AGENDA
CITY COUNCIL MEETING
July 2, 2019
1721 Fulton Street
5:30 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 June 20, 2019;
   - Minutes of the Safety Committee meeting of June 25, 2019;
   - Cash Receipts and Treasurers report for May 2019;
   - Resolution 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;

7. CLOSE 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).

8. (a) Now is the time and place for a public hearing 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.

   (b) Consider resolution on vacation and sale of a portion of Twin Rivers Drive.

9. (a) Now is the time and place for a public hearing on offer to purchase city property. A public hearing notice was published in the Daily Gate City on June 21, 2019.

   (b) Consider resolution accepting offer to purchase property.


11. Consider 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.
12. Consider 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.

13. Consider resolution awarding a contract to Meyers Driveway & Septic to remove driftwood from the riverfront.

14. Motion to approve or deny a citizen more time to clean up the property at 1402 Exchange Street that has junk vehicles on the property for storage.

15. Motion to waive a building permit fee for Habitat for Humanity for a renovation project located at 486 Messenger Road.

16. Staff Reports:

17. New Business:

18. Adjourn meeting.
Present: O’Connor, Payne, Dade, Helenthal, Mortimer, Greenwald, Dunek. Bryant joined the meeting at 5:35pm.

Absent: Moore

Staff Present: O’Donnell, Ludwig, Broomhall, Weis

1) Reviewed the agenda for the June 20 council meeting.

2) Heard discussion on Special Event fees.

3) Adjourned at 6:15pm
The City Council of the City of Keokuk met in regular session on June 20 at 6:30 p.m. at 1721 Fulton Street. Mayor Thomas L. Richardson, called the meeting to order. There were eight council members present, one absent. Mike O’Connor, Ron Payne, Devon Dade, John Helenthal, Larry Mortimer, Michael Greenwald, Roger Bryant and Susan Dunek were present. Mike Moore was absent. Staff in attendance: City Administrator Cole O’Donnell, City Clerk Jean Ludwig, Community Development Director Pam Broomhall and Bridge, Park, Cemetery, Sanitation Manager Bob Weis.

**MAYOR’S CORRESPONDENCE:** Invited everyone to attend the Main Street Fundraiser this Saturday evening and gave a schedule of events for Keokuk Independence Day Celebration.

**CITIZEN’S REQUEST:** Bonnie Meyers asked the city to investigate putting a streetlight near 815 South 10th. Joe Shuman from the City of Christmas organization said they are expanding the show this year and requested the city close the road through Rand Park from 15th and Orleans to 17th and Park Avenue. Mike Greenslaugh asked the city to look into street project signs.

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

- Minutes of the Council Workshop & regular City Council meeting of June 6, 2019;
- **RESOLUTION NO. 272-19:** Approving a Liquor License for The Bar 914, 914 Main Street, effective July 7, 2019 – Class C Liquor License with Outdoor Service and Sunday Sales (pending dram);
- **RESOLUTION NO. 273-19:** Approving a Liquor License for The Hawkeye, 105 N. Park Drive, effective July 7, 2019 – Class C Liquor License with Outdoor Service and Sunday Sales;
- **RESOLUTION NO. 274-19:** Approving a Liquor License for Wal-Mart Supercenter #1431, 300 North Park Drive, effective July 21, 2019 – Class E Liquor License with Sunday Sales;
- Cigarette Permits July 1, 2019-June 30, 2020;
- Motion to pay bills and transfers listed in Register No.’s 5072-5075;

Motion made by Bryant, Second by Mortimer to approve the following proposed amended **RESOLUTION NO. 275-19:** “A RESOLUTION SETTING A PUBLIC HEARING ON VACATION AND SALE OF A PORTION OF TWIN RIVERS DRIVE.” (8) AYES, (0) NAYS. Motion carried.
Motion made by Helenthal, Second by Greenwald to approve the following proposed 
RESOLUTION NO. 276-19: “A RESOLUTION FINDING EXCEPTIONS FOR SALE OF 
PROPERTY IN AN URBAN RENEWAL AREA.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Bryant to approve the following proposed amended 
RESOLUTION NO. 277-19: “A RESOLUTION SETTING A PUBLIC HEARING ON 
OFFER TO PURCHASE CITY PROPERTY.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Dunek, Second by O’Connor to approve the following proposed 
RESOLUTION NO. 278-19: “A RESOLUTION AUTHORIZING THE FILING OF AN 
APPLICATION FOR THE IDOT STATE RECREATIONAL TRAILS FOR 
CONSTRUCTION OF TRAIL ALONG THE RIVERFRONT CONNECTING VICTORY 
PARK TO HUBINGER LANDING.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Dunek, Second by Payne to approve the following proposed RESOLUTION 
FOR PERSONNEL OF THE CITY OF KEOKUK, EFFECTIVE JULY 1, 2019.” (8) AYES, 
(0) NAYS. Motion carried.

