

**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. 20<sup>th</sup> 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 6<sup>th</sup> 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.
10. Boards & Commissions.
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, Boussetot, 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. 20<sup>th</sup> Street**  
**6:30 P.M.**

The City Council of the City of Keokuk met in regular session on November 21<sup>ST</sup> at 6:30 p.m. at 500 N. 20<sup>th</sup>. 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 Bousset 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 6<sup>th</sup> 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 6<sup>th</sup> Street, effective December 6, 2019, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 5<sup>th</sup> day of December, 2019.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: \_\_\_\_\_  
THOMAS L. RICHARDSON, MAYOR

ATTEST: \_\_\_\_\_  
JEAN LUDWIG, CITY CLERK

PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF DECEMBER 5, 2019.

**REGISTER NO. 5109**

BARCO MUNICIPAL PRODUCTS, INC.	SIGNS/FREIGHT	\$ 267.05
GATE CITY PUBLISHING	PUBLICATIONS	\$ 783.37
GRAY QUARRIES, INC	ROADROCK	\$ 1,974.59
HARTRICK'S LUMBER	SUPPLIES	\$ 69.59
KEOKUK HOMESTORE	DEPOT SUPPLIES	\$ 29.45
RIVER CITY PARTS, INC.	PARTS	\$ 324.99
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 46.80
J & S ELECTRONICS BUSINESS, INC	SERVICE CALL @ LIBRARY	\$ 399.24
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 308.21
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$ 414.70
MEYERS DRIVEWAY & SEPTIC TANK	PUMP HOLDING TANK	\$ 300.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 987.08
MCFARLAND-SWAN OFFICE CITY	LIBRARY SUPPLIES	\$ 132.94
ALLIANT	ELECTRIC BILL	\$ 24,725.05
HACH COMPANY	LAB SUPPLIES	\$ 245.91
NEWBERRY, INC	TOWING	\$ 125.00
CENTURY LINK	SERVICE	\$ 223.14
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 4.14
PILOT GROVE SAVINGS BANK	RENT	\$ 3,500.00
AIRGAS USA, LLC	PARTS/SUPPLIES	\$ 22.82
LEE COUNTY RECORDER/REGISTRAR	RECORDING DOCUMENTS	\$ 66.00
LINDNER AVIATION, INC.	AIRPORT MANAGER FEE/MAINT	\$ 4,258.70
TRUCK REPAIR, INC	PARTS	\$ 216.24
SHOEMAKER & HAALAND	ENGINEERING SERVICES	\$ 1,799.40
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 8.42
RESERVE ACCOUNT	REFILL POSTAGE	\$ 350.00
KEOKUK CONTRACTORS, INC	LABOR/EQUIPMENT	\$ 13,971.69
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 141.66
ENDERLE HEATING & A/C COMPANY	REPAIRS	\$ 106.80
HILL PRINTING	CITY TAGS ANIMAL SERVICES	\$ 258.28
HY-VEE, INC.	SUPPLIES	\$ 781.00
SECRETARY OF STATE	NOTARY PUBLIC	\$ 60.00
PER MAR SECURITY SERVICES	SECURITY MONITORING	\$ 100.71
YOUNGGREN SHOES	SAFETY BOOTS	\$ 99.99
KNAPHEIDE TRUCK EQ CENTER	PARTS	\$ 2,209.72
FARM & HOME PUBLISHERS, LTD	KEOKUK PUBLIC LIBRARY	\$ 59.00
JAMES K. NEFF	LABOR/MATERIAL	\$ 465.44
POEPPING, STONE, BACH ASSOC.	PROFESSIONAL SERVICES	\$ 2,087.71
FRANK MILLARD & CO., INC.	LABOR/MATERIAL @ LIBRARY	\$ 156.00
AUTOZONE	PARTS/SUPPLIES	\$ 139.97
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 2,855.20

