TOTAL	5,000,000.00	5,490.54	96,216.40	.64	4,903,783.60
	DTR GRANT TOTAL	347,000.00	10,309.04	10,309.04	2.97	336,690.96
	CEMETERY PERPETUAL CARE TOTAL	.00	560.00	560.00	.00	560.00-
	TOTAL REVENUE BY FUND	2,787,004.00	267,633.68	641,892.33	2.82	2,145,111.67

BUDGET REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,478,647.00	229,402.85	584,446.53	16.80	2,894,200.47
	AQUATIC CENTER TOTAL	154,785.00	38,239.32	68,723.74	44.40	86,061.26
	ROAD USE TAX TOTAL	2,029,500.00	69,852.56	153,003.79	7.54	1,876,496.21
	EMPLOYEE BENEFITS TOTAL	1,095,500.00	83,420.16	157,377.42	14.37	938,122.58
	EMERGENCY TOTAL	51,897.00	.00	.00	.00	51,897.00
	LOST-SPECIAL REVENUE TOTAL	554,800.00	11,288.81	13,823.09	2.49	540,976.91
	TAX INCREMENT FINANCING TOTAL	29,000.00	.00	.00	.00	29,000.00
	DEBT SERVICE TOTAL	650,046.00	.00	.00	.00	650,046.00
	2019 GO CAP PROJECTS TOTAL	30,000.00	4,315.00	127,824.15	426.08	97,824.15-
	MARION HTS SEWER PROJ. TOTAL	48,246.00	.00	.00	.00	48,246.00
	CDBG HOUSING GRANT TOTAL	4,400,000.00	96,216.40	96,216.40	.67	4,303,783.60
	DTR GRANT TOTAL	458,000.00	3,400.00	3,401.98	.74	454,598.02
	TOTAL EXPENSES BY FUND	2,980,421.00	536,135.10	1,204,817.10	5.24	1,775,603.90

BUDGET REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,415,658.00	105,742.10	211,982.13	14.97	1,203,675.87
	K9 DEPARTMENT TOTAL	4,500.00	73.34	339.72	7.55	4,160.28
	FIRE TOTAL	1,012,300.00	67,534.14	127,718.92	12.62	884,581.08
	ANIMAL CONTROL TOTAL	4,000.00	.00	.00	.00	4,000.00
	COMMUNICATION CENTER TOTAL	182,000.00	.00	.00	.00	182,000.00
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	2,618,458.00	173,349.58	340,040.77	12.99	2,278,417.23
	STREET TOTAL	2,179,250.00	81,868.42	174,935.77	8.03	2,004,314.23
	SANITATION TOTAL	12,000.00	377.72	8,462.40	70.52	3,537.60
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	2,191,250.00	82,246.14	183,398.17	8.37	2,007,851.83
	LIBRARY TOTAL	484,761.00	36,842.71	61,613.62	12.71	423,147.38
	AMPHITHEATER TOTAL	25,350.00	91.96	195.19	.77	25,154.81
	PARK TOTAL	283,951.00	35,588.56	49,523.15	17.44	234,427.85
	RECREATION TOTAL	203,450.00	14,471.68	19,016.91	9.35	184,433.09
	POOL TOTAL	154,785.00	38,239.32	68,723.74	44.40	86,061.26
	CEMETERY TOTAL	183,251.00	16,591.64	26,008.87	14.19	157,242.13
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	1,335,548.00	141,825.87	225,081.48	16.85	1,110,466.52
	TREE BRD/COMM BEAUTIFICAT TOTA	3,000.00	.00	.00	.00	3,000.00
	PLANNING AND ZONING TOTAL	24,500.00	56.36	4,496.82	18.35	20,003.18
	DEBT SERVICE TOTAL	29,000.00	.00	.00	.00	29,000.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	56,500.00	56.36	4,496.82	7.96	52,003.18
	ADMINISTRATION TOTAL	385,676.00	28,631.75	48,081.83	12.47	337,594.17
	LEGAL TOTAL	75,000.00	.00	37,978.50	50.64	37,021.50
	TORT LIABILITY TOTAL	220,000.00	6,094.00	138,297.00	62.86	81,703.00
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	680,676.00	34,725.75	224,357.33	32.96	456,318.67
	DEBT SERVICE TOTAL	650,046.00	.00	.00	.00	650,046.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	650,046.00	.00	.00	.00	650,046.00
	COBG HOUSING PROJECTS TOTAL	4,858,000.00	99,616.40	99,618.38	.67	4,758,381.62
	SEWER SIDEWALK PROJECT TOTAL	30,000.00	.00	.00	.00	30,000.00
	RECREATION TOTAL	.00	4,315.00	127,824.15	.00	127,824.15-
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	4,888,000.00	103,931.40	227,442.53	1.53	4,660,557.47

