

**Tentative Agenda
Glenwood City Council Meeting
October 24, 2023
City Hall ~ 7:00 p.m.**

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

Parks & Rec/Public Works

- Mills County Historical Society -
Park/Museum Parking Lot
[City/Mills Co Historical Society Agreement](#)

Public Works

- [Fairview Creek Project Update](#)
- Public Admin**
- [Ordinance Review](#) (if time)

Council Meeting - 7:00 p.m.

1. Call to order/roll call

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

- a. Agenda
- b. Abstract of Claims #8
- c. [Minutes of 10.10.2023](#) Council Meeting

3. Allow visitors to address council

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

4. Public Hearing for 2019 CDBG-DR Housing Projects

5. [Tree Purchase](#) for Glenwood School district by Tree Board

6. Committee Reports

- a. Parks & Rec/Public Works - McComb/Kates
 - i. Mills County Historical Society -
Park/Museum Parking Lot
- b. Public Works - Kates
 - i. Fairview Creek Project Update
- c. Public Admin - Jackson
 - i. [Ordinance Review](#)

7. Departmental Reports

- a. Clark-Public Works
 - i. Approval to purchase skid steer - [FY24 RUT Budget](#)
- b. Johansen – Police Dept
- c. Painter – Library
- d. Collins – Cemetery
 - i. [Cemetery Minutes](#)
- e. Gray – Fire & Rescue/ Code enforcement
 - i. P&Z Minutes
 - ii. Medic 2 Emergency Vehicle Repair- [Head Gasket Quote](#)
 - iii. [Safety Manual](#)
- f. Mattox – Park
 - i. Park Board Minutes
 - ii. Parking Lot Light Quote - [Bluffs Electric](#)
- g. Farnan – Admin
 - i. [September 2023 Financials - Revenues & Fund Balances](#)
 - ii. [Annual Financial Report FY23](#)
 - iii. Approve the following CDBG Pass Thru Funds Pay Requests
 - 1. [Pay Request 6](#) for Project 19-DRH-018, Arbor Hills in the amount of \$620,350.61
 - 2. [Pay Request 8](#) for Project 19-DRH-005, 210 Valley St in the amount of \$269.13
 - 3. [Pay Request 8](#) for Project 19-DRH-007, 1001 N. Linn St in the amount of \$2,173.67

4. [Pay Request 9](#) for Project 19-DRH-004, 408 N. Myrtle St in the amount of \$4,769.83
 5. [Pay Request 7](#) for Project 19-DRH-001, 712 Lofts in the amounts of \$177,859.09
 6. [Pay Request 7](#) for Project 19-DRH-006, 306 N. Locust St in the amount of \$5,807.08
- iv. Western IA Networks [Update](#)
 - v. 2023 Aquatic Center [Financials](#)
 - vi. Mills County Trails Project Update
 - vii. GRC Update
 - viii. [FY25 Budget Process Update](#)

8. Motion to Adjourn

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

COPY

MUTUAL USE AGREEMENT

CITY OF GLENWOOD AND MILLS COUNTY HISTORICAL SOCIETY

WHEREAS the parties to this agreement are the City of Glenwood and the Mills County Historical Society; and

WHEREAS these two parties wish to enter into a mutually beneficial agreement;

WHEREAS the Mills County Historical Society owns a 2.41 parcel of land that is surrounded by land owned by the City of Glenwood; and

WHEREAS the City of Glenwood utilizes this section of land for the city's patrons and otherwise; and

WHEREAS the Mills County Historical Society has utilized the services of the City of Glenwood for winter maintenance for it's patron's mowing and other matters pertaining to the maintenance of the property for the patrons; and

WHEREAS the parties historically have not entered into any formal agreement;

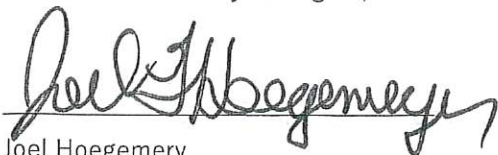
IT IS THEREFORE AGREED that the City of Glenwood shall have access to the 20 by 40 partition on the north end of the association's building #2 for park maintenance; and

IT IS FURTHER AGREED that in exchange for the use of this site, the City of Glenwood agrees to maintain the winter maintenance schedule to include snow removal for adjacent lot and the sidewalks, mowing and weed eating the areas surrounding the building and the other areas currently owned by the Mills County Historical Society. Trash removal and otherwise tend to the area including the building in a manner consistent with the rest of the area locally known as the Glenwood Lake Park.

IT IS FURTHER AGREED that neither party shall be obligated to pay for their use as described herein; and

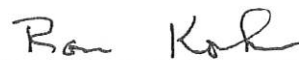
IT IS FURTHER AGREED that the City of Glenwood shall provide liability insurance for the area utilized by the City of Glenwood's patrons at this location.

Effective this 9th Day of August, 2022.



Joel Hoegemery

Mills County Historical Society Board President



Ron Kohn

Mayor



STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 10/23/2023
RE: Fairview Creek Project Update

I am researching different funding mechanisms for this project. I reached out to Golden Hills RDC, they have a Hungry Canyons Alliance program with funding for streambank projects. However, our project does not qualify. I have reached out to the Iowa Finance Authority; we may be able to secure a State Revolving Fund (SRF) loan for this project.

Other options:

- Existing RUT funds, we have \$50,000 budgeted for right-of-way projects for FY24.
- ARPA Funds, we would just need to make sure we met the bidding requirements for a project of this size.

With any of these options, we will need to amend the budget. The bids are good for 60 days. If Council wishes to move this project forward, I would prefer accepting a bid at one of our November meetings. This would give us time to amend the budget and hopefully get the project scheduled for spring 2024.

Jake Zimmerer is working on securing construction easements for the property to the West and the School property. We should not need access to the property on the East side.

The School District is still interested in connecting to the sidewalk we are planning to construct there. We will need to work with the school on maintaining the sidewalk during the winter months.

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

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

Snow Plowing and Ice Control on Public Streets

I. Commencement of Operations

Snow plowing and/or ice control operations shall commence under the direction of the Public Works Director.

- a. Snow accumulation of 2 inches or more
- b. Icy conditions which seriously affect travel
- c. Time of snow in relation to heavy use of streets

II. Snowplow Procedures

Snow will be plowed in a manner so as to provide access as soon as possible and to minimize any traffic obstruction. The center of the roadway will be plowed first. The snow shall then be pushed left to right. The discharge shall go onto the right-of-way. It is the public works department's goal to have the entire street system cleaned after a typical snowfall in approximately 24 hours. Depending on snowfall conditions and duration of the storm, the street will not always be able to be completely cleared of snow.

III. Snow Routes

- a. First priority is Locust Street, Sharp Steet, and the City Square
- b. Second priority are School routes and Bus Routes
- c. Third priority are all other residential streets and cul-de-sacs
- d. Forth priority are City owned sidewalks and parking lots
- e. Fifth priority are hauling the snow from the City Square, cul-de-sacs, and parking lots

IV. Property Damage

- a. Mailboxes- mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or wing. While the installation of the mailboxes is on the City right-of-way is permitted, the mailbox owner assumes all risk of damage except when a mailbox is damaged through contact by a plow blade. If a mailbox is damaged due to direct contact by snow plowing equipment, the City, at its discretion, will repair or replace the mailbox at a cost not exceeding \$50. Damage resulting from snow rolling off a plow is the responsibility of the mailbox owner to repair.
- b. Landscaping- property owners should assume all risk of damage for landscaping that are installed or encroach on the City right-of-way. The City assumes no responsibility for damage incurred to these non-permitted elements as a result of snow plowing and ice control with the exception of lawn that is scraped or gouged by City equipment. This will be repaired by top dressing and seeding the following spring.
- c. Other private installations- the City will assume no responsibility for underground lawn sprinkler systems, exterior lighting systems, underground electronic dog fences or any other non-permitted feature privately installed in City right-of-way.

V. Suspension of Operations

Generally, operators will continue until all routes are passable. Widening and cleanup operations may continue immediately or on the following workday depending on conditions and circumstances. The safety of the plow operators and the public is a priority. Therefore, snowplowing and removal operations may be terminated after 12 hours to allow personnel adequate time for rest. Operations may also be suspended during periods of limited visibility, significant winds, or severe cold so as to not jeopardize the safety of City employees and equipment. Any decision to suspend operations shall be made by the public works directors based on the conditions of the storm.

Claims #8

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL					
LIABILITIES					
FIRST NATIONAL BANK	FED/FICA TAX		12,586.25	1291515	10/19/23
TREASURER, STATE OF IOWA	STATE TAX		1,766.69	1291516	10/19/23
IPERS	IPERS		10,482.94	1291517	10/19/23
CITY OF GLENWOOD	HEALTH INS		1,967.50	81064	10/19/23

	050 LIABILITIES TOTAL		26,803.38		
POLICE					
ACCESS SYSTEMS	AGREEMENT#016-1517598-000		153.02	81066	10/24/23
BEST FINISH AUTO BODY	'21 CHEVY TAHOE REPAIR		3,398.25	81023	10/10/23
BEST FINISH AUTO SERVICE	2023 TAHOE	56.64		81024	10/10/23
BEST FINISH AUTO SERVICE	2021 TAHOE OIL CHANGE	56.64	113.28	81072	10/24/23
DETAILS THE CLEANING CO.	PD CLEANING	200.00		81030	10/10/23
DETAILS THE CLEANING CO.	POLICE CLEAN	200.00	400.00	81075	10/24/23
FIRSTTWO, INC			2,400.00	81033	10/10/23
GREAT PLAINS UNIFORMS	POWERS		1,089.99	81036	10/10/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		92.11	81093	10/24/23
MIDWEST RADAR & EQUIPMENT	DECATUR-MPH-ACI-ACI(K9)		360.00	81094	10/24/23
OPINION TRIBUNE	TAHOE BID 9/6.9/13.9/20		232.44	81096	10/24/23
O'REILLY AUTOMOTIVE, INC.	BULBS FOR PATROL TAHOES		52.10	81050	10/10/23
POLICE LEGAL SERVICES	BIAS & DE-ESCALATION TRAINING		1,600.00	81099	10/24/23
RANGEMASTERS TRAINING CENTER	DUTY RIFLES		5,442.30	81052	10/10/23
SAM'S CLUB			37.34	81053	10/10/23
STOPSTICK, LTD	STOP STICK		135.00	81056	10/10/23
STOUDER PLUMBING	SERVICE CALL 10-18-23		248.16	81104	10/24/23
US CELLULAR	PD		1,185.08	81058	10/10/23
CENTURYLINK	PD		383.32	81060	10/10/23
WEX BANK			2,251.60	1291512	10/10/23
WESTERN IOWA NETWORKS			59.99	81063	10/10/23

	110 POLICE TOTAL		19,633.98		
K9 DEPARTMENT					
BOMGAARS	K9 FOOD		120.58	81026	10/10/23

	111 K9 DEPARTMENT TOTAL		120.58		
FIRE					
ALEX AIR APPARATUS, INC	HOSE REPLACEMENT		4,001.13	81018	10/10/23
AMERICAN AMBULANCE ASSOC,	AAA RENEWAL		525.00	81019	10/10/23
BLACK HILLS ENERGY	SERVICE		92.33	81068	10/24/23
AUTO VALUE	DEF FLUID FOR VEHICLES		102.08	81069	10/24/23
BOMGAARS	FLOORING ADHESIVE		32.48	81074	10/24/23
BRANDON TOWING	TIRE CHANGE		50.00	81027	10/10/23
CFI TIRE SERVICE INC	MED 1 TIRE REPAIR		30.00	81028	10/10/23
GREAT PLAINS UNIFORMS	SSOLT & MGRAY BOOTS	239.49		81036	10/10/23
GREAT PLAINS UNIFORMS	C.CARSON BOOT & PANT	338.49	577.98	81081	10/24/23
HEARTLAND TIRES & TREADS	TIRES FOR MED 3		1,782.00	81082	10/24/23
HEIMAN FIRE EQUIPMENT	BOOSTER REEL REPLACEMENT		370.95	81083	10/24/23
J Q OFFICE	COPY FAX PRINTER		258.58	81087	10/24/23
JOHN PITZER SALES	REINFORCEMENT METAL FOR BLDG		924.44	81041	10/10/23
JONES AUTOMOTIVE, INC	TRUCK 12 TABLET INSTALL		274.14	81089	10/24/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LIFE ASSIST	STAT PACKS MED BAGS		500.38	81090	10/24/23
MATHESON TRI-GAS, INC	OXYGEN	134.36		81043	10/10/23
MATHESON TRI-GAS, INC	OXYGEN	127.00	261.36	81091	10/24/23
MILPRO MARINE LLC	RESCUE BOAT COUNCIL OK 9.26.23		50,070.00	81044	10/10/23
MENARDS	PRIMED MDF BOARD		464.23	81092	10/24/23
MHS SYSTEMS INC	RECHARGE FIRE EXTINGUISHERS		128.78	81045	10/10/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		486.59	81093	10/24/23
MUNICIPAL EMERGENCY SERVICES	REPLACEMENT AXES & BARS		883.15	81048	10/10/23
NEXUS TECH SOLUTIONS	IT FIRE DEPT		146.72	81049	10/10/23
PAPER TIGER			10.00	81051	10/10/23
PCC AMBULANCE BILLING SERVICE	BILLING COMPANY SET UP		1,950.00	81098	10/24/23
STERICYCLE	MED WASTE DISPOSAL		100.44	81055	10/10/23
TELEFLEX LLC	NEEDLES		752.50	81057	10/10/23
ULINE	CLEANING SUPPLIES		873.06	81105	10/24/23
US CELLULAR	FD		677.88	81058	10/10/23
CENTURYLINK	FD		187.65	81060	10/10/23
VERATHON INC	INTUBATION BLADES	520.00		81061	10/10/23
VERATHON INC	MED SUPPLIES	171.23	691.23	81107	10/24/23
WEX BANK			2,035.02	1291512	10/10/23
	150 FIRE TOTAL		69,240.10		
SANITATION					
WASTE CONNECTIONS OF IOWA	PARK		675.84	81062	10/10/23
	290 SANITATION TOTAL		675.84		
LIBRARY					
CITY OF GLENWOOD	HEALTH INS		537.50	81064	10/19/23
PAPER TIGER			10.00	81051	10/10/23
	410 LIBRARY TOTAL		547.50		
AMPITHEATER					
MIDAMERICAN ENERGY	ELECTRIC SERVICE		104.83	81093	10/24/23
SAM'S CLUB			37.34	81053	10/10/23
	420 AMPITHEATER TOTAL		142.17		
PARK					
BLACK HILLS ENERGY	SERVICE		38.89	81068	10/24/23
BOMGAARS	SPRAYER, SEALANT, & SCREWS		135.08	81074	10/24/23
LINKON LOGS PORTABLES	PARK		70.00	81042	10/10/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		1,742.53	81093	10/24/23
US CELLULAR	CAMP		151.74	81058	10/10/23
WEX BANK			186.21	1291512	10/10/23
	430 PARK TOTAL		2,324.45		
RECREATION					
BOMGAARS	CEILING HOOKS & CLEVIS		13.94	81074	10/24/23
HGM ASSOCIATES INC.	TRAIL CROSSING E SHARP ST		1,153.60	81084	10/24/23
IOWA STATE UNIVERSITY	MATTOX - PESTICIDE TRAINING		90.00	81086	10/24/23
LINKON LOGS PORTABLES	BASEBALL FIELDS		60.00	81042	10/10/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
MENARDS	ADJ. TIP NOZZLE & DURA CHOICE		104.96	81092	10/24/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		79.75	81093	10/24/23
	440 RECREATION TOTAL		1,502.25		
POOL					
SAM'S CLUB			37.34	81053	10/10/23
	445 POOL TOTAL		37.34		
CEMETERY					
BLACK HILLS ENERGY	SERVICE		43.86	81068	10/24/23
BOMGAARS	CIRCULAR SAW		386.36	81074	10/24/23
GLENWOOD FEED AND INDUSTRIAL	WASP/HORNET SPRAY CASE		35.40	81080	10/24/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		100.62	81093	10/24/23
NAPA AUTO PARTS (CEM)	BLACK PAINT MARKER		5.49	81095	10/24/23
US CELLULAR	CEM		47.47	81058	10/10/23
CENTURYLINK			66.07	81060	10/10/23
WEX BANK			419.42	1291512	10/10/23
	450 CEMETERY TOTAL		1,104.69		
TREE BRD/COMM BEAUTIFICAT					
DON DUYSSEN	SCHOOL & ATHLETIC FIELDS TREES		1,200.00	81076	10/24/23
	510 TREE BRD/COMM BEAUTIFICAT TOTAL		1,200.00		
PLANNING AND ZONING					
EAGLE ENGINEERING	GRC REVIEW		1,338.49	81031	10/10/23
	540 PLANNING AND ZONING TOTAL		1,338.49		
ADMINISTRATION					
ACCESS SYSTEMS	AGREEMENT#016-1517598-000		155.48	81066	10/24/23
JESSICA ALLEY	TRAVEL FOR TRAINING		196.50	81020	10/10/23
BLACK HILLS ENERGY	SERVICE		45.73	81068	10/24/23
DETAILS THE CLEANING CO.	CITY HALL CLEANING	200.00		81030	10/10/23
DETAILS THE CLEANING CO.	ADMIN CLEAN	200.00	400.00	81075	10/24/23
AMBER J FARNAN	TRAVEL FOR TRAINING	198.99		81034	10/10/23
AMBER J FARNAN	TIF TRAIN CARROLL IA MILEAGE	167.02	366.01	81079	10/24/23
gWORKS	GWORKS		4,790.00	81035	10/10/23
IOWA LEAGUE OF CITIES	WORKSHOP - IOWA LEAGUE		50.00	81038	10/10/23
JOE DESIGNER INC	WHITEBOARD LETTERING LAYOUT		149.00	81088	10/24/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		918.40	81093	10/24/23
OPINION TRIBUNE	FAIRVIEW DR PUBLIC NTC LEGAL		853.66	81096	10/24/23
PAPER TIGER			10.00	81051	10/10/23
SAM'S CLUB			37.34	81053	10/10/23
WESTERN IOWA NETWORKS			132.51	81063	10/10/23
	620 ADMINISTRATION TOTAL		8,104.63		
TORT LIABILITY					
IOWA MUNICIPALITIES WORKERS	INSTALLMENT 4 WORK COMP 23-24		6,094.00	81039	10/10/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	660 TORT LIABILITY TOTAL		6,094.00		
	001 GENERAL TOTAL		138,869.40		
AQUATIC CENTER POOL					
BOMGAARS	ANTIFREEZE - POOL		43.89	81026	10/10/23
EAGLE ENGINEERING	POOL ISSUE PROJECT MANAGER		360.00	81031	10/10/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		3,448.77	81093	10/24/23
WASTE CONNECTIONS OF IOWA			114.00-	81062	10/10/23
WESTERN IOWA NETWORKS			115.48-	81063	10/10/23
	445 POOL TOTAL		3,623.18		
	002 AQUATIC CENTER TOTAL		3,623.18		
ROAD USE TAX LIABILITIES					
FIRST NATIONAL BANK	FED/FICA TAX		2,546.97	1291515	10/19/23
TREASURER, STATE OF IOWA	STATE TAX		370.92	1291516	10/19/23
	050 LIABILITIES TOTAL		2,917.89		
STREET					
READY MIXED CONCRETE, CO	CONCRETE 3rd and Hazel		287.70	81065	10/24/23
BLACK HILLS ENERGY	SERVICE		130.22	81068	10/24/23
QLT	EXTENSION BELL		6.84	81021	10/10/23
AUTO VALUE/ARNOLD MOTOR	AIR FILTER	492.51		81022	10/10/23
AUTO VALUE/ARNOLD MOTOR	'03 CHEVY TRUCK BATTERY	234.42	726.93	81070	10/24/23
CINTAS CORP	REPLENISH FIRST AID KIT		24.43	81071	10/24/23
BOBCAT OF OMAHA	REPAIR PARTS		102.23	81025	10/10/23
BOMGAARS	BAR & CHAIN OIL	34.96		81026	10/10/23
BOMGAARS	2 BATTERIES	241.55	276.51	81074	10/24/23
EAGLE ENGINEERING	LOCUST ST RECONSTRUCTION		9,680.18	81031	10/10/23
ECHO GROUP, INC.	STREET LIGHTS BULBS	265.50		81032	10/10/23
ECHO GROUP, INC.	BULBS FOR PARKING LOT LIGHTS	98.28	363.78	81077	10/24/23
EVANS EQUIPMENT COMPANY	BOBCAT BRUSH CUTTER		175.00	81078	10/24/23
IOWA ONE CALL			56.20	81040	10/10/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		3,179.76	81093	10/24/23
MILLS COUNTY EXTENSION	PEST CONTROL TRAINING		45.00	81046	10/10/23
ROBERT & TAYLOR STEPANSKI	REIMBURSEMENT - SIDEWALK		250.00	81097	10/24/23
SORENSEN ELECTRIC INC	REPAIR 201 N.CHESTNUT ELECTRIC		405.24	81101	10/24/23
US CELLULAR	RUT		83.92	81058	10/10/23
UPHOFF OUTDOOR POWER, LLC	REPLACED PARTS FOR CHAINSAW		288.23	81059	10/10/23
CENTURYLINK			56.07	81060	10/10/23
WEX BANK			940.53	1291512	10/10/23
	210 STREET TOTAL		17,078.77		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	110 ROAD USE TAX TOTAL		19,996.66		
EMPLOYEE BENEFITS					
POLICE					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		109.56	81100	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		19,213.11	81108	10/24/23
	110 POLICE TOTAL		19,322.67		
FIRE					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		78.61	81100	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		11,304.73	81108	10/24/23
	150 FIRE TOTAL		11,383.34		
STREET					
IPERS	WAGE ADJUSTMENT L.WEST		42.68	1291511	10/09/23
CHI HEALTH CLINIC	Drug Screen - J.Webe]- random		59.00	81067	10/24/23
PRINCIPAL LIFE INS CO	LIFE AND AD&D		56.15	81100	10/24/23
UNITYPOINT CLINIC-OCC.MED	J. WEBEL - RANDOM		60.00	81103	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		7,786.91	81108	10/24/23
	210 STREET TOTAL		8,004.74		
LIBRARY					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		44.92	81100	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		5,996.18	81108	10/24/23
	410 LIBRARY TOTAL		6,041.10		
PARK					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		22.46	81100	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		5,163.14	81108	10/24/23
	430 PARK TOTAL		5,185.60		
CEMETERY					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		11.23	81100	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		2,649.75	81108	10/24/23
	450 CEMETERY TOTAL		2,660.98		
ADMINISTRATION					
PRINCIPAL LIFE INS CO	LIFE AND AD&D		22.46	81100	10/24/23
WELLMARK BC/BS	MEDICAL AND DENTAL		2,649.75	81108	10/24/23
	620 ADMINISTRATION TOTAL		2,672.21		
	112 EMPLOYEE BENEFITS TOTAL		55,270.64		

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LOST-SPECIAL REVENUE RECREATION					
AE SUPPLY	COUNCIL APPROVED 9-12		4,500.00	81017	10/10/23
ECHO GROUP, INC.	YMCA PARKING LIGHT BULBS		53.10	81032	10/10/23
HOUSERS AC AND HEATING	YMCA A/C COUNCIL OK 9.12.2023	8,678.60		81037	10/10/23
HOUSERS AC AND HEATING	YMCA SERVICED ROOFTOP UNIT	461.72	9,140.32	81085	10/24/23
MILLS COUNTY YMCA	2023 MANAGEMENT FEE		20,400.00	81047	10/10/23

	440 RECREATION TOTAL		34,093.42		

	121 LOST-SPECIAL REVENUE TOTAL		34,093.42		
2019 GO CAP PROJECTS DEBT SERVICE					
ATTN: TRUST FEES DEPARTMENT	BOND FEES		600.00	81106	10/24/23

	710 DEBT SERVICE TOTAL		600.00		

	309 2019 GO CAP PROJECTS TOTAL		600.00		
DTR GRANT CDBG HOUSING PROJECTS					
CURTIS ARCHITECTURE & DESIGN	DTR CDBG FACADE IMP. PROJECT		36,348.88	81029	10/10/23
SOUTHWEST IA PLANNING COUNCIL	23-DTR-006	336.00		81054	10/10/23
SOUTHWEST IA PLANNING COUNCIL	23-DTR-006	932.00	1,268.00	81102	10/24/23

	140 CDBG HOUSING PROJECTS TOTAL		37,616.88		

	312 DTR GRANT TOTAL		37,616.88		
			=====		
	Accounts Payable Total		290,070.18		
Payroll Checks					

	001 GENERAL		41,234.30		
	110 ROAD USE TAX		8,057.50		

	Total Paid On: 10/19/23		49,291.80		
			=====		
	Total Payroll Paid		49,291.80		
			=====		
	Report Total		339,361.98		
			=====		

CLAIMS FUND SUMMARY

Payroll Checks: 10/09/2023-10/25,

FUND	NAME	AMOUNT
001	GENERAL	180,103.70
002	AQUATIC CENTER	3,623.18
110	ROAD USE TAX	28,054.16
112	EMPLOYEE BENEFITS	55,270.64
121	LOST-SPECIAL REVENUE	34,093.42
309	2019 GO CAP PROJECTS	600.00
312	DTR GRANT	37,616.88

	TOTAL FUNDS	339,361.98

Glenwood City Council Committee Meeting Minutes

October 10, 2023

Glenwood City Council met for committee meetings on Tues, 10.10.23 at 6:07 pm in Council Chambers prior to the City Council meeting. Mayor Ron Kohn called the meeting to order with the following Council Members present: Jeremy Rodman, Holly Jackson, Laurie Smithers, Dan McComb, & Donnie Kates. City employees present: Jamey Clark, PD Chief Eric Johansen, Fire Chief Matt Gray, Jessica Alley, Amber Farnan & Ron Mattox.

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

Public Admin - Reviewed the Code of Ordinance and possible updates

Park & Rec Director Mattox - Park Chapter 24

- Revise Park opening time from 8:30 am to 6:00 am
- Remove tent camping permanently
- Snow removal for Park parking lot

Police Chief Johansen

- 46.04 needs to reflect 21 yr old tobacco product purchase age
- 54.05 (sec 2) to have pitbull grandfather clause removed due to age of when clause was created
- 55.14 & 55.15 change to have a fee resolution
- Discussed parking and stop sign regulations

Director Clark with Public Works

- Trees in the right-of-way

Meeting ended at 6:55pm

Glenwood City Council Minutes

October 10, 2023

Glenwood City Council met in regular session on Tues, 10.10.23 at 7:00 pm in Council Chambers. Mayor Ron Kohn called the meeting to order with the following Council Members present: Dan McComb, Holly Jackson, Laurie Smithers, Jeremy Rodman, & Donnie Kates. City employees present: Fire Chief Gray, Jamey Clark, Chief Johansen, Amber Farnan, & Jessica Alley; Guests: Joe Foreman, Rachel Reis, Jake Zimmerer, Brad Oliver, Richard Rix, Dan Kammerer; Virtual: Renate Frieze, & Ethan Hewett.

Motion Kates/2nd Smithers to approve the Consent Agenda as printed: Agenda, Abstract of Claims #7, Minutes of 9.26.2023 Council Meeting, Liquor License Renewal for Russ's Market #30, Fire Prevention Week Proclamation Oct 8-14th, and Pink Out Proclamation; Ayes- 5 Nays- 0 motion carried

Mayor Kohn opened the public meeting concerning the Fairview Creek Stabilization Project at 7:06 pm; Farnan stated there was no written or oral comments received from the public prior to the meeting, Jake Zimmerer from Eagle Engineering stated that the bids are good for 60 days, public hearing closed at 7:07 pm

Zimmerer opened sealed bids for the Fairview Stabilization Project including: Kerns Excavating Co. for \$183,088.80, Leick Construction for \$225,370.90, Neuvirth's Construction Inc. for \$445,195.75, Pruett Grading for \$194,143.60, VRBA Construction \$263,432.80, & United Contractors Inc. for \$189,310.00

Zimmerer advised waiting for 10.24.2023 Council Meeting to discuss, no action was taken

Mayor Kohn opened the public meeting concerning Asphalt Projects at 7:14 pm; Farnan stated there was no written or oral comments received from the public prior to the meeting, public hearing closed at 7:15 pm

Zimmerer opened sealed bids for the Asphalt Projects including: OldCastle Materials Midwest Co. dba Omni Engineering Inc. for \$185,585.10, and Western Engineering Company Inc. for \$277,120.00

Zimmerer advised Council to accept OldCastle Materials Midwest Co. dba Omni Engineering Inc.'s bid for \$185,585.10.

Motion Kates/2nd Jackson to approve OldCastle Materials Midwest Co. dba Omni Engineering Inc. in the amount of \$185,585.10 for Asphalt Projects; Ayes- 5 Nays- 0 motion carried

Motion Jackson/2nd Smithers to approve setting Public Hearing for 2019 CDBG-DR Housing Infill Projects for October 24, 2023 at 7:00pm; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Kates to approve Application for Retail/Cigarette/Tobacco Permit Holder for IN-N-OUT Stop; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd McComb to approve the Business Associate Agreement with Jennie Ed Foundation; Ayes- 5 Nays- 0 motion carried

Motion Jackson/2nd Kates to approve Sidewalk Reimbursement Claim for 104 Fairview Dr in the amount of \$250; Ayes- 5 Nays- 0 motion carried

Council reports on committee meetings held prior to the Council meeting

Public Admin-Jackson

Department heads assessing the current Code of Ordinances for changes that need to be made, will continue to review ordinances, no action was taken

Department Reports

Public Works Director Clark - recommends promoting Brent Hansen to Street Crewman II for successfully completing 1 year

Motion Kates/2nd McComb to approve Promotion of Brent Hansen to Street Crewmember II at \$23.22/hr per union contract, effective October 13, 2023; Ayes- 5 Nays- 0 motion carried

Police Chief Johansen- speed sign on N Locust fixed to read correctly; State Band is 10.14.23 at Glenwood Middle School, traffic will be increased, use caution; Flock cameras were removed, assessing Verkada cameras to replace

Alley for the Library- majority of upstairs was painted, paint was paid for by Diamond Vogel's Paint Iowa Beautiful Grant

Fire Chief Gray- 58 calls since the last Council, 42 in City limits; Mills County to purchase inflatable boat; Glenwood hosting Cross Country event; Fire/EMS members are attending schools for fire prevention week

Admin/Finance Farnan- will be meeting with County Board of Supervisors regarding Western Iowa Networks agreement; Mills County Chamber of Commerce Banquet will be at The Fountains Ballroom 10.12.2023 at 5:30pm

Motion Smithers/2nd Jackson to Approve Job Description and Recruiting for a Full-Time Administrative Assistant Position; Ayes- 5 Nays- 0 motion carried

Motion McComb/2nd Kates to approve Resolution 3650 Approving transfer of Perpetual Care Funds from the General Fund to the Perpetual Care Fund; Ayes- 5 Nays- 0 motion carried; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd McComb to approve Resolution 3651 Setting Pay Periods for Employees of the City of Glenwood, IA for Permanent Full and Part-time Employees Who are Paid on a Biweekly Pay Schedule; Ayes- 5 Nays- 0 motion carried

Motion Kates/2nd Smithers to approve Resolution 3652 FY23 Year End Transfers, Auditor Adjustments; Ayes- 5 Nays- 0 motion carried

Motion Jackson/2nd McComb to Approve the following CDBG Pass Thru Funds Pay Requests: Pay Requests 7 & 8 for Project 19-DRH-004, 408 N. Myrtle St in the amounts of \$39,779.97 and \$4,367.25, Pay Requests 6 & 7 for Project 19-DRH-007, 1001 N. Linn St in the amounts of \$18,705.44 and \$3,396.92, Pay Requests 6 & 7 for Project 19-DRH-005, 210 Valley St in the amounts of \$22,972.32 and \$1,224.59, Pay Request 5 for Project 19-DRH-002, 308 N. Hazel St in the amount of \$38,388.76, Pay Requests 5 & 6 for Project 19-DRH-006, 306 N. Locust St in the amounts of \$10,710.98 and \$435.33, Pay Requests 4 & 5 for Project 19-DRH-018, Arbor Hills Subdivision in the amounts of \$1,103,895.98 and \$218,510.95, & Pay Request 7 for Project 19-DRH-008, Burr Oak Place Apartments in the amount of \$701,853.25; Ayes- 5 Nays- 0 motion carried

Motion Kates/2nd McComb to adjourn meeting at 8:13 pm; Ayes- 5 Nays-0 meeting adjourned

Attest:

Mayor Ron Kohn

Jessica Alley, City Clerk

(712) 527-9280

SOLD TO <i>City of Ia</i>	GLENWOOD, IA 51534 (712) 527-9280	SHIP TO
ADDRESS <i>5 N. Vine</i>		ADDRESS
CITY, STATE, ZIP <i>Glenwood IA 51534</i>		CITY, STATE, ZIP

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				10/10/23

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
2		Red Maples	\$150.00		\$300.00
2		Autumn Blaze Maples	\$150.00		\$300.00
2		Red Oaks	\$150.00		\$300.00
2		Crow Apples	\$150.00		\$300.00
					<u>\$1200.00</u>

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
110-210-6010	SALARY	300,000.00	22,484.82	77,936.68	25.98	222,063.32
110-210-6030	WAGES - TEMP/SEASONAL	5,500.00	426.25	1,526.26	27.75	3,973.74
110-210-6040	WAGES - OVERTIME	1,500.00	.00	.00	.00	1,500.00
110-210-6061	LONGEVITY PAY	.00	.00	.00	.00	.00
110-210-6110	FICA, MEDICARE - CITY	.00	.00	.00	.00	.00
110-210-6150	HEALTH,LIFE,DENTAL INSURANCE	.00	.00	.00	.00	.00
110-210-6181	UNIFORM ALLOWANCE	2,000.00	.00	570.10	28.51	1,429.90
110-210-6230	TRAINING	500.00	45.00	45.00	9.00	455.00
110-210-6310	BUILDING MAINTENANCE/REPAIRS	5,000.00	.00	239.51	4.79	4,760.49
110-210-6320	GROUPS MAINTENANCE	3,000.00	.00	.00	.00	3,000.00
110-210-6321	SNOW REMOVAL (SALT/SAND)	25,000.00	.00	.00	.00	25,000.00
110-210-6322	TREE REMOVAL	10,000.00	.00	.00	.00	10,000.00
110-210-6323	SIDEWALK CONSTRUCTION/REPAIRS	1,000.00	.00	500.00	50.00	500.00
110-210-6324	NODE MAINTENANCE/SQ SIDEWALKS	2,500.00	265.50	290.48	11.62	2,209.52
110-210-6331	VEHICLE OPERATIONS	20,000.00	940.53	4,736.15	23.68	15,263.85
110-210-6332	VEHICLE REPAIRS	5,000.00	.00	597.52	11.95	4,402.48
110-210-6350	EQUIPMENT REPAIR	20,000.00	859.07	4,084.25	20.42	15,915.75
110-210-6371	UTILITIES	12,000.00	.00	704.90	5.87	11,295.10
110-210-6373	TELEPHONE	1,500.00	146.83	601.75	40.12	898.25
110-210-6379	STREET LIGHTING	35,000.00	.00	8,865.08	25.33	26,134.92
110-210-6399	REPAIRS-TRAFFIC SIGNALS	5,000.00	.00	.00	.00	5,000.00
110-210-6407	ENGINEERING FEES	10,000.00	9,680.18	67,237.98	672.38	57,237.98
110-210-6504	SHOP EQUIPMENT	2,500.00	.00	110.13	4.41	2,389.87
110-210-6505	RADIO & REPAIRS	.00	.00	.00	.00	.00
110-210-6507	OPERATING SUPPLIES/MISC	5,000.00	58.86	684.60	13.69	4,315.40
110-210-6509	POSTS/SIGNS	3,500.00	.00	.00	.00	3,500.00
110-210-6599	STREET MAINT. SUPPLIES	45,000.00	.00	27,596.73	61.33	17,403.27
110-210-6710	VEHICLES/EQUIPMENT	65,000.00	.00	.00	.00	65,000.00
110-210-6761	STREET MAINT/PROJECTS(HIRED)	1,384,000.00	.00	53,625.23	3.87	1,330,374.77
110-210-6762	HAZEL ST BRIDGE PROJECT	.00	.00	.00	.00	.00
110-210-6790	STORM SEWER EXP.	55,000.00	56.20	254.30	.46	54,745.70
	STREET TOTAL	2,024,500.00	34,963.24	250,206.65	12.36	1,774,293.35
110-910-6910	TRANSFERS OUT	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS TOTAL	5,000.00	.00	.00	.00	5,000.00
110-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	PROFIT HANDLER TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	2,029,500.00	34,963.24	250,206.65	12.33	1,779,293.35
	ROAD USE TAX TOTAL	2,029,500.00	34,963.24	250,206.65	12.33	1,779,293.35
	Report Total	2,029,500.00	34,963.24	250,206.65	12.33	1,779,293.35

GLENWOOD CEMETERY BOARD MEETING

The Glenwood Cemetery Board met in regular session on October 18, 2023 at 9:30 A.M., at the Cemetery Legion Building with the following present: Board Members Jerry Shaw & Ray Dean Cain, Cemetery Sexton Michael Collins, Board Member Blasi was absent.

Motion by Shaw, seconded by Cain to approve the agenda as presented; Ayes - 2 Nays - 0

Motion by Shaw, seconded by Cain, to approve the minutes of August 16, 2023; Ayes - 2 Nays - 0

Motion by Cain, seconded by Shaw, to approve claims; Ayes - 2 Nays - 0

Discussion Items:

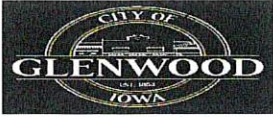
- ARPA money, will be meeting with Amber Farnan week of October 23-27 to discuss budget.
- Perpetual care fund, board was satisfied with the \$14,800 deposited. Would like to know how often money will be deposited.
- Would like to raise the Catholic maintenance fee to \$2,500 due February 1 of every year; formal action at next meeting.
- Would like to move the permanent part-time employees from \$14.00/hr to \$15.00/hr; formal action at next meeting.
- Installed 14 stones for the year totaling \$4,800.
- Fall spraying is done.
- Bushes have been trimmed.
- Chuck and Bill straightened 26 tablet stones.

Motion by Cain, seconded by Shaw, to adjourn the meeting; Ayes - 2 Nays - 0

Meeting adjourned at 11:04 a.m.

Ray Dean Cain, Chairman

Mike Collins, Cemetery Sexton



Amber Farnan <amber.farnan@cityofglenwood.org>

FW: 6.0 Ambulance Headgasket Quote.

Matt Gray <MGray@glenwoodfire.us>

Mon, Oct 16, 2023 at 7:32 AM

To: Amber Farnan <amber.farnan@cityofglenwood.org>

Amber,
forwarding this quote for medic 2.
Thanks

Matthew R Gray
Fire Chief
Glenwood Fire Department
MGray@glenwoodfire.us
Cell 712-520-5056
Office 712-527-2093
Fax 712-527-9332

From: B Oliver
Sent: Friday, October 13, 2023 9:05 PM
To: Matt Gray
Subject: Fw: 6.0 Ambulance Headgasket Quote.

From: Garret Stephens <garret@precisiondieselredoak.com>
Sent: Friday, October 13, 2023 3:43:31 PM
To: B Oliver
Subject: 6.0 Ambulance Headgasket Quote.

Good afternoon, to do a complete head gasket R&R on this Squad you will be right the \$10,000 range out the door. I am hoping it will be a little less but we wont know until we start disassembling it on what all of the upfitted ambulance stuff we will have to remove in order to remove the engine from the chassis.

That bid will include the following.

- * Upgraded O-ringed Cylinder heads with head studs. – They are a higher \$ option than regular heads but I would highly recommend having them on this application as that is a lot more of a durable option on a high abuse application for longevity of the head gaskets.
- * Coolant filtration kit for prolonged life of the oil cooler and cooling system.
- * New Oil cooler assembly
- * Blue spring kit for better fuel pressure
- * Updated stand pipe and d plugs in the oil rail as the factory ones are know to fail
- * And all needed gaskets and seals to reseal the engine while we have it disassembled to the block for the head gasket. About the only thing we will not reseal is the bedplate gasket as that pretty much involves tearing the whole engine down but yours is not leaking at this time.

This bid also includes a new turbo as there was a couple codes for the turbo stored in the PCM. We can disassemble the turbo to inspect to see if we can clean or if it needs to be replaced. There are a handful of other known issues on these that we can address if you would like but that all depends on budget such as injectors @ high pressure oil pump. But with the miles this has a long as the service was done regularly those items should have good lift left.

I also requested a price of a already O-ringed and head studded engine just to give you guys all the price options. But I have not heard back from them yet. That option would be more \$\$.

Please call, email or text with any questions.

Garret Stephens
Precision Diesel, Inc.
1956 G Ave
Red Oak, IA 51566
Main # - 712-623-9233
Cell # - 712-370-3722

Safety Manual for City of Glenwood

Adopted: 4/27/2010

Last Reviewed: 10/09/2023

Safety Manual

Table of Contents

Management Statement of Safety Policy.....	3
Safety Responsibility.....	4
Management and Department Head Safety Responsibilities.....	4
Supervisor Safety Responsibilities.....	4
Employee Safety Responsibilities.....	5
Medical Emergency Procedures.....	6
Injury and Incident Reporting and Investigation.....	7
Training and Orientation.....	8
Documentation of Safety Training.....	8
New Employee Safety Orientation.....	8
Hiring Practices	8
PPE.....	9
Office Safety.....	10
Electrical Safety.....	11
Fire Prevention and Protection.....	12-13
Seat Belt Policy.....	14
Chain Saw Policy.....	15
Medical Services.....	16
Designated Physician Policy.....	16
First Aid.....	16
Return to Work Program.....	17-19
Disciplinary Policy.....	20
Safety Reprimands.....	20
Verbal Warnings.....	20
Written Warnings.....	20
Disciplinary Leave.....	20
Termination.....	20
Documentation.....	20
Safety Audits and Inspections.....	21
Department Self-Inspection Checklists.....	21
Reporting Unsafe Acts/Unsafe Conditions.....	21
Basic Safety Rules.....	22
General Safety Rules.....	22
Specific Safety Program and Procedures.....	22
Incident Review Report.....	23-24
Employee Reprimand Form.....	25

City of Glenwood Management Statement of Safety Policy

The success of the City of Glenwood depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most valuable resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Glenwood is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

(Mayor's Signature)

(Date)

Safety Responsibilities

Management and Department Head Safety Responsibilities:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigations activities.
8. Review accident reports and recommend corrective actions.

Supervisor Safety Responsibilities:

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on City of Glenwood worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seatbelts, etc.
8. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the organization's safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities:

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with City of Glenwood Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accident/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Safety Committees:

A safety committee should be established by the governing body and be composed of five to seven employees representing each department or division. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. Employees from various work areas should be represented, both supervisory and non-supervisory. A chairperson needs to be selected who will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. In order to stay on top of things, the committees are encouraged to meet quarterly. The committees will have the following responsibilities:

1. Ensure that annual inspections are conducted in each department's work areas and on tools and equipment to identify safety hazards and recommend ways to correct hazards.
2. Coordinate the development of safety rules and safe work methods.
3. Coordinate safety training between departments when possible. This may include film, speakers and exhibits.
4. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.
5. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting where all departments employees have an opportunity to review them.

Medical Emergency Procedures:

The following actions should be taken in the event of a medical emergency.

1. Call **911**
2. Make sure site is safe before providing assistance. **Do not attempt rescue alone!**
3. Provide assistance to injured person.
4. Notify Safety Administrator/Department Supervisor
5. Call Help Nurse line

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, **City of Glenwood** employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the *First Report of Injury Form*.

To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IMWCA.

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

Injury and Incident Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation (see **Attachment 1**). The assigned investigator shall complete this form and a copy will be forwarded to the department head as applicable for the following incidences:

1. Any work-related accidents resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.
3. Any accident involving a member of the public that could result in a claim being filed against City of Glenwood, whether it is a personal injury or property damage.

Anytime an employee is involved in an accident with a city vehicle which involves private property, whether there is damage or not, the Police Department should be called immediately. If the Police Department is called on an incident, the police report shall accompany the Investigation Form. This Investigation Form does not replace the First Report of Injury Form, which still must be completed for an employee who incurs a work-related injury.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Copies of all incidents reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that incident occurred in.

Employer Investigation Report available at <https://www.imwca.org/claims/claims-forms/>.

Training and Orientation

The Safety Administrator/Department Supervisor will provide ongoing safety training in the following areas as the need arises:

1. New equipment purchases.
2. New/changes in operations.
3. Identified areas of increased accidents.
4. Newly identified areas of exposure.
5. Annual refresher training required for each program.

Documentation of Safety Training:

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in City Hall. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation:

Department heads or their designees will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained in City Hall.

Hiring Practices

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of the City of Glenwood that every new employee undergo a pre-placement physical. The employee will be directed to the **City of Glenwood**. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the **City of Glenwood**.

Job Descriptions

It shall be the responsibility of the department head or their designee to provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each department head shall be responsible for periodically updating all job descriptions within their department to ensure they adequately reflect the requirements of the job.

Personal Protective Equipment (PPE)

The City of Glenwood is responsible for requiring the appropriate personal protective equipment (PPE) be worn in all operations where there is any exposure to hazardous conditions or where there is a need for using such equipment to reduce the hazard to employees.

Hard hats shall be worn when there is the possibility of falling or flying objects, bumping the head, when around a project where an outside contractor requires their own employees to wear safety hats, when a project involves overhead operations, or for all structure projects. NOTE: Only hard hats issued by the City shall be worn.

Safety glasses shall be worn when there is the possibility of injuries to the face and eyes, both for inside and outside tasks. Side shields shall be worn at all times when there is a chance of injury from flying objects. Safety goggles should be used when grinding, drilling, chipping or breaking concrete, using compressed air tools, operating weed trimmers, wire brushing steel, or any other task involving flying objects. A full face shield or welding helmet may be necessary depending on the task.

Proper foot protection shall be worn while operating any device where a foot injury may occur. Proper hearing protection shall be worn while operating any device where there is a sustained exposure to high noise levels, or where noise warning signs are posted.

Safety harnesses are required for any task being completed involving work off the ground. Safety vests or other reflective clothing is required for any roadway construction or maintenance activities. Dust masks must be worn any time there is the potential for exposure to excessive dust. Seat belts must be worn at all times by any driver or passenger performing official City business. This includes: City-owned vehicles, equipment, vehicles rented by the City, or while operating a personal vehicle.

Please ask a Department Head or supervisor if a situation arises where you are unsure what PPE may be required.

Office Safety

City of Glenwood office areas may also be hazardous. Below are some safe office procedures to follow:

1. File drawers need to be closed when not in use.
2. File drawers need to be loaded evenly. A full top drawer with empty or partly filled bottom drawers may cause the cabinet to tip over. Furniture must be secured to prevent tipping.
3. Step stools (stools) or step ladders (ladders) may be used to reach high places. Chairs will not be used for this purpose. When stools or ladders are used, they should not be used in front of a door that can swing inward and knock the stool or ladder over.
4. Electric appliances must be grounded or double-insulated. Severe shocks may happen when operating electrical equipment in damp or wet conditions.
5. Paper clips, pens, pencils, paper, and other items need to be kept off the floor to reduce slipping hazards. Slippery floors, obstructive mats, cords, and furniture may result in strains, sprains, broken bones, and other injuries. Proper office design, cleaning, and maintenance will eliminate these hazards.
6. Lifting a load improperly or lifting an object that is too heavy may result in a back injury or hernia. Employees need to use proper lifting techniques, using their legs, not their back. Heavy (over 50 pounds) or awkward (larger than 3' x 3') loads should be lifted using more than one employee or by using a mechanical device.
7. Objects need to be carried properly so the view of the path ahead is not obstructed. Swinging doors should be approached cautiously.
8. Knives, paper edges, and paper cutters require an alert and careful user. Push pins and thumb tacks may produce serious puncture wounds if not used properly.
9. Employees will be shown where fire extinguishers are located and be trained on how to use them. Employees will be shown the appropriate exit and evacuation routes, and where to meet if an emergency situation arises. Access to fire extinguishers and exit routes will never be blocked.
10. The height of work areas (especially for keyboard use) will be evaluated as needed. Foot rests may be used to support feet. Please discuss any ergonomic issues with your Department Head.
11. Telephones and other work materials should be kept within easy reach to prevent back strain or falling objects.
12. Chairs will be provided with easily adjustable height and back rest positions to prevent aches in the employee's back, neck, and/or shoulders. Chairs should have appropriate casters and steady bases to allow for easy reaching and to prevent back problems or injuries from awkward reaching.
13. Overhead lighting may be dimmed if necessary. Light fixtures may be covered or indirect lighting may be installed to decrease eye stress, eye discomfort, or headaches at computer work areas.
14. Desks, keyboards, and computer monitors should be adjustable to prevent neck and back strain, as well as wrist injuries. Rest breaks will be provided and employees should vary tasks to decrease potential injury due to repetition. Task variation will also reduce work-related stressors.
15. Employees should be aware that not enough fresh air, air contaminants, smoke, asbestos, and/or idling vehicles near air intake vents or open doors may cause headaches and fatigue, or even irritation to the eyes, nose, and throat. Employees experiencing any (or all) of these symptoms must report this to the Department Head or supervisor so appropriate action can take place to correct the issues. The Safety Committee Chairperson should also be notified of the incident.
16. Cleaning and inspecting ventilation systems regularly may prevent bacterial and viral infections, as well as allergies.

Electrical Safety

Although the majority of City of Glenwood's employees will not directly be involved with any electrical work, the use of electricity can play an essential role in the functions and work performed by City employees.

Electricity Basics

1. Equipment cords and extension cords need to be inspected regularly for the following: ○ Worn or cut outer insulation; ○ Damaged or improper plugs; and ○ Incorrect sizes or types for intended use.
2. If any cords or equipment appear to be damaged, they should immediately be removed from service and reported to the Department Head. The Safety Committee should also be notified. The Department Head, along with the Safety Committee (if necessary), will ensure that damaged equipment will have the end of the cord tagged with an "Out of Service" tag, and any damaged extension cords should be removed, have the male end of the cord cut off, and disposed of appropriately.
3. Repairs to equipment and cords shall only be done by a qualified electrician. Heat shrink or similar material must be used to repair cord insulation. Electrical tape is not an acceptable repair material.
4. Electrical panel areas need to be kept clean and accessible.
5. Equipment cords and extension cords will not be run through doors, windows, etc. unless means have been taken to prevent damage to the cords (such as blocking a door or window open).
6. Under no circumstances are cords to be run through standing water or other wet or damp locations. Cords will not be run through walls or other materials in the place of fixed wiring.
7. Cords shall run to appropriately prevent damage from sharp edges, dropped materials, and foot or vehicle traffic. Cords should never present a tripping hazard. Cords should not be secured with nails, staples, or other conductive materials that may also cause damage to the cords.
8. All tools and equipment used wet or damp areas will be protected with the use of Ground Fault Circuit Interrupters (GFCIs). GFCIs should be tested quarterly by a competent person to determine if the GFCI is functioning correctly by utilizing the built-in test and reset buttons. If the GFCI fails to pass either test, it will be removed from service and the Department Head, supervisor, or Safety Committee Chairperson needs to be notified immediately.

Fire Protection and Prevention

Fire Protection

There should be consistency in the placement of fire extinguishers in every City facility, whether the facility is owned or leased. During a new employee orientation, the Department Head or designee will show the employee where to find fire extinguishers in the event of an emergency.

1. Fire extinguishers need to be located in an area where they are easily visible.
2. Proper signs and markings shall be used (if applicable) to ensure fire extinguisher identification.
3. Access to fire extinguisher locations will not be blocked by materials or other equipment.
4. Defective equipment should immediately be report to the Department Head or supervisor.
5. "No Smoking" signs will be followed.
6. Combustible materials (wood, paper, liquids) should be stored at least ten (10) feet from any heaters.

Fire Protection Training and Portable Fire Extinguishers

Employees will be properly trained in fire protection, which includes the following:

- A. Proper use of fire extinguishers and other firefighting equipment available in the work area (if applicable) □ Measures that should be taken to prevent a fire or reduce the potential for fire in the area.
- B. Procedures to be followed in the event of a fire: ○ Notification of Supervisors, other employees, and authorities (Fire Department) ○ Evacuation routes and alternate routes
 - a Responsibilities of employees, Supervisors, etc. in emergency situation ○ Emergency shutdowns (if applicable)
 - b Emergency handling of hazardous materials (if applicable)

Portable fire extinguishers are intended for use on small fires, or as an interim measure to control a fire until automatic fire extinguishing equipment is functioning and/or arrival of a professional or trained firefighter.

Each Department Head and/or supervisor shall be responsible for ensuring employees are trained on the following:











- C. The various types and locations of fire extinguishers available in the work area.
- D. The class(es) of fire that may occur in their work area.
- E. The type of fire extinguisher to use for each class of fire.
- F. The proper use of each type of fire extinguisher.

Fire extinguishers and smoke alarms should be visually inspected or tested monthly. The visual check, which ensures the extinguisher is in its place, accessible, and operable (e.g. seals are not broken, gauge indicates

proper level/pressure, etc.). Such inspections need to be recorded on the inspection tag affixed to each extinguisher, or in an inspection log kept in a secured location.

Fire extinguisher training will be conducted as needed for all permanent employees.

The correct type of extinguisher for different types of fires is listed in the chart below.

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
A	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
B	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder, Halon		
C	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder, Halon		
D	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol 
K	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			

Seat Belt/Restrain Policy

Purpose

This policy was created to protect the safety of our employees while operating official vehicles, equipment, personal and rental cars on official business.

Copies of this policy and procedures will be accessible to employees at **City Hall**.

Leadership and Accountability

Department heads will be responsible for enforcing and annually evaluating the seatbelt/restraint policy of their department.

Employees are accountable for following the policy and ensuring that other occupants of the vehicles or equipment they operate abide by the policy.

Policy

It is the policy of *the City of Glenwood* that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seatbelts and shoulder restraints.

Employees operating on and off-road equipment with a Rollover Protective Structure (ROPS) shall use seatbelts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps, and bumpers. This also applies to trailers, ATV dump boxes and lift buckets.

Failure to comply with these rules is a violation of *the City of Glenwood* safety policies, which is cause for disciplinary action.

Employees should refer questions or comments about this policy to *their department head*.

Employee Information and Training

All employees will be trained on the policy. Training will be documented, and the records stored at *City Hall*.

CHAIN SAW USE AND SAFETY PROCEDURES

POLICY STATEMENT:

Everyone that uses or is near a chain saw shall adhere to the requirements of this policy.

SCOPE:

- A. This policy applies to all employees. It shall be the responsibility of the employee to follow these requirements, for the care and use of all chain saws, in order to ensure safety under normal conditions of usage. This policy is not to be construed as all encompassing.

INTRODUCTION

REACTION FORCES:

In the operation of a chain saw, engine torque is transferred to the chain. The energy is then used to cut wood. But to every force (action) there is always a reaction force in the opposite direction. Thus, if the chain contacts wood or any other obstruction where the chain is moving away from the operator, the operator will feel the saw being pushed toward him. And, when the work contact is made on the underside of the bar where the chain is moving toward the operator, the person will feel the saw being pulled away from him.

KICKBACK:

Is another reaction, the MOST dangerous of these reactive forces. It occurs only when solid contact with the moving chain is made at the upper quadrant of the bar nose. A violent kickback will occur any time the chain hits a solid object (or takes too large a cut) while rounding this top quadrant of the bar nose. For the instant that the chain is stopped cold, the engine drives the guide bar to rotate inside the chain loop. This results in a pin wheeling rotation of the chain, the saw, and the bar during which the bar nose kicks back in an arc towards the operator. This is kickback the most dangerous of the reactions which can cause loss of control.

HOW TO MAINTAIN CONTROL:

- A. You must keep the front handlebar diameter in the webbing between the thumb and index finger of your left hand. This grip helps maintain control of the saw and limits the possibility that your hand will come in contact with the chain
- B. Hold the front handlebar close to the balance point of the saw (or where you can best oppose and absorb the push, pull and kickback forces of the saw without having it twist out of your grip.)
- C. Get a good grip on the rear handle.
- D. Maintain your balance on both feet, and do not reach above chest height with the saw engine, or reach so far forward that you could be drawn off balance by the saw's reactions.
- E. Stand a bit to one side so that no point of your body is behind the chain line (in the line the will take if it kicks back).

Medical Services

Designated Physicians Policy

Effective immediately, the following policy will be in effect regarding workers' compensation illnesses or injuries.

The City of Glenwood has designated Methodist Physicians Clinic, in Glenwood as its workers' compensation authorized treating physicians/clinic as provided by law under Chapter 85.39 of the Code of Iowa. Employees with a work-related illness or injury will be required to have their initial evaluation with this physician/clinic. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If any employee decides to go to another provider without the referral from the authorized treating physicians/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic. The only exception is if an employee needs treatment and the Methodist Physicians Clinic is closed.

First Aid

Any injury shall be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. Each department supervisor or a designee will receive American Red Cross first aid training.

Medical treatment is mandatory for any of the following:

1. Severe chest pains
2. Traumatic injuries (head injury or severe cut)
3. Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged, or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

All permanent employees will receive CPR and first aid training every 2 years.

Eye Wash Stations

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials. These eye wash stations or bottles need to be tested on a regular basis to ensure they are functional and have not expired. These eye wash stations will be tested when first aid kits are being restocked, or an employee will be assigned this duty, and will be recorded on a maintenance log.

Return to Work Program

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

- A. It is the policy of City of Glenwood to provide modified or alternate work for employees injured on the job, and are unable to temporarily or permanently return to his/her regular job classification. Regular modified and alternate work will be provided as available in compliance with the American with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- B. City of Glenwood will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.
- D. Objectives:
 - 1. To return employees who were injured on the job back to work as soon as possible, as long as there is not significant risk of substantial harm to themselves and others.
 - 2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
 - 3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
 - 4. To retain qualified and experienced employees.
 - 5. To reduce the cost of disability benefit programs.
- E. Temporary Alternative Duty (TAD)
 - 1. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. It is defined as modified duties or hours assigned to a worker. TAD is assigned when the physician indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and the work-related injury has not reached maximum medical improvement.
 - 2. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatments.
 - 3. If an alternate duty position is available an injured employee must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
 - 4. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. They will be proportionately adjusted in the case of part-time. The status of the TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD does not normally exceed three months.
 - 5. TAD Procedures:

The department head or workers' compensation designee:

 - 1) Informs designated physician about the TAD program and provides a copy of the injured employee's job description to physician.
 - 2) Informs the injured employee about the TAD program.
 - 3) Informs workers' compensation adjuster of the employee's availability to the TAD program.

4) Obtains information regarding medical condition of the employee from the Physician(s). Department representative and/or employee's supervisor, along with workers' compensation designee:

- 1) Develops work assignments on a case-by-case basis, if available, adjusting to medical restrictions.
- 2) Develops appropriate TAD assignments and monitors on-going medical and work adjustments.
- 3) May meet with the injured employee to review TAD status.

Employee:

- 1) Reviews and signs Appendix A of the Return to Work Program Statement of Acknowledgment.
- 2) When the physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential duties of his/her job without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
- 3) When the physician has determined that maximum medical improvement has been reached and the employee is unable to perform the essential duties of his/her job with or without reasonable accommodations, the employee may be assigned to a Ninety (90) Day Modified Duty Assignment.
 - a. An employee assigned to a Modified Duty Assignment will report to his/her regular department. The employee shall be assigned to do assignments that he/she is able to do under the restrictions that the physician has placed on the employee.
 - b. Employees placed on Ninety (90) Day Modified Assignments shall continue to receive the salary and benefits of his/her regular job classifications.
 - c. During the Ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.
 - d. At the conclusion of the Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.

F. Permanent restriction resulting from personal injury/illness:

1. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to their former jobs. The cost of such examination will be paid for by the employer.

G. Responsibilities of the employee:

1. To determine appropriateness of a job assignment, an employee who is unable to return to work without restriction is responsible for keeping his department head (or the department head designee) informed of the status of the employee's medical condition.
2. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City of Glenwood or the City of Glenwood workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Code of Iowa, Section 85.53).

Appendix A

Employee

Return to Work Program Statement of Acknowledgement

I acknowledge that I have been informed of City of Glenwood Temporary Alternative Duty (TAD) program, and I understand and agree to abide by the restrictions defined by the attending physician and by City of Glenwood as a condition of my participation in the Return-to-work program.

I further understand that if I do not follow the restrictions placed on me by the physician and City of Glenwood, I may receive disciplinary action up to and including discharge.

Employee

Signature/Date: _____

Witness

Signature/Date: _____

Outside Contractors

In hiring short term contractors, the **City of Glenwood** will require the contractors to submit proof of their safety programs and successful safety training. Before a contractor commences work in a City of Glenwood workplace, the project coordinator and/or supervisor who controls the work area will be responsible for informing all outside contractors of the elements of all safety programs of the city/county that affect the project.

Contractors who fail to follow safety program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the City of Glenwood Safety Program.

Safety Reprimands:

Should employees be observed not following documented safety rules/procedures, the attached Employee Reprimand Form will be used. Supervisors should make every effort to ensure employees are following safe work practices.

The City of Glenwood has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of City of Glenwood and Glenwood Fire/Rescue.

Verbal Warnings:

Supervisors may issue verbal warnings to employees that commit minor infractions of violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

Written Warnings:

Supervisors may issue written warnings for the following:

1. Repeat minor violations of safety rules or procedures.
2. Single serious violation(s) of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
3. Activities that could potentially result in injury or property damage.

