

AGENDA
COUNCIL WORKSHOP
March 21, 2019
5:30 P.M.

- (1) Review council meeting agenda.
- (2) Budget request presentations from Keokuk Convention and Tourism and the Rand Park Pavilion Commission.

AGENDA
CITY COUNCIL MEETING
March 21, 2019
1721 Fulton Street
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 Council Workshop & regular City Council meeting of March 7, 2019;
 - Cash Receipts for January 2019;
 - Resolution approving a Liquor License for Angelini's Pizza, 1006-1008 Main Street, effective April 1, 2019 – Class C Liquor License (Beer/Wine) with Sunday Sales
 - Resolution approving a Liquor License for Happy Joes, 205 North Park Drive, effective March 22, 2019 (pending fire inspection) - Class B Beer Permit (including Wine Coolers) with Sunday Sales;
 - Resolution approving a Liquor License for B.P.O. Elks, Keokuk Lodge No. 106, 2200 Lincoln Avenue, effective April 1, 2019 (pending fire inspection) – Class A Liquor with Sunday Sales;
 - Motion to pay bills and transfers listed in Register No.'s 5056-5058;
7. Consider resolution approving contract with Advanced Systems, Inc.
8. Consider resolution approving contract with Scanning America.
9. Consider resolution to set the date and time for a bid opening and public hearing on the Keokuk, Iowa Police Shooting Range project.
10. Consider resolution to set the 2019 Aquatic Center rates.
11. Consider resolution requesting to place signage in Victory Park near the Musicians Memorial and/or 700 Main Street the week of July 22 through July 28, 2019.
12. Staff Reports:
13. New Business:
14. Adjourn meeting.

**MINUTES
COUNCIL WORKSHOP
March 7, 2019
5:30 P.M.
1721 FULTON STREET**

- (1) Review council meeting agenda.
- (2) Discussed committee for City Hall options.
- (3) Adjourned meeting at 6:15 p.m.

**MINUTES
CITY COUNCIL MEETING
March 7, 2019
1721 Fulton Street
6:30 P.M.**

The City Council of the City of Keokuk met in regular session on March 7, 2019 at 6:30 p.m. at 1721 Fulton Street. Mayor Thomas L. Richardson, called the meeting to order. There were seven council members present, two absent. Mike O'Connor, Ron Payne, Devon Dade, Larry Mortimer, Michael Greenwald, Roger Bryant and Susan Dunek were present. John Helenthal and Mike Moore were absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, Public Works Director Mark Bousset, Code Enforcement & Housing Official Kathie Mahoney and Fire Chief Gabe Rose.

MAYOR'S CORRESPONDENCE: Discussed fire at City Hall, contract with Scan America, and historical items found during clean up.

Motion made by Greenwald, Second by Dade to approve the agenda, including the consent agenda. (7) AYES, (0) NAYS. Motion carried.

- Minutes of the Council Workshop & regular City Council meeting of February 21, 2019;
- **RESOLUTION NO. 211-19:** Approving a Liquor License for L. Treyns, 1108 Main Street, effective March 15, 2019 – Class C Liquor License with Outdoor Service;
- **RESOLUTION NO. 212-19:** Approving a Liquor License for Site Food Mart, 1301 Main Street, effective March 21, 2019 – Class E Liquor License with Sunday Sales;
- **RESOLUTION NO. 213-19:** Approving an Urban Revitalization Tax Exemption for Ronald Bennett, 2716 Decatur Street, accessory building;
- Resignation of Doug Ewing from the Keokuk Barge Commission, effective immediately;
- Resignation of Steven J. Swan from the Board of Adjustment, effective immediately;
- Motion to pay bills and transfers listed in Register No.'s 5053-5055;

The Mayor continued the public hearing on the issuance of the \$ 1.4 million general obligation loan notes. A public hearing was published in the Daily Gate City on February 8, 2019. This public hearing will be left open until March 7, 2019 Council meeting due to a change of venue from the Public Hearing Notice due to a fire at City Hall.

No comments were received, and Mayor Richardson closed the public hearing at 6:40 p.m. and the following resolution was adopted.

Motion made by Dunek, Second by Greenwald to approve the following proposed **RESOLUTION NO. 214-19**: “A RESOLUTION ON THE ISSUANCE OF THE \$ 1.4 MILLION GENERAL OBLIGATION LOAN NOTES.” (7) AYES, (0) NAYS. Motion carried.

The Mayor continued the public hearing on the issuance of \$ 400,000.00 general obligation capital loan notes. A public hearing notice was published in the Daily Gate City on February 8, 2019. This public hearing will be left open until March 7, 2019 Council meeting due to a change in venue from the Public Hearing Notice due to a fire at City Hall.

No comments were received, and Mayor Richardson closed the public hearing at 6:42 p.m. and the following resolution was adopted.

Motion made by Bryant, Second by Mortimer to approve the following proposed **RESOLUTION NO. 215-19**: “A RESOLUTION ON THE ISSUANCE OF \$ 400,000.00 GENERAL OBLIGATION LOAN NOTES.” (7) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, Second by Bryant to approve the initial reading of **ORDINANCE NO. 1992** amending the fire prevention code.

Roll Call Vote: (7) AYES – O’Connor, Payne, Dade, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Dunek, Second by Bryant to waive the second and third reading of **ORDINANCE NO. 1992** amending the fire prevention code.

Roll Call Vote: (7) AYES – O’Connor, Payne, Dade, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by O’Connor, Second by Dunek to adopt and give final approval of **ORDINANCE NO. 1992** amending the fire prevention code. (7) AYES, (0) NAYS. Motion carried.

Motion made by Dunek, Second by Greenwald to approve the following proposed **RESOLUTION NO. 216-19**: “A RESOLUTION ACCEPTING THE ANNUAL FINANCIAL AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018.” (7) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, Second by Dade to approve the following proposed **RESOLUTION NO. 217-19:** “A RESOLUTION APPROVING A LOAN TO THE KEOKUK RAGBRAI COMMITTEE.” (7) AYES, (0) NAYS. Motion carried.

STAFF REPORTS: City Administrator reported on the following: Fire recovery, contracts with Laserfische and Scan America, probable budget amendments, CAT grant approval, Keokuk’s approval for Iowa Initiative for Sustainable Communities project, iPad/Chromebook for Councilpersons, streaming of council meetings, Southeast Iowa days and pending legislation that may affect cities.

There being no further business presented, the meeting adjourned at 7:07 p.m.

**CASH RECEIPTS FOR THE MONTH OF
JANUARY, 2019**

General Fund	\$	101,692.79
Road Use Tax	\$	117,617.36
Employee Benefit Totals	\$	11,303.26
Emergency Tax Levy Fund Total	\$	511.14
Sales Tax Infrastructure	\$	100,879.00
Tax Increment Financing Total	\$	1,452.74
Economic Development Total	\$	17,875.73
Park Maint. & Improvement Reserve Total	\$	18.00
Library Trust Funds Total	\$	599.50
Debt Service Total	\$	3,949.75
Non-Expendable Trust Fund Total	\$	1,600.00
WPC Maint. & Operation Total	\$	349,588.23
Solid Waste Fund Total	\$	64,425.29
Municipal BridgeTotal	\$	21,133.37
Internal Service Fund Total	\$	4,737.78
TOTAL	\$	797,383.94

RESOLUTION NO. _____

WHEREAS, Application has been made by Slice of Iowa, LLC for a Class B Beer Permit (includes Wine Coolers) with Sunday Sales for Happy Joes, 205 North Park 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, Slice of Iowa, LLC, 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 B Beer Permit (includes Wine Coolers) with Sunday Sales for Happy Joes, 205 North Park Drive, effective March 22, 2019, pending fire inspection, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21st day of March 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

RESOLUTION NO.

