

AGENDA
COUNCIL WORKSHOP
January 4, 2018
5:30 P.M.

- (1) Review council meeting agenda.
- (2) Discussion regarding update to election procedure.

AGENDA
CITY COUNCIL MEETING
January 4, 2018
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 December 21, 2017;
 - Receive Council Reports;
 - Appointment of Roger Houston to the Keokuk Barge Commission, term to expire January 1, 2020;
 - Appointment of Pam Horner to the Keokuk Barge Commission, term to expire January 1, 2021;
 - Motion to pay the bills and transfers listed within Register No.'s 4972-4973;
7. (a) Public hearing to rezone Lots 1 through 6, Block 41, Reid's Addition; Lots 1 & 2 from R-2, single family dwelling district to M-2, Heavy Industrial District and Lots 3, 4, 5 & 6 from R-3 two family dwelling to M-2, Heavy Industrial District.

(b) Consider resolution approving the initial reading of Ordinance No. 1979 Rezoning Lots 1 through 6, Block 41, Reid's Addition; Lots 1 & 2 from R-2, single family dwelling district to M-2, Heavy Industrial District and Lots 3, 4, 5 & 6 from R-3 two family dwelling to M-2, Heavy Industrial District.
8. Motion to approve rules of City Council Procedure.
9. Consider resolution designating the Daily Gate City as a newspaper of general circulation for publication of official notices.
10. Consider resolution designating depositories for city monies and city funds not to exceed the sum of \$ 8,000,000 per financial institution.
11. Consider resolution certifying the election of Jean Ludwig as City Clerk from January 2, 2018, until January 2, 2020.
12. Consider resolution approving the initial reading of Ordinance No. 1980 Amending the code of ordinances of the City of Keokuk to repeal Chapter 2.50 and 2.16, and to adopt Chapter 1.15 regarding the method of City Elections.
13. Committee Reports (Reports from council representatives).
14. New Business:
15. Adjourn meeting.

MINUTES
CITY COUNCIL MEETING
December 21, 2017
6:30 P.M.

The City Council of the City of Keokuk met in regular session on December 21, 2017 at 6:30 p.m. in the City Council Chambers, 415 Blondeau Street, with Mayor Thomas D. Marion presiding and eight council members present, one absent: Mike O'Connor, Ron Payne, Dan Winn, John Helenthal, Larry Mortimer, Sandy Pollitt, Roger Bryant and Susan Dunek. Mike Moore was absent. Staff in attendance: City Administrator Aaron Burnett, City Clerk Jean Ludwig, Public Works Director Mark Boussetot, Community Development Director Pam Broomhall, Code Enforcement Officer Kathie Mahoney, and Fire Chief Gabe Rose.

Motion made by O'Connor, Second by Pollitt to approve the following proposed consent agenda. (8) AYES, (0) NAYS. Motion carried.

- Minutes of the regular City Council meeting of December 7, 2017;
- Minutes of the Safety Committee meeting of December 19, 2017;
- Receive Council Reports;
- **RESOLUTION NO. 367-17:** Approving a Liquor License for Rascal's Pub & Grub, Inc., 820 Main Street, effective January 2, 2018 – Class C Liquor License with Outdoor Service;
- **RESOLUTION NO. 368-17:** Approving a Liquor License for Hy-Vee, Inc., 3111 Main Street, effective January 2, 2018 – Class E Liquor Licenses with Sunday Sales;
- **RESOLUTION NO. 369-17:** Approving a Liquor License for Hy-Vee Holiday Party, 810 Main Street, effective January 13, 2018 – Class C Liquor License;
- **RESOLUTION NO. 370-17:** Approving a Urban Revitalization Tax Exemption for the following home owners: Trevor & Jessica Pullinger, 704 High Street, single family dwelling; Ronald & Debra Miller, 1522 Exchange Street, bedroom/bathroom garage addition;
- Notification of Public Works purchasing of a 2018 F-250 with plow and spreader for the Bridge Department for \$ 39,671.15. This is on the current budget, Carson Ford is the less of three quotes;
- Appointment of Tom Bryant to the City Planning Commission, term to expire May 14, 2023;
- Appointment of Tonya Boltz and Doug Matlick to the Keokuk Barge Commission, effective January 1, 2018, term to expire January 1, 2019;
- Appointment of Doug Ewing to the Keokuk Barge Commission, effective January 1, 2018, term to expire January 1, 2020;
- Motion to pay the bills and transfers listed within Register No.'s 4969-4971;

Motion made by O'Connor, Second by Dunek to approve the following proposed **RESOLUTION NO. 371-17**: "A RESOLUTION ACKNOWLEDGING THE RESULTS OF THE RUNOFF ELECTION IN THE 5TH WARD."

(8) AYES, (0) NAYS. Motion carried.

Motion made by Pollitt, Second by Winn to approve the following proposed **RESOLUTION NO. 372-17**: "A RESOLUTION AWARDED A CONTRACT WITH HEMPEN MOBILE WASH OF KEOKUK IN THE AMOUNT OF \$ 17,000 FOR THE FIRST YEAR, \$ 18,000 FOR THE SECOND YEAR, AND \$ 19,000 FOR THE THIRD YEAR FOR LEACHATE HAULING." (8) AYES, (0) NAYS. Motion carried.

Motion made by Pollitt, Second by Winn to approve the following proposed **RESOLUTION NO. 373-17**: "A RESOLUTION AWARDED A TWO YEAR CONTRACT WITH THACHER TREE CARE OF FORT MADISON, IOWA AT THE COST OF \$ 750.00 PER TREE FOR TREE AND STUMP REMOVAL; AND \$ 125.00 PER HOUR FOR TRIMMING WHEN TREE REMOVAL IS REQUIRED."

(8) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Winn to approve the following proposed **RESOLUTION NO. 374-17**: "A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR SURFACE TRANSPORTATION BLOCK GRANT (STBG) THROUGH SOUTHEAST IOWA REGIONAL PLANNING COMMISSION."

(8) AYES, (0) NAYS. Motion carried.

Motion made by Pollitt, Second by Winn to approve the following proposed **RESOLUTION NO. 375-17**: "A RESOLUTION SETTING A PUBLIC HEARING FOR 6:30 P.M., JANUARY 4, 2018 IN THE CITY COUNCIL CHAMBERS, 415 BLONDEAU STREET, ON A PROPOSAL FROM ROQUETTE AMERICA, INC., TO REZONE LOTS 1 THROUGH 6, BLOCK 41, REID'S ADDITION; LOTS 1 & 2 FROM R-2, SINGLE FAMILY DWELLING DISTRICT TO M-2, HEAVY INDUSTRIAL DISTRICT AND LOTS 3, 4, 5 & 6 FROM R-3 TWO FAMILY DWELLING TO M-2, HEAVY INDUSTRIAL DISTRICT."

(8) AYES, (0) NAYS. Motion carried.

Motion made by Winn, Second by Pollitt to approve the following proposed **RESOLUTION NO. 376-17**: "A RESOLUTION APPROVING A TAX INCREMENT FINANCING REBATE FOR J4 PROPERTIES L.L.C. (JAMES HEALTHCARE), 610-612 MAIN STREET." (8) AYES, (0) NAYS. Motion carried.

Motion made by Winn, Second by Pollitt to approve an agreement with Poepping, Stone, Bach, & Associates, Inc. for Professional Services for the Keokuk Riverfront Barge.

Motion made by O'Connor, Second by Winn to approve the following proposed **RESOLUTION NO. 377-17**: "A RESOLUTION AUTHORIZING FILING OF AN APPLICATION FOR THE KEOKUK MAIN STREET ACCESSIBILITY EXTENSION"

PROJECT TO RECEIVE TRANSPORTATION ALTERNATIVE PROGRAM (TAP) FUNDS.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Winn, Second by O’Connor to approve the following proposed **RESOLUTION NO. 378-17:** “A RESOLUTION AUTHORIZING FILING OF AN APPLICATION FOR THE KEOKUK JOHNSON STREET ROAD ACCESSIBILITY EXTENSION PROJECT TO RECEIVE TRANSPORTATION ALTERNATIVE PROGRAM (TAP) FUNDS. (8) AYES, (0) NAYS. Motion carried.

NEW BUSINESS: Councilpersons Pollitt and Winn, and Mayor Marion gave brief farewell messages.

Motion to adjourn meeting made by Winn, Second by Pollitt. (8) AYES, (0) NAYS. Motion carried.

Meeting adjourned at 6:58 p.m.

