AGENDA
COUNCIL WORKSHOP
December 5, 2019
5:30 P.M.

(1) IISC presentation on SID Center marketing plan.

(2) Review council meeting agenda.
AGENDA
CITY COUNCIL MEETING
December 5, 2019
500 N. 20th 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 November 21, 2019;
   ● Resolution approving a Liquor License for Columbian Room, 11 North 6th Street, effective December 6, 2019 – Changing from a Class A Liquor License to a Class C Liquor License with Sunday Sales;
   ● Motion to pay bills and transfers listed in Register No.’s 5109-5111;
7. Consider resolution setting a public hearing on the Fiscal Years 2021 through 2025 Capital Improvement Plan.
8. Consider resolution approving a Streetlight at 5 Pioneer Lane.
9. Consider resolution approving a $2500.00 increase in the sewer department managers salary.
11. Staff Reports:
12. New Business:
13. Adjourn meeting.
MEETING MINUTES
COUNCIL WORKSHOP
November 21, 2019
5:30pm

Present: O’Connor, Payne, Dade, Helenthal, Greenwald, Bryant, Dunek.
Absent: Moore, Mortimer
Staff Present: O’Donnell, Ludwig, Bousselot, Broomhall

1) Dennis Fraise of the Lee County Economic Development Group gave an update on their activities.

2) Heard from Trish Payne regarding safety issues at Bentley’s Park.

3) Discussed a proposal from Roquette America regarding closing a portion of Twin Rivers Drive.

4) Adjourn at 6:08pm
MINUTES
CITY COUNCIL MEETING
November 21, 2019
500 N. 20th Street
6:30 P.M.

The City Council of the City of Keokuk met in regular session on November 21st at 6:30 p.m. at 500 N. 20th. In the absence of Mayor Thomas L. Richardson, Mayor pro tem Susan Dunek called the meeting to order. There were seven council members present, two absent. Mike O’Connor, Ron Payne, Devon Dade, John Helenthal, Michael Greenwald, Roger Bryant and Susan Dunek were present. Mike Moore and Larry Mortimer were absent. Staff in attendance: City Administrator Cole O’Donnell, City Clerk Jean Ludwig, Public Works Director Mark Bousselot and Community Development Director Pam Broomhall.

MAYOR’S CORRESPONDENCE: Encouraged attendance at Festival of Trees and announced hours for City of Christmas. Councilperson O’Connor said the new Keokuk/Hamilton Dam Museum is a great attraction for the city.

CITIZEN’S REQUEST: Roger Vradenburg asked the council to consider allowing ATV’s on city streets. O’Donnell said it would be discussed at a work session after the first of the year.

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

- Minutes of the Council Workshop & regular City Council meeting of November 7, 2019;
- Cash Receipts & Treasurer’s Report for October 2019;
- Minutes of the Civil Service Commission meeting of November 14, 2019;
- Certified list of eligible candidates for promotion at the Fire Department;
- Minutes of the Safety Committee Meeting of November 19, 2019;
- RESOLUTION NO. 353-19: Approving a Liquor License for Hy-Vee Art Center Fundraiser, 300 Main Suite 480, effective November 21, 2019 (5-day term) – Class C Liquor License with Class B Native Wine Permit;
- RESOLUTION NO. 354-19: Approving a Liquor License for Pizza Hut, 3338 Main Street, effective December 20, 2019 – Class B Beer Permit (includes Wine Coolers) with Sunday Sales;
- RESOLUTION NO. 355-19: Approving a Liquor License for Joystix, 714 Main Street, effective December 2, 2019 – Class B Beer Permit (includes Wine Coolers) Pending Dram & Fire inspection;
- Motion to pay bills and transfers listed in Register No.’s 5106-5108;

Mayor pro tem Dunek opened the public hearing at 6:36 p.m. for the sale of City owned real estate along the riverfront. A public hearing notice was published in the Daily Gate City on November 15, 2019.
No comments were received. Mayor pro tem Dunek closed the public hearing at 6:37 p.m.

