

**AGENDA  
CITY COUNCIL MEETING  
AUGUST 4, 2016  
6:30 P.M.**

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor's Correspondence.
5. Citizen's Request.
6. Consent Agenda.

- Minutes of the regular City Council meeting of July 21, 2016;
- Renewal Liquor Licenses for Harrington Lounge, 18 South 5<sup>th</sup> Street, effective August 22, 2016, Class C with Sunday Sales and West K Mart, 707 Palean Street, effective September 1, 2016, Class E Liquor License with Sunday Sales;
- Rollin' on the River, Victory Park, effective August 19-21, 2016, Special Class C Liquor License;
- Hy-Vee Class Reunion, Depot, effective September 17-18, 2016, Class C Liquor License;
- Appointment of Janice Lindner, Grand Theatre Commission, to fill the unexpired term of Jayson Campbell, term to expire November 5, 2017.

**SUMMARY  
CITY COUNCIL MEETING  
JULY 21, 2016  
6:30 P.M.**

The City Council of the City of Keokuk met in regular session on July 21, 2016 at 6:45 p.m. in the City Council Chambers, 415 Blondeau Street, with Mayor Thomas D. Marion presiding and seven council members present, two absent: Mike O'Connor, Mike Moore, Ron Payne, Dan Winn, John Helenthal, Larry Mortimer, Roger Bryant and Susan Dunek. Mike Moore and Sandy Pollitt were absent.

**CONSENT AGENDA:** Motion made by Susan Dunek and seconded by John Helenthal. Motion carried.

- Minutes of the regular City Council meeting of July 7, 2016;
- Minutes of the Safety Committee Meeting of July 2016;
- Renewal Liquor License for Arrowhead Bowl, 3535 Main Street, effective August 1, 2016, Class C with Sunday Sales.

**RES. NO. 125-16 - THAT,** the initial reading of Ordinance No. 1958 amending a street vacation description be approved.

**RES. NO. 126-16 – THAT,** the Mayor and City Clerk be authorized to sign and execute the negotiated 28E Agreement for Emergency Communication Services and a Consolidated Public Safety Answering Point.

**RES. NO. 127-16 - THAT,** the current contract for the annual inspection of the Keokuk Municipal Bridge is renewed with Modjeski & Masters in the amount of \$8,700 a year (\$725 monthly) beginning July 1, 2016 and ending June 30, 2021.

**Discussion: Railroad car fees –** Mayor Marion stated that he and Aaron Burnett, City Administrator, will speak with industries regarding the increase of railroad fees.

**RES. NO. 128-16 - THAT,** the semi-monthly bills as listed on Register Pages 4864-4868, Checks No. 129166-129311, in the amount of \$687,721.73, be approved.

Motion to adjourn meeting made by Mike O'Connor and seconded by John Helenthal. Motion carried.

Meeting adjourned at 6:50 p.m.

**Applicant License Application ( LC0015933 )**

<b>Name of Applicant:</b> <u>Harrington Lounge, Inc.</u>		
<b>Name of Business (DBA):</b> <u>Harrington Lounge, Inc.</u>		
<b>Address of Premises:</b> <u>18 S. 5th Street</u>		
<b>City</b> <u>Keokuk</u>	<b>County:</b> <u>Lee</u>	<b>Zip:</b> <u>5263200</u>
<b>Business</b>	<u>(319) 524-9495</u>	
<b>Mailing</b>	<u>18 S. 5th Street</u>	
<b>City</b> <u>Keokuk</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>526320000</u>

**Contact Person**

<b>Name</b> <u>John</u>	
<b>Phone:</b> <u>(319) 524-9495</u>	<b>Email</b> <u>mae@conncommunications.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 08/22/2016

**Expiration Date:** 08/21/2017

**Privileges:**

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>17882</u>	<b>Federal Employer ID</b> <u>42-1179584</u>

**Ownership**

**John Harrington**

**First Name:** John

**Last Name:** Harrington

**City:** Keokuk

**State:** Iowa

**Zip:** 52632

**Position:** President

**% of Ownership:** 100.00%

**U.S. Citizen:** No

**Insurance Company Information**

<b>Insurance Company:</b> <u>Illinois Casualty Co</u>	
<b>Policy Effective Date:</b> <u>08/22/2016</u>	<b>Policy Expiration</b> <u>08/21/2017</u>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**Applicant License Application ( LE0002505 )**

<b>Name of Applicant:</b> <u>West K Mart LLC</u>		
<b>Name of Business (DBA):</b> <u>West K Mart</u>		
<b>Address of Premises:</b> <u>707 Palean Street</u>		
<b>City</b> <u>Keokuk</u>	<b>County:</b> <u>Lee</u>	<b>Zip:</b> <u>52632</u>
<b>Business</b>	<u>(319) 795-7570</u>	
<b>Mailing</b>	<u>2819 Middle Road</u>	
<b>City</b> <u>Keokuk</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52632</u>

**Contact Person**

<b>Name</b> <u>Mike Ismail</u>	
<b>Phone:</b> <u>(319) 795-7570</u>	<b>Email</b> <u>korte10@gmail.com</u>