BUDGET REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE ADMINISTRATION TOTAL	1,346,731.00	4,701.00	623,251.37	46.28	723,479.63
	POLICE UNION TOTAL	1,097,766.00	.00	531,962.29	48.46	565,803.71
	POLICE COMMUNICATIONS TOTAL	56,131.00	.00	27,456.97	48.92	28,674.03
	POLICE RECORDS TOTAL	101,381.00	.00	49,608.68	48.93	51,772.32
	LEE CO NAR TASK FORCE TOTAL	87,627.00	.00	46,091.40	52.60	41,535.60
	GTSB SAFETY GRANT TOTAL	5,058.00	.00	849.86	16.80	4,208.14
	COPS IN SCHOOLS TOTAL	.00	.00	.00	.00	.00
	FLOOD CONTROL TOTAL	31,450.00	332.20	8,042.37	25.57	23,407.63
	FIRE ADMINISTRATION TOTAL	1,051,453.00	5,747.44	542,956.55	51.64	508,496.45
	FIRE PROTECTION TOTAL	1,350,080.00	.00	667,398.60	49.43	682,681.40
	EMERGENCY CORP TOTAL	6,225.00	474.57	7,195.84	115.60	970.84-
	FIRE EQUIPMENT RESERVE TOTAL	.00	.00	.00	.00	.00
	FIRE TRAINING GRANT TOTAL	.00	.00	.00	.00	.00
	EMERGENCY CORP TOTAL	.00	.00	.00	.00	.00
	HOUSING TOTAL	611,440.00	49,000.00	239,458.43	39.16	371,981.57
	ANIMAL CONTROL TOTAL	129,938.00	406.59	57,967.42	44.61	71,970.58
	PUBLIC SAFETY TOTAL	5,875,280.00	60,661.80	2,802,239.78	47.70	3,073,040.22
	STREETS/ROADWAYS TOTAL	.00	.00	.00	.00	.00
	ROADWAY MAINTENANCE/RUT TOTAL	670,712.00	1,651.76	318,867.11	47.54	351,844.89
	STREET LIGHTING TOTAL	217,000.00	331.59	71,048.11	32.74	145,951.89
	TRAFFIC LIGHTS TOTAL	28,000.00	552.73	97,297.24	347.49	69,297.24-
	SNOW REMOVAL TOTAL	92,770.00	.00	1,078.17	1.16	91,691.83
	STREET CLEANING TOTAL	38,920.00	.00	16,261.64	41.78	22,658.36
	AIRPORT TOTAL	100,463.00	863.86	46,154.35	45.94	54,308.65
	BULK FUEL TOTAL	79,950.00	38.09	37,341.39	46.71	42,608.61
	VEHICLE MAINTENANCE TOTAL	234,804.00	243.56	113,046.67	48.15	121,757.33
	GENERAL MAINTENANCE TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS EQUIP RES TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS TOTAL	1,462,619.00	3,681.59	701,094.68	47.93	761,524.32
	LIBRARY TOTAL	522,751.00	.00	232,009.18	44.38	290,741.82
	LIBRARY COUNTY TOTAL	8,817.00	.00	.00	.00	8,817.00
	LIBRARY GRANTS TOTAL	.00	.00	.00	.00	.00
	LIBRARY TRUST FUND TOTAL	.00	.00	198.15	.00	198.15-
	RIVER MUSEUM TOTAL	13,938.00	111.19	9,138.24	65.56	4,799.76
	GRAND THEATRE TOTAL	84,350.00	926.12	40,563.64	48.09	43,786.36
	GRAND THEATRE RESERVE TOTAL	.00	.00	.00	.00	.00
	UNION DEPOT TOTAL	7,900.00	130.16	1,988.54	25.17	5,911.46
	HISTORIC PRESERVATION COM TOTA	.00	.00	.00	.00	.00
	PARKS TOTAL	316,572.00	3,117.97	346,713.06	109.52	30,141.06-
	MARY E TOLMIE FUND TOTAL	.00	.00	.00	.00	.00
	PARK MAINT & IMPROV RESER TOTA	.00	.00	.00	.00	.00
	JOYCE PARK TOTAL	.00	.00	.00	.00	.00
	SWIMMING POOL TOTAL	130,529.00	279.62	68,792.68	52.70	61,736.32
	RED CROSS TOTAL	.00	.00	.00	.00	.00
	SWIMMING POOL RESERVE TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CEMETERY TOTAL	290,498.00	1,389.72	107,791.70	37.11	182,706.30
	PERPETUAL CARE TOTAL	.00	.00	.00	.00	.00
	HOTEL/MOTEL TAX TOTAL	210,000.00	.00	378,140.67	180.07	168,140.67-
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	CULTURE & RECREATION TOTAL	1,585,355.00	5,954.78	1,185,335.86	74.77	400,019.14
	RBEG GRANT TOTAL	.00	.00	136.28	.00	136.28-
	HOUSING & URBAN RENEWAL TOTAL	.00	59.10	2,394.67	.00	2,394.67-
	GENERAL ECONOMIC DEVELOP TOTA	.00	.00	225,959.00	.00	225,959.00-
	LHAP GRANT TOTAL	.00	.00	.00	.00	.00
	TARGETED JOBS TAX CREDIT TOTA	.00	4,645.62	179,423.30	.00	179,423.30-
	I FA PROJECT-BASED HOUSING TOTA	.00	.00	.00	.00	.00
	LOW & MODERATE INCOME TOTAL	.00	.00	.00	.00	.00
	BUILDING/ZONING TOTAL	163,495.00	116.95	64,400.62	39.39	99,094.38
	FERRO-SIL BUILDING TOTAL	2,550.00	4,240.72	71,858.83	2,817.99	69,308.83-
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	COMMUNITY & ECONOMIC DEV TOTA	166,045.00	9,062.39	544,172.70	327.73	378,127.70-
	MAYOR, COUNCIL, CLERK ADM TOTA	609,164.00	29.47	314,935.61	51.70	294,228.39
	DATA PROCESSING TOTAL	19,500.00	.00	12,208.50	62.61	7,291.50
	PUBLIC WORKS ADMINISTRA TOTAL	349,842.00	2,225.52	184,276.27	52.67	165,565.73
	CONTINGENCY TOTAL	.00	.00	.00	.00	.00
	ELECTIONS TOTAL	12,000.00	2,553.41	9,691.33	80.76	2,308.67
	CITY ATTORNEY TOTAL	5,000.00	4,420.00	20,860.00	417.20	15,860.00-
	MUNICIPAL BUILDING TOTAL	165,300.00	958.32	24,677.43	14.93	140,622.57
	GENERAL INSURANCE TOTAL	125,000.00	.00	5,358.00	4.29	119,642.00
	10% SALES TAX/HUMAN DEVEL TOTA	.00	.00	.00	.00	.00
	PUBLIC SERVICE TV TOTAL	1,659.00	.00	398.94	24.05	1,260.06
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	GENERAL GOVERNMENT TOTAL	1,287,465.00	10,186.72	572,406.08	44.46	715,058.92
	DEBT SERV/2016B TOTAL	403,740.00	.00	44,620.00	11.05	359,120.00
	DEBT SERVICE TOTAL	318,000.00	.00	.00	.00	318,000.00
	DEBT SERVICE-2009A SEWER TOTA	.00	.00	250.00	.00	250.00-
	DEBT SERVICE-13D Grand Av TOTA	268,100.00	.00	34,300.00	12.79	233,800.00
	DEBT SERVICE -12 GO BONDS TOTA	100,024.00	.00	12,761.25	12.76	87,262.75
	DEBT SERVICE-2013B Refi 06 TOTA	232,935.00	.00	16,717.50	7.18	216,217.50
	DEBT SERVICE-HAMPTON INN TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE-2013A Fire E TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE-09 GO BONDS TOTA	.00	.00	250.00	.00	250.00-
	DEBT SERVICE-2013C Aquati TOTA	284,875.00	.00	17,687.50	6.21	267,187.50
	DEBT SERV/2009D/2010 TOTAL	.00	.00	.00	.00	.00
	DEBT SERV/2016A TOTAL	295,922.00	.00	30,711.25	10.38	265,210.75
	Floodwall TIF TOTAL	.00	.00	.00	.00	.00
	River Hills TIF TOTAL	.00	.00	.00	.00	.00
	KEO SENIOR HOUSING TIF TOTAL	.00	.00	.00	.00	.00
	TWIN RIVERS TIF TOTAL	.00	.00	.00	.00	.00
	HAMPTON INN TIF TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	DOWNTOWN URBAN RENEW TIF TOTA	.00	.00	16,741.00	.00	16,741.00-
	DEBT SERVICE TOTAL	1,903,596.00	.00	174,038.50	9.14	1,729,557.50
	FLOODWALL REPAIR PROJECT TOTA	.00	.00	.00	.00	.00
	RIVERFRONT BARGE PROJECT TOTA	.00	.00	.00	.00	.00
	02 SIDEWALK PROGRAM TOTAL	.00	.00	2,975.13	.00	2,975.13-
	04 CURB & GUTTER TOTAL	.00	.00	.00	.00	.00
	03 ACCESS IMPROV/ADA TOTAL	.00	.00	.00	.00	.00
	GRAND AVE STREET PROJECT TOTA	.00	.00	4,763.56	.00	4,763.56-
	12 YEAR STREET PROGRAM TOTAL	500,000.00	.00	569,711.99	113.94	69,711.99-
	TOTAL	.00	.00	.00	.00	.00
	AIRPORT REHAB TOTAL	.00	.00	.00	.00	.00
	AIRPORT-FFA #18 RUNWAY TOTAL	.00	.00	.00	.00	.00
	AIRPORT-RUNWAY GRANT #17 TOTA	.00	.00	.00	.00	.00
	AIRPORT-FAA GRANT AIP#19 TOTA	.00	.00	38,032.88	.00	38,032.88-
	CAP PROJECT-MISSOURI AVE TOTA	.00	.00	.00	.00	.00
	CAP PROJ-RAND PARK BLUFF TOTA	.00	.00	.00	.00	.00
	RIVER MUSEUM PROJECT TOTAL	.00	.00	.00	.00	.00
	CEMETERY STREE PROJECT TOTAL	.00	.00	.00	.00	.00
	AQUATIC CENTER TOTAL	.00	.00	.00	.00	.00
	YEAR END PROFIT HANDLER TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	500,000.00	.00	615,483.56	123.10	115,483.56-
	WPC MAINTENANCE & OPERATI TOTA	2,415,378.00	30,914.14	1,135,634.13	47.02	1,279,743.87
	INDUSTRIAL PRETREATMENT TOTAL	.00	.00	.00	.00	.00
	SANITARY SEWER MAINTENANC TOTA	1,547,492.00	7,107.99	361,680.59	23.37	1,185,811.41
	CAP PROJ-LIFT STATIONS TOTAL	750,000.00	.00	7,166.51	.96	742,833.49
	STORM SEWER SEPARATION TOTAL	.00	4,247.60	290,195.07	.00	290,195.07-
	GRIT BASIN PROJECT TOTAL	.00	.00	.00	.00	.00
	REFUSE COLLECTION TOTAL	772,476.00	60,381.38	358,248.03	46.38	414,227.97
	LEACHATE CONTROL TOTAL	50,000.00	11,470.28	62,089.95	124.18	12,089.95-
	MUNICIPAL BRIDGE TOTAL	451,360.00	1,491.01	148,612.36	32.93	302,747.64
	CAP EQUIP/RESV-MUN BRIDGE TOTA	.00	.00	.00	.00	.00
	REGIONAL TRANSIT TOTAL	.00	.00	4,250.00	.00	4,250.00-
	YEAR END PROFIT HANDLER TOTAL	.00	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	5,986,706.00	115,612.40	2,367,876.64	39.55	3,618,829.36
	TOTAL	.00	.00	.00	.00	.00
	TRANSFERS TOTAL	5,820,444.00	.00	.00	.00	5,820,444.00
	TRANSFER TOTAL	.00	.00	2,300,000.00	.00	2,300,000.00-
	NON-PROGRAM GENERAL REV TOTAL	.00	255.43	289,291.96	.00	289,291.96-
	YEAR END PROFIT HANDLER TOTAL	.00	.00	.00	.00	.00
	TRANSFER OUT TOTAL	5,820,444.00	255.43	2,589,291.96	44.49	3,231,152.04

