

**AGENDA**  
**COUNCIL WORKSHOP**  
**May 21, 2020**  
**5:30 P.M.**

(1) Wage and Salary Policy.

(2) Review council meeting agenda.



TO: Mayor and Council  
FROM: Cole S. O'Donnell  
DATE: May 18, 2020  
RE: Wage and Salary Compensation Policy

I have attached a new spreadsheet that should be easier to follow. Included is a spread sheet that shows salaries of non-union employees in relation to the highest paid union employees they are to supervise. These calculations were done in response to Chief Hinton's comments on compression of the salary scales in relation to union employees. I included all departments for analysis, but found that with exception of the Police Department, the other departments have little or no compression.

The calculations show the salary that the highest paid union employees will receive starting July 1<sup>st</sup>. I then calculated the salary for the departments' non-union supervisors using the already budgeted 3%, the already proposed 3%+3% market increase, and a 6%+3% market increase (certain PD positions only). All figures are based on regular hours only,

In the Police Department, if we went with just the budgeted increase the captain's positions would receive less than a detective and sergeant would receive less than an officer 1<sup>st</sup> class. With the 3%+3% both the captains and sergeants rise above the other positions but only slightly. At the 6%+3% the separation becomes greater but, in both cases, the amount is less than \$5,000. A standard that is generally adhered to, is that supervisors receive \$5,000-\$10,000 more than their nearest subordinate.

I also updated the numbers on how market increases (sans payroll tax and retirement contributions) would affect the General Fund, as this would be the fund most affected by revenue declines due to COVID-19. The costs of increases are as follows:

- \$39,527.91 for the BUDGETED 3% increase.
- \$45,765.98 additional for the 3%+3%
- \$12,745.34 additional for 6%+3% PD ONLY

There has been much trepidation on the language regarding how raises will be awarded as part of the wage and salary policy. As we need to set wage and salaries before July 1<sup>st</sup>, I recommend the Council make a decision on the market adjustments and deal with the policy at a later date.

