

AGENDA
COUNCIL WORKSHOP
September 19, 2019
5:30 P.M.

- (1) Amjet loan agreement.
- (2) Goal setting session.
- (3) City committees.
- (4) Review council meeting agenda.



TO: Mayor and City Council
FROM: Cole S. O'Donnell
DATE: September 16, 2019
RE: Workshop Background

1. AmJet: Mayor Richardson met with Paul Roos and several others regarding AmJet's development loan from the City. A copy of Mr. Roos letter and presentation explaining where the development stands was sent to each of you via email and USPS.

Mr. Roos has experienced several setbacks and financial shortfalls. As such, he is requesting a third one-year extension to the loan. If we do not grant a third extension Mr. Roos would be required to pay the loan and accrued interest. It is unlikely that Mr. Roos would be able to make this payment.

The original agreement had no security interest or collateral. If we choose to call the note, more than likely Mr. Roos will go into default. If we choose to grant the additional one-year extension, Mayor Richardson and I suggest requesting a security interest or collateral of some sort.

2. Goal Making Session: I asked for and received two proposals for a fall goal making session. Mark A. Jackson and Midwest Municipal Consulting (MMC) each submitted a proposal. You know Mark from the search process to hire me. MMC is headed by Elizabeth Hansen. She has served several communities in Iowa as city administrator/manager and is now branching out as a consultant.

Mark is proposing a standard goal session including a session with department heads. His process is to meet with the council for a brief session, meet with department heads, and then meet with council again to set priorities and goals.

MCC is proposing a goal session with the purpose of creating a strategic plan. The process would include questionnaires, public input, and a 3-hour session for Council and staff. Once the report is completed, staff would need to develop action statements to meet the priorities.

Costs are relatively similar. MMC has a flat fee of \$2,000 plus travel expenses. Mark's is just a flat fee of \$1,650.

I would like Council to discuss the proposals and determine which of the two they would like to pursue.

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

3. Committee Appointments: I looked in our code book and found which committees are to be appointed by the council and which are nominated by the mayor. Those lists are attached. You will notice that any name highlighted either has an expired term or is a vacancy. We have not been very diligent in keeping up with term expirations or filling vacant spots.

In addition, there are three committees that are not designated as to Mayor or Council appointment. Those being:

- Iowa Transportation Enterprise Zone Commission- One appointee
- Revolving Loan Fund Committee
- Rand Park Pavilion Commission (appointed by the commission with Council approval)

Our code is not clear as to how the appointments to the first two committees shall be made as both the Council and the Mayor are given the power to appoint for any committee not specified. In this case, I suggest that the Mayor nominate the appointee to the ITEZC, and the Council appoint the loan committee members.

To ensure that we are keeping up with appointments and providing for the proper procedure, I propose the following process:

- At least three meetings prior to term expiration on any committee, staff notifies the Mayor and Council at a regular meeting of the term expiration. Notice shall include board, current member, term length, appointing body/person, and gender balance requirement.
- The body/person responsible for appointment shall seek a person to fill said position, whether that be the incumbent or a new appointee, to be placed in nomination at the next regular meeting. Staff shall assist in recruitment through public notices and solicitation of applications.
- At the second regular meeting following the announcement term expiration, the nominated person(s) will be placed on the agenda for approval.
- If no one is nominated at the meeting designated for receipt of nominations, the council shall extend the nomination process for at least one additional regular meeting.

If this process is acceptable, staff will have notices ready for the next regular meeting.



Mark A. Jackson
825 Pennsylvania Avenue
Story City, Iowa 50248

August 23, 2019

The Honorable Mayor and City Council
Cole O'Donnell, City Administrator
City of Keokuk, Iowa
601 Main Street
Keokuk, Iowa 52632

Re: Facilitator for Strategic Goal Setting Session

Dear Honorable Mayor, City Council, and Administrator O'Donnell:

I am pleased to present for your consideration my proposal and qualifications for facilitating your strategic planning process. I am the City Administrator in Story City, Iowa, and have facilitated many of Story City's planning efforts.

I have served as the facilitator for strategic goal setting sessions for the Cities of Mason City, Garner, Storm Lake, Washington, Clive, Algona, Carlisle, Van Meter, Prairie City, Belmond, and Nora Springs.

In General, I would come the morning of the goal setting session to meet individually with the Mayor and City Council for about 30 minutes to gather their preliminary input. I would meet with the Department Heads as a group for approximately an hour to obtain their input from their perspective on the possible goals for the city. That evening the Mayor & City Council will meet as a whole to identify the priorities for the next several years. I will provide a proposed agenda and questionnaire to be completed prior to the meeting. After the session, I will provide a summary report.

My fee for services is \$1,650.

I would be happy to answer any of your questions, or provide additional information. Thank you for your consideration.

Sincerely,
Mark A. Jackson



Executive Recruitment
•
Board Effectiveness Training
•
Goal Setting and Strategic Planning
•
Action Planning
•
Capital Improvement Planning
•
Equipment Replacement Planning

August 9, 2019

Cole O'Donnell
City Administrator
City of Keokuk
415 Blondeau Street
Keokuk, IA 52632

Dear Cole,

It's important for every leadership team to periodically go off-site in a relaxed and positive environment to enhance communication, develop consensus on issues and opportunities, review roles, and build team spirit. This is particularly important when there are new members on the leadership team.

This engagement letter will confirm our recent conversations and provide an agreement basis for my services in connection with the city council's goal setting and strategic planning workshop. It is my understanding that the City desires meeting facilitation assistance scheduled for immediately following the municipal election, for which I am pleased to offer my services.

Enclosed is a proposal for a work session using a three-hour day format that you might react to. I trust the current content and format are in line with your thinking; if not ideal, we can alter accordingly.

Enclosed also is biographic information.

Your signature at the bottom of the proposal will confirm your acceptance of my service and payment details. Please forward a signed copy to me and I will enter an acceptable meeting date on the calendar and begin immediate preparation for your workshop.

I look forward to working with you and the City of Keokuk. If you have any questions regarding this proposal, please contact me at 515-391-9816.

Respectfully submitted,

Elizabeth A. Hansen,
ICMA- CM, ICMC, SPHR-CP
President

Enc(s)

City of Keokuk, Iowa City Council Goal Setting and Strategic Planning Workshop

August 9, 2019

Introduction

Midwest Municipal Consulting, LLC represents municipalities, non-profit organizations and businesses. Our professional team specializes in short and long-term goal setting and community visioning, strategic, action, capital improvement and equipment replacement planning, and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Is the mission of your community to provide high quality services that meet the needs of your residents? We can help build consensus to increase efficiency. You can call us to corroborate an action plan to support your growth and development. We can help you set goals or a strategic plan for implementation. We bring extensive experience and professionalism and can customize our support to meet your individual needs and concerns.

Our executives and facilitators have been community leaders; leading sessions such as these for decades. We are on the pulse of local issues and have monitored evolution to form our approaches; all to give you exceptional tools that will last for years to come. Get in touch with us to set up a consultation or use the contact form at the bottom to inquire whether our services are right for you.

What are the most important elements in the strategic planning process and outcomes that differentiates Midwest Municipal Consulting from the rest?

1. The process includes public input – your work is affected by the public interest.
2. The process includes teambuilding and clear role expectations for staff and the elected officials.
3. The process includes drafting an action plan.

Purpose

The purpose of having a leadership goal setting and strategic planning session is:

1. Organizations need to periodically assess their progress, reestablish direction, and enhance team spirit;
2. How will the mayor, councilmembers, City Administrator and department heads communicate and work together is key to the city's effectiveness;
3. It's easier to develop consensus on issues, opportunities, and goals in an offsite relaxed environment rather than the formality of the normal work environment; and
4. The leadership, goal setting, planning session is an excellent way to integrate new members on to the leadership team.

Primary objectives:

1. To provide the opportunity for all members of the cities leadership team to be part of the planning process
2. To enhance communication and develop renewed team spirit among the participants
3. To review progress being made by the city
4. To discuss changes that are likely to impact the city
5. To develop consensus on issues and opportunities facing the city (1 to 3-year perspective)
6. To develop an updated goals program for the city (1 to 3-year perspective)
7. To develop preliminary action plans for the highest priority goals
8. To review the rules above City's leadership team
9. To be an educational and enjoyable day

Contact and Services

Midwest Municipal Consulting, LLC
Ms. Elizabeth Hansen, President
1915 79th Street
Windsor Heights, IA 50324

515-391-9816 Office and Cell
EHansen.mmc@gmail.com
www.midwestmunicipalconsulting.com

A native of the Midwest, Ms. Hansen has over 17 years of experience in local government management, including as City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada and Windsor Heights, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest. She has a master's in Public Administration from the University of South Dakota and a bachelor's degree in Paralegal Studies from National American University in Sioux Falls, South Dakota.

