

AGENDA
COUNCIL WORKSHOP
October 18, 2018
5:30 P.M.

- (1) Review council meeting agenda.
- (2) Discussion on residency requirements for City employees.



To: Mayor and Council
FROM: Cole S. O'Donnell
DATE: October 15, 2018
RE: Work Session Notes

Ordinance 2.96.50 – Residency of employees reads

All employees employed by the city must reside within the state of Iowa within sixty days of their first day of work, and must remain a resident of Iowa throughout the period of his/her employment with the city. In addition, all city employees shall reside within five miles of the corporate limits of the city. Exceptions may be made by council approval.

Recently, we had an employee purchase a home that is 5.2 miles from city limits. Staff discussed the issue as to the reasonableness of five miles as a limit. Through some research, staff found that our 5 mile limits is the most restrictive of those sampled. Most placed limits of 10-15 with 15 being prevalent. Chief Hinton also found case law from the Iowa Supreme Court that states a 10 mile limit as being reasonable.

For non-supervisors, Iowa law prohibits cities from requiring residency of employees, but the law does allow for a reasonable distance to be set. The reason for allowing the limit is that employees, especially those with safety sensitive functions, need to live close enough to respond to call backs and emergencies within a reasonable time. This can apply to all employees as emergencies do not always involve threats to the general public but also to basic operations.

The residency limit can be applied in two ways, distance from city limits or distance from work station. Staff prefers distance from city limits as a Public Works employee could transfer into a department and have the work station be further than the limit. Staff also prefers a limit of 10 miles.



AGENDA
CITY COUNCIL MEETING
October 18, 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 Civil Service Commission meeting of September 29, 2018;
 - Minutes of the regular City Council meeting of October 4, 2018;
 - Receive Council Reports for September 2018;
 - Resolution approving a Liquor License for Columbian Room, 11 North 6th Street, effective October 23, 2018 – Class A Liquor License with Sunday ;
 - Resolution approving a Liquor License for Southside Boat Club, 625 Mississippi Drive, effective October 31, 2018 – Class A Liquor License with Outdoor Service and Sunday Sales;
 - Resignation of Annette Peevler from the Rand Park Pavilion Commission, effective December 31, 2018;
 - Approve a Sidewalk Display Permit for Watering Can, LLC, 926 Main Street;
 - Motion to pay the bills and transfers listed within Register No.'s 5028-5030;
7. (a) Public hearing for CDBG for the Sanitary Sewer Rehabilitation CIPP Project. A public hearing notice was published in the Daily Gate City on October 9, 2018.
8. (a) Public hearing to review an application for a SRF loan for the Rand Park Storm Sewer Tunnel Project. A public hearing notice was published in the Daily Gate City on September 18, 2018.
9. Consider resolution approving environmental covenant.
10. Consider resolution adopting revised purchasing policy for the City of Keokuk.
11. Motion to consider giving the Park and Rec Board \$ 5,000 for the restoration of the General Curtis Statue.
12. Staff Reports:
13. New Business:
14. Adjourn meeting.

At 3:15 the meeting of the Civil Service Commission was called to order.

Discussion: Chad Campbell scored the written exams. Lee Ann Shaffer-Smith added physical & written scores. These were checked again by Chad and reviewed by Lisa.

List of scores to follow.

Lisa Jeffers made a motion to accept & present the scores contained in these minutes.

Chad Campbell 2nd
All Ayes

A motion was made to certify a list of 10 qualified applicants for the position of fire fighter, by Lisa Jeffers.

Chad Campbell 2nd.
all ayes

Motion to adjourn, Lisa. Chad 2nd. All ayes
3:42 pm Lee Ann Shaffer-Smith, Lisa Jeffers
Chad Campbell

1.	Brett Kelley	102
2.	Cody Ryan	99
3.	John Symmonds	96
4.	Adam Sewell	95
5.	James Burton	95
6.	Ryan Petsche	94
7.	Zack Church	89
8.	Jeremy Reichman	81
9.	Eli Riddle	77
10.	Kendall Elder	70

**MINUTES
COUNCIL WORKSHOP
October 4, 2018
5:30 P.M.**

- (1) Review council meeting agenda.
- (2) Discussion on Barge Improvements.
- (3) Meeting adjourned at 6:20 p.m.

MINUTES
CITY COUNCIL MEETING
October 4, 2018
6:30 P.M.

The City Council of the City of Keokuk met in regular session on October 4, 2018 at 6:30 p.m. in the City Council Chambers, 415 Blondeau Street. Mayor Thomas L. Richardson, called the meeting to order. There were eight council members present, one absent. Mike O'Connor, Ron Payne, Devon Dade, John Helenthal, Larry Mortimer, Michael Greenwald, Roger Bryant and Susan Dunek were present. Mike Moore was absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, Public Works Director Mark Boussetot, Community Development Director Pam Broomhall, Fire Chief Gabe Rose and Police Chief Dave Hinton.

MAYOR'S CORRESPONDENCE: City of Christmas is looking for volunteers, contact Joe Shuman at 319-795-6797 for information. Upcoming events are: Fright Night, October 20th from 4-7 p.m. at Rand Park, Conrad Nagel Film Fest, October 12th & 13th, Zombie Walk, October 12, and Lake Cooper Haunted House.

CITIZEN'S REQUEST: Representatives of the Domestic Violence Intervention Program spoke to the Council about their program. October is Domestic Violence Awareness month.

Motion made by Dunek, Second by Helenthal to approve the agenda, including the consent agenda. (8) AYES, (0) NAYS. Motion carried.

- Minutes of the Safety Committee Meeting of September 18, 2018;
- Minutes of the regular City Council meeting of September 20, 2018;
- **RESOLUTION NO. 138-18:** Approving a Liquor License for Driftwood 13, 1324 Main Street, effective October 8, 2018 – Class C Liquor License with Sunday Sales and Outdoor Service;
- **RESOLUTION NO. 139-18:** Approving a Liquor License for Aldi, Inc. #15, 3379 Main Street, effective October 22, 2018 – Class C Beer Permit with Sunday Sales;
- Release of a utility easement at Quality Inn & Suites, 3404 Main Street, Keokuk, Iowa;
- Motion to pay the bills and transfers listed within Register No.'s 5025-5027;

Motion made by Bryant, Second by Payne to approve the first reading of **ORDINANCE NO. 1986** Amending Firework Ordinance to allow private displays.

Roll Call Vote (8) AYES – O'Connor, Payne, Dade, Helenthal, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Bryant, Second by Helenthal to waive the second and third reading of **ORDINANCE NO. 1986** Amending Firework Ordinance to allow private displays.

Roll Call Vote (8) AYES – O’Connor, Payne, Dade, Helenthal, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Bryant to adopt and give final approval to **Ordinance No. 1986**. (8) AYES, (0) NAYS. Motion carried.

Motion made by Dunek, Second by Dade to approve the first reading of **ORDINANCE NO. 1987** Amending Title 7 regarding vicious animals and reptiles.

Roll Call Vote (8) AYES – O’Connor, Payne, Dade, Helenthal, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Greenwald, Second by Mortimer to waive the second and third reading of **ORDINANCE NO. 1987** Amending Title 7 regarding vicious animals and reptiles.

Roll Call Vote (8) AYES – O’Connor, Payne, Dade, Helenthal, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Mortimer to adopt and give final approval to **Ordinance No. 1987**. (8) AYES, (0) NAYS. Motion carried.

Mayor Richardson opened the public hearing at 6:44 p.m. to consider vacation and disposal of portion of Carroll Street. A public hearing notice was published in the Daily Gate City on Friday, September 28, 2018.

No comments were received and Mayor Richardson closed the public hearing at 6:45 p.m. and the following proposed resolution was adopted.

Motion made by Greenwald, Second by Bryant to approved the following proposed **RESOLUTION NO. 140-18**: “A RESOLUTION VACATING AND DISPOSAL OF PORTION OF CARROLL STREET.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, Second by Dunek to approve the following proposed **RESOLUTION NO. 141-18**: “A RESOLUTION APPROVING REVOLVING LOAN TO KEOKUK BROADCASTING.” Due to a conflict of interest Greenwald recused himself. (7) AYES, (1) ABSTAINED, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Helenthal to approve the following proposed **RESOLUTION NO. 142-18:** "A RESOLUTION AUTHORIZING PURCHASE OF A 1978 OSHKOSH TRUCK SNOW PLOW AND APPROVING INTERFUND LOAN FOR THE KEOKUK MUNICIPAL AIRPORT." (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Mortimer to approve the following proposed **RESOLUTION NO. 143-18:** "A RESOLUTION SETTING A PUBLIC HEARING FOR OCTOBER 18, 2018 AT 6:30 P.M. FOR CDBG FOR THE SANITARY SEWER REHABILITATION CIPP PROJECT." (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Dunek to approve the following proposed **RESOLUTION NO. 144-18:** "A RESOLUTION SETTING A PUBLIC HEARING FOR OCTOBER 18, 2018 AT 6:30 P.M. TO REVIEW AN APPLICATION FOR SRF LOAN FOR THE RAND PARK STORM SEWER TUNNEL PROJECT." (8) AYES, (0) NAYS. Motion carried.

Motion made by Dunek, Second by Bryant to approve the following proposed **RESOLUTION NO. 145-18:** "A RESOLUTION ACCEPTING A CONTRACT WITH TERRACON FOR AN ADDITIONAL RIVER BORING PERTAINING TO THE RAND PARK TUNNEL PROJECT." (8) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Helenthal to approve the following proposed **RESOLUTION NO. 146-18:** "A RESOLUTION ACCEPTING A MAINTENANCE SERVICE AGREEMENT FROM SPLASH TACULAR FOR MAINTENANCE WORK ON THE WATERSLIDES AT THE AQUATIC CENTER." (8) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Greenwald to approve the Building Improvement Pilot Project for Lake Cooper Foundation, 810 Main Street. (8) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Mortimer to approve the transfer of sign and sidewalk display permits.