BUDGET REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL ALL FUNCTIONS	24,587,510.00	205,415.11	11,551,939.76	46.98	13,035,570.24
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BUDGET REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	9,339,558.00	82,947.24	4,943,745.52	52.93	4,395,812.48
	ROAD USE TAX TOTAL	1,037,206.00	1,895.32	449,253.59	43.31	587,952.41
	EMPLOYEE BENEFITS TOTAL	1,900,000.00	.00	800,000.00	42.11	1,100,000.00
	EMERGENCY TAX LEVY FUND TOTAL	85,190.00	.00	.00	.00	85,190.00
	SALES TAX - HUMAN DEV TOTAL	140,000.00	.00	.00	.00	140,000.00
	SALES TAX - INFRASTRUCTUR TOTA	1,000,000.00	.00	500,000.00	50.00	500,000.00
	50% SALES TAX-PROP TAX RE TOTA	1,495,000.00	.00	1,000,000.00	66.89	495,000.00
	TAX INCREMENT FINANCING TOTAL	1,200,254.00	.00	16,741.00	1.39	1,183,513.00
	ECONOMIC DEVELOPMENT TOTAL	.00	4,704.72	407,913.25	.00	407,913.25-
	SWIM POOL RESERVE TOTAL	.00	.00	.00	.00	.00
	GRAND THEATRE RESERVE TOTAL	.00	.00	.00	.00	.00
	MARY E TOLMIE FUND TOTAL	.00	.00	.00	.00	.00
	PARK MAINT & IMPROV RESER TOTA	.00	.00	.00	.00	.00
	LIBRARY TRUST FUNDS TOTAL	.00	.00	4,336.74	.00	4,336.74-
	PUBLIC WORKS EQUIP RESERV TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,903,596.00	.00	157,297.50	8.26	1,746,298.50
	CAPITAL PROJECTS TOTAL	500,000.00	.00	615,483.56	123.10	115,483.56-

BUDGET REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	RIVERFRONT BARGE PROJECT TOTA	.00	.00	.00	.00	.00
	ROQUETTE BUILDING TOTAL	.00	.00	.00	.00	.00
	NON-EXPENDABLE TRUST FUND TOTA	.00	.00	.00	.00	.00
	WPC MAINT & OPERATION TOTAL	3,223,370.00	38,022.13	1,216,627.84	37.74	2,006,742.16
	WATER POL CONTROL RESERVE TOTA	237,000.00	.00	.00	.00	237,000.00
	SEWER MAINTENANCE RESERVE TOTA	252,500.00	.00	261,913.88	103.73	9,413.88-
	WATER POL CONTR CAP PROJ TOTA	.00	.00	.00	.00	.00
	SEWER IMPROVEMENT RESERVE TOTA	1,000,000.00	4,247.60	316,134.58	31.61	683,865.42
	CDBG SWR POINT REPAIR PRJ TOTA	.00	.00	.00	.00	.00
	SOLID WASTE FUND TOTAL	822,476.00	71,851.66	420,337.98	51.11	402,138.02
	SOL WAS EQUIP REPLACE RES TOTA	.00	.00	.00	.00	.00
	CAP PROJ-REMEDIAL ACTION TOTA	.00	.00	.00	.00	.00
	MUNICIPAL BRIDGE TOTAL	451,360.00	1,491.01	152,862.36	33.87	298,497.64
	INTERNAL SERVICE FUND TOTAL	.00	255.43	289,291.96	.00	289,291.96-
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		24,587,510.00	205,415.11	11,551,939.76	46.98	13,035,570.24
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	8,974,731.00	.00	5,293,051.90	58.98	3,681,679.10
	ROAD USE TAX TOTAL	1,250,000.00	.00	750,090.25	60.01	499,909.75
	EMPLOYEE BENEFITS TOTAL	1,966,905.00	.00	1,068,153.89	54.31	898,751.11
	EMERGENCY TAX LEVY FUND TOTAL	85,190.00	.00	50,856.37	59.70	34,333.63
	SALES TAX - HUMAN DEV TOTAL	140,000.00	.00	71,508.31	51.08	68,491.69
	SALES TAX - INFRASTRUCTUR TOTA	550,000.00	.00	286,033.15	52.01	263,966.85
	50% SALES TAX-PROP TAX RE TOTA	770,000.00	.00	357,541.44	46.43	412,458.56
	TAX INCREMENT FINANCING TOTAL	1,269,916.00	.00	650,781.59	51.25	619,134.41
	ECONOMIC DEVELOPMENT TOTAL	27,000.00	.00	207,348.71	767.96	180,348.71-
	SWIM POOL RESERVE TOTAL	.00	.00	.00	.00	.00
	GRAND THEATRE RESERVE TOTAL	.00	.00	.00	.00	.00
	MARY E TOLMIE FUND TOTAL	.00	.00	.00	.00	.00
	PARK MAINT & IMPROV RESER TOTA	5,000.00	.00	82,968.34	1,659.37	77,968.34-
	LIBRARY TRUST FUNDS TOTAL	.00	.00	11,801.25	.00	11,801.25-
	PUBLIC WORKS EQUIP RESERV TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,931,004.00	.00	410,399.28	21.25	1,520,604.72
	CAPITAL PROJECTS TOTAL	.00	.00	475,085.88	.00	475,085.88-

REVENUE REPORT
CALENDAR 1/2018, FISCAL 7/2018

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	RIVERFRONT BARGE PROJECT TOTA	.00	.00	.00	.00	.00
	ROQUETTE BUILDING TOTAL	.00	.00	.00	.00	.00
	NON-EXPENDABLE TRUST FUND TOTA	3,000.00	.00	12,629.63	420.99	9,629.63-
	WPC MAINT & OPERATION TOTAL	4,539,300.00	.00	2,008,044.75	44.24	2,531,255.25
	WATER POL CONTROL RESERVE TOTA	400.00	.00	445.79	111.45	45.79-
	SEWER MAINTENANCE RESERVE TOTA	.00	.00	.00	.00	.00
	WATER POL CONTR CAP PROJ TOTA	.00	.00	.00	.00	.00
	SEWER IMPROVEMENT RESERVE TOTA	.00	.00	5,321.83	.00	5,321.83-
	CDBG SWR POINT REPAIR PRJ TOTA	.00	.00	.00	.00	.00
	SOLID WASTE FUND TOTAL	761,000.00	.00	313,384.36	41.18	447,615.64
	SOL WAS EQUIP REPLACE RES TOTA	.00	.00	.00	.00	.00
	CAP PROJ-REMEDIAL ACTION TOTA	.00	.00	.00	.00	.00
	MUNICIPAL BRIDGE TOTAL	430,000.00	.00	157,783.49	36.69	272,216.51
	INTERNAL SERVICE FUND TOTAL	485,000.00	.00	289,166.07	59.62	195,833.93
	TOTAL REVENUES	=====	=====	=====	=====	=====
		23,188,446.00	.00	12,502,396.28	53.92	10,686,049.72
		=====	=====	=====	=====	=====