Hansen was named Manager of the Year in 2014 by the Iowa City/County Management Association, and in 2007 she became the first recipient of the organization's Emerging Leader award. Ms. Hansen is also a Credentialed City Manager from the International City/County Manager's Association (ICMA-CM), Certified Municipal Clerk in the State of Iowa and Certified Human Resource Professional from the National Society of Human Resource Management (SHRM-CP).

Ms. Elizabeth Hansen serves clients by assisting with organizational effectiveness training, short and long-term goal setting, strategic and action planning. Hansen and her team will also assist with capital improvement and equipment replacement planning and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Method and Tentative Agenda

Ms. Hansen brings years of experience working closely with elected officials and department directors in many city planning settings. She has assisted and been involved with small and medium-size communities, chambers of commerce and economic development councils goal setting work sessions. She also has teamed up with several professional facilitators to provide any size community, nonprofit and business with the assistance they are looking for. Her team provides energy to engage participant discussions so the presentation is not only informative, but enjoyable.

To keep the costs reasonable and within the budget of the City, Ms. Hansen will provide a questionnaire to the Mayor, each of the City Council members, and Department Directors to capture their ideas, thoughts and input ahead of the session. Following the collection of input, the details and the agenda of the session will be confirmed by the City Administrator. The Consultant recommends a three-hour Goal Setting and Strategic Planning Session. Here is a tentative meeting agenda:

- 5:15 – 5:30 Check-in – Informal Visiting
5:30 – 5:35 Opening Remarks – Mayor and City Administrator
5:35 – 6:05 “Working as a Team – The Challenge of Public Sector Leadership”
Focus:
- Objectives and expectations for the session
 - Review of Progress
 - Key elements of Leadership
- 6:00 – 6:30 Dinner
6:30 – 7:30 “Working as a Team – Providing Direction”
Focus:
- Changes that are likely to impact the City
 - Consensus on issues and opportunities
 - Updating the City’s Goals Program
 - The City’s Mission and Values
- 7:30 – 8:15 “Working as a Team – Preliminary Planning and Clarifying Roles”
Focus:
- Preliminary action planning on highest priority goals
 - Review and discussion of preliminary action plans
 - Knowing and fulfilling roles
- 8:15 – 8:30 Summary and Wrap Up Comments

Results

The results of the workshop are to have a consensus of the list of goals, priority projects and new initiatives and a draft action plan that provides direction to the staff and provides a communication tool to the citizenry. The report will provide a working plan, which will accomplish a direction and focused strategy to move the City forward.

Fee

The cost for a three-hour workshop is \$2,000. Any additional expenses that are not included in the flat rate is for travel and transportation. Efforts will be made to keep those costs at a minimum. Payment is due 10 days upon receipt of the report and invoice.

Proposed Timeline

A project schedule is typically a 90-day process; however, the Consultant has built public input into the process. Here is a proposed timeline also considering the budget process.

DATE	TASK
August 2019	City Administrator and/or Board to consider proposal and approve contract with Consultant
November 18, 2019	Goal Setting Questionnaires go out to City Administrator, Department Directors, Mayor and Council Members
December 9, 2019	Goal Setting Questionnaires due from City Administrator, Department Directors, Mayor and Council Members
December 13, 2019	City Administrator provides compilation of questionnaires to Consultant Compiled list is released to the Mayor, Council and Public for 3-4 weeks to allow for public input until January 2, 2020
January 6, 2020	City Administrator provides results of public input to Consultant by January 10, 2020
January 15, 2020	Workshop(s)
January 16, 2020	Consultant submits report City Administrator prepares Action Plan
January 20, 2020	Board approves Report and Action Plan

If a municipality wanted to eliminate the public input process, but include outgoing Council members and have a workshop immediately following the municipal election, some cities have the questionnaires go out and are returned in November and a workshop in December to provide direction to staff far ahead of the budget as well. In this case, the contract for consulting services would need to be scheduled and executed as soon as possible. An alternative timeline could also be arranged.

Approval to Proceed

If the above meets with your approval, please sign below, and return one original to me. Thank you.

Cole O'Donnell, City Administrator

Elizabeth A. Hansen, President
Midwest Municipal Consulting, LLC

Elizabeth A. Hansen,
ICMA-CM, ICMC, SPHR-CP



Contact Information



1915 79th Street
Windsor Heights, IA 50324



515-391-9816



Ehansen.mmc@gmail.com



midwestmunicipalconsulting.com

“Every community is unique, and we strive to provide our clients with personal attention and professional services to help strengthen their organization and focus on the future.”

Education

University of South Dakota, Vermillion, South Dakota
Master of Public Administration

Accreditation

Credentialed City Manager from the International City/County Manager’s Association
Certified Municipal Clerk in the State of Iowa
Certified Human Resource Manager from the National Society of Human Resource Management

Biography

Elizabeth Hansen, Founder and President of Midwest Municipal Consulting, L.L.C., is pursuing her passion to serve clients with organizational effectiveness training, short and long-term goal setting, strategic and action planning. Hansen and her team will also assist with capital improvement and equipment replacement planning and a variety of human resource needs, including executive professional searches filling critical leadership positions.

A native of the Midwest, Ms. Hansen has over 17 years of experience in local government management, including as City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada and Windsor Heights, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest.

City Council Appointments

AIRPORT BOARD OF ADJ.

(5 YEAR TERM)

Timothy Ewing	6/20/2022
Karen Hustus	6/20/2022

AIRPORT COMMISSION

GB

(6 YEAR TERM)

Mark Pfaffe	10/20/2023
Donna Farrell	10/20/2019
Jerry Lawson (Chair)	10/20/2023
Bob McDowell	10/20/2022
Rick Michaelsen	10/22/2022
Mike O'Connor (Liaison)	

AIRPORT ZONING COMMISSION

(5 YEAR TERM)

Dan Hickey	5/20/2020
John Moander	5/20/2022

ARCHITECTURAL DESIGN REVIEW COMMISSION

(2 YEAR TERM)

Mary Dennis	6/19/2011
Joe Getz ?	6/19/2015
John Mason ?	6/19/2015
Doug Matlick	6/19/2016
Ed Kiedaisch ?	

BOARD OF ADJUSTMENT

GB

(5 YEAR TERM)

Scott Porter	4/1/2024
Larry Wallingford	4/1/2022
Shelley Oltmans	4/1/2022
Sandy Pollitt	4/1/2023
VACANCY	4/1/2017

BUILDING & HOUSING ADVISORY BOARD

(3 YEAR TERM)

Brian Carroll (Eng. Tech)	9/19/2022
Jim Neff (Electrician)	9/19/2022
Susan Hanan (General)	9/19/2022
Steve Andrews(Plumbing Bd.)	9/19/2022

Dev Kiedaisch (Human Rights)	9/19/2022
Terry Twitchell (Bldg. Cont.)	9/19/2016
Martha Barclift (General)	9/19/2022

CITY PLANNING COMMISSION

GB

(5 YEAR TERM)

Sue Dickson	5/14/2022
Diane Bramhall McWilliams	5/14/2023
VACANCY	5/14/2019
Mary Watson	5/14/2024
Tom Bryant	5/14/2023
Chance Nye	5/14/2024
Larry Wallingford	5/14/2020
Jean Brilon	5/14/2023
Karole Smith	5/14/2024

CONVENTION & TOURISM

(3 YEAR TERM)

Mike Beard	12/31/2019
Leah Jones	12/31/2021
Jerry Metternich	12/31/2018
Wes Pohorsky	12/31/2020
Judy McDonald (City)	12/31/2020
Bob Schieffer Emeritus Status	N/A
Nicole Smith (filled T.McGhghy)	12/31/2019
Tonya Boltz	12/31/2018
Betty McDowell Emeritus Status	N/A
Kathy Asbury	12/31/2020
Earl Walrath	12/31/2019
Ron Bonney	12/31/2020

GREAT RIVER REGIONAL SOLID WASTE COMMISSION

(2 YEAR TERM)

Susan Dunek	12/1/2015
Roger Bryant (Alternate)	12/1/2017

GRAND THEATRE COMMISSION

(3 YEAR TERM)

VACANCY	11/5/2019
Bob Soule	11/5/2021
Jim Wolff	11/5/2021
Kathy Joyce Treasurer	11/5/2021
Elsa Pietscher	11/5/2020
Janice Lindner Chair	11/5/2020