WHEREAS, Application has been made by Angelini’s Pizza Inc. for a Class C Liquor License (Beer/Wine) with Sunday Sales for Angelini’s Pizza, 1006-1008 Main 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, Angelini’s Pizza 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 C Liquor License (Beer/Wine) with Sunday Sales for Angelini’s Pizza, 1006-1008 Main Street, effective April 1, 2019, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21st day of March 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

RESOLUTION NO. _____

WHEREAS, Application has been made by Keokuk Lodge No. 106 for a Class A Liquor License with Sunday Sales for B.P.O. Elks, Keokuk Lodge No. 106, 2200 Lincoln Avenue; **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, Keokuk Lodge No. 106, 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 B.P.O. Elks, Keokuk Lodge No. 106, 2200 Lincoln Avenue, effective April 1, 2019, pending fire inspection, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21st day of March 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

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 MARCH 21, 2019.

REGISTER NO. 5056

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 929.25
ALTORFER INC.	PARTS	\$ 521.13
BARCO MUNICIPAL PRODUCTS, INC.	SUPPLIES	\$ 1,198.49
BEARING HEADQUARTERS CO.	PARTS	\$ 3,801.89
KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	\$ 1,904.65
GATE CITY PUBLISHING	PUBLICATIONS	\$ 617.04
KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$ 535.00
GRAY QUARRIES, INC	ROADROCK	\$ 1,113.09
JIM BAIER, INC	PARTS	\$ 114.98
ERIC E. SUTER	SERVICE CALL	\$ 65.00
KEOKUK HOMESTORE	SUPPLIES	\$ 1,465.72
RIVER CITY PARTS, INC.	PARTS	\$ 224.99
LAWSON PRODUCTS, INC.	SUPPLIES	\$ 104.61
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 64.10
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$ 148.09
J & S ELECTRONICS BUSINESS, INC	LIBRARY AGREEMENT	\$ 7,142.30
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 103.71
IDEAL READY MIX COMPANY, INC	CONCRETE SAND	\$ 534.67
ELECTRONIC APPLICATIONS CO. INC	EQUIPMENT	\$ 3,239.20
PITNEY BOWES INC.	LEASE AGREEMENT	\$ 370.59
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 1,158.24
MCFARLAND-SWAN OFFICE CITY	SUPPLIES/REPLACEMENT SUPPLIES	\$ 22,690.78
ALLIANT	ELECTRIC BILL	\$ 21,409.53
NEWBERRY, INC	TOWING	\$ 65.00
CENTURY LINK	TRAFFIC LIGHT SERVICE	\$ 853.66
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$ 1,046.34
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICE	\$ 53,877.31
KEOKUK AREA MEDICAL EQUIPMENT	PD SUPPLIES	\$ 86.04
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 261.77
IOWA COMMUNICATIONS NETWORK	SERVICE KEOKUK PUBLIC LIBRARY	\$ 20.39
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$ 725.00
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 198.35
KEOKUK CONTRACTORS, INC	LABOR/EQUIPMENT WPC	\$ 974.00
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$ 2,694.45
CONNECTION INSURANCE	FLOOD INSURANCE	\$ 16,741.00
TREASURER STATE OF IOWA	WPC SALES TAX	\$ 1,211.00
DOWNEY'S FIRE EQUIPMENT	EXTINGUISHERS	\$ 42.56
HILL PRINTING	BUSINESS CARDS/LETTERHEAD	\$ 1,436.81
HY-VEE, INC.	SUPPLIES	\$ 2,556.57
POSTMASTER	GRAND THEATER BOX RENTAL	\$ 76.00
KEOKUK AREA CONVENTION AND	HOTEL/MOTEL SUPPORT	\$ 30,000.00

REGISTER NO. 5057

R.L. HOENER COMPANY	FUEL SYSTEM	\$ 3,935.75
PATTERSON PLUMBING & HEATING	LABOR/REPAIRS	\$ 510.00
CALDWELL COMPANY	NAME PLATES	\$ 227.00
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$ 53.70
YOUNGGREN SHOES	WORK BOOTS	\$ 107.99
KNAPHEIDE TRUCK EQ CENTER	PARTS	\$ 526.98
PIPER JAFFRAY & CO.	DISSEMINATION SERVICES FY2018	\$ 1,000.00
NIEMANN FOODS, INC./ACE	SUPPLIES	\$ 915.36
QUINCY HERALD-WHIG	LIBRARY SUBSCRIPTION	\$ 244.29
IOWA DEPT OF PUBLIC HEALTH	KEOKUK PUBLIC POOL	\$ 105.00
LYNN PEAVEY COMPANY	PD SUPPLIES	\$ 197.00
U.S. CELLULAR	CELL PHONE SERVICE	\$ 541.45
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 47.37
ZIEGLER INDUSTRIES, INC	INSULATE HOT OIL TANK	\$ 17,762.00
KEOKUK COMMUNITY SCHOOL	REFUND PROM OFFICERS	\$ 240.00
POEPPING, STONE, BACH ASSOC.	PROFESSIONAL SERVICES	\$ 7,715.72
USA BLUE BOOK	WPC SUPPLIES	\$ 5,251.90
BROWNELLS, INC.	SCOPES/MOUNTS	\$ 1,739.82
B-PRIME STAGE SOUND & LIGHTING	LABOR @ GRAND THEATER	\$ 70.00
AUTOZONE	PARTS/SUPPLIES	\$ 94.99
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 1,003.46
PAUL S. KELLY SR.	REPAIRS	\$ 300.00
XEROX CORPORATION	LEASE AGREEMENT	\$ 301.70
WAL-MART COMMUNITY/GECRB	LIBRARY SUPPLIES	\$ 178.76
DES MOINES STAMP MANUFACTURING	STAMPS	\$ 109.20
POLYDYNE, INC.	POLYMER - WPC	\$ 18,853.56
ROBERT ROSE	ANNUAL LEASE PAYMENT	\$ 500.00
MEDIACOM	SERVICE	\$ 406.55
COMPASS MINERALS AMERICA	SALT FOR SNOW REMOVAL	\$ 10,224.75
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 694.61
SERVICEMASTER OF FT.MADISON	JANITORIAL SERVICE @ POLICE PD	\$ 614.08
MUNICIPAL EMERGENCY SERVICES	UNIFORM PANTS	\$ 57.00
GARY L. PFEIFERLING	POLICE VEHICLE CLEANING	\$ 880.00
LAW ENFORCEMENT SYSTEMS, INC.	POLICE DEPT EVIDENCE BAGS	\$ 249.00
LEXISNEXIS RISK SOLUTIONS	LEASE AGREEMENT	\$ 126.66
VISA	CARD SERVICES	\$ 1,095.17
EMPLOYEE BENEFIT SYSTEMS	INSURANCE	\$ 179,641.60
SCHUMACHER ELEVATOR COMPANY	LIBRARY ELEVATOR MAINT	\$ 410.28
BRITE-WAY WINDOW SERVICE	SERVICE KEOKUK PUBLIC LIBRARY	\$ 14.00
MIDWEST JANITORIAL SERVICE,INC	JANITORIAL SERVICE @ LIBRARY	\$ 1,083.18
GALLS,LLC-CARPENTER UNIFORMS	POLICE DEPT UNIFORM PANTS	\$ 218.98
CARD SERVICES	CARD SERVICES	\$ 16.94
KEOKUK VETERINARY HOSPITAL	ANIMAL SERVICES	\$ 751.70
RUNGE FAMILY RESIDUARY TRUST	ANNUAL LEASE PAYMENT	\$ 400.00
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 363.00