STAFF REPORTS: City Administrator O'Donnell reported on ICAP Insurance related issues in the parks, noted that Eli Broomhall, son of Community Development Director Pam Broomhall received an Emmy Award for his work and issues at the 629 Main Street asbestos removal project.

Motion to adjourn the meeting made by Dunek, Second by Helenthal. (8) AYES, (0) NAYS. Motion carried.

Meeting adjourned at 6:55 p.m.

BUDGET REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE ADMINISTRATION TOTAL	1,664,723.00	87,960.98	251,204.50	15.09	1,413,518.50
	POLICE UNION TOTAL	1,190,950.00	89,391.78	264,108.23	22.18	926,841.77
	POLICE COMMUNICATIONS TOTAL	57,790.00	4,394.93	13,195.28	22.83	44,594.72
	POLICE RECORDS TOTAL	118,819.00	8,096.22	24,113.19	20.29	94,705.81
	LEE CO NAR TASK FORCE TOTAL	92,921.00	1,717.24	3,658.02	3.94	89,262.98
	GTSB SAFETY GRANT TOTAL	2,550.00	230.12	230.12	9.02	2,319.88
	COPS IN SCHOOLS TOTAL	.00	.00	.00	.00	.00
	FLOOD CONTROL TOTAL	18,000.00	867.12	6,070.15	33.72	11,929.85
	FIRE ADMINISTRATION TOTAL	613,439.00	42,558.93	117,534.58	19.16	495,904.42
	FIRE PROTECTION TOTAL	1,386,319.00	120,491.32	342,608.50	24.71	1,043,710.50
	EMERGENCY CORP TOTAL	6,600.00	125.54	537.03	8.14	6,062.97
	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	323,317.00	38,129.77	59,261.43	18.33	264,055.57
	ANIMAL CONTROL TOTAL	130,065.00	8,882.72	26,439.36	20.33	103,625.64
	PUBLIC SAFETY TOTAL	5,605,493.00	402,846.67	1,108,960.39	19.78	4,496,532.61
	STREETS/ROADWAYS TOTAL	.00	.00	1,753.20	.00	1,753.20-
	ROADWAY MAINTENANCE/RUT TOTAL	685,079.00	50,981.92	159,609.33	23.30	525,469.67
	STREET LIGHTING TOTAL	207,000.00	23,962.06	37,206.58	17.97	169,793.42
	TRAFFIC LIGHTS TOTAL	50,000.00	4,762.90	6,799.32	13.60	43,200.68
	SNOW REMOVAL TOTAL	91,735.00	165.16	1,898.19	2.07	89,836.81
	STREET CLEANING TOTAL	39,885.00	.00	1,498.89	3.76	38,386.11
	AIRPORT TOTAL	131,200.00	7,396.21	14,394.88	10.97	116,805.12
	BULK FUEL TOTAL	89,000.00	5,683.09	18,439.57	20.72	70,560.43
	VEHICLE MAINTENANCE TOTAL	247,087.00	18,183.59	52,261.46	21.15	194,825.54
	GENERAL MAINTENANCE TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS EQUIP RES TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS TOTAL	1,540,986.00	111,134.93	293,861.42	19.07	1,247,124.58
	LIBRARY TOTAL	547,700.00	40,749.54	120,007.87	21.91	427,692.13
	LIBRARY COUNTY TOTAL	10,817.00	.00	.00	.00	10,817.00
	LIBRARY GRANTS TOTAL	.00	.00	.00	.00	.00
	LIBRARY TRUST FUND TOTAL	.00	278.61	501.20	.00	501.20-
	RIVER MUSEUM TOTAL	12,935.00	2,124.32	6,790.56	52.50	6,144.44
	GRAND THEATRE TOTAL	84,100.00	3,029.97	10,508.01	12.49	73,591.99
	GRAND THEATRE RESERVE TOTAL	.00	.00	.00	.00	.00
	UNION DEPOT TOTAL	.00	523.96	961.32	.00	961.32-
	HISTORIC PRESERVATION COM TOTA	.00	.00	.00	.00	.00
	PARKS TOTAL	287,937.00	36,124.59	93,628.90	32.52	194,308.10
	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	135,179.00	9,771.02	72,924.15	53.95	62,254.85
	RED CROSS TOTAL	.00	.00	.00	.00	.00
	SWIMMING POOL RESERVE TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CEMETERY TOTAL	254,326.00	11,913.44	43,255.25	17.01	211,070.75
	PERPETUAL CARE TOTAL	.00	.00	.00	.00	.00
	HOTEL/MOTEL TAX TOTAL	210,000.00	37,500.00	97,850.00	46.60	112,150.00
	CULTURE & RECREATION TOTAL	1,542,994.00	142,015.45	446,427.26	28.93	1,096,566.74
	RBEG GRANT TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	.00	575.85	7,294.42	.00	7,294.42-
	GENERAL ECONOMIC DEVELOP TOTA	.00	.00	63,585.00	.00	63,585.00-
	LHAP GRANT TOTAL	.00	.00	.00	.00	.00
	TARGETED JOBS TAX CREDIT TOTA	.00	5,388.19	98,458.70	.00	98,458.70-
	IFA PROJECT-BASED HOUSING TOTA	.00	.00	.00	.00	.00
	LOW & MODERATE INCOME TOTAL	.00	.00	.00	.00	.00
	BUILDING/ZONING TOTAL	133,159.00	9,321.71	35,956.33	27.00	97,202.67
	FERRO-SIL BUILDING TOTAL	5,000.00	10,801.84	17,194.83	343.90	12,194.83-
	COMMUNITY & ECONOMIC DEV TOTA	138,159.00	26,087.59	222,489.28	161.04	84,330.28-
	MAYOR, COUNCIL, CLERK ADM TOTA	552,429.00	39,798.78	120,288.30	21.77	432,140.70
	DATA PROCESSING TOTAL	.00	801.52	1,716.60	.00	1,716.60-
	PUBLIC WORKS ADMINISTRA TOTAL	328,620.00	21,751.04	69,568.41	21.17	259,051.59
	CONTINGENCY TOTAL	.00	.00	.00	.00	.00
	ELECTIONS TOTAL	.00	.00	.00	.00	.00
	CITY ATTORNEY TOTAL	75,000.00	12,351.42	37,854.89	50.47	37,145.11
	MUNICIPAL BUILDING TOTAL	34,700.00	9,301.33	20,556.03	59.24	14,143.97
	GENERAL INSURANCE TOTAL	140,000.00	.00	3,750.00	2.68	136,250.00
	10% SALES TAX/HUMAN DEVEL TOTA	.00	.00	.00	.00	.00
	PUBLIC SERVICE TV TOTAL	1,654.00	.00	4.00	.24	1,650.00
	GENERAL GOVERNMENT TOTAL	1,132,403.00	84,004.09	253,738.23	22.41	878,664.77
	DEBT SERV/2016B TOTAL	407,440.00	.00	.00	.00	407,440.00
	DEBT SERVICE TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE-2009A SEWER TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE-13D Grand Av TOTA	266,100.00	.00	.00	.00	266,100.00
	DEBT SERVICE -12 GO BONDS TOTA	99,273.00	.00	.00	.00	99,273.00
	DEBT SERVICE-2013B Refi06 TOTA	251,335.00	.00	.00	.00	251,335.00
	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	.00	.00	.00
	DEBT SERVICE-2013C Aquati TOTA	282,875.00	.00	.00	.00	282,875.00
	DEBT SERV/2009D/2010 TOTAL	.00	.00	.00	.00	.00
	DEBT SERV/2016A TOTAL	296,223.00	.00	.00	.00	296,223.00
	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 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	DOWNTOWN URBAN RENEW TIF TOTA	.00	9,260.10	9,260.10	.00	9,260.10-
	DEBT SERVICE TOTAL	1,603,246.00	9,260.10	9,260.10	.58	1,593,985.90
	FLOODWALL REPAIR PROJECT TOTA	.00	.00	.00	.00	.00
	RIVERFRONT BARGE PROJECT TOTA	2,400,000.00	12,860.91	126,544.65	5.27	2,273,455.35
	02 SIDEWALK PROGRAM TOTAL	.00	735.00	3,836.88	.00	3,836.88-
	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	.00	.00	.00
	12 YEAR STREET PROGRAM TOTAL	.00	5,482.61	40,147.74	.00	40,147.74-
	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	1,252.30	.00	1,252.30-
	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	77,500.00	.00	.00	.00	77,500.00
	CAPITAL PROJECTS TOTAL	2,477,500.00	19,078.52	171,781.57	6.93	2,305,718.43
	WPC MAINTENANCE & OPERATI TOTA	3,797,504.00	153,536.63	426,528.83	11.23	3,370,975.17
	INDUSTRIAL PRETREATMENT TOTAL	.00	.00	.00	.00	.00
	SANITARY SEWER MAINTENANC TOTA	1,652,741.00	57,331.84	154,457.03	9.35	1,498,283.97
	CAP PROJ-LIFT STATIONS TOTAL	.00	223,240.82	266,761.48	.00	266,761.48-
	STORM SEWER SEPARATION TOTAL	14,000,000.00	564,499.48	1,190,983.02	8.51	12,809,016.98
	GRIT BASIN PROJECT TOTAL	.00	.00	.00	.00	.00
	REFUSE COLLECTION TOTAL	1,052,417.00	55,585.58	150,644.02	14.31	901,772.98
	LEACHATE CONTROL TOTAL	55,000.00	988.00	7,327.87	13.32	47,672.13
	MUNICIPAL BRIDGE TOTAL	516,974.00	59,888.43	111,954.31	21.66	405,019.69
	CAP EQUIP/RESV-MUN BRIDGE TOTA	70,000.00	.00	.00	.00	70,000.00
	REGIONAL TRANSIT TOTAL	.00	.00	2,125.00	.00	2,125.00-
	ENTERPRISE FUNDS TOTAL	21,144,636.00	1,115,070.78	2,310,781.56	10.93	18,833,854.44
	TOTAL	.00	.00	.00	.00	.00
	TRANSFERS TOTAL	6,337,916.00	.00	.00	.00	6,337,916.00
	TRANSFER TOTAL	.00	.00	.00	.00	.00
	NON-PROGRAM GENERAL REV TOTAL	.00	100,546.48	149,147.94	.00	149,147.94-
	TRANSFER OUT TOTAL	6,337,916.00	100,546.48	149,147.94	2.35	6,188,768.06
	TOTAL ALL FUNCTIONS	41,523,333.00	2,010,044.61	4,966,447.75	11.96	36,556,885.25