Position Title	Grade	Current Salary	Salary Range		Equal to 5% Above	Increase to	3% Market +	PD Market	Percent From
					Bottom	5% Above	3% Increase	Adjustment	
Police Chief	11	\$ 76,511.00	\$ 70,440.00	\$ 98,616.00	\$ 73,961.97		\$ 4,590.66		15%
Fire Chief	11	\$ 76,511.00	\$ 70,440.00	\$ 98,616.00	\$ 73,961.97		\$ 4,590.66		15%
WPC Superintendent	10	\$ 76,511.00	\$ 65,832.00	\$ 92,164.00	\$ 69,123.34		\$ 4,590.66		23%
Director of Public Works	10	\$ 71,000.00	\$ 65,832.00	\$ 92,164.00	\$ 69,123.34		\$ 4,260.00		14%
Assistant Police Chief	9	\$ 61,971.00	\$ 61,525.00	\$ 86,135.00	\$ 64,601.25	\$ 2,630.25	\$ 3,718.26	\$ 1,970.68	7%
Community Development Director	9	\$ 58,662.00	\$ 61,525.00	\$ 86,135.00	\$ 64,601.25	\$ 5,939.25	\$ 3,519.72		5%
Assistant Fire Chief	9	\$ 61,971.00	\$ 61,525.00	\$ 86,135.00	\$ 64,601.25	\$ 2,630.25	\$ 3,718.26		7%
<b>Supervisors and Advanced Technical</b>									
Parks/Bridge/Cem/San Manager	7	\$ 59,406.00	\$ 54,884.00	\$ 76,838.00	\$ 57,627.94	\$ (1,778.06)	\$ 3,564.36		15%
City Clerk	7	\$ 45,361.00	\$ 54,884.00	\$ 76,838.00	\$ 57,627.94	\$ 12,266.94	\$ 2,721.66		5%
Police Captain	7	\$ 57,840.00	\$ 54,884.00	\$ 76,838.00	\$ 57,627.94		\$ 3,470.40	\$ 1,839.31	12%
Streets/Vehicle Maint Manager	7	\$ 54,980.00	\$ 54,884.00	\$ 76,838.00	\$ 57,627.94	\$ 2,647.94	\$ 3,298.80		6%
Sewer Manager	7	\$ 56,795.00	\$ 54,884.00	\$ 76,838.00	\$ 57,627.94	\$ 832.61	\$ 3,407.72		10%
WPC Chemist	6	\$ 52,662.00	\$ 47,725.00	\$ 66,815.00	\$ 50,111.25		\$ 3,159.72		17%
WPC Chief Operator	6	\$ 54,845.00	\$ 47,725.00	\$ 66,815.00	\$ 50,111.25		\$ 3,290.70		22%
Police Sergeant	6	\$ 55,102.00	\$ 47,725.00	\$ 66,815.00	\$ 50,111.25		\$ 3,306.12	\$ 1,752.24	22%
WPC Biologist	5	\$ 40,234.00	\$ 41,500.00	\$ 58,100.00	\$ 43,575.00	\$ 3,341.00	\$ 2,414.04		5%
Engineering Tech	5	\$ 46,730.00	\$ 41,500.00	\$ 58,100.00	\$ 43,575.00		\$ 2,803.80		19%
Engineering Tech	5	\$ 44,736.00	\$ 41,500.00	\$ 58,100.00	\$ 43,575.00		\$ 2,684.16		14%
Communications Supervisor	5	\$ 42,094.00	\$ 41,500.00	\$ 58,100.00	\$ 43,575.00	\$ 1,481.00	\$ 2,525.64		8%
Deputy City Clerk	5	\$ 41,041.00	\$ 41,500.00	\$ 58,100.00	\$ 43,575.00	\$ 2,534.00	\$ 2,462.46		5%
<b>Administrative and Technical</b>									
Code Enforcement Officer	4	\$ 36,523.00	\$ 36,603.00	\$ 51,244.00	\$ 38,432.63	\$ 1,909.63	\$ 2,191.38		6%
PW/Planning Secretary	3	\$ 35,619.00	\$ 33,275.00	\$ 46,585.00	\$ 34,938.75		\$ 2,137.14		13%
WPC Seretary	3	\$ 35,632.00	\$ 33,275.00	\$ 46,585.00	\$ 34,938.75		\$ 2,137.92		14%
Accounting Clerk	2	\$ 29,205.00	\$ 30,250.00	\$ 42,350.00	\$ 31,762.50	\$ 2,557.50	\$ 1,752.30		5%
Data Entry Clerk	2	\$ 33,604.00	\$ 30,250.00	\$ 42,350.00	\$ 31,762.50		\$ 2,016.24		18%
Data Entry Clerk	2	\$ 32,136.00	\$ 30,250.00	\$ 42,350.00	\$ 31,762.50		\$ 1,928.16		13%
Payroll/HR Clerk	2	\$ 31,451.00	\$ 30,250.00	\$ 42,350.00	\$ 31,762.50	\$ 311.50	\$ 1,887.06		10%
							\$ 116,906.07		Total Increase
							\$ 85,293.89	\$ 12,745.34	GF Increase
							\$ 39,527.91		GF Budgeted Increase
							\$ 45,765.98	\$ 58,511.32	Total GF Market Increase

<b>Police</b>	3% Only	3% + 3%	6% + 3%
Police Chief (3%+3%)	\$ 78,806.33	\$ 81,170.52	
Assistant Police Chief	\$ 63,830.13	\$ 65,745.03	\$ 67,659.94
Police Captain	\$ 59,575.20	\$ 61,362.46	\$ 63,149.71
Police Sergeant	\$ 56,755.06	\$ 58,457.71	\$ 60,160.36
Detective	\$ 59,809.00		
Officer 1st Class	\$ 57,400.00		