BUDGET REPORT
CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TRANSFERS TOTAL	559,943.00	.00	.00	.00	559,943.00
	TRANSFER OUT TOTAL	559,943.00	.00	.00	.00	559,943.00
	TOTAL OF ALL EXPENSES	2,980,421.00	536,135.10	1,204,817.10	5.24	1,775,603.90

AUGUST 2023 FINANCIALS

Fund	7/2023 Ending Balance	EOY FY23 Transfers	8/2023 Beginning Balance	Revenues	Expenses	Ending Balance
General	\$ 788,534.96	\$ 391,256.00	\$ 1,179,790.96	\$ 53,023.06	\$ (229,402.85)	\$ 1,003,411.17
Aquatic	\$ (41,762.47)	\$ 75,000.00	\$ 33,237.53	\$ 11,150.23	\$ (38,239.32)	\$ 6,148.44
Park Capital	\$ 7,000.00		\$ 7,000.00			\$ 7,000.00
Cemetery Capital	\$ 6,554.00		\$ 6,554.00			\$ 6,554.00
ARPA	\$ 779,529.40		\$ 779,529.40			\$ 779,529.40
RUT	\$ 1,479,277.25	\$ (278,250.00)	\$ 1,201,027.25	\$ 56,409.73	\$ (69,852.56)	\$ 1,187,584.42
Employee Benefits	\$ 1,207,845.16		\$ 1,207,845.16	\$ 6,889.02	\$ (83,420.16)	\$ 1,131,314.02
Emergency	\$ 54,138.69	\$ (53,006.00)	\$ 1,132.69			\$ 1,132.69
LOST	\$ 2,256,238.29	\$ (517,125.00)	\$ 1,739,113.29	\$ 123,802.06	\$ (11,288.81)	\$ 1,851,626.54
TIF	\$ 102,821.04		\$ 102,821.04			\$ 102,821.04
Lib Furnishing	\$ 10,846.45		\$ 10,846.45			\$ 10,846.45
FEMA	\$ 3,628.14		\$ 3,628.14			\$ 3,628.14
Asset Forfeitures	\$ 11,735.41		\$ 11,735.41			\$ 11,735.41
Deb Service	\$ (384,030.88)	\$ 431,040.00	\$ 47,009.12			\$ 47,009.12
GSB Account	\$ 160.33		\$ 160.33			\$ 160.33
2019 GO CAP	\$ 98,766.78		\$ 98,766.78		\$ (4,315.00)	\$ 94,451.78
Marian Hts	\$ 43,809.80	\$ (48,915.00)	\$ (5,105.20)			\$ (5,105.20)
CDBG	\$ 90,533.86		\$ 90,533.86	\$ 5,490.54	\$ (96,216.40)	\$ (192.00)
DTR	\$ (1.98)		\$ (1.98)	\$ 10,309.04	\$ (3,400.00)	\$ 6,907.06
Cemetery Perpetual	\$ 63,535.47		\$ 63,535.47	\$ 560.00		\$ 64,095.47
Amph Capital	\$ 197,103.47		\$ 197,103.47			\$ 197,103.47
Totals	\$ 6,776,263.17		\$ 6,776,263.17	\$ 267,633.68	\$ (536,135.10)	\$ 6,507,761.75