BUDGET REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	8,885,049.00	688,087.33	1,934,556.42	21.77	6,950,492.58
	ROAD USE TAX TOTAL	1,063,786.00	69,330.67	215,267.87	20.24	848,518.13
	EMPLOYEE BENEFITS TOTAL	2,003,000.00	.00	.00	.00	2,003,000.00
	EMERGENCY TAX LEVY FUND TOTAL	85,000.00	.00	.00	.00	85,000.00
	SALES TAX - HUMAN DEV TOTAL	160,000.00	.00	.00	.00	160,000.00
	SALES TAX - INFRASTRUCTUR TOTA	200,000.00	.00	.00	.00	200,000.00
	50% SALES TAX-PROP TAX RE TOTA	770,000.00	.00	.00	.00	770,000.00
	TAX INCREMENT FINANCING TOTAL	1,269,916.00	9,260.10	9,260.10	.73	1,260,655.90
	ECONOMIC DEVELOPMENT TOTAL	.00	5,964.04	169,338.12	.00	169,338.12-
	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	11,200.00	2,706.69	6,314.17	56.38	4,885.83
	PUBLIC WORKS EQUIP RESERV TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,603,246.00	.00	.00	.00	1,603,246.00
	CAPITAL PROJECTS TOTAL	77,500.00	6,217.61	45,236.92	58.37	32,263.08

BUDGET REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	RIVERFRONT BARGE PROJECT TOTA	.00	2,360.01	4,594.72	.00	4,594.72-
	ROQUETTE BUILDING TOTAL	2,400,000.00	10,500.90	121,949.93	5.08	2,278,050.07
	NON-EXPENDABLE TRUST FUND TOTA	.00	.00	.00	.00	.00
	WPC MAINT & OPERATION TOTAL	5,142,245.00	210,868.47	552,988.34	10.75	4,589,256.66
	WATER POL CONTROL RESERVE TOTA	44,000.00	.00	.00	.00	44,000.00
	SEWER MAINTENANCE RESERVE TOTA	.00	.00	.00	.00	.00
	WATER POL CONTR CAP PROJ TOTA	.00	.00	.00	.00	.00
	SEWER IMPROVEMENT RESERVE TOTA	14,714,000.00	787,740.30	1,485,742.02	10.10	13,228,257.98
	CDBG SWR POINT REPAIR PRJ TOTA	1,400,000.00	.00	.00	.00	1,400,000.00
	SOLID WASTE FUND TOTAL	1,107,417.00	56,573.58	157,971.89	14.26	949,445.11
	SOL WAS EQUIP REPLACE RES TOTA	.00	.00	.00	.00	.00
	CAP PROJ-REMEDIAL ACTION TOTA	.00	.00	.00	.00	.00
	MUNICIPAL BRIDGE TOTAL	586,974.00	59,888.43	114,079.31	19.44	472,894.69
	INTERNAL SERVICE FUND TOTAL	.00	100,546.48	149,147.94	.00	149,147.94-
	TOTAL EXPENSES BY FUND	===== 41,523,333.00 =====	===== 2,010,044.61 =====	===== 4,966,447.75 =====	===== 11.96 =====	===== 36,556,885.25 =====

REVENUE REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	8,297,475.00	123,939.94	512,194.11	6.17	7,785,280.89
	ROAD USE TAX TOTAL	1,350,000.00	156,397.72	422,200.11	31.27	927,799.89
	EMPLOYEE BENEFITS TOTAL	2,184,133.00	33,387.11	73,748.68	3.38	2,110,384.32
	EMERGENCY TAX LEVY FUND TOTAL	92,917.00	1,351.17	3,332.33	3.59	89,584.67
	SALES TAX - HUMAN DEV TOTAL	160,000.00	9,796.08	28,756.69	17.97	131,243.31
	SALES TAX - INFRASTRUCTUR TOTA	610,000.00	39,184.31	115,026.75	18.86	494,973.25
	50% SALES TAX-PROP TAX RE TOTA	770,000.00	48,980.38	143,783.43	18.67	626,216.57
	TAX INCREMENT FINANCING TOTAL	1,269,916.00	5,854.57	5,854.57	.46	1,264,061.43
	ECONOMIC DEVELOPMENT TOTAL	40,000.00	3,717.50	129,999.81	325.00	89,999.81-
	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	16,700.00	22,312.50	.00	22,312.50-
	LIBRARY TRUST FUNDS TOTAL	12,000.00	192.30	8,255.49	68.80	3,744.51
	PUBLIC WORKS EQUIP RESERV TOTA	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,655,674.00	10,542.91	25,379.53	1.53	1,630,294.47
	CAPITAL PROJECTS TOTAL	1,300,000.00	.00	.00	.00	1,300,000.00

REVENUE REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

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	1,100,000.00	.00	.00	.00	1,100,000.00
	NON-EXPENDABLE TRUST FUND TOTA	.00	.00	800.00	.00	800.00-
	WPC MAINT & OPERATION TOTAL	4,788,300.00	386,811.39	1,113,892.32	23.26	3,674,407.68
	WATER POL CONTROL RESERVE TOTA	400.00	.00	.00	.00	400.00
	SEWER MAINTENANCE RESERVE TOTA	.00	.00	.00	.00	.00
	WATER POL CONTR CAP PROJ TOTA	.00	.00	.00	.00	.00
	SEWER IMPROVEMENT RESERVE TOTA	14,800,000.00	.00	.00	.00	14,800,000.00
	CDBG SWR POINT REPAIR PRJ TOTA	1,400,000.00	109,891.00	109,891.00	7.85	1,290,109.00
	SOLID WASTE FUND TOTAL	785,600.00	67,225.34	198,094.75	25.22	587,505.25
	SOL WAS EQUIP REPLACE RES TOTA	.00	.00	.00	.00	.00
	CAP PROJ-REMEDIAL ACTION TOTA	.00	.00	.00	.00	.00
	MUNICIPAL BRIDGE TOTAL	370,000.00	28,231.00	107,369.49	29.02	262,630.51
	INTERNAL SERVICE FUND TOTAL	.00	50,811.04	149,666.82	.00	149,666.82-
	TOTAL REVENUES	=====	=====	=====	=====	=====
		40,986,415.00	1,093,013.76	3,170,558.38	7.74	37,815,856.62
		=====	=====	=====	=====	=====

TREASURER'S REPORT
CALENDAR 9/2018, FISCAL 3/2019

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	260,265.95-	688,087.33	123,939.94	913,199.60-
110	ROAD USE TAX	1,818,129.99	69,330.67	156,397.72	1,894,167.64
112	EMPLOYEE BENEFITS	846,039.40	.00	33,387.11	879,426.51
119	EMERGENCY TAX LEVY FUND	9,871.04	.00	1,351.17	11,222.21
121	SALES TAX - HUMAN DEV	77,284.46	.00	9,796.08	87,080.54
122	SALES TAX - INFRASTRUCT	142,156.59	.00	39,184.31	181,340.90
123	50% SALES TAX-PROP TAX	263,509.12	.00	48,980.38	312,489.50
125	TAX INCREMENT FINANCING	52,304.82	9,260.10	5,854.57	48,899.29
160	ECONOMIC DEVELOPMENT	62,342.19-	5,964.04	3,717.50	64,588.73-
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	283,497.40	.00	16,700.00	300,197.40
186	LIBRARY TRUST FUNDS	58,067.34	2,706.69	192.30	55,552.95
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	465,565.54	.00	10,542.91	476,108.45
301	CAPITAL PROJECTS	747,898.36	6,217.61	.00	741,680.75
302	RIVERFRONT BARGE PROJEC	48,381.67	2,360.01	.00	46,021.66
303	ROQUETTE BUILDING	108,173.15-	10,500.90	.00	118,674.05-
500	NON-EXPENDABLE TRUST FU	463,458.67	.00	11,111.90	474,570.57
610	WPC MAINT & OPERATION	4,076,924.74	210,868.47	386,811.39	4,230,116.05
611	WATER POL CONTROL RESER	57,957.16	.00	.00	57,957.16
612	SEWER MAINTENANCE RESER	15,628.03	.00	.00	15,628.03
613	WATER POL CONTR CAP PRO	.00	.00	.00	.00
614	SEWER IMPROVEMENT RESER	634,259.41-	787,740.30	.00	1,421,999.71-
617	CDBG SWR POINT REPAIR P	5,108.00	.00	109,891.00	114,999.00
670	SOLID WASTE FUND	91,089.73	56,573.58	67,225.34	93,247.14
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDIATION ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	3,067,929.18	59,888.43	28,231.00	3,033,247.83
810	INTERNAL SERVICE FUND	53,807.55	100,546.48	50,811.04	4,072.11
Report Total		11,676,363.08	2,010,044.61	1,104,125.66	10,636,358.59

**CASH RECEIPTS FOR THE MONTH OF
SEPTEMBER, 2018**

General Fund	\$	123,939.94
Road Use Tax	\$	156,397.72
Employee Benefit Totals	\$	33,387.11
Emergency Tax Levy Fund Total	\$	1,351.17
Sales Tax Infrastructure	\$	97,960.77
Tax Increment Financing Total	\$	5,854.57
Economic Development Total	\$	3,717.50
Park Maint & Improvement Reserve Total	\$	16,700.00
Library Trust Fund Total	\$	192.30
Debt Service Total	\$	10,542.91
Non-Expendable Trust Fund Total	\$	11,111.90
WPC Maint. & Operation Total	\$	386,811.39
CDBG Sewer Point Repair Project Total	\$	109,891.00
Solid Waste Fund Total	\$	67,225.34
Municipal Bridge Total	\$	28,231.00
Internal Service Fund Total	\$	50,811.04
TOTAL	\$	1,104,125.66

RESOLUTION NO.