Motion made by Helenthal, second by Greenwald to approve the following proposed RESOLUTION NO. 356-19: “A RESOLUTION SELLING CITY OWNED REAL ESTATE ALONG THE RIVERFRONT.” (7) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Bryant to approve the following proposed RESOLUTION NO. 357-19: “A RESOLUTION APPROVING THE 2018-2019 URBAN RENEWAL REPORT.” (7) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, second by Bryant to approve the following proposed RESOLUTION NO. 359-19: “A RESOLUTION CERTIFYING EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE SECTION 403.19.” (7) AYES, (0) NAYS. Motion carried.

Motion made by Payne, second by O’Connor to approve the following proposed RESOLUTION NO. 358-19: “A RESOLUTION ACKNOWLEDGING THE ABSTRACT OF VOTES FOR THE NOVEMBER 5, 2019 CITY ELECTION.” (7) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Helenthal to approve a selected consulting firm for five-year period to assist in planning, design and construction of projects at the Keokuk Municipal Airport. (7) AYES, (0) NAYS. Motion carried.

Motion made by Payne, second by Bryant to approve the resignations of Mary Campbell from the Keokuk Housing Authority and Mark Smidt from the Grand Theatre Commission. (7) AYES, (0) NAYS. Motion carried.

O’Donnell gave a first report on nominations to include Dianne Stanley for the Keokuk Human Rights Commission (3-year term) and Jay Kruse for the Keokuk Housing Authority (2-year term). They will come up for approval at the next meeting.

STAFF REPORTS: O’Donnell reported on the following: City Hall Building Committee, Capital Improvement Plan. Contract negotiations with IAFF. Laserfiche training.

There being no further business, Mayor pro tem Dunek adjourned the meeting at 6:53 p.m.
RESOLUTION NO.

WHEREAS, Application has been made by Delasalle Council No. 619 changing from a Class A Liquor License to a Class C with Sunday Sales for Columbian Room, 11 North 6th Street; AND

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

WHEREAS, such an investigation has been conducted.

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

THAT, Delasalle Council No. 619 has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Liquor License with Sunday Sales for Columbian Room, 11 North 6th Street, effective December 6, 2019, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 5th day of December, 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: __________________________________________
    THOMAS L. RICHARDSON, MAYOR

ATTEST: ______________________________________
    JEAN LUDWIG, CITY CLERK

**REGISTER NO. 5109**

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Subject: Set Public Hearing for FY 21-25 CIP

Description:
Staff will be prepared to present the five year capital improvement plan (CIP) for FY 2021 through 2025 at the December 19th work session. As this is a budget related item, we are required to hold a public hearing prior to approval. Staff will request that approval be two weeks later at the January 2nd meeting to allow for any comments or revisions.

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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Recommendation:


Required Action

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

Additional Comments:


MOTION BY: ____________________ SECONDED BY: ____________________
TO ____________________

CITY COUNCIL VOTES

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RESOLUTION NO. _____

A RESOLUTION SETTING PUBLIC HEARING ON THE FISCAL YEARS 2021 THROUGH 2025 CAPITAL IMPROVEMENT PLAN

WHEREAS, the City of Keokuk, Iowa has prepared a five-year Capital Improvement Plan (CIP) for FYs 2021 through 2025; and

WHEREAS, prior to approving said CIP, a public hearing must be held to receive comments.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, a public hearing shall be held on December 19, 2019 at 6:30 PM in the Keokuk Community Schools Board Room, 500 N 20th 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 5th day of December, 2019.

__________________________
Mayor – Thomas L. Richardson

ATTEST:

__________________________
Jean Ludwig
COUNCIL ACTION FORM

Date: 11/25/19
Presented By: Mark Bousselot

Subject: Streetlight 5 Pioneer Lane
Agenda Item: _______________________

Description:
A request was made for a streetlight to be added to the cul-de-sac on Pioneer Lane. After reviewing the area one evening, the request for the light is justified. The non metered LED light will cost $7.98 per month and the new pole will cost $500.

