

**AGENDA**  
**COUNCIL WORKSHOP**  
**January 2, 2020**  
**5:30 P.M.**

- (1) Hotel/Motel funding request: Lake Cooper Foundation, Rand Park Pavilion, Keokuk Area Tourism and Rollin' On the River.
- (2) Review council meeting agenda.

## Rand Park Pavilion Commission



DATE: December 11, 2019  
TO: Cole O'Donnell, City Administrator  
FROM: Rand Park Pavilion Commission Members  
RE: Request for Grounds Upkeep Funding

We respectfully request that the City Council budget monies for the Rand Park Pavilion maintenance and care – including mowing, lawn care, landscaping and maintenance. The Pavilion is an attractive asset for our community and brings people into Keokuk. The Pavilion Commission pays for upkeep, mowing of the grounds, and the concerts we sponsor. The commission works hard to bring quality performances to the pavilion for residents as well as visitors to enjoy. Our intent is to have a nice-looking venue and quality entertainment that our citizens can be proud of. We need help with funding in order to make our efforts sustainable.

The commission is researching up-lighting for the downstage and there are a number of light fixtures that need replaced.

Please consider \$7,500 in funding to help maintain the Rand Park Pavilion.

The commission is extremely grateful for all past support from the Keokuk City Council.

Thank you for your consideration.

Rand Park Pavilion Commission

## 2019 Maintenance Costs

Mowing – 28 times @ \$87.50 per mow	\$2,450.50
Fertilizer and Seed (4 applications)	\$208.00
Landscaping –	
Flowers	\$
Aerating	\$
Sprinkler System Maintenance & Repair	\$145.00
Flowers and Ornamental Grasses	Volunteers
Pruning and Trimming	Volunteers
Bioswale Maintenance	Volunteers
Performance Area Maintenance	\$
Electrical Maintenance & Repair	\$
LED Light Bulbs	\$467.87
Stone Maintenance	<u>TBD</u>
<b>Total</b>	<b>\$3,271.37</b>

Please note this request is for funding to help with maintenance and upkeep costs only, which becomes more costly every year.

We believe the pavilion is an attractive asset for the City of Keokuk, and one that should be sustainable. Your help with annual funding of its maintenance would be greatly appreciated.

## **2019 Pavilion Sponsored Concert Season**

The Islanders – Saturday, May 25	\$300.00
Double Vision - Saturday, July 13	\$600.00
Big Huge – Saturday, July 20	\$1,000.00
Leaving Abbey - Friday, September 6	\$800.00
Bullis Rutter Big Band – Sunday, September 22	\$1,000.00
Sound System	<u>\$500.00</u>
<b>Total</b>	<b>\$4,200.00</b>

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### **Other Expenses:**

Advertising/Flyers	\$1,333.80
Website Fees	\$119.88
Postage/P.O. Box	\$54.00
Porta Potties	\$68.00
Misc. (trash bags, food, water for bands, etc.)	<u>\$134.96</u>
<b>Total</b>	<b><u>\$1,710.64</u></b>

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### **2019 Pavilion Expenses**

Grounds Maintenance & Upkeep	<b>\$3,271.37</b>
Entertainment	<b>\$4,200.00</b>
Misc Expenses	<b><u>\$1,710.64</u></b>
<b>TOTAL</b>	<b><u>\$9,182.01</u></b>

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**2019 Revenue:**

Keokuk City Council Funding for Grounds Maintenance	\$7,500.00
Concert Season Collections	\$1,220.00
Rental Charges (Weddings, Church Services, etc.)	\$400.00
Grants	\$2,500.00
Private Donations	<u>\$1,250.00</u>
<b>TOTAL</b>	<b>\$12,870.00</b>

**2019 Revenues** **\$12,870.00**

**2019 Expenditures** **\$9,182.01**

**AGENDA**  
**CITY COUNCIL MEETING**  
**January 2, 2020**  
**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 December 19, 2019;
  - Motion to pay bills and transfers listed in Register No.'s 5115-5117;
7. Appointment of Officers – City Clerk, Chief of Police and City Attorney.
8. Consider resolution adopting the Fiscal Years 2021 through 2025 Capital Improvement Plan.
9. Consider resolution approving amendment number one to employment agreement.
10. Consider resolution accepting resignation of Public Works Director and authorizing employment search.
11. Consider resolution setting date for a public hearing for the sale of City owned real estate.
12. Appointments to Council Committees.
13. Boards & Commissions.
14. Staff Reports:
15. New Business:
16. Adjourn meeting.

