

AGENDA
COUNCIL WORKSHOP
July 18, 2019
5:30 P.M.

- (1) Review council meeting agenda.

AGENDA
CITY COUNCIL MEETING
July 18, 2019
500 N 20th St.
6:30 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor's Correspondence:
5. Citizen's Request.
6. Consent Agenda.
 - Minutes of the regular City Council meeting of July 2, 2019;
 - Cash Receipts and Treasurers report for June 2019;
 - Resolution approving a Liquor License for Arrowhead Bowl Inc., 3535 Main Street, effective August 1, 2019 - Class C Liquor License with Sunday Sales;
 - Resolution approving a Liquor License for Rollin on the River, Victory Park, effective August 16 term of 5 days – Class C Liquor License with Outdoor Service;
 - Resolution approving a Liquor License for Dr. Get Wells Bar & Grill, 1100 Main Street, effective August 20-26, 2019 with Outdoor Service;
 - Motion to pay bills and transfers listed in Register No.'s 5079-5081;
7. Public hearing on asbestos removal and demolition of 415 Blondeau Street. A public hearing notice was published in the Daily Gate City on July 9, 2019.
8. Consider resolution setting a public hearing for the sale of City owned real estate located at 227 S. 7th Street, pursuant to Iowa Code Chapter 364.7.
9. Consider resolution accepting bids and awarding contract for demolition and salvage of the river barge.
10. Consider resolution to accept a procurement policy for the State & Federal Funded projects.
11. Consider resolution approving a streetlight at 815 S. 10th Street
12. Motion to set the date and time of the next City Council meeting to August 5, 2019.
13. Staff Reports:
14. New Business:
15. Adjourn meeting.

MINUTES
CITY COUNCIL MEETING
July 2, 2019
1721 Fulton Street
5:30 P.M.

The City Council of the City of Keokuk met in regular session on July 2 at 5:30 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, Devon Dade, John Helenthal, Larry Mortimer, Michael Greenwald, Roger Bryant and Susan Dunek were present. Mike Moore and Ron Payne were absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, Public Works Director Mark Boussetot, Community Development Director Pam Broomhall and Code Enforcement & Housing Official Kathy Mahoney and Casey Barnes.

MAYOR'S CORRESPONDENCE: Announced Sister Cities and Independence Day activities. Thanked State Representative Jeff Kurtz for help in contacting BNSF representatives regarding the Main Street rail crossing.

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

- Minutes of the Council Workshop & regular City Council meeting of June 20, 2019;
- Minutes of the Safety Committee meeting of June 25, 2019;
- Cash Receipts and Treasurers report for May 2019;
- **RESOLUTION NO. 281-19:** Approving a Liquor License for Main Street Keokuk, 511 Blondeau Street, Class B Beer Permit (including Wine Coolers) with Outdoor Service effective July 27, 2019, term of 5 days RAGBRAI Event to be held in Victory Park (pending dram);
- Approve a Special Events Permit for Rand Park Pavilion summer concerts in Rand Park @ the Pavilion;
- Motion to pay bills and transfers listed in Register No.'s 5076-5078;

Motion made by Helenthal, Second by O'Connor to enter into closed session to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property in accordance with Iowa Code Sec. 21.5(j).

Roll Call Vote: (7) AYES-O'Connor, Dade, Helenthal, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried. Entered closed session at 5:35 p.m.

Council returned to open session at 6:03 p.m.

Mayor Richardson opened the public hearing at 6:04 p.m. on vacation and sale of a portion of Twin Rivers Drive. A public notice was published in the Daily Gate City on June 21, 2019.

COMMENTS: O'Donnell said there was no recommendation from the Planning and Zoning Commission, and it was also discovered that federal EDA funds were used on the road project, so the city must maintain the road for 20 years.

No further comments were received. Mayor Richardson closed the public hearing at 6:05 p.m. Resolution to vacate and dispose of a portion of Twin Rivers Drive died for lack of motion.

Mayor Richardson opened the public hearing at 6:05 p.m. on offer to purchase city property. A public hearing notice was published in the Daily Gate City on June 21, 2019.

COMMENTS: O'Donnell said Roquette has offered to purchase 6 parcels of city owned property lying within the footprint of the plant. The one of note is the parcel with the warehouse on it. It was appraised for \$ 148,000.00 several years ago, and recently appraised for \$300,000.00. Flint Peyton of Roquette asked the council to consider the warehouse property separately from the other parcels.