TREASURER'S REPORT
CALENDAR 1/2018, FISCAL 7/2018

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	1,082,496.88	82,947.24	.00	998,794.90
110	ROAD USE TAX	1,530,592.39	1,895.32	.00	1,528,624.19
112	EMPLOYEE BENEFITS	1,052,245.14	.00	.00	1,052,245.14
119	EMERGENCY TAX LEVY FUND	54,643.11	.00	.00	54,643.11
121	SALES TAX - HUMAN DEV	138,354.17	.00	.00	138,354.17
122	SALES TAX - INFRASTRUCT	326,435.38	.00	.00	326,435.38
123	50% SALES TAX-PROP TAX	363,857.62	.00	.00	363,857.62
125	TAX INCREMENT FINANCING	646,664.20	.00	.00	646,664.20
160	ECONOMIC DEVELOPMENT	99,827.90-	4,704.72	.00	104,532.62-
182	SWIM POOL RESERVE	1,070.00	.00	.00	1,070.00
183	GRAND THEATRE RESERVE	1,051.17	.00	.00	1,051.17
184	MARY E TOLMIE FUND	81,873.04	.00	.00	81,873.04
185	PARK MAINT & IMPROV RES	216,300.88	.00	.00	216,300.88
186	LIBRARY TRUST FUNDS	54,863.70	.00	.00	54,863.70
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	365,364.14	.00	.00	365,364.14
301	CAPITAL PROJECTS	810,229.13	.00	.00	810,229.13
302	RIVERFRONT BARGE PROJEC	.00	.00	.00	.00
303	ROQUETTE BUILDING	.00	.00	.00	.00
500	NON-EXPENDABLE TRUST FU	456,779.12	.00	.00	456,779.12
610	WPC MAINT & OPERATION	4,518,149.31	38,022.13	.00	4,480,020.76
611	WATER POL CONTROL RESER	95,348.84-	.00	.00	95,348.84-
612	SEWER MAINTENANCE RESER	882,971.98-	.00	.00	882,971.98-
613	WATER POL CONTR CAP PRO	.00	.00	.00	.00
614	SEWER IMPROVEMENT RESER	650,418.27	4,247.60	.00	646,170.67
617	CDBG SWR POINT REPAIR P	.00	.00	.00	.00
670	SOLID WASTE FUND	98,995.03	71,851.66	.00	27,106.11
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDIAL ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	3,023,457.59	1,491.01	.00	3,021,956.44
810	INTERNAL SERVICE FUND	845.36	255.43	.00	589.93
	Report Total	14,409,337.69	205,415.11	.00	14,202,941.14

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 JANUARY 4, 2018.

REGISTER NO. 4972

ALTORFER INC.	PARTS	\$	134.96
BARCO MUNICIPAL PRODUCTS, INC.	SUPPLIES/FREIGHT	\$	121.23
BECK'S EXPRESS MART	FUEL POLICE DEPT	\$	56.91
KEOKUK MUNICIPAL WATER WORKS	1/2 IA ONE CALL CHARGE	\$	50.65
KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$	190.00
GRAY QUARRIES, INC	UNWASHED CONCRETE	\$	376.74
JIM BAIER, INC	PARTS	\$	3.90
RIVER CITY PARTS, INC.	PARTS	\$	35.40
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$	57.60
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$	252.63
ELECTRONIC APPLICATIONS CO.INC	EQUIPMENT FOR PD VEHICLES	\$	3,626.76
ALLIANT	ELECTRIC BILL	\$	9,451.36
CENTURY LINK	SERVICES	\$	172.78
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$	4,853.78
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$	56.45
RATHBUN REGIONAL WATER ASSOC.	AIRPORT WATER BILL	\$	28.36
VEENSTRA & KIMM, INC.	ENGINEERING FEES	\$	4,247.60
HY-VEE, INC.	SUPPLIES	\$	482.01
PER MAR SECURITY SERVICES	SECURITY MONITORING	\$	191.40
KNAPHEIDE TRUCK EQ CENTER	PARTS/FREIGHT	\$	731.00
LEE COUNTY AUDITOR	CITY RUNOFF ELECTION 12-5-17	\$	2,553.41
RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	\$	335.00
ELLIOTT EQUIPMENT CO.	EQUIPMENT/FREIGHT	\$	3,993.83
IOWA PRISON INDUSTRIES	SIGN HARDWARE	\$	324.12
CHEMSEARCH	SUPPLIES	\$	1,079.11
KAME GOOD NEIGHBOR PHARMACY	POLICE DEPT SUPPLIES	\$	41.40
MIDWEST BREATHING AIR L.L.C.	SEMI ANNUAL AIR TEST	\$	160.90
FASTENAL COMPANY	PARTS/SUPPLIES	\$	142.95
JAMES K. NEFF	LABOR/MATERIALS	\$	207.05
WAL-MART COMMUNITY/GECRB	SUPPLIES	\$	216.66
POLYDYNE, INC.	POLYMER - WPC	\$	4,232.00
AIR-O-LATOR CORPORATION	PARK SUPPLIES	\$	1,785.41
EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$	1,247.93
MEDIACOM	SERVICES	\$	62.49
TANKNOLOGY, INC.	FUEL TANK TESTING	\$	413.50
OMNI-SITE.NET	SEWER YEARLY ALARM CONTRACT	\$	3,588.00
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$	16,422.39
MARTIN SULLIVAN, INC.	PARTS/FREIGHT	\$	63.41
FIREPROGRAMS	SOFTWARE UPGRADE TRAINING	\$	1,050.00
HEMPEN INDUSTRIAL SERVICES,INC	DEMO	\$	10,500.00
A.C. McCARTNEY EQUIPMENT INC.	TRACTOR/TRACTOR PARTS	\$	50,793.00

REGISTER NO. 4973

TRANS-IOWA EQUIPMENT, INC.	PARTS/SUPPLIES/FREIGHT	\$ 759.79
KLINGNER & ASSOCIATES, P.C.	LANDFILL MONITORING	\$ 11,470.28
INTERSTATE BATTERIES OF	BATTERIES	\$ 116.95
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$ 113.75
WINDSTREAM	SERVICES	\$ 1,619.81
JERRY HERR	REIMBURSE GRAND THEATER SUPPLY	\$ 23.34
THERMO FISHER SCIENTIFIC	LAB SUPPLIES	\$ (27.90)
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 798.56
JETCO, INC.	PARTS/LABOR	\$ 2,975.10
JAMES WALLACE	JANITORIAL SERVICE @ GRAND	\$ 305.00
DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$ 425.00
INTERSTATE BILLING SERVICE,INC	PARTS	\$ 279.26
MENKE PROFESSIONAL AUTO PARTS	SHOP SUPPLIES	\$ 55.74
JEFFREY JOE HERR	TREE REMOVAL/DEMOS	\$ 38,500.00
THACHER TREE CARE	TREE REMOVAL OAKLAND CEMETERY	\$ 1,300.00
CLEAR CONTACT SOLUTIONS	MEDICAL SERVICES	\$ 37.40
MARION POLICE DEPARTMENT	PRE-EMPLOYMENT POLYGRAPH	\$ 323.32
VISA	CARD SERVICES	\$ 1,703.84
FOX APPARATUS REPAIR &	LABOR/PARTS FIRE TRUCK 6113	\$ 3,338.83
KEOKUK MILLS, LLC	TARGETED JOBS TAX CREDIT	\$ 4,645.62
MT. PLEASANT CORRECTIONAL FAC	SERVICES	\$ 400.00
DANIELS, LONG & PINSEL, LLC	PROFESSIONAL SERVICES	\$ 4,420.00
STERICYCLE COMSOL	MONTHLY ANSWERING SERVICE	\$ 473.93
KRISTINA RUDD	MONTHLY CLEANING SERVICES	\$ 441.57
CINTAS	SAFETY EQUIPMENT	\$ 2,182.20
ENGINEERED EQUIPMENT SOLUTIONS	PARTS/EQUIPMENT/FREIGHT	\$ 4,840.47
CORE & MAIN LP	PARTS/FREIGHT	\$ 512.71
		\$ 206,368.65

RESOLUTION NO.

A RESOLUTION APPROVING THE INITIAL READING OF ORDINANCE 1979.

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

THAT, the Keokuk City Council approves the initial reading of Ordinance No. 1979 Rezoning Lots 1 through 6, Block 41, Reid’s Addition; Lots 1 & 2 from R-2, single family dwelling district to M-2, Heavy Industrial District and Lots 3, 4, 5 & 6 from R-3 two family dwelling to M-2, Heavy Industrial District.

MOVED BY:

SECONDED BY:

Passed this 4th day of January, 2018.

ROLL CALL:

AYES –

NAYS –

ABSENT –

THOMAS L. RICHARDSON, MAYOR

ATTEST:

JEAN LUDWIG, CITY CLERK



ITEM NO. 7

CITY OF KEOKUK
CITY COUNCIL AGENDA COMMUNICATION

Today's Date: January 2, 2018 Meeting Date: January 4, 2018

<u>SUBJECT:</u> Rezoning	ACTION REQUIRED: <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Approval <input type="checkbox"/> Receive/File
---------------------------------	---

SYNOPSIS	Roquette America, Inc has requested rezoning of the half block between B and C Streets and between the alley and South 7 th Street. Two of the lots are currently zoned R-2, single family, the other four lots are zoned R-3, two family, the request is to rezone to M-2 Heavy Industrial. Roquette has proposed to construct an office building at this location.
FISCAL IMPACT	Recording and publishing fees
RECOMMENDATION	City Planning Commission met on December 18, 2017, recommending approval of the rezoning request.