**Classification** Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 09/01/2016

**Expiration Date:** 08/31/2017

**Privileges:**

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>477825</u>	<b>Federal Employer ID</b> <u>46-5365533</u>

**Ownership**

**Khawaja Kashif Ismail**

**First Name:** Khawaja Kashif      **Last Name:** Ismail  
**City:** Keokuk      **State:** Iowa      **Zip:** 52632  
**Position:** Managing Member  
**% of Ownership:** 100.00%      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>West Bend Mutual Insurance Company</u>	
<b>Policy Effective Date:</b> <u>09/01/2016</u>	<b>Policy Expiration</b> <u>01/01/1900</u>
<b>Bond Effective</b> <u>2</u>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Rollin' on the River</u>		
<b>Name of Business (DBA):</b> <u>Rollin' on the River</u>		
<b>Address of Premises:</b> <u>Victory Park River Front</u>		
<b>City</b> <u>Keokuk</u>	<b>County:</b> <u>Lee</u>	<b>Zip:</b> <u>52632</u>
<b>Business</b>	<u>(319) 520-8529</u>	
<b>Mailing</b>	<u>P.O. Box 1391</u>	
<b>City</b> <u>Keokuk</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52632</u>

**Contact Person**

<b>Name</b> <u>Mary Hanan</u>	
<b>Phone:</b> <u>(319) 795-6330</u>	<b>Email</b> <u>mshanan@mchsi.com</u>

**Classification** Special Class C Liquor License (BW) (Beer/Wine)

**Term:** 5 days

**Effective Date:** 08/19/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>187322</u>	<b>Federal Employer ID</b> <u>80-0684467</u>

**Ownership**

**Mary Hanan**

**First Name:** Mary                      **Last Name:** Hanan  
**City:** Keokuk                      **State:** Iowa                      **Zip:** 52632  
**Position:** Liquor License Chairperson  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Deanne Enderle**

**First Name:** Deanne                      **Last Name:** Enderle  
**City:** Keokuk                      **State:** Iowa                      **Zip:** 52632  
**Position:** Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>West Bend Mutual Insurance Company</u>
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**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Hy-Vee, Inc.</u>		
<b>Name of Business (DBA):</b> <u>Hy-Vee Class Reunion</u>		
<b>Address of Premises:</b> <u>117 South Water Street</u>		
<b>City</b> <u>Keokuk</u>	<b>County:</b> <u>Lee</u>	<b>Zip:</b> <u>52632</u>
<b>Business</b>	<u>(319) 524-2902</u>	
<b>Mailing</b>	<u>5820 Westown Parkway</u>	
<b>City</b> <u>West Des Moines</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50266</u>

**Contact Person**

<b>Name</b> <u>Denaë Elgin</u>	
<b>Phone:</b> <u>(515) 267-2874</u>	<b>Email</b> <u>delgin@hy-vee.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 5 days

**Effective Date:** 09/17/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>19862</u>	<b>Federal Employer ID</b> <u>42-0325638</u>

**Ownership**

**Randy Edeker**

**First Name:** Randy                      **Last Name:** Edeker  
**City:** Urbandale                      **State:** Iowa                      **Zip:** 50322  
**Position:** CEO, President  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Michael Jurgens**

**First Name:** Michael                      **Last Name:** Jurgens  
**City:** Des Moines                      **State:** Idaho                      **Zip:** 50312  
**Position:** Vice President, Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Michael Skokan**

**First Name:** Michael                      **Last Name:** Skokan  
**City:** Waukee                      **State:** Iowa                      **Zip:** 50263  
**Position:** CFO, Treasurer  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

7. Public hearing on the Rand Park and 5<sup>th</sup> Street Parking Lot Paver Project.

Now is the time and place for a public hearing on the Rand Park and 5<sup>th</sup> Street Parking Lot Paver Project.

**OPEN HEARING:**

**COMMENTS:** This hearing shall be continued to August 18, 2016 at 6:30 p.m. due to a publication error.

**CLOSE HEARING:**

8. Consider second reading of Ordinance No. 1958 amending a street vacation description. (Council by separate resolution has option to waive third reading.)

**RESOLUTION NO.**

**BE IT HERE BY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:**

**THAT,** the second reading of Ordinance No. 1958 amending a street vacation description be approved.

**ROLL CALL**

**WAIVE THIRD READING?**

9. Consider resolution approving a Store Card and Credit Card Use/Guidelines Policy.

**RESOLUTION NO.**

**A RESOLUTION TO ALLOW DEPARTMENT HEADS TO UTILIZE CREDIT CARDS FOR AUTHORIZED CITY PURCHASES**

**WHEREAS,** From time to time it is necessary for City Department Heads, The Mayor, The City Attorney, and The City Administrator and Finance Director to make city government related purchases or service expenditures for their respective departments; and

**WHEREAS,** often times the use of cash or check is not practical and it is necessary to use a bank credit card; and

**WHEREAS**, the Finance Department has adopted a credit card usage policy to insure that all charges to the credit card account are for pre-approved/appropriated expenditures by the appropriate departmental supervisor; and

**WHEREAS**, the City desires to obtain authorization to apply for and begin utilizing a bank credit card from First Community Bank; and

**WHEREAS**, Council, having reviewed the City's policy on credit card use, finds it to be in the best interest of the health, safety and welfare of the citizens of Keokuk, that the Mayor and Finance Director be authorized to apply for and obtain a First Community Bank commercial card account; now therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK IOWA, THAT:**

**Section 1.** The City Administrator is hereby authorized to apply for a credit card in the name of the City of Keokuk, Iowa from First Community Bank with appropriate credit limits as he, in his judgment, finds most appropriate to conduct the ordinary business of the City.