No further comments were received. Mayor Richardson closed the public hearing at 6:07 p.m. and the following resolution was adopted.

Motion made by Dunek, Second by Helenthal to approve the following proposed **RESOLUTION NO. 282-19:** "A RESOLUTION TO APPROVE THE SALE OF FIVE OF THE PARCELS, EXCLUDING THE PARCEL WITH THE WAREHOUSE ON IT" (7) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Bryant to approve the following proposed **RESOLUTION NO. 283-19:** "A RESOLUTION APPROVING THE INVESTMENT POLICY FOR FISCAL YEAR 2019-2020 FOR THE CITY OF KEOKUK." (7) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, Second by Helenthal to approve the following proposed **RESOLUTION NO. 284-19:** "A RESOLUTION AUTHORIZING ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE 403.19." (7) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Mortimer to approve the following proposed **RESOLUTION NO. 285-19:** "A RESOLUTION TO SET THE DATE AND TIME FOR RECEIPT OF BIDS ON ASBESTOS REMOVAL AND DEMOLITION OF 415 BLONDEAU STREET AND SETTING A PUBLIC HEARING TO AWARD CONTRACT." (7) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, Second by Dunek to approve the following proposed **RESOLUTION NO. 286-19**: “A RESOLUTION AWARDED A CONTRACT TO MEYERS DRIVEWAY & SEPTIC TO REMOVE DRIFTWOOD FROM THE RIVERFRONT.” (6) AYES, (0) NAYS, (1) ABSTAIN-HELENTHAL. Motion carried.

Motion made by O’Connor, Second by Helenthal to deny a citizen more time to clean up the property at 1402 Exchange Street that has junk vehicles on property for storage. (7) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, Second by O’Connor to waive a building permit fee for Habitat for Humanity for a renovation project located at 486 Messenger Road. (7) AYES, (0) NAYS. Motion carried.

STAFF REPORTS: Pam Broomhall introduced new employee Casey Barnes. She will become Code Enforcement Official upon the retirement of Kathie Mahoney.

O’Donnell reported on the following: Riverfront barge, road projects, RAGBRAI plans, SID Center, Brownfield-Elkem site, first year anniversary observations.

There being no further business, Mayor Richardson adjourned the meeting at 6:35 p.m.

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

General Fund	\$	2,273,580.11
Road Use Tax	\$	112,827.40
Employee Benefit Totals	\$	36,997.95
Emergency Tax Levy Fund Total	\$	1,427.35
Sales Tax Infrastructure	\$	96,459.56
Economic Development Total	\$	8,399.12
Park Maint & Improvement Reserve Total	\$	2,050.00
Library Trust Funds Total	\$	303.00
Debt Service Total	\$	465,778.28
Riverfront Barge Project Total	\$	396,000.00
Roquette Building Total	\$	1,386,000.00
Non-Expendable Trust Fund Total	\$	14,551.37
WPC Maint. & Operation Total	\$	366,041.34
Water Pollution Control Reserve Total	\$	37.97
CDBG Sewer Point Repair Project Total	\$	800,000.00
Solid Waste Fund Total	\$	70,532.03
Internal Service Fund Total	\$	46,523.65
TOTAL	\$	6,077,509.13

