

**AGENDA**  
**COUNCIL WORKSHOP**  
**April 16, 2020**  
**5:30 P.M.**

- (1) Iowa Initiatives Pathways Plan.
- (2) Compensation Plan.
- (3) Review council meeting agenda.

Keokuk:  
Pathways and Greenways  
Plan

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February 2020  
University of Iowa  
School of Urban & Regional Planning

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Outline

- Existing Conditions
- Proposed Network Plan
- Greenway Matrix
- Policies
- Next Steps

Side 2

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1. Project Goal

- Our project will provide Keokuk with a proposed pathway network and a system to prioritize low-cost investments in natural stormwater mitigation measures to increase community mobility and quality of life.

Side 3

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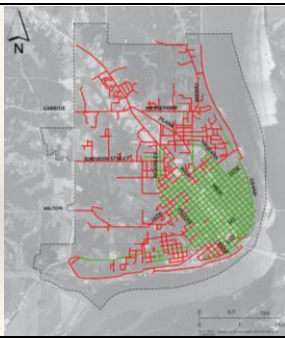
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### I. Existing Conditions

- **Sidewalk Inventory**
  - Keokuk's core is well-connected
  - Connectivity decreases as distance from core increases
  - Well-connected does not mean safe for pedestrians and bicyclists
  - Johnson Street Rd and Highway 218 lack adequate sidewalks



Slide 4

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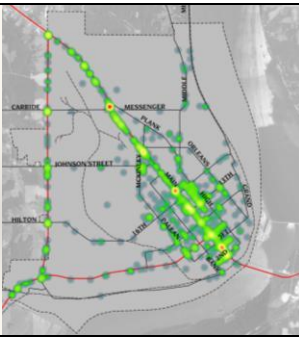
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### J. Existing Conditions

- **Crash Data**
  - 2008 – 2018 data
  - Many medium-to-high density crash areas are near priority destinations
  - Fewer collisions in residential areas
  - Highest density of crashes are on Highway 218 and Highway 61



Slide 5

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### I. Existing Conditions

- **Experts & Community Inputs**
  - Dangerous areas
  - Pathway suggestions
  - Currently used routes
  - Flooding locations



Slide 6

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## 1. Existing Conditions

### Community Engagement

- 92 Survey Respondents
- Administered at Football Game and Oktoberfest Event
- Demographically like Keokuk, skewed young
- Similar responses to expert panel



Slide 7

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### THE PROJECT – PATHWAYS

#### PATHWAY Problems



Slide 8

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## 2. Proposed Network

### Points of Interest

- Schools
- Major employers
- Public Parks
- Private Parks
- Commercial



Slide 9

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## 2. Proposed Network

- Points of Interest**
  - Schools
  - Major employers
  - Public Parks
  - Private Parks
  - Commercial



Side 10

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## 3. Network Plan

- Examples of Bike paths treatments**



Side 11

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## 3. Network Plan

State Guidelines

- Treatments**
- Legend:**
  - Shared Lanes
  - Conventional Lanes
  - Multi-Use Trails
  - Bike Boulevards
  - Buffered Lanes

Continuous lines (proposal)  
Dashed lines (optional)



Side 12

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3. Proposed Network Plan

**Phases**

- Phase 1
  - Priority Connections



Side 13

The map shows a coastal area with a network of green lines representing priority connections. A scale bar at the bottom indicates 0, 0.5, 1, and 2 km. A north arrow is in the top right corner.

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3. Proposed Network Plan

**Phases**

- Phase 2
  - Filling out the network



Side 14

The map shows the same coastal area with a network of orange lines representing the filling out of the network. A scale bar at the bottom indicates 0, 0.5, 1, and 2 km. A north arrow is in the top right corner.

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3. Proposed Network Plan

**Phases**

- Phase 3
  - Aspirational connections



Side 15

The map shows the same coastal area with a network of purple lines representing aspirational connections. A scale bar at the bottom indicates 0, 0.5, 1, and 2 km. A north arrow is in the top right corner.

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### 3. Proposed Network Plan

**Phases**

- Legend:
- Phase 1
- Phase 2
- Phase 3



Side 16

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### Greenways



- Beautify areas and control stormwater runoff
- Additional recreational opportunities and reduce infrastructure costs
- Implement alongside Sewer Remediation Phases



Side 17

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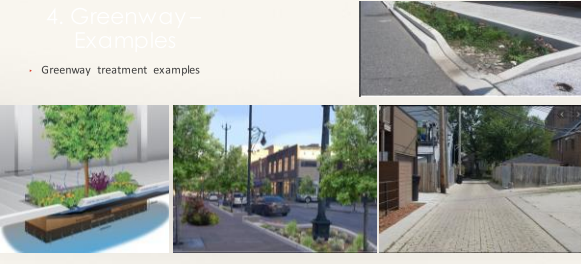
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### 4. Greenway - Examples

- Greenway treatment examples



Side 18

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#### 4. Greenway - Placement Considerations

- Street traffic conditions
- Proximity to Pathway Network/Green Street treatments
- Block characteristics, uses, and ownership models
- Parcel access points
- Street conditions
- Flooding characteristics
- Sewer separation locations

Side 19

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#### 5. Policies

- Promote Sidewalk construction and rehabilitation
- Promote street design and reconstruction with pedestrian/bicycling facilities in mind
- Require/encourage pedestrian/bicycling facilities for new development or near points of interest
- Etc.

Side 20

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#### 5. Policies

- Complete Streets Policy Examples can be drawn from other Iowan communities:
- Burlington
- Fairfield
- Marion
- Mason City
- Muscatine
- Oskaloosa
- Spencer

Side 21

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## 6. Community Interactions

### Upcoming Community Events

- Open House: March 26<sup>th</sup>
- Live After 5 Event
- Pop-Up Event
- TBD: May Projection



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Position Title	Total	Skill Level	Grade	Salary Survey Data		Keokuk Current Actual Salary	Proposed Salary Range (50th)		Equal to 5% Above Bottom	Increase to 5% Above	3% Market + 3% Increase	Percent From Bottom
				50th Percentile								
<b>Directors and Senior Managers</b>												
Police Chief	780	750+	11	75,759.00	95,043.00	76,511.00	70,439.97	98,615.96	\$ 73,961.97		\$ 4,590.66	15%
Fire Chief	770			75,617.00	98,303.00	76,511.00	70,439.97				\$ 4,590.66	15%
				<b>75,688.00</b>	<b>96,673.00</b>							
WPC Superintendent	735	700 to 745	10	63,899.00	83,726.00	76,511.00	65,831.75	92,164.45	\$ 69,123.34		\$ 4,590.66	23%
Director of Public Works	710	(45 points)		79,670.00	93,906.00	71,000.00	65,831.75				\$ 4,260.00	14%
				<b>71,784.50</b>	<b>88,816.00</b>							
Assistant Chief of Police	690	660 to 695	9			61,971.00	61,525.00	86,135.00	\$ 64,601.25	\$ 2,630.25	\$ 3,718.26	7%
Community Development Dir.	685					58,662.00	61,525.00			\$ 5,939.25	\$ 3,519.72	5%
Assistant Fire Chief	665					61,971.00	61,525.00			\$ 2,630.25	\$ 3,718.26	7%
<b>Supervisors and Advanced Technical</b>												
Parks, Bridge, Cem. & San. Man.	590	550 to 595	7	61,380.80	75,394.00	59,406.00	54,883.75	76,837.25	\$ 57,627.94	\$ (1,778.06)	\$ 3,564.36	15%
City Clerk	575			55,018.26	67,244.54	45,361.00	54,883.75			\$ 12,266.94	\$ 2,721.66	5%
Police Captain	565			58,510.50	77,753.50	57,840.00	54,883.75				\$ 3,470.40	12%
Streets/Vehicle Maint. Manager	575			61,380.80	75,394.00	54,980.00	54,883.75		\$ 2,647.94	\$ 3,298.80		6%
Sewer Manager	550			61,380.80	75,394.00	56,795.33	54,883.75		\$ 832.61	\$ 3,407.72		10%
				<b>59,534.23</b>	<b>74,236.01</b>							
WPC Chemist	545	500 to 545	6			52,662.00	47,725.00	66,815.00	\$ 50,111.25		\$ 3,159.72	17%
WPC Chief Operator	540			52,615.50	73,834.00	54,845.00	47,725.00				\$ 3,290.70	22%
Sergeant	520			53,809.60	69,270.00	55,102.00	47,725.00				\$ 3,306.12	22%
WPC Biologist	490	450 to 495	5			40,234.00	41,500.00	58,100.00	\$ 43,575.00	\$ 3,341.00	\$ 2,414.04	5%
Engineering Tech	460					46,730.00	41,500.00				\$ 2,803.80	19%
						44,736.00	41,500.00				\$ 2,684.16	14%
Communications Supervisor	450					42,094.00	41,500.00		\$ 1,481.00	\$ 2,525.64		8%
Deputy City Clerk	450			42,836.00	54,917.00	41,041.00	41,500.00		\$ 2,534.00	\$ 2,462.46		5%
<b>Administrative and Technical</b>												
Code Enforcement Officer	435	400 to 445	4	42,197.00	46,904.00	36,523.00	36,602.50	51,243.50	\$ 38,432.63	\$ 1,909.63	\$ 2,191.38	6%
PW/Planning Secretary	380	365 to 395	3	33,514.44	45,116.40	35,619.00	33,275.00	46,585.00	\$ 34,938.75		\$ 2,137.14	13%
WPC Secretary	370	(30 points)				35,632.00	33,275.00				\$ 2,137.92	14%
Accounting Clerk	360	330 to 360	2	31,722.50	41,334.50	29,205.00	30,250.00	42,350.00	\$ 31,762.50	\$ 2,557.50	\$ 1,752.30	5%
Data Entry Clerk	335					33,604.00	30,250.00				\$ 2,016.24	18%
						32,136.00	30,250.00				\$ 1,928.16	13%
Payroll/HR Clerk	335			39,800.80	49,344.20	31,451.00	30,250.00		\$ 311.50	\$ 1,887.06		10%

\$ 87,065.85	Total Increase
\$ 64,865.63	GF Increase
\$ 41,074.00	Total Budgeted
\$ 45,991.85	Total Market Increase
\$ 26,562.99	GF Market Increase

## Non-union Employees Wage and Salary Policy

### Purpose

To establish fair and equitable wage scales, salary ranges and guidelines for wage and salary increases for non-union employees.