Mandatory Attorney Review Completed: _____

Responsible City Staff Member(s): Pam Broomhall, Community Development Director

ORDINANCE NO. 1979

AN ORDINANCE AMENDING THE ZONING ORDINANCES OF THE CITY OF KEOKUK, LEE COUNTY, IOWA BY REZONING LOTS 1 & 2, BLOCK 41, REID'S ADDITION TO THE CITY OF KEOKUK, FROM AN R-2, SINGLE FAMILY DWELLING DISTRICT TO AN M-2, HEAVY INDUSTRIAL DISTRICT AND LOTS 3 THROUGH 6, BLOCK 41, REID'S ADDITION TO THE CITY OF KEOKUK, FROM R-3, TWO FAMILY DWELLING DISTRICT TO M-2, HEAVY INDUSTRIAL DISTRICT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY IOWA;

SECTION 1. The zoning ordinances of the City of Keokuk, Lee County, Iowa are hereby amended by rezoning the following described real estate from R-2, single-family dwelling, and R-3, two-family dwelling, to M-2, Heavy Industrial District, to wit:

Lots 1 & 2, Block 41, Reid's Addition to the City of Keokuk, from an R-2, single family dwelling district to an M-2, heavy industrial district and Lots 3 through 6, Block 41, Reid's Addition to the City of Keokuk, from R-3, two family dwelling district to M-2, heavy industrial district. The district boundaries shall extend to the centerline of abutting streets.

SECTION 2. EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its final passage and publication, once in the Daily Gate City, a newspaper of general circulation, as required by law.

SECTION 3. REPEALER CLAUSE

All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY.

The provisions of this ordinance are severable, and if any section, clause, part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this ordinance. It is hereby declared to be the intent of the City Council that this ordinance would have been enacted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, provision, or other subdivision had not been included herein.

CITY OF KEOKUK, IOWA
RULES OF CITY COUNCIL PROCEDURE

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PART I. GENERAL

1. AUTHORITY

Iowa Code Section 372.13 provides that the City Council shall determine its own rules of procedure. The following set of rules shall be in effect upon adoption by the Council until such time as they are amended or new rules adopted.

2. GENERAL RULES

- A. Public Meetings.** All official meetings of the Council shall be open to the public except those that are specifically designated as closed session. Regular Council meetings shall be held in a building or room that is accessible to persons with disabilities, which is usually the Keokuk City Council Chamber. For Council meetings held in part or in whole at other locations for any purpose, that meeting space shall be accessible to persons with disabilities to the maximum extent possible.
- B. Quorum.** A majority of the members of Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance may elect to discuss items but not take official action except to adjourn to a later date.
- C. Minutes.** An action set of minutes of all proceedings of the Council shall be kept by the City Clerk and shall be entered in the official record of the Council. Minutes of the proceedings shall be open to public inspection except those of closed sessions. Minutes shall be published in a newspaper of general circulation within fifteen (15) days of the Council meeting, as required by the Code of Iowa. These shall show the headings and actual votes. The records, including any audio or video recordings, will be available for public use upon request, except the sealed recordings and minutes of closed sessions. Closed session recordings are retained as required by State law and for purposes of preserving evidence when litigation is pending.
- D. Order and Decorum by Councilmembers.** While the Council is in session, the members shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings, or the peace of the Council, nor disturb any member speaking, nor refuse to obey the order of the Council, or the chairperson, except as otherwise provided herein.
- E. Right of Floor.** Any Council member desiring to speak shall be first recognized by the Mayor, unless making or seconding a motion. Each member should attempt to confine his or her remarks to the subject under consideration.
- F. Voting Disqualification and Conflict of Interest.** No member of the Council who is disqualified by reason of conflict of interest is permitted to engage in discussion nor debate, nor vote upon the matter on which the member is disqualified. If any question of conflict exists, an opinion may be sought from the City Attorney or City Administrator.

 - a. Procedure.** Any member shall state, openly and publically during open session, their conflict and the nature or facts of such conflict of interest. Where no clearly disqualifying interest appears, the matter of the disqualification may, at the request

of the member affected, be decided by the other members of the Council, by motion, and such decision shall determine such member's right and obligation to vote.

- b. **Applicability to Remote Interests.** This policy applies to a "remote interest" insofar as it is not otherwise provided for by the Code of the State of Iowa.
 - c. **Applicability to the Mayor.** The Mayor shall not, when disqualified by reason of conflict of interest, engage in discussion nor debate, and should temporarily call upon the Mayor Pro Tem to substitute as chair for the affected agenda items, as provided for by Section 5(F) of these rules.
- G. City Administrator.** The City Administrator, or their designee, shall attend all meetings of the Council, unless excused by the Mayor or majority of the council. The City Administrator may make recommendations to the Council and take part in discussions, but shall have no vote.
- H. City Attorney.** The City Attorney, or their designee, shall attend all meetings of the Council, unless excused by the Mayor or the City Administrator and shall, upon request, or at his or her own initiative, give an opinion, either written or oral, on any question of law. The City Attorney shall act as the Council's parliamentarian. In the absence of a rule established by law, or these rules of procedure, the City Attorney shall use Robert's Rules of Order in making a determination on points of procedure or order.
- I. City Clerk.** The City Clerk, or their designee, shall attend all meetings of the Council, unless excused by the Mayor or the City Administrator, and shall keep the official minutes and perform such other duties at the meeting as may be requested by the Council.
- J. City Employees.** Department heads, or other designated employees of the City, shall attend the Council meetings upon request of the Mayor or City Administrator, or when there is pertinent business from their departments on the Council agenda.

3. TYPES OF MEETINGS.

Notice of all Council meetings shall be given in compliance with the requirements of Iowa Code Section 21.4. A tentative agenda of each Council meeting will be delivered to the Council members electronically a minimum of twenty-four (24) hours in advance of the meeting.

- A. Regular Meeting.** The City Council shall meet in the Council Chambers for regular Council meetings. The regular Council meetings will be held the first and third Thursdays of every month unless otherwise designated by the Council. There will be no Council meeting on holidays that fall on a Thursday, unless so designated by the Council. Meetings will commence at 6:30 p.m. unless the Council directs otherwise. Agenda additions may be requested through the procedure contained in Section 7 (M) of these rules.
- B. Workshop.** The Council may meet informally, and as needed, in workshop. These meetings are open to the public. Starting times for these meetings will be dependent on the number of items scheduled for discussion, but they are ordinarily scheduled for 5:30 p.m. immediately before the regularly scheduled meetings described in paragraph A. The purposes for workshop meetings are varied, and may include including, but are not limited to, budget sessions, joint meetings, review of upcoming programs, receiving progress reports on current programs, receiving information from

the City Administrator, or discussing other matters of concern as expressed by the Council. Discussions, and conclusions, are considered informal, and shall require formal action to be taken at a regular Council meeting. No item will be included on the workshop agenda unless approved by the Mayor or City Administrator, however any two members of the City Council can petition to have an item added to the workshop agenda. The City Clerk shall grant such a petition and include the item on the workshop agenda.

- C. **Special Meetings.** Special meetings may be called by the Mayor, or by a majority of the members of the Council.
- D. **Closed Sessions.** Iowa Code Sections 20.17, 21.5 and 21.9 permit closed sessions for certain specified reasons. Before any item is placed on a closed session agenda, the approval of the City Attorney must be obtained. A vote to go into a closed session requires an affirmative vote of either two-thirds of the Council members or all of the members present at the meeting. Any formal action shall be taken by motion or resolution adopted in open session. Detailed minutes and audio recording of any closed session shall be made and kept for a period of at least one year from the date of that meeting, except as otherwise required by law. Under certain circumstances, as provided for in Iowa Code, these recordings and notes may be made public. Attendance of a closed session is limited to the Council, Mayor, and any staff requested or required to remain. As such, the Mayor, or chairperson, shall clear the chamber before the closed session gets underway. Those not in attendance must remain out of earshot of the meeting.

4. MEDIA COVERAGE OF COUNCIL MEETINGS

- A. **Open Meetings.** All official meetings of the City Council shall be open to the public and the media. All meetings shall be subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
- B. **Agendas.** Any person so requesting will receive agendas at least twenty-four (24) hours prior to Council meetings.

5. MAYOR'S DUTIES

- A. **Chairperson.** The Mayor, if present, shall preside as chairperson at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside as chairperson. In the absence of both the Mayor and the Mayor Pro Tem, the Council shall elect a chairperson.
- B. **Call to Order.** The meetings of the Council shall be called to order by the Mayor. In the absence of both the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Administrator, or any member of the Council, whereupon the Council shall elect a temporary chairperson.
- C. **Preservation of Order.** The Mayor shall preserve strict order and decorum through adherence to the rules herein stated. The Mayor shall prevent attacks on personalities, or the impugning of members' motives, and confine members in debate to the question under discussion.
- D. **Points of Order.** The Mayor shall determine all points of order, subject to the right of any member to appeal to the parliamentarian.

- E. **Action by Motion.** Action items are subject to a vote by the Council, if one Council member makes a motion and another Council member seconds the motion. Before calling for a vote, the Mayor shall ensure any motion before the Council is clear, through reiteration of the motion made, to the Council, staff, and the public.
- F. **Substitution for Chairperson.** The Mayor will call on the Mayor Pro Tem or, if unavailable, any other member of the Council, to temporarily chair the meeting if the item in question presents a conflict of interest or in the Mayor's temporary absence from the meeting. The substitution may be made for a definite period, such as an agenda item, but shall not continue beyond adjournment.