**Section 2.** That the use of these credit cards will comply with both this institution's Rules and Regulations as well as the City of Keokuk "Store Card and Credit Card Use/Guidelines Policy" herein adopted.

**Section 3.** That only the following City officers and staff shall be listed as authorized users on the credit card agreement:

Mayor;  
City Administrator and Finance Director;  
City Attorney;  
City Clerk;  
Chief of Police;  
Community Development Director;  
Fire Chief;  
Public Works Director; and  
Sewer Department Superintendent.

**Section 4.** The City credit card shall only be used for transactions in which use of a standard purchase order is either impossible or would result in a delay in the delivery of goods or services during a time of emergency. The City credit card may also be used to facilitate travel by employees and officials on official city business. Any use of the credit card shall be done in accordance with the purchasing policies and procedures and travel reimbursement policy.

**Section 5.** Use of the City credit card to charge any personal purchases is strictly prohibited, regardless of whether the official or employee intends to reimburse the town for the purchase.

**Section 6.** Any official or employee authorized to use the City credit card shall submit to the Finance Director, or their designee, the original receipts for all purchases made with the card as soon as practical after the purchase is made and a receipt received. Each



month the Finance Director, or their designee, shall reconcile the receipts submitted with the monthly credit card statement to insure proper card usage.

**Section 7.** The City Administrator shall insure that the credit card statement is paid in full each month so that no finance charges are incurred. Copies of each month's credit card statement shall be made available to the Mayor and City Council upon request.

**Section 8.** All other City credit card policies adopted by the City Council of the City of Keokuk are hereby repealed, and replaced by the attached "Store Card and Credit Card Use/Guidelines Policy"

## Store Card and Credit Card Use/Guidelines Policy

### Policy Statement

The City of Keokuk Department Heads, Mayor, City Attorney and City Administrator will have use of credit cards to purchase needed services and supplies. The use of credit cards will modernize and streamline the purchases by the city. Travel for training purposes will particularly be facilitated by the use of a credit card. Additionally, the city will retain store cards for in-store credit at Wal-Mart and Hy-Vee. These cards for the purposes of this policy will be subject to the same restrictions and requirements.

### Regulations

The individuals listed above shall be assigned a credit card, to be used **ONLY** for goods or services for the official business of the city.

1. Documentation detailing the goods and services purchased must be submitted before payment can be approved.
2. The Cardholder is responsible for the protection of the credit card and will immediately notify the city administrator and financial institution issuing the card if the card is lost or stolen.
3. If the card is used inappropriately by the Cardholder, the Cardholder will be responsible for any charges incurred, and will also be subject to discipline including and up to termination.
4. No alcoholic beverages or other violations of city purchasing may be charged on the City credit card.
5. The City of Keokuk will use disciplinary measures consistent with current law for unauthorized use.
6. Any items purchased and/or benefits produced from the use of the credit card will be the property of the City of Keokuk.
7. Only credit cards that have no annual or monthly fee will be used.
8. Any city credit card shall be returned to the City Administrator **BEFORE** the Cardholder leaves the job with the City of Keokuk which permits use of the credit card.

### Guidelines

**A. CARD USE-** A credit card will only be issued to the Cardholder by the City Administrator and only to the individuals listed in this policy. No other credit cards may be obtained on behalf of the City of Keokuk. The card has an authorized maximum spending limit of \$2,000 for all cardholders with the exception of the Mayor and City Administrator which will have a \$6,000 limit. Purchases made via the credit card must comply with the city's financial policy and purchasing guidelines and state law. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment. Anyone

who has inappropriately used the credit card will be required to reimburse the City for all costs associated with such improper use.

**B. TRANSACTION PROCEDURE-** All credit card transactions can be performed in person, over the internet or phone, or through the mail. When the credit card is used, the Guidelines below shall be followed:

1. Tell the merchant that payment will be made with the City's credit card and that it is a non-taxable purchase.
2. Retain all receipts and documentation associated with the purchase.
3. Follow city and credit card company guidelines for approval and payment of the charges in advance of using the card.

**C. TAX EXEMPTION-** You must notify the vendor or merchant that your credit card transaction should be tax exempt if it is for goods or services purchased in the State of Iowa. A letter should be presented to the vendor if it requests documentation for tax and audit purposes.

**D. ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD-** The credit card may be used for any of the following expenses:

1. Travel, Meals, Lodging, Materials, Equipment, Supplies, and Operating Expenses.
2. Professional development fees, professional organization membership fees and training fees.
3. The credit card may not be used for personal or non-city use.