Raeann Salter VP	11/5/2020
VACANCY	11/5/2019
Mark Smidt	11/5/2020
VACANCY	11/5/2020
Ryals Parker	11/5/2020
VACANCY	11/5/2017
Diane Kearns Sec.	11/5/2019
Jerry Herr	11/5/2020

HUMAN RIGHTS COMMISSION

GB

(3 YEAR TERM)

Ray Bradley, Jr.	9/19/2020
Dev Kiedaisch	9/19/2018
Fred Seay, Jr.	9/19/2020
Sandy Seabold	9/19/2019
Michael Price	9/19/2020
VACANCY	9/19/2012
Diane Stanley	9/19/2019

JOYCE PARK COMMISSION

(6 YEAR TERM)

Shane Etter	10/1/2022
Donnie Merle Jones	10/1/2022
Steve Worster	10/1/2023

KEOKUK ECONOMIC DEVELOPMENT

(3 YEAR TERM)

Susan Dunek-Vice Pres. (City)	12/31/21
Barb Smidt-Treas.Chamber)	12/31/20
Mike Hickey-Exec.Comm.(City)	12/31/2021
Kerry Klepfer-Secretary(Chamber)	12/31/20
Cole O'Donnell-Exec.Comm.(City)	12/31/2020
Andrea Rogers-Pres. (KEDC)	12/31/20
Deborah Wright-Director(City)	12/31/20
Ron Schmitt-Director (KEDC)	12/31/20
Gary Folluo-Director (KEDC)	12/31/20
Brian Carroll-Director (Chamber)	12/31/2020
Tom Richardson-Director (KEDC)	12/31/2020
Nancy Snaadt-Director (KEDC)	12/31/2021
Tim Ewing-Director (KEDC)	12/31/21

KEOKUK HOUSING AUTHORITY

GB

(2 YEAR TERM)

Christina McDaniel (Vice Chair)	9/5/2019
Risa Langedahl	9/5/2020

Robert Tillow	9/5/2020
Mary Campbell	9/5/2020
Brent Haage (Chair)	9/5/2019

PARK & RECREATION ADVISORY BOARD

(3 YEAR TERM)

Doug Clippert	11/2/2021
Monica Winkler	11/2/2019
Richard Moore	11/2/2021
Joe Shuman	11/2/2019
Ralph Dial	11/2/2020
Dick Malloy	11/2/2020
Judi Householder	11/2/2016

TUMELTY PARK COMMISSION

(6 YEAR TERM)

Shane Etter	11/14/2008
Rodger Whitaker	11/14/2008
VACANCY	11/14/2008

VETERANS MEMORIAL COMMISSION

(5 YEAR TERM)

William Smith	6/1/2023
John Shields	6/1/2023
Kimberly Phillips	6/1/2023
VACANCY (Chair)	6/1/2016
George Morgan	6/1/2012

OFFICER APPOINTMENTS

Chief of Police
Fire Chief
Assistant Fire Chiefs
City Administrator
Finance Manager
Zoning Administrator
City Treasurer

Mayoral Appointments

CIVIL SERVICE COMMISSION

(6 YEAR TERM)

Chad Campbell	4/1/2020
Lisa Jeffers	4/1/2023
LeeAnn Shaffer-Smith	4/1/2022

DEPOT COMMISSION

(4 YEAR TERM)

Sandy Seabold	6/1/2020
Mike Hickey	6/1/2020
Doug Clippert	6/1/2021
Abby Etter	6/1/2021
Steve Celandia	6/1/2022
Tom Seabold	6/1/2022
Carla Celandia	6/1/2022

HISTORIC PRESERVATION COMMISSION

(3 YEAR TERM)

VACANCY	9/19/2020
VACANCY	9/19/2020
Susan Rogers	9/19/2020
Dan Winn	9/19/2019
Michael Greenwald	9/19/2019
Leah Jones	9/19/2020
Callie Peterson	9/19/2019

KEOKUK MUNICIPAL WATERWORKS

(6 YEAR TERM)

Raymond Long	11/1/2022
Mike Hickey	11/1/2023
Dave Bogner	11/1/2021
Kim Boyd	11/1/2021
Mike Hausch	11/1/2023

KEOKUK PUBLIC LIBRARY BOARD

(6 YEAR TERM) (Can only serve 2 terms)

Rex Muston	(1 st)	7/1/2023
VACANCY	(1 st)	7/1/2019
Phil Caropreso	(1 st)	7/1/2024
Sherry Stice	(1 st)	7/1/2025
Ed Bazow	(2 nd)	7/1/2024

Mike Marsden	(1 st)	7/1/2024
Kristal King	(1 st)	7/1/2024
Joseph Fierce	(1 ST)	7/1/2019
Karen Szawiel	(1 st)	7/1/2023

KEOKUK BARGE COMMISSION

ONE YEAR TERM

Tonya Boltz	1/1/2019
Doug Matlick	1/1/2019

TWO YEAR TERM

VACANCY	1/1/2020
Roger Houston	1/1/2020

THREE YEAR TERM

Pam Horner	1/1/2021
Angela Profeta	1/1/2021

FOUR YEAR TERM

Ryan Uhlmeier	1/1/2022
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AGENDA
CITY COUNCIL MEETING
September 19, 2019
1721 Fulton Street
6:30 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor's Correspondence:
5. Citizen's Request.
6. Consent Agenda.
 - Minutes of the Council Workshop & regular City Council meeting of September 5, 2019;
 - Cash Receipts & Treasurer's report for August 2019;
 - Resolution approving a Liquor License for Driftwood 13, 1324 Main Street, effective October 8, 2019 – Class C Liquor License with Outdoor Service & Sunday Sales (pending dram);
 - Special Event Permit for Keokuk High School Boosters, Football game fireworks for the Touch Downs, October 4, 2019 at the Keokuk Senior High School;
 - Motion to pay bills and transfers listed in Register No.'s 5093-5095;
7. Motion to approve initial reading of an ordinance amending Industrial Waste Pretreatment.
8. Consider resolution to approve an engineering agreement with Veenstra & Kimm for services at the Wastewater Treatment Plan nutrient reduction strategy.
9. Consider resolution setting public hearing on proposed granting of a franchise to operate a natural gas utility within the City of Keokuk, Iowa.
10. Consider resolution approving termination of perpetual care cemetery trust agreement.
11. Consider resolution approving the purchase of a budgeted backhoe for the Sewer Maintenance Department.
12. Consider resolution authorizing the purchase of a budgeted Bobcat Track Loader for the Bridge Maintenance Department.
13. Staff Reports:
14. New Business:
15. Adjourn meeting.

**MEETING MINUTES
COUNCIL WORKSHOP
September 5, 2019
500 N. 20th Street
5:30pm**

Present: O'Connor, Payne, Dade, Helenthal, Mortimer, Greenwald, Bryant, Dunek.

Absent: Moore.

Staff Present: O'Donnell, Ludwig, Broomhall, Boussetot

- 1) Discussed structure of workshop meetings.
- 2) Discussed Natural Gas Franchise.
- 3) Reviewed Council meeting agenda.
- 4) Discussed Board and Commission appointment procedure.
- 5) Adjourned at 6:28 p.m.

MINUTES
CITY COUNCIL MEETING
September 5, 2019
500 N 20th St.
6:30 P.M.

The City Council of the City of Keokuk met in regular session on September 5 at 6:30 p.m. at 500 N. 20th Mayor Thomas L. Richardson, called the meeting to order. There were eight council members present, one absent. Mike O'Connor, Ron Payne, Devon Dade, John Helenthal, Larry Mortimer, Michael Greenwald, Roger Bryant and Susan Dunek were present. Mike Moore was absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, Public Works Director Mark Bousset, and Community Development Director Pam Broomhall.

MAYOR'S CORRESPONDENCE: Main Street Keokuk will host a scavenger hunt September 15, received a thank-you note from Keokuk Sister Cities, announced the retirement of Assistant Police Chief Jay Whitaker, gave an update of Keokuk Neighborhood Initiative.

Motion made by Payne Second by Helenthal to remove an item from the consent agenda (liquor license for Main Street Keokuk) and vote on it separately. (7) AYES, (1) NAY (O'Connor). Motion carried.

Motion made by Greenwald, Second by Dunek to approve item removed from the consent agenda. **RESOLUTION NO. 312-19:** Approving a Liquor License for Main Street Keokuk, Inc. for Wine Over Water and Brews on the Bridge, Observation Deck-1st & Lucas Avenue (area) – Class C Liquor License with Class B Native Wine Permit & Outdoor Service, effective September 19, 2019 – term of 5 days. (7) AYES, (1) NAY (Payne). Motion carried.

Motion made by Helenthal, Second by Dunek to approve the agenda, including the consent agenda excluding (Resolution No. 312-19).

- Minutes of the Council Workshop & regular City Council meeting of August 15, 2019;
- **RESOLUTION NO. 313-19:** Approving a Liquor License for Dollar General Store #2385, 300 Main, effective September 21, 2019 – Class B Beer Permit with Sunday Sales (pending fire inspection);
- **RESOLUTION NO. 314-19:** Approving a Liquor License for the American Legion, Keokuk Post #41, 727 Main Street, effective September 28, 2019 – Class C Liquor License;
- Resignation of Anna Westermeyer from the Keokuk Public Library's Board of Trustees, effective immediately;
- Appointment of Sherry Stice to the Public Library Trustee, effective immediately, term to expire July 1, 2025
- Appointment of Steve Andrews to the Building & Housing Advisory Board, term to expire September 19, 2022;

- Approving a Special Events Permit for Main Street Keokuk, Wine Over Water event on the observation deck, September 19, 2019;
- Approving a Special Events Permit for Farm & Home Supply Grand re-Opening including a mobile shooting range, October 4-5, 2019;
- Motion to pay bills and transfers listed in Register No.'s 5089-5092;

Motion made by Dunek, Second by Bryant to approve the following proposed **RESOLUTION NO. 315-19**: “A RESOLUTION RATIFYING, CONFIRMING AND APPROVING PUBLICATION OF NOTICE OF PUBLIC HEARING FOR THE ISSUANCE OF NOT TO EXCEED \$7,800,000 GENERAL OBLIGATION REFUNDING CAPITAL LOAN NOTES.” (8) AYES, (0) NAYS. Motion carried.

Mayor Richardson opened the public hearing at 6:42 p.m. on the authorization of a loan agreement and the issuance of Notes to evidence the obligation of the City and thereunder. A public hearing notice was published in the Daily Gate City on August 28, 2019.

No comments were received. Mayor Richardson closed the public hearing at 6:43 p.m. and the following proposed resolution was adopted.

Motion made by Helenthal, Second by O'Connor to approve the following proposed **RESOLUTION NO. 316-19**: “A RESOLUTION INSTITUTING PROCEEDING TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$7,800,000 GENERAL OBLIGATION REFUNDING CAPITAL LOAN NOTES.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Bryant to approve the following proposed **RESOLUTION NO. 317-19**: “A RESOLUTION APPROVING THE PRELIMINARY OFFICIAL STATEMENT FOR \$7,125,000 (DOLLAR AMOUNT SUBJECT TO CHANGE) GENERAL OBLIGATION REFUNDING CAPITAL LOAN NOTES, SERIES 2019B.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Dunek to approve the following proposed **RESOLUTION NO. 318-19**: “A RESOLUTION APPROVING CONTRACT FOR SERVICES WITH DAVIDSON & CO.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Bryant to approve the following proposed **RESOLUTION NO. 319-19**: “A RESOLUTION OPPOSING ALLIANT ENERGY RATE INCREASE CASE.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, Second by Mortimer to approve the following proposed **RESOLUTION NO. 320-19**: “A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR THE IOWA DEPARTMENT OF TRANSPORTATION'S FEDERAL RECREATIONAL TRAILS PROGRAM FOR CONSTRUCTION OF A TRAIL ALONG THE RIVERFRONT CONNECTING VICTORY PARK TO HUBINGER LANDING.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, Second by Dunek to approve the following proposed **RESOLUTION NO. 321-19**: “A RESOLUTION APPROVING A CONTRACT WITH ALL WEATHER COURTS INC. FOR THE 5TH STREET PICKLEBALL COURTS RESURFACING PROJECT.” (8) AYES, (0) NAYS. Motion married.

Motion made by Bryant, Second by Helenthal to approve the following proposed **RESOLUTION NO. 322-19**: “A RESOLUTION APPROVING CONTRACT FOR SERVICES WITH HORIZON ARCHITECTS.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, Second by Mortimer to approve the following proposed **RESOLUTION NO. 323-19**: “A RESOLUTION APPROVING A CONTRACT WITH KLINGER & ASSOCIATES, P.C. FOR THE DESIGN OF THE WINDSOR HEIGHT LIFT STATION PROJECT.” (8) AYES, (0) NAYS. Motion carried.

STAFF REPORTS: Broomhall gave an update on deteriorating conditions on a city owned building at 625 Main. She would also like the owner of 2528 Main Street to give the Council an update on his plans for the building, in conjunction with the development agreement.

O'Donnell gave an update on the following: Demolition of 415 Blondeau, Mill & Fill, Sidewalks on S. 9th, Barge demolition, SID Center, Sidewalks on Johnson St. Rd. & Main Street. Union Contracts, Wage & Salary Study, Governor Reynolds visit.

There being no further business, Mayor Richardson adjourned the meeting at 7:00 p.m.

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

General Fund	\$	270,732.09
Road Use Tax	\$	155,773.96
Employee Benefit Totals	\$	(933.96)
Sales Tax Infrastructure	\$	99,581.92
Economic Development Total	\$	5,990.42
Park Maint & Improvement Reserve Total	\$	741.00
Library Trust Funds Total	\$	1,829.37
Non-Expendable Trust Fund Total	\$	800.00
WPC Maint. & Operation Total	\$	364,778.01
Water Pollution Control Reserve Total	\$	17.44
CDBG Sewer Improvement Reserve Total	\$	184,266.00
Solid Waste Fund Total	\$	63,432.97
Municipal BridgeTotal	\$	32,812.50
Internal Service Fund Total	\$	17,664.86
TOTAL	\$	1,197,486.58

TREASURER'S REPORT
CALENDAR 8/2019, FISCAL 2/2020

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	876,274.76	677,236.27	270,732.09	568,083.39
110	ROAD USE TAX	2,164,554.13	74,982.71	155,773.96	2,256,903.18
112	EMPLOYEE BENEFITS	1,009,782.57	.00	933.96-	1,008,848.61
119	EMERGENCY TAX LEVY FUND	14,698.79	.00	.00	14,698.79
121	SALES TAX - HUMAN DEV	20,956.43	.00	9,958.19	30,914.62
122	SALES TAX - INFRASTRUCT	356,844.39	.00	39,832.77	396,677.16
123	50% SALES TAX-PROP TAX	11,868.86	.00	49,790.96	61,659.82
125	TAX INCREMENT FINANCING	20,203.82	9,921.60	.00	10,282.22
160	ECONOMIC DEVELOPMENT	69,176.66	209,039.24	5,990.42	133,872.16-
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	310,147.61	.00	741.00	310,888.61
186	LIBRARY TRUST FUNDS	52,648.29	1,084.91	1,829.37	53,392.75
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	514,202.65	.00	.00	514,202.65
301	CAPITAL PROJECTS	633,983.39	1,313.70	.00	632,669.69
302	RIVERFRONT BARGE PROJEC	407,018.87	87,205.64	.00	319,813.23
303	ROQUETTE BUILDING	1,207,128.14	101,164.05	.00	1,105,964.09
304	CAPITAL PROJECT	6,116.25-	3,717.00	.00	9,833.25-
500	NON-EXPENDABLE TRUST FU	478,385.51	.00	800.00	479,185.51
610	WPC MAINT & OPERATION	3,393,144.03	195,924.91	364,778.01	3,583,925.16
611	WATER POL CONTROL RESER	92,950.88-	.00	17.44	92,933.44-
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	2,148,664.53-	616,358.57	.00	2,765,023.10-
617	CDBG SWR POINT REPAIR P	915,076.40	.00	184,266.00	1,099,342.40
670	SOLID WASTE FUND	70,602.31	64,997.00	63,432.97	77,161.08
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDIATION ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,865,424.13	25,099.94	32,812.50	2,876,335.49
810	INTERNAL SERVICE FUND	5,231.24	233.10	17,664.86	22,663.00
	Report Total	13,262,044.34	2,068,278.64	1,197,486.58	12,534,372.52

RESOLUTION NO. _____

WHEREAS, Application has been made by Lucky No. 13 Designs, Inc. for a Class C Liquor License with Outdoor Service & Sunday Sales for Driftwood 13, 1324 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, Lucky No. 13 Design, 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 Outdoor Service & Sunday Sales for Driftwood 13, 1324 Main Street, effective October 8, 2019, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 19th day of September, 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

Make It Yours
KEOKUK
I O W A

**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: KEOKUK HIGH SCHOOL BOOSTERS (LENNIE ETTER)

Name/Event: HOMECOMMING FOOT BALL GAME

Coordinator: LENNIE ETTER

Mailing Address: 811 FRANKLIN STREET

Daytime Phone #: (319) 524-2365 Evening Phone #: ~~309~~ 221-0798

Email Address: unclelennie46@gmail.com

2. EVENT INFORMATION

Type of Event:
FOOT BALL GAME FIREWORKS FOR THE TOUCH DOWNS

Days/Dates of Event:
10/4/2019

Time(s) of Event: (Include Set Up/Tear Down Time)
4:00pm ---9:30pm

Event Location:
KEOKUK SENIOR HIGH SCHOOL FOOT BALL FEILD , SOUTH END.

Will event require an alcohol license or require modification of an existing license? Yes x No

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: _____

Please indicate if the following will be used:

- | | |
|---------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Amplified Sound/Speaker System | <input type="checkbox"/> Recorded Music |
| <input type="checkbox"/> Public Address System | <input type="checkbox"/> 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? N/A

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

Contact Person: LENNIE ETSEL

Address: 811 FERRIS ST.

Daytime Phone: (309) 221-0798

Evening Phone: (319) 524-2365

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?

NONE Number of Off-Duty Police Officers

Names:

8. **INSURANCE**

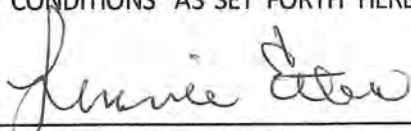
Applicant shall obtain and maintain a general liability insurance policy naming the City of Keokuk as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an event on **public property**. For events requiring an alcohol license, the minimum amount of coverage 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.



Applicant/Sponsor Signature



Date

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)

City Administrator Signature Date Approved: _____ Denied: _____

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 PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF SEPTEMBER 19, 2019.

REGISTER NO. 5093

KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	\$1,865.00
GATE CITY PUBLISHING	PUBLICATIONS	\$84.80
GRAY QUARRIES, INC	ROADROCK	\$814.77
JIM BAIER, INC	PARTS	\$1,359.84
HARTRICK'S LUMBER	SUPPLIES	\$31.24
ERIC E. SUTER	SERVICE CALL	\$65.00
RIVER CITY PARTS, INC.	PARTS	\$360.51
J & S ELECTRONICS BUSINESS,INC	LIBRARY MAINTENANCE AGREEMENT	\$630.20
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$564.00
MEYERS DRIVEWAY & SEPTIC TANK	PUMP HOLDING TANK	\$300.00
TASKE FORCE, INC.	TEMPORARY HELP	\$3,120.00
PITNEY BOWES INC.	LEASE AGREEMNT	\$370.59
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$747.67
MCFARLAND-SWAN OFFICE CITY	LIBRARY SUPPLIES	\$246.94
ALLIANT	ELECTRIC BILL	\$20,173.46
HACH COMPANY	LAB SUPPLIES	\$395.77
CENTURY LINK	SERVICE	\$227.25
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$1,034.19
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE	\$4,633.08
TRUCK REPAIR, INC	PARTS	\$343.69
IOWA COMMUNICATIONS NETWORK	SERVICE KEOKUK PUBLIC LIBRARY	\$6.24
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$1,486.98
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$267.26
RESERVE ACCOUNT	REFILL POSTAGE	\$850.00
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS	\$44,539.70
GOODYEAR AUTO SERVICE CENTER	TIRES	\$1,134.95
GATE CITY SEED COMPANY	SUPPLIES	\$5.99
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$812.47
TREASURER STATE OF IOWA	WPC SALES TAX	\$4,479.00
GABE ROSE	REIMBURSEMENT	\$27.11
W. L. MILLER COMPANY	LABOR/MATERIAL	\$100,495.10
VEENSTRA & KIMM, INC.	ENGINEERING SERVICES	\$44,173.29
KEOKUK AREA CONVENTION AND	HOTEL/MOTEL SUPPORT	\$30,000.00
SEIRPC	RAND PARK TUNNEL CONTRACT	\$5,000.00
NIEMANN FOODS, INC./ACE	SUPPLIES	\$400.81
IOWA PRISON INDUSTRIES	SIGNS/FREIGHT	\$336.44
U.S. CELLULAR	CELL PHONE SERVICE	\$561.96
FASTENAL COMPANY	PARTS/SUPPLIES	\$239.77
JAMES K. NEFF	LABOR/MATERIALS/INSPECTION	\$4,632.84
POEPPING, STONE, BACH ASSOC.	PROFESSIONAL SERVICES	\$5,201.51
USA BLUE BOOK	WPC SUPPLIES	\$189.02

REGISTER NO. 5094

FRANK MILLARD & CO., INC.	LABOR/MATERIAL POLICE DEPT	\$570.00
WISS & WISS EQUIPMENT INC.	PARTS	\$449.94
WAL-MART COMMUNITY/GECRB	LIBRARY SUPPLIES	\$435.81
TOTAL SOLUTIONS, INC.	LICENSES/OFFISTE BACKUP	\$207.42
DES MOINES STAMP MANUFACTURING	NOTARY STAMP	\$32.40
O'REILLY AUTOMOTIVE INC.	PARTS	\$1,236.90
WELLS-WAY CARPET CLEANING	LIBRARY CLEANING/VACCUM	\$1,459.00
MEDIACOM	PHONE/INTERNET SERVICE	\$593.22
SERVICEMASTER OF FT.MADISON	JANITORIAL SERVICE @ POLICE PD	\$429.92
HILL'S PET NUTRITION SALES,INC	SUPPLIES	\$64.34
LEXISNEXIS RISK SOLUTIONS	LEASE AGREEMENT	\$126.66
VISA	CARD SERVICES	\$2,323.23
EMPLOYEE BENEFIT SYSTEMS	INSURANCE	\$184,705.94
SCHUMACHER ELEVATOR COMPANY	MAINIT @ LIBRARY	\$410.28
PAT THOMPSON	LABOR/MATERIALS	\$275.00
RAILROAD MANAGEMENT COMPANY	SEWER PIPELINE CROSSING RENT	\$235.41
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$14.90
VISU-SEWER CLEAN SEAL, INC.	SANITARY SEWER REHAB	\$13,765.50
KEOKUK VETERINARY HOSPITAL	ANIMAL SERVICES	\$309.00
SEITHER & CHERRY CO.	LABOR/MATERIALS/EQUIPMENT	\$634.42
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$298.50
INTERSTATE ALL BATTERY CENTER	BATTERIES	\$27.00
WEST CENTRAL FS INC.	BULK FUEL	\$15,818.85
KLINGNER & ASSOCIATES, P.C.	LANDFILL MONITORING	\$5,599.76
INTERSTATE BATTERIES OF	BATTERIES	\$50.10
VERIZON WIRELESS	CELL PHONE SERVICE	\$417.51
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$160.83
ACCO	POOL CHEMICALS	\$911.85
DARKSIDE TINT & GRAPHIX	FRIGHT NIGHT BANNER	\$240.00
OVERDRIVE, INC.	LIBRARY AUDIO BOOKS	\$119.99
GLOBAL TECHNICAL SYSTEMS, INC.	FIRE SIREN LABOR	\$447.75
LYNCH DALLAS, PC.	PROFESSIONAL SERVICES	\$665.00
JEFFREY JOE HERR	SECURE PROPERTY	\$55.00
CINTAS CORPORATION #342	UNIFORM SERVICES	\$2,338.81
ICONNECTYOU	SERVICE	\$250.00
THOMSON REUTERS	WEST INFORMATION CHARGES	\$550.15
A1 LANDSCAPING	LANDSCAPING	\$1,402.87
IMPACT7G	PROJECT PLAN	\$862.50
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$127.74
CUMMINS CENTRAL POWER	LABOR/MATERIAL	\$4,039.21
KEOKUK BROADCASTING, INC.	ADVERTISING	\$299.70
JAMES F. DENNIS LAW FIRM	PROFESSIONAL SERVICES	\$5,561.35
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$300.00
GONZO'S FABWORKS & CNC	REPLACE CITY HALL SIGN	\$125.00
FRESH IMAGE LAWN CARE	MOWING VARIOUS PROPERTIES	\$615.00

REGISTER NO. 5095

JEREMIAH BOLLIN	MOWING VARIOUS PROPERTIES	\$2,910.00
MARY DENNIS	LIBRARY CLASSES	\$550.00
SANDRA SEABOLD	REIMBURSE DEPOT PURCHASES	\$59.40
RIDDELL ROOFING INC	GRAND THEATER PROPOSAL	\$10,717.50
ASCAP	ASCAP FEES BROADWAY MELODIES	\$39.28
KELLER SERVICES	DUMP BED LINER	\$670.00
IOWA ONE CALL	IOWA ONE CALL CHARGES	\$139.50
ELLIS IMPLEMENT & OUTDOOR LLC	PARTS	\$192.55
PET WASTE ELIMINATOR	MATERIALS/SUPPLIES	\$183.99

\$547,234.42



COUNCIL ACTION FORM

Date: 8-27-2019

Presented By: Chuck Pietscher

Subject: Pretreatment Metals List Agenda Item: _____

Description:

The council is asked to approve new metals limits for the Water Resource Recovery Facility. New maximum allowable headworks loads (MAWL) and uniform concentration limits are calculated after each 5 year EPA permit is issued. The new limits are listed in two tables and have been approved by IDNR after local publication and a public comment period.

Tables in section 13.10.030 (e) (1) (A) & (B) of city code would be amended to reflect the new limits.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: 0

Under/Over: _____

Funding Sources:

Departments:

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TABLE ONE AND TABLE TWO
OF SECTION 13.10.030 (e) (1) (A) and (B) OF
THE KEOKUK MUNICIPAL CODE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY, IOWA, as follows:

SECTION 1. Section 13.10.030, subsection (e) of the Keokuk Municipal Code is hereby amended to read as follows:

(e) Local Limits.

(1) The superintendent is authorized to establish local limits pursuant to 40 CFR 403.5(c). Pursuant to which, the following pollutant limits are established to protect against pass through and interference.

(A) Specific Pollutant Limitations. The total wastewater discharge of all users, in combination with domestic users, shall not contain in excess of the maximum allowable headworks loading in Table 1 at the headworks of the Keokuk Water Pollution Control Plant:

Table 1: Maximum Allowable Headworks Load	
CHEMICAL	MAXIMUM ALLOWABLE HEADWORKS LOAD (MAHL) lbs.
Ag	3.300
As	1.688
Cd	1.285
CN	2.409
Cr	24.095
Cu	22.550
Hg	0.381
Mo	1.519
Ni	10.126
Pb	4.090
Se	2.025
Zn	24.095
BOD	11,900
TSS	23,500
TKN	2,088

- (B) All industrial and commercial dischargers shall not discharge pollutants in excess of the uniform concentration limits in Table 2 unless a different specific limit has been established by the Keokuk Water Pollution Control Plant Superintendent or designated representative in an industrial discharge permit.

Table 2: Uniform Concentration Limits	
CHEMICAL	Concentration (mg/L)
Ag	0.495
As	0.252
Cd	0.190
CN	0.295
Cr	3.593
Cu	3.337
Hg	0.057
Mo	0.230
Ni	1.510
Pb	0.537
Se	0.307
Zn	3.370

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Initial reading passed by Council on the 19th day of September, 2019.

Thomas L. Richardson, Mayor

ATTEST:

Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: 09-05-19

Presented By: Chuck Pietscher

Subject: Engineering Contract - Veenstra & Kimm Agenda Item: _____

Description:

The Council is requested to approve a contract with Veenstra & Kimm for \$ 18,800 to develop a Nutrient Reduction strategy for the WRRF. V & K began this process 6 years ago when the facilities plan was developed for the last construction project. City staff has been conducting extra nitrogen and phosphorus testing for the last year which V & K will use to finalize recommendations. The City will decide what commitments and timeline will be submitted to IDNR by February 2020.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

RESOLUTION NO. _____

A Resolution to Approve an Engineering Agreement with Veenstra & Kimm for Wastewater Treatment Facility Plan Nutrient Reduction Strategy

WHEREAS, the City of Keokuk owns and operates a wastewater treatment system to provide water treatment

WHEREAS, the Iowa Department of Natural Resources has issued a National Pollutant Discharge Elimination System (NPDES) permit at the wastewater treatment facility

WHEREAS, the permit contains a compliance schedule for the submittal of a Nutrient Reduction Report by September 1, 2020 and

WHEREAS, the City desires to retain the services of the Engineers to complete a facility plan study of the wastewater treatment facility to meet the proposed effluent limitations with said facility plan evaluating the existing wastewater treatment facility and alternatives to upgrade the wastewater treatment facility, with said study hereinafter referred to as the **Wastewater Treatment Facility Plan Nutrient Reduction Strategy or Project**

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the Mayor is hereby authorized to execute the **Wastewater Treatment Facility Plan Nutrient Reduction Strategy professional engineering services agreement**.

Passed this 5th day of September, 2019.

Thomas L. Richardson, Mayor

Attest – Jean Ludwig, City Clerk

ENGINEERING AGREEMENT

KEOKUK, IOWA WASTEWATER TREATMENT FACILITY PLAN NUTRIENT REDUCTION STRATEGY PROFESSIONAL ENGINEERING SERVICES

THIS AGREEMENT, made and entered into this _____ day of _____, 2019, by and between the **CITY OF KEOKUK, IOWA**, hereinafter referred to as **City** or **Owner**, party of the first part, and **VEENSTRA & KIMM, INC.**, a corporation organized and existing under the laws of the State of Iowa, with principal offices in West Des Moines, Iowa, party of the second part, hereinafter referred to as the **Engineers**,

WITNESSETH: THAT WHEREAS, the City of Keokuk owns and operates a wastewater treatment system to provide wastewater treatment, and

WHEREAS, the Iowa Department of Natural Resources has issued a National Pollutant Discharge Elimination System (NPDES) permit at the wastewater treatment facility.

WHEREAS, the permit contains a compliance schedule for the submittal of a Nutrient Reduction Report by September 1, 2020, and

WHEREAS, the City desires to retain the services of the Engineers to complete a facility plan study of the wastewater treatment facility to meet the proposed effluent limitations with said facility plan evaluating the existing wastewater treatment facility and alternatives to upgrade the wastewater treatment facility, with said study hereinafter referred to as the **Wastewater Treatment Facility Plan Nutrient Reduction Strategy** or **Project**, and

NOW, THEREFORE, it is hereby agreed by and between the parties hereto that the City retains the Engineers to act for and represent it in engineering matters, as set forth hereinafter, for the Project. Such agreement shall be subject to the following terms and conditions, to wit:

1. **SCOPE OF SERVICES.** The scope of services for the Wastewater Treatment Facility Plan Nutrient Reduction Strategy shall include, but not necessarily be limited to, the following:
 - a. Review of the performance of the wastewater treatment facility for the past 5 years in regard to handling and treating flows and loadings as it relates to total nitrogen and total phosphorous.

- b. Identify improvements for total nitrogen and phosphorous removal at the existing wastewater treatment facility to meet future regulatory requirements.
 - c. Prepare estimates of cost for proposed improvements.
 - d. Prepare a draft nutrient reduction strategy plan for meeting a total nitrogen annual limit of 10 mg/l and a total phosphorous annual limit of 1 mg/l in the wastewater treatment facility effluent.
 - e. Review the draft plan with representatives of the City of Keokuk.
 - f. Incorporate necessary modifications to the draft plan.
 - g. Prepare and present final report.
 - h. Transmit final report to the Iowa Department of Natural Resources. The final report will be transmitted to the Iowa Department of Natural Resources pursuant to the NPDES permit by September 1, 2020.
2. **INDEMNIFICATION.** The Engineers shall and hereby agree to hold and save the Owner harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Engineers' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Engineers' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Iowa.
3. **INSURANCE.** The Engineers shall furnish the Owner with certificates of insurance by insurance companies licensed to do business in the State of Iowa, upon which the Owner is endorsed as an additional named insured, in the following limits. It must be clearly disclosed on the face of the certificates that the coverage is on an occurrence basis:

General Liability*	\$1,000,000/2,000,000
Automobile Liability	\$1,000,000
Excess Liability (Umbrella)*	\$8,000,000/8,000,000
Workers' Compensation, Statutory Benefits Coverage B	\$1,000,000
Professional Liability**,***	\$2,000,000/2,000,000

* Occurrence/Aggregate.

** The Owner is not to be named as an additional insured.

*** Claims made basis.

4. **TERMINATION.** Should the City abandon the Project before the Engineers have completed their work, the Engineers shall be paid proportionately for the work and services performed until the date of termination.
5. **RESPONSIBILITIES OF CITY.** It is understood and agreed the City will provide assistance in the evaluation and analysis, including making available to the Engineers all relevant information on the municipal wastewater treatment facility.
6. **SERVICES NOT INCLUDED.** Services under this Agreement shall not include the following:
 - a. Preparation of any working drawings or contract documents, preparation of plans and specifications, or the taking of bids for any project conceived in this report.
 - b. Services associated with any litigation or claims resolution resulting from the final adoption of the report by the City. Any additional services as the result of any litigation or claims resolution shall be considered extra work.
 - c. Stream studies or mixing zone studies for the wastewater treatment facility effluent.
 - d. An antidegradation analysis report if required by the Iowa Department of Natural Resources.
7. **REPORT DOCUMENTS.** The results of the studies will be compiled and set forth in a written report which will be presented to the City as outlined in **1. SCOPE OF SERVICES.** Three (3) copies of the draft report will be provided and five (5) copies of the final report will be provided.
8. **COMPENSATION.** The fee for services set forth in this Agreement for the study and analysis, and preparation of the Wastewater Treatment Facility Plan Nutrient Reduction Study shall be determined on the basis of the standard hourly fees plus expenses of the personnel of the Engineers actually engaged in the performance of the services not to exceed Eighteen Thousand Eight Hundred Dollars (\$18,800). The fee for services under this Agreement shall be billed and payable monthly during the course of the rendering of the services.