**MEETING MINUTES**  
**COUNCIL WORKSHOP**  
**December 19, 2019**  
**5:30pm**

Present: O'Connor, Dade (left meeting at 6:17), Helenthal, Mortimer, Greenwald, Bryant, Dunek.

Absent: O'Connor, Moore and Payne

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

- 1) City Administrator O'Donnell gave an overview of the 2021-2025 Capital Improvement Plan for City of Keokuk.
- 2) Reviewed the council meeting agenda.
- 3) Adjourned at 6:25 p.m.

**MINUTES  
CITY COUNCIL MEETING  
December 19, 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 December 19<sup>th</sup> at 500 N. 20<sup>th</sup> Street. Mayor Thomas L. Richardson called the meeting to order at 6:30 p.m. There were six council members present, three absent. Mike O'Connor, John Helenthal, Larry Mortimer, Michael Greenwald, Roger Bryant and Susan Dunek were present. Mike Moore, Ron Payne and Devon Dade were absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig and Community Development Director Pam Broomhall.

**MAYOR'S CORRESPONDENCE:** Presented outgoing 4<sup>th</sup> Ward Councilman Larry Mortimer with a plaque recognizing his service to the city. Encouraged everyone to drive through the City of Christmas.

Motion made by Helenthal, second by Mortimer to approve the agenda, including the consent agenda. (6) AYES, (0) NAYS. Motion carried.

- Minutes of the Council Workshop & regular City Council meeting of December 5, 2019;
- Cash Receipts & Treasurer's Report for November 2019;
- **RESOLUTION NO. 364-19:** Approving a Liquor License for V's Restaurant, 3461 Main Street, effective January 1, 2020 – Class C Liquor License with Brew Pub, Catering Privilege, Outdoor Service and Sunday Sales;
- **RESOLUTION NO. 365-19:** Approving a Liquor License for Rascal's Pub & Grub, Inc., 820 Main Street, 820 Main Street, effective January 2, 2020 – Class C Liquor License with Outdoor Service;
- **RESOLUTION NO. 366-19:** Approving a Liquor License for Hy-Vee Food Store, 3111 Main Street, effective January 2, 2020 – Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer) with Sunday Sales;
- Motion to pay bills and transfers listed in Register No.'s 5112-5114;

Mayor Richardson opened the public hearing at 6:33 p.m. on the Fiscal Years 2021 through 2025 Capital Improvement Plan. A public hearing notice was published in the Daily Gate City on December 6, 2019.

**COMMENTS:** O'Donnell asked the Council to review the CIP and give input. It will come up for approval on January 2, 2020.

No further comments were received, Mayor Richardson closed the public hearing at 6:35 p.m.

Motion made by O'Connor, second by Bryant to approve the following proposed **RESOLUTION NO. 367-19**: "A RESOLUTION APPROVING INCREASING SALARY FOR THE CODE ENFORCEMENT/HOUSING OFFICIAL POSITION." (6) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, second by Helenthal to approve the following proposed **RESOLUTION NO. 368-19**: "A RESOLUTION APPOINTING COLE O'DONNELL TO THE SOUTHEAST IOWA REGIONAL PLANNING COMMISSION (SEIRPC) BOARD OF DIRECTORS." (6) AYES, (0) NAYS. Motion carried.

Motion made by Dunek, second by Mortimer to approve the following proposed **RESOLUTOIN NO. 369-19**: "A RESOLUTON AUTHORIZING THE FILING OF AN APPLICATION FOR THE IOWA DEPARTMENT OF TRANSPORTATION'S TRANSPORTATION ALTERNATIVES PROGRAM FOR CONSTRUCTION OF A TRAIL ALONG THE RIVERFRONT CONNECTING VICTORY PARK TO HUBINGER LANDING." (6) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, second by Mortimer to approve the following proposed **RESOLUTION NO. 370-19**: "A RESOLUTION APPROVING A STREETLIGHT ON MIDDLE ROAD AND MAHASKA DRIVE." (6) AYES, (0) NAYS. Motion carried.