REGISTER NO. 5058

WEST CENTRAL FS INC.	BULK FUEL	\$ 14,760.00
VERIZON WIRELESS	CELL PHONE SERVICE	\$ 414.49
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$ 655.12
BESTDRIVE BRAHLER'S	PARTS	\$ 4,685.00
DARKSIDE TINT & GRAPHIX	DECALS	\$ 1,003.00
ROAN MASONRY	LABOR/MATERIALS	\$ 2,420.00
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 13,473.76
JUSTINA MORTIMER	MILEAGE REIMBURSEMENT	\$ 213.30
LEAH J. PATRICK	PAINTING SERVICE @ POLICE DEPT	\$ 2,400.00
DIANNE STANLEY	REIMBURSE GRAND SUPPLIES	\$ 18.39
LYNCH DALLAS, PC.	PROFESSIONAL SERVICES	\$ 474.00
3E ELECTRICAL ENGINEERING &	GENERATOR INSPECTION	\$ 492.50
MENKE PROFESSIONAL AUTO PARTS	PARTS	\$ 159.87
CENTURY SIGNS, INC.	SIGN PARTS	\$ 134.40
IOWA COMMUNITIES ASSURANCE	ICAP INSURANCE	\$ 132,487.35
INNOVATIVE INTERFACE INC.	LICENSE/MAINT @ LIBRARY	\$ 14,239.60
CINTAS CORPORATION #342	UNIFORM SERVICES	\$ 1,586.73
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 39.78
LEE COUNTY EXTENSION	LIBRARY CLASS	\$ 250.00
ICONNECTYOU	SERVICE	\$ 250.00
THOMSON REUTERS	WEST INFORMATION CHARGES	\$ 550.15
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$ 186.50
STERICYCLE COMSOL	ANSWERING SERVICE	\$ 328.98
KRISTINA RUDD	MONTHLY CLEANING SERVICES	\$ 433.43
CINTAS	SAFETY EQUIPMENT	\$ 244.04
IOWA INTERACTIVE, LLC	CREDIT CARD DEVICE REPLACEMENT	\$ 125.00
INDI WIND, INC	JACKET	\$ 73.80
MSE	PORTABLE RENTALS	\$ 75.00
DORE & ASSOCIATES	DEMO 629 MAIN	\$ 216,600.00
SHOTTENKIRK WEST BURLINGTON	REPLACEMENT KEYS	\$ 33.10
SHOTTENKIRK MT. PLEASANT	PARTS	\$ 48.71
MARGARET MECHTLY	DEPOT RENTAL REFUND	\$ 165.00
		\$ 851,124.80



COUNCIL ACTION FORM

Date: March 21, 2019

Presented By: O'Donnell

Subject: Agreement with Advanced Systems Agenda Item: _____

Description:

The agreement is with Advanced Systems, Inc for the Laserfiche software and training. The software will allow us to scan, store, and search documents. It was determined that scanning the documents damaged in the City Hall fire would be the best method of recover. Laserfiche software is necessary organize and access the documents. Staff checked with several users of Laserfiche and the program comes highly recommended. The cost of the software and training will be reimbursed through ICAP. The \$950 annual support agreement will be our cost now and going forward.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 001-6050-6504/001-6011-6496 Title: Insurance Reimbursement/Contractual

Amount Budgeted: 0.00

Actual Cost: 7,500.00

Under/Over: 7,500.00 over

Funding Sources:

Insurance Settlement _____

General Fund _____

Departments:

Municipal Building _____

Data Processing _____

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING CONTRACT WITH ADVANCED SYSTEMS,
INC.**

WHEREAS, on February 5, 2019 the City of Keokuk, Iowa experienced a catastrophic fire at its City Hall; and

WHEREAS, it has been determined that the most effective way to recover documents damaged in the fire is through electronic scanning and cataloging using the Laserfiche program; and

WHEREAS, Advanced Systems, Inc is a provider of the Laserfiche system.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that it approves an agreement with Advanced Systems, Inc. for the purchase, installation, and training of the Laserfiche system for an amount of \$6,555.00 plus \$950 for annual support.

PASSED, APPROVED, AND ADOPTED this 21st day of March, 2019.

Mayor – Thomas L. Richardson

ATTEST:

Jean Ludwig



5801 Westminster Dr
 Cedar Falls, IA 50613
 319-232-6621
 800-274-2047
 Fax 319-232-6624

Waterloo - Fort Dodge - Mason City
 Hiawatha - Dubuque - Davenport
 Spencer - Sioux City - Fairfield
 Sioux Falls, SD - Windom, MN

Invoice No.

Terms: Net 30 Days

Emp #	Date	Model Number	Serial Number	Meter	Purchase Order #
1032	3/8/2019				

Bill To:	City of Keokuk	Ship To:	
	Keokuk, IA 52632		
Phone:	319.524.2050	Fax:	
Email:		Phone:	
		Fax:	

Qty Ordered	Model/Description/Meter(s)	Serial # - Part #	Code	Unit Price	Amount
1	Avante Server Software for SQL Ex			\$1,500.00	\$1,500.00
5	Forms Professional			\$50.00	\$250.00
5	Named User			\$600.00	\$3,000.00
1	LF Software Assurance			\$950.00	\$950.00
1	Install and Training			\$850.00	\$850.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Salesman # 1032	Deliv'd By	Install Date	Employee Name Lane LeBahn	Total Hardware/Part/Supplies	\$6,550.00
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Comments:

Miscellaneous	
Subtotal	\$6,550.00
Sales Tax	
Transportation & Hdg.	
Total Amount Due	\$6,550.00

Ordered By: _____

Print Name: _____

Form date: 4/5/17

ANNUAL SOFTWARE ASSURANCE AND SUPPORT AGREEMENT

This Agreement may be modified only by written agreement



Headquarters:
5801 Westminster Drive
Cedar Falls, IA 50613
Phone: 800-274-2047

Sales Offices
Cedar Falls, Fort Dodge, Cedar Rapids
Dubuque, Mason City, Davenport
& Spencer, IA and Sioux Falls, SD
www.asiowa.com

Customer Name City of Keokuk

Software License # _____

Address _____

Keokuk, IA 52632

Contact Name _____

Phone Number 319.524.2050

Email _____

Special Conditions _____

Customer Name Print _____

Customer Signature/Date _____

Software Assurance & Phone Support

A.S.I. Signature/Date _____

Amount Due: \$950.00

(plus applicable taxes)

Anniversary Date _____

(for office use only)

All conditions as stated on the reverse hereof apply

ADVANCED SYSTEMS, INC. AGREES TO:

- * Guarantee the performance, according to the manufacturer's specifications of the software placed under this agreement and specified on reverse side for as long as this agreement is kept continuously in force, except for accidental damage, electrical current fluctuation, carelessness or abuse (including abuse as described below).
- * Provide service as listed between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, except for Advanced Systems' holidays if on-site maintenance is purchased, without any limitations on the number of calls necessary to meet the above performance guarantee, except for those repairs necessitated by accidental damage, electrical current fluctuation, carelessness, or abuse (including the abuse as described below).

CLIENT AGREES TO:

- * Cooperate fully with ASI's support staff and follow ASI's recommended instructions and procedures in order to diagnose and resolve any problems. Failure to do so is considered abuse (referred to above).
- * Payment is due before service is provided.
- * A one-year contract agreement, that automatically renews in one-year increments. Price increases necessitated by increased service costs are accepted by the customer without prior notice. Customer may cancel this contract with written notification up to the due date of the first invoice showing the price increase. If written notice is not received during the period stated above, this contract will automatically renew and be in effect for the annual term.
- * Pay for labor outside of normal business hours when customer requests such labor. Cost of labor will be at Advanced Systems, Inc. standard rate in effect.
- * Pay the balance of the annual contract agreement if the customer requires early cancellation.
- * Be Solely responsible to perform all necessary backups on the PC or network prior to service or installation. Advanced Systems, Inc. bears no responsibility for any damages done to or information lost from said PC or network.