6. ORDER OF BUSINESS AND AGENDA

- A. **Agenda.** The order of business of each meeting shall be as contained in the agenda, as prepared by the City Clerk, subject to approval of the Mayor. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be delivered to members of the Council at least twenty-four (24) hours preceding the meeting to which it pertains. A copy of the agenda will also be posted for the public notice at least twenty-four (24) hours in advance, and provided to the local media.
- B. **Order of Business at Council Meetings.** The order of business may be changed through a consensus of the City Council. The general rule as to the order of business in regular meetings shall be as follows:
 - a. Call to Order.
 - b. Roll Call. Before the council shall proceed with the business of the Council, the City Clerk, or their designee, shall call the roll of members, and the names of those present shall be entered in the minutes. The later arrival of any member shall also be noted in the minutes.
 - 1. Quorum Call. During the Course of the meeting, should the Mayor, or chairperson, note a Council quorum is lacking, the Mayor, or chairperson, shall direct the Clerk to issue a quorum call. If a quorum has not been restored within a reasonable time limit of the quorum call, the meeting shall be deemed to automatically adjourn.
 - c. Approval of the Agenda.
 - d. Consent Agenda. A single motion to approve all items on the consent agenda (motions that do not require a public hearing or discussion) will be made. Any council member may request a separate vote on any item on the consent agenda. Such a request requires no vote, and will automatically move the item to Discussion Items.
 - e. Public Comment. Citizens may appear personally before the Council to raise issues.
 - f. Staff reports.
 - g. Public Hearings for Ordinances and Resolutions. After all citizen input has been received, the Mayor can choose to close the hearing. At that time, the Council may either vote on the item or defer consideration to a future meeting. If the Council expects or desires future input, the public hearing can be continued.
 - h. Approval of Ordinances and Resolutions Not Requiring Public Hearing.

- i. Discussion Items. In the absence of items for discussion, the City Clerk or City Administrator may be called upon to recap any discussion from the Workshop prior to the Regular Council Meeting
- j. Old and New Business. These agenda items shall provide a time when the Mayor or any Council member may bring before the Council any business that he or she feels should be discussed by the Council as a whole. This may, for example, include asking that a new issue be considered at a future meeting, requesting an update from staff on a project, or discussing an administrative concern. However, no matter raised under old or new business shall be deliberated or acted upon by the Council until posted on an agenda at a future meeting.
- k. Adjournment.
 - 1. No Council Meeting shall continue past 11:00PM, unless a two-thirds majority of the Council votes to extend the meeting to discuss specific items. Any Motion to extend the meeting beyond this deadline shall include a list of the specific agenda items to be covered and the order in which these items shall be handled.
 - 2. Any agenda items not completed at a regularly scheduled meeting shall be continued to the next regular business meeting, unless a special meeting is called to address them in the intervening period.

C. Adding Items to the Agenda. During a meeting, neither Council nor staff will add items to the agenda unless there is an emergency. In order to be given emergency status, approval of the City Attorney shall be required before action can be taken. Non-emergency items shall be deferred until a subsequent Council meeting. If the matter requires immediate Council attention, the Council may:

- 1. Entertain a motion by any Councilmember to waive the rules and to allow consideration of a specific, additional agenda item. Both waiving the rules and voting on the item can be done as a single motion. If fewer than three members agree to waive the rules, the item will not be added, and the item will have to be considered at a later Council meeting.
- 2. Give administrative direction to staff to handle the matter.

7. ORDINANCES, RESOLUTIONS, AND MOTIONS

- A. Form of Paperwork.** Ordinances and resolutions shall be presented to the Council in typewritten form. This may include delivery by electronic means.
- B. Expenditures.** For any expenditure of City funds, the exact source of the funds to be expended shall be identified.
- C. City Attorney to Approve.** All ordinances, resolutions, contracts, or motions are subject to approval as to form and legality by the City Attorney.

- D. City Administrator to Review.** The City Administrator shall review all proposed ordinances and resolutions prior to their submission to the Council. He or she may provide a recommendation concerning any ordinance and resolution.
- E. Approval of Ordinances.** Ordinances require three separate considerations of the City Council at three separate meetings. However, a motion can be made to waive the separate readings requirement, and allow the second and third considerations of the ordinance at the same meeting as the first consideration, if included on the agenda. A vote may then be taken on the motion to waive the rules and allow the second and/or third considerations. If that motion is approved, by at least seven members of the Council, then the subsequent readings will be considered separately. Upon introduction, each proposed ordinance, or resolution, shall be read by title only, unless any member of the Council, or the Mayor, requests a full reading of the ordinance or resolution.
- F. Recording of Votes.** Affirmative and negative votes shall be recorded upon action on all ordinances and resolutions and entered upon the official record of the Council. The outcome of a vote on a motion shall be announced by the Mayor and recorded by the Clerk.
- G. Majority Vote Required.** An affirmative vote of at least three Council members shall be necessary to pass an ordinance or resolution. When any vote is called, each Council member shall respond as follows: "yes (aye)," "no (nay)," or "abstain." The "abstain" vote of a Council member shall have the effect of a negative vote unless the Council member states he or she has a conflict of interest. In the case of a conflict of interest, the number of votes to approve any action is recalculated. For example, if two Council members had a conflict of interest, an item could pass on a two to one vote.
- H. Votes by Absent Council Members.** An absent Council member may not participate in any City Council meeting that is attended by a majority of other Council members, unless the absent Council member cannot reasonably be expected to be in actual attendance. The Mayor, City Attorney, and City Administrator must first approve of this reasonable exception to attendance before the request is granted. Any member participating by electronic means should be able to fully participate in any public hearing and Council discussion if that member intends to cast a vote on a particular matter. Nothing contained herein shall be construed to permit participation by electronic means by any Council member at a Council meeting where a quorum of the Council membership is not present-- In such a case, Iowa law prohibits action from being taken.
- I. Numbering of Ordinances, Resolutions, and Motions.** A number shall be assigned to each ordinance and resolution by the City Clerk.
- J. Ordinance and Resolution Passage Procedure.** When passed by the Council, an ordinance or resolution shall be signed by the chairperson conducting the meeting and be attested by the City Clerk. It shall be immediately filed and thereafter preserved in the office of the City Clerk.
- K. Request for Ordinances or Legal Opinions.** Any member of the Council may request the Mayor, or City Administrator, to place on the agenda of the next scheduled Council meeting an ordinance, resolution, or motion on a matter within the Council's policy-making or oversight duties, or legal opinion thereon, unless the action is subject to the rules regarding reconsideration.

L. Agenda Requests. Items requested to be included on the agenda must be filed with the City Administrator by noon on the Tuesday preceding the Council meeting. The Mayor, after considering any requests for agenda items and after consulting with the City Administrator, shall approve the tentative agenda. If two or more Council members request that an item be included on the agenda, the item should be on the agenda for at least discussion at one of the next two regularly scheduled meetings.

M. Publications. All minutes, ordinances, and notices will be published as required by the State law.

8. COMMITTEES

A. Committees, Boards, and Commissions. The Mayor and the Council may create committees, boards, and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify if consistent with the Code of Iowa and the City's Code of Ordinances.

B. Council Standing Committees. There shall be five standing committees of the City Council: the Public Safety Committee, the Finance Committee; the Infrastructure/Sanitation/Waste Treatment Committee; the Parks/Aquatics/Cemetery/Bridge Committee; and the Code Revision Committee. Committee membership shall be comprised of four council members. The Mayor shall select the members of each committee, and the committee members on each committee shall select, by majority vote, a chair for the committee. The committee chair shall run the meetings of the committee as presiding officer, and shall make reports to the full council on behalf of the committee. No council member shall serve on more than three standing committees at any time, nor shall any council member chair more than one standing committee at any time. Each committee shall meet not less than quarterly for the purposes of fulfilling their obligations.

- a. **The Public Safety Committee.** The Public Safety Committee, upon the request of the Council or the Mayor shall review, consider, and recommend to the whole Council on issues related to the public health, safety and welfare of the citizens of Keokuk specifically to include, but not limited to, considering and reviewing plans, programs, and other non-personnel activities involving the police and fire departments, animal control, street lighting, flood protection and control, civil defense, and other public safety activities of the City of Keokuk, making recommendations where appropriate. The Chief of Police and the Fire Chief shall attend all meetings of this committee.
- b. **The Finance Committee.** The Finance Committee is charged with the responsibility to review and report its recommendations on the annual budget, and to this end may hold additional public hearings beyond those required by Iowa Law. The committee shall also consider and report on such financial matters as may, from time to time, be referred to it by the Council or Mayor. The City Administrator and Finance Director shall attend all meetings of this committee.
- c. **The Infrastructure/Sanitation/Waste Treatment Committee.** The Infrastructure/Sanitation/Waste Treatment Committee shall review subjects of a public works nature including, but not limited to, those projects involving public streets, sewer, and those projects referred to it by the Council, Mayor, or Public Works Director. The Public Works Director shall attend all meetings of this Committee.

- d. The Parks/Aquatics/Cemetery/Bridge Committee. The Parks/Aquatics/Cemetery/Bridge Committee shall review, report, and recommend to the Council on matters relating to quality of life within, and for the Citizens of, the City of Keokuk. This includes, but is not limited to, issues, events, and projects relating to the Parks, Pool, Cemetery, Bridge, and other such matters as referred to it by the Council, Mayor, or Public Works Director. This committee shall appoint a liaison to work with the Park and Recreation Advisory Board, and who shall attend such meetings of that Board. The Public Works Director shall attend all meetings of this Committee.
- e. The Code Revision Committee. The Code Revision Committee shall meet to review, report, and recommend to the Council regarding policy development, legislation, resolutions and ordinances, long-range planning, and capital improvements planning, in addition to such matters as, from time to time, may be referred to it by the Council or Mayor. The City Attorney and City Administrator should attend all meetings of this committee.