WHEREAS, Application has been made by Delasalle Council No 619 of Knights of Columbus for a Class A Liquor License with Sunday Sales for Columbian Room, 11 North 6th Street; **AND**

WHEREAS, Iowa Code Chapter 123 and Section 4.16.030 of the Keokuk Municipal Code require that the City Council conduct a formal investigation into the good moral character of the applicant; **AND**

WHEREAS, such an investigation has been conducted.

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

THAT, Delasalle Council No 619 of Knights of Columbus has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class A Liquor License with Sunday Sales for Columbian Room, 11 North 6th Street, effective October 23, 2018, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of October, 2018.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

RESOLUTION NO. _____

WHEREAS, Application has been made by Southside Boat Club Inc. for a Class A Liquor License (Private Club) with Outdoor Service and Sunday Sales for Southside Boat Club, 625 Mississippi Drive; **AND**

WHEREAS, Iowa Code Chapter 123 and Section 4.16.030 of the Keokuk Municipal Code require that the City Council conduct a formal investigation into the good moral character of the applicant; **AND**

WHEREAS, such an investigation has been conducted.

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

THAT, Southside Boat Club Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class A Liquor License with Outdoor Service and Sunday Sales for Southside Boat Club, 625 Mississippi Drive, effective October 31, 2018, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of October, 2018.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

October 1, 2018

TO: Mayor Tom Richardson and City Council Members

RE: Rand Park Pavilion Commission Resignation

Dear Tom and City Council Members,

This letter is to inform you that I will be resigning from the Rand Park Pavilion Commission effective December 31, 2018. I have really enjoyed my time on the Rand Park Pavilion Commission but feel it is time to move on after 10 years. The Rand Park Pavilion is a wonderful asset to our community and I still plan to support the pavilion and remaining commission members in every way possible including helping with wedding bookings etc. from the office.

Thank you!

Sincerely,



Annette Peevler
1744 Hilton Road
Keokuk, IA 52632

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 OCTOBER 18, 2018.

REGISTER NO. 5028

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 950.17
KEOKUK MUNICIPAL WATER WORKS	MONTHLY SEWER/GARBAGE BILLING	\$ 1,865.00
GATE CITY PUBLISHING	PUBLICATIONS	\$ 96.00
GRAY QUARRIES, INC	ROADROCK	\$ 67.99
KRICHEL'S ANIMAL HOSPITAL	SERVICE ANIMAL CONTROL	\$ 642.57
RIVER CITY PARTS, INC.	PARTS	\$ 25.43
LAWSON PRODUCTS, INC.	SUPPLIES	\$ 23.10
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 12.50
J & S ELECTRONICS BUSINESS,INC	MAINTENANCE AGREEMENT	\$ 523.01
KONE INC.	ELEVATOR REPAIRS	\$ 856.26
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 63.08
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$ 675.70
TASKE FORCE, INC.	TEMPORARY HELP	\$ 1,200.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 972.73
ALLIANT	ELECTRIC BILL	\$ 47,097.32
HACH COMPANY	LAB SUPPLIES	\$ 4,604.00
CENTURY LINK	SERVICE	\$ 757.54
PRINCIPAL LIFE GROUP	DISABILITY/ LIFE INS.	\$ 1,164.47
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 18,895.70
LEE COUNTY RECORDER/REGISTRAR	RECORDING FEES	\$ 97.00
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 871.79
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 93.45
RESERVE ACCOUNT	REFILL POSTAGE	\$ 500.00
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS VARIOUS JOBS	\$ 55,472.20
COLE-PARMER SCIENTIFIC	LAB SUPPLIES	\$ 302.22
GATE CITY SEED COMPANY	SUPPLIES	\$ 89.99
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 254.97
TREASURER STATE OF IOWA	WPC SALES TAX PAYABLE	\$ 494.00
ENDERLE HEATING & A/C COMPANY	LIBRARY REPAIRS	\$ 837.44
HILL PRINTING	ANIMAL SHELTER CITY PET TAGS	\$ 234.64
FISHER SCIENTIFIC	LAB SUPPLIES-WPC	\$ 290.49
MSKI	LAKE COOPER BUILDING WORK	\$ 5,000.00
SEIRPC	GREAT RIVER HOUSING TRUST LOAN	\$ 10,000.00
PATTERSON PLUMBING & HEATING	SERVICE CALL/REPAIRS	\$ 176.00
INTERNATIONAL PUBLIC	FIRE ENTRANCE EXAMS	\$ 247.00
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$ 392.06
NIEMANN FOODS, INC./ACE	SUPPLIES	\$ 483.12
IOWA DEPT. OF NATURAL RESOURCE	LAB CERTIFICATION	\$ 1,600.00
U.S. CELLULAR	CELL PHONE SERVICE	\$ 482.37
KAME GOOD NEIGHBOR PHARMACY	MEDICAL SUPPLIES POLICE DEPT	\$ 26.00
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 129.34

REGISTER NO. 5029

JAMES K. NEFF	LABOR/MATERIAL VARIOUS JOBS	\$ 2,940.95
VISION INDUSTRIAL SALES, INC.	WPC SUPPLIES/FREIGHT	\$ 518.20
LABOR DAY MEDIA FUND	LABOR DAY AD	\$ 150.00
USA BLUE BOOK	LIFTSTATION SUPPLY	\$ 1,424.64
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 951.44
XEROX CORPORATION	LEASE AGREEMENT	\$ 312.69
O'REILLY AUTOMOTIVE INC.	PARTS	\$ 2,219.79
WELLS-WAY CARPET CLEANING	CARPET CLEANING @ GRAND	\$ 150.00
MEDIACOM	SERVICE	\$ 185.85
SERVICEMASTER OF FT.MADISON	JANITORIAL SERVICE @ POLICE PD	\$ 429.92
GARY L. PFEIFERLING	POLICE VEHICLE CLEANING	\$ 440.00
IMI EQUIPMENT, LLC	PARTS	\$ 2,093.29
VISA	CARD SERVICES	\$ 2,643.75
DIGITAL ALLY, INC.	POLICE CAMERA KIT	\$ 4,355.00
EMPLOYEE BENEFIT SYSTEMS	HEALTH INSURANCE	\$ 182,466.64
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$ 14.90
BRITE-WAY WINDOW SERVICE	SERVICE KEOKUK PUBLIC LIBRARY	\$ 12.00
CARD SERVICES	LIBRARY SUPPLIES	\$ 144.95
KEOKUK VETERINARY HOSPITAL	ANIMAL SERVICES	\$ 1,326.48
THOMAS M. JONES JR.	MOW/TRIM @ PUBLIC LIBRARY	\$ 240.00
MID-IOWA SOLID WASTE EQUIPMENT	CREDIT MEMO	\$ (277.10)
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 24.98
MUNICIPAL CODE CORPORATION	SUPPLEMENT PAGES	\$ 4,214.00
TRANS-IOWA EQUIPMENT, INC.	PARTS	\$ 733.03
INTERSTATE BATTERIES OF	RETURN CREDIT	\$ (48.00)
ANC PEST SOLUTIONS INC.	KEOKUK PUBLIC LIBRARY	\$ 150.00
FIVE STAR DRYWALL	LABOR/MATERIAL	\$ 7,490.00
VERIZON WIRELESS	CELL PHONE SERVICE	\$ 578.88
ASKEW SCIENTIFIC CONSULTING	PROFESSIONAL SERVICES	\$ 2,900.00
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$ 230.60
ADVANCED PLUMBING	SERVICE CALL/REPAIRS	\$ 750.00
BESTDRIVE BRAHLER'S	PARTS	\$ 885.31
DARKSIDE TINT & GRAPHIX	FRIGHT NIGHT BANNERS	\$ 210.00
STEVE CELANIA	REIMBURSE DEPOT SUPPLIES	\$ 331.75
NFPA	NFPA MEMBERSHIP	\$ 175.00
CARL MORGAN	MOWING @ VARIOUS PROPERTIES	\$ 720.00
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 289.80
TSI INCORPORATED	FIRE DEPT SUPPLIES	\$ 143.45
RHOMAR INDUSTRIES, INC.	STREET DEPT SUPPLIES	\$ 1,409.08
LYNCH DALLAS, PC.	PROFESSIONAL SERVICES	\$ 4,852.62
JIM DAVIDSON	CLEANING/HAULING	\$ 1,440.00
JEFFREY JOE HERR	LABOR/MATERIALS	\$ 350.00
GRAPHIC EQUIPMENT CORPORATION	PARTS	\$ 3,253.35
CINTAS CORPORATION #342	UNIFORM SERVICES	\$ 1,434.26
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 48.05