CONSENT TO LAW, JURISDICTION, AND VENUE: This Agreement shall be deemed fully executed and performed in the State of Iowa and shall be governed by and construed in accordance with its laws. If Advanced Systems, Inc. shall bring any judicial proceeding in relation to any matter arising under this Agreement, the Customer irrevocably agrees that any such matter may be adjusted or determined in any court or courts in the State of Iowa, or in any court or courts in Customer's state of residence, or in any court having jurisdiction over the Customer or assets of the Customer, all at the sole election of Advanced Systems, Inc. The Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any such court so elected by Advanced Systems, Inc. in relation to such matters. You waive trial by jury in any action between us.

Disclaimer of Warranties and Limitations Of Liability:

- * Advanced Systems, Inc. shall not be liable for any loss of profits, damage to or loss of software, data files or other information resulting from any equipment failure or service of equipment. The Client is solely responsible for backups and archival copies of all software, data and other information. The above are the only Warranties of any kind, either expressed or implied, including implied warranties of the merchantability and fitness for a particular purpose that Advanced Systems, Inc. makes. In no event shall Advanced Systems, Inc. Be liable for incidental or consequential damages, even if Advised of the possibility of such damages. Client right to recover any damages from Advanced Systems, Inc. Shall be limited to the amounts that the client has paid to Advanced Systems under this agreement.

Complete Agreement:

- * This is the complete agreement of the parties. No oral representation or warranty shall be binding. This Agreement may not be modified except in writing. If any of the provisions of the Agreement are declared to be invalid or unenforceable, such provisions shall be severed from this Agreement and the remaining provisions shall remain in full force and effect.

Date:

Signature:



Statement of Work

For

City of Keokuk

Project Name:

Laserfiche Implementation

Executive Summary

This proposal outlines the methodology Advanced Systems will use for this engagement, along with the scope of the project, a description of the project deliverables, and responsibilities for all parties.

Review of Advanced System's Roles and Responsibilities

Advanced Systems, Inc. (hereafter referred to as "ASI") will:

- Supply all purchased licenses and software, set up as described in deliverables section below.

Review of City of Keokuk's Responsibilities

CITY OF KEOKUK will:

- Provide ASI with appropriate access to facilities and personnel of the organization, as needed to provide oversight and direction in connection with this agreement.
- Provide cooperative access to knowledgeable staff that may be required during the examination of the project.
- Provide access to the appropriate decision-making authority during the process of determining the appropriate evaluation criteria for the project.

Deliverables

This statement of work will focus on the implementation of Laserfiche for CITY OF KEOKUK. Given this, ASI will provide all services necessary to complete the following deliverables:

1) **Deliverable #1: Software**

- a) Provide all purchased software in the form of electronic copy.
- b) Install Microsoft SQL Server Express 2008 R2 on designated server.
- c) Install Laserfiche Server on designated server.
- d) Install Laserfiche Administration Console on designated server.
- e) Install Laserfiche Workflow Suite on designated server.
- f) Create one Laserfiche Repository.
- g) Install Web Access
- h) Setup 5 named users for use in the Laserfiche repository.
- i) Install Laserfiche Client on all designated workstations.
- j) Install Laserfiche Forms on Designated Server.

2) **Deliverable #2: Scanning and Importing**

- a) **Minutes**-Will design a workflow session to handle the routing of city council meeting minute documents. User will scan minutes using the standard scanning session. Workflow will handle the naming and routing of the documents. Documents will be named **Minutes-Date** and will be stored under **Minutes\Year** folder. Will also design a Workflow session to handle the processing of electrical documents, user will drag and drop documents into a *Processing folder and Workflow will handle the naming and routing of the documents.
 - i) **Template:** Minutes
Field: Date

- b) **Resolutions**- Will design a workflow session to handle the routing of Resolutions. User will scan Resolutions using the standard scanning. The Workflow session will handle the naming and routing of documents. Documents will be named **Resolution-#** and will be stored to the **Resolutions\Year** folder. Will also design a Workflow session to handle the processing of electrical documents, user will drag and drop documents into a *Processing folder and Workflow will handle the naming and routing of the documents.
 - i) **Template:** Resolutions
Field: Resolution #
Field: Title
Field: Date

- c) **Ordinances-** Will design a workflow session to handle the routing of city ordinances. User will scan Ordinances using a standard scanning session. The workflow session will handle the naming and routing of documents. Documents will be named **Ordinance-#** and will be stored to the **Ordinances\Year** folder. Will also design a Workflow session to handle the processing of electrical documents, user will drag and drop documents into a *Processing folder and Workflow will handle the naming and routing of the documents.
 - i) **City of Keokuk:** Ordinances
 - (1) **Field:** Ordinance #
 - (2) **Field:** Title
 - (3) **Field:** Date
- d) **Reports-** Will design a Workflow session to handle the printing of city reports. User will print reports into a *Processing folder using the Laserfiche Snapshot printer and Workflow will naming and routing the documents based on the template fields. Documents will be named **Report-Report Type-Date** and will be stored to the **Reports\Year\Report Type** folder.
 - i) **Template:** Reports
 - (1) **Fields:** Report (List)
 - (2) **Fields:** Report Type (List)
 - (3) **Fields:** Date
- e) **Scanning America Images-**Will import image files from Scanning America.

Deliverable's Accepted by: _____

Advanced System's Commitments

ASI is responsible for providing CITY OF KEOKUK with the following:

1. Professional and satisfactory completion of the stated work in the project timeline
2. Timely and effective selection of appropriately skilled consultants to meet the requirements of the project
3. ASI will find suitable replacements for any of the technical personnel in cases of prolonged illness or extenuating circumstances

City of Keokuk's Commitments

Prior to the delivery of any services defined in this Statement of Work, CITY OF KEOKUK will designate a person as their Principal Contact (PC). The PC will be the person to whom all City of Keokuk's communications will be addressed and who has the authority to act for CITY OF KEOKUK in all aspects of the project.

The PC's responsibilities will include:

1. Serve as the interface between CITY OF KEOKUK and ASI.
2. Identify, schedule and confirm availability of support staff and management for on-site interviews and meetings.
3. Schedule meeting rooms as necessary.
4. Work with ASI to administer the Project Work Change process.
5. Resolve deviations from project plans.
6. Help resolve project issues, and escalate issues within CITY OF KEOKUK.
7. Act as "Administrative user" for above deliverables.

City of Keokuk's

Principal Contact: _____

Logistics

Completion Criteria

This project will be considered complete when the deliverables described in this Statement of Work have been fulfilled and have been delivered to CITY OF KEOKUK.

Project Change

It may become necessary to amend the Statement of Work for reasons including, but not limited to, the following:

- Discretionary changes to the project schedule.
- Discretionary changes in the scope of the project.
- Requested changes to the work hours of CITY OF KEOKUK or ASI personnel
- Non-availability of products or services that are beyond ASI's control
- Environmental or architectural impediments not previously identified
- Lack of access to personnel, data or facilities necessary to complete project

In the event that it is necessary to change this Statement of Work, ASI will initiate the Project Change Control process with the CITY OF KEOKUK PC as outlined in Appendix A.

Constraints and Exclusions

Constraints

This engagement will be a highly focused effort that will be limited to the statement of work identified above and defined as part of the deliverables.

During any phase of the implementation if additional time is needed that was not accounted for in the initial Statement of work, a PCR will need to be filled out and signed by both parties.

No additional constraints have been defined at this time.