Motion made by O'Connor, second by Dunek to approve the following proposed **RESOLUTION NO. 371-19**: "A RESOLUTION APPROVING THE KEOKUK MUNICIPAL 5-YEAR AIRPORT IMPROVEMENT PROGRAM (AIP)." (6) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, second by Bryant to approve the resignation of Phil Caropreso from the Library Board of Trustees. (6) AYES, (0) NAYS. Motion carried.

Final report on nominations: Dianne Stanley – Human Rights Commission (3-year term). Jay Kruse – Keokuk Housing Authority (2-year term). Motion to approve the nominations by Helenthal, second by Mortimer. (6) AYES, (0) NAYS. Motion carried.

O'Donnell said the Airport Commission is subject to gender balance and needs a female. The current nominee is male, and we must give due diligence to finding a female. If no one is found before the next meeting he will nominate the current male candidate.

**STAFF REPORTS:** Broomhall said she notified the council of a possible development opportunity for 629 Main Street. She will prepare a resolution setting a public hearing for the property.

O'Donnell reported on the following: Progress on new City Hall, reminder on Goal Setting session, SID Center progress, Barge demolition and vacation.

City Clerk Ludwig swore in Mayor Richardson. Richardson then swore in Councilman At Large (2) Helenthal, 2<sup>nd</sup> Ward Councilwoman Linda Altheide, 4<sup>th</sup> Ward Councilman Steve Andrews, and 6<sup>th</sup> Ward Councilman Roger Bryant.

Motion by Helenthal, second by Mortimer to enter closed session Pursuant to the Iowa Open Meetings Law (Iowa Code Section 21.5.1(i), a governmental body may hold a closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

ROLL CALL VOTE: (6) AYES – O'Connor, Helenthal, Mortimer, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Entered closed session at 6:57 p.m.

Re-entered open session at 7:15 p.m.

There being no further business, Mayor Richardson adjourn the meeting at 7:16 p.m.

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 JANUARY 2, 2020.

**REGISTER NO. 5115**

ALTORFER INC.	PARTS	\$ 1,012.32
GATE CITY PUBLISHING	PUBLICATIONS	\$ 610.46
PANTHER UNIFORMS, INC	FIRE DEPT UNIFORMS	\$ 92.40
JIM BAIER, INC	RETURN CREDIT	\$ (663.05)
ERIC E. SUTER	SERVICE CALL	\$ 65.00
KRICHEL'S ANIMAL HOSPITAL	SERVICE ANIMAL CONTROL	\$ 73.62
RIVER CITY PARTS, INC.	PARTS	\$ 44.50
LAWSON PRODUCTS, INC.	SUPPLIES	\$ 68.42
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 328.12
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$ 304.05
J & S ELECTRONICS BUSINESS, INC	LABOR/AGREEMENT	\$ 395.67
KONE INC.	LABOR/MATERIAL EXCHANGE STREET	\$ 5,636.40
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 88.03
MEYERS DRIVEWAY & SEPTIC TANK	2ND & MAIN STORM SEWER PARTIAL	\$ 8,550.00
ELECTRONIC APPLICATIONS CO. INC	LABOR/MATERIALS POLICE VEHICLE	\$ 7,936.12
PITNEY BOWES INC.	LEASE AGREEMENT	\$ 370.59
MCFARLAND-SWAN OFFICE CITY	LIBRARY SUPPLIES	\$ 302.87
ALLIANT	ELECTRIC BILL	\$ 11,558.44
CENTURY LINK	SERVICE	\$ 603.28
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 64.66
AIRGAS USA, LLC	SUPPLIES	\$ 79.60
LEE COUNTY RECORDER/REGISTRAR	RECORDING FEES	\$ 22.00
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 1,380.80
LINDNER AVIATION, INC.	AIRPORT MANAGER/MAINT/SUPPLIES	\$ 4,270.86
SHOEMAKER & HAALAND	ENGINEERING SERVICES	\$ 1,949.35
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION/SERVICES	\$ 7,790.71
MID-AMERICAN RESEARCH CHEMICAL	OIL	\$ 516.44
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 136.67
RESERVE ACCOUNT	REFILL POSTAGE	\$ 500.00
SOUTHEASTERN COMMUNITY COLLEGE	CLASSES	\$ 658.00
GOODYEAR AUTO SERVICE CENTER	TIRES	\$ 464.00
W. L. MILLER COMPANY	CITY OF KEOKUK PAVING	\$ 82,178.98
SECRETARY OF STATE	NOTARY PUBLIC	\$ 60.00
SEIRPC	HOUSING GRANT	\$ 74,410.00
PER MAR SECURITY SERVICES	SECURITY MONITORING	\$ 201.96
CALDWELL COMPANY	NAME PLATES	\$ 30.75
STATE HYGIENIC LABORATORY	WPC TESTING	\$ 459.50
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$ 1,069.78
YOUNGGREN SHOES	SAFETY BOOTS	\$ 120.00
KNAPHEIDE TRUCK EQ CENTER	PARTS	\$ 236.50
LEE COUNTY AUDITOR	2019 ELECTIONS	\$ 2,049.25