Motion made by Payne, Second by Helenthal to approve the following proposed 
RESOLUTION NO. 280-19: “A RESOLUTION DISPOSING OF LOT AT 604 GRAND 
AVENUE TO LARRY AND PAULETTE REICHMAN.” (8) AYES, (0) NAYS. Motion 
carried.

Motion made by Helenthal, Second by Mortimer to approve setting the date of the first Council 
meeting in July to July 2, 2019 at 5:30 p.m. There will not be a workshop that evening. (8) 
AYES, (0) NAYS. Motion carried.

STAFF REPORTS: Broomhall noted a new hire for the Code Enforcement position. 
O’Donnell reported on the following: Flood clean-up, new City Hall building, barge 
demolition, wage and salary study, road projects, road patch test material.

There being no further business presented, Mayor Richardson adjourned the meeting at 7:02 
p.m.
Meeting called to order at 8:33 am.

In Attendance: Jean Ludwig, Mark Bousselot, Emily Rohlfs, Dave Johnson, Mark Weirather, Ed Ketterer, Cole O’ Donnell.

Ludwig read the minutes from the May meeting. No corrections or additions were noted. Motion to approve by Weirather. Second by Johnson. Motion approved.

OLD BUSINESS:

At a previous meeting, O’Donnell said he would look into the Silica policy. He has not gotten any response to his inquiries on the opt out clause. He will follow up on it.

Need to contact SCC to work on Job Hazard Analysis when Silica Policy has been finalized.

Electrical repairs at the cemetery building have been completed.

Construction on the Sanitation Department is progressing slowly. O’Donnell asked Bousselot to have the contractor press to finish the project.

At the June 6 City Council meeting a contract was approved to have Greenfield Contractors, LLC construct a salt storage building. Site prep will soon be underway, and materials ordered. Greenfield is not local but will be using some local contractors.

NEW BUSINESS:

Near misses: Bousselot said he did not think the pool pit cover had been completed yet.

There were no Company Nurse reports since the last meeting.

May training topic was heat exhaustion.

O’Donnell said there will be some street money available for sidewalks. The City Council would like sidewalks installed on Johnson Street Road near the apartment buildings going towards McKinley Ave. Also going out Main Street from near McKinley Ave. towards Walmart, due to the large number people walking in the area.

Employees are asked to identify city property where sidewalk repair is needed so it can be added to the project. Sidewalk projects will come from the same street funds.

Discussed break-ins at the old sanitation building and what security measures should be taken when the new building is complete. Rohlfs said the library has been broken into and people found sleeping in the building and elevator.

SET THE DATE for the next meeting: July 23, 2019 at 8:30am in the conference room at city offices.

MOTION TO ADJOURN by O’Donnell, second by Rohfls. Meeting adjourned at 8:50am. Submitted by Jean Ludwig, Safety Committee.
### CASH RECEIPTS FOR THE MONTH OF MAY, 2019

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<td>Non-Expendable Trust Fund Total</td>
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<td>Internal Service Fund Total</td>
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**TOTAL**                          | **$1,036,424.02**
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Report Total: 14,707,579.15 | 3,041,154.37 | 1,036,424.02 | 12,700,581.12
RESOLUTION NO.

WHEREAS, Application has been made by Main Street Keokuk, Inc. for a Class B Beer (includes Wine Coolers) Permit with Outdoor Service for Main Street Keokuk, 511 Blondeau 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, Main Street Keokuk, 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 B Beer (includes Wine Coolers) Permit with Outdoor Service for Main Street Keokuk, 511 Blondeau Street, effective July 27, 2019, term of 5 day RAGBRAI Event to be held in Victory Park (pending dram) be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 2nd day of July 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: ________________________________
    THOMAS L. RICHARDSON, MAYOR

ATTEST: ________________________________
    JEAN LUDWIG, CITY CLERK
SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

Please complete all sections of this application. An incomplete application will be returned to applicant. Once all required documentation and signatures are received, only then will it be considered by the City Administrator, Police Chief, Fire Chief and Public Works Director for final approval. Application must be submitted at least 30 days prior to the date of the event.