### Policy

#### Non-exempt Non-union Employees

1. Non-exempt non-union employees of the City of Keokuk will be paid wages according to the Non-exempt Non-union Employee Wage Schedule, a copy of which is attached hereto, based upon the title of their position within the City.
2. New hires shall be given an annual salary commensurate with qualifications and experience, but shall not receive less than the minimum nor more than the maximum for the salary range of their position.
3. The Non-Exempt Non-union Employee Wage Schedule ranges will increase annually by the December to December change in CPI for All Urban Consumers: US City Average- All Items.
4. Non-exempt non-union employees shall receive an annual base salary increase (BSI), unless the employee has reached the maximum range. The BSI shall be determined by the City Council and shall be independent of any and all wage increases negotiated by any and all bargaining units recognized by the City of Keokuk.
5. Non-exempt non-union employees that have reached ~~or exceeded~~ the maximum range shall annually receive the annual CPI increase for their range or the BSI whichever is less. ~~Only those employees exceeding the maximum range at the time of adoption of this policy shall be eligible for the CPI or BSI.~~
6. All wage scales shall be reviewed once every three (3) years to ensure wages are comparable and competitive with similar positions in both the public and private sectors.

#### Exempt Non-union Employees

1. Exempt non-union employees of the City of Keokuk will be paid salaries according to the Exempt Non-union Employee Salary Schedule, a copy of which is attached hereto, based upon the title of their position within the City.
2. New hires shall be given an annual salary commensurate with qualifications and experience, but shall not receive less than the minimum nor more than the maximum for the salary range of their position.

3. The Exempt Non-union Employee Salary Schedule ranges will increase annually by the December to December change in CPI for All Urban Consumers: US City Average- All Items.
4. Exempt non-union employees shall receive an annual base salary increase (BSI), unless the employee has reached the maximum range. The BSI shall be determined by the City Council and shall be independent of any and all wage increases negotiated by any and all bargaining units recognized by the City of Keokuk.
5. Exempt non-union employees that have reached ~~or exceeded~~ the maximum range shall annually receive the annual CPI increase for their range or the BSI whichever is less. ~~Only those employees exceeding the maximum range at the time of adoption of this policy shall be eligible for the CPI or BSI.~~
6. Exempt non-union employees may receive an annual merit bonus of up to \$1,500 upon a favorable annual performance review and availability of funding under the City budget. Said review shall be performance based for each employee and conducted by the City Administrator. The City Administrator shall determine the recipients, amounts and timing of merit bonuses; provided, that no merit bonuses shall be given in the event monies for the same are not available under the City budget. The City Administrator must advise the City Council in executive session before awarding the bonuses.
7. All salary ranges shall be reviewed once every three (3) years to insure ranges are comparable and competitive with similar positions in both the public and private sectors.

## **VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS**

### **Development of the Compensation Plan**

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve these ends, there must also be a reasonable, uniform, and widely accepted model of the factors of job content upon which the Compensation Plan rests. Application of the model and definition of job content were the purpose of the Job Evaluation aspects of this Study.

The Plan presented in this report is designed to accomplish the Study goals by:

- 1) Providing for equal compensation for work of equivalent job content and responsibility.
- 2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impacted these interrelationships.
- 3) Establishing compensation rates that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

### **Compensation Plan Options for the City's Consideration**

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three different Compensation Plans:

- 1) **Defined Increment Plan:** This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
- 2) **Open Range Merit Plan:** This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are

advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined by City Administration.

- 3) Blended Merit Plan: This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with and motivated by this method of compensation. Mid to lower level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each plan are summarized below:

### **Defined Increment Plan**

#### **Advantages**

City: A Defined Increment Plan has the advantage of creating financial predictability because it is easier for management to predict and plan for salary increases on an annual basis.

Employees: Employees like a Defined Increment Plan because it offers security and predictability for advancement through the range. Another plus of this Plan is that it offers a high degree of internal equity and fairness – the expectation that fellow workers in this Plan are all being treated the same.

#### **Disadvantages**

City: The City may feel that a Defined Increment Plan simply rewards compensation increases on a routine basis. However, by tying the increase to a satisfactory performance evaluation, the City can be assured that only acceptably performing employees will receive a salary increase.

Employees: Employees may feel unmotivated to perform at an above average or at a superior level, knowing their salary increase amount is pre-determined. One way to remove this negative notion is to allow an employee with a superior performance evaluation to get a two (2) increment increases. This, however, would be the exception and not the rule. Most employees would be considered “average” performers and receive a one (1) increment increase.

## **Open Range Merit Plan**

### **Advantages**

City: The Open Range Merit Plan tends to motivate employees to perform at a higher level, thereby achieving greater production/benefit for the City. This Plan also enables the supervising authority to reward high-performing employees with a salary increase greater than a defined increment.

Employees: Employees who are high performers like working under this Plan as they can earn a higher percentage salary increase.

### **Disadvantages**

City: Anticipating the cost of merit increases has less financial predictability, as it is not always possible to know how many employees will be high performers in any given year. However, the City can fund a “merit increase pool” for all Open Range Merit Plan employees to receive an average percentage (i.e., a 2-3% increase), knowing that some employees will receive less (or no) increase and some employees will earn more.

Employees: An Open Range Merit Plan can create a perceived inequity regarding how individuals are granted salary increases. It is incumbent upon management to use an equitable performance evaluation system when implementing this Plan. It is also incumbent on management to ensure that the performance evaluation system is applied fairly and that supervisors receive appropriate training on conducting the evaluation and using the evaluation tool properly.

## **Blended Merit Plan**

There are positives and negatives for both Defined Increment and Open Range Merit Plans. However, it is also possible to design a pragmatic salary system that uses elements of both Defined Increment and Open Range Merit Plans. It is becoming increasingly common for organizations to have a Blended Merit Plan for various levels of positions that reflects the particular circumstances and culture of the organization. A Plan of this type is customizable to the needs of the organization. It is also the preferred Plan for organizations that are transitioning from a Defined Increment Plan to an Open Range Merit Plan. The following is one example of a Blended Merit Plan:

**Exempt:** All exempt employees are in an Open Range Merit Plan.

**Non-exempt:** Non-exempt employees are in a Blended Merit Plan. In this Plan, salary ranges begin at the minimum with, for example, three (3) defined increments and then transition into an open range. The initial increment of the assigned range is intended as the normal hiring/promoting rate.

Increments two (2) and three (3) would be awarded upon successful completion of the employee's initial evaluation period and/or after another period that is set by the City (e.g., increment two (2) after the initial evaluation and increment three (3) after an additional year of employment.) After that, increment three (3) employees may advance through the open range as a result of a successful performance evaluation.

### **Recommendation: Open Range Merit Plan**

GovHR is recommending that the City adopt an Open Range Merit Plan. An Open Range Merit Plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the ranges based on an annual satisfactory performance evaluation, with the percentage of their increase determined by their supervisor and City Administration.

The Open Range Merit Plan also allows maximum flexibility for the City relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. Given Keokuk's goal to recruit, reward and retain motivated, high-performing employees, the Open Range Merit Plan has been selected for recommendation.

### **Pay Philosophy**

An important component in the process of developing a pay plan is understanding and applying the pay philosophy that has been adopted by the City. In Keokuk, the City subscribes to a pay philosophy of compensating employees at an "at-market" rate at the 50<sup>th</sup> percentile.

### **Proposed Compensation Plan and Structure**

The next step in this process is to combine the JFA scores included in Table 1 and 2 with the proposed salary ranges in Table 3. The JFA scores were categorized into nine (9) skill level/compensation grades, which recognize significant and definable differences in the level of duties and responsibilities and group classifications according to these factors. Table 2 combines all of the information at the 50<sup>th</sup> percentile.

Table 1 includes the Proposed Classification Plan. The Plan consists of eleven (11) pay grades, one (1) being lowest and eleven (11) being highest and is broken down into the following three (3) bands.

- Grades 1 – 4: Administrative and Technical Staff
- Grades 5 – 7: Supervisors and Advanced Technical Staff
- Grades 8 – 11: Directors and Managers

All proposed pay ranges are open ranges. There is a 10% gradation between grades 1 – 4; a 15% gradation between grades 5 – 7; and a 7% gradation between grades 8 – 11. The ranges for all grades have a 40% spread from minimum to maximum.

**Note 1:** Different pay grades may have different ranges from minimum to maximum pay. It is appropriate for the lower grades in a pay plan to have a smaller spread from minimum to maximum as it is likely that new employees would start at the minimum pay of the range. Conversely, it is more likely that more experienced employees or Department Head level employees may be hired at a rate above the minimum pay of a range, thus it is necessary to have a greater spread from minimum to maximum pay.

**Note 2:** Gradation refers to the relationship between the minimum pay of one grade to the minimum pay of the next grade. In this case, the starting pay for Grade 2 is 7.5% higher than Grade 1 and so on. The gradation will vary depending upon the relationship between the salary survey data for the grade, the number of grades in the pay band and the established pay range.

### **Implementation and Administration of the Compensation Plan for Current Employees**

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- 2) The compensation of employees whose present compensation is within the range for their class should be slotted into the new compensation plan at the current rate.
- 3) The compensation of the employee whose present compensation is above the maximum pay of the range should be held at his or her present rate, *without a reduction in compensation*, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the City can consider lump sum increases for these employees, which does not impact base pay levels, until the ranges adjust to include the individual employee pay rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed pay range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the community to adopt and only occurs one time, at the implementation of the new classification and compensation plan. If the City wishes to consider such a program, an example is illustrated below:

<b>Service</b>	<b>Adjustment</b>
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

### **Employee Advancement through the Ranges**

To implement the new Compensation Plan, we recommend that the City use the following procedure. The starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:

- 1) Applicants with exceptional background and qualifications.
- 2) A promotion in which the employee’s current compensation is higher than the minimum of the new range.
- 3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the City’s Personnel policies. Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee’s tenure with the organization. Advancement through the range would be done on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or

controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the City.