**REGISTER NO. 5116**

NIEMANN FOODS, INC./ACE	SUPPLIES	\$ 189.14
RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	\$ 335.00
CHEMSEARCH	SUPPLIES	\$ 2,083.14
CENTRE STATE INTERNATIONAL	PARTS/MATERIALS	\$ 117.10
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 51.36
SEARS COMMERCIAL ONE	SUPPLIES/EQUIPMENT	\$ 109.99
REECE'S HEATING & AIR	SERVICE CALL @ AIRPORT	\$ 89.00
WAL-MART COMMUNITY/GEGRB	LIBRARY SUPPLIES	\$ 257.86
TOTAL SOLUTIONS, INC.	VEAM SERVER/OFFSITE BACKUP	\$ 58.16
POLYDYNE, INC.	POLYMER - WPC	\$ 23,519.80
PETERS HEATING & AIR	LABOR/MATERIALS @ WPC	\$ 135.00
SYNCB/AMAZON	LIBRARY SUPPLIES	\$ 151.96
OUTDOOR POWER INC.	PARTS/MATERIALS	\$ 49.96
SCHIMBERG CO.	PARTS/MATERIALS	\$ 630.18
MEDIACOM	SERVICE	\$ 478.69
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 17,000.00
SERVICEMASTER OF FT.MADISON	SID BUILDING RESTORATION	\$ 53,597.69
GARY L. PFEIFERLING	POLICE VEHICLE CLEANING	\$ 440.00
IA DEPT.OF NATURAL RESOURCES	AIRPORT TANK	\$ 130.00
SCHUMACHER ELEVATOR COMPANY	LIBRARY ELEVATOR MAINT	\$ 423.75
LEWIS EXCAVATING & SEPTIC,INC.	LABOR/MATERIAL/EQUIPMENT WPC	\$ 2,958.00
GALLS,LLC-CARPENTER UNIFORMS	KPD UNIFORM ACCESSORIES	\$ 464.90
HANNIBAL CONCRETE PRODUCTS CO.	SUPPLIES	\$ 375.00
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 215.00
ANYTIME FITNESS	POLICE MEMBERSHIP	\$ 180.00
INTERSTATE ALL BATTERY CENTER	BATTERIES FIRE DEPT	\$ 22.80
WEST CENTRAL FS INC.	BULK OIL	\$ 1,246.71
KARL CHEVROLET	CITY VEHICLE	\$ 28,739.99
INTERSTATE BATTERIES OF	BATTERIES	\$ 143.95
ACCO	POOL SUPPLIES	\$ 573.90
IOWA LAW ENFORCEMENT ACADEMY	MMPI EVALUATION	\$ 450.00
US ARMY ENGINEERING DISTRICT	FLOOD CONTROL WORK AGREEMENT	\$ 215,116.00
WINDSTREAM	SERVICE	\$ 694.11
DARKSIDE TINT & GRAPHIX	DECALS	\$ 102.00
RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$ 37.00
OVERDRIVE, INC.	LIBRARY BOOKS	\$ 84.47
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 3,117.66
DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$ 433.50
INTERSTATE BILLING SERVICE,INC	PARTS	\$ 177.02
ARMSTRONG TRACTOR LLC	PARTS	\$ 267.51
JEFFREY JOE HERR	CLEAN/SECURE VARIOUS PROPERTY	\$ 515.00
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 52.78
COMMERCIAL CONTRACTING	LABOR/MATERIALS @ KPD	\$ 9,496.89
ENTRUP DRYWALL & PAINTING, INC	LABOR/MATERIALS @ GRAND	\$ 1,495.00
VISA	CARD SERVICES	\$ 3,436.77