#### **E. CREDIT CARD SECURITY**

**1. Credit Card Account Number-** The City Administrator will keep a permanent record of the card, the credit limit established, the date issued and the date returned.

**2. Use by someone other than the cardholder-**The only person entitled to use the credit card is the Cardholder whose name appears on the face of the card. If another employee of the City of Keokuk is allowed to charge on the card the cardholder acknowledges responsibility for such purchases complying with this policy.

**3. Lost or Stolen Cards-** If the credit card is lost or stolen, the City Administrator is to be immediately notified. The cardholder or City Administrator will notify the issuing agency.

### Internal Control Guidelines

#### **A. BOOKKEEPER'S RESPONSIBILITIES**

1. Upon receipt of the credit card statement, someone assigned by the City Administrator in the administrative or finance departments (besides a listed cardholder) is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
2. The Account Clerk will prepare the statement for payment. If necessary, checks will be issued prior to the normal approval of the bills to avoid finance charges. All charge slips must be given to the Account Clerk and attached to the credit card bill when it arrives. The Account Clerk will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.
3. The Account Clerk will be responsible for coordinating the waiving and/or reversing of any and all annual fees and/or finance charges.
4. The Account Clerk must retain the approved credit card statements and accompanying receipts on file for seven years.

**B. Credit Cardholder's Responsibilities** - The Cardholder is responsible for ensuring activity and account information is noted on the credit card statement for each line of entry. The Cardholder will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures made by the cardholder on their city-issued card.

The Cardholder:

1. Will use the credit card in compliance with the City of Keokuk and state's Purchasing Guidelines.
2. Retain all sales slips/register receipts. These receipts must be submitted to the Account Clerk to reconcile against the monthly credit card statement. Guidelines for management approval and payment of charges must be followed.
3. Ensure that the credit card guidelines are met.
4. Report lost or stolen cards to the City Administrator immediately.

I, \_\_\_\_\_, acknowledge receipt of the above Store card and credit card use/guidelines policy and have read the above guidelines and policy. I agree to abide by the terms contained in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

10. Consider resolution approving a Contract with Revize Software Systems to provide a public service request application.

**RESOLUTION NO.**

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:**

**THAT**, a Contract with Revize Software Systems to provide a public service request application be approved.

## Revize Public Service Request App Sales Agreement

This Sales Agreement is between City of Keokuk, Iowa ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 7-29-16

<b>CLIENT INFORMATION:</b>	<b>REVIZE LLC:</b>
Company Name: <u>City of Keokuk, Iowa</u>	Revize Software Systems
Company Address: <u>415 Blondeau Street</u>	1890 Crooks, Suite 340
	Troy, MI 48084
Company City/State/Zip: <u>Keokuk, Iowa 52632</u>	248-269-9263
Contact Name: <u>Aaron Burnett aburnett@cityofkeokuk.org</u>	319-524-2050
Billing Dept. Contact: _____	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Revize Public Service Request App Setup, onetime fee:	\$ 500
1	Revize Public Service Request App Annual Fee:	\$ 4,000

**Grand Total:** **\$ 4,500**

Two-year agreement. Revize requires a check for \$4,500 to start this Initiative.

**Terms:**

1. **Payments:**
  - All Invoices are Due Upon Receipt. Work begins upon receiving initial payment.
2. This Sales Agreement is the only legal document governing this sale.
3. Both parties must agree in writing to any changes or additions to this Sales Agreement.
4. This Sales Agreement is subject to the laws of the State of Michigan.
5. Pricing expires in 30 days.

**AGREED TO BY:**

*Signature of Authorized Person:* \_\_\_\_\_

*Name of Authorized Person:* \_\_\_\_\_

*Title of Authorized Person* \_\_\_\_\_

*Date:* \_\_\_\_\_

**CLIENT**

**REVIZE**

\_\_\_\_\_  
*Joseph J. Nagrant*

\_\_\_\_\_  
*Sales Director*

Please sign and return to: Joseph Nagrant at Fax # 1-866-346-8880

## The following Public Service Request Application Features will be integrated into Your Website

**Product Description:** The Revize Public Service Request Web Application is a cloud based service request management system that allows residents to assist their government in pin-pointing problem areas in their local geography via the web.

This web application offers the following benefits:

1. Allows governments to easily track issues reported by their citizens and provide resolution information and updates.
2. Integrates into their government website and is responsive to be used on mobile phones or any computing device no matter what size screen the viewer is using.
3. Government employees have the ability to create service requests on behalf of the citizen.
4. The citizen will be able to create a service request (such as; traffic light out, flooding, pothole, etc.)
5. The Service Request will route to the appropriate department with an email notification.
6. The Departments can monitor service requests assigned to them via a web-based console/dashboard.
7. The Departments can update the service request with notes and status.
8. The Departments can re-assign the service request to another division or employee, if appropriate.
9. The Service Request escalates to another person, if no activity within a government, based on a set pre-determined amount of time.
10. Departments can set a custom escalation path.
11. Service Requests notes are able to be flagged as public (public sees) or private (only government employees see)
12. The citizen will receive a notification when public notes or status changes, if the ticket indicates methods of contact provided by the citizen. They can report service requests anonymously.
13. The Public Service Request Application allows for role-based security by user or group.
14. An application user or group has access to only the department(s)/division(s) requests assigned to them.
15. The application user or group has the ability to manipulate the request only as their settings allow, i.e., add notes, reassign, close, etc.