- 9. **EXTRA WORK.** The fees stated in this Agreement cover the specific services outlined in this Agreement for the Project. If the City requires additional services of the Engineers in connection with the Project or changes or modifications in the Project, the Engineers shall receive additional compensation for such services. Such additional compensation shall be on the basis of compensation mutually agreed upon by the City and the Engineers prior to the performance of the extra work.
- 10. **ASSIGNMENT.** This Agreement and each and every portion thereof shall be binding upon the successors and assigns of the parties hereto.

The undersigned do hereby covenant and state that this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, nor have any of the above been implied by or for any party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names on the date first written above.

CITY OF KEOKUK, IOWA

ATTEST:

By _____
Mayor

By _____

VEENSTRA & KIMM, INC.

ATTEST:

By _____

By _____

RESOLUTION NO. _____

A RESOLUTION SETTING PUBLIC HEARING ON PROPOSED GRANTING OF A FRANCHISE TO OPERATE A NATURAL GAS UTILITY WITHIN THE CITY OF KEOKUK, IOWA

WHEREAS, Liberty Utilities has previously been granted a franchise to operate a natural gas utility within the corporate limits of Keokuk, Iowa; and

WHEREAS, said franchise has since expired; and

WHEREAS, Liberty Utilities desires to continue operation of a natural gas utility within the corporate limits of Keokuk, Iowa.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, a public hearing shall be held on October 3, 2019 at 6:30 PM in the Keokuk Community Schools Board Room, 1721 Fulton St, Keokuk, Iowa.

BE IT FURTHER RESOLVED that the City clerk shall publish notice of said public hearing in a newspaper of general circulation.

PASSED, APPROVED, AND ADOPTED this 19th day of September, 2019.

Mayor – Thomas L. Richardson

ATTEST:

Jean Ludwig

RESOLUTION NO. _____

**RESOLUTION APPROVING
TERMINATION OF PERPETUAL CARE CEMETERY TRUST AGREEMENT**

WHEREAS, the City entered into a Perpetual Cemetery Care Trust Agreement (“Agreement”) with Dubuque Bank & Trust Company serving as Trustee on or about May 21, 2015.

WHEREAS, upon a review of Iowa Code Chapter 523I, the City believes the Agreement does not comply with the applicable provisions;

WHEREAS, the City believes that the ongoing Agreement is no longer in the City’s best interests;

WHEREAS, the City desires to terminate the Agreement, with the consent of Dubuque Bank & Trust Company, in the manner consistent with the Termination of Perpetual Care Cemetery Trust Agreement document, attached as Exhibit A, and incorporated by this reference.

WHEREAS, the City will replace the Agreement with an amendment to its City Ordinances governing Cemeteries. The same to be adopted in accordance with the laws of the state of Iowa following the termination of the Agreement.

NOW, THEREFORE, be it resolved by the City Council of the City of Keokuk, Iowa, that the draft Termination of Perpetual Care Cemetery Trust Agreement document, attached as Exhibit A is approved. The City Council hereby authorizes the Mayor and City Clerk to execute the Agreement and deliver the same to Dubuque Bank and Trust Company for completion.

PASSED AND APPROVED this 19th day of September, 2019.

Thomas L. Richardson, Mayor

ATTEST:

Jean Ludwig, City Clerk

Exhibit A

**Termination of
Perpetual Care Cemetery Trust Agreement**

WHEREAS, the City of Keokuk, Iowa (“City”) and Dubuque Bank & Trust (“Trustee”) entered into a Perpetual Care Cemetery Trust Agreement (“Trust Agreement”) on or about May 21, 2015.

WHEREAS, such Trust Agreement was established pursuant to the provisions of Iowa Code Chapter 523I.

WHEREAS, such Trust Agreement was established as irrevocable trust for the purposes and intentions of a perpetual care of interment rights and management of the Oakland Cemetery owned and operated by the City of Keokuk.

WHEREAS, the City has reviewed the applicable code provisions of Iowa Code Chapter 523I and has determined that the Trust Agreement was improperly created such that it granted authority to a third-party Trustee, rather than the City maintaining such trustee role.

WHEREAS, the City and Trustee have determined that it is in the best interests of the City, the Oakland Cemetery, the Trustee, that such Trust Agreement should be terminated.

NOW THEREFORE, the City and Trustee, pursuant to Iowa Code 633A.2202 hereby agree and consent to the Termination of the Perpetual Care Cemetery Trust Agreement.

IT IS FURTHER AGREED, that the City shall establish a successor trust by ordinance pursuant to Iowa Code 523I.

IT IS FURTHER AGREED, that upon notice by the City to Trustee that such ordinance has been established, the Trustee shall promptly deliver and account for any funds in its possession. Upon such transfer, the Trust Agreement shall terminate, and the Trustee shall be relieved of any further obligations pursuant to the same.

IN WITNESS WHEREOF, each of the undersigned has executed this Termination of Perpetual Care Cemetery Trust Agreement.

Dated: _____

The City of Keokuk

Dubuque Bank & Trust

By: _____
Mayor of Keokuk, Iowa

By; _____

Attest: _____
City Clerk of Keokuk, Iowa



COUNCIL ACTION FORM

Date: 9/12/19

Presented By: Mark Bousselot MB

Subject: Budgeted Purchase - Sewer Backhoe Agenda Item: _____

Description:

The City of Keokuk has budgeted for a backhoe in the current budget. I have received a proposal from Altorfer Cat for a 2019 CAT 420F2IT in the amount of \$119,895.00 using the Minnesota State Bid.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 612-8015-6723 Title: Sewer Department - Capital Equipment

Amount Budgeted: \$160,000.00

Actual Cost: \$ 119,895.00

Under/Over: \$ 40,105

Funding Sources:

Sewer Department

Departments:

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

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE PURCHASE OF A BUDGETED BACKHOE
FOR THE SEWER MAINTENANCE DEPARTMENT**

WHEREAS the City has budgeted for a backhoe in the current fiscal year and a proposal has been received from Altorfer Cat of Cedar Rapids, Iowa for a 2019 CAT 420F2IT Backhoe, and

WHEREAS the proposal from Altorfer Cat is in the amount of \$119,895 using the Minnesota State bid,

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the proposal from Altorfer Cat of Cedar Rapids, Iowa for the purchase of a backhoe for the sewer maintenance department in the amount of \$119,895 be approved.

Passed this 19th day of September, 2019.

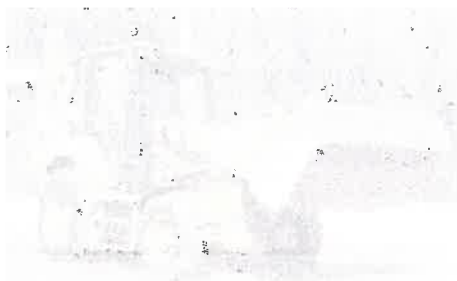
Mayor – Thomas L. Richardson

Attest – Jean Ludwig



September 9, 2019

City of Keokuk
 Sewer Department
 Box 400
 Keokuk, Iowa 52632



Attention: City Sewer Department

We are pleased to provide the following proposal for your review:

One (1) New 2019 CAT® 420F2 IT Backhoe Loader

Includes the following standard equipment and options:

- | | |
|---------------------------------------------------------|----------------------------------------|
| Sound Suppressed, ROPS/FOPS Cab | CAT C4.4 ACERT™ Tier 4f Engine |
| Air Conditioner & Heater/ Defroster | 4WD Auto shift Transmission |
| CAT Comfort Air Suspension, Cloth Seat | 120V Engine Heater |
| Front & Rear Window Wipers/ Washers | Two, Maintenance Free 880 CCA |
| Batteries | Flip-Over Stabilizer Pads |
| Four Head Lights, Four Rear Flood Lights | Six-Function Backhoe Hydraulics |
| Hazard Flashers, Turn Signals, Stop & Tail Lights | Extendible-Stick (E-Stick) |
| Front Tires: Michelin radial | Combined Function Auxiliary Hydraulics |
| Rear Tires: 19.5L-24, Michelin Radial | AM/FM Radio |
| 1,015 lbs. Counterweight | CAT Product Link Ready |
| Integrated Toolcarrier front quick coupler | Hydraulic Pin Grabber Quick Coupler |
| Return-To-Dig and Self-Leveling Controls | Ride Control System |
| Multi-Purpose Loader Hydraulics | Bolt-On Cutting Edge |
| CAT 1.3 yd ³ 4 General Purpose Loader Bucket | Front Fenders |
| AM/FM Bluetooth radio | |
| 12" HD Bucket | 48" Forks and Carraige |
| 24" HD Bucket | |
| 36" HD Bucket | |

Selling Price \$ 119,895

- Sales Tax Additional, if applicable.