The City may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum pay for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance appraisal each year. This payment should not be worked into the base salary. It can be in the form of a lump sum payment that is a set amount calculated each year and the same for all employees, such as \$500 for meeting expectations and \$1,000 for exceeding expectations. Another option is to calculate a percentage of the employee's pay and provide a lump sum payment equivalent to that amount, such as 1% for meeting expectations and 2% for exceeding expectations.

It is recommended that the City set aside a "merit pool" every year, to fund increases for employees in this plan. This money would then serve as the "pool" for merit payments, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

Again, it should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this merit system. Equally, if not more important, is to have supervisors be adequately trained to perform the formal performance evaluation process.

### **Future Administration of the Compensation Plan**

To maintain competitive salary levels and salary ranges, there should be an annual review of the City's salary ranges. The eighteen (18) communities used in the survey group for this Study have been determined to be comparable jurisdictions to the City. Therefore, Keokuk can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of November - December 2019. It is GovHR's recommendation that an annual survey of these jurisdictions be conducted to determine the percentage increase each organization in the comparable group is granting either as an annual "across-the-board increase" to

their employees or as a general adjustment to their pay ranges. The City may wish to provide an “across-the-board increase” to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance appraisal.

It is the further recommendation of the Consultants that the salary ranges for each grade be increased by the average percentage increase of the comparable group, even if an “across-the-board increase” is not given to all employees. Employees would continue to “advance” through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the City review the comparability of the eighteen (18) municipalities after five years.

### **Future Administration of the Classification Plan**

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into job classes. Instead, the plan must be administered continually to adapt it to changing conditions.

Three specific types of changes in the Plan itself are possible: abolition of a position, creation of a position, or a revision of a position.

- 1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
- 2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.
- 3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and move up or down into a new classification.

All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the classification relationships established in the Classification and Compensation Plan. City Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the City to grade a newly created or revised position. GovHR provides scoring assistance in such cases free of charge for one year after the delivery of this report.

### **Appreciation**

GovHR USA, LLC has appreciated the opportunity to work with the City of Keokuk on this important Classification and Compensation Study. Special thanks are given to the employees of Keokuk for all of the information provided to allow for the analysis and to City Administration for the significant amount of work and support dedicated to the project.

**AGENDA**  
**CITY COUNCIL MEETING**  
**April 16, 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 April 2, 2020;
  - Cash Receipts & Treasurer's Report for March 2020;
  - Liquor License for B.P.O. Elks, Keokuk Lodge #106, 2200 Lincoln Avenue, effective April 17, 2020 – Class A Liquor License with Sunday Sales;
  - Liquor License for MOD Convenience Store, 3345 Main Street, effective April 25, 2020 – Class C Beer Permit with a Class B Wine Permit and Sunday Sales;
  - Liquor License for Black Sails LLC, 1324 Main Street, effective May 1, 2020 – Class C Liquor License with Outdoor Service & Sunday Sales;
  - Liquor License for Hy-Vee Gas, 3001 Main Street, effective May 6, 2020 – Class C Beer Permit with Class B Native Wine Permit and Sunday Sales;
  - Sidewalk Display Permit for Off the Rack Consignment & Boutique, 514 Main Street;
  - Resignation of Lisa Jeffers from the Civil Service Commission, effective immediately;
  - Motion to pay bills and transfers listed in Register No.'s 5137-5139;
7. (a) A public hearing on a proposed Amendment No. 5 to the amended and restated Twin Rivers Urban Renewal Plan in the City of Keokuk, State of Iowa. A public hearing notice was published in the Daily Gate City on April 10, 2020.  
  
(b) Consider resolution adopting Amendment No. 5 to the amended and restated Twin Rivers Urban Renewal Plan.
8. (a) A public hearing on the sale of city owned property at 827 Bank Street. A public hearing notice was published in the Daily Gate City on April 7, 2020.  
  
(b) Consider resolution disposing of municipally owned real property located at 827 Bank Street, Keokuk, Iowa.
9. (a) A public hearing to apply for a Community Development Block Grant funds for the Housing Sustainability Program through the Iowa Department of Economic Development. A public hearing notice was published in the Daily Gate City on April 7, 2020.

- (b) Consider resolution authorizing the Mayor to sign a CDBG housing rehabilitation grant application through Iowa Department of Economic Development.
- 10. Consider resolution authorizing consideration of acquisition of real estate and potential use of power of eminent domain.
- 11. Consider resolution adopting water and sewer billing adjustment policy.
- 12. Boards & Commissions.
- 13. Staff Reports:
- 14. New Business:
- 15. Adjourn meeting.

**MEETING MINUTES  
COUNCIL WORKSHOP  
April 02, 2020  
5:30pm**

Present in person: Richardson, O'Connor, Altheide, Payne, Helenthal, Greenwald, Bryant.

Present by phone: Dade, Andrews, Dunek.

Absent: None

Staff Present: O'Donnell, Ludwig, Broomhall, Hinton, Rose, R. Helenthal  
(entered at 5:34)

- 1) Discussed wages and salary policy.
- 2) Discussed Utility Adjustment Policy.
- 3) Adjourned at 6:35 p.m.

**MINUTES**  
**CITY COUNCIL MEETING**  
**April 2, 2020**  
**500 N. 20<sup>th</sup> Street**  
**6:30 P.M.**

City Administrator O'Donnell made the following announcements: In response to COVID-19, the Keokuk City Council meetings are closed to the general public. Council members attending by phone must state their name when speaking. The meeting will be live streamed on Facebook Live and audio coverage via Radio Keokuk, [www.radiokeokuk.com](http://www.radiokeokuk.com) and the Radio Keokuk apps for Apple and Android. Public may submit questions and comments ahead of the meeting to [codonnell@cityofkeokuk.org](mailto:codonnell@cityofkeokuk.org) or text (319)844-4929. Public comment during the regular meeting will be taken via Facebook comments or texting (319)844-4929. The public is urged to stream the meeting through Radio Keokuk as audio through Facebook will be of poor quality. Roll call will be taken on all measures.

The City Council of the City of Keokuk met in regular session on April 2, 2020 at 500 N. 20<sup>th</sup> Street. Mayor Thomas L. Richardson called the meeting to order at 6:30 p.m. There were nine council members present, none absent. Mike O'Connor, Linda Altheide, Ron Payne, John Helenthal, Michael Greenwald and Roger Bryant were present in person. Devon Dade, Steve Andrews and Susan Dunek were present by phone. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, Community Development Director Pam Broomhall, Public Works Director Robert Helenthal, Chief of Police Dave Hinton and Fire Chief Gabe Rose.

**MAYOR'S CORRESPONDENCE:** The Mayor has taken numerous calls about the city's action or lack thereof during the Coronavirus crisis. Discussed Cruise Night in relation to Coronavirus. He is not cancelling the event, but asking everyone to stay in their cars, follow social distancing and other rules related to the virus.

Motion made by Helenthal, second by Altheide to approve the agenda, including the consent agenda. (9) AYES, (0) NAYS. Motion carried.

- Minutes of the Council Workshop & regular City Council meeting of March 19, 2020;
- Sidewalk Display Permits for Keokuk Area Convention & Tourism Bureau, Gate City Seed Co., Eckland Motors, Cahill Pribyl Jewelry, Simply Home and Rascal's Pub & Grub;
- Motion to pay bills and transfers listed in Register No.'s 5134-5136;

Motion made by Greenwald, second by Payne to approve the following proposed **RESOLUTION NO. 66-20** "A RESOLUTION SETTING A PUBLIC HEARING FOR SALE OF CITY OWNED PROPERTY AT 827 BANK STREET." (9) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, second by Payne to approve the following proposed **RESOLUTION NO. 67-20:** “A RESOLUTION APPROVING ACCESS CONTROL AGREEMENT WITH ROQUETTE AMERICA REGARDING TWIN RIVERS DRIVE.” (8) AYES, (1) NAY-O’Connor. Motion carried.

Motion made by Bryant, second by Payne to approve the following proposed **RESOLUTION NO. 68-20:** “A RESOLUTION SETTING A PUBLIC HEARING TO APPLY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THE HOUSING SUSTAINABILITY PROGRAM THROUGH THE IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT.” (9) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Bryant to approve the following proposed **RESOLUTION NO. 69-20:** “A RESOLUTION APPROVING LEASE PURCHASE AGREEMENT FOR A VACUUM TRUCK.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by O’Connor to approve the following proposed **RESOLUTION NO. 70-20:** “A RESOLUTION APPROVING COLLECTIVE BARGAINING AGREEMENT WITH TEAMSTERS LOCAL 238 POLICE UNIT.” (9) AYES, (0) NAYS. Motion carried.

**BOARDS & COMMISSIONS:** Second Report on Nominations: O’Donnell said there is a vacancy on the Airport Zoning Commission. City Planning Commission – Larry Wallingford, 5-year term to expire 5/14/2025.

Motion made by Helenthal, second by Payne to approve the final Report on Nominations: Building and Housing Advisory Board, Dave Dye, 3-year term to expire 9/19/2022. Chad Campbell, Civil Service Commission, 6-year term to expire 4/01/2026. (9) AYES, (0) NAYS. Motion carried.

**STAFF REPORTS:** Discussed COVID-19 issues and related finances. Staff instructed to cease all capital projects unless at a point of no return or use other funding to net zero the cost. Rand Park Tunnel on hold – debt currently unadvisable. Discussed structure fire at 227 N. 5<sup>th</sup> Street and Bridge Department moving to 212 Des Moines.

**NEW BUSINESS:** Discussed public park policy during COVID-19 crisis. Posting playgrounds, shelters houses, basketball courts and gathering spaces as closed through May 31. Park Reservations will also be cancelled. Police Officers are asked to disperse gatherings. Further measures may be taken. Sidewalk project from Henniges factory to N. Park Drive has been engineered. Consensus is to proceed with the project. Discussed alley access at 212 Des Moines. Discussed ambulance service options.

There being no further business, Mayor Richardson adjourned the meeting at 7:42 p.m.