Exclusions

The following areas are not included in the statement of work:

1. Any onsite support after the Completion of Work. LSAP support agreement provides phone support as needed.

Backup Acknowledgement

CITY OF KEOKUK hereby acknowledges that it has requested Advanced Systems Inc. (ASI) to install certain software or hardware products (the "products") on City of Keokuk's computer hardware, peripherals, network hardware and network software (the "computer"). CITY OF KEOKUK acknowledges its computer may contain existing software which is incompatible with the products to be installed by ASI. Because of this the installation of the products by ASI may result in the loss of data on the computer. ASI is not responsible for any damage, deletion or loss of data on the City of Keokuk's computer resulting from the installation of any products by ASI.

CITY OF KEOKUK acknowledges that it is advisable and the sole responsibility of CITY OF KEOKUK prior to installation or service of products to backup all data contained on the computer which CITY OF KEOKUK, in its sole discretion, deems necessary including, without limitation, all directories, sub-directories and partitions. If any data is damaged or deleted, CITY OF KEOKUK is responsible for restoring such data to the computer.

In consideration of ASI agreeing to perform such installation CITY OF KEOKUK agrees for itself, its employees, agents, successors and assigns to hereby and forever, discharge ASI and its employees, agents, successors and assigns from any and all claims, debts, liability, cost, expenses (including attorney's fees), damages, actions and causes of action of every kind and nature, in law and in equity, related to or arising from the installation, service, maintenance, function or use of the product and the actions of any employees or agents of ASI related to the installation, maintenance, function or use of the software or hardware.

Backup completed on _____

Acknowledged by (Sign) : _____

Date: _____

Acceptance

Authorized signatures below indicate acceptance by CITY OF KEOKUK and ASI of this Statement of Work and acknowledges acceptance of all contained therein.

For CITY OF KEOKUK:

For Advanced Systems, Inc.:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date



COUNCIL ACTION FORM

Date: March 21, 2019

Presented By: O'Donnell

Subject: Agreement with Scanning America Agenda Item: _____

Description:

The agreement is with Scanning America, Inc for the scanning of documents damaged in the City Hall fire. The scanning includes bound books, plans, drawings, and microfilm. The company will also index files to help with the conversion to Laserfiche. Total expense for this service will be reimbursed by ICAP.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 001-6050-6504 Title: Insurance Reimbursement

Amount Budgeted: 0.00

Actual Cost: 155,305.49

Under/Over: 155,305.49

Funding Sources:

Insurance Settlement _____

Departments:

Municipal Building _____

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

RESOLUTION NO. _____

A RESOLUTION APPROVING CONTRACT WITH SCANNING AMERICA

WHEREAS, on February 5, 2019 the City of Keokuk, Iowa experienced a catastrophic fire at its City Hall; and

WHEREAS, it has been determined that the most effective way to recover documents damaged in the fire is through electronic scanning; and

WHEREAS, Scanning America has submitted a proposal for the scanning of said documents.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that it approves an agreement with Scanning America for the electronic scanning of documents in the amount of \$155,305.49.

PASSED, APPROVED, AND ADOPTED this 21st day of March, 2019.

Mayor – Thomas L. Richardson

ATTEST:

Jean Ludwig



Statement of Work for Off-Site Scanning Services of Various Municipal Documents for the City of Keokuk Iowa

This Statement of Work is made by and between, Scanning America, Inc. (hereinafter referred to as "Service Provider") whose business address is 1440 North 3rd Street, Lawrence, Kansas 66044 and the City of Keokuk, IA, whose business address is 601 Main Street, 3rd Floor, Keokuk, IA 52632. (hereinafter referred to as "Client")

The purpose of this document (the "Statement of Work") is to define the goals, scope, fees, and other important details supporting the delivery of professional services for the City of Keokuk, IA.

Service Provider will perform the following services described within this SOW. These services are in keeping with the scanning proposal that was submitted to Client. The complete scanning proposal is attached to this SOW as "Attachment 1".

- All physical transportation of client documents will be handled by Service Provider.
- When possible, Service Provider will load and transfer documents in their original filing cabinets and will destroy the cabinets once the files have been digitized.
- Service Provider will provide boxes for files at \$2.75 each as an optional service for Client prior to transportation.
- Service Provider will perform file retrievals and scan on demand services during the conversion process. There will be 20 requests per week at no charge. Additional requests past the first 20 per week will be charged at \$7.00 each.
- Service Provider will perform document preparation on all files to make them ready for scanning. This includes file and section separation as necessary.
- Service Provider will perform physical scanning of all documents with the exception of a small percentage that are damaged beyond the capability of the scanning equipment.
- Service Provider will perform quality inspections during all of the conversion procedures to provide the highest degree of quality and accuracy.
- Service Provider will work with Client staff as well as Lane LeBahn at Advanced Systems, Inc. to determine the best method of indexing for each document grouping.
- Service Provider will format the images and data to be either attached directly to Client's Laserfiche repository or for import into the ECM. Service Provider will work with Lane LeBahn at Advanced Systems to determine which method is most efficient for each document grouping.
- Service Provider will store Client's documents for 120 days post-production at no cost.
- Service Provider will provide AAA NAID certified document destruction of files that have been digitized and in some cases, at the direction of Client, will destroy files that are not to be converted. This will be done at no cost. Written authorization for destruction from Client will be required before any shredding can be performed.
- Scanning America will transport any files that Client wants returned for historical or preservation purposes back to the City at no cost.



Estimated Project Scope and Pricing for Document Types and Groupings

Service Provider recognizes that many of the files sustained damage in Client's recent fire. It is Service Provider's goal to digitize as many of the files as possible to help with Client's disaster recovery efforts.

- Various Departmental Documents 11"x17" and Smaller
 - Equivalent of 440, 15" Bankers Boxes containing an average of 2,200 images
 - Document prep, scan and QC of an estimated 1,498,098 images in rough condition at \$0.0648 (6.48 cents) per image equates to \$97,076.75.
 - Document prep, scan and QC of an estimated 78,847 images in charred condition at \$0.097 per image equates to \$7,648.16.
 - **Estimated total cost of small format scanning is \$104,724.91**

- 183 Large Format Bound Books (books will be unbound before scanning)
 - Estimated total of 36,600 images
 - Document prep, scan and QC at \$0.356 per page
 - Indexing by the title of the book will be done at no charge
 - **Estimated total cost is \$13,029.60**

- 235 Field Bound Field Books (books will be unbound before scanning)
 - Estimated total of 37,600 images
 - Document prep, scan and QC at \$0.0648 per page
 - Indexing by the title of the book will be done at no charge
 - **Estimated total cost is \$2,436.48**

- Large Format Plans and Drawings
 - Estimated total of 43,780 large format documents of varying sizes.
 - Document prep, scan and QC at \$0.594 per page
 - **Estimated total cost is \$26,005.32**



- Indexing of All Files
 - Service Provider has been performing document scanning to city governments for over 28 years. Service Provider is very familiar with almost any type of document or record that a city would typically have and will offer suggestions on the best practices of indexing each document group. Service Provider will look for ways to streamline the indexing costs while offering the easiest and most efficient ways to locate files and information within the converted files.
 - Indexing will be done at \$0.075 per file and field manually keyed.
 - When possible, Service Provider will use data extracts provided by the Client to automatically include additional data fields at no additional cost.
 - It is estimated that there will be 69,189 fields to key in your large and small format documents. **This equates to \$5,189.18.**

- Scanning of Microfilm Rolls
 - There are approximately 140 microfilm rolls.
 - They are a mix of 16mm and 35mm film.
 - Service Provider will scan the rolls at 300 dpi and format them to the Client's choice of either bi-tonal or grayscale images.
 - They will be indexed at the roll level, by keying the information listed on the microfilm boxes.
 - The cost will be a flat rate of \$28.00 per roll.
 - **The estimated total cost of microfilm conversion will be \$3,920.00.**

- **Total Estimated Cost Including Document Transportation and Shredding of All Files is \$155,305.49**

-----PLEASE SEE "ATTACHMENT A" FOR COPY OF COMPLETE SCANNING PROPOSAL-----

THE PARTIES EVIDENCE THEIR AGREEMENT WITH THE ABOVE TERMS AND CONDITIONS BY SIGNING BELOW.