Some permits for events may require additional time for approval
(For example: Parades requiring use of a state highway)

PLEASE RETURN TO: Keokuk Municipal Building to the Attention of the City Administrator

1. APPLICANT INFORMATION
   Applicant: Rand Park Pavilion
   Name/Event: Double Vision, BIG HUGE & LEANING
   Coordinator: Rand Park Pavilion Commission Abbey
   Mailing Address: P.O. Box 151
   Daytime Phone #: 319-795-2473 Evening Phone #: 
   Email Address: Pjfoller3@gmail.com

2. EVENT INFORMATION
   Type of Event: Concerts (3)
   Days/Dates of Event: July 13, July 20 and Sept. 6
   Time(s) of Event: (Include Set Up/Tear Down Time)
   7:30  7:00  7:30
   Event Location: Rand Park Pavilion

Will event require an alcohol license or require modification of an existing license? _____Yes  _____No

Requesting BYOB event @ 3 concerts
3. **REQUEST INFORMATION (Check All Applicable Lines)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

- _____ Temporarily park in a “No Parking” area (specify location :)
- _____ Temporarily close a street for a block party (specify street :)
- _____ Temporarily install structure in street right-of-way
- _____ Permanently install structure in street right-of-way
- _____ Use of City Park (specify park :)
- _____ Parade (attach map of route and indicate streets to be closed)
- _____ Walk/Run (attach map of route and indicate streets to be closed)
- _____ Banner (specify location :)
- _____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft
- _____ Fireworks (specify location :)
- _____ Other (please specify :)

4. **ITEMS REQUESTED FROM THE CITY OF KEOKUK** ($25 rental fee required per item requested)

- _____ Street barricades
- _____ Emergency “No Parking” Signs
- _____ Other (please specify :)

5. **SOUND SYSTEMS**

NOTE: You must comply with the City of Keokuk Code of Ordinances and any requirements attached to this permit.

Duration of event: 2 hours each

Please indicate if the following will be used:

- _____ Amplified Sound/Speaker System
- _____ Public Address System
- _____ Recorded Music
- _____ Live Music
6. **SANITATION**

   Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

   Will additional restrooms be brought to the site? _____ Yes _____ No 
   If yes, how many? ___________

   Please name the individual, organization, or contractor responsible for clean-up and trash removal:

   Contact Person: ___________________________  Address: ___________________________
   Daytime Phone: ___________________________  Evening Phone: ________________________

7. **SECURITY**

   Certified personnel are required by the Chief of Police at the applicant's expense for all events requiring an alcohol license. At a minimum, 2 police officers certified in the State of Iowa will be required, no exceptions.

   What type of security will be provided?

   / / Number of Off-Duty Police Officers

   Names:

8. **INSURANCE**

   Applicant shall obtain and maintain a general liability insurance policy naming the City of Keokuk as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an event on public property. For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be $2,000,000 general aggregate, $1,000,000 personal injury and $1,000,000 each occurrence. For all other events held on public property, the minimum amount of coverage for the general liability insurance policy will be $500,000. This application will not be considered by the City of Keokuk until the proper insurance certificate is submitted and approved by the City Administrator.

   _____ Certificate of Insurance provided and accepted  _____ Certificate of Insurance not required
9. AGREEMENT

In consideration of the City of Keokuk, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Keokuk, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Keokuk, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Keokuk, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

[Signature]
Applicant/Sponsor Signature

[Signature]
Date

06/26/2019
DEPARTMENT APPROVALS

The request has been reviewed by the undersigned and recommended for approval with the condition as noted:

POLICE DEPARTMENT
Signature: ___________________________ Date: ____________
Recommended Conditions: __________________________________________

FIRE DEPARTMENT
Signature: ___________________________ Date: ____________
Recommended Conditions: __________________________________________

PUBLIC WORKS DEPARTMENT
Signature: ___________________________ Date: ____________
Recommended Conditions: __________________________________________

OTHER
Signature: ___________________________ Date: ____________
Recommended Conditions: __________________________________________

CITY ADMINISTRATOR APPROVAL (City Council Approval)

_________________________ ___________________________ Approved: _____ Denied: _____
City Administrator Signature Date

CONDITIONS IMPOSED: __________________________________________

___________________________________________________________
Date of City Council Approval (if required): ________________________
Please Draw a Map of Event Area or Attach a Drawing to the Application
PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS
FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF

REGISTER NO. 5076

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<td>LCL FARMS INC.</td>
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<td>VETERANS MFG</td>
<td>TACTICAL HELMETS PD/FREIGHT</td>
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Total: $193,051.31
Vacate and Sale of ROW

Roquette America is requesting that 5,189 feet of Twin Rivers Drive, extending west from RAI's down river gate, be vacated. RAI has offered to purchase the vacated portion at the standard rate of $0.30/square foot ($38,910). The request was forwarded to the Planning and Zoning Commission for recommendation to the Council. P&Z failed to have a quorum on June 24th and has no recommendation. Additionally, staff, after questions from Council Members, found that Federal EDA funds were used to improve this section of Twin Rivers Drive and, by agreement, must maintain ownership and control of the roadway until 2023. As the Public hearing was scheduled we must have the item on the agenda.