CITY TREASURER'S REPORT
CALENDAR 6/2019, FISCAL 12/2019

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	137,453.63-	1,602,142.36	2,273,580.11	1,314,112.29
110	ROAD USE TAX	2,105,378.62	530,970.72	112,827.40	2,133,854.13
112	EMPLOYEE BENEFITS	1,932,147.70	1,163,467.82	36,997.95	967,645.65
119	EMERGENCY TAX LEVY FUND	54,024.32	47,561.79	1,427.35	12,951.67
121	SALES TAX - HUMAN DEV	81,484.12	32,806.23	9,645.96	11,130.08
122	SALES TAX - INFRASTRUCT	378,955.18	351,224.85	38,583.82	317,539.00
123	50% SALES TAX-PROP TAX	299,507.34	179,031.05	48,229.78	37,262.88-
125	TAX INCREMENT FINANCING	685,130.03	632,825.21	.00	50,172.03
160	ECONOMIC DEVELOPMENT	94,332.85-	35,683.31-	8,399.12	94,354.55-
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	302,224.56	26,389.66	2,050.00	304,274.56
186	LIBRARY TRUST FUNDS	49,087.98	4,265.65-	303.00	48,370.66
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	35,429.83	50,479.19	465,778.28	500,958.11
301	CAPITAL PROJECTS	636,696.34	150,221.33-	.00	635,075.64
302	RIVERFRONT BARGE PROJEC	13,318.87	358,702.49	396,000.00	409,318.87
303	ROQUETTE BUILDING	158,993.81-	1,223,730.31	1,386,000.00	1,215,188.41
304	CAPITAL PROJECT	.00	.00	.00	4,783.75-
500	NON-EXPENDABLE TRUST FU	463,634.14	15,526.84	14,551.37	478,185.51
610	WPC MAINT & OPERATION	4,746,265.15	1,443,470.48	366,041.34	3,209,430.33
611	WATER POL CONTROL RESER	93,008.20-	150,927.39-	37.97	92,970.23-
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	1,975,229.01-	2,038,971.32-	.00	2,124,079.01-
617	CDBG SWR POINT REPAIR P	115,076.40	909,968.40	800,000.00	915,076.40
670	SOLID WASTE FUND	159,067.46	176,474.69	70,532.03	53,858.21
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDI AL ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,983,293.29	56,664.34-	.00	2,845,471.91
810	INTERNAL SERVICE FUND	6,379.27	49,349.69	46,523.65	6,132.73
Report Total		12,700,506.12	6,357,388.44	6,077,509.13	13,187,718.79

RESOLUTION NO.

WHEREAS, Application has been made by Arrowhead Bowl Inc. for a Class C Liquor License with Sunday Sales for Arrowhead Bowl, 3535 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, Arrowhead Bowl 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 with Sunday Sales for Arrowhead Bowl, 3535 Main Street, effective August 1, 2019, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of July, 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 Rollin on the River for a Class C Liquor License with Outdoor Service for Rollin on the River, Victory Park; **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, Rollin on the River 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 with Outdoor Service for Rollin on the River, Victory Park, effective August 16, 2019, term of 5 days Outdoor Service be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of July 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 Get Wells Corporation for a Class C Liquor License with Outdoor Service for Dr Get Wells Bar & Grill, 1100 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, Get Wells Corporation 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 with Outdoor Service for Dr Get Wells Bar & Grill, 1100 Main Street, effective August 20-26, 2019, term of 5 days Outdoor Service be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of July 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 JULY 18, 2019.

REGISTER NO. 5079

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$17,468.21
AMI PIPE & SUPPLY	SUPPLIES	\$10.20
BEARING HEADQUARTERS CO.	PARTS	\$88.55
KEOKUK MUNICIPAL WATER WORKS	MONTHLY SEWER/GARBAGE BILLING	\$1,865.00
GRAY QUARRIES, INC	ROADROCK	\$261.81
HARTRICK'S LUMBER	GRAND THEATER SUPPLIES	\$10.87
KEOKUK HOMESTORE	DEPOT SUPPLIES	\$20.12
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$100.93
J & S ELECTRONICS BUSINESS,INC	SERVICE CALL/CONTRACT BILLING	\$1,586.88
KONE INC.	ELEVATOR MAINT	\$7,570.00
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$128.82
TASKE FORCE, INC.	TEMPORARY HELP	\$1,425.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$190.32
MCFARLAND-SWAN OFFICE CITY	LIBRARY SUPPLIES	\$327.49
ALLIANT	ELECTRIC BILL	\$22,502.52
CENTURY LINK	SERVICE	\$702.74
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$1,046.34
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICE	\$13,322.13
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$2,450.51
DATA TECHNOLOGIES, INC	SOFTWARE DOWNPAYMENT	\$1,812.50
DEMCO, INC	SUPPLIES KEOKUK PUBLIC LIBRARY	\$80.73
IOWA COMMUNICATIONS NETWORK	SERVICE KEOKUK PUBLIC LIBRARY	\$12.90
MEYERS PLUMBING	LABOR/MATERIALS	\$205.06
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$40.39
RESERVE ACCOUNT	REFILL POSTAGE	\$350.00
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS	\$5,435.57
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$3,011.85
CONNECTION INSURANCE	INSURANCE COVERAGE INCREASE	\$1,507.00
GENERAL TRAFFIC CONTROLS, INC.	TRAFFIC LIGHT EQUIPMENT	\$844.16
GATE CITY SEED COMPANY	SUPPLIES	\$147.98
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$159.96
ENDERLE HEATING & A/C COMPANY	DEPOT REPAIRS	\$205.75
KEOKUK ART CENTER	HOTEL/MOTEL SUPPORT	\$7,140.00
KEOKUK FINE ARTS COUNCIL	HOTEL/MOTEL SUPPORT	\$12,000.00
MSKI	HOTEL/MOTEL SUPPORT	\$22,500.00
HOERNER YMCA	FIRE DEPT MEMBERSHIPS	\$5,400.00
MOODY'S INVESTORS SERVICE	CAPITAL LOAN NOTE	\$12,500.00
SECRETARY OF STATE	NOTARY PUBLIC	\$30.00
RAIRDEN AUTO SALVAGE, INC.	TOWING SERVICE	\$50.00
NIEMANN FOODS, INC./ACE	DEPOT SUPPLIES	\$14.98
RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	\$335.00