STAFF REPORT

To: Mayor Kohn, City Council
From: Amber Farnan
Date: September 25, 2023
RE: Perpetual Care Fund/Cemetery Audit

While working on the ordinance project earlier this year, I noticed that Chapter 21 was not consistent with Iowa Law nor with our current process as it pertains to perpetual funds. Historically, since at least 2016 perpetual care funds were being placed into the General Fund. It has always been my understanding that perpetual funds should be deposited into a separate fund. I researched back through the years to see if the funds transferred at the end of each FY, I was unable to find anything since the middle of 2016. I reached out to City Attorney Matt Woods, he agreed that our current ordinance did not follow Iowa Law. At this point, our ordinances had been sent to Cory Simmering for codification. I had several discussions with Mike Collins and Ray Dean Cain, Cemetery Board Member. I began to calculate the amount of perpetual care dollars that were placed into our general fund and the difference between what was collected and what should have been collected.

Since 2016 the City has been collecting \$100 per grave site purchased and placed in the general perpetual fund (001-450-) which rolls over into the general fund at the end of each FY. These funds should have been placed in the perpetual fund (500-450-) keeping them separate from the general fund, then those funds could be put into a savings account, CD or other investment account.

Iowa Law states that cities are to set aside 20% of the total purchase price of grave spaces or \$50 whichever is greater in a separate perpetual care fund, which cannot be used for day to day operations. We had been collecting \$100 for each grave space and effectively placing that money directly into our general fund. Currently our purchase price per lot is \$700 and we collected \$100 for each on, \$40 less than we should have been collecting.

On August 28, we received notice that the Iowa Insurance Division would be conducting a site visit to look at our Cemetery records. Christina Hazelbaker was our auditor, she was very knowledgeable and worked with me to make some corrections and ensure we will be following Iowa Law moving forward. I am sure that she had never had someone greet her with the phrase "I am so glad you are here, we need help with our perpetual care fund and I don't know where to start".

Amber Farnan
City Administrator/Finance Director
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The first change she requested us to make was to change our fee resolution, which stated that we put \$100 aside for each grave space for perpetual care, she wanted that part removed from the resolution and just state the price for each grave space. This was accomplished at our last meeting - 9/12/2023 with Resolution 3648.

The second change is the wording of our current Cemetery Ordinance which reads "Twenty percent of the sale price of each grave shall be deposited by the City Treasurer in the City's perpetual care fund as established pursuant to Section 21.10. An additional five percent of the sale price of each grave shall be deposited by the City Treasurer and delineated as repayment by the City to the perpetual care fund. The balance shall be deposited into the general cemetery fund."

At some point, money was borrowed from the perpetual care fund and had to be repaid, this was accomplished around 2013, but the ordinance was never changed, and the city began to collect \$100 for each grave, even as grave prices increased over the years. Some deposits were made into our 500 fund and I would assume placed into either the perpetual care fund savings account or one of three CD's dedicated to the perpetual care fund.

Christina asked us to adopt verbiage that is similar to Newton, IA's ordinance, this not only satisfies the perpetual care language but also states that the city is willing to act as the trustee for the perpetual care fund.

Christina worked on the calculations, we need to transfer \$14,830.00 from the general fund (001) to the perpetual care fund (500), this puts us back into compliance. Going forward, when cemetery lots are sold 20% will go directly into the 500 fund, at the end of each FY, those funds will be placed in either a savings account or a CD. I will be meeting with GSB and FNBO to discuss our current CDs and savings account, I believe we should put a portion of the perpetual funds into a long-term CD with a higher yield. We have around \$39,000 in a low yield savings account and the remaining \$25,000 in three different short term CDs, at least one of them rolls over every 6 months.

The Cemetery can borrow from the perpetual care fund for certain items allowed by Iowa Law, in order to take out a "loan" the Iowa Insurance Division must be given at least 30 days notice of the loan, which includes a payback plan, this must all be approved by them before any money is moved.

The third change we will be making is to our interment agreement, a couple of years ago, the State changed the requirement to record cemetery deeds with the county recorder and instead have the city keep track of all the grave spaces that were sold and who owns them. Due to this change, a "deed" is no longer needed and the interment agreement is sufficient.

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Christina stated that it may take a couple of months to get our full audit report back. She noted that our record keeping had improved over the last couple of years, she stated that in 2018 we had been audited and she could see an improvement in our processes. We are unsure why the perpetual care amounts that were supposed to be collected, were not. The verbiage is there stating the 20%, but the amount collected had held steady at \$100 for several years.

The Iowa Insurance Division is requesting all revisions and the transfers of funds be completed by November 1, 2023. Our annual audit begins on Thursday, I will speak with them regarding how best to move the funds.

Amber Farnan

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CHAPTER 21

CEMETERY AND CEMETERY BOARD

21.01 Establishment	21.07 Fees
21.02 Cemetery Board	21.08 Clerk's Duties
21.03 Employment	21.09 General Regulations
21.04 Titles and Conveyances	21.10 Perpetual Care Fund
21.05 Care of Lots	21.11 Liability
21.06 Interments	

21.01 ESTABLISHMENT. The cemetery ground located on the following described property:

The South 430 feet of the West 338.6 feet of the SW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 1; and the North 208.5 feet of the West 338.6 feet of the NW $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 12; and all that part of the South 430 feet of the East 996.7 feet of the SE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 2 lying East of U.S. Hwy. 275; Lot 2 and all that part of the North 839 feet of Lot 1 of the NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 11 lying East of said U.S. Hwy. 275, all located in Township 72 North, Range 43 West of the 5th Principal meridian, Mills County, Iowa.

is hereby established as the Glenwood Municipal Cemetery under the provisions of Chapter 523I of the Code of Iowa and which shall be operated under the provisions of Chapter 523I of the Code of Iowa and this chapter. Pursuant to Section 523I.502 of the Code of Iowa, the City Council hereby states its willingness and intention to act as the trustee for the perpetual maintenance of the cemetery property.

(Ord. 769 -- Sep. 05 Supp.)

(Code of Iowa, Sec. 523I.501 and Sec. 523I.502)

21.02 CEMETERY BOARD.

1. The Mayor shall appoint, subject to Council approval, three (3) persons to serve as members of the Cemetery Board for a period of three (3) years.
2. No public officer or salaried employee of the City may serve as a Board Member.
3. Any vacancy on the Board will be filled in the same manner as an original appointment except that such appointment shall be for the balance of the unexpired term.
4. It will be the duty of the Cemetery Board to coordinate the administration, maintenance and policies of the Glenwood Municipal Cemetery.

5. The Cemetery Board will meet once a month on a regularly scheduled basis.

21.03 EMPLOYMENT.

1. The Sexton of the Glenwood Municipal Cemetery will be hired and dismissed from such position only with approval of the Mayor and City Council.

2. The salary of the Sexton will be set and approved by the Mayor and City Council.

3. Any part-time employment may be secured by the Sexton with approval of the City Administrator.

4. Any duties other than the Sexton's job description will be assigned by the City Administrator.

21.04 TITLES AND CONVEYANCES.

1. No person shall have title to any cemetery grave until the same has been paid for, and when the amount has been paid in full, a deed shall be issued.

2. Conveyances shall be by Cemetery Deed, a record of which shall be kept by the City Clerk.

3. No interment shall be made on any burial grave unless the same is paid for.

4. After a grave is fully paid for, the City Clerk shall deliver the Cemetery Deed to the County Recorder forthwith for recording and shall return the deed to the purchaser after such recording.

5. All deeds shall be executed by the Mayor and City Clerk as provided by law.

6. The sale price of graves within the Glenwood Municipal Cemetery will be determined annually by the Glenwood City Council.

7. The entire sales price of each lot shall be transferred to the City Treasurer.

8. Twenty percent of the sale price of each grave shall be deposited by the City Treasurer in the City's perpetual care fund as established pursuant to Section 21.10. An additional five percent of the sale price of each grave shall be deposited by the City Treasurer and delineated as repayment by the City to the perpetual care fund. The balance shall be deposited into the general cemetery fund.