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: _________________
COUNCIL ACTION FORM

Any previous Council actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Hearing</td>
<td>07/02/2019</td>
</tr>
</tbody>
</table>

Recommendation:

Staff recommends that either no action occur on the resolution or that Council motions to approve and then vote in the negative to defeat passage.

Required Action

ORDINANCE [ ] RESOLUTION [ ] MOTION [ ] NO ACTION REQUIRED [ ]

Additional Comments:

Motion by: ____________________ Seconded by: ____________________

To __________________________________________________________

CITY COUNCIL VOTES

<table>
<thead>
<tr>
<th>VOTES</th>
<th>Bryant</th>
<th>Dade</th>
<th>Dunek</th>
<th>Greenwald</th>
<th>Helenthal</th>
<th>Moore</th>
<th>Mortimer</th>
<th>O’Conner</th>
<th>Payne</th>
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</table>
RESOLUTION NO. _________

A RESOLUTION ON VACATING AND SALE OF A PORTION OF TWIN RIVERS DRIVE

WHEREAS, the City of Keokuk, Iowa has received a request to vacate 5,189 feet of Twin Rivers Drive; and

WHEREAS, the request to vacate includes an offer to purchase said vacated portion; and

WHEREAS, a public hearing has been held on said offer.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, vacates 5,189 feet of Twin Rivers Drive and authorizes the sale of said vacation portion to Roquette America, Inc. at the price of $0.30/square foot.

PASSED, APPROVED, AND ADOPTED this 2nd day of July, 2019.

________________________________________
Mayor –Thomas L. Richardson

ATTEST:

________________________________________
Jean Ludwig
Offer to Purchase Property

Description:

Roquette America is offering to purchase the following City owned parcels:

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Appraised Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>044 521 352 560 040</td>
<td>$35,100.00</td>
</tr>
<tr>
<td>044 521 361 360 050</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>044 521 361 410 020</td>
<td>$5,300.00</td>
</tr>
<tr>
<td>044 521 351 790 110</td>
<td>$5,044.20</td>
</tr>
<tr>
<td>044 521 351 860 030</td>
<td>$5,083.50</td>
</tr>
<tr>
<td>044 521 353 010 030</td>
<td>$148,000.00</td>
</tr>
</tbody>
</table>

These parcels are with the footprint of their plant and purchase will give them better control over their property. The parcels have been appraised and the offers are of fair market value. However, for parcel 044 521 353 010 030 the appraised value was slightly over $300,000. RAI had the property appraised by the same person several years earlier and is offering the appraised value from that time.

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: __________________
Any previous Council actions:

Action: Public Hearing
Date: 07/02/2019

Recommendation:

Staff recommends accepting the offers to purchase property.

Required Action

ORDINANCE ☐  RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

With the exception of parcel 044 521 353 010 030, the city has no use or interest in any of the parcels. RAI has indicated that we can continue to store items in the building on 044 521 353 010 030 until they are ready to use it. Staff will need to look at options for a storage building that can also accommodate several vehicles and other equipment that currently sit outside year round.

MOTION BY: ____________________  SECONDED BY: ____________________

TO ________________________________________________________________

CITY COUNCIL VOTES

<table>
<thead>
<tr>
<th>VOTES</th>
<th>Bryant</th>
<th>Dade</th>
<th>Dunek</th>
<th>Greenwald</th>
<th>Helenthal</th>
<th>Moore</th>
<th>Mortimer</th>
<th>O’Conner</th>
<th>Payne</th>
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<tbody>
<tr>
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</tbody>
</table>
RESOLUTION NO. __________

A RESOLUTION ACCEPTING OFFER TO PURCHASE PROPERTY

WHEREAS, the Roquette America, Inc (RAI) has offered to purchase the following city owned parcels