<b>Fire</b>	3% Only	3% + 3%	6% + 3%
Fire Chief	\$ 78,806.33	\$ 81,170.52	
Assistant Fire Chiefs	\$ 63,830.13	\$ 65,745.03	\$ 67,659.94
Lieutenant	\$ 58,849.08		

<b>WPC</b>	3% Only	3% + 3%	6% + 3%
WPC Superintendent	\$ 78,806.33	\$ 81,170.52	
WPC Chief Operator	\$ 56,490.35	\$ 58,185.06	\$ 59,879.77
Grade IV Operator	\$ 53,435.20		

<b>Streets</b>	3% Only	3% + 3%	6% + 3%
Streets/Vehicle Maint Manager	\$ 56,629.40	\$ 58,328.28	
Working Foreman/Class A Mechanic	\$ 47,465.60		

<b>Parks/Bridge/Cemetery/Sanitation</b>	3% Only	3% + 3%	6% + 3%
Parks/Bridge/Cem/San Manager	\$ 61,188.18	\$ 63,023.83	
Working Foreman	\$ 46,446.40		

<b>Sewer</b>	3% Only	3% + 3%	6% + 3%
Sewer Manager	\$ 58,498.85	\$ 60,253.82	
Working Foreman	\$ 46,446.40		

**AGENDA**  
**CITY COUNCIL MEETING**  
**May 21, 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 May 7, 2020;
  - Cash Receipts & Treasurer's Report for April 2020;
  - Liquor License for Keokuk Labor Fraternal Council, 301 Blondeau Street, effective June 7, 2020 – Class A Liquor License with Outdoor Service & Sunday Sales;
  - Liquor License for Keokuk Yacht Club, Inc., 2029 River Road, effective June 8, 2020 – Class C Liquor License with Outdoor Service & Sunday Sales:
    - Special Events Permit for Keokuk Senior High School for Firework Display for the Graduation Celebration June 27, 2020;
    - Sidewalk Display Permit for Angelini's Pizza, 1006-1008 Main Street;
    - Motion to pay bills and transfers listed in Register No.'s 5143-5145;
7. Consider resolution authorizing advancement of cost for an Urban Renewal project and certification of expenses incurred by the City for payment under Iowa Code Section 403.19.
8. Consider resolution directing the closure of the Keokuk Municipal Aquatic Center for the 2020 Season and reallocating certain funds.
9. Consider resolution support of an application for Workforce Housing Tax Credits.
10. Motion to approve a State Revolving Fund Loan Application for the Rand Park Tunnel Project.
11. Boards & Commissions.
12. Staff Reports:
13. New Business:
14. Adjourn meeting.

**MEETING MINUTES  
COUNCIL WORKSHOP  
May 7, 2020  
5:30pm**

Present in person: Richardson, O'Connor, Altheide, Payne, Dade, Andrews, Greenwald, Bryant. Present by phone: Helenthal, Dunek.

Absent: None

Staff present in person: O'Donnell, Ludwig.

Staff present by phone: Broomhall, Hinton, R. Helenthal,

- 1) Discussed Wage and Salary policy.
- 2) Discussed 2020 Aquatic Center season.
- 3) Adjourned at 6:28 p.m.

**MINUTES**  
**CITY COUNCIL MEETING**  
**May 7, 2020**  
**500 N. 20<sup>th</sup> Street**  
**6:30 P.M.**

The City Council of the City of Keokuk met in regular session on May 7, 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, Devon Dade, Steve Andrews, Michael Greenwald, and Roger Bryant were present in person. John Helenthal, and Susan Dunek were present by phone. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig were present in person. Community Development Director Pam Broomhall, Public Works Director Robert Helenthal, and Chief of Police Dave Hinton were present by phone. Roll call will be taken on all measures.

**MAYOR'S CORRESPONDENCE:** Announced the retirement of Captain Broc Galbreath and thanked him for his 26 years of service to the Keokuk Police Department.