REGISTER NO. 5080

ORIENTAL TRADING COMPANY, INC.	LIBRARY SUPPLIES	\$263.90
U.S. CELLULAR	CELL PHONE SERVICE	\$532.09
FASTENAL COMPANY	PARTS/SUPPLIES	\$369.06
KOHL WHOLESALE	CONCESSION SUPPLIES FOR POOL	\$1,241.81
JAMES K. NEFF	LABOR/MATERIALS	\$663.27
USA BLUE BOOK	EQUIPMENT	\$490.27
FRANK MILLARD & CO., INC.	LABOR/MATERIAL @ LIBRARY	\$598.00
DOUBLE A" GLASS L.L.C. "	WINDOW REPLACEMENT	\$353.72
WAL-MART COMMUNITY/GEGRB	LIBRARY SUPPLIES	\$67.86
TOTAL SOLUTIONS, INC.	LICENSE/OFFSITE BACK UP	\$182.48
DISCOUNT TIRE & SERVICE	TIRES	\$2,081.00
LEE COUNTY NARCOTICS	GRANT FUNDING	\$3,044.16
KOCH OFFICE GROUP	LIBRARY CONTRACT	\$300.00
KEOKUK SISTER CITIES ASSOC.	HOTEL/MOTEL SUPPORT	\$1,500.00
KEOKUK RACERS REUNION	HOTEL/MOTEL SUPPORT	\$2,500.00
MEDIACOM	PHONE/INTERNET SERVICE	\$589.29
SERVICEMASTER OF FT.MADISON	JANITORIAL SERVICE @ POLICE PD	\$429.92
CANTON MARINE TOWING CO.INC.	BARGE SUPPLIES	\$2,300.00
IMI EQUIPMENT, LLC	PARTS	\$112.51
VISA	CARD SERVICES	\$1,176.57
EMPLOYEE BENEFIT SYSTEMS	INSURANCE PREMIUM	\$191,371.06
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$14.90
SOUTHEAST IOWA REGIONAL	RTA AGREEMENT	\$2,125.00
TWITCHELL CONSTRUCTION, INC.	LABOR/MATERIALS RAND PARK	\$16,602.74
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$709.80
MIDWAY FREIGHTLINER, INC.	PARTS	\$164.82
WEST CENTRAL FS INC.	OIL	\$1,435.56
TRANS-IOWA EQUIPMENT, INC.	PARTS	\$2,840.40
KLINGNER & ASSOCIATES, P.C.	LANDFILL MONITORING	\$3,863.91
VERIZON WIRELESS	CELL PHONE SERVICE	\$570.13
ACCO	POOL CHEMICALS	\$1,226.40
RAND PARK PAVILION	HOTEL/MOTEL SUPPORT	\$7,500.00
PEPSI COLA MEMPHIS BOTTLING CO	POP FOR POOL CONCESSIONS	\$294.84
WINDSTREAM	PHONE SERVICE	\$2,044.43
SOUTH LEE CLERK OF	LEGAL FEES	\$135.00
LIBERTY UTILITIES MIDSTATES	SERVICE	\$2,024.28
DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$433.50
JIM DAVIDSON	MOWING @ VARIOUS PROPERTIES	\$980.00
THACHER TREE CARE	TREE REMOVAL	\$4,500.00
CINTAS CORPORATION #342	UNIFORM SERVICES	\$1,695.60
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$32.76
VISA	CARD SERVICES	\$3,441.93
WILBUR L. QUINN JR.	MOWING @ VARIOUS PROPERTIES	\$385.00
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$82.50
	CONSULTING/PROJECT PLAN	\$1,332.50