REGISTER NO. 5030

TSS	DRUG TESTING SERVICES	\$ 215.00
LEAF	LEASE AGREEMENT	\$ 159.00
COMMERCIAL CONTRACTING	LABOR/MATERIAL	\$ 24,280.65
WILBUR L. QUINN JR.	MOWING @ VARIOUS PROPERTIES	\$ 455.00
ICONNECTYOU	SERVICE	\$ 225.00
THOMSON REUTERS	WEST INFORMATION CHARGES	\$ 523.95
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$ 261.85
MIDWEST INDUSTRIAL SERVICES	LABOR/MATERIALS @ RIVER MUSEUM	\$ 14,322.00
PREMIER ELECTRICAL LLC	SERVICE CALL/REPAIRS	\$ 119.16
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 127.74
KRISTINA RUDD	MONTHLY CLEANING SERVICES	\$ 311.73
KEOKUK HY-VEE	LIBRARY PRESENTATION	\$ 60.00
MSE	MEYERS PORTABLE TOILETS	\$ 625.00
J.P. COOKE CO.	ANIMAL SERVICES SUPPLIES	\$ 174.55
KEOKUK BROADCASTING, INC.	RADIO ADS	\$ 299.70
MATT MURPHY	REIMBURSE TRAVEL	\$ 18.31
LIONS CLUB INTERNATIONAL	MEMBERSHIP	\$ 45.00
CRUCIAL COLLABORATIONS	LIBRARY CLASS	\$ 150.00
DELL INC.	LAPTOP & CASE	\$ 1,373.88
LEE COUNTY ISU	LEE COUNTY LEADERSHIP CLASS	\$ 625.00
DUPERON CORPORATION	WPC EQUIPMENT	\$ 143,450.00
ABATEMENT SPECIALTIES	ASBESTOS REMOVAL	\$ 21,600.00
		\$ 603,298.72

**CITY OF KEOKUK
CDBG SEWER PROJECT
PUBLIC HEARING
THURSDAY, OCTOBER 18, 2018
6:30 p.m.**

PROJECT IS: Construct Sanitary Sewer Rehabilitation that includes sanitary sewer televising; point repairs; manhole installation and replacement; seeding; surface restoration; and miscellaneous work including cleanup. The outcomes include sanitary sewer improvements that will replace defective sewer pipes, including broken pipes, which will decrease the amount of inflow/infiltration into the sanitary sewer system, decreasing the load that needs to be treated at the waste-water treatment plant and will not be prone to collapse resulting in sewer backups and overflows.

EXTENSIONS: There has not been any extension on this project; the CDBG grant end date is scheduled for June 30, 2020.

WHERE AT IN THE PROJECT: Approximately 22,000 feet of initial televising of the sewer lines have been completed along with 100 point repairs along with seeding and concrete patching; and 12 manholes replaced added or replaced. To be completed by or before 11/15/18 weather permitting are two manholes, 6 point repairs, asphalt patching where required and re-televising approximately 12,000 feet of sewer line.

WHERE MONEY IS COMING FROM: The CDBG grant in the amount of \$600,000 is from the Community Development Block Grant (CDBG) from the Iowa Economic Development Authority (IEDA), and the local match is from the City's reserves that have built up from increased sewer rates.

This project is benefiting the Low Moderate Income (LMI), according to the U.S. Census the City's LMI is 56%, which is over the 51% that is required to apply for a CDBG grant, so an LMI Survey was not required. The City of Keokuk has a Residential Anti-Displacement Relocation Act in place for those residents who may have to relocate due to the project. No one resident has had to relocate so far during the project.

There is \$242,143 left of the Community Development Block Grant (CDBG) money to spend on the project.



COUNCIL ACTION FORM

Date: October 18, 2018

Presented By: O'Donnell

Subject: Resolution Approving Covenant Agenda Item: _____

Description:

The City owns a parcel within Roquette's property. The parcel has one building that we use as cold storage. The property around the parcel and the parcel is a closed waste site. The EPA has a closure permit that Roquette, Freeport Copper and Gold, and the City of Keokuk are all part to as property owners. EPA requires an environmental covenant be agreed to and filed limiting use of the property to non-residential activities. Wells are prohibited and workers are to use protective measures if soil is disturbed. The covenant is perpetual unless canceled by the EPA.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO. _____

A RESOLUTION APPROVING ENVIRONMENTAL COVENANT

WHEREAS, the City of Keokuk, Iowa owns property legally describe as:

A rectangular shaped tract located in a vacated portion of Ford's Addition to the City of Keokuk in the SW ¼ Section 35, T65N, R5W, 5th P.M., Lee County, Iowa and described by the following metes and bounds: Commencing at the intersection of "K" and Railroad Streets; being 2288.88 ft. South of the N ¼ corner, said Section 35, thence S81°45'00" W, 1799.88 ft. with the centerline of said Railroad Street; thence S08°46'56"E, 157.93 ft. to the Northeast corner of said rectangular tract and point of beginning: thence continuing S08°46'56"E, 82.00 ft.; thence S81°13'04"W, 282.00 ft.; thence N08°46'56"W, 82.00 ft. to a point located 160.54 ft. south of the centerline of said Railroad Street; thence N81°13'04"E, 282.00 ft. to the point of beginning, containing 23,124 sq. ft.; and

WHEREAS, said property has been found to contain certain contaminants that could be harmful to residential development; and

WHEREAS, the United States Environmental Protection Agency (US EPA) has issued a closure permit for said property; and

WHEREAS, as a condition of said closure permit the US EPA requires an Environmental Covenant, hereto attached, prohibiting residential development of the property, prohibiting any wells on the property, and requiring protective safety measures relating to any development of the property.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the Environmental Covenant for property legal described as:

A rectangular shaped tract located in a vacated portion of Ford's Addition to the City of Keokuk in the SW ¼ Section 35, T65N, R5W, 5th P.M., Lee County, Iowa and described by the following metes and bounds: Commencing at the intersection of "K" and Railroad Streets; being 2288.88 ft. South of the N ¼ corner, said Section 35, thence S81°45'00" W, 1799.88 ft. with the centerline of said Railroad Street; thence S08°46'56"E, 157.93 ft. to the Northeast corner of said rectangular tract and point of beginning: thence continuing S08°46'56"E, 82.00 ft.; thence S81°13'04"W, 282.00 ft.; thence N08°46'56"W, 82.00 ft. to a point located 160.54 ft. south of the centerline of said Railroad Street; thence N81°13'04"E, 282.00 ft. to the point of beginning, containing 23,124 sq. ft.

is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk shall record said Environmental Covenant with Lee County.

PASSED, APPROVED, AND ADOPTED this 18th day of October, 2018

Mayor – Thomas L. Richardson

ATTEST:

Jean Ludwig

(ABOVE SPACE RESERVED FOR RECORDER'S USE)

Document Title: Environmental Covenant

Return Document to: Kyle A. Sounhein
Lynch Dallas, P.C.
526 Second Avenue SE
Cedar Rapids, Iowa
319-365-9101

Preparer Information: Kyle A. Sounhein
Lynch Dallas, P.C.
526 Second Avenue SE
Cedar Rapids, Iowa
319-365-9101

Taxpayer Information: City of Keokuk
415 Blondeau Street
Keokuk, Iowa 52632
319-524-2050

Grantor: City of Keokuk
415 Blondeau Street
Keokuk, Iowa 52632

Grantee/Holder: City of Keokuk
415 Blondeau Street

Keokuk, Iowa 52632

Legal Description: A rectangular shaped tract located in a vacated portion of Ford's Addition to the City of Keokuk in the SW $\frac{1}{4}$ Section 35, T65N, R5W, 5th P.M., Lee County, Iowa and described by the following metes and bounds:

Commencing at the intersection of "K" and Railroad Streets; being 2288.88 ft. South of the N $\frac{1}{4}$ corner, said Section 35, thence S81°45'00" W, 1799.88 ft. with the centerline of said Railroad Street; thence S08°46'56"E, 157.93 ft. to the Northeast corner of said rectangular tract and point of beginning; thence continuing S08°46'56"E, 82.00 ft.; thence S81°13'04"W, 282.00 ft.; thence N08°46'56"W, 82.00 ft. to a point located 160.54 ft. south of the centerline of said Railroad Street; thence N81°13'04"E, 282.00 ft. to the point of beginning, containing 23,124 sq. ft.

ENVIRONMENTAL COVENANT

This Environmental Covenant (Covenant) is entered into by and between the City of Keokuk as “Grantor,” the City of Keokuk as “Holder,” and the United States Environmental Protection Agency (EPA) as “Agency,” pursuant to Iowa’s Uniform Environmental Covenants Act (Act), Iowa Code sections 455I.1 – 455I.12. Grantor and Holder enter into this Covenant for the purpose of subjecting the property described below to certain activity and use limitations in accordance with the terms and conditions specified herein.

1. **Affected Property.** Grantor is the fee title owner of the property located at 2311 Commercial Street, Keokuk, Iowa 52632. The property is legally described as:

A rectangular shaped tract located in a vacated portion of Ford’s Addition to the City of Keokuk in the SW ¼ Section 35, T65N, R5W, 5th P.M., Lee County, Iowa and described by the following metes and bounds:

Commencing at the intersection of “K” and Railroad Streets; being 2288.88 ft. South of the N ¼ corner, said Section 35, thence S81°45’00” W, 1799.88 ft. with the centerline of said Railroad Street; thence S08°46’56”E, 157.93 ft. to the Northeast corner of said rectangular tract and point of beginning; thence continuing S08°46’56”E, 82.00 ft.; thence S81°13’04”W, 282.00 ft.; thence N08°46’56”W, 82.00 ft. to a point located 160.54 ft. south of the centerline of said Railroad Street; thence N81°13’04”E, 282.00 ft. to the point of beginning, containing 23,124 sq. ft.