**REGISTER NO. 5117**

ANDERSON, LARKIN & CO, PC	FINAL BILLING AUDIT JUNE 2019	\$ 8,500.00
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$ 370.45
MT. PLEASANT CORRECTIONAL FAC	SERVICES	\$ 720.00
STEW HANSEN DODGE CITY	POLICE VEHICLE	\$ 20,300.00
CUMMINS CENTRAL POWER	TRAVEL/LABOR @ WPC	\$ 2,449.77
KEOKUK BROADCASTING, INC.	ADVERTISING	\$ 299.70
JAMES F. DENNIS LAW FIRM	PROFESSIONAL SERVICES	\$ 5,737.50
JOSEPH FIERCE	GRAND THEATER JANITORIAL	\$ 300.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 300.00
JEREMIAH BOLLIN	CLEAN VARIOUS PROPERTIES	\$ 1,210.00
IOWA ONE CALL	ONE CALL SERVICES	\$ 104.40
PATRICK J. EWING	SERVICES	\$ 490.00
MACHINE SHED AT C/O ILEA	MEALS	\$ 3,698.00
COLIN CRENSHAW	UNIFORM ALLOWANCE	\$ 900.00
ALLYSON CHURCH	UNIFORM ALLOWANCE	\$ 900.00
IMAGINE VIDEO PRODUCTIONS	LIBRARY PRESENTATION	\$ 300.00
		\$ 632,850.61



# COUNCIL ACTION FORM

Date: January 2, 2020

Presented By: O'Donnell

Subject: Adoption of CIP Agenda Item: \_\_\_\_\_

Description:

See attached memo.

## 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 ADOPTING 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**, a public hearing to receive comments was held on December 19, 2019.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA**, that the Capital Improvement Plan for Fiscal Years 2021 through 2025 is hereby adopted.

**PASSED, APPROVED, AND ADOPTED** this 2<sup>nd</sup> day of January 2020.

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

ATTEST:

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



TO: Mayor and Council  
CC: City Staff  
FROM: Cole S. O'Donnell  
DATE: January 2, 2020  
RE: FY 2021 – FY 2025 Capital Improvement Plan

For your consideration, please find attached the FY 2021 – FY 2025 Capital Improvement Plan (CIP).

A CIP is vital to financial planning. This document allows us to project revenues and expenditures five years into the future and to analyze those projections so that operational and capital needs are met in a fiscally responsible way. Staff is now better able to identify possible shortfalls and make necessary adjustments to minimize or eliminate those possibilities.

While your adoption of the CIP places us on a defined path, the CIP is a playbook, not a bible. Projects can be added, delated, delayed, or advanced as necessary. Staff does expect the City Council to remain committed to proposed projects, so long as the project remains inline of projected expenditures and necessary resources are available.

The Council will need to make a decision regarding the Public Safety Building. This structure is inadequate for current operations and, in some cases, the building is failing. Staff included several projects in the CIP to address some needs of the departments and also included the construction of a new facility in year three of the plan. It is the request of staff that the Council commit to either the repairs or the new building. Based on that choice, staff will remove the appropriate project(s) accordingly.