City of Keokuk, Iowa (Client)

SCANNING AMERICA, INC. (Service Provider)

By: *Cole S. O'Donnell*

By: *Brett Benson*

Name: Cole S. O'Donnell

Name: Brett Benson

Title: City Administrator

Title: Account Executive

Date: 03/08/2019

Date: March 8, 2019



"ATTACHMENT A"
COPY OF COMPLETE SCANNING PROPOSAL

March 4, 2019

Mark Boussetot
Public Works Director
City of Keokuk
415 Blondeau Street
Keokuk, Iowa 52632

Regarding: Final Draft of Scanning Proposal

Thank you for this opportunity to provide you with information about our scanning services. I've written this proposal based on the information that we discovered during our on-site visit last week. I'll be happy to modify the specifics of this quote to reflect any changes in the scope of the project.

Scanning America Overview

Scanning America, Inc. was founded in 1989 as a national document scanning company. Since that time, we have converted billions of images for clients in the US and abroad. Throughout our course, we have maintained our focus on only providing scanning services. By doing so, we believe can provide our clients with the greatest value.

We have the ability to scan and index most every type of document that can be found within an organization, including: paper, maps/drawings, microfilm, microfiche, aperture cards, slides/photos and more. We are constantly seeking to upgrade our capabilities and equipment to ensure that we remain on the cutting edge of technology and also remain as competitive as possible.

Physical and Technological Security

Scanning America recognizes that security is of utmost importance in dealing with our customers' records and information. We have level upon level of both physical and technological security to ensure that all of our customers' information is strictly secured and protected. The policies and procedures that we have in place allow us to remain HIPAA and FERPA compliant. We are a certified GSA contractor. Scanning America is also an SSAE 16 Type II Certified Vendor. Dealing with vendors that have this certification is needed to assure companies of the safety and integrity of their data while in the hands of a third party service bureau. SSAE 16 audits are conducted over a 6 month time period and provide this assurance by examining, documenting and testing, an array of internal controls within third-party service organizations. All of our employees have undergone pre-hire criminal background checks, are U.S. born citizens, and all must sign confidentiality/non-disclosure agreements. Physical security includes but is not limited to:

- All exterior doors require electronic card keys for access
- Professionally monitored alarm system
- 20+ security cameras in-side and out-side of building (video generated from these cameras is saved for a minimum of 6-months)



- Routine evening and night/weekend patrols from private security firm (driving through parking lot/checking doors to be sure they are locked)
- Non-escorted guests are never allowed in the building
- The production center is staffed 24 hours per day, five days per week

At a customer's request, we will submit for inspection a copy of our Corporate Security Policies, which is a comprehensive document explaining in detail all of the procedures that we have in place to ensure the confidentiality and safety of our customers' information. We would also be pleased to submit a copy of our SSAE 16 Audit Results from The Moore Group.

Cyber Liability Coverage

Scanning America carries Cyber Liability insurance. This coverage, through Philadelphia Insurance Companies, provides First Party and Third Party protection, including all of the following:

- Loss of Digital Assets Coverage
- Non-Physical Business Interruption and Extra Expense
- Cyber Extortion
- Cyber Terrorism
- Security Event Costs
- Network Security and Privacy Liability
- Employee Privacy Liability
- Electronic Media Liability

We feel that this additional coverage brings significant value to our customers, as well as to our organization.

Off-site Scanning

Your records will be scanned at our centralized production center located in Lawrence, Kansas (just west of Kansas City). With off-site scanning we will dispatch our trucks and staff to pick-up the files and securely transport them to our facility.

Document Transportation and Entry into Production

- All physical transportation of client documents will be handled by Scanning America Staff Members.
- All SAI staff members and drivers have undergone comprehensive background checks and have signed nondisclosure agreements.
- SAI is insured for transportation of valuable documents.
- SAI drivers follow Federal Motor Carrier Safety Administration in terms of number of hours spent driving per day/per week, etc.
- Documents and media shall be transported in locked containers. For the purposes of document transportation, a properly provisioned transporting vehicle shall qualify as the locked container.
- SAI will not transfer client containers or documents from one vehicle to another while in route.
- Any time an SAI employee is not physically loading, unloading or operating an SAI vehicle containing client media, the vehicle will be locked and secured.



- SAI staff will attach a bar-coded label to each box/container of client documents prior to loading into the transport vehicle. Each label will be sequentially numbered and state the client name and project number.
- Each box/container will be marked with the beginning and ending document range that is contained within it. (Client will perform this procedure unless boxing and inventory services have been arranged with Vendor.)
- SAI will require a signed acknowledgement from a custodian of the documents stating that the inventoried boxes are being picked up for transport to Scanning America's production facility for the purposes of conversion. This is done to establish a physical chain of custody for the documents.
- Once the boxes arrive at Scanning America's facility, they will be immediately offloaded into SAI's climate controlled warehouse. The documents will be received into SAI's project management system, eProject. eProject is an internally developed software tool that SAI utilizes to manage all aspects of conversion projects, from receiving boxes thru shipping deliverables, and everything in between.
- Scanning America, Inc. has been providing nationwide transportation of our clients' documents for over 25 years.

Scan on Demand Record Retrievals

Scanning America provides clients with ready access to their files throughout the back-file scanning process. Scanning America has a constantly monitored email address, filerequest@scanningamerica.com, where clients can initiate on-demand requests for files in Scanning America's possession. Upon receipt of an on-demand file request, the authenticity of the request is verified and then the file is located, prepped, scanned, encrypted and transferred electronically to the requesting party. This is normally accomplished within 2-4 hours of the request. We understand that our clients' access to their files is critical to their operations.

eProject

All aspects of the project management will be entered and tracked through eProject. eProject is an internally developed software tool that we use to manage all aspects of scanning projects, from receiving boxes thru shipping deliverables, and everything in between.

Document Prep, File & Section Separation

Document preparation is the first step in the scanning process. This step involves many tasks that get the paper ready for high-speed scanning, including: staple removal, relocation of post-it notes obscuring information, un-folding oversize sheets, etc. Scanning America also inserts bar coded file separation sheets during this process to delineate between the beginning and end of each individual file. Optionally, separators can be inserted in between specific sections within a file as well.

Document Scanning

As the documents are prepped, they are placed into queue for scanning. Scanning America uses IBML Open Track scanners (<http://www.ibm.com/imagetrac.php>), as well as the following Kodak scanners: i840, i780 and i660. We have chosen to use these scanners because they have several key features which make them excellent scanners for back file scanning. They have very



effective paper feeding systems that reliably feed individual pages of various sizes and thicknesses.

We scan the front and back of every piece of paper. We then view large thumbnails of the images on-screen to look for blank images. Blank images are deleted and you are not charged for them. Also during this on-screen review; our staff is looking for images which are not accurate representations of the source documents. If any are found, the corresponding paper is located and the page is rescanned into an accurate likeness of the paper document.

All of our scanners have ultrasonic double-feed detection that prevents pages from being missed during the scanning process. This process passes a beam of ultrasound through paper as it feeds into the scanner. The sensors can detect even the slightest amount of airspace that exists between any two sheets of paper. It then stops the scanner and the operator clears the double feed. All of our scanners are regularly maintained by manufacturer-certified technicians, and are cleaned and calibrated multiple times per shift by our own staff.