REGISTER NO. 5081

IMPACT7G	KEOKUK PUBLIC LIBRARY	\$127.74
RICOH USA, INC.	CLEANING SERVICES	\$211.00
KRISTINA RUDD	LAW ENFORCEMENT TESTING	\$53.00
STANDARD & ASSOCIATES, INC	WPC PARTS/EQUIPMENT/FREIGHT	\$19,395.00
ENGINEERED EQUIPMENT SOLUTIONS	GENERATOR INSPECTION	\$644.64
CUMMINS CENTRAL POWER	SAFETY BOOTS	\$88.39
INDI WIND, INC	MAINT/RESTORATION @ POOL	\$24,996.25
SPLASHTACULAR, LLC	PROFESSIONAL SERVICES	\$6,045.63
JAMES F. DENNIS LAW FIRM	GRAND THEATER JANITORIAL	\$300.00
JOSEPH FIERCE	CITY HALL JANITORIAL SERVICE	\$300.00
STEVEN R LONG	MOWING @ VARIOUS PROPERTIES	\$455.00
JOHN KRACHIK	LIBRARY BID	\$407.70
KING WATERPROOFING	LIBRARY SERVICE CALL	\$77.50
CARL'S LOCKS & KEYS	LIBRARY PRESENTATION	\$125.00
MICHAEL ECKERS	LIBRARY GIFT CARD	\$20.00
FAMILY VIDEO	LIBRARY PAINTING CLASS	\$60.00
LOST CANVAS	LIBRARY PRESENTATION	\$250.00
DARCY S. MAULSBY	LIBRARY MOVIE PASSES	\$64.00
THE PLAZA 3 CINEMA	FAÇADE GRANT	\$5,000.00
VIRGINIA HENSON	ROLL PATCH	\$1,440.00
COLEMAN MOORE COMPANY	TRAINING WORKSHOP	\$599.00
RELENTLESS LLC	TEMPORARY OCCUPANCY PERMIT	\$800.00
JONES LANG LASALLE BROKERAGE	TOLMIE DEPOSIT	\$50.00
DIANE COCHENOUR		
		\$470,975.09



COUNCIL ACTION FORM

Date: July 11, 2019

Presented By: Broomhall

Subject: Set public hearing - August 5th Agenda Item: _____

Description:

A public hearing is required to dispose of city owned property . A list of city owned real estate was published in the Daily Gate City in May, there were several properties bid on at that time, properties that did not receive a bid were placed on the City of Keokuk website in hopes that additional properties will receive bids. 227 S. 7th Street is a non-conforming lot. Jimmy Johnson has placed a bid of \$100.00 on the lot, he owns a duplex across the alley and would like to have this property for use by his tenants.

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 OF THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA,
SETTING DATE FOR A PUBLIC HEARING FOR THE SALE OF CITY OWNED REAL
ESTATE LOCATED AT 227 S. 7TH STREET, PURSUANT TO IOWA CODE CHAPTER
364.7**

WHEREAS, a public hearing is required by state law in order that the City Council of the City of Keokuk to sale city-owned real property; and

WHEREAS, The City of Keokuk, owns a partial vacant lot located at 227 S 7th Street, (Front 100.33' of Lot 7, Block 91, Original City of Keokuk (100.33' X 46.5)).

WHEREAS, the City of Keokuk has received a bid from Jimmy Johnson for one-hundred dollars (\$100.00) on said property and it is the intent of the City of Keokuk to dispose of property to said bidder; now, therefore,

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

THAT, a public hearing date be set at 6:30 p.m., Monday August 5, 2019, at Keokuk Community School District Administrative Offices, 500 N. 20th Street, Keokuk, Iowa for disposal of 227 S. 7th Street. The City Clerk is directed to publish notices to this effect in *The Daily Gate City*.

Passed this 18th day of July, 2019.