**CASH RECEIPTS FOR THE MONTH OF  
March, 2020**

General Fund	\$	224,006.84
Road Use Tax	\$	54,643.99
Employee Benefit Totals	\$	25,342.87
Emergency Tax Levy Fund Total	\$	848.52
Sales Tax Infrastructure	\$	86,095.95
Tax Increment Financing Total	\$	13,521.88
Economic Development Total	\$	24,083.76
Library Trust Funds Total	\$	127.30
Debt Service Total	\$	6,221.43
Capital Project Total	\$	17,268.00
Roquette Building Total	\$	138,347.00
Non-Expendable Trust Fund Total	\$	600.00
WPC Maint. & Operation Total	\$	320,888.15
WPC Reserve Total	\$	16.56
Solid Waste Fund Total	\$	63,835.51
Municipal BridgeTotal	\$	35,742.00
Internal Service Fund Total	\$	51,613.82
<b>TOTAL</b>	<b>\$</b>	<b>1,063,203.58</b>

**TREASURER'S REPORT**  
**CALENDAR 3/2020, FISCAL 9/2020**

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	813,608.23	859,950.22	224,006.84	176,534.50
110	ROAD USE TAX	1,716,773.77	72,118.03	54,643.99	1,699,299.73
112	EMPLOYEE BENEFITS	1,127,108.70	.00	25,342.87	1,152,451.57
119	EMERGENCY TAX LEVY FUND	65,619.51	.00	848.52	66,468.03
121	SALES TAX - HUMAN DEV	39,597.54	.00	8,609.60	48,207.14
122	SALES TAX - INFRASTRUCT	431,407.78	.00	34,438.38	465,846.16
123	50% SALES TAX-PROP TAX	105,072.84	.00	43,047.97	148,120.81
125	TAX INCREMENT FINANCING	110,620.36	.00	13,521.88	124,142.24
160	ECONOMIC DEVELOPMENT	53,596.65	104,229.03	24,083.76	26,548.62-
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	318,198.08	.00	.00	318,198.08
186	LIBRARY TRUST FUNDS	52,478.79	1,603.98	127.30	51,002.11
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	1,207,358.77	13,950.00	6,221.43	1,199,630.20
301	CAPITAL PROJECTS	676,986.73-	13,964.44	17,268.00	673,683.17-
302	RIVERFRONT BARGE PROJEC	113,313.17	.00	.00	113,313.17
303	ROQUETTE BUILDING	614,205.13-	233,981.15	138,347.00	709,839.28-
304	CAPITAL PROJECT	117.00-	.00	.00	117.00-
500	NON-EXPENDABLE TRUST FU	489,961.56	.00	600.00	490,561.56
610	WPC MAINT & OPERATION	4,028,573.65	219,196.26	320,888.15	4,130,537.55
611	WATER POL CONTROL RESER	54.84	5,000.00	16.56	4,928.60-
612	SEWER MAINTENANCE RESER	.00	9,407.24	.00	9,407.24-
613	WATER POL CONTR CAP PRO	.00	.00	.00	.00
614	SEWER IMPROVEMENT RESER	3,252,417.12-	174,310.70	.00	3,426,727.82-
617	CDBG SWR POINT REPAIR P	1,157,219.40	.00	.00	1,157,219.40
670	SOLID WASTE FUND	172,294.32	46,909.08	63,835.51	189,220.75
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDIATION ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,792,641.17	80,882.70	35,742.00	2,747,500.47
810	INTERNAL SERVICE FUND	26,005.44-	51,368.51	51,613.82	25,760.13-
	Report Total	10,322,562.70	1,886,871.34	1,063,203.58	9,498,036.60

**RESOLUTION NO.**

**WHEREAS**, Application has been made by B.P.O. Elks, Keokuk Lodge #106 for a Class A Liquor License for B.P.O Elks, Keokuk Lodge #106, 2200 Lincoln Avenue; **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**, B.P.O. Elks, Keokuk Lodge #106 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 A Liquor License with Sunday Sales for B.P.O. Elks, 2200 Lincoln Avenue, effective April 17, 2020 be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16<sup>th</sup> day of April, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

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

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

**RESOLUTION NO.**

**WHEREAS**, Application has been made by MOD Convenience Store, Inc. for a Class C Beer Permit for MOD Convenience Store, 3345 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**, MOD Convenience Store, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class B Beer Permit with a Class B Wine Permit & Sunday Sales for MOD Convenience Store, 3345 Main Street, effective April 25, 2020 be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16<sup>th</sup> day of April, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

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

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

**RESOLUTION NO.**

**WHEREAS**, Application has been made by Black Sails Pirate Bar, LLC for a Class C Liquor License for Black Sails LLC, 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**, Black Sails Pirate Bar, LLC 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 Black Sails LLC, 1324 Main Street, effective May 1, 2020 be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16<sup>th</sup> day of April, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

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

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

**RESOLUTION NO.**

**WHEREAS**, Application has been made by Hy-Vee, Inc. for a Class C Beer Permit for Hy-Vee Gas, 3001 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**, Hy-Vee, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class B Beer Permit with Class B Native Wine Permit & Sunday Sales for Hy-Vee Gas, 3001 Main Street, effective May 6, 2020 be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16<sup>th</sup> day of April, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

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

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

**SIDEWALK DISPLAY PERMITS 2020-2021**

Off The Rack Consignment & Boutique  
514 Main Street

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 APRIL 16, 2020.

**REGISTER NO. 5137**

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 2,063.05
AMI PIPE & SUPPLY	SUPPLIES	\$ 16.50
BEARING HEADQUARTERS CO.	PARTS	\$ 104.00
KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	\$ 1,865.00
GATE CITY PUBLISHING	PUBLICATIONS	\$ 177.72
GRAY QUARRIES, INC	ROADROCK	\$ 788.93
JIM BAIER, INC	PARTS	\$ 1,184.67
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 85.60
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$ 29.47
J & S ELECTRONICS BUSINESS, INC	SERVICE CALL/REPAIRS	\$ 660.00
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 249.59
IDEAL READY MIX COMPANY, INC	CONCRETE SAND	\$ 4,114.18
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$ 851.10
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 175.90
ALLIANT	ELECTRIC BILL	\$ 42,585.21
ENVIRONMENT RESOURCE ASSOCIATE	LAB SUPPLIES-WPC	\$ 742.81
CENTURY LINK	SERVICE	\$ 482.53
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 4,742.62
PILOT GROVE SAVINGS BANK	RENT	\$ 3,500.00
LEE COUNTY RECORDER/REGISTRAR	CERTIFICATE OF SUBSTANDARD	\$ 22.00
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 56.51
LINDNER AVIATION, INC.	AIRPORT MANAGER FEE/MAINT	\$ 3,449.85
SAFETY-KLEEN	CLEAN REFILL TANKS	\$ 201.60
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$ 701.95
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 101.76
RESERVE ACCOUNT	REFILL POSTAGE	\$ 300.00
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS	\$ 12,725.00
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$ 3,929.00
CONNECTION INSURANCE	FLOOD INSURANCE	\$ 680.00
GOODYEAR AUTO SERVICE CENTER	TIRES	\$ 183.95
GENERAL TRAFFIC CONTROLS, INC.	TRAFFIC LIGHT EQUIPMENT	\$ 490.00
THE ENGINE HOUSE	PARTS	\$ 46.32
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 665.32
TREASURER STATE OF IOWA	WPC SALES TAX QUARTERLY	\$ 1,578.00
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$ 178,327.37
SHOTTENKIRK, INC	PARTS	\$ 254.04
RAIRDEN AUTO SALVAGE, INC.	TOWING SERVICE	\$ 50.00
CALDWELL COMPANY	OFFICE SUPPLIES	\$ 15.50
PIPER JAFFRAY & CO.	FINANCIAL ADVISORY SERVICES	\$ 21,945.00
IOWA PRISON INDUSTRIES	SIGNS/FREIGHT	\$ 23.85
U.S. CELLULAR	CELL PHONE SERVICE	\$ 564.67

**REGISTER NO. 5138**

JAMES K. NEFF	LABOR/MATERIALS REES PARK	\$ 7,121.65
AT&T MOBILITY	CELL PHONE SERVICE	\$ 676.91
AUTOZONE	PARTS/SUPPLIES	\$ 45.59
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 1,255.87
DOUBLE A" GLASS L.L.C. "	WINDOW @ OAKLAND CEMETERY	\$ 562.00
XEROX CORPORATION	POLICE DEPT LEASE	\$ 260.48
SEIRPC	GRANT	\$ 7,000.00
WISS & WISS EQUIPMENT INC.	PARTS	\$ 135.58
WAL-MART COMMUNITY/GECRB	LIBRARY SUPPLIES	\$ 55.88
DISCOUNT TIRE & SERVICE	TIRES	\$ 548.00
POLYDYNE, INC.	POLYMER - WPC	\$ 23,519.80
EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$ 1,198.83
WELLS-WAY JANITORIAL SERVICES	LIBRARY CLEANING	\$ 1,300.00
MEDIACOM	SERVICE	\$ 631.38
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 480.00
SERVICEMASTER OF FT.MADISON	JANITORIAL SERVICE @ POLICE PD	\$ 614.08
GARY L. PFEIFERLING	POLICE VEHICLE CLEANING	\$ 440.00
IMI EQUIPMENT, LLC	PARTS	\$ 403.74
NEW PIG CORPORATION	PARTS/MATERIALS	\$ 1,659.83
LEXISNEXIS RISK SOLUTIONS	POLICE DEPT ACCOUNT	\$ 130.46
VISA	CARD SERVICES	\$ 525.73
QC ANALYTICAL SERVICES, LLC	TOTAL SOLIDS/FECAL MPN	\$ 455.00
EMPLOYEE BENEFIT SYSTEMS	INSURANCE	\$ 187,422.00
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$ 15.90
DRAKE-SCRUGGS EQUIPMENT, INC.	PARTS/FREIGHT	\$ 2,094.06
KEOKUK VETERINARY HOSPITAL	ANIMAL SERVICES	\$ 139.00
SEITHER & CHERRY CO.	LABOR/EQUIPMENT @ WPC	\$ 489.32
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 693.33
MIDWAY FREIGHTLINER, INC.	PARTS	\$ 430.82
WEST CENTRAL FS INC.	BULK FUEL	\$ 11,264.72
SAFEGUARD BUSINESS SYSTEMS	POLICE DEPARTMENT SUPPLIES	\$ 264.68
KLINGNER & ASSOCIATES, P.C.	PROFESSIONAL SERVICES	\$ 6,017.03
INTERSTATE BATTERIES OF	BATTERIES	\$ 15.30
VERIZON WIRELESS	CELL PHONE SERVICE	\$ 199.21
BERGMAN FARM SUPPLY, INC.	TRAILER	\$ 4,700.00
BESTDRIVE BRAHLER'S	PARTS	\$ 1,316.52
BRICKER EXCAVATING	RETAINAGE BALANCE	\$ 4,200.00
RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$ 44.10
INTERSTATE BILLING SERVICE, INC	PARTS	\$ 10.58
IOWA COMMUNITIES ASSURANCE	INSURANCE	\$ 569.00
INNOVATIVE INTERFACE INC.	LIBRARY LICENSE/MAINT	\$ 14,951.58
CINTAS CORPORATION #342	UNIFORM SERVICES	\$ 1,597.71
LIGHTEDGE SOLUTIONS INC	MANAGED SECURITY	\$ 175.00
TSS	DRUG TESTING SERVICES	\$ 63.00
VISA	CARD SERVICES	\$ 3,717.23