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>044 521 352 560 040</td>
<td>$35,100.00</td>
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<tr>
<td>044 521 361 360 050</td>
<td>$6,000.00</td>
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<tr>
<td>044 521 361 410 020</td>
<td>$5,300.00</td>
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<tr>
<td>044 521 351 790 110</td>
<td>$5,044.20</td>
</tr>
<tr>
<td>044 521 351 860 030</td>
<td>$5,083.50</td>
</tr>
<tr>
<td>044 521 353 010 030</td>
<td>$148,000.00</td>
</tr>
</tbody>
</table>

; and

WHEREAS, a public hearing on the sale of said property has been held; and

WHEREAS, said property has been appraised with said offers being of fair market value.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, authorizes the sale of the following parcels to Roquette America, Inc. at the stated prices:

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Price</th>
</tr>
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PASSED, APPROVED, AND ADOPTED this 2nd day of July, 2019.

_____________________________
Mayor – Thomas L. Richardson

ATTEST:

_____________________________
Jean Ludwig
INVESTMENT POLICY FOR CITY OF KEOKUK

FINANCIAL

Is this a budgeted item?    YES [ ]    NO [X]

Line Item #:               Title:  

Amount Budgeted:         

Actual Cost:              

Under/Over:               

Funding Sources:

________________________________________________________________________

________________________________________________________________________

Departments:

________________________________________________________________________

________________________________________________________________________

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

Staff recommends passage of the investment policy, which has been reviewed and approved by the City Attorney.

Required Action

ORDINANCE □ RESOLUTION ✔ MOTION □ NO ACTION REQUIRED □

Additional Comments:

MOTION BY: ____________________  SECONDED BY: ____________________

TO

CITY COUNCIL VOTES

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RESOLUTION NO. __________________

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

THAT, the City Council hereby approves the Investment Policy for fiscal year 2019-2020 for the City of Keokuk.

INVESTMENT POLICY
CITY OF KEOKUK, IOWA

(Includes City Council, Library Board and Airport Commission)

As Revised 7/1/99

SECTION I - SCOPE OF INVESTMENT POLICY

The Investment Policy of the City Council of the City of Keokuk, Iowa shall apply to all operating funds, bond proceeds and other funds: and to all investment transactions involving operating funds, bond proceeds and other funds that are accounted for in the financial statements of the City of Keokuk. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The Mayor and City Council.
2. All depository institutions or fiduciaries for public funds of the City Council.
3. The auditor engaged to audit any fund for the Keokuk City Council.
SECTION 2 - DELEGATION OF AUTHORITY

In accordance with Section 12B.10B, the responsibility for conducting investment transactions resides with the Finance Manager of the City of Keokuk. Only the Finance Manager and those authorized by ordinance may invest public funds and a copy of any empowering ordinance shall be attached to this investment policy.

The Finance Manager shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Keokuk, both internal and external, responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Finance Manager of the City of Keokuk, and all employees authorized to place investments, shall be bonded per City Council Resolution.

SECTION 3 - OBJECTIVE OF INVESTMENT POLICY

The primary objective, in order of priority, of all investment activities involving the financial assets of the City of Keokuk shall be the following:

1. **SAFETY**: Safety and preservation of principal in the overall portfolio is the foremost investment objective.

2. **LIQUIDITY**: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

3. **RETURN**: Obtaining a reasonable return is the third investment objective.
SECTION 4 - PRUDENCE

The Finance Manager of the City of Keokuk, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that, when making investment decisions, the Finance Manager shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Keokuk and the investment objectives stated in Section 3.

When investing assets of the City of Keokuk for a period longer than 30 days, the Finance Manager shall request competitive investment proposals for comparable credit and term investments from the City's approved depositories.

SECTION 5 - INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the City of Keokuk may be invested in the following:

1. Interest bearing savings accounts and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the City of Keokuk. Deposits in any financial institution shall not exceed the sum approved by separate resolution of the Keokuk City Council.

2. Obligations of the United States government, its agencies and instrumentalities.

3. Certificates of Deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12B.

4. Interest bearing accounts in the Iowa Public Agency Investment Trust, a jointly sponsored program for members of the Iowa League of Cities, The Iowa State Association of Counties and the Iowa Association of Municipal Utilities.
SECTION 6 - PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City of Keokuk shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of the City of Keokuk shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City of Keokuk fails to produce requested transaction records when requested by this public body within a reasonable time, the City of Keokuk shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7 - INVESTMENT MATURITY LIMITATION

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Finance Manager may invest funds of the City of Keokuk that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of
the City of Keokuk shall have maturities that are consistent with the needs and use of the City Council.