(Ord. 738 -- Jan-04 Supp.)

Don't delete verbiage - please see notes

9. On graves owned by churches or benevolent societies any person may be buried with the consent of the trustees of the church or benevolent society.

10. No discrimination shall be made between grave owners or prospective purchasers of graves but privileges of the cemetery shall at all times be open to all persons upon equal terms, subject to rules and regulations herein.

21:05 CARE OF LOTS.

21.10

1. The City shall have full care of all graves within the Glenwood Municipal Cemetery.

2. There will be no planting of flowers, shrubs or trees. No concrete, ceramic or plastic pots, no iron hangers for hanging baskets will be allowed. No permanent articles will be allowed without prior approval. No one may dig holes for containers. Memorial Day decorations may be placed on the graves the Friday prior and may remain for one week after. Christmas decorations and winter blankets must be removed by April 1. Any other decorations will be removed on mowing day.

3. No litter of any kind shall be placed upon the cemetery grounds or driveways.

21:06 INTERMENTS.

21.11

1. All interments shall comply with the laws of the State and the rules and regulations of the Iowa State Board of Health.

2. If any grave owner is or becomes a nonresident of the City, or in the event of such person's death should all of said person's heirs be or become nonresidents, the Council may recognize any relative or family friend in controlling interments and shall be responsible only for good faith in making such recognition.

3. The City Council gives authority to the Sexton of the cemetery to determine who shall be qualified as a gravedigger in the cemetery. No grave shall be opened without first obtaining permission from the Cemetery Sexton.

4. Burials are prohibited on Sundays and the City observed holidays of New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day and the day after.

(Ord. 815 - Oct. 08 Supp.)

5. Requests for opening of graves shall be made to the City Clerk's office twenty-four (24) hours before the funeral.

6. Prior to burial, the receptacle containing the body shall be placed in an outside container consisting of a minimum construction of a concrete box. In the event of cremation, prior to the cremation burial, the receptacle containing the cremains shall be placed in an outside container consisting of a minimum construction of a concrete vault or a high impact polymer plastic vault. *(Ord. 653 - Mar. 00 Supp.)*

7. Arrangements for interments shall be made by the owner of the burial space, by a member or members of the family acting and authorized by law to act for the owner, or by an authorized undertaker, or other authorized agent of the owner.

8. The City shall in no manner be liable for any delay in the interment of a body where a protest to the interment has been made or where the rules and regulations of the cemetery have not been complied with. The City shall be under no duty to recognize any protest of interment unless it be in writing and filed with the City Clerk. The City shall not be responsible for errors resulting from orders or instructions given by telephone and the Clerk and Cemetery Sexton may require such orders to be in writing before finalizing any action.

~~21.07 FEES. The City Council shall, from time to time, as deemed necessary by the Council, fix a schedule of fees which shall be collected for work performed in the cemetery under the jurisdiction of the City. The schedule of fees, so fixed, from time to time as deemed necessary by the Council, shall be placed on file in the office of the Clerk, and shall be available for inspection by the general public.~~

~~21.08 CLERK'S DUTIES.~~

~~1. It is the duty of the Clerk to collect all moneys from the sale of graves, from the care of lots and from all other purposes mentioned herein.~~

~~2. The Clerk shall deposit all moneys collected monthly to the credit of cemetery funds and shall from time to time, as the Council may direct, account for all such moneys to the Council.~~

~~3. It is the duty of the Clerk to make and keep complete records identifying the owners of all interment rights sold by the cemetery and historical information regarding any transfers of ownership. The records shall include all of the following:~~

~~*(Code of Iowa, Sec. 523I.311)*~~

A. Sales or Transfers of Interment Rights.

- (1) The name and last known address of each owner or previous owner of interment rights.
- (2) The date of each purchase or transfer of interment rights.
- (3) A unique numeric or alphanumeric identifier that identifies the location of each interment space sold by the cemetery.

