

August 7, 2023

Dear Glenwood City Council:

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

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

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

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

Jennie Davis
Executive Director
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STAFF REPORT

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

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

Students (PK-12th) - \$3.00

Seniors (62+) - \$2.00

Adults (18-61) - \$5.00

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

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

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

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

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

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

Amber Farnan
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STAFF REPORT

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

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

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

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

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

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STAFF REPORT

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

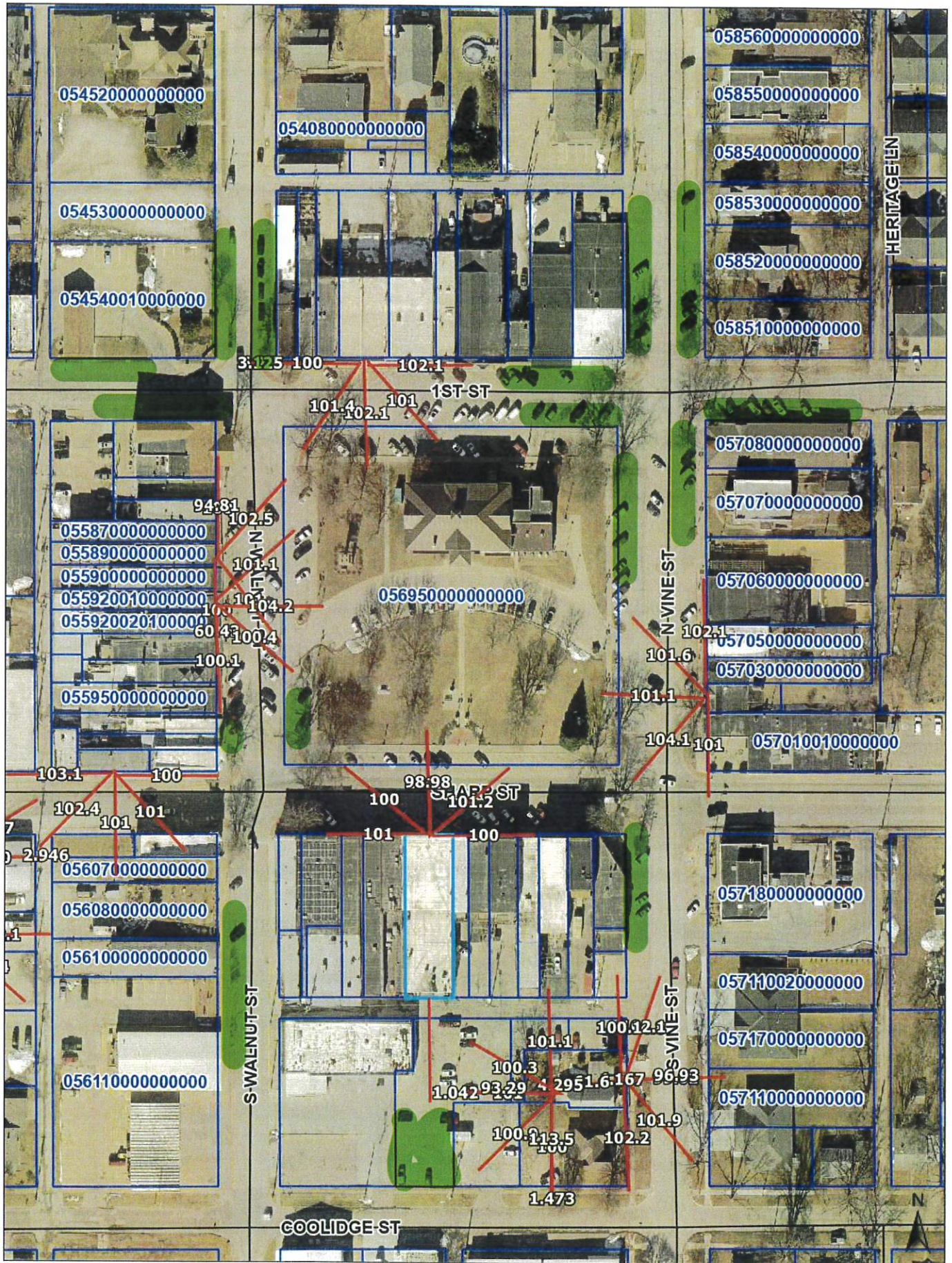
After speaking with Jake Zimmerer, we feel it would be cost effective to have him bill us hourly for this project.

Next Steps Are:

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

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STAFF REPORT

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

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

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

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

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

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

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

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

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

Current Payroll Schedule

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

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

Proposed Payroll Schedule

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

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

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