Equipment Protection Plan (EPP)

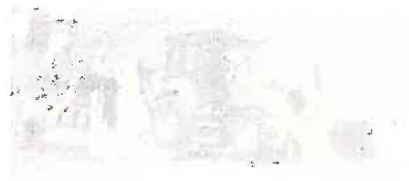
Includes 12-Months Premier Warranty

Availability

In stock

We appreciate the opportunity to submit this proposal, and trust that it will merit your favorable consideration.

Sincerely,



Jeff Krug
Machine Sales Representative
Altorfer Cat



COUNCIL ACTION FORM

Date: 9/13/19

Presented By: Mark Bousselot *MB*

Subject: Budgeted Purchase - Bridge Bobcat Agenda Item: _____

Description:

The City of Keokuk budgeted for a Bobcat in the current budget. I have received a proposal from REXCO Equipment, Inc. for a T650 Bobcat track loader in the amount of \$70,759.84 using the lowa State bid. The budgeted amount for this unit was only \$60,000 so this purchase will exceed the budget by \$10,759.84. This is because when we received the budgetary quote they included a cheaper package option and we have included another attachment. We upgraded the package option so that it is similar to the Bobcat at the Sewer Department, which will allow the departments to share attachments. With the Sewer Department sharing some of the attachments and having an underrun of \$40,105 on the purchase of the backhoe, they can help cover the overrun if some of the funds are reallocated.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 670-8050-6710 Title: Bridge Department - Capital Equipment

Amount Budgeted: \$60,000.00

Actual Cost: \$ 70,759.84

Under/Over: \$ (10,759.84)

Funding Sources:

Bridge Department

Departments:

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

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE PURCHASE OF A BUDGETED BOBCAT FOR
THE BRIDGE MAINTENANCE DEPARTMENT**

WHEREAS the City has budgeted for a Bobcat in the current fiscal year and a proposal has been received from REXCO Equipment Inc. of New London, Iowa for a T650 Bobcat Track Loader, and

WHEREAS the proposal from REXCO Equipment Inc. is in the amount of \$70,759.84 using the Iowa State bid, and

WHEREAS funds from the Sewer Department can be reallocated to help with the overrun, as they will be sharing some of the attachments

**NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY
COUNCIL OF THE CITY OF KEOKUK, IOWA:** that the proposal from REXCO Equipment Inc. of New London, Iowa for the purchase of a Bobcat for the Bridge Department in the amount of \$70,759.84 be approved.

Passed this 19th day of September, 2019.

Mayor – Thomas L. Richardson

Attest – Jean Ludwig



Bobcat

Product Quotation

Quotation Number: HMM-17068

Date: 2019-08-16 11:43:45

Customer Name/Address:

Bobcat Delivering Dealer

**ORDER TO BE PLACED WITH:
Contract Holder/Manufacturer**

**CITY OF KEOKUK
Attn: BOB
501 MISSISSIPPI DR
KEOKUK, IA 52632**

**REXCO Equipment, INC.
2769 Racine Ave
New London IA 52645
Phone:
Fax:**

**Clark Equipment Co dba Bobcat
Company
250 E Beaton Dr, PO Box 6000
West Fargo, ND 58078
Phone: 701-241-8719
Fax: 701-280-7860
Contact: Heather Messmer
Heather.Messmer@doosan.com**

Description	Part No	Qty	Price Ea.	Total
T650 T4 Bobcat Compact Track Loader	M0271	1	\$43,395.10	\$43,395.10
74 HP Tier 4 Turbo Diesel Engine	Lift Path: Vertical			
Auxiliary Hydraulics: Variable Flow	Lights, Front & Rear			
Backup Alarm	Operator Cab			
Bob-Tach	<ul style="list-style-type: none"> Includes: Adjustable Suspension Seat, Top & Rear Windows, Seat Bar, Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) 			
Bobcat Interlock Control System (BICS)	Parking Brake: Spring Applied, Pressure Released (SAPR)			
Controls: Bobcat Standard	Solid Mounted Carriage with 4 Rollers			
Cylinder Cushioning - Lift, Tilt	Spark Arrestor Exhaust System			
Engine/Hydraulic Systems Shutdown	Tracks: Rubber, 12.6" wide			
Glow Plugs (Automatically Activated)	Warranty: 2 years, or 2000 hours whichever occurs first			
Horn				
Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Lights				
Lift Arm Support				
Factory Installed	A91 Option Package	M0271-P01-A91	1	\$7,987.00
Cab enclosure with Heat and AC	Deluxe Instrument Panel			
High Flow Hydraulics	Keyless Start			
Sound Reduction	Attachment Control Kit			
Hydraulic Bucket Positioning	Cab Accessories Package			
Power Bob-Tach	3-Point Seat Belt			
Two Speed Travel				
	Selectable Joystick Controls (SJC)	M0271-R01-C04	1	\$661.50
	17.7" C-Pattern Rubber Track	M0271-R09-C02	1	\$1,139.60
	Radio	M0271-R26-C02	1	\$348.60
	Reversing Fan	M0271-R32-C02	1	\$431.20
	Automatic Ride Control	M0271-R33-C02	1	\$518.70
	Telematics US	M0271-R51-C02	1	\$0.00
	NAGS Port Relief Valve	M0271-A02-C05	1	\$65.00
Attachments	80" Heavy Duty Bucket	7272681	1	\$0.00
	--- Bolt-On Cutting Edge, 80"	6718008	1	\$204.00
	82" Root Grapple	7168338	1	\$3,046.84
	72" Brushcat (HF)	7233002	1	\$5,595.88
	SGX 60 Stump Grinder	7112201	1	\$7,308.92

**Total of Items Quoted
Dealer Assembly Charges**

**\$70,702.34
\$57.50**

Quote Total - US dollars

\$70,759.84

Notes:

**Prices per the Iowa State Contract #MA 005 – 17312B Contract Period: 01-20-2019 thru 01-19-2020*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 60 to 90 days from ARO.*
**State Sales Taxes apply. IF Tax Exempt, please include a Tax Exempt Certificate with order placed.*
**TID# 38-0425350*
**Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, PO Box 6000, West Fargo, ND 58078.*

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____





TO: Mayor and City Council
FROM: Cole S. O'Donnell
DATE: September 16, 2019
RE: Administrator's Report

1. **Refinancing Issuance:** As of last Friday, interest rates shifted upward such that our potential savings on the bonds to be recalled was cut by almost 2/3. As such, our financial consultant on these matters is advising to not move forward at this time and to monitor rates for possible future redemption.
2. **Wellmark Grant:** We received the proceeds of the Wellmark Grant intended for the River front Trail. As a reminder, the grant was in the amount of \$100,000 with a 100% match. Said match has been made through a donation. Staff is awaiting word of several other grant applications and will develop cation steps based on any awards thereof.
3. **Police Department Vehicle Purcahse:** Under our purchasing policy, capital items budgeted for and expensing between \$35,000-\$46,000 are approved by the City Administrator with notification to the City Council at the next regular meeting. The purchase of a Chevy Tahoe, police package, from the state bid, in the amount of \$35,468.42 was authorized by me. The purchase was budgeted at \$35,000 and exceeded budget by \$468.42.
4. **415 Blondeau:** The building is down as of the writing of this memo. Debris removal will likely take several days with the foundation to be removed and filled in.
5. **Keokuk Neighborhood Initiative:** As you know, KNI has two lots that are being marketed with incentives for new housing. While there has been many inquiries, there have been no takers. One of the problems is financing. Recently members of KNI attended a seminar that included a presentation on Rural Housing 360. This program is designed to work with rural communities, both employers and community leaders, to build homes. The real key is that they have developed the financing portion as well. KNI met with the director of the program and will be working to initiate the program in Keokuk with the inclusion of the lots and incentives.
6. **Iowa Initiatives Project:** I had a teleconference with the student project team heading the project to market the SID Center as part of the IISC program. We discussed end product and the team will work to develop a list of potential businesses that would be a match for the building; materials to market the building; and a targeted marketing strategy.