B. Interments.

- (1) The date the remains are interred.
- (2) The name, date of birth and date of death of the decedent interred, if those facts can be conveniently obtained.
- (3) A unique numeric or alphanumeric identifier that identifies the location of each interment space where the remains are interred.

(Ord. 769 - Sep. 05 Supp.)

21.12
21.09 GENERAL REGULATIONS.

1. To insure a proper landscape effect, and to protect the mutual rights of all grave owners, family monuments will be permitted on only lots of four spaces or more.
2. Family monuments shall be placed as directed by the Cemetery Sexton.
3. The foundations for monuments, markers and headstones shall be constructed in such a manner as to comply with the cemetery rules and regulations set forth by the City Council and shall be constructed under the supervision of the Sexton.
4. Foundations for family monuments shall extend in depth three feet from the top of the ground, and foundations for markers and headstones shall extend two feet from the top of the ground, and there shall be a four-inch wash.
5. No monument shall exceed four feet six inches in height above lawn grade, unless the design for the same shall have been first submitted to and approved by the Cemetery Sexton.
6. Grave markers shall be placed on the grave line and the inscription shall face the head of the lot.

7. Mausoleums are prohibited.
8. No monument shall be placed until the grave is fully paid for.
9. Veterans stickers shall be placed in concrete for permanent mounting.
10. No person shall drive any vehicle faster than 15 miles an hour or in a careless manner upon the cemetery roads or drive anywhere except upon such roads unless authorized by the Sexton.
11. Persons shall walk only on roads and walkways or footpaths except when absolutely necessary for maintenance of grave sites, inspection of plats, installation of markers or decorations of graves, or funeral services.
12. No homemade markers shall be placed on any grave.

(Ord. 687 - Apr. 02 Supp.)

~~21.10 PERPETUAL CARE FUND. The Council, by resolution, shall accept, receive and expend all moneys and property donated or left to them by bequest for perpetual care, and that portion of interment space sales or permanent charges made against interment spaces which has been set aside in a perpetual care fund. The assets of the perpetual care fund shall be invested in accordance with State law. The Council, by resolution, shall provide for the payment of interest annually to the appropriate fund to be used in caring for or maintaining the individual property of the donor in the cemetery, or interment spaces which have been sold with provisions for perpetual care, all in accordance with the terms of the donation or bequest, or the terms of the sale or purchase of an interment space and Chapter 523I of the Code of Iowa.~~

~~*(Code of Iowa, Sec. 523I.503, 523I.507 & 523I.508)*~~

~~*(Ord. 769 - Sep. 05 Supp.)*~~

21.13 ~~21.11~~ LIABILITY. The City shall take reasonable precautions to protect lot owners and the property rights of lot owners within the cemetery from loss or damage, but it expressly shall not be liable for loss or damage beyond its control, and particularly, from damage caused by the elements, acts of God, common enemy, thieves, strikers, malicious mischief makers, explosions, unavoidable civil disorder, whether the damage be direct or consequential.

Add:

21.04 - Trusteeship

Pursuant to Iowa Code 523I.502, the city hereby states its willingness and intention to act as the trustee of the perpetual maintenance of interment spaces at the Glenwood Municipal Cemetery.

21.05 – Establishment of Trust Fund

1. A perpetual trust is hereby established for the Glenwood Municipal Cemetery in accordance with Iowa Code Ch 523I, the Iowa Cemetery Act. A restricted fund is created for the cemetery, to be known and designated as the perpetual care cemetery fund. The perpetual care cemetery fund shall be funded by the deposit of an amount equal to or greater than 20% of the gross selling price, or \$50, whichever is more for each sale of interment spaces within the cemetery. The fund shall be administered in accordance with the purpose and provisions of Iowa Code Ch 523I.
2. The perpetual care fund shall be maintained separate from all operating funds of the cemetery and the principal of the fund shall not be reduced voluntarily except as specifically permitted by the Iowa Cemetery Act and applicable administrative regulations.
3. The Council, by resolution, shall provide for the payment of interest annually to the appropriate fund to be used in caring for or maintaining the individual property of the donor in the cemetery, or interment space which have been sold with provisions for perpetual care, all in accordance with the terms of the donation or bequest, or the terms of the sale or purchase of an interment space and Chapter 523I of the Code of Iowa.