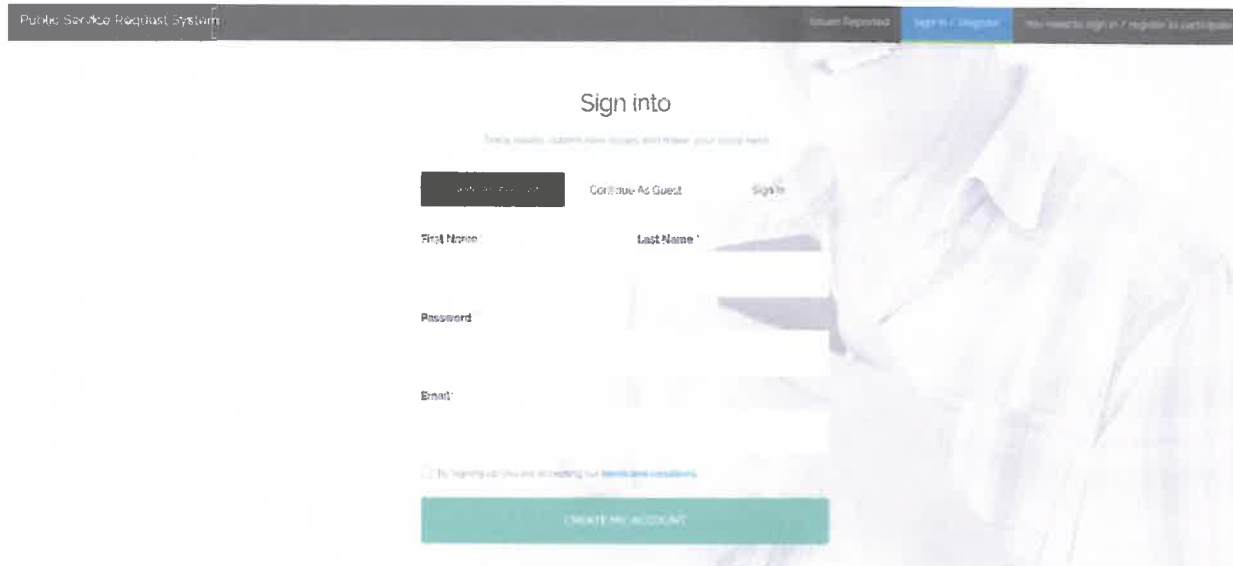
## Reports

- a. It has a full suite of reports useful to any organization for monitoring, statistics and history.
- b. Only administrators to this application can actually delete a request. Requests opened in error should be noted and closed, but never deleted.
- c. Departments have the ability to assign different status levels to a request (New, Assigned, In Progress, Closed, maybe some for delays such as Weather)

Here are some screenshots:

### Login

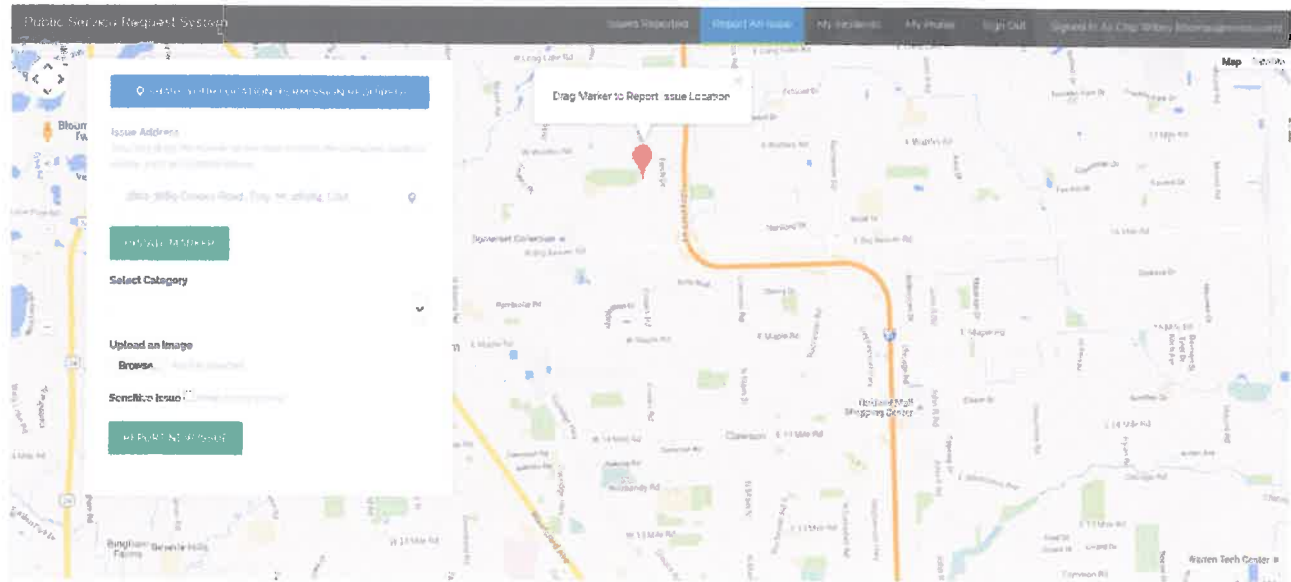
Screen:



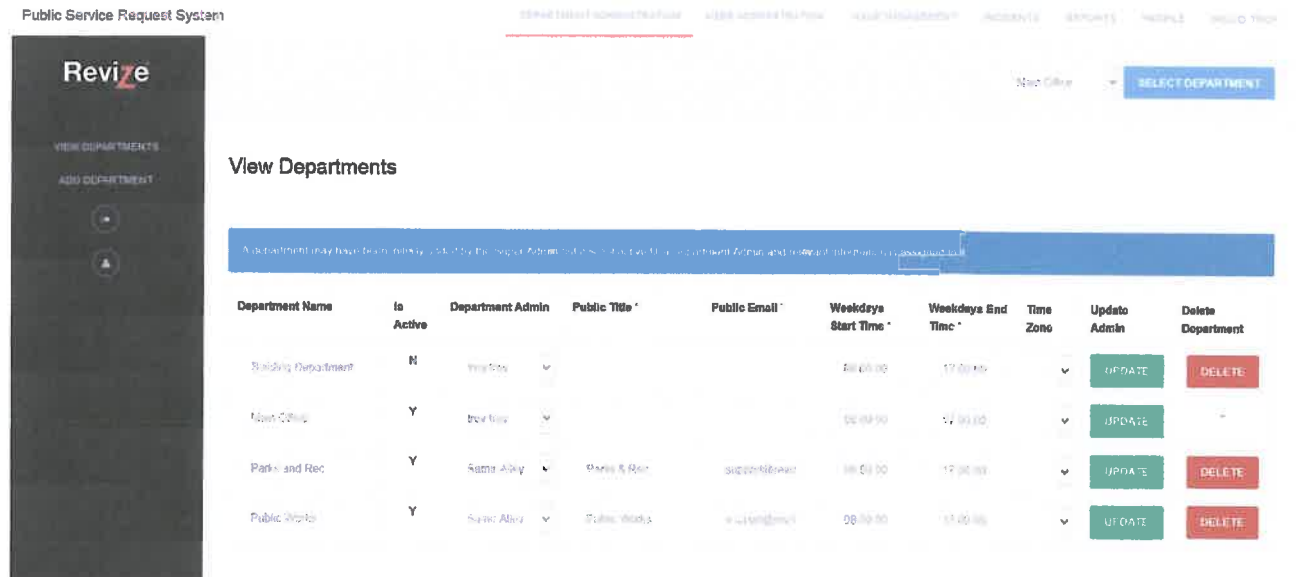
The screenshot shows the login interface for the 'Public Service Request System'. At the top, there is a navigation bar with the system name on the left and three links: 'Home/Reported', 'Sign in / Register', and 'You need to sign in / register to access this page'. The main content area is titled 'Sign into' and includes a sub-header 'Public Service Request System' and a note 'Forgot your password? Submit a new request, visit Home, your email needs'. Below this are three buttons: 'Sign in / Register', 'Continue As Guest', and 'Sign In'. The form contains input fields for 'First Name', 'Last Name', 'Password', and 'Email'. At the bottom, there is a checkbox for 'By logging in you are accepting our [Terms and Conditions](#)' and a green button labeled 'CREATE MY ACCOUNT'.



## Citizen Input Screen



## Administrator Dashboard



11. Consider resolution approving a Housing Needs Assessment through Southeast Iowa Regional Planning Commission.

**RESOLUTION NO.**

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:**

**THAT**, a Housing Needs Assessment through Southeast Iowa Regional Planning Commission be approved.

12. Tabled Items: March 29, 2016 – PSAP Agreement.
13. Committee Reports (Reports from council representatives).
14. New Business:
15. Finance:
  - (a) Consider resolution authorizing payment of semi-monthly bills:  
\$156,050.43

**RESOLUTION NO.**

**WHEREAS**, the list of expenses have been presented to the Finance Committee for review and exceptions, if any, have been noted; now therefore,

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:**

**THAT**, the semi-monthly bills as listed on Register Pages 4869-4873, Checks No. 129312-129411, in the amount of \$687,721.73, be approved.

16. Adjourn meeting.

# Memo

To: Aaron Burnett, City of Keokuk City Administrator  
From: Zach James, SEIRPC Planning Director  
Date: July 26, 2016  
Re: Keokuk Housing Needs Assessment

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Based on our recent discussion about completing a housing needs assessment for the City of Keokuk to better position the community for housing incentives and grant opportunities, we propose the options below. Please let me know if you need additional information or have questions or clarifications. Thank you for the opportunity to work with the City of Keokuk!

## **Consultant prepares Housing Needs Assessment with administration assistance by SEIRPC**

### Proposed SEIRPC Scope of Work

- SEIRPC would design and distribute a Request for Proposals to an extensive list of consultants to complete housing needs assessment;
- A contract to complete the study would be through SEIRPC with oversight from a housing needs working group or direct city contact;
- SEIRPC would administer the contract with responsive bidder to create a housing needs assessment that meets the criteria outlined in the RFP;
- SEIRPC would work with the responsive bidder and assist in identifying local data sources, collecting data, and providing local contacts in the housing market.

### Fees for Service

- SEIRPC will complete their scope of work for \$2,500.
  - Cost of independent consultant to complete study is separate cost and is estimated to cost between \$20,000 – \$25,000.
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## ***SEIRPC prepares a detailed Housing Section as part of the update to the Keokuk Comprehensive Plan***

### Proposed SEIRPC Scope of Work

- Perform additional interviews with local real estate agents, builders, and developers
- Perform detailed data collection on housing in Keokuk in more detail than typical for a comprehensive plan, including the 10 criteria listed in the workforce housing tax credit legislation to be designated as a distressed workforce community
- Evaluate existing age and quality to identify targeted neighborhoods for rehab/infill
- Identify the future housing need in the community

### Fee for Service

- SEIRPC will complete the scope of work for \$5,000.

**PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF AUGUST 4, 2016.**

**REGISTER NO. 4869**

8 AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$	694.92
13 ALTORFER INC.	PARTS	\$	105.07
71 KEOKUK MUNICIPAL WATER WORKS	SERVICE	\$	2,076.67
78 KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$	372.50
82 GRAY QUARRIES, INC	ROAD ROCK	\$	490.31
85 JIM BAIER, INC	PARTS	\$	971.06
105 RIVER CITY PARTS, INC.	MISC.SUPPLIES/PARTS	\$	560.70
109 PETTY CASH - WPC	GLOVES,CAR WASH,SUPPLIES ETC.	\$	68.40
110 LAWSON PRODUCTS, INC.	TOOLS	\$	333.14
116 KONE INC.	SERVICE	\$	235.44
117 S. J. SMITH WELDING SUPPLY	PROPANE, SUPPLIES	\$	264.19
122 IDEAL READY MIX COMPANY, INC	CONCRETE	\$	186.00
125 JERRY'S WELDING	GRAND THEATRE MATERIAL/LABOR	\$	53.00
126 KEYSTONE LABORATORIES, INC.	SERVICE	\$	988.50
127 MEYERS DRIVEWAY & SEPTIC TANK	PUMP HOLDING TANK @ OLD LANDFL	\$	175.00
128 ELECTRONIC APPLICATIONS CO.INC	REPAIR RADIO FIRE DEPT.	\$	80.00
140 TASKE FORCE, INC.	TEMP HELP	\$	912.00
152 BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$	389.89
158 ALLIANT	SERVICE	\$	1,401.15
164 THE CARDBOARD BOX	UPS CHARGES WPC	\$	240.40
171 ENVIRONMENT RESOURCE ASSOC.	LAB SUPPLIES-WPC	\$	126.52
172 VISION SERVICE PLAN	VISION COVERAGE	\$	3,293.67
180 CENTURY LINK	SERVICE	\$	1,430.68
183 GREAT RIVER REGIONAL WASTE	SERVICE	\$	6.56
195 PERCY'S COMPLETE JANITORIAL	MONTHLY JANITORIAL SERVICE	\$	561.56
208 LINDNER AVIATION, INC.	MANANGER FEE, MOWING ETC.	\$	4,264.48
214 KEOKUK AREA HOSPITAL	SERVICE	\$	355.50
223 TRUCK REPAIR, INC	SENSOR #85 SEWER DEPT.	\$	91.07
229 RIDDERS BUSINESS SUPPLY	SUPPLIES	\$	38.92
233 IOWA DEPT. OF PUBLIC SAFETY	TERMINAL BILLING JULY-SEPT.16	\$	300.00
243 MEYERS PLUMBING	LABOR/MATERIAL @ RAND PARK	\$	93.36
249 MODJESKI & MASTERS, INC.	BRIDGE INSPECTION THRU 6/26/16	\$	500.00
260 VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$	745.17
263 RESERVE ACCOUNT	REFILL POSTAGE METER	\$	500.00
268 KEOKUK CONTRACTORS, INC	CONTRACT WORK	\$	11,105.98
274 COLE-PALMER INSTRUMENT COMPANY	LAB SUPPLIES WPC	\$	284.98
294 KSB INSURANCE SERVICES, LLC	BROKERS FEE INSURANCE PREMIUM	\$	1,551.63
309 HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$	744.07
320 ENDERLE HEATING & A/C COMPANY	PARTS/LABOR @ KEOKUK LIBRARY	\$	650.70
327 RATHBUN REGIONAL WATER ASSOC.	SERVICE @ AIRPORT	\$	25.00
337 W. L. MILLER COMPANY	ASPHALT STREET DEPT.	\$	456.30

**REGISTER NO. 4870**

350 VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$ 2,907.42
358 HY-VEE, INC.	SUPPLIES	\$ 483.13
405 FISHER SCIENTIFIC	LAB SUPPLIES-WPC	\$ 270.30
412 HANCOCK COUNTY COLLECTOR	2015 BRIDGE TAXES	\$ 19,264.54
465 HOERNER YMCA	MEMBERSHIPS POLICE & FIRE DEPT.	\$ 7,327.32
543 LEE COUNTY HEALTH DEPARTMENT	POOL INSPECTION JULY 2016	\$ 493.00
544 SEIRPC	PER CAPITA DUES FY 2017	\$ 8,227.00
612 PATTERSON PLUMBING & HEATING	PARTS/LABOR @ WPC	\$ 837.00
792 NIEMANN FOODS, INC./ACE	SUPPLIES	\$ 159.61
879 RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	\$ 304.04
911 FULL COMPASS SYSTEMS, LTD	SANDBAGS/SHIPPING GRAND THEATR	\$ 334.91
1096 FASTENAL COMPANY	SUPPLIES	\$ 121.57
1185 KOHL WHOLESALE	CONCESSION SUPPLIES FOR POOL	\$ 997.73
1539 REECE'S HEATING & AIR	LABOR INSTALL RELAY @ POLICE	\$ 366.50
1629 WAL-MART COMMUNITY/GECRB	SUPPLIES	\$ 1,052.90
1764 JERRY'S LOCKSMITH	LOCK,LABOR,SERVICE ANIMAL SHEL	\$ 195.50
1843 POLYDYNE, INC.	POLYMER - WPC	\$ 8,326.00
1901 KRAUS & SON, INC.	SERVICE CHARGE,LABOR,PUMP@POOL	\$ 228.60
2086 EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$ 1,266.53
2202 MEDIACOM	SERVICE	\$ 191.20
2307 LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 15,218.19
2340 GRAINGER	10 CARBON STEEL BANDS WPC	\$ 447.00
2341 WIESE USA	PARTS FOR FORK LIFT @ WPC	\$ 495.07
2410 IOWA STATE PENITENTIARY	OFFENDER ALLOWANCE JUNE 2016	\$ 172.00
2417 GARY L. PFEIFERLING	POLICE VEHICLE CLEANING	\$ 440.00
2492 WEIRATHER ENTERPRISES	BLADES CUB CADET-WPC	\$ 55.50
2493 IMI EQUIPMENT, LLC	JD BLADES,WHEEL,SPRING ETC.	\$ 1,770.16
2501 PUMPING SOLUTIONS, INC.	STATOR1450.2G WPC	\$ 9,018.93
2550 MELTON'S AUTO,POWER & OUTDOORS	SNAPPER MOWER PARTS-CEMETERY	\$ 46.87
2589 MARTIN SULLIVAN, INC.	PULL CABLE FIRE DEPT.	\$ 30.42
2624 QC ANALYTICAL SERVICES, LLC	REGISTRATION TOM WILLS CONF.	\$ 125.00
2742 FRANCO TYP-POSTALIA, INC.	LABEL BX600/FREIGHT-LIBRARY	\$ 69.69
2767 EMERGENCY APPARATUS	PUMP TEST 6141 FIRE DEPT.	\$ 3,089.41
2868 INTERNATIONAL CODE COUNCIL, INC	ICC DUES-FIRE DEPT.	\$ 135.00
2941 TWO RIVERS VETERINARY CENTER	SERVICE	\$ 34.80
3030 VERIZON WIRELESS	SERVICE	\$ 128.56
3084 ACCO	CHLORINE/FREIGHT PUBLIC POOL	\$ 658.70
3141 WINDSTREAM	SERVICE	\$ 1,497.92
3186 ULTRAMAX	SUPPLIES POLICE DEPT.	\$ 393.00
3202 STEVE CELANIA	REIMB.SUPPLIES FOR DEPOT	\$ 324.65
3727 RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$ 22.80
3252 KIRKHAM MICHAEL	SERVICE	\$ 1,750.00
3283 LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 311.53
3371 JAMES WALLACE	JANITORIAL SERVICE @ GRAND	\$ 280.00
3389 ACTERRA GROUP, INC.	TANK MONITOR,REPROGRAM SOFTWARE	\$ 601.00

**REGISTER NO. 4871**

3400 DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$	400.00
3436 3E ELECTRICAL ENGINEERING &	GENERATOR P/M OAK MEADOWS	\$	490.00
3459 JIM DAVIDSON	MOWING @ VARIOUS PROPERTIES	\$	1,345.00
3499 SHANNON ST. CLAIR	REIMB.WW CLASS TRAVEL EXPENSES	\$	184.94
3580 AARON BURNETT	DELEGATE REGIST.SEPT14-16,16	\$	205.00
3618 GERARD WALKER	1-6' PINE WOOD BENCH ANIMAL SH	\$	170.00
3655 SCOTLAND CO SHERIFF	SERVICE	\$	35.00
3656 ENTRUP DRYWALL & PAINTING, INC	PART PAY EXTERIOR PAINT-GRAND	\$	15,025.00
3657 KPLAY PLAYGROUNDS FOR ALL	ALLOTMENT FROM HOTEL/MOTEL TAX	\$	10,000.00

\$ 156,050.43