**REGISTER NO. 5139**

ICONNECTYOU	POLICE DEPT ACCOUNT	\$ 250.00
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$ 371.15
MT. PLEASANT CORRECTIONAL FAC	INMATE SERVICES	\$ 515.00
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 127.74
GLASSCOCK'S SHOOTING PRESERVE	LANDFILL ROAD MAINT 2019/2020	\$ 1,000.00
INDI WIND, INC	SUPPLIES/MATERIALS	\$ 122.16
ANSELL HEALTHCARE PRODUCTS LLC	WPC SUPPLIES	\$ 103.60
JAMES F. DENNIS LAW FIRM	PROFESSIONAL SERVICES	\$ 5,610.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 300.00
JEREMIAH BOLLIN	CLEAN UP VARIOUS PROPERTIES	\$ 525.00
ALLYSON CHURCH	TRAVEL REIMBURSEMENT	\$ 111.19
GREATAMERICA FINANCIAL SVCS.	COPIER LEASE AGREEMENT	\$ 246.08
IOWA DEPT OF AGRICULTURE	COMMERCIAL METER LICENSE	\$ 9.00
MCCLURE ENGINEERING CO	PROFESSIONAL SERVICES -AIRPORT	\$ 7,700.00
MIDWEST HYDROSEEDING	LABOR/MATERIALS	\$ 6,900.00
		\$ 604,032.39



# COUNCIL ACTION FORM

Date: 04-16-20

Presented By: Jean Ludwig

Subject: Amendment No. 5 to Twin Rivers URA Agenda Item: 7

## Description:

Public hearing and adoption of Amendment No. 5 to the Twin Rivers Urban Renewal Plan regarding Elkem property on Carbide Lane. Iowa Code prohibits condemnation solely for economic development purposes. Therefore, we must find the property to be slum and blighted, include the property within our urban renewal area and add the property to the urban renewal plan. The site is already within our urban renewal area, but not specifically included in our urban renewal plan. We must amend our plan, and in order to do so, we must hold a public hearing and adopt the amendment.

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



CONSULTATION MEETING  
PROPOSED AMENDMENT No. 5  
TO THE AMENDED AND RESTATED TWIN RIVERS URBAN RENEWAL PLAN  
IN THE CITY OF KEOKUK, IOWA

KEOKUK CITY OFFICES  
CONFERENCE ROOM  
601 MAIN STREET, SUITE 3  
KEOKUK, IOWA

A consultation meeting was held on March 25, 2020 in the conference room of Keokuk City offices.

City Clerk Ludwig called the meeting to order at 1:00p.m.

Neither of the affected entities, Keokuk Community School District or Lee County Board of Supervisors sent a representative. No Discussion occurred.

The meeting was adjourned at 1:10pm.

Respectfully Submitted,

Jean Ludwig  
City Clerk  
City of Keokuk

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

RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AND BLIGHTED AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING AMENDMENT NO. 5 TO THE AMENDED AND RESTATED TWIN RIVERS URBAN RENEWAL PLAN

WHEREAS, by Resolution No. 96-08, adopted April 24, 2008, this Council approved and adopted the Amended and Restated Twin Rivers Urban Renewal Plan ("Plan" or "Urban Renewal Plan") for the Twin Rivers Urban Renewal Area ("Area" or "Urban Renewal Area"), combining the Keokuk Senior Housing Limited Partnership Development Urban Renewal Area, the Downtown Urban Renewal Area, and the North Main Street Urban Renewal Area, together with additional property, with the Twin Rivers Urban Renewal Area of the City of Keokuk, Iowa; and

WHEREAS, the Plan has subsequently been amended four times, lastly by the adoption of Amendment No. 4 to the Plan, adopted by Resolution No. 206-19 on February 21, 2019; and

WHEREAS, this Urban Renewal Area currently includes and consists of:

ORIGINAL AREA

Beginning at the intersection of the centerline of U.S. Highway 218 and the centerline of Plank Road; thence Southeasterly along said centerline of Plank Road to the centerline of Eicher Street; thence East along said centerline of Eicher Street to the centerline of Middle Road; thence South along said centerline of Middle Road to the centerline of Washington Street; thence East along said centerline of Washington Street to the centerline of Orleans Avenue; thence Southeasterly along said centerline of Orleans Avenue to the centerline of North 17th Street; thence Northeasterly along said centerline of North 17th Street to the intersection of said centerline of North 17th Street extended and the ordinary high water mark of the Mississippi River; thence Southerly and Westerly along said ordinary high water mark of the Mississippi River to the intersection of said ordinary high water mark of the Mississippi River and the ordinary high water mark of the Des Moines River; thence West along said ordinary high water mark of the Des Moines River to the intersection of said ordinary high water mark of the Des Moines River and the West line of Section 34 in Township 65 North, Range 5 West; thence North along said West line of Section 34 to the North line of said Section 34; thence East along said North line of Section 34 to the intersection of said North line of Section 34 and the East right-of-way of U.S. Highway 61; thence South along said East right-of-way of U.S. Highway 61 to the intersection of said East right-of-way of U.S. Highway

61 and the North right-of-way of U.S. Highway 136; thence Easterly along said North right-of-way of U.S. Highway 136 to the North-South center of section lines of Sections 35, 26 and 23, Township 65 North, Range 5 West; thence north along the said North-South center of section line of Sections 35, 26 and 23 in said Township and Range to the intersection of the centerline of Johnson Street Road; thence West along said centerline of Johnson Street Road to the centerline of U.S. Highway 61 and Johnson Street Road; thence West along said centerline of Johnson Street Road, 560 feet; thence North, 305 feet; thence West 339 feet to the center of Kindustry Road; thence South along the center of Kindustry Road 306 feet to the center of Johnson Street Road; thence West along the center of said Johnson Street Road, 514 feet; thence around the boundary of Kindustry Park through the following described courses; N 00° 13' 32" W, 773.25'; thence N 89° 54' 40" W, 169.0 feet; thence S 00° 13' 32" E, 318.95 feet; thence N 80° 08' 03" W, 503.33 feet; thence N 00° 33' 34" W, 785.29 feet to the South line of the N.W. ¼ of Section 22; thence N 89° 48' 33" W along said South line 232.49 feet; thence N 09° 29' 38" W, 280.88 feet; thence N 89° 18' E, 16.7 feet; thence N 09° 27' 38" W; 406.82 feet; thence N 00° 26' 37" W, 297.8 feet; thence S 89° 33' 23" W, 137.12 feet to the East R.O.W. line of Varner Road; thence N 00° 26' 38" W along said R.O.W., 341.18 feet to the Northwest corner of Lot 10 in Kindustry Park; thence S 89° 44' 58" E along the North line of Kindustry Park 2,487.45 feet to the Northeast corner of Lot 1 in Kindustry Park; thence continuing S 89° 44' 58" E (leaving Kindustry Park) 65 feet to the center of U.S. Highway 61; thence North along the center of said U.S. Highway 61, a distance of 5,720 feet; thence N 57° 00' E, 210 feet, more or less, to the Southwesterly R.O.W. line of the BNSF Railroad extended; thence Southeasterly along said R.O.W. line extended, 230 feet, more or less to the Northwesterly corner of the BNSF Railroad R.O.W.; thence Northeasterly, 50' to the Northeasterly R.O.W. of the BNSF Railroad; thence Southeasterly along said R.O.W. line, 290 feet more or less to a property line; thence Northeasterly along said property line, 900 feet, more or less, to the centerline of Main Street Road (U.S. Highway 218); thence Southeasterly along said centerline of U.S. Highway 218 to the point of beginning.

AMENDMENT NO. 1 AREA

Did not add or remove land.

AMENDMENT NO. 2 AREA

Removed land as follows:

Beginning at the west corner of lot 7, Fayette Square, City of Keokuk, Lee County, Iowa; thence northeasterly one-hundred and sixty feet (160') to the west corner of lot 6, thence southeasterly three hundred feet (300') to the south corner of lot 1, thence southwesterly one hundred and sixty feet (160') to the south corner of lot 12, thence northwesterly three hundred feet (300') and to the point of beginning.

AMENDMENT NO. 3 AREA

Did not add or remove land.

## AMENDMENT NO. 4 AREA

Beginning where the centerline of North 17th Street extended intersects the ordinary high water mark of the Mississippi River; thence Northeasterly along said centerline of North 17<sup>th</sup> Street extended, to the middle of the main channel of the Mississippi River; thence Southerly and Westerly along said middle of the main channel of the Mississippi River to a point where the boundary line between Missouri and Iowa, if continued, would intersect; thence up the boundary line to the middle of the main channel of the Des Moines River; thence west along the middle of the main channel of the Des Moines River to the intersection of said middle of the main channel and the west line of Section 34, Township 65 North, Range 5 West; thence north along said West line of Section 34 to the ordinary high water mark of the Des Moines River; thence eastern along said ordinary high water mark of the Des Moines River to the intersection the ordinary high water mark of the Mississippi River; thence easterly and northly along the ordinary high water mark of the Mississippi River to the Point of Beginning in Keokuk, Lee County, Iowa.