This is a very ambitious plan with almost \$89 million in projects and purchases. However, close to \$60 million is sewer separation projects. Also included is \$6 million for the Public Safety Building, \$1.1 million for flood damage repairs, and \$1.3 million for the new City Hall. The plan includes needed equipment purchases and certain annual projects.

Certain things must be noted as part of the plan:

- The sewer separation projects are to be completely financed with SRF loans. Staff has requested an analysis of sewer revenue streams to determine what adjustments need to be made. This does not yet include revenue from the Storm Water Utility Fund, which will ease the burden upon the Sewer Fund.
- As stated during last year's annual budget preparation, the Bridge Fund is expending more than it is receiving on an annual basis. This will need to be addressed in the upcoming year.
- Staff has tried to include a major road repair project at least once every three years in the plan. The two projects as part of the plan address small segments with large estimated costs. Both projects are critical and must be completed.

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

- Balances for the General Fund and Road Use Tax Fund are significant reduced. Much of the General Fund reduction is due to the use of dedicated reserves for the City Hall Project. Road Use Tax funds are the primary source of road projects and will see fluctuations from year to year based on the projects being completed.
- Staff is projecting over \$10 million in grants for various projects. Some projects are dependent upon grant funds for completion. Should the grants not be awarded, those projects will be reevaluated.

As part of the CIP, staff asks that the following policies be adopted as part of the document:

1. Through the CIP process the City will maintain at least 25% of annual expenditures in reserves for certain funds, so long as doing so does not negatively impact the vision and goals of the Plan.
2. Equipment replacement schedules will be based upon established life spans of said equipment and no equipment purchase will be delayed longer than 3 years unless the equipment to be replaced has shown extended lifespan.
3. The City shall commit to annual road maintenance and repair with emphasis on managing RUT funds so that significant road repairs can be planned at least once for every five year plan.
4. Any unexpended funds in the General Fund shall be annually transferred to the Capital Projects Fund provided that unexpended funds are not ear marked for onetime projects, for purchases that are delayed or incomplete, or for maintaining reserve goals.
5. Debt Service and bond proceeds will be managed so that the Debt Service Levy Rate will not raise or lower greater than three percent (3%) from year to year due to retirement or addition of debt, so long as doing so does not impact the goals of the Plan.



# COUNCIL ACTION FORM

Date: January 2, 2020

Presented By: Mayor Richardson

Subject: Amendment to Employment Agreement Agenda Item: \_\_\_\_\_

**Description:**

The amendment modifies Section 5 of the agreement providing for a salary increase, effective January 1, 2020, equal to the percentage increase of all other non-union employees as of July 1, 2019 and the same percentage increase of all other non-union employees each July 1st thereafter.

**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 AMENDMENT NUMBER ONE TO  
EMPLOYMENT AGREEMENT**

**WHEREAS**, the City Council of Keokuk, Iowa employed the services of said Cole S. O'Donnell as City Administrator of the City of Keokuk, as provided by Chapter 2.13 of the Keokuk Municipal Code; and

**WHEREAS**, it is the desire of the City Council of Keokuk, Iowa to provide certain benefits, establish certain conditions of employment and to set working conditions of said employee; and

**WHEREAS**, an agreement was entered into by the City Council of Keokuk, Iowa and Employee for said services on June 28 2018; and

**WHEREAS**, there is a mutual desire to amend said agreement.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA**, that it approves Amendment Number One to the Employment Agreement between the City of Keokuk, Iowa and Cole S. O'Donnell.

**PASSED, APPROVED, AND ADOPTED** this 2<sup>nd</sup> day of January, 2020.

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

ATTEST:

\_\_\_\_\_  
Jean Ludwig, City Clerk

## Employment Agreement Amendment One

This Amended Agreement, made and entered into this 3<sup>rd</sup> day of January, 2020 by and between the City of Keokuk, State of Iowa, a municipal corporation hereinafter called "Employer," and Cole S. O'Donnell, hereinafter called, "Employee," each of whom understands as follows:

WITNESSETH:

WHEREAS, Employer employed the services of said Cole S. O'Donnell as City Administrator of the City of Keokuk, as provided by Chapter 2.13 of the Keokuk Municipal Code; and