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 __________________________________________  Date _______________________________________
__________________________________________________________  ________________________________

Recommendation:
I would recommend that the Council consider the attached resolution approving the installation of a streetlight on Pioneer Lane (5 Pioneer Lane).

Required Action

ORDINANCE □ RESOLUTION □ MOTION □ NO ACTION REQUIRED □

Additional Comments:

Motion by: ______________________________ Seconded by: ______________________________
To ______________________________

CITY COUNCIL VOTES

VOTES Bryant Dade Dunek Greenwald Helenthal Moore Mortimer O'Conner Payne

YES □ □ □ □ □ □ □ □ □ □□

NO □ □ □ □ □ □ □ □ □ □□

ABSENT □ □ □ □ □ □ □ □ □ □□

ABSTAIN □ □ □ □ □ □ □ □ □ □□
RESOLUTION NO._______

A RESOLUTION APPROVING A STREETLIGHT AT 5 PIONEER LANE

WHEREAS a request for a streetlight at the cul-de-sac at the end of Pioneer Lane has been received and reviewed

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the request for a streetlight at 5 Pioneer Lane be approved with the installation of an 80 watt LED light on a new city purchased pole as recommended by the Public Works Director.

Passed this 5th day of December, 2019

Mayor – Thomas L. Richardson

Attest – Jean Ludwig
To the City of Keokuk, We would like a light put down on the circle drive of Pioneer Lane, it's dark down there and the people are getting their cars and houses broken into. We need a light. Thank you.

NAME           ADDRESS
George Warzen   #3 Pioneer Ln
Colin Taylor    #4 Pioneer Lane
Jim & KATHY Gilbert  5 Pioneer Lane
Kayla Blackwell  6 Pioneer Lane
Gigi McCaw      8 Pioneer Ln
Barrington      11 Pioneer Ln
Missy Guyton    11 Pioneer Ln
Andrea Tipton   10 Pioneer Ln
Brenda Trono    10 Pioneer Lane
Alessia Diggins 12 Pioneer Lane
Lisa Cramer     13 Pioneer Ln
Spencer Jones   7 Pioneer Ln
Jim Claus     9 Pioneer Ln

I had all but 1 Neighbor signed because she is never home, I'm sure she would sign it too. But the Neighbor told me, before the new street was put on, they had a light and they
took it out, and never put it back? Everyone agrees with me. We need a light.

Thank you,

James R. Gilbert
5 Pioneer Ln.
Keokuk, IA.
COUNCIL ACTION FORM

Date: 12/2/19
Presented By: Mark Bousselot

Subject: Robert Helenthal - Six-Month Salary Review

Description:
In May of 2019, Robert Helenthal was hired to be the Sewer Department Manager for the City of Keokuk. The City of Keokuk established Robert’s salary in the offer letter with a potential $2,500 increase, based on a satisfactory review at six-months. November 13, 2019 Robert completed his first six-months of employment and had a favorable review.

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

Date

Recommendation:

Staff recommends that the Council consider the attached resolution approving the additional $2,500 for Robert Helenthal, following a satisfactory six-month review as the Sewer Department Manager.

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>
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RESOLUTION NO._______

A RESOLUTION APPROVING A $2,500 INCREASE IN THE SEWER DEPARTMENT MANAGERS SALARY

WHEREAS on May 8th, 2019 the City of Keokuk offered the Sewer Manager position to Robert Helenthal. The offer indicated a set salary with a potential $2,500 following a satisfactory six-month review. November 13th Robert completed his six-months and had a satisfactory review. To concur with the offer letter Robert Helenthal should receive an increase of $2,500 to his salary.

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that Robert Helenthal’s salary as the Sewer Department Manger be increased by $2,500 as offered by the City of Keokuk.