WHEREAS, a proposed Amendment No. 5 to the Plan ("Amendment No. 5" or "Amendment") for the Urban Renewal Area described above has been prepared, which proposed Amendment has been on file in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to add and/or confirm the list of proposed projects to be undertaken within the Urban Renewal Area; and

WHEREAS, this proposed Amendment No. 5 adds no new land to the Area; and

WHEREAS, it is desirable that the Area be redeveloped as part of the activities described within the proposed Amendment No. 5; and

WHEREAS, by resolution adopted on March 19, 2020, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 5 and the division of revenue described therein, and that notice of the consultation and a copy of the proposed Amendment No. 5 be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly held as ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in the report of the City Administrator, or his delegate, filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution this Council also set a public hearing on the adoption of the proposed Amendment No. 5 for this meeting of the Council, and due and proper notice of the public hearing was given, as provided by law, by timely publication in the Daily Gate City, which notice set forth the time and place for this hearing, the nature and purpose thereof, and electronic access information in accordance with Iowa Code Section 21.8; and

WHEREAS, in accordance with the notice, all persons or organizations desiring to be heard on the proposed Amendment No. 5, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and the public hearing has been closed.

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

Section 1. That the findings and conclusions set forth or contained in Amendment No. 5 concerning the area of the City of Keokuk, State of Iowa, described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of this Council for this area.

Section 2. This Council further finds:

a) Although relocation is not expected, a feasible method exists for the relocation of any families who will be displaced from the Urban Renewal Area into decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such families;

b) The Plan, as amended, and Amendment No. 5 conform to the general plan for the development of the City as a whole; and

c) Acquisition by the City is not immediately expected, however, as to any areas of open land to be acquired by the City included within the Urban Renewal Area:

i. Residential use is not expected, however, with reference to any portions thereof which are to be developed for residential uses, this City Council hereby determines that a shortage of housing of sound standards and design with decency, safety and sanitation exists within the City; that the acquisition of the area for residential uses is an integral part of and essential to the program of the municipality; and that one or more of the following conditions exist:

a. That the need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas, including other portions of the urban renewal area.

b. That conditions of blight in the municipality and the shortage of decent, safe and sanitary housing cause or contribute to an increase in and spread of disease and crime, so as to constitute a menace to the public health, safety, morals, or welfare.

c. That the provision of public improvements related to housing and residential development will encourage housing and residential development which is necessary to encourage the retention or relocation of industrial and commercial enterprises in this state and its municipalities.

d. The acquisition of the area is necessary to provide for the construction of housing for low-and moderate-income families.

ii. Non-residential use is expected and with reference to those portions thereof which are to be developed for non-residential uses, such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That the Urban Renewal Area, as amended, continues to be an economic development and blighted area within the meaning of Chapter 403, Code of Iowa; that such area is eligible for designation as an urban renewal area and otherwise meets all requisites under the provisions of Chapter 403, Code of Iowa; and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of this City.

Section 4. That Amendment No. 5 to the Amended and Restated Twin Rivers Urban Renewal Plan of the City of Keokuk, State of Iowa, attached hereto as Exhibit 1 and incorporated herein by reference, be and the same is hereby approved and adopted as "Amendment No. 5 to the Amended and Restated Twin Rivers Urban Renewal Plan for the City of Keokuk, State of Iowa"; Amendment No. 5, including all of the exhibits attached thereto, is hereby in all respects approved; and the City Clerk is hereby directed to file a certified copy of Amendment No. 5 with the proceedings of this meeting.

Section 5. That, notwithstanding any resolution, ordinance, plan, amendment or any other document, Amendment No. 5 shall be in full force and effect from the date of this Resolution until the Council amends or repeals the Plan. The proposed Amendment No. 5 shall be forthwith certified by the City Clerk, along with a copy of this Resolution, to the Recorder for Lee County, Iowa, to be filed and recorded in the manner provided by law.

Section 6. That all other provisions of the Plan not affected or otherwise revised by the terms of Amendment No. 5, as well as all resolutions previously adopted by this City Council related to the Plan be and the same are hereby ratified, confirmed and approved in all respects.

PASSED AND APPROVED this 16<sup>th</sup> day of April, 2020.

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Thomas L. Richardson, Mayor

ATTEST:

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Jean Ludwig, City Clerk

**EXHIBIT 1**

**AMENDMENT NO. 5**

to the

**AMENDED AND RESTATED TWIN RIVERS  
URBAN RENEWAL PLAN**

for the

**TWIN RIVERS**

**URBAN RENEWAL AREA**

**CITY OF KEOKUK, IOWA**

**Original Area - 1990**

**Amended and Restated - 2008**

**Amendment #1 - 2013**

**Amendment #2 - 2016**

**Amendment #3 – 2018**

**Amendment #4 - 2019**

**Amendment #5 - 2020**

**AMENDMENT NO. 5**  
**to the**  
**AMENDED AND RESTATED TWIN RIVERS URBAN RENEWAL PLAN**  
**for the**  
**TWIN RIVERS URBAN RENEWAL AREA**  
**CITY OF KEOKUK, IOWA**

The Amended and Restated Twin Rivers Urban Renewal Plan for the Twin Rivers Urban Renewal Area (“Twin Rivers Area” or “Urban Renewal Area”) was originally adopted in 2008 when four previously separate urban renewal areas (the original Twin Rivers Urban Renewal Area, the Keokuk Senior Housing Limited Partnership Development Area, the Keokuk Downtown Urban Renewal Area, and the North Main Street Urban Renewal Area) were unified into a single urban renewal area and additional property was added to the unified area. At that time, the plan for the unified urban renewal area was renamed as the Amended and Restated Twin Rivers Urban Renewal Plan (“Plan,” “Urban Renewal Plan,” or “Amended and Restated Plan”).

The Amended and Restated Plan was amended in 2013 (Amendment No. 1), in 2016 (Amendment No. 2), in 2018 (Amendment No. 3), in 2019 Amendment No. 4 (“Amendment No. 4”), and is now being further amended with the adoption of this Amendment No. 5 (“Amendment” or “Amendment No. 5”) to add and/or confirm the list of proposed projects to be undertaken within the Urban Renewal Area.

Except as modified by this Amendment, the provisions of the Amended and Restated Twin Rivers Urban Renewal Plan, as previously amended, are hereby ratified, confirmed, and approved and shall remain in full force and effect as provided herein. In case of any conflict or uncertainty, the terms of this Amendment shall control. Any subsections not mentioned in this Amendment shall continue to apply to the Plan, as previously amended.

**AREA DESIGNATION**

The Urban Renewal Area continues to be a mixed economic development (commercial and industrial development) and blighted area. This Amendment makes no change to the designation.

**DEVELOPMENT PLAN**

Keokuk has a general plan for the physical development of the City as a whole outlined in the Keokuk Comprehensive Plan adopted in June 2018. The Urban Renewal Plan, as amended by this Amendment, is in conformity with the City’s Comprehensive Plan.

As the Urban Renewal Area continues to develop, the need for improved traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area will be evaluated and planned for by the City and may be identified as urban renewal projects in a future amendment.

## **PREVIOUSLY APPROVED URBAN RENEWAL PROJECT**

Numerous urban renewal projects were authorized prior to the date of this Amendment and are continuing. Such projects are not listed in this Amendment but consist of a variety of urban renewal projects.

## **ELIGIBLE URBAN RENEWAL PROJECT (Amendment No. 5)**

### **1. Blight Remediation Project at 365 Carbide Lane**

The property located at 365 Carbide Lane was added to the Urban Renewal Area through the adoption of the Amended and Restated Twin Rivers Urban Renewal Plan in 2008. In designating the property added to the Urban Renewal Area at that time as blighted, the City noted the following:

A number of properties in the Urban Renewal Area potentially suffer from environmental problems. The fear of environmental contamination and regulatory intervention alone has been enough to hinder or stop redevelopment of these once vital community areas. These sites, which were once occupied by various manufacturing firms, a foundry, and 2 former landfills, raise environmental concerns related to heavy metals, pesticides and volatile organic compounds, among others.

The property located at 365 Carbide Lane is one of the properties described above, has not been redeveloped, and continues to satisfy the definition of blighted property under Iowa Code §403.17(5). Specifically, the City has reviewed documents and studies conducted or obtained by the United States Environmental Protection Agency (EPA) and environmental consultants and determined that the 365 Carbide Lane site is no longer being used and contains numerous buildings that are in an obsolescent, dilapidated, and hazardous condition and that hazardous contaminants are present on the property that are not being remediated or protected against exposure to the environment or humans by the owner and that these factors and conditions endanger life by environmental risks, may pose a menace to the public health, safety, and welfare in its present condition and use, and that the factors and conditions are conducive to ill health and arrest the sound growth of the municipality and constitute an economic and social liability.

In an effort to remediate the blighting influences on the 365 Carbide Lane site, the City has developed the following Project Plan under Iowa Code chapter 403 and Iowa Code § 6A.22(2)(a)(5).

- (1) The City intends to acquire the property through condemnation as authorized by Iowa Code §6A.22(2)(a)(5) and §403.7.
- (2) The City intends to utilize available grant funds from the EPA to conduct environmental site assessment (ESA) testing including an updated Phase I ESA and additional Phase II ESA testing to more accurately define the extent of removal or remediation necessary to clean up the property.

(3) The City intends to utilize available grant funds from the EPA to complete a clean up action plan that evaluates various clean up and redevelopment alternatives that will emphasize the use of risk-based clean up options, including the development of a conceptual site plan for a sustainable business park.

(4) Utilizing updated ESA testing and cleanup action plan, the City intends to identify those portions of the property that are marketable, engage in those activities necessary to prepare the property for redevelopment, and convey the property to businesses or industries that are prepared to redevelop the property and return it to productive use.