C. Ad Hoc Committees and Task Forces. The Mayor and the Council may create ad hoc committees, commissions, or task forces to assist in the conduct of the operation of the City government with such charges as the Council may specify if consistent with the Code of Iowa and the Keokuk Municipal Code.

D. Membership and Selections. Membership and selection of members shall be as provided by the Mayor if not otherwise reserved to the Council by the Code of Iowa or the Keokuk Municipal Code. No committee so appointed shall have powers other than advisory to the Council or the City Administrator, except as otherwise specified by the Code of Ordinances or the Code of Iowa.

E. Removal of Members of Boards and Commissions. If the Mayor or the Council wishes to remove an appointee, they shall follow the procedures required by State law.

F. Abolishment of a Board or Commission. The abolishment or modification of a board or commission shall be done in accordance with applicable State law.

9. SUSPENSION AND AMENDMENT OF THESE RULES

A. Suspension of These Rules. Any provision of these rules not governed by the Code of Iowa, or Keokuk Municipal Code, may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays, and shall be entered upon the record.

B. Inconsistent Actions. If the Council takes an action inconsistent with these rules but in compliance with the applicable section(s) of the Iowa Code and if the action is taken without objection by any Councilmember, the action taken shall be deemed a lawful and an official action of the City Council.

C. Amendment of These Rules. These rules may be amended, or new rules adopted, by majority vote of all members of the Council. At minimum, a review by the Council shall occur in January of every odd numbered year.

PART II. PUBLIC PARTICIPATION IN MEETINGS

1. GENERAL.

One of the goals of the City Council Rules is to create an atmosphere where the Council members, and the members of the public, can attend to business efficiently, fairly, and with full participation. At the same time, it is the responsibility of the Mayor, the Council members, City staff, and members of the public to maintain common courtesy and decorum throughout any meeting.

- A.** Members of the public have the right to attend City Council meetings, subject to certain conditions and limitations.
- B.** The Council meeting space will, to the extent possible, be arranged so that all interested persons can observe the meeting and hear all Council discussions and votes, subject to the room capacity posted by the Fire Marshall.
- C.** The Mayor, Council members, City staff, and members of the public should speak one at a time in a civil and courteous manner, so as to be heard by all persons in attendance. Such public comment is limited in time and scope by Section 3 of this Part.
- D.** All cell phones, and other electronic devices, should be silenced during Council meetings. No one should take a voice phone call during a Council meeting without first exiting the chambers and closing the chamber doors behind him or her.

2. ROLE OF THE MAYOR.

The Mayor should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question. The Mayor should also keep in mind that:

- A.** Debate on policy is healthy; debate on personalities is not. The Mayor has the right to cut off discussion that is too personal, too loud, inappropriate, or repetitive.
- B.** It is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Mayor before proceeding to speak.

3. PUBLIC PARTICIPATION.

All those attending are asked to observe the following when speaking:

- A.** Only persons recognized by the Mayor will be allowed to speak.
- B.** A person recognized to speak should approach the microphone, state his or her name and address, and make his or her statement or question, preferably as briefly as is possible but taking no more than five (5) minutes.

- C. All remarks shall be addressed to the Council as a body and not to any member specifically, unless responding to a direct question by a member.
- D. A person recognized to speak should maintain a courteous and polite demeanor as well as refrain from using inappropriate, combative, profane or abusive language, or attacking the character of City officials and employees in a personal manner.
- E. Persons may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has jurisdiction. When anyone appears before the Council stating he or she has a petition, the Mayor will accept the petition, and the minutes will reflect that action.
- F. A person should not address the Council about issues that are known to be within the responsibility of other Governmental bodies or City staff, employees, or officials, and have not been previously presented to that responsible party.
- G. Persons should not engage other members of the public while addressing the Council, nor engage individual Council members in a discussion, except as permitted by the Mayor.
- H. If to regain order, as deemed necessary by the Mayor or chairperson, the Meeting may be suspended to clear the chamber, and allow people to re-enter in a calm and civilized manner. No business may be conducted by the Council during such an event, until order is regained. The Mayor, or chairperson, may require the removal of any person who does not act in accordance of these rules.
- I. Individual Council members will ask questions of or engage in conversations with the public audience only when recognized by the Mayor. However, Council members may, in their individual discretion, make themselves available to persons attending the meeting before or after the Council meeting for such discussions.

4. HANDLING REQUESTS DURING MEETINGS.

If the Council chooses to take action on a citizen’s request, the Mayor or the Council can:

- A. Give administrative direction to the City Administrator to resolve the matter.
- B. Defer official action to the next regularly scheduled Council meeting.
- C. Waive the rules and add an item to the agenda for official Council action, but this method should not be used unless the Council, with the advice and approval of the City Attorney, deems the matter to be an emergency.

5. PUBLIC HEARINGS.

Public hearings are held when included on the agenda. When recognized, members of the public may address the Council, in the manner described above, on the particular subject of the public hearing before the Council.

PART III. PROCEDURE

1. RECOGNITION.

Any Member of the Council, or member of the public, desiring to speak shall address the Mayor, or chairperson, and upon recognition by the chair, shall confine their remarks to the question under debate. Time limits may be imposed by the chair, or as otherwise provided for in these rules.

- A. Interruptions. Once recognized, a Council Member shall not be interrupted when speaking unless it is a call to order, or as otherwise provided by the rules herein adopted.
- B. Addressing the Council after Motion is made. Once a motion is made and pending before the Council, no person other than a Council Member, shall address the Council, except the Parliamentarian and City Administrator may provide procedural advice.

2. MOTIONS IN GENERAL.

- A. Motions are the vehicles for decision-making. It is usually best to have a motion before the Council prior to discussing an agenda item in order to help the members focus on the issue before them. Motions are made in a simple two-step process. First, the Mayor recognizes the member. Second, the member makes a motion by preceding his or her desired approach with the words: "I move" A typical motion might be: "I move that we give ten days' notice in the future for all our meetings."
- B. Any motion made by a member must be seconded by another member. Otherwise the motion fails.
- C. The Mayor may initiate the motion by:
 - (1) Inviting the members to make a motion: "A motion at this time would be in order."
 - (2) Suggesting a motion to the members: "A motion would be in order that we give ten days' notice in the future for all our meetings."

3. THE "BASIC" MOTIONS.

A. Common Motions.

Four motions are the most common:

- a. The Basic Motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create five-member committee to plan the annual fundraiser."
- b. The Motion to Amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a ten-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.
- c. The Substitute Motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."
- d. The Motion to Table. The motion may contain a specific time at which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to

bring the item back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

- e. The motion to postpone indefinitely. As opposed to the motion to table, which requires that the discussion be reopened at a specific time, the motion to postpone indefinitely effectively gets rid of a motion without a direct vote on it. "I move that we indefinitely postpone rescinding of the contract." This motion also requires a simple majority vote, but the item will not appear under tabled items on future Council Meeting Agendas.

B. Motions to amend and substitute motions are often confused. A motion to amend seeks to retain the basic motion on the floor but to modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it. The decision as to whether a motion is really a motion to amend or a substitute motion is left to the Mayor. If a member makes what that member calls a motion to amend, but the Mayor determines it is really a substitute motion, the Mayor's designation governs, however this can be appealed to the Parliamentarian.

4. MULTIPLE MOTIONS.

Up to three motions may be on the floor simultaneously. The Mayor may rule additional motions out of order until the three that are on the floor have been resolved.

A. When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be the last motion made. For example, assume the first motion is a basic motion to have a five-member committee to plan the annual fundraiser. During the discussion of this motion, a member might make a second motion to amend the main motion to have a ten-member committee, not five-member committee, to plan the annual fundraiser. And perhaps, during that discussion, a member makes yet a third motion as a substitute motion that we not have an annual fundraiser this year.

B. The proper procedure is as follows.

(1) The Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions.

(2) If, however, the substitute motion (the third motion) failed, the Mayor would proceed to consideration of the second (now the last) motion on the floor.

(3) Finally, the Mayor would deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (ten-member committee), and the question on the floor for discussion and decision would be whether a committee should plan the annual fundraiser.

5. DEBATE.

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and

by the body. The City Administrator, City Clerk, and City Attorney shall have speaking privileges, subject to recognition by the Mayor or Chairperson, during debate of the Council. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Mayor that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are not debatable, so when the following motions are made and seconded, the Mayor should immediately call for a vote of the Council without debate on the motion:

- A. **Motion to Adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.
- B. **Motion to Recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the Mayor determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.
- C. **Motion to Fix the Time to Adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires simple majority vote.
- D. **Motion to Limit Debate.** The most common form of this motion is to say: "I move the previous question," or "I move the question," or "I call for the question." When a member of the body makes such a motion, the member is really saying, "I've had enough debate. Let's get on with the vote." When such a motion is made, the Mayor should ask for a second to the motion. If a second is received, the Mayor should stop debate and the members should vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to fifteen minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

6. MAJORITY AND SUPER-MAJORITY VOTES.

In addition to the specific rules for passage of motions, resolutions, and ordinances as set by State law, there are procedural exceptions to the rule of passage by a simple majority. The exceptions occur when the Council is taking an action that effectively cuts off the ability of a minority opinion to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

- A. **Motion to Limit Debate.** Whether a member says, "I move the previous question," "I move the question," "I call for the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.
- B. **Motion to Object to the Consideration of a Question.** Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of the Council do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

7. MOTION TO SUSPEND THE RULES.

This motion is debatable but requires a two-thirds vote to pass. This motion allows the Council to suspend its own rules for a particular purpose.