Passed this 5th day of December, 2019

__________________________
Mayor – Thomas L. Richardson

__________________________
Attest – Jean Ludwig
TO: Mayor and City Council
FROM: Cole S. O’Donnell
DATE: December 2, 2019
RE: Committee Resignations

The following have submitted resignations from their respective committees:

Judy Householder - Rand Park Pavilion
Donna Ferrell - Airport Commission
TO: Mayor and Council
FROM: Cole S. O’Donnell
DATE: December 2, 2019
RE: Committee Vacancies and Terms Expiring

COUNCIL APPOINTMENTS:

Airport Commission
6 yr Term
VACANCY Term to expire 10/20/2025

Architectural Design Review
2 yr term
Mary Dennis Term Expired 06/19/2011
Joe Getz Term Expired 06/19/2015- DECLINED
John Mason Term Expired 06/19/2015- DECLINED
Doug Matlick Term Expired 06/19/2016- DECLINED

Grand Theater Commission
3 yr term
VACANCY Term to expire 11/05/2020

Veterans Memorial Commission
5 ys term
Vacancy Term Expired 06/01/2016

MAYORAL APPOINTMENTS:

Historic Preservation Commission
3 yr term
Vacancy Term to expire 09/19/2020
Vacancy Term to expire 09/19/2020
Dan Winn Term expired 09/19/2019
Michael Greenwald Term expired 09/19/2019
Callie Peterson Term expired 09/19/2019
TO: Mayor and Council  
FROM: Cole S. O’Donnell  
DATE: December 2, 2019  
RE: Committee Nominations

**Second Report on Nominations:**

**Human Rights Commission**  
**SUBJECT TO GENDER BALANCE**  
**3yr Terms**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term Expired</th>
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<tbody>
<tr>
<td>Diane Stanley</td>
<td>Human Rights Commission</td>
<td>09/19/2022</td>
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</tbody>
</table>

**Keokuk Housing Authority**  
**SUBJECT TO GENDER BALANCE**  
**2 yr term**

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<tr>
<th>Name</th>
<th>Position</th>
<th>Term Expire</th>
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<tr>
<td>Jay Kruse</td>
<td>Keokuk Housing Authority</td>
<td>09/05/2020</td>
</tr>
</tbody>
</table>
TO: Mayor and City Council

FROM: Cole S. O’Donnell

DATE: December 2, 2019

RE: Administrator’s Report

1. Union Contracts: We have had the initial exchange of proposals with the IAFF. First negotiations session will be January 13th. We have contacted Teamsters several times to arrange exchange of proposals but have not received a response.

2. Wage and Benefit Study: Gov HR will be in town Thursday and Friday to interview employees in regard to duties. This will allow them to better compare positions for proper classification.

3. Goal Setting Questionnaires: Please remember that completed questionnaires are due to me by December 9th.

4. Budget Calendar: The calendar for the budget process is attached. Please note that we will once again hold two budget review sessions for departments to present their budgets.
KEOKUK CITY COUNCIL
BUDGET CALENDAR
FISCAL YEAR 2020-21

December 4 – Budget workpapers distributed to Departments

December 19 – December 27 - City Department heads submit budgets and proposals to the City Administrator. Submit budgets no later than December 28.

January 3 – January 15 - City Department heads meet to discuss individual budgets with the City Administrator.

January 20 – January 31 – Budget Work Sessions with City Council. More work sessions will be scheduled if needed.

February 6 – Budget work session with council. Council orders notice of Public Hearing on Max Tax Dollars

February 7 - Notice of hearing on Max Tax Dollars is published. Notice must be given not more than 20 days nor less than 10 days before date of the hearing.

February 20 – Public Hearing on Max Tax Dollars. Approve resolution.

March 5 – Council receives and adopts final proposed budget and orders notice of Public Hearing on final budget.

March 6 – Publish notice of Public Hearing on Final Budget. Notice must be given not more than 20 days nor less than 10 days before date of the hearing.

March 19 – Public Hearing on Final Budget. Adoption of Final Budget

March 31 – Deadline to have budget to County Auditor and D.O.M.

April 10 – Last day to protest

June 15th – Iowa Dept. of Management certifies taxes back to County Auditor

July 1st – New Budget takes effect.