SECTION 8 - DIVERSIFICATION

Where possible, it is the policy of the City of Keokuk to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury Bills or cash on hand shall be used at all times.

3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9 - SAFEKEEPING AND CUSTODY

All invested assets of the City of Keokuk involving the use of a Public Funds Custodial Agreement, as defined in Section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa. The custodial agreement will be signed by the Mayor, the Finance Manager and the third party custodian.

SECTION 10 - ETHICS AND CONFLICT OF INTEREST

The Finance Manager and all officers and employees of the City of Keokuk involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
SECTION 11 - REPORTING

The Finance Manager’s records shall be maintained and recorded on a daily basis and can be made available upon request through the office of the Finance Manager or the city finance office.

SECTION 12 - INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed annually or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Passed this 2nd day of July, 2019.

__________________________________
Thomas L. Richardson, Mayor

Attest: _____________________________
Jean Ludwig, City Clerk
We have budgeted $60,000 to support KEDC in this fiscal year. The funds for this support are from TIF. In order to receive these funds we must incur a debt. The resolution states that the $60,000 will be advanced from the General Fund (the debt) and repaid through TIF in accordance with State Code.
COUNCIL ACTION FORM

Any previous Council actions:

Action
Approve FY 19/20 Budget

Date
04/18/2019

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: ________________________ SECONDED BY: ________________________

TO ________________________________


CITY COUNCIL VOTES

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Council Member__________________________ introduced the following Resolution entitled “RESOLUTION AUTHORIZING ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE SECTION 403.19” and moved its adoption. Council Member__________________________ seconded the motion to adopt. The roll was called, and the vote was,

AYES: ______________________________________

_________________________________________

NAYS: ______________________________________

RESOLUTION NO. _____________

RESOLUTION AUTHORIZING ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE SECTION 403.19

WHEREAS, the City of Keokuk, Iowa has adopted the Amended and Restated Twin Rivers Urban Renewal Plan, as amended (the “Plan”) for the Twin Rivers Urban Renewal Area (the "Urban Renewal Area") for the purpose of undertaking urban renewal projects, including the project described as providing financial support to Keokuk Economic Development Corporation, (the "Project") within the Urban Renewal Area; and

WHEREAS, the Project is located in the Urban Renewal Area; is described on page ____ of the Plan; does not exceed the projected Project cost estimate on page ____ of the Plan; and, in the judgment of the City Council will further one or more of the objectives of the Plan. Therefore, the Project constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

WHEREAS, the City intends to advance costs from the General Fund to pay costs associated with the Project, and thereafter reimburse said fund with tax increment; and

WHEREAS, before approving an urban renewal project for reimbursement with tax increment, it is necessary to make certain findings under Chapter 403; and

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2019; and
WHEREAS, the amount of funds to be advanced for the Project is currently estimated at $60,000.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Keokuk, Iowa, as follows:

Section 1. Pursuant to Ordinance No. 1852, there has been established the Amended and Restated Twin Rivers Urban Renewal Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area, as amended, are deposited. The Council finds the Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan for the Urban Renewal Area.

Section 2. It is hereby directed that the total costs for the Project be advanced from time to time from the General Fund in order to pay the costs of the Project. The advance shall be treated as an internal loan (the "Loan") from the General Fund and the General Fund shall be reimbursed the total actual Project cost from the Tax Increment Fund.

Section 3. All Project costs to be incurred for the Project are approved, to be advanced as described in Section 2. The Project is currently estimated to cost approximately $60,000.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2019.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA, this 2nd day of July, 2019.

_________________________________
Mayor

ATTEST:

_________________________________
City Clerk
CERTIFICATE

STATE OF IOWA  )
COUNTY OF LEE  ) SS

I, the undersigned City Clerk of the City of Keokuk, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the City Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the City hereto affixed this __________ day of __________________, 20__.  

______________________________
City Clerk, City of Keokuk, State of Iowa

(SEAL)
An invitation to bid is available for asbestos abatement and demolition of the former city hall, 415 Blondeau Street. Bids are due Monday, July 15, 2019. A public hearing will be scheduled for July 18, 2019 to award a contract for the project.

The insurance adjuster stated that demolition is covered by City of Keokuk insurance policy.

FINANCIAL

Is this a budgeted item? YES [ ] NO [ ]

Line Item #: __________________________ Title: __________________________

Amount Budgeted: __________________________

Actual Cost: __________________________

Under/Over: __________________________

Funding Sources:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Departments:

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Is this item in the CIP? YES [ ] NO [ ] CIP Project Number: ________________
COUNCIL ACTION FORM

Any previous Council actions:

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Recommendation:

Approve to seek bids and set public hearing.