**REGISTER NO. 5110**

WAL-MART COMMUNITY/GECRB	LIBRARY SUPPLIES	\$ 69.85
TOTAL SOLUTIONS, INC.	FIRE DEPT SR IT ENG	\$ 332.04
DISCOUNT TIRE & SERVICE	TIRES	\$ 680.00
DELL MARKETING L.P.	POLICE DEPT COMPUTER/SUPPLIES	\$ 2,460.84
SYNCB/AMAZON	LIBRARY SUPPLIES	\$ 80.84
EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$ 1,200.39
MEDIACOM	LIBRARY SERVICE	\$ 340.71
IOWA FINANCE AUTHORITY	LOAN INTEREST/PRINCIPAL	\$ 86,067.91
COMPASS MINERALS AMERICA	SNOW REMOVAL SUPPLY	\$ 15,965.18
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 17,000.00
HILL'S PET NUTRITION SALES,INC	SUPPLIES	\$ 21.40
VISA	CARD SERVICES	\$ 326.81
RAILROAD MANAGEMENT COMPANY	SEWER PIPELINE CROSSING RENT	\$ 2,827.06
BRITE-WAY WINDOW SERVICE	SERVICE KEOKUK PUBLIC LIBRARY	\$ 66.00
VISU-SEWER CLEAN SEAL, INC.	SANITARY SEWER PROJECT	\$ 12,056.10
DRAKE-SCRUGGS EQUIPMENT, INC.	SERVICE/INSPECTION/LABOR	\$ 750.00
MACQUEEN EQUIPMENT, INC.	PARTS	\$ 329.48
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 691.60
WEST CENTRAL FS INC.	BULK OIL	\$ 178.40
KARL CHEVROLET	POLICE VEHICLES	\$ 34,602.17
INTERSTATE BATTERIES OF	BATTERIES	\$ 417.85
COMPUTER PROJECTS OF ILLINOIS,	OPEN FOX LICENSE/MAINT PD	\$ 180.00
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$ 846.15
BESTDRIVE BRAHLER'S	PARTS	\$ 2,760.00
WINDSTREAM	SERVICE	\$ 984.10
DARKSIDE TINT & GRAPHIX	POLICE TRUCK DECALS	\$ 220.00
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 718.26
CLARK EQUIPMENT CO.	PARTS	\$ 680.96
JEFFREY JOE HERR	CLEANUP/SECURE PROPERTIES	\$ 745.00
CINTAS CORPORATION #342	UNIFORM SERVICES	\$ 1,672.23
IOWA EMERGENCY PHYSICIANS LLP	MEDICAL SERVICES	\$ 94.00
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 54.85
TSS	DRUG TESTING SERVICES	\$ 105.00
PROQUEST	KEOKUK PUBLIC LIBRARY	\$ 2,281.00
VISA	CARD SERVICES	\$ 2,734.47
KEOKUK MILLS, LLC	TARGETED JOBS TAX CREDIT	\$ 2,938.74
THOMSON REUTERS	WEST INFORMATION CHARGES	\$ 550.15
MT. PLEASANT CORRECTIONAL FAC	INMATE SERVICES	\$ 705.00
AMERICAN ABSTRACT & TITLE	PROFESSIONAL SERVICES	\$ 200.00
WONDERWARE MIDWEST	2020 SUPPORT RENEWAL WPC	\$ 3,065.00
STANDARD & ASSOCIATES, INC	LAW ENFORCEMENT TESTING	\$ 100.00
RIVER CITY AUDIO	PARTS/ACCESSORIES	\$ 95.00
RAY ALLEN MANUFACTURING	POLICE DEPT SUPPLIES	\$ 77.97
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 300.00
JEREMIAH BOLLIN	CLEAN VARIOUS PROPERTIES	\$ 550.00

**REGISTER NO. 5111**

SCHICKEDANZ CONSTRUCTION	SEI DEVELOPMENT CENTER PAY#5	\$ 374,142.05
PET WASTE ELIMINATOR	SUPPLIES	\$ 90.00
GREENFIELD CONTRACTORS LLC	SITE PREP/LABOR/MATERIALS	\$ 18,774.94
JAMES BURTON	REIMBURSE FIRE DEPT PURCHASE	\$ 199.00
NEWBERRY LANDSCAPING	LABOR/MATERIALS BALL FIELDS	\$ 2,930.00
SHOTTENKIRK QUINCY	PARTS	\$ 67.84
		\$ 660,402.34



# COUNCIL ACTION FORM

Date: December 5, 2019

Presented By: O'Donnell

Subject: Set Public Hearing for FY 21-25 CIP Agenda Item: \_\_\_\_\_

## 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: \_\_\_\_\_



**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 20<sup>th</sup> 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 5<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Mayor –Thomas L. Richardson

ATTEST:

\_\_\_\_\_  
Jean Ludwig



# COUNCIL ACTION FORM

Date: 11/25/19

Presented By: Mark Boussetot MB

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: \_\_\_\_\_



**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 5<sup>th</sup> day of December, 2019

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Mayor – Thomas L. Richardson

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Attest – Jean Ludwig

Nov. 18, 2019

To the City of Kookuk, We would like a Light put down on the circle drive of Pioneer Lane, its dark down there and the people are getting there cars and houses broken into. We need a Light. Thank, You.

NAME

ADDRESS

George Warsen	# 3 pioneer Ln
Coltin Taylor	#4 pioneer Lane
Jim & KATHY Gilbert	5 pioneer Lane
Kayla Blackwell	6 Pioneer Lane
Quinn Clau	8 PIONEER Ln
Danny Jensen	11 Pioneer Ln
Missy Guyman	11 Pioneer Ln
Andrea Tinder	10 Pioneer Ln
Braedal Tinder	10 pioneer Lane
Alissia Wiggins	12 Pioneer Lane
Joai Chamber	12 Pioneer Ln.
Spencer Jones	7 PIONEER Ln.
Jim Clau	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's told me, before the new street was put in. They had a light and they

took it out, and never put  
it back? Every one agrees with  
me. We need a Light.

Thank, You  
James B. Gilbert  
5 Pioneer Ln.  
Keokuk, IA.