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

- Minutes of the Council Workshop & regular City Council meeting of April 16, 2020;
- **RESOLUTION NO. 80-20:** Approving a Liquor License for Chintz's, 1310 Main Street, effective May 20, 2020 – Class C Liquor License;
- **RESOLUTION NO. 81-20:** Approving a Liquor License for Walgreens #05886, 1215 Main Street, effective May 22, 2020 – Class E Liquor License with Class B Wine Permit and Sunday Sales;
- Sidewalk Display Permit for Lucky's Irish Pub & Grub, 528 Blondeau Street, Dan's Pawn and Gun, LLC, 602 Main Street, Joystick, 714 Main Street;
- Motion to pay bills and transfers listed in Register No.'s 5140-5142;

Mayor Richardson opened the public hearing at 6:33 p.m. on the proposed amendment to Fiscal Year 2019-2020 budget. A public hearing notice was published in the Daily Gate City on April 24, 2020.

No comments were received. Mayor Richardson closed the public hearing at 6:34 p.m.

**RESOLUTION NO. 82-20:** "A RESOLUTION ON THE PROPOSED AMENDMENT TO FISCAL YEAR 2019-2020 BUDGET." (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Dunek to approve the initial reading of an ordinance amending code section 2.74.020 Civic Theater Commission Membership-vacancies-appointments code.

ROLL CALL VOTE: (9) AYES – O’Connor, Altheide, Payne, Dade, Helenthal, Andrews, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Greenwald, second by Payne to waive the second & third/final reading of ordinance amending code section 2.74.020 Civic Theater Commission Membership-vacancies-appointments code.

ROLL CALL VOTE: (9) AYES – O’Connor, Altheide, Payne, Dade, Helenthal, Andrews, Greenwald, Bryant and Dunek. (0) NAYS. Motion carried

**ORDINANCE NO. 2005** ordinance amending code section 2.74.020 Civic Theater Commission Membership-vacancies-appointments code. (9) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 83-20:** “A RESOLUTION COMMITTING TO ACCEPT PROPERTY KNOWN AS ARMORY ROAD FROM THE STATE OF IOWA.” (9) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 84-20:** “A RESOLUTION APPROVING CARES ACT GRANT OFFER” (9) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 85-20:** “A RESOLUTION AWARDED TECHNICAL SERVICE TO SOUTHEAST IOWA REGIONAL PLANNING COMMISSION FOR CDBG HOUSING REHABILITATION GRANT IF AWARDED.” (9) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 86-20:** “A RESOLUTION TO ADOPT ADMINISTRATIVE PLAN 2020 FOR THE CDBG OWNER-OCCUPIED HOUSING SUSTAINABILITY REHABILITATION GRANT FROM THE IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT.” (9) AYES, (0) NAYS. Motion carried.

**BOARDS & COMMISSIONS:** O’Donnell reported a vacancy on the Civil Service Commission.

**STAFF REPORTS:** Broomhall reported on the following: Failed septic system at 1520 Ridge and possible solutions to the problem. Request for a change in fence rules and regulations from a resident at 1817 Plank Road. She also reported on the condition of city owned buildings in the 600 block of Main and asked the council for guidance. Council recommended sealing the wall on 625 Main using the original bid from Custom Brick & Stone. Then doing more repair in future budget years.

O’Donnell reported on the following: Update on Covid-19 virus relating to city operations, D.O.T. Riverfront Trail grant application, loss of inmates from ISP that mow and trim weeds (due to Covid-19), and ambulance service for Lee County.

There being no further business, Mayor Richardson adjourned the meeting at 7:26 p.m.