WHEREAS, it is the desire of the City Council of Keokuk, hereinafter called "Council," to provide certain benefits, establish certain conditions of employment and to set working conditions of said employee; and

WHEREAS, an agreement was entered into by Employer and Employee for said services on June 28, 2018.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree to amend said agreement as follows:

### Section 5: Salary

- A. Effective January 1, 2020 Employer agrees to increase employee's base salary in a percentage amount equal to the wage increase percentage provide every non-union employee on July 1, 2019 and to increase Employee's salary by an amount equal to the percentage increase provide every non-union employee each July 1<sup>st</sup> thereafter.

In Witness Whereof, and signed this \_\_\_\_\_ day of January, 2020 in Keokuk, Lee County, Iowa:

CITY OF KEOKUK, IOWA

ATTEST

\_\_\_\_\_  
Thomas L. Richardson, Mayor

\_\_\_\_\_  
Jean Ludwig, City Clerk

EMPLOYEE

\_\_\_\_\_  
Cole O'Donnell



# COUNCIL ACTION FORM

Date: January 2, 2020

Presented By: O'Donnell

Subject: Resignation of PWD Agenda Item: \_\_\_\_\_

## Description:

Public Works Director Mark Boussetot has submitted his resignation. He has accepted a similar position in Fort Madison. January 17, 2020 will be his final day of work. The resolution accepts the resignation and authorizes the City Administrator to begin the search for his replacement immediately.

## 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 ACCEPTING RESIGNATION AND AUTHORIZING  
EMPLOYMENT SEARCH**

**WHEREAS**, Mark Boussetot has been employed by the City of Keokuk, Iowa for ten years; and

**WHEREAS**, Mr. Boussetot's present position is Public Works Director; and

**WHEREAS**, Mr. Boussetot has submitted his resignation, effective January 17, 2020; and

**WHEREAS**, the search for Mr. Boussetot's replacement should begin immediately.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA**, that it accepts the resignation of Mark Boussetot as Public Works Director and authorizes the City Administrator to begin the search for his replacement immediately.

**PASSED, APPROVED, AND ADOPTED** this 2<sup>nd</sup> day of January, 2020.

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

ATTEST:

\_\_\_\_\_  
Jean Ludwig, City Clerk

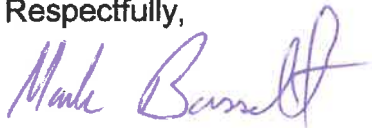
December 26, 2019

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

I regret to inform you that my last day with the City of Keokuk will be January 17, 2020. I have greatly enjoyed my time with the City of Keokuk, and appreciate the invaluable experience I gained while working here.

I have accepted the Position of Public Works Director for the City of Fort Madison. I look forward to working with all of you as a neighboring community.

Respectfully,

A handwritten signature in blue ink that reads "Mark Boussetot". The signature is written in a cursive style with a large, stylized initial "M".

Mark Boussetot



# COUNCIL ACTION FORM

Date: December 27, 2019

Presented By: Broomhall

Subject: Set public hearing for sale of 629 Main Street Agenda Item: \_\_\_\_\_

## Description:

A public hearing is required for sale/disposal of City owned property.

Ginny Henson and Danny Rittenhouse submitted a bid for \$100.00, along with a proposed redevelopment estimate of \$200,000 to \$250,000

## FINANCIAL

Is this a budgeted item?      YES       NO

Line Item #: \_\_\_\_\_ Title: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Under/Over: \_\_\_\_\_

Funding Sources:

\_\_\_\_\_

\_\_\_\_\_

Departments:

\_\_\_\_\_

\_\_\_\_\_

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



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, SETTING DATE FOR A PUBLIC HEARING FOR THE SALE OF CITY OWNED REAL ESTATE, PURSUANT TO IOWA CODE CHAPTER 364.7**

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

**WHEREAS**, The City of Keokuk owns property known as 629 Main Street, this property includes a three-story brick commercial building; land and building assessed at \$39,440.00.