Ensuring that all documents are scanned

Making sure that all documents are scanned is one of the most important parts of any scanning project. Scanning America has gone to great lengths to ensure that no documents are missed. This process starts by breaking documents into batches then numbering and bar-code labeling the batches. Each sticker contains project-specific information, including: Client Name, Project Name, Project Number and Batch number. This ensures that batches are always identifiable and associated with a specific project. These batch numbers are then entered into Scanning America's eProject tool. Within eProject, every batch must be logged into and completed by a scanner technician. This ensures that every batch is scanned. Even with this, it is still necessary to ensure that every document within every batch is scanned. Scanning America employs a few different techniques to ensure that no documents within batches are missed. One technique has to do with 'pre-scan' and 'post-scan' sides to every scanner workstation. Scanning America's scanner workstations have dedicated places where scanned & un-scanned documents are placed. An un-scanned document can only be placed on the pre-scan side and only scanned documents can be placed on the post-scan side. Another validation technique involves comparing the number of scanned images within batches. When batches of documents are created, Scanning America attempts to make them close in number of documents. When scanning is complete, the size of batches are compared and if any have significantly less images in them, those batches are investigated to make sure that no documents were missed.

Image Quality

Image quality is of utmost importance in any scanning project. Scanning America has invested in the equipment we have deemed as the best available. Rather than buying all equipment from a single manufacturer, Scanning America has identified and acquired the best equipment, regardless of the manufacturer. Great equipment alone will not ensure excellent quality images. Well trained employees are required to get the most from the equipment. All Scanning America employees that operate scanners have been required to undergo training on the scanners and demonstrate core competency in operating their equipment. Scanner operators must also be capable of cleaning and calibrating their equipment.



As the documents are scanned, the scanned images are placed into queue for Image QC and Indexing. During this process, each scanned image is viewed on-screen by Scanning America employees. Any images which are determined to be illegible are flagged and in a later process compared to the original paper to ensure that the image capture is an accurate representation of the source document.

Indexing

We will manually index each document by keying the fields required by the client. We utilize a method of indexing called "Double Blind Entry". This means that two different operators key in the same information from different workstations and then a computer check of the indexed fields locates any two corresponding fields that do not match. We then have another operator verify the correct information and re-key the unmatched indices. This extra step, while costing more to provide, allows us to maintain the highest level of accuracy. We often utilize a data table provided by the client to help automate some of the indexing. With this method, we double key one unique field and then match that to the data table and automatically pull in any other required fields that the client wants to utilize. This allows the client to have as many search fields as needed without paying to manually key each one.

Image and Data Delivery Formatted for Attachment to Client's Laserfiche Content Management System

SAI will send rolling deliveries of your digitized files in batches as we finish them. The images and .CSV data files will be formatted so that the deliverables can be imported directly into your Laserfiche content management application. The images, data and import files will be delivered on encrypted media of your choice.

(Optional) Storage and Return of Documents Post-Production

Scanning America offers free 90 day storage of all source documents that are converted at our production facility. This gives our clients the time to look over and work with the digitized files before either sending a destruction authorization or having the files returned.

(Optional) AAA NAID Certified Document Destruction

As an optional service, SAI can provide AAA NAID certified document destruction after all of the conversion services have been completed and the client has given a final signoff on the job. An authorization form, outlining the specific documents to be destroyed is sent to the client. Once the client has signed the destruction order, the documents are destroyed and the NAID certification is forwarded to the client.

Conclusion

Thank you again for this opportunity to earn your business. I will be happy to schedule a conference call to discuss this proposal and go over any questions that you might have.

Sincerely,

A handwritten signature in cursive script that reads "Brett Benson".

Brett Benson
417-522-6855 cell
800-732-7226 corp.



Project Overview for City of Keokuk, Iowa

We recognize that many of these files sustained damage in your recent fire. It is our goal to digitize as many of these files as possible to help with your disaster recovery efforts. I will also work with you to come up with a detailed plan on how to index each document grouping so that you can easily search for and locate your data as needed going forward.

- Various Departmental Documents 11"x17" and Smaller
 - Equivalent of 440, 15" Bankers Boxes containing an average of 2,200 images
 - Document prep, scan and QC of an estimated 1,498,098 images in rough condition at \$0.0648 (6.48 cents) per image equates to \$97,076.75.
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 - **Estimated total cost of small format scanning is \$104,724.91**

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 - Estimated total of 43,780 large format documents of varying sizes.
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 - When possible, SAI will use data extracts provided by the City to automatically include additional data fields at no additional cost.
 - I've estimated that there will be 69,189 fields to key in your large and small format documents. **This equates to \$5,189.18.**



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 - There are approximately 140 microfilm rolls.
 - They are a mix of 16mm and 35mm film.
 - Scanning America will scan the rolls at 300 dpi and format them to the City's choice of either bi-tonal or grayscale images.
 - They will be indexed at the roll level, by keying the information listed on the microfilm boxes.
 - The cost will be a flat rate of \$28.00 per roll.
 - **The estimated total cost of microfilm conversion will be \$3,920.00.**

- Total Estimated Cost Including Document Transportation and Shredding of All Files is \$155,305.49

- The following services will be provided at no cost.
 - SAI will transport all of the files located in the city-owned building that we went to as well as the Service Master facility that we visited during our on-site meeting. The files will be taken to our production facility in Lawrence, KS for conversion.
 - SAI will provide AAA NAID certified shredding for the portion of files that the City decides not to have converted.
 - 120 day storage of files post-production.
 - SAI will also provide the same shredding services for all files post-production that the City authorizes destruction on. (Written authorization from the City is required before any destruction will be performed.)
 - SAI will return any documents that the City would like to receive back. These may be for historical reasons.

- Additional Services
 - (Optional) SAI to provide boxes at \$2.75 per box.
 - Scan on demand file retrievals during conversion. 20 requests per week at no charge. Additional requests past the first 20 per week will be charged at \$7.00 each.



COUNCIL ACTION FORM

Date: 3/14/18

Presented By: Mark Boussetot MB

Subject: Keokuk, Iowa - Police Shooting Range Agenda Item: _____

Description:

The Keokuk, Iowa - Police Shooting Range Project has been designed. At this time I would recommend that the council consider the attached resolution setting Tuesday, April 23, 2019 at 4:00 p.m. as the date and time for opening bids. I would also recommend that the council set Thursday, May 2, 2019 at 6:30 p.m. as the date and time for the public hearing on the proposed plans, specifications, form of contract, estimate of cost.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 001-1010-6767 Title: General Fund

Amount Budgeted: 0

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

RESOLUTION NO. _____

A RESOLUTION TO SET THE DATE AND TIME FOR A BID OPENING AND PUBLIC HEARING ON THE KEOKUK, IOWA – POLICE SHOOTING RANGE PROJECT

WHEREAS, the Keokuk, Iowa Police Shooting Range Project has been designed by Poepping, Stone, Bach and Associates Inc. and is ready for bid;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that Tuesday, April 23, 2019 at 4:00 p.m. be set as a date and time to receive bids for the Gun Range Project, and that Thursday, May 2, 2019 at 6:30 p.m. be set as a date and time for the public hearing on the proposed plans, specifications, form of contract, estimate of cost.

Mayor – Thomas L. Richardson

Attest – Jean Ludwig



COUNCIL ACTION FORM

Date: 3/14/18

Presented By: Mark Boussetot *MB*

Subject: Keokuk Aquatic Center Rates - 2019 Agenda Item: _____

Description:

The Keokuk Parks and Recreation Advisory Board has made a recommendation for the 2019 Keokuk Aquatic Center Rates.