Hereinafter, the affected property will be referred to as the “Property.”

2. **Agency Action**

The Property is the subject of a Post Closure Permit issued by Agency on September 30, 2009 pursuant to the Resource Conservation and Recovery Act (RCRA), 42 U.S.C § 6901 et seq.

3. **Risk Management and Institutional Controls.** An “environmental response project,” as defined in section 455I.2.5 of the Act has been conducted at the Property, pursuant to the Post Closure Permit. Following the completion of this environmental response project contamination remains at the Property which may present an unreasonable risk to public health and the environment if certain activities occur on the Property. An investigation found that soil is contaminated with metals and polynuclear aromatic hydrocarbons (associated with petroleum products) above a residential use risk level, but below a risk level for use as other than residential, such as commercial or industrial. Groundwater is contaminated with arsenic and 1,4-dioxane. The results of the investigation are reported in the RCRA Facility Investigation Report, July 27, 2017. The selected environmental response project or action is documented in the Post Closure Permit, condition IV.L.1. and in the October 26, 2017 Final Remedy Decision/Response to Comments (FRD/RTC). The Post Closure Permit, FRD/RTC, and facility file for this project are available to the public at the EPA Region 7 office at 11201 Renner Blvd., Lenexa, KS 66219.

The Agency has determined that an Environment Covenant is necessary to manage the risk of future exposure by limiting specified activities at the Property and establishing affirmative obligations.

4. **Reopening.** The signatories acknowledge that the failure of the activity and use limitations imposed on the Property hereby to serve their intended purpose, including the prevention of exposure to contamination, could result in the Agency reopening its review and regulation of the contaminant condition on the Property.

5. **Identity of Grantor(s) and Holder(s).**

GRANTOR: City of Keokuk
415 Blondeau Street
Keokuk, Iowa 52632

HOLDER: City of Keokuk
415 Blondeau Street
Keokuk, Iowa 52632

AGENCY: United States Environmental Protection Agency

6. **Representations and Warranties.** Grantor warrants to the other signatories to this Covenant that Grantor:

- a. is the sole fee title owner of the Property;
- b. holds sufficient fee title to the Property to grant the rights and interests described in this Covenant free of any conflicting legal and equitable claims; and
- c. has attempted to identify all other persons holding legal or equitable interests, including, but not limited to, contract buyers, mortgage holders, other consensual lienholders and lessees, and has determined that there are no such persons holding such legal or equitable interests in the Property.

7. **Running with the Land.** This Covenant is perpetual and runs with the Property, as provided in section 455I.9 of the Act, until modified or terminated. This Covenant is binding on Grantor and all successors in interest, assigns, and transferees acquiring or owning any right, title, lien or interest in the Property and their heirs, successors, assigns, grantees, executors, administrators and devisees. The term “transferee,” as used in this Covenant, shall mean any future owner of any interest in the Property or any portion thereof, including, but not limited to, owners of an interest in fee simple, contract buyers, mortgagees, easement holders, and/or lessees.

8. **Activity and Use Limitations and Terms.** The Property is subject to the following activity and use limitations:

- a. **No Residential Land Use:** The Property shall not be used for residential purposes which for purposes of this Covenant include but are not limited to: single family homes, duplexes, multiplexes, apartments, condominiums, schools, dormitories, retirement or senior/child-care centers, or any land use where persons can be expected to reside.
- b. **Well Installation Prohibition:** Installation of any new groundwater wells or extraction and use of groundwater on the Property is prohibited, except for wells used for investigative, monitoring and/or remediation purposes installed in accordance with an Agency-approved work plan.
- c. **Soil Exposure and Management:** In the event that construction or maintenance work is to be performed that may expose workers to contaminated soil on the Property, Owner/transferee shall ensure that appropriate protective measures are taken to protect such workers' health and safety in accordance with applicable health and safety laws and regulations. Any contaminated soils disturbed as part of the construction work must be placed in the excavation area, or properly characterized, managed, and disposed of, in accordance with all applicable local, state and federal requirements.

9. **Notice of Non-Compliance.** Any owner of the Property, signatory to this Environmental Covenant, or transferee, shall notify Agency and the Iowa Department of Natural Resources (IDNR) as soon as possible of conditions which would constitute a breach of the activity and use limitations in paragraph eight (8) if they have actual knowledge of these conditions or would reasonably be deemed to have knowledge within the normal course of administration of their property interest.

10. **Notice to Lessees.** Grantor, any holder with a property interest sufficient to grant a lease of the Property, and any transferee shall incorporate the activity and use limitations of this Covenant either in full or by reference, in any lease, license, or other instrument granting a right to possession of the Property.

11. **Access to Property.** Access to the Property is granted to Agency and IDNR and their authorized representatives for the purpose of implementing, monitoring, and/or enforcing this Covenant. Agency and/or IDNR agree to provide the then current owner of the Property reasonable notice prior to access. Right of access includes, but is not limited to, the following:

- a. repair and maintenance of response action equipment, soil caps, groundwater monitoring wells and associated aboveground or subsurface structures;
- b. fencing and other technological controls;
- c. groundwater sampling and monitoring;
- d. additional drilling;
- e. construction of soil boring and/or groundwater monitoring wells; and
- f. other activities authorized or otherwise directed by Agency.

12. **Groundwater Hazard Statement Notice.** Iowa Code section 558.69 requires the submission of a groundwater hazard statement and disclosure if "hazardous waste" exists on the Property as defined in Iowa Code subsections 455B.411(3), 455B.412(2) or section 455B.464 or if Agency determines that solid waste exists on the Property that is potentially hazardous. If

hazardous waste is present, the groundwater hazard statement must state that the condition is being managed in accordance with IDNR rules. The signatories and all subsequent transferees required to submit a groundwater hazard statement under Iowa Code section 558.69 shall make reference to this environmental covenant in substantially the following form:

THE INTEREST CONVEYED IS SUBJECT TO AN ENVIRONMENTAL COVENANT, DATED [*date month, day, year*] RECORDED IN THE DEED OR OFFICIAL RECORDS OF THE _____ COUNTY RECORDER ON [*date month, day, year*] IN [*document, book and page, or parcel number*].

THE ENVIRONMENTAL COVENANT CONTAINS THE FOLLOWING ACTIVITY AND USE LIMITATIONS: [*language that describes the activity and use limitations exactly as it appears in the environmental covenant.*]

13. Modification and Termination. Any modification or termination of this Covenant shall comply with Iowa Code chapter 455I and applicable IDNR administrative rules. This Covenant may be modified or terminated by written consent of Agency, the then current fee simple title owner, and all original signatories (unless exempted under the provisions of Iowa Code section 455I.10(1)“c” in accordance with and subject to the provisions of Iowa Code section 455I.10). The termination or modification is not effective until the document evidencing consent of all necessary persons is properly recorded. If not by consent, any modification or termination of this Covenant shall be in accordance with Iowa Code section 455I.9 and such additional terms as specified in this covenant.

14. Enforcement. This Covenant may be enforced by Agency in a civil action for injunctive or other equitable relief by the signatories and those persons authorized by and in accordance with Iowa Code section 455I.11. Additionally, the signatories to this Covenant expressly grant to IDNR the power to enforce this Covenant.

15. Severability. If any provision of this Covenant is found to be unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

16. Governing Law. This Covenant shall be governed by and interpreted in accordance with the laws of the State of Iowa.

17. Recordation. Within thirty (30) days after the date of the final required signature upon this Covenant or any amendment or termination thereof, owner or transferee shall record this Covenant with the appropriate recorder of deeds for each county in which any portion of the Property is situated. Owner or transferee shall be responsible for any costs associated with recording this Covenant.

18. Effective Date. The effective date of this Covenant shall be the date upon which the fully executed Covenant has been recorded with the office of the recorder of each county in which the Property is situated.

19. Notice. Any notice, document, or other item required by this Covenant to be given to another party hereto shall be sent to:

If to Grantor/Transferee:

City of Keokuk
Attn: City Administrator
415 Blondeau Street
Keokuk, Iowa 52632

If to Holder:

City of Keokuk
Attn: City Administrator
415 Blondeau Street
Keokuk, Iowa 52632

If to EPA:

Director, Air and Waste Management Division
U.S. Environmental Protection Agency – Region 7
11201 Renner Blvd.
Lenexa, KS 66219

If to IDNR:

Iowa Department of Natural Resources
Contaminated Sites Section Supervisor
Wallace State Office Building
502 E 9th Street
Des Moines, IA 50319

20. Subordination and Consent. Grantor did not identify and has no knowledge of any other party holding a legal or equitable interest in the Property.

ACKNOWLEDGMENTS

GRANTOR(S)

City of Keokuk

By: _____
Tom Richardson, Mayor

Attest: _____
Jean Ludwig, City Clerk

STATE OF IOWA)
) ss:
COUNTY OF LEE)

Subscribed and sworn to this _____ day of _____, 2018, by Tom Richardson and Jean Ludwig.

Notary Public, State of Iowa

HOLDER:

City of Keokuk
By: _____
Tom Richardson, Mayor

Attest: _____
Jean Ludwig, City Clerk

STATE OF IOWA)
) ss:
COUNTY OF LEE)

Subscribed and sworn to this _____ day of _____, 2018, by Tom Richardson and Jean Ludwig.

Notary Public, State of Iowa

AGENCY:

Date

Mark A. Smith, Acting Division Director
Air and Waste Management Division
U.S. Environmental Protection Agency, Region 7
11201 Renner Boulevard
Lenexa, Kansas 66219

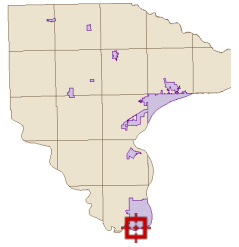
STATE OF KANSAS)
COUNTY JOHNSON) ss.