21.06 – Records

1. It shall be the duty of the City Clerk or the City Clerk's designee to make and keep a permanent record of all interments made in the cemetery, which record shall at all times be open to public inspection. The record shall, among other things, include:
 - a. Plat. An accurate plat of the cemetery;
 - b. Lot owners. The names of the owners of all lots that have been sold including the amounts deposited in the perpetual care cemetery fund;
 - c. Lot descriptions. The correct description of all lots for sale and the price thereof, as shall be fixed by the City Council; and
 - d. Grave locations. The exact location of each grave upon each cemetery lot.
2. It shall be the duty of the City Clerk or the City Clerk's designees to make and keep a complete records identifying the owners of all certificate of interment rights sold by the cemetery and historical information regarding any transfers of ownership. The records shall, among other things, include:
 - a. Sales or Transfers of Certificates of Interment Rights
 1. The name and last known address of each owner or previous owner of interment rights.
 2. The date of each purchase or transfer of interment rights.

3. A unique numeric or alphanumeric identifier that identifies the location of each interment space sold by the cemetery.

b. Interments.

1. The date the remains are interred.
2. The name, date of birth and the date of death of the decedent interred, if those facts can be conveniently obtained.
3. A unique numeric or alphanumeric identifier that identifies the location of each interment space where the remains are interred.

21.07 – Sale of Lots

The sale of lots in the cemetery shall be evidenced by a certificate of interment rights signed and executed by the City Clerk or the City Clerk's designee for and on behalf of the city, and it shall be the duty of the City Clerk or the City Clerk's designee to collect the purchase price in full for any lot sold before delivering the certificate of interment rights for the same. No interment shall be made on any burial grave unless the same has been paid for. The certificate of interment rights shall disclose the amount of percentage of money to be placed in the perpetual care cemetery fund.

21.08 – Fees, Charges and Payments

1. The payment of all fees and charges shall be made at the office of the City Clerk, or the City Clerk's designee, where receipts will be issued for all amounts paid.
2. The Council shall, from time to time, as deemed necessary by the Council, fix a schedule of fees which shall be collected for work performed in the cemetery under the jurisdiction of the City. The schedule of fees, so fixed, from time to time as deemed necessary by the Council shall be placed on file in the office of the City Clerk or the City Clerk's designee, and shall be available for inspection by the general public.
3. The sale price of graves within the Glenwood Municipal Cemetery will be determined annually by the Council.

21.09 – Perpetual Care

General. The term PERPETUAL CARE shall be construed to mean the obligation which the city assumes to each year expend the net annual income of the perpetual care endowment set aside for the lot in furnishing such care as mowing and maintaining grass, raking and cleaning the lot and adjacent alleys, and filling of sunken graves. Where the income is sufficient it may be used in the perpetual care of avenues, alleys, fences, buildings and grounds in general. Expenditures shall be made at the discretion of the and under the direction of the Council and the City shall not be bound to make any separate investment of the sum of money set aside as perpetual care, but the same shall be added to the Perpetual Care Fund of the city and the proceeds therefrom used by the City in the manner heretofore provided.

Remove:

21.01 Establishment

Remove the following: "Pursuant to Section 523I.502 of the Code of Iowa, the City Council hereby states its willingness and intention to act as the trustee of the perpetual maintenance of the cemetery property." (moved to 21.04)

21.04 – Titles and Conveyances – Remove entire section

21.07 – Fees – Remove entire section

21.08 – Clerk's Duties – Remove entire section

21.10 – Perpetual Care fund – Remove

Revise

Rename current chapter 21.05 – Care of Lots to chapter 21.10.

Rename current chapter 21.06 – Interments to Chapter 21.11, then add after #2

3. On graves owned by churches or benevolent societies any person may be buried with the consent of the trustees of the church or benevolent society (currently 21.04(9))

Rename current chapter 21.09 – General Regulations to chapter 21.12, then add #13

13. No discrimination shall be made between grave owners or prospective purchasers of grave but privileges of the cemetery shall at all times be open to all persons upon equal terms, subject to rules and regulations herein.