Required Action

- [ ] ORDINANCE
- [ ] RESOLUTION
- [ ] MOTION
- [ ] NO ACTION REQUIRED

Additional Comments:

...

MOTION BY: ____________________  SECONDED BY: ____________________

TO ____________________

CITY COUNCIL VOTES

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RESOLUTION NO. ____________

A RESOLUTION TO SET THE DATE AND TIME FOR RECEIPT OF BIDS ON ASBESTOS REMOVAL AND DEMOLITION OF 415 BLONDEAU STREET AND SETTING PUBLIC HEARING TO AWARD CONTRACT.

WHEREAS, the City of Keokuk owns the former city hall property located at 415 Blondeau Street that was damaged by fire on February 5, 2019; and

WHEREAS, the decision to demolish the structure was due to the damage caused by the fire, age and the overall condition of the structure.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that Monday, July 15 2019 at 2:00 p.m. be set as a date and time to receive bids for the 415 Blondeau Street Asbestos Removal and Demolition project and that a public hearing be scheduled for Thursday, July 18, 2019 at 6:30 p.m. for award of contract of the 415 Blondeau Street Asbestos Removal and Demolition project.

Passed this 2nd day of July, 2019.

__________________________________________
Thomas L. Richardson, Mayor

Attest: ________________________________
Jean Ludwig, City Clerk
The City of Keokuk has received two quotes for driftwood removal along the riverfront. The quotes were received on June 19, 2019. These quotes were rejected as the City felt the quotes were high based on the short time frame to remove the driftwood from the riverfront. I was instructed to request revised quotes from the contractors that submitted a bid indicating that the completion date would be extended from June 28th to July 20th. I received two revised quotes on June 27, 2019, the low quote was from Meyers Driveway and Septic in the amount of $84,500. At this time I would recommend that the Council consider the attached resolution awarding a contract to Meyers Driveway and Septic of Keokuk, Iowa. A portion of this expense should be reimbursed by FEMA.

**FINANCIAL**

Is this a budgeted item? YES □ NO □

Line Item #: 001-6013-6710 Title: Capital Equipment Flood

Amount Budgeted: __________________________

Actual Cost: $84,500

Under/Over: __________________________

Funding Sources:

______________________________

______________________________

Departments:

______________________________

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Is this item in the CIP? YES □ NO □ CIP Project Number: __________________________
COUNCIL ACTION FORM

Any previous Council actions:

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Recommendation:

I strongly encourage award of the contract to Meyers Driveway and Septic of Keokuk, Iowa for the Driftwood Removal Project. The City is trying to prepare for Ragbrai this July while also recovering from the extended spring flooding event. Following last weeks storm, clean up is delayed as we are now making a pass through town picking up tree branches that are piled in right-of-way.

Required Action

☐ ORDINANCE  ☑ RESOLUTION  ☐ MOTION  ☐ NO ACTION REQUIRED

Additional Comments:


MOTION BY: ____________________  SECONDED BY: ____________________

TO ____________________________________________________________

______________________________________________________________

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RESOLUTION NO._______

A RESOLUTION APPROVING A CONTRACT WITH MEYERS DRIVEWAY AND
SEPTIC FOR DRIFTWOOD REMOVAL

WHEREAS the City of Keokuk has received two quotes for the removal of
driftwood along the riverfront. The low quote came from Meyers Driveway and
Septic in the amount of $84,500.00

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY
COUNCIL OF THE CITY OF KEOKUK, IOWA: that a contract with Meyers
Driveway and Septic of Keokuk, Iowa be accepted in the amount of $84,500.00 for
the Driftwood Removal.

Passed this 2nd day of July, 2019

Mayor – Thomas L. Richardson

Attest – Jean Ludwig
COUNCIL ACTION FORM

Date: 06/19/19
Presented By: Kathie Mahoney

Subject: 1402 Exchange St--Junk vehicles for storage

Agenda Item: __________________________

Description:
Mr. Szawiel has numerous vehicles stored at his mother's property on 1402 Exchange St. Although some of them are currently licensed they do not appear operable and they are all considered junk vehicles because they are being used for storage or have parts missing. There is also yard junk in the area that needs to be removed. On Wednesday, June 5, 2019, Mr. Szawiel and his mother were sent a nuisance abatement letter giving them fourteen days to remove the vehicles. He was to be done on Wednesday, June 19, 2019. The letter stated that re-inspection and abatement would occur or around Thursday, June 20, 2019.
On Wednesday, June 19, 2019, Mr. Szawiel called asking for more time. I had been by earlier in the day and had seen that nothing had been done, so he was told he could not have anymore time. If he had been working on it and showing progress I would have given him extra time, but this is a common practice for people who are asked to clean. We have also had issues like this on another property that Mr. Szawiel owns and he continued to do nothing and ask for more time. He came in on Thursday, June 19, 2019 and asked to file an appeal before the council.

