

CITY OF PANORA

City Council Meeting

REGULAR MEETING MINUTES FOR MONDAY, APRIL 10TH, 2023 AT 5:30 P.M.

I. Mayor Parker opened the council meeting at 5:30 p.m. and called Roll. Council members present were Brian Dorsett, Tom Flanery, Shane Gliem, and Stan Landon. Curtis Thornberry was absent. Staff attending Joyce Calmer-Deputy City Clerk, Doug Long-Electric Superintendent, and Lisa Grossman-City Administrator. The meeting was accessible electronically thru GoToMeeting as allowed by Section 21.8 of the Iowa Code.

II. Approval of Agenda – Landon made a motion to approve the agenda, seconded by Flanery. The motion carried unanimously.

III. Public Forum – None

IV. Consent Items – Dorsett moved to approve the minutes of 03-27-23 Regular Meeting, seconded by Gliem. The motion carried unanimously.

V. Council Business

A. Landon made a motion to open the public hearing to hear comments regarding the FY 2023-2024 Budget. Mayor Parker asked if any written or verbal comments had been submitted, Administrator Grossman replied there were none. Mayor Parker asked if there were any other comments, hearing none, he asked for a motion to close the public hearing. Dorsett made that motion, seconded by Landon. The motion carried unanimously.

B. Resolution 23-10, adopting the City of Panora Budget for the Fiscal Year Ending June 30, 2024 was then considered. Gliem made a motion to approve, seconded by Landon. With the roll being called, the resolution carried unanimously.

C. Dave Grove presented a request from the library board to locate a concrete recreational ping pong table near the musical instruments on the downtown square. After a discussion, Dorsett made a motion to approve the request, subject to a written maintenance contract being drafted for the table, seconded by Flanery. The motion carried unanimously.

D. A discussion was held regarding Resolution 23-11, approving a local planning and administrative assistance contract with Region XII COG for the upper story housing project. Landon made a motion to approve, seconded by Flanery. With the roll being called, the resolution carried unanimously.

E. Administrator Grossman recommended formalizing and expanding the City's existing Bad Debt policy. In the FY 22 Audit notes, the auditor recommended the City establish procedures for the write-off of uncollectible accounts. The Council discussed the presented proposal.

F. Resolution 23-12 was then considered, adopting a Bad Debt Policy for the City of Panora. Landon made a motion to approve, seconded by Gliem. With the roll being called, the resolution carried unanimously.

G. Public Works Director Monthei requested the council approve a request to purchase 3 new water valves to be installed before the Jackson Street water portion of the project is started. This will prevent a large number of customers from having their water service disrupted during the installation of the new water main. Water valves are included in the bid from Spring Lake, but these would be additional valves that staff has determined are needed. Cost of the 3 valves installed is \$21,000. After a discussion Dorsett made a motion to approve the purchase of the 3 valves, seconded by Gliem. The motion carried unanimously.

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H. A request from the Guthrie County Arts Council to allow the consumption of wine on the downtown square was considered. Administrator Grossman will prepare a resolution for consideration at the next meeting but no additional action was taken.

VI. Financials.

- A. Landon moved to approve the bills payable, seconded by Flanery. The motion carried unanimously.
- B. Landon moved to approve the monthly financials, seconded by Dorsett. The motion carried unanimously.

VII. Information Items. Administrator Grossman provided a verbal report to the Council.

Mayor Parker asked for a motion to adjourn. Dorsett made a motion to adjourn at 6:32 p.m., seconded by Flanery. The motion carried unanimously.

Patrick Parker, Mayor

ATTEST:

Lisa Grossman, City Administrator