On this ____ day of _____, 201__, before me personally appeared Mark A. Smith, known to me to be the Acting Director of the Air and Waste Management Division of the United States Environmental Protection Agency, Region 7, and acknowledged that he executed the same as his voluntary act and deed.

Notary Public



Overview



Legend

- Corporate Limits
- Geographic Townships
- Named Roads

Parcel ID	044521353010030	Alternate ID	2135301003
Sec/Twp/Rng	0-0-0	Class	I
Property Address	2311 COMMERCIAL KEOKUK	Acreeage	n/a
		Owner Address	City of Keokuk P.O. Box 400 Keokuk, IA 52632-
District	TWIN RIVER UR		
Brief Tax Description	#2858-A EXEMPT PORTION 82'X 282' IN PT NW SW - BEG 1799.88' SW & 157.93' SE INT C/L'S KST & RAILROAD ST (Note: Not to be used on legal documents)		

Date created: 10/2/2018
Last Data Uploaded: 9/26/2018 9:40:20 PM



COUNCIL ACTION FORM

Date: October 18, 2018

Presented By: O'Donnell

Subject: Resolution Approving Purchasing Policy Update Agenda Item: _____

Description:

Staff recently had legal counsel review the Purchasing Policy. They made several changes to clarify competitive quote and bid procedures. A definition section was also added. Thresholds for quotes, bids, purchases, and change orders remained the same.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO. _____

**A RESOLUTION ADOPTING REVISED PURCHASING POLICY FOR THE
CITY OF KEOKUK**

WHEREAS, the City of Keokuk, Iowa has previously adopted a Purchasing Policy in order to establish guidelines to promote efficient use of limited resources and ensure sound financial stewardship; and

WHEREAS, said Purchasing Policy has been reviewed by legal counsel for the City of Keokuk, Iowa; and

WHEREAS, legal counsel has made several changes to the Purchasing Policy to ensure the policy is in clear compliance with Chapter 26 of the Code of Iowa.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the revised Purchasing Policy is hereby adopted.

PASSED, APPROVED, AND ADOPTED this 18th day of October, 2018

Mayor – Thomas L. Richardson

ATTEST:

Jean Ludwig

Purchasing Policy

Pursuant to Resolution No.:

Keokuk City Council

The intent of the Purchasing Policy is to establish guidelines to promote efficient use of limited resources and ensure sound financial stewardship.

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INTRODUCTION

Purpose

The City of Keokuk Purchasing Policy is hereby created to:

1. Clarify certain procedures and safeguards governing purchases of supplies and services by the City.
2. Provide for increased public confidence in the procedures followed in City purchasing decisions.
3. Ensure the fair and equitable treatment of all persons who are involved with the City's purchasing procedures.
4. Provide increased economy in City purchasing activities and maximize the purchasing value of public monies for the City.

Definitions

Emergency Purchase: A purchase of a good or service made when time is of the essence due to a sudden, unforeseen critical situation which requires the immediate purchase of the good or service in order to rectify the critical situation.

Horizontal Infrastructure: Public improvements such as roads, streets, bridges and culverts.

Responsible Bidder: Requirement in public procurement which focuses on the bidder, meaning the bid is submitted by a bidder who has the financial and technical ability to perform and complete the required work as indicated by the bidder's submitted bid materials, references, the City's past experiences with the bidder, and any other relevant factor.

Responsive Bid: Requirement in public procurement which focuses on the bid and is a check to ensure the bidder agrees to all that is required in the plans, specifications and other requirements of the project and timely and completely responds to the bid as required by the City.

Responsive, Responsible Bidder: The bidder who provides a bid which complies with all applicable specifications set forth by the City, and which undertakes to fulfill the specifications in a manner recognized as "responsible" under the law, and at the lowest price among the competing bids.

Vertical Infrastructure: Public improvements such as buildings, parking facilities, utilities, and trails.

Purchasing Responsibilities

City Council

1. Adopt the annual operating budget to determine levels of expenditure by fund, department, and program, including capital expenditures.
2. Review, adopt, approve, and/or award capital, and contractual service purchases over \$35,000.
3. Review, adopt, approve, and/or award purchases of new and used equipment over \$46,000.

City Administrator

1. Ensure budgeted levels for each fund are not exceeded.
2. Approve all purchases between \$15,000 and \$35,000.
3. Present purchasing recommendations to the Council for purchases over \$46,000.
4. Approve purchases of new and used equipment \$35,000 - \$46,000 which has been approved for purchase that year in the City's capital projects. Notify Council of purchase at next regularly scheduled meeting.
5. Coordinate purchases between departments.
6. Ensure compliance with City of Keokuk purchasing policy and local, state and federal laws.

City Clerk

1. Monitor expenditures and advise City Administrator of monthly expenditure rates.
 - a. Design and maintain any and all necessary purchasing forms.
 - b. Maintain a list of City personnel authorized to make purchases.

Department Heads

1. Inform all personnel in their department of these purchasing policies.
2. Ensure budgeted levels for line items are not exceeded.
3. Plan purchases (including budgeted items) in order to allow the department sufficient time to obtain proposals or quotations, determine best vendor, and issue contracts.
4. Submit requisitions to the Finance Department.
5. Approve purchases less than \$15,000.

Staff-level Employees

1. All employees must be authorized by their department head to make purchases prior to exercising the authority to purchase.
 - a. Certain employees may be granted a standing purchasing limit by their Department Head. Employees will not be granted a standing purchasing limit that exceeds the limit of their Department Head.
 - b. Employees also may be given approval by their department head on a case-by-case basis to make certain purchases.
2. Employees who have been approved to make minor purchases are encouraged to make such purchases from local vendors within the City limits.
3. When making purchases, employees are to put their signature and department name on the invoice. All invoices need to be turned in to the employees' respective departments on a daily basis.

Note: Items that are budgeted are still subject to the procedures set forth in this document.

POLICY

Public Improvement Projects

State requirements will be followed for all public improvement projects for horizontal and vertical infrastructure. Iowa Code Chapter 26 should be consulted to ensure that the City is complying with the current competitive bid thresholds. The minimum thresholds for horizontal and vertical infrastructure into the foreseeable future as of the date of this policy are as follows:

<u>Horizontal Infrastructure</u>		
Amount	Approval Required	Procurement Method
Up to \$46,999	City Administrator	Request for Quotes or Request for Proposal
\$47,000 and Greater	City Council	Competitive Bid

<u>Vertical Infrastructure</u>		
Amount	Approval Required	Procurement Method
Up to \$54,999	City Administrator	Request for Quotes or Request for Proposal
\$55,000 to \$134,999	City Council	Competitive Quote
\$135,000 and Greater	City Council	Competitive Bid

Process for Competitive Bids

1. City Engineer prepares plans and specifications and calculates the estimated total cost of the project.
2. If the estimated total cost of a public improvement project exceeds the competitive bid threshold, the City Council shall approve a resolution to approve construction of the improvement, to set a public hearing and to direct advertisement bids.
3. City Council holds a public hearing on the plans, specifications, form of contract and estimated cost of the project.
4. **Advertisement for Bids.** If the estimated total cost of a public improvement project exceeds the competitive bid threshold, the City shall advertise for sealed bids for the proposed public improvement by posting a notice to bidders not less than thirteen and not more than forty-five days before the date for filing bids in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity.

5. **Bid Opening** – Bids shall be opened by an appropriate representative of the City. The amount of each bid shall be announced, and other relevant information shall be recorded along with the name of each bidder.
6. **Bid Evaluation** – Bids shall be evaluated based on the requirements set forth in the Notice to Bidders, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose.
7. **Award** – The contract shall be awarded or rejected by the City Council with reasonable promptness. Award may be made to the lowest, responsible bidder who submits a responsive bid. The City reserves the right to reject all bids, accept a higher bid for any practical reason (after stating said reason in writing).

Additional details regarding the requirements of bids for public improvements are found in Chapter 26 of the Iowa Code.

Process for Competitive Quotes

1. Engineer prepares plans and specifications and calculates the estimated total cost of the project.
2. Staff provides plans and specifications to at least two contractors regularly engaged in the required work.
3. Notification is provided to the contractors designating a time, place, and manner for returning quotations, which may be received by fax, email or in-person. These quotations are not required to be sealed.
4. Engineer or other assigned staff member may make a recommendation to the City Council to award the contract to the party submitting the lowest responsive, responsible quote, or to reject all quotes.
5. Council considers and approves a resolution awarding the quote.
6. If the work can be performed by employees of the City, the City may file a competitive quotation for the work to be performed in the same manner as a contractor. For purposes of comparing the City's quote to a contractor's quote, the amount of estimated sales tax and fuel tax in the contractor's quote must be deducted from the contractor's quote. If no quotes are received from any contractor, or if the City's estimated cost to do the work is less than the lowest responsive, responsible quote, the City may authorize its employees to perform the work.

Additional details regarding the requirements of bids for public improvements are found in Chapter 26 of the Iowa Code.

Goods and Services

Purchases Exceeding \$46,000

Contracts for goods or services exceeding \$46,000 shall be awarded by the City Council through competitive bidding or a competitive quote process (some exclusions to City Council approval are contained in this policy). When deemed legal by the city attorney, a competitive quote process may be approved by the city administrator.

Process for Obtaining Council Approval

1. All purchases or service contracts totaling more \$46,000 shall require a separate agenda item.

2. All purchases or service contracts shall be accompanied by a written recommendation from the City Administrator or appropriate department head for award.