The City intends to utilize various financing tools to successfully undertake this project. The City intends to utilize available grant funds from the state and federal government, and may also utilize the following financing options:

A. Tax Increment Financing.

Under Section 403.19 of the *Code of Iowa*, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives, or other urban renewal projects. Upon creation of a tax increment district within the Urban Renewal Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the eligible urban renewal projects. The increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

B. General Obligation Bonds.

Under Division III of Chapter 384 and Chapter 403 of the *Code of Iowa*, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements or urban renewal projects within the Twin Rivers Area and for other urban renewal projects or incentives for development consistent with this Twin Rivers Plan. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City of Keokuk. It may be that the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates, or other incentives to developers or private entities in connection with the urban renewal project identified herein. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses to advance this project. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to this urban renewal project. In any event, the City may

determine to use tax increment financing to reimburse the City for any obligations or advances.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

The cost to the City of this Project, which in addition to the activities described above may include legal, planning or professional fees, expenses and costs, is not anticipated to exceed \$4,000,000, a portion of which will be paid with available grant funds from the EPA and other sources.

**FINANCIAL INFORMATION**

1.	July 1, 2019 constitutional debt limit:	\$30,046,186
2.	Current outstanding general obligation debt:	\$15,445,000
3.	Proposed amount of indebtedness to be incurred: A specific amount of debt to be incurred for the Eligible Urban Renewal Project (Amendment No. 5) has not yet been determined. This document is for planning purposes only. The estimated project costs in this Amendment are estimates only and will be incurred and spent over a number of years. In no event will the City's constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City's best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area. Subject to the foregoing, it is estimated that the cost of the Eligible Urban Renewal Project (Amendment #5) as described above will be approximately as stated in the next column:	<p style="text-align: right;">\$4,000,000</p> <p>This does not include financing costs related to debt issuance, which may be incurred over the life of the Area.</p>

**URBAN RENEWAL PLAN AMENDMENTS**

The Urban Renewal Plan may be further amended from time to time for a variety of reasons, including, but not limited to, adding or deleting land, adding or amending urban renewal projects, or modifying goals or types of renewal activities.

The City Council may amend the Urban Renewal Plan in accordance with applicable State law.

**EFFECTIVE PERIOD**

This Amendment No. 5 will become effective upon its adoption by the City Council. Notwithstanding anything to the contrary in the Urban Renewal Plan, any prior amendment, resolution, or document, the Urban Renewal Plan, as amended, shall remain in effect until

terminated by the City Council, and the use of incremental property tax revenues, or the “division of revenue,” as those words are used in Chapter 403 of the Code of Iowa, will be consistent with Chapter 403 of the Code of Iowa. The division of revenues shall continue on the Urban Renewal Area, including all amendment areas or subareas, for the maximum period allowed by law.

### **REPEALER**

Any parts of the Amended and Restated Plan, as previously amended, in conflict with this Amendment are hereby repealed.

### **SEVERABILITY**

If any part of this Amendment is determined to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the Amended and Restated Plan as a whole, or any part of the Amended and Restated Plan or this Amendment not determined to be invalid or unconstitutional.

01693281-1\10787-077



# COUNCIL ACTION FORM

Date: April 9, 2020

Presented By: Broomhall

Subject: Public Hearing & Sale of Property Agenda Item: \_\_\_\_\_

## Description:

The City of Keokuk received a bid for \$200.00 from Jody Coppler, 825 Bank Street to purchase a 50' x 95' vacant lot located at 827 Bank abutting their property. A public hearing is required.

## 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 DISPOSING OF MUNICIPALLY OWNED REAL PROPERTY LOCATED AT 827 BANK STREET, KEOKUK, IOWA**

**WHEREAS**, Section 364.7 of the Code of Iowa sets for the manner in which the City of Keokuk may dispose of an interest in real property; and

**WHEREAS**, The City of Keokuk is the present owner of real property, locally known as 827 Bank Street, located in the City of Keokuk, Lee County, Iowa, legally described as follows: Original City of Keokuk, Front 95' of Lot 7, Block 122.

**WHEREAS**, The Keokuk City Council received a bid of two-hundred dollars (\$200.00) for said property from Jody Coppler, 825 Bank, Keokuk, Iowa.

**WHEREAS**, a public hearing notice was published on Tuesday, April 7, 2020 and the public hearing held on the 16<sup>th</sup> day of April, 2020 pursuant to Section 364.7 of the Code of Iowa; and

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY, IOWA**

1. That the sale of the above described real property to the above-named buyer(s) for the above stated price in addition to preparation of Quit Claim deed, filing fees and publication fees.
2. That the City Attorney is hereby authorized to prepare a Quit Claim Deed and that the Mayor and City Clerk of the City of Keokuk, Iowa are hereby authorized to execute said deed.

Passed and Approved this 16<sup>th</sup> day of April, 2020.

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Thomas L. Richardson, Mayor

Attest: \_\_\_\_\_  
Jean Ludwig, City Clerk



# COUNCIL ACTION FORM

Date: April 13, 2020

Presented By: Broomhall

Subject: Hold public hearing grant app. housing Agenda Item: \_\_\_\_\_

## Description:

A public hearing is required to apply for grant funding for a Community Development Block Grant for the Housing Sustainability Program through the Iowa Department of Economic Development.

## 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 AUTHORIZING THE MAYOR TO SIGN A CDBG  
HOUSING REHABILITATION GRANT APPLICATION THROUGH  
IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT**

**WHEREAS**, The City of Keokuk intends to make application through the Iowa Department of Economic Development for Community Development Block Grant Housing Sustainability Program to assist in rehabilitation of six (6) single family-owner occupied dwellings with an approximate cost of two hundred and thirty eight thousand, nine-hundred and ninety four dollars ( \$238,994.00).

**WHEREAS**, assistance for rehabilitation of homes within the City of Keokuk is in the best interests of citizens of the entire city, and

**WHEREAS**, the City of Keokuk has recognized many interested eligible citizens through a previous CDBG, therefore,

**WHEREAS**, Iowa state regulations require a public hearing on the proposed use of CDBG funds in order to gather input about the proposed application.

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

That the Keokuk City Council does approve this grant application and, furthermore, authorizes the Mayor to sign the grant application so that the Iowa Department of Economic Development may consider the City's project.

Passed this 16<sup>th</sup> day of April, 2020.

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Thomas L. Richardson, Mayor

Attest: \_\_\_\_\_  
Jean Ludwig, City Clerk



# COUNCIL ACTION FORM

Date: April 16, 2020

Presented By: O'Donnell

Subject: Approving Urban Renewal Project Agenda Item: \_\_\_\_\_

## Description:

This resolution approves the urban renewal project at 365 Carbide Lane (Elkem site). As the Council has specifically added the site to our Urban Renewal Plan, we can proceed with acquisition of the property through eminent domain. The resolution authorizes the engagement of an appraisal service and a search of county records for ownership information.

## 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.**

**RESOLUTION AUTHORIZING CONSIDERATION OF ACQUISITION  
OF REAL ESTATE AND POTENTIAL USE OF POWER OF EMINENT  
DOMAIN**

**WHEREAS**, by Resolution adopted on April 16, 2020, the City Council of the City of Keokuk, Iowa, approved and adopted Amendment No. 5 to the Amended and Restated Twin Rivers Urban Renewal Plan (the “Plan”) for the Twin Rivers Urban Renewal Area (the “Urban Renewal Area”), which is an economic development and blighted area; and

**WHEREAS**, Amendment No. 5 to the Plan included an urban renewal project identified as the Blight Remediation Project at 365 Carbide Lane (the “Project”); and

**WHEREAS**, the Plan describes the public purpose for the Project as follows:

In designating the property added to the Urban Renewal Area at that time as blighted, the City noted the following:

A number of properties in the Urban Renewal Area potentially suffer from environmental problems. The fear of environmental contamination and regulatory intervention alone has been enough to hinder or stop redevelopment of these once vital community areas. These sites, which were once occupied by various manufacturing firms, a foundry, and 2 former landfills, raise environmental concerns related to heavy metals, pesticides and volatile organic compounds, among others.

The property located at 365 Carbide Lane is one of the properties described above, has not been redeveloped, and continues to satisfy the definition of blighted property under Iowa Code §403.17(5). Specifically, the City has reviewed documents and studies conducted or obtained by the United States Environmental Protection Agency (EPA) and environmental consultants and determined that the 365 Carbide Lane site is no longer being used and contains numerous buildings that are in an obsolescent, dilapidated, and hazardous condition and that hazardous contaminants are present on the property that are not being remediated or protected against exposure to the environment or humans by the owner and that these factors and conditions endanger life by environmental risks, may pose a menace to the public health, safety, and welfare in its present condition and use, and that the factors and conditions are conducive to ill health and arrest the sound growth of the municipality and constitute an economic and social liability.

(the "Public Purpose"); and

**WHEREAS**, in order to further the Public Purpose of the Project authorized under Amendment No. 5 to the Plan, the acquisition of certain property interests described as follows is necessary and proper:

A tract comprised of Eighty and Seven-tenths (80.7) acres lying South of Carbide Lane and East of U. S. 61 By-Pass in the North Half (N 1/2) of the Northeast Quarter (NE 1/4) of Section Twenty-two (22) and the Northwest Quarter (NW 1/4) of the Northwest Quarter (NW 1/4) of Section Twenty-three (23), Township Sixty-five (65) North, Range Five (5) West of the Fifth Principal Meridian, City of Keokuk, Lee County, Iowa, described by the following metes and bounds:

Commencing at the Northeast corner of said Section 22; thence S89°36' W, 159.1 feet with the Section Line to the point of beginning; thence S00°24' E, 178.5 feet to the Southerly right of way line of Burlington Northern Spur Track #106; thence with said right of way the following courses and distances: Southeasterly 300.4 feet with a 772.9 foot radius curve concave Southwesterly and tangent to the following course: S51°49' E, 200.8 feet; and Southeasterly, 319 feet with an 806.5 foot radius curve concave Southwesterly and tangent to the proceeding course, to the north line of the Southwest 1/4, Northwest 1/4, Northwest 1/4, said Section 23; thence West, 421.4 feet to the East line of said Section 22; thence S00°19' E, 665.8 feet with the Section Line to the South line of the North 1/2, Northeast 1/4, said Section 22; thence N89°48'18" W, 2659.4 feet with the 1/4 1/4 Section Line to the Easterly right of way line of U.S. Highway 61 By-Pass; thence with said highway right of way line the following courses and distances: N04°21' E, 513.5 feet: N00°50' E, 750.0 feet and N83°58' E, 235.4 feet to the Southerly right of way line of Carbide Lane; thence S89°56' W, 277.7 feet with said right of way line to the West line of said Northeast 1/4, Section 22; thence N00°04' E, 18.1 feet to the North line of said Section 22; thence N89°36' E. 2487.00 feet with the Section Line to the point of beginning, excepting 1.6 acres along the North side for Carbide Lane right of way; Situated in the City of Keokuk, Lee County, Iowa