Disciplinary Leave:

Supervisors may recommend and management may institute disciplinary leave for the above reasons and the following:

1. A single serious violation of a rule or procedure that results in an injury to themselves, another employee or causes property damage.
2. Repeat violations or non-conformance to safety rules/procedures.

Termination:

Supervisors and management may recommend termination of any employee for repeated serious violations of the above circumstances.

Documentation:

The Safety Administrator/Department Supervisor will maintain records of disciplinary action. Violations of City of Glenwood rules, regulations or procedures will be documented by filling out an Employee Reprimand Report on the employee. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation (see **Attachment 2**).

Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, quarterly department self inspections are required. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the safety committee and reviewed at the quarterly safety committee meetings.

Reporting Unsafe Acts/Unsafe Conditions

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited on all City owned property.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substance Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others, or cause property damage.

Specific Safety Program and Procedures

Employees will be trained on specific programs and procedures in their departments that may include the following:

1. Personal Protective Equipment
2. Hearing Conservation
3. Lockout/Tagout
4. Blood-Borne Pathogens Exposure Control Plan
5. Respiratory Protection

Attachment 1

Incident Review Report

Prior to completing this form, the supervisor should review applicable safety procedures, policies, and a job hazard analysis to compare the circumstances of the incident to the prescribed guidelines.

Employee name: _____ Date of incident: _____

Location of incident: _____ Time of incident: _____

What task was the employee performing at the time of the incident?

Is there a procedure for this task? Circle one: Yes No N/A
If yes, answer the following:

Was employee following procedure? Yes No

If the answer is no, why not?

Were proper tools or equipment being used? Yes No N/A

If the answer is no, why not?

Were tools or equipment in good condition? Yes No N/A

If the answer is no, why not?

Was the correct personal protective equipment (PPE) used? Yes No N/A

If the answer is no, why not?

If the answer is yes, what type of PPE was used?

Was there housekeeping or an environmental problem (i.e., Burnt out light bulbs in stairwell or hoses left on floor)?

Yes No

N/A

If the answer is yes, what?

Were immediate corrective steps taken to address causes of the incident?

Yes No N/A

If the answer is yes, what?

If the answer is no, why not?

Any recommendations for long-term corrections?

Signature of Employee: _____

Signature of Immediate Supervisor: _____

Signature of Safety Administrator: _____

Attachment 2

Employee Reprimand Form

Employee name: _____

Date: _____

Location of incident: _____

Time of incident: _____

Name of Department Head or Supervisor: _____

Name of other officials involved or notified (if any): _____

Type or nature of violation or reprimand:

Action taken to correct or prevent violation or reprimand from occurring again:

Describe reprimand given and immediate action taken:

Describe what next step will be if violation or reprimand occurs again:

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge receipt of this written reprimand but not necessarily in agreement with its content. I understand that a copy of this written reprimand will be placed in my official personnel file and that I have the right to prepare a letter of rebuttal to be attached to the written reprimand.

Employee signature: _____

Date: _____

Department head signature: _____

Date: _____



BLUFFS ELECTRIC, INC.
1315 9TH AVE.
COUNCIL BLUFFS, IOWA 51501
PH # 712-325-1537
FAX # 712-323-7158

PROPOSAL

Estimate for Parking Lot Lights @ Glenwood Lake Park

Ron Mattox

DATE	JOB NAME/LOCATION	PROPOSAL #
10/13/2023	Glenwood lake park	3563

FURNISH AND INSTALL TWO 150W LED FLOOD LIGHTS

FURNISH AND INSTALL WOOD POLE MOUNTED BULL HORN BRACKET FOR LIGHT FIXTURES

EXTEND 120V CIRCUIT TO TOP OF WOOD POLE

PRICE: \$1,590

RESPECTFULLY SUBMITTED,
Chase Evans

Acceptance of Proposal – The above proposal is satisfactory and is hereby accepted.

Date of Acceptance: _____

Signature: _____

BALANCE SHEET
CALENDAR 9/2023, FISCAL 3/2024

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL.
001-000-1110	CASH - GENERAL	77,304.89-	943,798.50
002-000-1110	CASH - AQUATIC CENTER	10,672.86-	4,364.09-
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	17,018.73	1,204,603.15
112-000-1110	CASH - EMPLOYEE BENEFITS	34,510.84-	1,096,803.18
119-000-1110	CASH - EMERGENCY FUND	2,575.93	2,933.03
121-000-1110	CASH - LOST	71,628.70	1,504,870.54
125-000-1110	CASH/CHECKING - TIF	18.24	102,839.28
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	10,923.58	52,827.50
307-000-1110	CASH/CHECKING		4,161.91-
309-000-1110	CASH/CHECKING		44,291.78
311-000-1110	CASH/CHECKING - CDBG	61.30-	253.30-
312-000-1110	CASH	329.00-	6,578.06
500-000-1110	PERPETUAL CARE CASH	560.00	514.47
	CASH TOTAL	20,153.71-	5,766,683.59
001-000-1111	CASH-AMPHITHEATER	86.50-	27,682.56-
	CASH TOTAL	86.50-	27,682.56-
001-000-1112	CASH - LIBRARY DONATIONS	112.66-	10,722.30
131-000-1112	LIBRARY DONATIONS		2,460.00-
	CASH TOTAL	112.66-	8,262.30
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

Sept 2023

BALANCE SHEET
CALENDAR 9/2023, FISCAL 3/2024

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	607.77	41,158.19
		-----	-----
	CASH TOTAL	607.77	41,158.19
		=====	=====
	TOTAL CASH	19,745.10-	6,488,115.19
		=====	=====

TREASURER'S REPORT
CALENDAR 9/2023, FISCAL 3/2024

ACCOUNT TITLE	LAST REPORT ON HAND	RECEIVED	DISBURSED	CHANGE IN LIABILITY	BALANCE
001 GENERAL	1,004,512.29	147,967.05	225,471.11		927,008.24
002 AQUATIC CENTER	6,308.77	2,219.74	12,892.60		4,364.09-
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	1,187,584.42	79,258.34	62,239.62		1,204,603.15
111 I-JOBS					
112 EMPLOYEE BENEFITS	1,131,314.02	54,042.57	88,553.39		1,096,803.18
119 EMERGENCY	357.10	2,575.93			2,933.03
121 LOST-SPECIAL REVENUE	1,851,626.54	72,270.70	642.00		1,923,255.24
125 TAX INCREMENT FINANCIN	102,821.04	18.24			102,839.28
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	41,903.92	10,923.58			52,827.50
201 DEBT SERV LOST SINK FUND					
302 COMMUNITY RECREATION CTR					
303 POOL CAPITAL FUND					
306 LIBRARY ROOF PROJECT					
307 R-R PAVEMENT					
308 VINE ST PAVEMENT					
309 2019 GO CAP PROJECTS	94,451.78				94,451.78
310 MARION HTS SEWER PROJ.					
311 CDBG HOUSING GRANT	192.00-	176,595.45	176,656.75		253.30-
312 DTR GRANT	6,907.06		329.00		6,578.06
315 FEMA FLOOD					
350 SQUARE RENOVATION					
500 CEMETERY PERPETUAL CAR	63,868.48	1,167.77			65,036.25
510 AMPHITHEATER CAPITAL	197,103.47				197,103.47
610 SEWER					
611 FMHA REPLACEMENT					
612 FMHA DS					
613 FMHA RESERVE					
Report Total	6,507,860.29	547,039.37	566,784.47	.00	6,488,115.19

REVENUE REPORT

CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,480,227.00	147,967.05	338,633.61	9.73	3,141,593.39
	AQUATIC CENTER TOTAL	144,600.00	2,219.74	33,314.76	23.04	111,285.24
	ROAD USE TAX TOTAL	1,709,000.00	79,258.34	192,680.89	11.27	1,516,319.11
	EMPLOYEE BENEFITS TOTAL	1,066,330.00	54,042.57	74,422.33	6.98	991,907.67
	EMERGENCY TOTAL	51,897.00	2,575.93	2,933.03	5.65	48,963.97
	LOST-SPECIAL REVENUE TOTAL	725,000.00	72,270.70	249,643.66	34.43	475,356.34
	TAX INCREMENT FINANCING TOTAL	44,000.00	18.24	18.24	.04	43,981.76
	DEBT SERVICE TOTAL	653,850.00	10,923.58	12,436.52	1.90	641,413.48
	CDBG HOUSING GRANT TOTAL	5,000,000.00	176,595.45	272,811.85	1.82	4,727,188.15
	DTR GRANT TOTAL	347,000.00	.00	10,309.04	2.97	336,690.96
	CEMETERY PERPETUAL CARE TOTAL	.00	1,167.77	1,826.31	.00	1,826.31-
	TOTAL REVENUE BY FUND	<u>3,221,904.00</u>	<u>547,039.37</u>	<u>1,189,030.24</u>	<u>5.12</u>	<u>2,032,873.76</u>

BUDGET REPORT
CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,553,647.00	225,471.11	809,917.64	22.79	2,743,729.36
	AQUATIC CENTER TOTAL	154,785.00	12,892.60	81,616.34	52.73	73,168.66
	ROAD USE TAX TOTAL	2,029,500.00	62,239.62	215,243.41	10.61	1,814,256.59
	EMPLOYEE BENEFITS TOTAL	1,095,500.00	88,553.39	245,930.81	22.45	849,569.19
	EMERGENCY TOTAL	51,897.00	.00	.00	.00	51,897.00
	LOST-SPECIAL REVENUE TOTAL	554,800.00	642.00	14,465.09	2.61	540,334.91
	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	155,000.00	.00	127,824.15	82.47	27,175.85
	MARION HTS SEWER PROJ. TOTAL	48,246.00	.00	.00	.00	48,246.00
	CDBG HOUSING GRANT TOTAL	4,400,000.00	176,656.75	272,873.15	1.89	4,127,126.85
	DTR GRANT TOTAL	458,000.00	329.00	3,730.98	.81	454,269.02
	TOTAL EXPENSES BY FUND	<u>3,180,421.00</u>	<u>566,784.47</u>	<u>1,771,601.57</u>	<u>7.64</u>	<u>1,408,819.43</u>

BUDGET REPORT
CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,440,658.00	114,061.30	326,043.43	22.63	1,114,614.57
	K9 DEPARTMENT TOTAL	4,500.00	.00	339.72	7.55	4,160.28
	FIRE TOTAL	1,012,300.00	73,455.65	201,174.57	19.87	811,125.43
	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	2,643,458.00	187,516.95	527,557.72	19.96	2,115,900.28
	STREET TOTAL	2,179,250.00	74,261.48	249,197.25	11.44	1,930,052.75
	SANITATION TOTAL	12,000.00	651.96	9,114.36	75.95	2,885.64
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	2,191,250.00	74,913.44	258,311.61	11.79	1,932,938.39
	LIBRARY TOTAL	534,761.00	34,709.20	96,322.82	18.01	438,438.18
	AMPTHEATER TOTAL	25,350.00	86.50	281.69	1.11	25,068.31
	PARK TOTAL	283,951.00	23,928.64	73,451.79	25.87	210,499.21
	RECREATION TOTAL	203,450.00	9,848.59	28,865.50	14.19	174,584.50
	POOL TOTAL	154,785.00	12,892.60	81,616.34	52.73	73,168.66
	CEMETERY TOTAL	183,251.00	14,727.02	40,735.89	22.23	142,515.11
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	1,385,548.00	96,192.55	321,274.03	23.19	1,064,273.97
	TREE BRD/COMM BEAUTIFICAT TOTA	3,000.00	25.00	25.00	.83	2,975.00
	PLANNING AND ZONING TOTAL	24,500.00	332.03	4,828.85	19.71	19,671.15
	DEBT SERVICE TOTAL	29,000.00	.00	.00	.00	29,000.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	56,500.00	357.03	4,853.85	8.59	51,646.15
	ADMINISTRATION TOTAL	385,676.00	24,151.25	72,233.08	18.73	313,442.92
	LEGAL TOTAL	75,000.00	573.50	38,552.00	51.40	36,448.00
	TORT LIABILITY TOTAL	220,000.00	6,094.00	144,391.00	65.63	75,609.00
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	680,676.00	30,818.75	255,176.08	37.49	425,499.92
	DEBT SERVICE TOTAL	650,046.00	.00	.00	.00	650,046.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	650,046.00	.00	.00	.00	650,046.00
	CDBG HOUSING PROJECTS TOTAL	4,858,000.00	176,985.75	276,604.13	1.86	4,581,395.87
	SEWER SIDEWALK PROJECT TOTAL	30,000.00	.00	.00	.00	30,000.00
	RECREATION TOTAL	125,000.00	.00	127,824.15	102.26	2,824.15-
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	5,013,000.00	176,985.75	404,428.28	2.69	4,608,571.72