Thomas L. Richardson, Mayor

Attest: _____

Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: July 18, 2019

Presented By: O'Donnell

Subject: Barge Salvage Bids Agenda Item: _____

Description:

Staff advertised for the demolition/salvage of the barge. The firms could bid the project three different ways. Demolition of the building, salvage of the barges, and combined demolition/salvage. They could also bid it as a payment to the city or a payment to the contractor. We received two bids, both bids were for demolition/salvage and both were a payment to the contractor. The bids were:

REPACC, LLC	\$363,500.00
Bricker Excavating	\$210,000.00

Bricker would like to complete work on site. This will be discussed as part of the pre-construction meeting. The facility will also need to be assessed for asbestos.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 302-7501-6499 Title: Contract Work

Amount Budgeted: 400,000

Actual Cost: 210,000

Under/Over: 190,000 Under

Funding Sources:

Proceeds of Debt _____

Departments:

Capital Projects _____

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

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR
DEMOLITION AND SALVAGE OF THE RIVER BARGE**

WHEREAS, it has been determined through an inspection that the river barge is need of multiple repairs to remain viable; and

WHEREAS, the cost of said repairs far outweigh the benefits of said repairs; and

WHEREAS, the City Council of the City of Keokuk, Iowa, has determined that the river front barge should be demolished and scrapped; and

WHEREAS, bids for the demolition and salvage have been advertised for and received.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, to accept the bid from and award the contract for demolition and salvage to Bricker Excavating in the amount of \$210,000.

BE IT FURTHER RESOLVED that the Mayor is authorized to sign and execute said contract.

PASSED, APPROVED, AND ADOPTED this 18th day of July, 2019.

Mayor –Thomas L. Richardson

ATTEST:

Jean Ludwig



COUNCIL ACTION FORM

Date: 7/8/19

Presented By: Mark Boussetot *MB*

Subject: Procurement Policy for State and Federal Agenda Item: _____

Description:

In 2018 the City of Keokuk had damage following the storms on July 19th. These storms were severe across the state of Iowa, which prompted FEMA involvement. For FEMA money to be released, the Iowa Homeland Securities is requesting a copy of the City of Keokuk Procurement Policy. Attached is a Procurement Policy for State and Federal Funded Projects which has been drafted and reviewed by City Attorney, James Dennis.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: N/A 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 ACCEPT A PROCUREMENT POLICY FOR STATE AND
FEDERAL FUNDED PROJECTS**

WHEREAS, the Iowa Homeland Security is requesting a copy of the City of Keokuk's Procurement Policy; and

WHEREAS, the City of Keokuk does not have a current Procurement Policy that meets the requirements to submit to Iowa Homeland Security;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the attached Procurement Policy for State and Federal funded Projects be accepted by the City of Keokuk.

Passed this 18th day of July, 2019.

Mayor – Thomas L. Richardson

Attest – Jean Ludwig

City of Keokuk

Procurement Policy

For State and Federal Funded Projects

PURPOSE

The purpose of this procurement policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable federal and state law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition. These procedures will ensure that all solicitations incorporate clear and accurate descriptions of the technical requirements for the goods or services being procured. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply.

APPLICATION

This policy applies to the procurement of all supplies, equipment, and construction and services of and for the City of Keokuk that include any federal program funding. In regards to any such federal programs, all procurement will be done in accordance with 2 CFR; Part 200. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

POLICY

METHODS OF PROCUREMENT

Procurement under grants shall be made by one of the following methods, as described herein: (a) small purchase procedures; (b) sealed bids (formal advertising); (c) competitive proposals; (d) noncompetitive proposals.

A. Micro-Purchase Procedures 200.320(a)

- i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$10,000 (200.67)
- ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers
- iii. May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable

B. Small Purchase Procedures 200.320(b)

- i. Are those relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the simplified acquisition threshold - \$250,000 (200.88)

- ii. Price or rate quotations are to be obtained from an “adequate number” of qualified sources
- C. Sealed Bidding (formal advertising) 200.320(c)
- i. Lowest priced, responsive, responsible, bidder WINS
 - ii. The preferred method for construction when sealed bidding is “feasible”, which is when certain conditions are present
 - iii. Bids must be solicited from an “adequate number of known suppliers”, providing them sufficient response time before date for the opening of bids
 - iv. Bids will be opened at the time and place prescribed in the invitation for bids
 - v. Must publicly advertise the invitation for bids
 - vi. Bids must be opened publicly
 - vii. Other procedural requirements at 200.320(c)(2)
- D. Competitive Proposals 200.320(d)
- i. Used when conditions are not appropriate for the use of sealed bids
 - ii. The appropriate method when more than one source is expected to submit an offer and either a fixed-price or cost-reimbursement type contract is awarded
 - iii. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with *price* and other factors considered
 - iv. Requests for proposals *must be publicized* and identify all evaluation factors and their relative importance
 - v. Proposals must be solicited from an adequate number of qualified sources
 - vi. Must have written method for conducting technical evaluations of the proposals received and for selection of the contract
- E. Noncompetitive Proposals 200.320(f)
- i. Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - a. **One Source:** the item is available only from a single source
 - b. **Exigency/Emergency:** an exigency or emergency will not permit a delay resulting from competitive solicitation
 - c. **Awarding Agency Approval:** the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity
 - d. **Inadequate Competition:** after the solicitation of a number of sources, competition is determined inadequate

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (200.321)

- A. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- B. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;

- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).