8. MOTION TO RECONSIDER.

One of the most sacred tenets of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. As a result, after a vote is taken, the matter is deemed closed, subject only to reopening if a *proper* motion to reconsider is made. A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

- A. Timing. A motion to reconsider must be made at the same meeting where the item was first voted upon. A motion to reconsider at the same meeting can be made at any time before adjournment. A motion to reconsider made at a later time is untimely.
 - B. Who May Make. A motion to reconsider may be made only by certain members of the Council. Accordingly, a motion to reconsider may **only be made by a member who voted in the majority** on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the Council may second the motion). *If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.* The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the Council again and again, which would defeat the purpose of finality.
3. Following Passage. If the motion to reconsider passes, then the original matter is back before the Council, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.
 4. Further Reconsideration. Once a matter has been duly reconsidered, no further motion to reconsider the issue can or shall be made without the unanimous consent of the full Council.

9. LIMITING DEBATE AND DISCUSSION.

- A. Debate and discussion should be focused, but free and open. At the same time, the Mayor may limit the time allotted to speakers, including members of the Council, in the interest of efficiently and effectively using time.
- B. Generally, a Council member will not be interrupted by other council members but may be under the following circumstances:
 - (1) Privilege. The proper interruption would be: "Point of privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.
 - (2) Order. The proper interruption would be, "Point of order." Again, the Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting, for example, if the Mayor moved to a vote on a motion that permits debate without allowing that discussion or debate.

- (3) Appeal. If the Mayor makes a ruling with which a member of the Council disagrees, that member may appeal the ruling of the Mayor to the parliamentarian.
- (4) Call for Orders of the Day. This is simply another way of saying, “Let’s return to the agenda.” If a member believes that the Council has drifted from the agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the Council to return to the agenda item properly before them.
- (5) Withdraw a Motion. During debate and discussion of a motion, the maker of the motion on the floor may, at any time, interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Mayor may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly

10. Electronic Device Use During Meetings.

It may be a violation of Iowa open meetings law to communicate with a Council Member, audience member, or a member of the public with an electronic device during a meeting. Any information communicated during such an exchange may be subject to Iowa Open Records Law

PART IV. COMPLIANCE

All provisions of these Rules of City Council Procedure shall be in compliance with the laws of the State of Iowa and the Keokuk Municipal Code. Should any provision be inconsistent with any higher law, that provision shall be struck with the applicable law replacing it. All other provisions shall remain unchanged.

RESOLUTION NO.

**A RESOLUTION DESIGNATING THE DAILY GATE CITY AS A NEWSPAPER OF
GENERAL CIRCULATION FOR PUBLICATION OF OFFICIAL NOTICES**

WHEREAS, the Code of Iowa requires publication of official notices in a newspaper of general circulation within the jurisdiction of a public entity; AND

WHEREAS, the Daily Gate City is a daily newspaper of general circulation within the jurisdiction of the City of Keokuk, Iowa.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF KEOKUK**

THAT, the Daily Gate City is designated the newspaper of general circulation in which official and public notices of the City of Keokuk shall be published.

Passed this 4th day of January, 2018

THOMAS L. RICHARDSON, MAYOR

ATTEST: _____

JEAN LUDWIG, CITY CLERK

RESOLUTION NO.

WHEREAS, Iowa code section 12C.2 requires that the depository maximums for a public unit be approved by the governing board, now

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

THAT, Pilot Grove Savings Bank, First Community Bank, Dubuque Bank & Trust, State Central Bank, Connection Bank and Iowa Public Agency Investment Trust be and are designated as depositories for city monies and city funds not to exceed the sum of \$ 8,000,000 per financial institution.

Passed this 4th day of January, 2018

THOMAS L. RICHARDSON

ATTEST: _____

JEAN LUDWIG, CITY CLERK

RESOLUTION NO.

**A RESOLUTION CERTIFYING THE ELECTION OF THE CITY CLERK FOR
THE CITY OF KEOKUK, IOWA**

WHEREAS, City of Keokuk, is an Iowa Municipality; and

WHEREAS, City of Keokuk shall have, pursuant to the Code of Iowa, a City Clerk as set forth in Section 380.7; and

WHEREAS, City of Keokuk has, in Chapter 14 of Title 2 of Keokuk Municipal Code, established the position of City Clerk; and

WHEREAS, City Clerk shall be elected by the City Council on the second secular day of January of each even-numbered year, or as soon as practical thereafter, and shall serve a term of (2) years; and

WHEREAS, Jean Ludwig has continued to serve with distinction as City Clerk;
and

WHEREAS, The City Council here assembled has duly re-elected Jean Ludwig to the Office of City Clerk; now therefore,

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

THAT, the City Council of the City of Keokuk, Iowa, finds that it is in the best interest of the City, that Jean Ludwig has been re-elected to serve a two (2) year term as City Clerk, from January 2, 2018 until January 2, 2020, and the Council hereby formally certifies that election.

Passed this 4th day of January, 2018

THOMAS L. RICHARDSON, MAYOR

ATTEST: _____

JEAN LUDWIG, CITY CLERK

RESOLUTION NO.

A RESOLUTION APPROVING THE INITIAL READING OF ORDINANCE 1980.

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

THAT, the Keokuk City Council approves the initial reading of Ordinance No. 1980 Amending the code of ordinances of the City of Keokuk to repeal Chapter 2.50 and 2.16, and to adopt Chapter 1.15 regarding the method of City Elections.

MOVED BY:

SECONDED BY:

Passed this 4th day of January, 2018.

ROLL CALL:

AYES –

NAYS –

ABSENT –

THOMAS L. RICHARDSON, MAYOR

ATTEST:

JEAN LUDWIG, CITY CLERK

ORDINANCE NO. 1980

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KEOKUK TO REPEAL CHAPTER 2.50 and 2.16, AND TO ADOPT CHAPTER 1.15 REGARDING THE METHOD OF CITY ELECTIONS

WHEREAS, The City Council of the City of Keokuk finds that the Runoff election process is too cumbersome and needlessly expensive in elections for elected city officials; and

WHEREAS, State Law provides for multiple methods for election its officers; and

WHEREAS, the process in Chapter 45, nomination by petition, would lead to less expensive municipal elections and provide for more input from the community in the election of its officers; and

WHEREAS, the City Treasurer requirement has been eliminated from State Code for Mayor-Council forms of government; and

WHEREAS, the duties of the City Treasurer have already been vested in the Finance Director and City Administrator of the City of Keokuk, thus resulting in an additional and redundant step providing no meaningful input into the finances of the City, wherein mandated independent audits already provide necessary protections; now, therefore,

BE IT ORDAINED, by the City Council of the City of Keokuk, Lee County, Iowa, as follows:

SECTION ONE. Chapter 2.50 of the Keokuk Municipal Code, entitled “RUNOFF ELECTIONS” is hereby repealed in its entirety.

SECTION TWO. Chapter 2.16 of the Keokuk Municipal Code, entitled “CITY TREASURER” is hereby repealed in its entirety.

SECTION THREE. Chapter 1.15, entitled “City Elections”, is hereby adopted, reading as follows:

CITY ELECTIONS

1.15.01 NOMINATING METHOD TO BE USED.

All candidates for elective municipal offices shall be nominated under the provisions of Chapter 45 of the Code of Iowa. (Code of Iowa, Sec. 376.3)

1.15.02 NOMINATIONS BY PETITION.

Nominations for elective municipal offices of the City may be made by nomination paper or papers signed by not less than twenty-five (25) eligible electors, who shall be residents of the City. (Code of Iowa, Sec. 45.1)

1.15.03 ADDING NAME BY PETITION.

The name of a candidate placed upon the ballot by any other method than by petition shall not be added by petition for the same office. (Code of Iowa, Sec. 45.2)

1.15.04 PREPARATION OF PETITION AND AFFIDAVIT.

Nomination papers shall include a petition and an affidavit of candidacy. The petition and affidavit shall be substantially in the form prescribed by the State Commissioner of Elections, shall include information required by the Code of Iowa, and shall be signed in accordance with the Code of Iowa.

(Code of Iowa, Sec. 45.3, 45.5 & 45.6)

1.15.05 FILING, PRESUMPTION, WITHDRAWALS, OBJECTIONS.

The time and place of filing nomination petitions, the presumption of validity thereof, the right of a candidate so nominated to withdraw and the effect of such withdrawal, and the right to object to the legal sufficiency of such petitions, or to the eligibility of the candidate, shall be governed by the appropriate provisions of Chapter 44 of the Code of Iowa.

(Code of Iowa, Sec. 45.4)

1.15.06 PERSONS ELECTED.

The candidates who receive the greatest number of votes for each office on the ballot are elected, to the extent necessary to fill the positions open.

(Code of Iowa, Sec. 376.8[3])

SECTION FOUR. REPEALER. All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION FIVE. SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION SIX. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