Purchasing Between \$15,000 and \$35,000

Purchases of goods or services greater than \$15,000 but less than \$35,000 will require at least three documented attempts to receive price quotes and require the Department Head to submit applicable documentation to the Administration Office. Quotes may be solicited in person, by telephone, from websites, or in writing, but the solicitation must be documented in writing for the purchase to be authorized. A purchase order must be signed by the Department Head prior to ordering.

Purchases under \$15,000

Purchases of goods or services totaling less than \$15,000 shall not require multiple quotes if the prices are considered to be reasonable. Informal quotes are encouraged. No purchase order is required.

General Procedures for Competitive Bidding for Purchases Not Qualifying as Public Improvement Projects

1. **Invitation for Bids** – An invitation for bids shall be mailed or emailed to those vendors on the established vendor list that have indicated an interest in bidding on City product or service contracts being bid and shall be posted on the City’s web page at least 7 days in advance (when available) of the due date for submission of bids. Items requiring publication in the newspaper will also be published at least 4 days in advance of the due date for submission of bids. The notice shall be filed with the City Clerk and shall be open to public inspection. Bid bonds may be required if determined by the City Administrator.
2. **Bid Opening** – Bids shall be opened by an appropriate representative of the city. The amount of each bid shall be announced, and other relevant information shall be recorded along with the name of each bidder.
3. **Bid Evaluation** – Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose.
4. **Award** – The contract shall be awarded or rejected with reasonable promptness. Award may be made to the lowest responsible bidder who submits a responsive bid. The City reserves the right to reject all bids, accept a higher bid for any practical reason (after stating said reason in writing), and/or enforce local preference.

Local Preference

The City may consider local preference when purchasing goods and services from suppliers located within the City limits of Keokuk under the following conditions:

1. The goods or services offered by a vendor located within the City limits or the State of Iowa must be equal to or exceed the minimum specifications required.
2. The amount of the quotation of the vendor located within the City of Keokuk is not more than 10% greater than the amount of the low quotation of the vendor located outside of the City limits.
3. Local preference does not apply to public improvement projects pursuant to Chapter 26 of the Iowa Code.

Reoccurring Purchases

For services or products that are required more than once a year, the aggregate total of the purchases will be used to determine the purchasing procedures that should be followed.

Reoccurring purchases will not be subject to the competitive sealed bid process, unless requested by the City Administrator.

Real Estate Acquisition

1. An appraisal is required:
 - a. Unless there are other means available to determine a fair value; or
 - b. The acquisition price is less than \$50,000.
2. The City Council must approve all contracts for property acquisition over \$25,000.
3. Outside of normal city council approval, the Mayor may approve the purchase of real property (less than \$25,000) and the City Administrator may approve the purchase of real property (less than \$25,000).

Vendor List

1. The City shall maintain a list of vendors who have expressed an interest in being notified of City bid contracts. The list shall be maintained by the City Clerk and organized by type of product or service.
2. The City of Keokuk shall comply with and shall only do business with contractors and vendors who comply with all Federal and State laws, executive orders, and rules and regulations that govern public contracts.
3. The City Administrator has the discretion to bar any vendor who has failed to comply with a previous quote, bid, or contract with the City. Any such vendor shall be sent a written notice of the decision, and the decision to bar a vendor from participating in City purchases may be appealed to the City Council.

Sole Source Purchasing

The Mayor, City Council, City Administrator, or Department Heads are the only authorities empowered to exempt the purchase of goods from competitive selection processes when after a good faith review of the available sources, one of the following applies:

1. One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good; or
2. The procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, could most satisfactorily provide the good; or
3. Applicable law requires, provides for, or permits use of a sole source procurement; or
4. The federal government or other provider of funds for the goods being purchased (other than the state of Iowa) has imposed clear and specific restrictions on the use of the funds in a way that restricts the procurement to only one vendor; or
5. The procurement is an information technology device that is systems software or an upgrade, or compatibility is the overriding consideration, or the procurement would prevent voidance or termination of a warranty, or the procurement would prevent default under a contract or other obligation.
6. Review and concurrence by the City Attorney that the item is a justified Sole Source Procurement.

***A sole source procurement shall be avoided unless clearly necessary and justifiable.**

Prohibited Purchases

The following purchases cannot be made from City funds:

1. The purchase of any illegal substance or services.
2. Gambling related purchases.
3. Purchases made for a direct or indirect personal benefit or interest to a City officer or employee (or a City officer or employee's immediate family). This provision may be waived if a written competitive bid process is publicly noticed and opened. At the time of providing a bid, all officers and employees must identify any conflicts they may have which would necessitate the process noted.
4. Any purchase not done in accord with Iowa law or these policies.

Purchases Not Subject to Competitive Sealed Bidding

Purchases made under the following circumstances shall not require competitive sealed bidding:

1. When the purchase is of an emergency nature, but only while the emergency condition exists. The situation resulting in the emergency must be fully documented and attached to the purchase requisition. The City Administrator shall review and evaluate any such emergency purchases as soon after the purchase as time permits. Disciplinary action against the responsible parties may be imposed in cases of poor organization or planning resulting in the emergency purpose.
2. When the price is prescribed by law.
3. When the method of acquisition is prescribed by law.
4. When the supplier is the sole source.
5. When the good or service is available from another governmental entity or a contract with the State of Iowa at a price deemed less than commercially available.
6. Certain professional services described in the Professional Services Section.
7. In the case of repairs of heavy equipment or vehicles when the extent of repair cannot be determined, or when specifications cannot practically be prepared.
8. When used equipment is purchased.
9. When equipment is preapproved by the City Administrator and is purchased through an auction.

Professional Services

In an effort to maintain ongoing contractual relationships, the City of Keokuk shall not require competitive bidding for certain types of professional services. The City Council must consider all contracts for professional services which exceed \$35,000. Unless otherwise required by State or Federal Law or other requirements specific to projects (funding requirements), the following professional service providers may not be subject to competitive bidding:

- | | |
|------------------------------------|-------------------------|
| 1. Attorneys representing the City | 5. Architects/Designers |
| 2. Certified Grant Administrators | 6. Technicians |
| 3. Financial Advisors | 7. Engineers |
| 4. Consultants | |

Change Orders

Change orders are issued to address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract document or changes/modifications that are recommended after a contract is awarded.

1. Change orders under \$25,000 may be approved by the City Administrator.
2. Approval for change orders over \$25,000 must be considered by the City Council, unless the project is still within budget or it is in the best interest of the City for a change order to be implemented prior to the next regularly scheduled meeting of the City Council. In such

circumstances, the City Administrator shall have the authority to authorize the change and will notify the City Council of the action.

Iowa Preference

A resident bidder is a person or entity authorized to transact business in the state and having a place of business for transacting business within the state at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for a public improvement, however, if another state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country. When a contract for a public improvement must be awarded to the lowest responsible bidder, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.



COUNCIL ACTION FORM

Date: 10/11/18

Presented By: Mark Boussetot MB

Subject: \$5,000 - Park and Rec. Request - General Curtis Agenda Item: _____

Description:

The Keokuk Park and Recreation Advisory Board passed a motion at the October 9th Meeting requesting \$5,000 from the Hotel/Motel Tax to be applied to the restoration of the General Curtis Statue. Max Cast of Kalona, Iowa has provided an estimated cost of \$13,860 to restore the General Curtis Statue. Max Cast is the company that restored the Chief Keokuk Statue a few years ago. The Park and Recreation Board has received \$4,100 in grants, \$550 from a Mancountry fundraiser, and \$1,400 from the Park Department for a total of \$6,050. With the \$5,000 from Hotel/Motel Tax that would put the total to \$11,050 and the remaining funding would be divided three ways between the Park Department Budget, Park and Recreation Advisory monies and Keokuk Convention and Tourism.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 001 - 4900 - 6380 Title: Miscellaneous

Amount Budgeted: \$ 10,000.00

Actual Cost: \$ 5,000

Under/Over: \$ 5,000

Funding Sources:

Hotel/Motel Tax

Departments:

Mayor/Council

Is this item in the CIP? YES NO CIP Project Number: _____



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: October 15, 2018
RE: Administrator's Report

1. Flood: As the rivers began to rise, staff coordinated response with Roquette, BNSF, Keokuk Junction Rail, Army Corp of Engineers, and other agencies. There is a clear action plan with detailed steps based on predicted river levels. Based on what was predicted, we shut off water and electricity to city facilities along the river and prepped the Wastewater treatment plant. Roquette built a temporary levy to allow additional time to operate without having to install the flood wall across the railroad. We coordinated closure of the gate at the treatment plant as the temporary levy would not protect the plant. There are several procedures suggested to us during flood prep that will need to be discussed. Staff plans to meet with all concerned parties after this event to incorporate these ideas and to review the flood plan.
2. Document Disposal: Our basement is over flowing with old documents. There should be a regular disposal of documents that has not occurred. Therefore, I have contracted with Shredit to dispose of multiple boxes. Staff will need to identify what can go and what needs to be retained. Shredit will then pickup all the documents to be destroyed, transport them to their facility, and dispose of them. Cost, based on an estimated 100 boxes worth of documents, is \$843.
3. City Attorney: Presently we use Lynch Dallas Law Firm out of Cedar Rapids, and Doug Dorando for legal services. Neither is local which creates additional cost, especially for court proceedings. Mayor Richardson and I are exploring the possibility of a local attorney to handle the standard work load (ordinances, court proceedings, general questions) and using Lynch Dallas for specialized issues (labor, human resources). We will have more on this in the future.
4. Salute to Industry: Mayor Richardson and I attended the LCEDG salute to industry meeting this past week. The speaker's topic on employee engagement was timely.
5. Junior Achievement: I have started my Junior Achievement instruction this past week. It is seven sessions to help prepare students for entering the workforce. I am working with Jared Poole at the high school.