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

General Fund	\$	715,979.98
Road Use Tax	\$	125,545.21
Employee Benefit Totals	\$	627,611.14
Emergency Tax Levy Fund Total	\$	21,890.28
Sales Tax Infrastructure	\$	86,095.96
Tax Increment Financing Total	\$	578,844.65
Economic Development Total	\$	26,270.90
Park Maint. & Improv. Reserve Total	\$	18.00
Debt Service Total	\$	7,878,973.79
Roquette Building Total	\$	136,177.63
Capital Project Total	\$	735.00
WPC Maint. & Operation Total	\$	216,470.44
Municipal BridgeTotal	\$	84,956.03
Internal Service Fund Total	\$	85,985.63
<b>TOTAL</b>	<b>\$</b>	<b>10,585,554.64</b>

**TREASURER'S REPORT**  
**CALENDAR 4/2020, FISCAL 10/2020**

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	176,096.14	585,160.94	715,979.98	306,447.94
110	ROAD USE TAX	1,699,299.73	72,708.03	125,545.21	1,752,136.91
112	EMPLOYEE BENEFITS	1,152,451.57	.00	627,611.14	1,780,062.71
119	EMERGENCY TAX LEVY FUND	66,468.03	.00	21,890.28	88,358.31
121	SALES TAX - HUMAN DEV	48,207.14	.00	8,609.60	56,816.74
122	SALES TAX - INFRASTRUCT	465,846.16	.00	34,438.38	500,284.54
123	50% SALES TAX-PROP TAX	148,120.81	.00	43,047.98	191,168.79
125	TAX INCREMENT FINANCING	124,142.24	10,842.00	578,844.65	692,144.89
160	ECONOMIC DEVELOPMENT	26,548.62-	12,718.47	26,270.90	12,996.19-
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	18.00	318,216.08
186	LIBRARY TRUST FUNDS	51,002.11	548.85	.00	50,453.26
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	1,199,630.20	9,157,589.33	7,878,973.79	78,985.34-
301	CAPITAL PROJECTS	673,683.17-	9,949.25	.00	683,632.42-
302	RIVERFRONT BARGE PROJEC	113,313.17	4,200.00	.00	109,113.17
303	ROQUETTE BUILDING	709,839.28-	309,006.21	136,177.63	882,667.86-
304	CAPITAL PROJECT	117.00-	2,063.05	735.00	1,445.05-
500	NON-EXPENDABLE TRUST FU	490,561.56	.00	.00	490,561.56
610	WPC MAINT & OPERATION	4,130,537.55	193,830.32	216,470.44	4,154,656.67
611	WATER POL CONTROL RESER	4,928.60-	.00	.00	4,928.60-
612	SEWER MAINTENANCE RESER	9,407.24-	.00	.00	9,407.24-
613	WATER POL CONTR CAP PRO	.00	.00	.00	.00
614	SEWER IMPROVEMENT RESER	3,426,727.82-	178,744.81	.00	3,605,472.63-
617	CDBG SWR POINT REPAIR P	1,157,219.40	.00	.00	1,157,219.40
670	SOLID WASTE FUND	189,220.75	45,227.94	.00	143,992.81
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDIATION ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,747,500.47	29,672.16	84,956.03	2,802,784.34
810	INTERNAL SERVICE FUND	25,760.13-	51,977.35	85,985.63	8,248.15
	Report Total	9,497,598.24	10,664,238.71	10,585,554.64	9,419,925.93

**RESOLUTION NO.**

**WHEREAS**, Application has been made by Keokuk Labor Fraternal Council for a Class A Liquor License (private club) with Outdoor Service & Sunday Sales for Keokuk Labor Fraternal Council, 301 Blondeau 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**, Keokuk Labor Fraternal Council 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 (private club) with Outdoor Service & Sunday Sales for Keokuk Labor Fraternal Council, 301 Blondeau Street, effective June 7, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21<sup>st</sup> day of May, 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 Keokuk Yacht Club, Inc. for a Class C Liquor License with Outdoor Service & Sunday Sales for Keokuk Yacht Club, Inc., 2029 River Road; **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**, Keokuk Labor Fraternal Council 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 Keokuk Yacht Club, Inc., 2029 River Road, effective June 8, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21<sup>st</sup> day of May, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

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

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

Make It Yours  
**KEOKUK**  
I O W A

**SPECIAL EVENTS APPLICATION &  
HOLD HARMLESS AGREEMENT**

Please complete all sections of this application. An incomplete application will be returned to applicant. Once all required documentation and signatures are received, only then will it be considered by the City Administrator, Police Chief, Fire Chief and Public Works Director for final approval. Application must be submitted at least **30 days** prior to the date of the event.