# COUNCIL ACTION FORM

Date: 12/2/19

Presented By: Mark Boussetot *MB*

Subject: Robert Helenthal - Six-Month Salary Review Agenda Item: \_\_\_\_\_

### Description:

In May of 2019, Robert Helenthal was hired to be the Sewer Department Manger 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: \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_\_**

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

**WHEREAS** on May 8<sup>th</sup>, 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 13<sup>th</sup> 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 5<sup>th</sup> day of December, 2019

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Mayor – Thomas L. Richardson

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Attest – Jean Ludwig

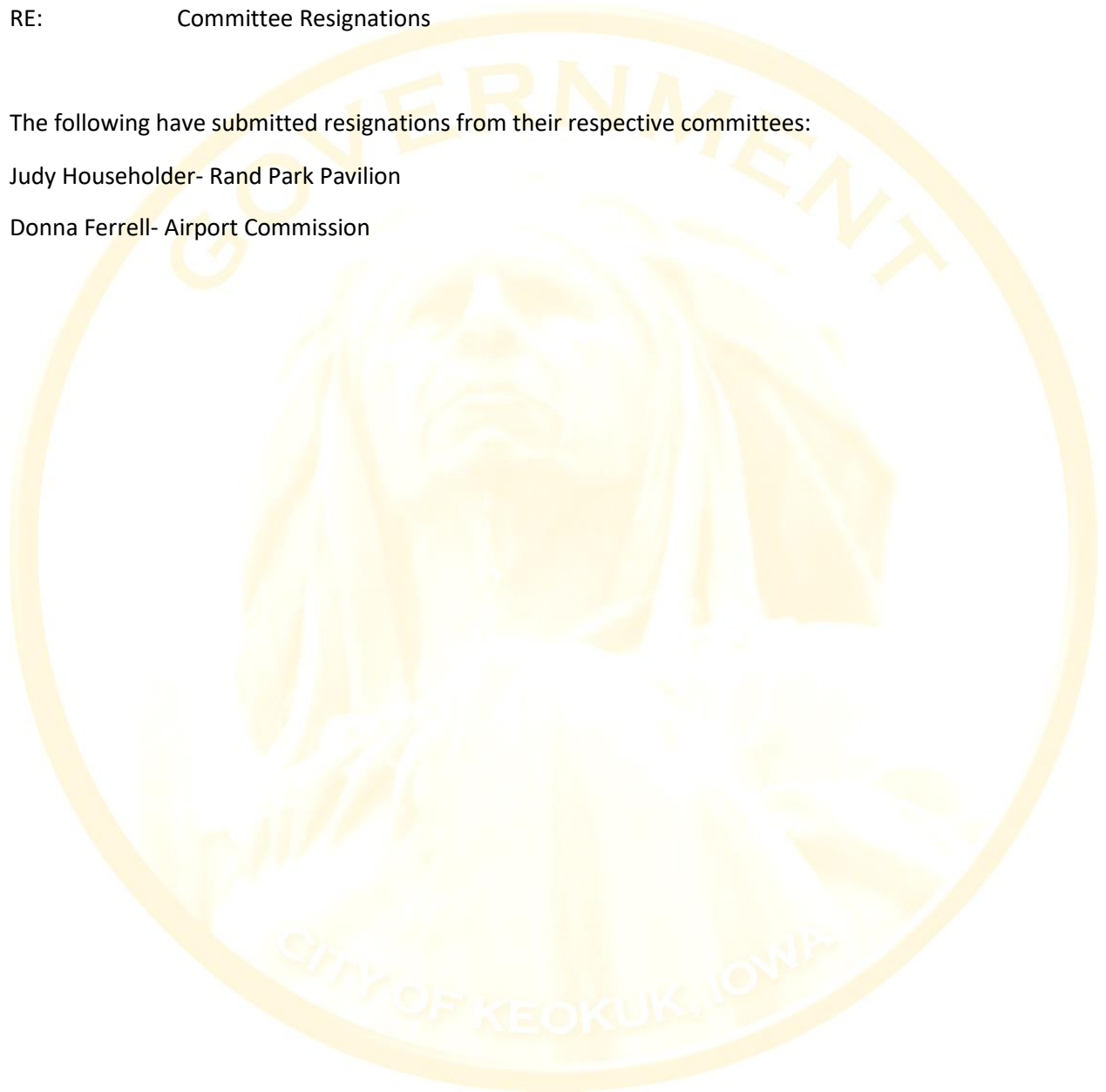


TO : Mayor and City Council  
FROM: Cole S. O'Donnell  
DATE: December 2, 2019  
RE: Committee Resignations

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**

Diane Stanley      Term Expired 09/19/2022

Keokuk Housing Authority      **SUBJECT TO GENDER BALANCE**

**2 yr term**

Jay Kruse      Term to expire 09/05/2020





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 13<sup>th</sup>. 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 9<sup>th</sup>.
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 15<sup>th</sup>** – Iowa Dept. of Management certifies taxes back to County Auditor

**July 1<sup>st</sup>** – New Budget takes effect.