**WHEREAS**, the City of Keokuk has received a bid from Ginny Henson and Danny Rittenhouse for \$100.00, submitted with a proposed redevelopment estimate of \$200,000 to \$250,000. It is the intent of the City of Keokuk to dispose of property to said bidder following the public hearing therefore,

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

**THAT**, a public hearing date be set at 6:30 p.m., January 16, 2020, at the Keokuk Community School Administrative offices, 500 No. 20<sup>th</sup> Street, Keokuk, Iowa for sale of property known as 629 Main Street, Keokuk, Iowa. The City Clerk is directed to publish notices to this effect in *The Daily Gate City*.

Passed this 2<sup>nd</sup> day of January, 2020.

\_\_\_\_\_  
Thomas L. Richardson, Mayor

Attest: \_\_\_\_\_

Jean Ludwig, City Clerk

**Proposal for Redevelopment of 629 Main Street**

**Sixth and Main Business Park**

Submitted By:

Ginny Henson  
Owner, The Lost Canvas  
709 and 719 Main Street  
Keokuk, Iowa

AND

Danny Rittenhouse  
Macomb, IL

Contact Information:

Phone: Ginny 319-520-0562  
Email: [Ginnykayh@gmail.com](mailto:Ginnykayh@gmail.com)

## **Developer Credentials**

Ginny Henson first bought 719 Main Street in November of 2013. She remodeled the space and opened The Lost Canvas in October 2014. The Lost Canvas offers, specialty coffees and baked goods, live music, and guided art classes. It has also hosted several presidential candidates and serves as a meeting place for local community groups. Ginny also remodeled the upstairs apartment and has lived there since 2015.

In the fall of 2017, Ginny bought 709 Main Street. By late 2017, she was using this space to host her guided painting classes. The upstairs level has been remodeled into a two-unit living space and is close to its completion.

In completing both of these projects, Ginny used the skills she developed during the 25 years she owned Henson Interior and Exteriors and worked with a team of licensed professionals to complete the space. Her partner Danny Rittenhouse has been instrumental in assisting with the finishing the upstairs space at 709 Main. He relied upon the skills he acquired during his 27-year career working in facilities management at Western Illinois University and operating his own painting and contracting business.

## **Development Team**

Ginny Henson and Danny Rittenhouse will do much of the work themselves and rely on other local tradespersons for the rest of the project. Ginny has worked with Kramer Electric on her most recent projects.

## **Legal Structure**

If this bid is accepted Ginny and Danny will form a two-member LLC entitled "Sixth and Main Business Park, LLC" or a similar available name. This LLC has not yet been created, but this will be accomplished in short order if this redevelopment proposal is accepted.

## **Financing Plan**

*Local Financing*

## **Building**

The general concept for this space is to create modern business offices. This concept is, admittedly, not entirely fleshed out, but would certainly include a number of business suites. This will also include small offices that can be rented for one or more professionals and will feature shared conference space. This setup is ideal for small business owners, such as real estate agents, insurance agents, lawyers, or IT professionals who need an office in which to meet with clients and conduct business but do not need the hassle or expense of owning or renting an entire office suite. This will allow new and small businesses to grow and thrive and will likely attract professionals from surrounding cities.

The third story could be used as a community space that could be rented for events and could also serve as a meeting space for any local community groups.

### **Green Space**

The vision for the green space the corner of the property is to create a small park that patrons and employees of local businesses could enjoy. The space will have a small walking path, seating, trees, and plants.

### **Parking**

There would be street parking available.

*Proposed development bid @ \$100<sup>00</sup>*

*Est. Development Cost \$200,000 and 250,000.*



TO: Mayor and Council  
FROM: Cole S. O'Donnell  
DATE: January 2, 2020  
RE: Committee Vacancies and Terms Expiring

**COUNCIL APPOINTMENTS:**

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
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Veterans Memorial Commission

**5 yr. term**

Vacancy	Term Expired 06/01/2016
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**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: January 2, 2020  
RE: Committee Nominations

**First Report on Nominations:**

Airport Commission

**6 yr. Term**

Donza Worden Term to expire 10/20/2025

Library Board of Trustees

**6yr Term**

Robin Davis Term to expire 07/01/2024