Also described as:

PART OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 22 AND PART OF THE NORTHWEST QUARTER OF SECTION 23, ALL IN TOWNSHIP 65 NORTH, RANGE 5 WEST OF THE FIFTH PRINCIPAL MERIDIAN, LEE COUNTY, IOWA. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 22; THENCE S 88° 30' 41" W. ALONG THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 22, A DISTANCE OF 159.44 FEET; THENCE S 01° 31' 28" E, 32.59 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF CARBIDE LANE AND THE POINT OF BEGINNING; THENCE CONTINUING S 01° 31' 28" E. 148.77 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN & SANTA FE RAILROAD SPUR TRACK #106; THENCE ALONG SAID LINE ALONG A NON TANGENT CURVE TO THE RIGHT WHOSE RADIUS EQUALS 766.03 FEET, AN ARC LENGTH OF 226.78 FEET, WITH A LONG CHORD BEARING S 62° 03' 08" E, 225.96 FEET; THENCE CONTINUING ALONG SAID LINE S 53° 34' 14" E, 193.26 FEET; THENCE CONTINUING ALONG SAID LINE ALONG A TANGENT CURVE TO THE RIGHT WHOSE RADIUS EQUALS 859.86 FEET, AN ARC LENGTH OF 336.77 FEET, WITH A LONG CHORD BEARING S 42° 21' 01" E, 334.62 FEET; THENCE S 88° 34' 01" W, 416.71 FEET; THENCE S 00° 46' 15" E, 663.92 FEET; THENCE S 88° 57' 41" W, ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 22, A DISTANCE OF 1329.53 FEET; THENCE S 89° 06' 18" W, ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 22, A DISTANCE OF 1315.15 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF U.S. ROUTE 61; THENCE N 03° 21' 44" E, ALONG SAID LINE, 514.65 FEET; THENCE N 00° 13' 09" E, ALONG SAID LINE, 749.86 FEET; THENCE N 83° 14' 32" E, ALONG SAID LINE, 104.70 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF CARBIDE LANE; (THE FOLLOWING EIGHT COURSES ARE ALONG SAID RIGHT-OF-WAY LINE); THENCE S 01° 10' 44" E, 23.35 FEET; THENCE N 89° 15' 55" E, 129.91 FEET; THENCE N 01° 04' 01" W, 36.74 FEET; THENCE N 88° 50' 29" E, 1550.17 FEET; THENCE S 00° 56' 49" E, 27.00 FEET; THENCE N 88° 51' 34" E, 100.00 FEET; THENCE N 01° 09' 24" W, 27.03 FEET; THENCE N 88° 50' 36" E, 556.90 FEET TO THE POINT OF BEGINNING, CONTAINING 78.729 ACRES AND BEING SUBJECT TO THE EXISTING EASEMENTS AND RIGHT-OF-WAY AS SHOWN HEREON AND ALL OTHER EXISTING EASEMENTS AND RIGHTS OF WAY

(locally known as 365 Carbide Lane) (the "Necessary Property Interest"); and

**WHEREAS**, as part of Amendment No. 5 to the Plan, the City Council has determined the Necessary Property Interest should be acquired to remediate the blighting influences on the 365

Carbide Lane property and redevelop it pursuant to the City's urban renewal authority as described in Amendment No. 5.

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

Section 1. The Project is for a public purpose consistent with Iowa Code Chapter 403 and Iowa Code section 6A.22(2)(a)(5), and the Project will serve the public interest.

Section 2. The Necessary Property Interests are necessary for or in connection with an urban renewal project under Iowa Code Chapter 403.

Section 3. The City Council finds the acquisition of the Necessary Property Interest is necessary for redevelopment purposes and to eliminate blighted conditions in the Urban Renewal Area, that each parcel described therein, including any improvements thereon, for which acquisition by condemnation is sought is in a blighted condition.

Section 4. The City Administrator is designated the representative of the City and directed to enter into good faith negotiations under Iowa Code Chapter 6B for purchase of the Necessary Property Interest after the City Council has set just compensation as required by law.

Section 5. The representative is hereby directed to obtain an appraisal of the above described property.

Section 6. It is hereby determined to be reasonable and necessary to acquire the Necessary Property Interest at the site legally described herein for the completion of the Project. To complete acquisition of the Necessary Property Interest, the use of eminent domain powers is hereby approved. It is specifically found that there is a reasonable expectation that the Project will achieve its Public Purpose, will be completed, will comply with all applicable standards, and the City will be able to obtain all necessary permits.

**PASSED AND APPROVED** this 16<sup>TH</sup> day of April, 2020.

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Thomas L. Richardson, Mayor

ATTEST: \_\_\_\_\_  
Jean Ludwig, City Clerk



# COUNCIL ACTION FORM

Date: April 16, 2020

Presented By: O'Donnell

Subject: Water/Sewer Billing Adjustment Policy Agenda Item: \_\_\_\_\_

## Description:

Keokuk Waterworks requested that we consider a more comprehensive policy for adjusting high billings related to water leaks. The current policy only adjusts sewer billings and only if there is proof that the water did not enter the sanitary sewer system. Waterworks would provide no adjustment of the water billing. The revised policy would set criteria for partial adjustments for both water and sewer billings. Any service address in Keokuk would be allowed one adjustment for qualified leaks once every five years. Waterworks adopted the policy with effective date of January 1, 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. \_\_\_\_\_**

**RESOLUTION ADOPTING WATER AND SEWER  
BILLING ADJUSTMENT POLICY**

**WHEREAS**, the City of Keokuk, Iowa and Keokuk Municipal Waterworks recognize that unintended water leaks can occur and that said leaks result in abnormally high utility bills; and

**WHEREAS**, the City of Keokuk, Iowa and Keokuk Municipal Waterworks desire to provide some relief to residents experiencing unintended water leaks; and

**WHEREAS**, Keokuk Municipal Waterworks has already adopted a Water and Sewer Billing Adjustment Policy.

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA:** that a Water and Sewer Billing Adjustment Policy is here by adopted.

**BE IT FURTHER RESOLVED** that the effective date of said policy is January 1, 2020.

**PASSED, APPROVED, AND ADOPTED** this 16<sup>th</sup> day of April, 2020.

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Mayor Thomas L. Richardson

ATTEST:

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Jean Ludwig, City Clerk

A water/sewer adjustment may be granted when ALL the following conditions are present:

- Customer notifies the Waterworks of an excessive utility bill that may be related to a leak.
- Water consumption exceeds the customer's average monthly usage over the previous 12-month period.
- Leak occurred on the customer's side of the meter.
- Plumber's receipt or other proof that confirms the leak was repaired.

However, **no adjustments** will be granted where any of the following situations exist:

- Usage above the customer's average monthly consumption is due to seasonal usage such as watering, gardening, filling swimming pools or whirlpools, etc.
- Leak was caused by a third party from whom the customer is able to recover their costs. Examples include, but are not limited to, theft, vandalism, negligence and construction damage, unoccupied or vacant properties.
- When a leak continues for three or more months; at most, adjustments will cover a two-month billing cycle consecutive period only.
- The meter at said property has been tampered with or turned on/off by anyone other than a Waterworks employee and that action results in a loss of water.
- A water/sewer adjustment was issued previously without a change in ownership or occupancy or a water/sewer adjustment was issued within the past 5 years for the same service location regardless in change of ownership or occupancy.

This policy may provide relief for water/sewer usage charges, adjusted to 12-month average upon Waterworks review and approval. If a 12-month average is not available, an adjustment will be determined by the Waterworks. Waterworks reserves the right to adjust any high bill due to atypical situations.



TO: Mayor and Council  
FROM: Cole S. O'Donnell  
DATE: April 14, 2020  
RE: Committee Nominations

**Final Report on Nominations (vote required):**

**AIRPORT ZONING COMMISSION**

(5 YEAR TERM)

VACANCY Term to expire 05/20/25

**CITY PLANNING COMMISSION**

(5 YEAR TERM)

Larry Wallingford Term to expire 05/14/2025



TO: Mayor and City Council  
FROM: Cole S. O'Donnell  
DATE: March 30, 2020  
RE: Administrator's Report

1. COVID-19: In the last week, I ordered all playgrounds, ball courts, skate facilities closed per the order of Governor Reynolds. The order also empowered local police departments to actively enforce the order. I instructed Chief Hinton to take a measured approach to enforcement by requesting violators to disperse. If there was a failure to comply or if people ignored the closures, our officers would then enforce with fines. There have been few reports of violations. One thing in our favor is the weather has generally not been ideal for people to be out in.

We did receive a letter from the IAFF requesting that should a firefighter contract the virus the employee would be treated as if the illness was contracted while on duty. As such, the City would pay for all medical expenses related to the illness and as prescribed in Chapter 411 of the Iowa Code. While this seems sensible, there are possible ramifications. Employees covered under Chapter 411 have certain presumptions in regard to illnesses that have a possible link to their job duties. The City is required to cover all medical expenses for the remainder of the employee's life when they are diagnosed with certain conditions regardless of the circumstance causing the condition. If we are treating COVID-19 cases as work related and a long-term condition develops as a result, we could be liable for the employee's health care for their lifetime. The 411 board issued a statement that each COVID-19 case be treated individually as to our response. While not clear on future liability, I recommend following that approach.

2. Projected Revenues: Last meeting I stated that some cities are expecting a 40% drop in hotel/motel tax, a reduction in gambling tax (we still get a cut from Catfish Bend), and in sales tax. This past week, the Iowa DOT projected at least a 25% reduction in Road Use Tax distribution. As such, I put the Main St sidewalk project on hold. It is engineered, so if Congress passes a stimulus package like 2008 for shovel ready projects, we have that one in the bag. I would also like to engage an engineer for a road project for the same reason.
3. Out of Office: I will be out of the office on Friday April 17<sup>th</sup>.