CONTRACT PRICING (200.323)

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- B. City of Keokuk shall perform some form of cost/price analysis for every procurement action, including contract modifications, amendments, or change orders. City of Keokuk shall make an independent estimate prior to receiving a bid or proposal.
- C. City of Keokuk shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. In determining a fair and reasonable profit, City of Keokuk must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance and the industry profit rates in the surrounding geographical area.

PROCUREMENT RECORDS

City of Keokuk shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(200.324)

(a) City of Keokuk must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

(b) City of Keokuk must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) City of Keokuk's procurement procedures or operation fails to comply with the procurement standards in this Part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) City of Keokuk is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.

(1) City of Keokuk may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its

system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) City of Keokuk may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from City of Keokuk that it is complying with these standards. City of Keokuk must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

AWARDED CONTRACTS

- A. City of Keokuk will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov (200.213)
- B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.
- C. City of Keokuk will maintain written standards of conduct covering conflicts of interest and must provide for disciplinary action to be applied for violations of such standards as defined in 2 CFR 200.318 (c) (1).

No officer, employee, or agent of the City of Keokuk shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

The employee, officer, or agent:

Any member of his/her immediate family;

His/her partner; or

An organization which employs, or is about to employ any of the above;
has a financial or other interest in the firm selected for award.

City of Keokuk officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

To the extent permitted by federal, state, or local law or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against City of Keokuk's officers, employees, or agents.

Passed and adopted this _____ day of _____, 2019.

Attest:

Cole O'Donnell
City Administrator

Jean Ludwig
City Clerk



COUNCIL ACTION FORM

Date: 7/8/19

Presented By: Mark Boussetot *MB*

Subject: Street Light 815 South 10th Street Agenda Item: _____

Description:

A request was made for a street light to be added in the roadway on South 10th Street near Soap Creek. After reviewing the area one evening, the request for the light is justified. The non metered LED light will cost \$7.98 a month with and additional \$3.59 for a shared wood cost.

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 A STREET LIGHT AT 815 SOUTH 10TH STREET

WHEREAS a request for a street light at Ash and E Streets has been received and reviewed

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the request for a street light at 815 South 10th Street be approved with the installation of an 80 watt LED light on an existing Alliant pole as recommended by the Public Works Director.

Passed this 18th day of July, 2019

Mayor – Thomas L. Richardson

Attest – Jean Ludwig



COUNCIL ACTION FORM

Date: July 18, 2019

Presented By: O'Donnell

Subject: Set Date and Time for First Meeting in August Agenda Item: _____

Description:

Our first regular meeting in August is scheduled for for the 1st. On that day, Mayor Richardson, Mayor Pro Tem Dunek, and I will not be in attendance. Therefore, Mayor Richardson is requesting the Council consider moving the regular meeting from August 1st to August 5th. Time would remain 6:30 PM.

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: _____



TO: Mayor and City Council
FROM: Cole S. O'Donnell
DATE: July 15, 2019
RE: Administrator's Report

1. SID Center: Due to the lack of climate control at the 1417 Exchange building and due to the roof allowing lots of moisture in, a significant amount of black mold has developed in the facility. This needs to be removed before the contractor can enter those portions of the building. As such, Staff is requesting quotes for removal of the mold from two restoration companies. This work will be external to the project itself.
2. Salary and Compensation Study: Proposals for the study are due on Wednesday. We have received one proposal at the time I am writing this memo. I hope to receive at least one to two more.
3. City Hall: We have received eight proposals for architectural services for the City Hall. I will be asking the City Hall Committee members to review the proposals and to select 2-4 for in person presentations. If the members are all available, I would like to meet July 25th.
4. Sister Cities: There are two events for the visiting delegation from Japan. There will be a welcome reception on August 2nd, and an event at City Hall on August 5th at 10 AM. How ever many council members that can attend either event would be much appreciated, especially on the 2nd since Mayor Richardson and I will both be out of town.