BUDGET REPORT
CALENDAR 9/2023, FISCAL 3/2024**PCT OF FISCAL YTD 25.0%**

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	3,180,421.00	566,784.47	1,771,601.57	7.64	1,408,819.43

SEPTEMBER 2023 FINANCIALS

Fund	Beginning Balance	Revenues	Expenses	Ending Balance
General	\$ 1,004,512.29	\$ 147,967.05	\$ (225,471.11)	\$ 927,008.23
Aquatic	\$ 6,308.77	\$ 2,219.74	\$ (12,892.60)	\$ (4,364.09)
Park Capital	\$ 7,000.00			\$ 7,000.00
Cemetery Capital	\$ 6,554.00			\$ 6,554.00
ARPA	\$ 779,529.40			\$ 779,529.40
RUT	\$ 1,187,584.42	\$ 79,258.34	\$ (62,239.62)	\$ 1,204,603.14
Employee Benefits	\$ 1,131,314.02	\$ 54,042.57	\$ (88,553.39)	\$ 1,096,803.20
Emergency	\$ 357.10	\$ 2,575.93		\$ 2,933.03
LOST	\$ 1,851,626.54	\$ 72,270.70	\$ (642.00)	\$ 1,923,255.24
TIF	\$ 102,821.04	\$ 18.24		\$ 102,839.28
Library Furnishing	\$ 10,846.45			\$ 10,846.45
FEMA	\$ 3,628.14			\$ 3,628.14
Asset Forfeitures	\$ 11,735.41			\$ 11,735.41
Debt Service	\$ 41,903.92	\$ 10,923.58		\$ 52,827.50
Go Bond	\$ 94,451.78			\$ 94,451.78
CDBG Housing	\$ (192.00)	\$ 176,595.45	\$ (176,656.75)	\$ (253.30)
DTR	\$ 6,907.06		\$ (329.00)	\$ 6,578.06
Cemetery Perpetual	\$ 63,868.48	\$ 1,167.77		\$ 65,036.25
Amph Capital	\$ 197,103.47			\$ 197,103.47
Totals	\$ 6,507,860.29	\$ 547,039.37	\$ (566,784.47)	\$ 6,488,115.19

STATE OF IOWA 2023 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2023 CITY OF GLENWOOD, IOWA DUE: December 1, 2023	
	16206500200000
	CITY OF GLENWOOD
	5 N Vine
	GLENWOOD IA 51534
	POPULATION: 5073

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

ALL FUNDS

	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	2,981,797		2,981,797	3,020,120
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	2,981,797		2,981,797	3,020,120
Delinquent Property Taxes	0		0	0
TIF Revenues	0		0	0
Other City Taxes	1,063,003	0	1,063,003	953,068
Licenses and Permits	40,594	0	40,594	313,800
Use of Money and Property	912	0	912	6,500
Intergovernmental	6,742,449	0	6,742,449	7,797,699
Charges for Fees and Service	194,150	0	194,150	174,000
Special Assessments	7,370	0	7,370	50,000
Miscellaneous	261,585	0	261,585	244,600
Other Financing Sources	839,184	0	839,184	500
Transfers In	839,184	0	839,184	1,077,166
Total Revenues and Other Sources	12,131,044	0	12,131,044	13,637,453
Expenditures and Other Financing Uses				
Public Safety	1,998,446		1,998,446	2,392,450
Public Works	915,196		915,196	924,700
Health and Social Services	0		0	0
Culture and Recreation	1,201,447		1,201,447	1,694,595
Community and Economic Development	84,440		84,440	121,750
General Government	525,801		525,801	629,700
Debt Service	652,074		652,074	656,750
Capital Projects	5,233,596		5,233,596	6,230,775
Total Governmental Activities Expenditures	10,611,000	0	10,611,000	12,650,720
BUSINESS TYPE ACTIVITIES		0	0	0
Total All Expenditures	10,611,000	0	10,611,000	12,650,720
Other Financing Uses	839,184	0	839,184	
Transfers Out	839,184	0	839,184	1,077,166
Total All Expenditures/and Other Financing Uses	11,450,184	0	11,450,184	13,727,886
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	680,860	0	680,860	-90,433
Beginning Fund Balance July 1, 2022	6,389,826	0	6,389,826	5,531,756
Ending Fund Balance June 30, 2023	7,070,686	0	7,070,686	5,441,323

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

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

Indebtedness at June 30, 2023	Amount	Indebtedness at June 30, 2023	Amount
General Obligation Debt	6,109,789	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	17,187,121

CERTIFICATION

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

REVENUE P2
CITY OF GLENWOOD
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2023
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section A - Taxes	1									1
Taxes levied on property	2	1,803,979	958,605	219,213			2,981,797		2,981,797	2
Less: Uncollected Property Taxes - Levy Year	3						0		0	3
Net Current Property Taxes	4	1,803,979	958,605	219,213	0	0	2,981,797		2,981,797	4
Delinquent Property Taxes	5						0		0	5
Total Property Tax	6	1,803,979	958,605	219,213	0	0	2,981,797		2,981,797	6
TIF Revenues	7						0		0	7
Other City Taxes										
Utility Tax Replacement Excise Taxes	8	16,706	8,882	2,036			27,624		27,624	8
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9	337,750					337,750		337,750	9
Parimutuel Wager Tax	10						0		0	10
Gaming Wager Tax	11						0		0	11
Mobile Home Tax	12						0		0	12
Hotel / Motel Tax	13						0		0	13
Other Local Option Taxes	14		697,629				697,629		697,629	14
Total Other City Taxes	15	354,456	706,511	2,036	0	0	1,063,003	0	1,063,003	15
Section B - Licenses and Permits	16	40,594					40,594		40,594	16
Section C - Use of Money and Property	17									17
Interest	18	912					912		912	18
Rents and Royalties	19						0		0	19
Other Miscellaneous Use of Money and Property	20						0		0	20
	21						0		0	21
Total Use of Money and Property	22	912	0	0	0	0	912	0	912	22
Section D - Intergovernmental	24									24
Federal Grants and Reimbursements	26									26
Federal Grants	27	412,891					412,891		412,891	27
Community Development Block Grants	28				5,129,536		5,129,536		5,129,536	28
Housing and Urban Development	29						0		0	29
Public Assistance Grants	30	4,169	28,549				32,718		32,718	30
Payment in Lieu of Taxes	31						0		0	31
	32						0		0	32
Total Federal Grants and Reimbursements	33	417,060	28,549	0	5,129,536	0	5,575,145	0	5,575,145	33

REVENUE P3
CITY OF GLENWOOD
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2023
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section D - Intergovernmental - Continued	41								41
State Shared Revenues	43								43
Road Use Taxes	44	698,101					698,101		698,101
Other state grants and reimbursements	48								48
State grants	49	8,303					8,303		8,303
Iowa Department of Transportation	50						0		0
Iowa Department of Natural Resources	51						0		0
Iowa Economic Development Authority	52						0		0
CEBA grants	53						0		0
Commercial & Industrial Replacement Claim	54	49,925	26,544	6,082			82,551		82,551
Liquor profits	55	5,656					5,656		5,656
	56						0		0
	57						0		0
	58						0		0
	59						0		0
Total State	60	63,884	724,645	6,082	0	0	794,611	0	794,611
Local Grants and Reimbursements									
County Contributions	63	193,267	35,000				228,267		228,267
Library Service	64						0		0
Township Contributions	65	115,419					115,419		115,419
Fire/EMT Service	66						0		0
Other Cities	67		29,007				29,007		29,007
	68						0		0
	69						0		0
Total Local Grants and Reimbursements	70	308,686	64,007	0	0	0	372,693	0	372,693
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	789,630	817,201	0	6,082	5,129,536	6,742,449	0	6,742,449
Section E -Charges for Fees and Service	72								72
Water	73						0		0
Sewer	74						0		0
Electric	75						0		0
Gas	76						0		0
Parking	77						0		0
Airport	78						0		0
Landfill/garbage	79						0		0
Hospital	80						0		0

REVENUE P4

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section E - Charges for Fees and Service - Continued	81								81
Transit	82						0		82
Cable TV	83						0		83
Internet	84						0		84
Telephone	85						0		85
Housing Authority	86						0		86
Storm Water	87						0		87
Other:	88								88
Nursing Home	89						0		89
Police Service Fees	90	8,385					57,309		57,309
Prisoner Care	91						0		91
Fire Service Charges	92	19,164					19,164		19,164
Ambulance Charges	93						0		93
Sidewalk Street Repair Charges	94	225					225		225
Housing and Urban Renewal Charges	95						0		95
River Port and Terminal Fees	96						0		96
Public Scales	97						0		97
Cemetery Charges	98	29,060					29,060		29,060
Library Charges	99						0		99
Park, Recreation, and Cultural Charges	100	85,417					85,417		85,417
Animal Control Charges	101						0		101
Miscellaneous	102	2,975					2,975		2,975
	103						0		103
Total Charges for Service	104	185,765	8,385	0	0	0	194,150	0	194,150
Section F - Special Assessments	106			7,370			7,370		7,370
Section G - Miscellaneous	107								107
Contributions	108	102,446					102,446		102,446
Deposits and Sales/Fuel Tax Refunds	109						0		0
Sale of Property and Merchandise	110	7,800					7,800		7,800
Fines	111	8,410					8,410		8,410
Internal Service Charges	112						0		0
Refunds and reimbursements	113	101,986	38,743		2,000		142,729		142,729
Perpetual care payments	114					200	200		200
	115						0		0
	116						0		0
	117						0		0

REVENUE P5

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)	121 3,395,978	2,529,445	0	234,701	5,131,536	200	11,291,860	0	11,291,860	121
Section H - Other Financing Sources	123									123
Proceeds of capital asset sales	124						0		0	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125						0		0	125
Proceeds of anticipatory warrants or other short-term debt	126						0		0	126
Regular transfers in and interfund loans	127 413,250			425,934			839,184		839,184	127
Internal TIF loans and transfers in	128						0		0	128
	129						0		0	129
	130						0		0	130
Total Other Financing Sources	131 413,250	0	0	425,934	0	0	839,184	0	839,184	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132 3,809,228	2,529,445	0	660,635	5,131,536	200	12,131,044	0	12,131,044	132
Beginning Fund Balance July 1, 2022	134 1,741,647	3,862,181	126,102	31,829	367,953	260,114	6,389,826		6,389,826	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136 5,550,875	6,391,626	126,102	692,464	5,499,489	260,314	18,520,870	0	18,520,870	136

EXPENDITURES P6
CITY OF GLENWOOD
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2023
NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	920,093	339,203					1,259,296		1,259,296	2
Jail	3							0		0	3
Emergency Management	4	170,986						170,986		170,986	4
Flood control	5							0		0	5
Fire Department	6	483,129	85,035					568,164		568,164	6
Ambulance	7							0		0	7
Building Inspections	8							0		0	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10							0		0	10
Other Public Safety	11							0		0	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	1,574,208	424,238		0	0	0	1,998,446		1,998,446	14
	15										15
Section B - Public Works	16	279,763	623,290					903,053		903,053	16
Roads, Bridges, Sidewalks	17							0		0	17
Parking Meter and Off-Street	18							0		0	18
Street Lighting	19							0		0	19
Traffic Control Safety	20							0		0	20
Snow Removal	21							0		0	21
Highway Engineering	22							0		0	22
Street Cleaning	23							0		0	23
Airport (if not an enterprise)	24	12,143						12,143		12,143	24
Garbage (if not an enterprise)	25							0		0	25
Other Public Works	26							0		0	26
	27							0		0	27
Total Public Works	28	291,906	623,290		0	0	0	915,196		915,196	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34							0		0	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36							0		0	36
	37							0		0	37
	38							0		0	38

EXPENDITURES P7

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, — Continued

NON-GAAP/CASH BASIS

[illegible]

EXPENDITURES P8

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, — Continued

NON-GAAP/CASH BASIS

[illegible]

EXPENDITURES P9
CITY OF GLENWOOD
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2023 – Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	3,308,996	1,393,053	23,281	652,074	5,233,596	0	10,611,000	0	10,611,000	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132		795,375			43,809		839,184		839,184	132
Internal TIF loans/repayments and transfers out	133							0		0	133
	134							0		0	134
Total Other Financing Uses	135	0	795,375	0	0	43,809	0	839,184	0	839,184	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	3,308,996	2,188,428	23,281	652,074	5,277,405	0	11,450,184	0	11,450,184	136
	137										137
Ending fund balance June 30, :	138										138
Governmental:	139										139
Nonspendable	140						260,314	260,314		260,314	140
Restricted	141	779,529	4,203,198	102,821	40,390	222,084		5,348,022		5,348,022	141
Committed	142							0		0	142
Assigned	143	61,119						61,119		61,119	143
Unassigned	144	1,401,231						1,401,231		1,401,231	144
Total Governmental	145	2,241,879	4,203,198	102,821	40,390	222,084	260,314	7,070,686		7,070,686	145
Proprietary	146								0	0	146
Total Ending Fund Balance June 30,	147	2,241,879	4,203,198	102,821	40,390	222,084	260,314	7,070,686	0	7,070,686	147
Total Requirements (Sum of lines 136 and 147)	148	5,550,875	6,391,626	126,102	692,464	5,499,489	260,314	18,520,870	0	18,520,870	148

OTHER P10

Part III

Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	Purpose	Amount paid to State
Correction		Highways	
Health		All other	
Highways			
Transit Subsidies			
Libraries			
Police protection			
Sewerage			
Sanitation			
All other			

Part IV

Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID			Amount
Total Salaries and Wages Paid			1,707,236

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

A. Long-Term Debt

Debt During the Fiscal Year			Debt Outstanding JUNE 30, 2023						
Purpose	Line	Debt Outstanding JULY 1, 2022	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.								
Sewer Utility	2.								
Electric Utility	3.								
Gas Utility	4.								
Transit-Bus	5.								
Industrial Revenue	6.								
Mortgage Revenue	7.								
TIF Revenue	8.								
Other Purposes / Miscellaneous	9.								
GO	10.	6,569,789		460,000	6,109,789				190,574
Parking	11.								
Airport	12.								
Stormwater	13.								
Section 108	14.								
Total Long-Term		6,569,789	0	460,000	6,109,789	0	0	0	190,574

B. Short-Term Debt Amount

Outstanding as of July 1, 2022

Outstanding as of JUNE 30, 2023

DEBT LIMITATION FOR GENERAL OBLIGATIONS

Amount

Notes & Remarks
REMARKS

-

STATE OF IOWA

GAX

BUDGET FY 2022		General Accounting Expenditure						DOCUMENT NUMBER 6								
		DATE 10/18/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS								
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE					UNIT PRICE	TOTAL PRICE								
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-018 Report Number: 6 <i>Arbor Hills</i>					\$620,350.61								
								DOCUMENT TOTAL \$ 620,350.61								
CLAIMANT'S CERTIFICATION					AGENCY CERTIFICATION											
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.					I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:											
DATE TITLE					CODE OR CHAPTER SECTION(S)											
CLAIMANT'S SIGNATURE					AUTHORIZED SIGNATURE											
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 6		DOC DATE		ACCTG PRD	BUDGET FY 22	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY				
VENDOR CODE 2129822		ADDR OVERRIDE	F/A INDICATOR	EFT IND Y	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 620,350.61		
02																
03																
04																
05																
06																
07																

GAX

WARRANT #

AUDITED BY

DOCUMENT TOTAL

\$ 620,350.61

PAID DATE

STATE OF IOWA

GAX

BUDGET FY 2022		General Accounting Expenditure						DOCUMENT NUMBER 8								
		DATE 10/19/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY)				SHIP TO ADDRESS								
				Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315												
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE							UNIT PRICE	TOTAL PRICE						
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-005 Report Number: 8							\$269.13						
						210 Valley St										
								DOCUMENT TOTAL		\$ 269.13						
CLAIMANT'S CERTIFICATION								AGENCY CERTIFICATION								
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.								I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:								
DATE		TITLE						CODE OR CHAPTER SECTION(S)								
CLAIMANT'S SIGNATURE								AUTHORIZED SIGNATURE								
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 8		DOC DATE		ACCTG PRD	BUDGET FY 22	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY				
VENDOR CODE 2129822		ADDR OVERRIDE		F/A INDICATOR	EFT IND	TEXT -po's only (Y/N)		TEXT (po's only)								
					Y											
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT					
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 269.13		
02																
03																
04																
05																
06																
07																
								DOCUMENT TOTAL		\$		269.13				

GAX

WARRANT #

AUDITED BY

PAID DATE

STATE OF IOWA

GAX

BUDGET FY 2022		General Accounting Expenditure						DOCUMENT NUMBER 8								
		DATE 10/19/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS								
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE							UNIT PRICE	TOTAL PRICE						
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-007 Report Number: 8 <i>1001 N. Lynn St</i>							\$2,173.67						
DOCUMENT TOTAL									\$ 2,173.67							
CLAIMANT'S CERTIFICATION						AGENCY CERTIFICATION										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
DATE						CODE OR CHAPTER SECTION(S)										
TITLE						AUTHORIZED SIGNATURE										
CLAIMANT'S SIGNATURE																
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 8		DOC DATE		ACCTG PRD 22	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY				
VENDOR CODE 2129822		ADDR OVERRIDE	F/A INDICATOR	EFT IND Y	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT					
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 2,173.67		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL									\$		2,173.67					

GAX

WARRANT #

AUDITED BY

PAID DATE

STATE OF IOWA

GAX

BUDGET FY 2022		General Accounting Expenditure						DOCUMENT NUMBER 9								
		DATE 10/19/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS								
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE	UNIT PRICE						TOTAL PRICE							
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-004 Report Number: 9 <i>408 N. Myrtle</i>						\$4,769.83							
DOCUMENT TOTAL								\$ 4,769.83								
CLAIMANT'S CERTIFICATION						AGENCY CERTIFICATION										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
DATE						CODE OR CHAPTER SECTION(S)										
TITLE						AUTHORIZED SIGNATURE										
CLAIMANT'S SIGNATURE						THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY										
DOC TYPE (GAX) GAX	DOC NUMBER 9		DOC DATE		ACCTG PRD 22	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE 2129822		ADDR OVERRIDE	F/A INDICATOR	EFT IND Y	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 4,769.83		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL												\$ 4,769.83				

GAX

WARRANT #

AUDITED BY

PAID DATE

STATE OF IOWA

GAX

BUDGET FY 2022		General Accounting Expenditure						DOCUMENT NUMBER 7														
		DATE 10/20/2023		ACCTG PERIOD (mm/yy)																		
VENDOR CODE				AGENCY NAME																		
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS														
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED														
								DATE INITIALS														
QUANTITY				VENDOR'S INVOICE NUMBER																		
ORDERED	RECEIVED	UNIT OF MEASURE							UNIT PRICE	TOTAL PRICE												
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-001 Report Number: 7 <i>712 Lofts</i>							177,859.09												
									DOCUMENT TOTAL		\$ -											
CLAIMANT'S CERTIFICATION									AGENCY CERTIFICATION													
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.									I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:													
DATE TITLE									CODE OR CHAPTER SECTION(S)													
CLAIMANT'S SIGNATURE									AUTHORIZED SIGNATURE													
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																						
DOC TYPE (GAX) GAX		DOC NUMBER 7		DOC DATE		ACCTG PRD		BUDGET FY 22		ACTION NEW/MOD		PO SHIP INSTR		GAX TYPE		INT IND		INT SELLER FUND		INT SELLER AGCY		
VENDOR CODE 2129822		ADDR OVERRIDE		F/A INDICATOR		E/F IND Y		TEXT -po's only (Y/N)		TEXT (po's only)												
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN		VEND INVOICE #		COMMODITY CODE		GS CONTRACT										
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F						
01	0001	269	5000				4125							\$ -								
02																						
03																						
04																						
05																						
06																						
07																						

GAX

WARRANT #

AUDITED BY

PAID DATE

DOCUMENT TOTAL

\$

-

STATE OF IOWA

GAX

BUDGET FY 2022		General Accounting Expenditure						DOCUMENT NUMBER 7								
		DATE 10/19/2023		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS								
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE						UNIT PRICE		TOTAL PRICE						
				Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-006 Report Number: 7 306 N. Locust St						\$5,807.08						
DOCUMENT TOTAL										\$ 5,807.08						
CLAIMANT'S CERTIFICATION I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE						AGENCY CERTIFICATION I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE										
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 7		DOC DATE		ACCTG PRD	BUDGET FY 22	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY				
VENDOR CODE 2129822		ADDR OVERRIDE	F/A INDICATOR	EFT IND Y	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT					
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 5,807.08		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL										\$ 5,807.08						

GAX

WARRANT #

AUDITED BY

PAID DATE



STAFF REPORT

To: City Council, Mayor Kohn
From: Amber Farnan
Date: 10/23/2023
RE: Western Iowa Network Update

City Attorney Matt Woods and I met with the Board of Supervisors on Tuesday, October 17, 2023, to discuss the agreement between the County and City to bring broadband into the City of Glenwood. The County Attorney is drafting an agreement for the partnership and will coordinate with City Attorney Woods. Once it is drafted, the agreement will come to both the Board of Supervisors and the City Council. Once it is approved by both parties, the City can make their contribution to the County and Western Iowa Networks can begin work.

I will follow up with Ami Peterson & City Attorney Woods to ensure the agreement is moving forward.

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

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



STAFF REPORT

To: City Council, Mayor Kohn, Department Heads
From: Amber Farnan
Date: 10/23/2023
RE: Budget Update/Timeline

HF718 made many changes to our current budget processes, including a truth in taxation mailing to all property owners in each county, a new deadline for adoption, removal of some levies, and growth limitations.

Below are some highlights that will affect the City of Glenwood as of FY25.

The emergency levy is being eliminated, however, if I understand correctly it is added to the new Combined General Fund Levy (CGFL). Currently our CGFL is at 8.37 (8.10 general levy + .27 emergency levy). The State's goal is to have all CGFL at or below 8.10 by FY29. We will still be able to levy for Debt Service, Tort/Liability and Employee Benefits.

Each year our CGFL will be recalculated based on our growth (or lack of), this does not include TIF taxable growth (Arbor Hills, Burr Oak, Maplewood, Oak Ridge & 712 Lofts). If our valuations increase less than 3%, then there is no reduction in our CGFL, if growth is between 3-6% then there will be a 2% reduction in our CGFL, for over 6% there is a 3% reduction.

Estimate of possible FY25 CGFL:

Growth		CGFL
0% - 3%	=	8.37
3% - 6%	=	8.20
Over 6%	=	8.12

We are hearing rumors that the rollback could be between 47-49%, currently it is at 54.1302%

New Deadlines and processes:

All budgets must be submitted by April 30, 2023 (same as last year, previous years have been March 15).

By March 5th our levy information and a public hearing date will need to be set and sent to the State. The Auditor's office then must compile the County's, Schools' & City's levy information and send a mailer out to ALL property owners in Mills County, this mailer will include all the levy rates and the effect it would have on a \$100,000 property, and public hearing dates for all

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

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

entities. It will break out the levy rates for each taxing entity separately. This mailing has to be sent out by March 20, 2024. The State has tasked the Auditor's office with this mailing and any expenses incurred (I highly suspect we will see some changes in this process, auditors have been pushing back on the short turn around time and the added expense of supplies, postage, staff time, etc.).

The Max Levy Public Hearing has been eliminated; however, a new public hearing has been created. We must hold a public hearing (separate from any other meeting and no action can be taken) on the full property tax rate, which makes a lot more sense than the max levy public hearings. This date must be set before information is sent to the State on March 5th. We cannot set a date for the budget adoption public hearing until after the first hearing is held.

We are still required to have a second public hearing before adopting the budget via resolution.

Timeline for FY25 Budget Process

Action	Date
Budget Worksheets to City Admin	November 1, 2023
First Budget Workshop w/Council	November 14, 2023
Second Budget Workshop	December 12, 2023
Valuations from County	January 1, 2024
Third Budget Workshop	January 23, 2024
Set Full Budget Levy Public Hearing Date	February 13, 2024
Full Budget Levy to State	March 5, 2023
Full Budget Levy Public Hearing	Week of April 1, 2024
Set Public Hearing for Budget	April 9, 2024
Public Hearing & Budget Adoption	April 23, 2024
Submit Budget to State	April 24, 2024

This timeline is subject to change, depending on our needs. I will be attending additional training on November 16 regarding the budget process.

There is a lot of rumors floating around that the next legislative session will be looking at LOST and TIF changes, as information becomes available, I will pass it along.

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

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