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: __________________________
COUNCIL ACTION FORM

Any previous Council actions:
Action
None
Date

Recommendation:
Recommendation is to deny him more time. By the time he has appeared here, he has already extended the notice by two weeks.

Required Action
ORDINANCE □ RESOLUTION □ MOTION □ NO ACTION REQUIRED □

Additional Comments:

MOTION BY: ___________________ SECONDED BY: ___________________
TO ___________________________

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6/19/19

To whom it may concern:

I, Edward Szawiel, would like to appear before the City Council in regards to a letter I received requesting me to abate a nuisance at 1402 Exchange.

Edward Szawiel
6/19/19
Habitat for Humanity is requesting a building permit fee waiver of $43.00 for a renovation project located at 486 Messenger Road.

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: ________________________________
COUNCIL ACTION FORM

Any previous Council actions:

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<th>Action</th>
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Recommendation:

Approval

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☑ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: ____________________    SECONDED BY: ____________________

TO ____________________

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CITY COUNCIL VOTES

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June 26, 2019

To the City of Keokuk:

The Greater Keokuk Area Habitat for Humanity is a non-profit organization and is requesting the building permit fee for 486 Messenger Road be waived.

Thank you for your consideration,

[Signature]
Tim Peewler - President
TO: Mayor and City Council
FROM: Cole S. O’Donnell
DATE: June 28, 2019
RE: Administrator’s Report

1. Barge: We have moved the barge back to its original location. Staff looked at options where it could be secured better, but in the end, the old location was the best option. We will be getting the gang plank reinstalled so that perspective bidders can get on board and we can get things off for auction.

2. Road Projects: The road projects have started, but the work is just the handicapped ramps. Hopefully, the full crew will be here shortly and begin the mill and fill. I have ordered additional rolls of the road patch and will be working with the street crew to identify spots for repair. I will be pushing to get as much done as possible this season, though once again we will need to take a good chunk of time to remove storm debris.

3. RAGBRAI: Plans are coming together, though the flood and delayed action by BNSF has caused some concern about having the dip site ready. We will be working to get drift wood out of Victory Park and placing some temporary patching over some spots in the asphalt. These spots were a result of the derailment and clean up. Mayor Richardson was able to get a commitment out of BNSF to have the crossing fixed and ready by July 28th.

4. SID Center: The preconstruction meeting was held this week and the project will be started soon. I have been reaching out to prospective tenants, advising them of the progress and urging them to take advantage of our contractor for their modifications. I am still awaiting responses.

5. Brownfield: The attorney for this project made contact with the owners of the Elkem site. They were not agreeable to an access agreement and want to deed the entire property to us. Our attorney advises against this due to possible future liability related to contamination. After a phone conference with key organizations, we will be approaching the owners with an offer to take possession of part of the property, but not all. The key element in the offer is that we are their best, and probably only, option to get rid of the property. If that fails to gain traction, we will offer to take the deed for the entire property provided we are allowed to determine contamination and probably remediation costs. If we believe the cost to remediate would out way the benefit, we would nullify the acquisition of the property.

6. Anniversary: I have officially been with Keokuk for one year now. It has been some very eventful months, to say the least. My observations over the last year:
   a. We have a very good and dedicated staff. Everyone wants to do well and improve Keokuk while doing it. Many times their efforts are met with some criticism from a select group of citizens, but they continue to preserver. The staff has responded well to my style of management and I have worked to be receptive to their ideas.
and suggestions. It is with their support that we have, continue, and will be successful.

b. We are making strides in addressing many of our needs. Streets and roads will begin to receive the attention they need. Economic development initiatives are progressing. We continue to plan quality of life projects and will be making many of those happen. This is a result of strong community organization and your collective vision.

c. There is work to be done. It can’t all be done in a few month or even a few years. We will beginning the process of creating a capital plan that will also include financial planning. We will need to look beyond the current or up coming fiscal year and develop a program that maximizes resources.

d. For all of the people that told me it doesn’t snow much in Keokuk: