

Glenwood City Council Committee Meeting Minutes

November 28, 2023

Glenwood City Council met for committee meetings on Tues, 11.28.23 at 6:00 pm in Council Chambers prior to the City Council meeting. Mayor Pro Tem Dan McComb called the meeting to order with the following Council Members present: Jeremy Rodman, Holly Jackson, Laurie Smithers & Donnie Kates. City employees present: Jamey Clark, PD Chief Eric Johansen, Fire Chief Matt Gray, Jessica Alley, Amber Farnan, Mike Collins & Tara Painter. Guests: Joe Foreman, Brad Oliver, Jennie Davis & Andrew Mayer.

Committee meetings are open to the public and 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.

City Admin/Dir Finance Farnan:

- discussed budget timeline changes due to State requirements, ARPA dollars will be discussed with budget
- researching employee paid vision insurance options with Assured Partners
- Johansen, Gray and Farnan have been discussing payroll software to increase efficiency and eliminate handwritten timecards

Chamber of Commerce Director Jennie Davis:

- Glenwood Holiday Festival will kick off on Friday at 5:00p, discussed with Council about allowing horse carriage rides sponsored by Jim Hughes, requested to have middle parking lane closed from Friday 2:00p - Saturday 2:00p due to safety
- Andrew Mayers discussed Droppett, 10 x 24 recycling can redemption container that uses tag, drop, and pay later system, Council interested and looking for location with power available, would include \$35/month utility costs

Meeting ended at 6:55pm

Glenwood City Council Minutes

November 28, 2023

Glenwood City Council met in regular session on Tues, 11.28.2023 at 7:00 pm in Council Chambers. Mayor Pro Tem Dan McComb called the meeting to order with the following Council Members present: Holly Jackson, Jeremy Rodman, Laurie Smithers, & Donnie Kates. City employees present: Fire Chief Gray, Jamey Clark, Chief Johansen, Amber Farnan, Tara Painter, Mike Collins, Ron Mattox & Jessica Alley; Guests: Joe Foreman, Jacque Young, Adam Braun, Jennie Davis, Christina Duran + Family, Laura Kuhl & Brad Oliver; Virtual: John, Johnny, & Ethan Hewett

Motion Kates/2nd Smithers to approve the Consent Agenda as printed: Agenda, Revised Abstract of Claims # 9, Abstract of Claims #10, Minutes of 11.14.2023 Council Meeting, Kwik Shop #541 Liquor License Renewal, Mayor's reappointment of Ralph Davis to the GMU Board, 6-year term ending 1/2/2030; Ayes- 5 Nays- 0 motion carried

Mayor Pro Tem Dan McComb administered Oaths of Office to Ralph Davis for the GMU Board and Christina Duran for the At-Large City Council seat

Motion Smithers/2nd Kates to Accept Resignation of Mayor Kohn, effective 11.28.2023; Ayes- 5 Nays- 0 motion carried

Motion Jackson/2nd Kates to Approve Filling Mayor Vacancy by Appointment; Ayes- 5 Nays- 0 motion carried

Council reports on committee meetings held prior to the Council meeting

Kates for Public Works- discussed Droppett recycling can redemption; Holiday Festival, Chamber of Commerce's request to offer horse carriage rides

Motion Kates/2nd Jackson to Approve Closing Middle Parking Lane on 1st from Friday 2:00 pm and Reopen Saturday 2:00 pm allowing Horse & Carriage Rides for 2023 Glenwood Holiday Market; Ayes- 5 Nays- 0 motion carried

Smithers for Budget & Finance- discussed budget; ARPA Funds

Motion Jackson/2nd Kates to approve changing Agent of Record to Assured Partners; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Jackson to approve City Admin moving forward with adding employee Paid Vision Insurance; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Kates to approve Payroll Scheduling Software Contract with Eschedule in the amount of \$5,150.00; Ayes- 5 Nays- 0 motion carried

Department Reports

Public Works Director Clark- street department hanging holiday banners; 6th St project pouring driveways for phase 3; Public Works provided current list of roads that need repair to Council

Police Chief Johansen- thank you to Fire/EMS, Cemetery, and Public Works for Abbott Funeral procession; salvage vehicle inspections successful; exploring Handle with Care program with schools and county; officer was offered conditional work offer for Pottawattamie County

Painter for Library- Library Board losing 2 members in January

Collins for Cemetery- discussed three tree removal at Cemetery; Smithers will discuss recommended Catholic Maintenance Fees being raised with Father Dan

Motion Jackson/2nd Smithers to Approve Removal of Three Trees by Konfrst Tree Service at Cemetery, not to exceed \$3,500; Ayes- 5 Nays- 0 motion carried

Fire Chief Gray- 51 calls since the last Council, 37 in City limits, 26 were medical calls; safety manual revisions; Pacific Junction Fire contract discussion with PJ Mayor, Glenwood Fire/EMS primary response; \$4,114 matching DNR Grant received for wildland gear

Motion Rodman/2nd Smithers to approve Safety Manual; Ayes- 5 Nays- 0 motion carried

Mattox with Park & Rec- discussed SWI Pickleball requesting City to contribute to costs for water hydrant to be put in near court, \$1,630.79 quote from GMU + Hydrant material estimated at \$905 for a total of \$2,535.79, Council discussed list of current projects needing to be prioritized, no motion was made, requested Park Superintendent move forward on donated playground set

Admin/Finance Farnan- discussed employee handbook revisions; City Clerk and City Admin/Dir of Finance job descriptions written and needing approval, council will review

Motion Smithers/2nd Kates to approve Revisions to Employee Handbook; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Kates to approve Resolution 3658, setting wages for city hall employees; Ayes- 5 Nays- 0 motion carried


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

Motion Smithers/2nd Jackson to approve the following CDBG Pass Thru Funds Pay Requests: Pay Request 3 - 110 Nuckolls St, 19-DRH-016 - in the amount of \$72,805.31, Pay Request 11 - 1001 N. Linn St, 19-DRH-07 - in the amount of \$3,512.72, & Pay Request 8 - Arbor Hills, 19-DRH-018 - in the amount of \$503,884.39; Ayes- 5 Nays- 0 motion carried

Council Member Rodman- Mills County Betterment is hosting 2023 Holiday Home Tour 12/2/23 at 5-8pm, tickets for sale at South Walnut Collective

Motion Smithers/2nd Rodman to adjourn meeting at 8:21 pm; Ayes- 5 Nays-0 meeting adjourned

Attest:



Jessica Alley, City Clerk



Mayor Pro Tem, Dan McComb

