

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

The City Council of the City of Keokuk met in regular session on August 4, 2016 at 6:30 p.m. in the City Council Chambers, 415 Blondeau Street, with Mayor Thomas D. Marion presiding and six council members present, three absent: Mike Moore, Ron Payne, Dan Winn, Larry Mortimer, Sandy Pollitt and Roger Bryant. Mike O'Connor, John Helenthal and Susan Dunek were absent.

**CONSENT AGENDA:** Motion made by Dan Winn and seconded by Roger Bryant. Motion carried.

- 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.

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:** Mayor Marion opened the hearing at 6:33 p.m.

**COMMENTS:** Mayor Marion stated that this hearing shall be continued to August 18, 2016 at 6:30 p.m. due to a publication error.

**CLOSE HEARING:** Mayor Marion closed the hearing at 6:33 p.m.

**RESOLUTION NO. 129-16**

**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.

MOVED BY BRYANT

SECONDED BY WINN

Passed this 4<sup>th</sup> day of August, 2016.

ROLL CALL: O'CONNOR – ABSENT    MOORE – AYE    PAYNE – AYE    WINN  
                  – AYE    HELENTHAL – ABSENT    MORTIMER – AYE  
                  POLLITT – AYE    BRYANT – AYE    DUNEK – ABSENT

AYES – 6

NAYS – 0

ABSENT – 3

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THOMAS D. MARION, MAYOR

ATTEST: \_\_\_\_\_  
                  BARB BARNES, CITY CLERK

**RESOLUTION NO. 130-16**

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

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

MOVED BY WINN

SECONDED BY PAYNE

Passed this 4<sup>th</sup> day of August, 2016.

ROLL CALL: O’CONNOR – ABSENT MOORE – AYE PAYNE – AYE WINN  
– AYE HELENTHAL – ABSENT MORTIMER – AYE POLLITT  
– AYE BRYANT – AYE DUNEK – ABSENT

AYES – 6

NAYS – 0

ABSENT – 3

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THOMAS D. MARION, MAYOR

ATTEST: \_\_\_\_\_  
BARB BARNES, CITY CLERK

**RESOLUTION NO. 131-16**

**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 HEREBY 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”.

MOVED BY POLLITT

SECONDED BY MORTIMER

Passed this 4<sup>th</sup> day of August, 2016.

ROLL CALL: O’CONNOR – ABSENT MOORE – AYE PAYNE – AYE WINN  
– AYE HELENTAL – ABSENT MORTIMER – AYE POLLITT  
– AYE BRYANT – AYE DUNEK – ABSENT

AYES – 6

NAYS – 0

ABSENT – 3

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THOMAS D. MARION, MAYOR

ATTEST: \_\_\_\_\_  
BARB BARNES, CITY CLERK

**RESOLUTION NO. 132-16**

**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.

MOVED BY WINN

SECONDED BY POLLITT

Passed this 4<sup>th</sup> day of August, 2016.

ROLL CALL: O’CONNOR – ABSENT MOORE – AYE PAYNE – AYE WINN  
– AYE HELENTHAL – ABSENT MORTIMER – AYE POLLITT  
– AYE BRYANT – AYE DUNEK – ABSENT

AYES – 6

NAYS – 0

ABSENT – 3

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THOMAS D. MARION, MAYOR

ATTEST:

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BARB BARNES, CITY CLERK

There was no motion to approve a Housing Needs Assessment through Southeast Iowa Regional Planning Commission.

Mayor Marion stated that a final 28E Agreement for the LeeComm PSAP was filed on July 26, 2016 with the Secretary of State, filing number M509187, that has taken full force and effect and will not expire before July 25, 2036. The Agreement that was tabled on March 29, 2016 should be brought back to the table and voted down.

**Tabled Items: March 29, 2016 – PSAP Agreement:** A motion was made by Roger Bryant and seconded by Dan Winn to bring the tabled PSAP Agreement of March 29, 2016 to the table.

**RESOLUTION NO. 133-16**

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

**THAT**, the PSAP Agreement tabled on March 29, 2016 be approved.  
**DEFEATED.**

MOVED BY WINN

SECONDED BY PAYNE

Passed this 4<sup>th</sup> day of August, 2016.

ROLL CALL: O’CONNOR – ABSENT MOORE – NAY PAYNE – NAY  
WINN – NAY HELENTHAL – ABSENT MORTIMER – NAY  
POLLITT – NAY BRYANT – NAY DUNEK – ABSENT

AYES – 0

NAYS – 6

ABSENT – 3

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THOMAS D. MARION, MAYOR

ATTEST:

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BARB BARNES, CITY CLERK

**RESOLUTION NO. 134-16**

**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 \$156,050.43, be approved.

MOVED BY BRYANT

SECONDED BY WINN

Passed this 4<sup>th</sup> day of August, 2016.

ROLL CALL: O'CONNOR – ABSENT MOORE – AYE PAYNE – AYE WINN  
– AYE HELENTHAL – ABSENT MORTIMER – AYE POLLITT  
– AYE BRYANT – AYE DUNEK – ABSENT

AYES – 6

NAYS – 0

ABSENT – 3

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THOMAS D. MARION, MAYOR

ATTEST: \_\_\_\_\_  
BARB BARNES, CITY CLERK

A motion to adjourn the meeting made by Ron Payne and seconded by Larry Mortimer.  
Motion carried.

Meeting adjourned at 6:36 p.m.