Daily Entry \$3
Single Membership \$70
Family Membership \$150 plus an additional \$10 for each immediate family member exceeding 5
Family Membership Grandparent add-on \$25 for each Grandparent
Pool Parties
Sunday - Thursday \$150 for 1.5 Hours
Friday - Saturday \$175 for 1.5 Hours
Membership Look-up Fee - \$.50 Per Visit

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 TO SET 2019 AQUATIC CENTER RATES

WHEREAS, the Keokuk Park and Recreation Board has made a recommendation to set the 2019 Rates for the Keokuk Aquatic Center;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the following rates be set for the 2019 Season:

Daily Entry \$3

Single Membership \$70

Family Membership \$150 plus an additional \$10 for each immediate family member exceeding 5

Family Membership Grandparent add-on \$25 for each Grandparent

Pool Parties

Sunday - Thursday \$150 for 1.5 Hours

Friday - Saturday \$175 for 1.5 Hours

Membership Look -up Fee - \$.50 Per Visit

Mayor – Thomas L. Richardson

Attest – Jean Ludwig

RESOLUTION NO. _____

WHEREAS, the Musician Memorial Committee is requesting permission to place a lighted portable arrow sign in Victory Park near the Musicians Memorial and/or signs placed at 700 Main Street advertising the date, times and location of the annual Musician Memorial benefit being held on July 27, 2019.

WHEREAS, signs placed on public property must obtain permission from the Keokuk City Council.

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

THAT, the request to place said signage in Victory Park near the Musicians Memorial and/or 700 Main Street the week of July 22 through July 28th, 2019 be hereby approved.

Passed and approved this 21st day of March, 2019.

Thomas L. Richardson, Mayor

Attest: _____
Jean Ludwig, City Clerk

39°

16% 11:13 PM

United Presbyterian Church



Main St

S Water St

Sign placement Request

Option 2

Option 1

Musician Memorial

Meier Ho shelter
Victory Park

Keokuk River Museum





SOUTHSIDE BOAT CLUB KEOKUK IOWA 3RD ANNUAL MUSICIAN'S MEMORIAL BENEFIT SATURDAY JULY 27, 2019 12PM TO 1AM

ALL Proceeds
Aid Upkeep Of
the Keokuk's
Musician's
Memorial at
Victory Park

THANK YOU TO
OUR SPONSORS!



DEION WYKOWSKI 12 TO 1:45
6 STRINGS DOWN 1:45 TO 3:45
LA COSTA NOSTRA 3:45 TO 5:45
AUCTION 6 TO 8
GONN 8PM TO 10:30
BURY THE SHADOWS 10:30 TO 1



★ **FOOD** ★
★ **RAFFLE** ★
★ **50/50** ★
★ **BAGS** ★
★ **AUCTION** ★



Text



Sticker



Image



Effect



Background

★ 48 INCH X 96 INCH ★

A-7 SIGN

8" CHANGEABLE LETTERS
WHITE PANELS



TO: Mayor and City Council
FROM: Cole S. O'Donnell
DATE: March 18, 2019
RE: Administrator's Report

1. City Hall: The Mayor and several staff members met with the ICAP adjuster last week. He presented the settlement statement outlining the value of the loss. It was his determination that 415 Blondeau could be gutted and renovated. Based on his inspection, the estimated cost to complete the renovation is \$1,545,190. This does not include allowances for code variances, asbestos removal, and architect fees. Based on this figure, the city will immediately receive \$767,594 for depreciation value. The remainder will be forwarded when we have completed construction on what ever option we choose.

If we renovate the current facility, we have full replacement cost, meaning, if we exceed \$1,545,190 of allowable cost, ICAP will make up the difference. If we do anything off site, we will receive the \$767,594 and any allowable costs up to \$1,545,190. There will be allowances code variations and architect fees regardless of location. I have scheduled the first meeting of the City Hall Committee for March 28, 2019, 5:30 PM in City Offices.

Staff will need to complete an inventory of furniture and equipment that could not be salvaged. This list will then be sent to ICAP and will be applied to our allowance for contents.

When we replaced computers, I had everyone get a laptop for two reasons. The power, price, and memory of a laptop is comparable to a tower and I wanted employees to have the option of being able to take their laptop from work should they need to complete work after hours. In order to do this, we will need to establish a virtual private network (VPN) to allow employees to access the server from a remote location.

There are two ways to create a VPN. First is through a program that allows the user to access their work computers from another device (computer, tablet, or mobile phone). In this instance the work computer is still at the office and the employee gains remote access. This method is handy when an employee needs access unexpectedly, such as a sick day. The problem with this method is that it can be slow and, if working off a tablet, clunky. The program to connect in this manner does have a monthly fee (\$70 for 5 computers).

The second method is accessing the server through the employee's laptop. This is done by creating a remote connection directly to the server using our firewall client. This method allows a better connection and is not as cumbersome as working on a tablet. Employees could use this connection when they need to complete work outside of normal work hours. Our firewall has a certain number of licenses built in and if these are sufficient there should be no extra cost.

2. City Hall Committee: Council members on the Committee are now: Ron Payne, Devon Dade, Mike Greewald, and Roger Bryant. Staff members are Jean Ludwig, Mark Bouselot, Pam

Cole S. O'Donnell · City Administrator
601 Main St, Suite 3, Keokuk, IA 52632
(319)524-2050 x 111 · codonnell@cityofkeokuk.org

Broomhall, and myself. There have been some comments as to why no citizens were included on the Committee. My thoughts were that this is a rebuilding project without, we expect, use of public funds. As such, it is more of a discussion by those most affected, staff and council, on the options for a new facility. This is not to say that public comment is not wanted or needed, just at a time when the Committee has developed options for consideration. If any of you feel differently, please let me know.

3. Upper Story Housing CDBG: We received notice that the Lake Cooper Building Upper Story Housing Project was not awarded the grant. Mike Norris of SEIRPC will be reviewing comments from the selection committee to determine where the application fell short and what could be added if we wish to resubmit.
4. Budget: A revised schedule is as follows:

March 25-April 4	Council review of proposed budget
April 4	Council approves preliminary budget and sets public hearing for April 18.
April 18	Council holds public hearing and adopts final budget and certification of taxes.

There is some leeway as our budget does not need to be filed until April 30. If we believe we need a few extra days we can hold a special meeting the week of April 22nd to approve the final budget.

March 11, 2019

County: Lee
Project Number: NHSN-019-1(48)--2R-56
Location: U.S 136 - 0.3 mi N of Missouri State Line
Type of Work: Revetment
Proposed Project Letting: 4/16/19
Notification Letter: 2019-M-131

The Honorable Thomas Richardson
Mayor of Keokuk
P.O. Box 400
415 Blondeau St
Keokuk, IA 52632-0400

Dear Mayor:

This is official notification to your City Council that the Iowa Department of Transportation (DOT) proposes to let a project as referenced above. This project, or a portion thereof, lies within your city. The project is proposed for construction during 2019. The Resident Construction Engineer, Lauren Giarmo of Mount Pleasant, Iowa 319-385-2211, will advise you of the contractor's proposed schedule when the information is available.

The work will be done in accord with the current Form 810034 "Agreement for Primary Road Extension Maintenance and Operation". Project costs will be paid from the Primary Road Fund and no charges will be made against the City.

Subject to the approval of, and without expense to the DOT, the City agrees to perform (or cause private utilities to perform), all relocations, alterations, adjustments or removals of existing utility facilities including but not limited to power, telephone and telegraph lines, natural gas pipelines, water mains and hydrants, curb boxes, utility accesses, sanitary sewers, and related poles, installations and appurtenances, whether privately or publicly owned, and all other facilities or obstructions which are located within the limits of an established street or alley and which will interfere with construction of the project, all in accordance with the Utility Accommodation Policy of the DOT.

We would appreciate this project notification being included on your next City Council meeting agenda as a matter of information for the Council members. If you have any questions concerning the work involved, please contact this office as soon as possible in order to expedite any possible changes.

Sincerely,



Jim Armstrong, P.E.
District 5 Engineer

cc Deanne Popp
Office of Local Systems- DOT
Lauren Giarmo, Mount Pleasant RCE