Rename current chapter 21.11 – Liability to chapter 21.13



STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 09/25/2023
RE: GRC Update

The local GRC task force has continued to work with the State of Iowa regarding the closing of the GRC campus. The State previously contracted with HDR to create a redevelopment plan and has now agreed to a contract amendment to allow HDR to estimate the costs of making the GRC campus shovel ready for a developer. Due to several factors including the unknown condition of the utilities on site (water, sewer, electric, gas, etc.), central utilities through the campus, older dilapidated buildings, underground tunnels, access to the campus and the state of the railroad tunnels, the local task force is concerned about who will take over the site once the State leaves. We feel a developer would not be interested in the property in its current state.

After the public meetings held in April along with the market assessment completed by SB Friedman, HDR created a concept for the campus, which is primarily residential and mixed use. (Link: [GRC Redevelopment Plan – Design Workshop Summary](#)) The local task force is working on creating an entity that would manage the campus and work with developers to ensure the vision for the site is being followed. We felt the campus is too large for the City and/or the County to take over, neither entity has the personnel or capacity to maintain, secure or manage the site.

While the GRC campus is beautiful and expansive, it comes with many challenges. Access to the site is limited due to the existing tunnels, DOT would allow two entry points from HWY 34. The area directly north of HWY 34 is a preserve and at this time cannot be developed but could become extensive walking trails. The existing cemetery will need continuing maintenance, as will the green spaces.

The local task force, the State and HDR met with GMU a week ago to discuss the costs associated with vacating and replacing the water and sewer lines on campus. Additionally, Glen Haven Village and the Glenwood School District will have a presence on the campus and will need to have utilities run to their buildings before the State closes GRC.

We appreciate the State's involvement and commitment to see the campus redeveloped successfully. Neither the State nor our task force wants to see the campus neglected or

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undeveloped. We are hopeful the State will agree to fund the projects needed to make the site developable.

Local Task Force Members

Richard Crouch – Mills County Supervisor

Andrew Rainbolt – Mills County Economic Development Foundation (MCEDF) Director

Mark Lincoln – MCEDF, President

Larry Winum – Glenwood State Bank & MCEDF

Devin Embray – Glenwood Community School District Superintendent

Dax Landeen – GRC – Assistant Superintendent/Business Manager

Amber Farnan – City of Glenwood Administrator

Amber Farnan

City Administrator/Finance Director
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One Call Locate	811	Glenwood Municipal Utilities
Water Main	(712) 527-4688	Glenwood Municipal Utilities
Sanitary Sewer	(712) 527-4688	
Streets	City of Glenwood James Clark (712) 527-4717	
Electricity	MidAmerican Energy (712) 388-5950	
Gas	Black Hills Energy (800) 306-4237	
Telephone	CenturyLink (800) 244-1111	
Cable T.V.	Mediacom (800) 432-2613	

Existing milliles, underground structures and services were located from existing owner records, maps and one-to-one design building plans. Designative lines in the field, the engineer's notes to the plans and the underground utilities' own computerized data files are the primary means for determining the underground utilities' location. Other means include the use of a laser in service or abandoned, the engineer's field notes and warrant data. The underground utilities shown are in the exact location indicated, although no doubt that they are located as accurately as possible from the information available. Verification of all utilities and services should be obtained from the owner of each respective utility company prior to design, construction and installation.



Know what's below
Call before you dig

1. Cover Sheet
2. General Notes and Information & Quantities
3. Plan & Profile
4. Details

Mayor	Ron Kolm
City Council	Holly Jackson Domie Kallen Dan McComb Jeremy W. Rodman Laurie Mead Smithers
City Administrator	Anber Farnan
Clerk	Jessica Alley
Public Works Director	Jammy Clark
City Attorney	Matt Woods

JFZ	EJC	JFZ
AUGUST 2023		
23-03		