*Some permits for events may require additional time for approval  
(For example: Parades requiring use of a state highway)*

PLEASE RETURN TO: Keokuk Municipal Building to the Attention of the City Administrator

1. **APPLICANT INFORMATION**

Applicant: KEOKUK SNIOR HIGH SCHOOL

Name/Event: GRADUATION CEREMONY

Coordinator: LENNIE ETTER

Mailing Address: 2028 LOGON DR.

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

Email Address: unclelennie46@gmail.com

2. **EVENT INFORMATION**

Type of Event:

GRADUATION CEREMONY

Days/Dates of Event:

@&TH June,2020 ,Rain Date 28th June ,2020

Time(s) of Event: (Include Set Up/Tear Down Time)

7:00pm --- 9:00pm

Event Location:

KEOKUK DENIOR HIGH SCHOOL FOOT BALL FEILD, SOUTH END.

Will event require an alcohol license or require modification of an existing license? \_\_\_\_\_ Yes X No

3. **REQUEST INFORMATION (Check All Applicable Lines)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

- Temporarily park in a "No Parking" area (specify location :)
- Temporarily close a street for a block party (specify street :)
- Temporarily install structure in street right-of-way
- Permanently install structure in street right-of-way
- Use of City Park (specify park :)
- Parade (attach map of route and indicate streets to be closed)
- Walk/Run (attach map of route and indicate streets to be closed)
- Banner (specify location :)
- Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft
- Fireworks (specify location :)
- Other (please specify :)

4. **ITEMS REQUESTED FROM THE CITY OF KEOKUK** (\$25 rental fee required per item requested)

- Street barricades
- Emergency "No Parking" Signs
- Other (please specify :)

5. **SOUND SYSTEMS**

NOTE: You must comply with the City of Keokuk Code of Ordinances and any requirements attached to this permit.

Duration of event: \_\_\_\_\_

Please indicate if the following will be used:

- Amplified Sound/Speaker System
- Public Address System

- Recorded Music
- Live Music

6. **SANITATION**

Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site.

Will additional restrooms be brought to the site? \_\_\_\_\_ Yes X No If yes, how many? N/A

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

Contact Person: LENNIE EFTER

Address: 2028 LOGAN DR.

Daytime Phone: 309 221 0798

Evening Phone: 319 524-2365

7. **SECURITY**

Certified personnel are required by the Chief of Police at the applicant's expense for all events requiring an alcohol license. At a minimum, 2 police officers certified in the State of Iowa will be required, no exceptions.

What type of security will be provided?

NONE Number of Off-Duty Police Officers

Names:

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8. **INSURANCE**

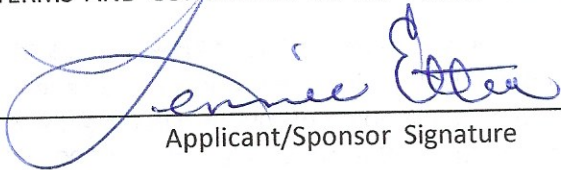
Applicant shall obtain and maintain a general liability insurance policy naming the City of Keokuk as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an **event on public property**. For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be \$500,000. This application will not be considered by the City of Keokuk until the proper insurance certificate is submitted and approved by the City Administrator.

\_\_\_\_\_ Certificate of Insurance provided and accepted \_\_\_\_\_ Certificate of Insurance not required

9. **AGREEMENT**

In consideration of the City of Keokuk, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Keokuk, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Keokuk, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Keokuk, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

  
Applicant/Sponsor Signature



Date

**DEPARTMENT APPROVALS**

The request has been reviewed by the undersigned and recommended for approval with the condition as noted:

**POLICE DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**FIRE DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

**OTHER**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Conditions: \_\_\_\_\_

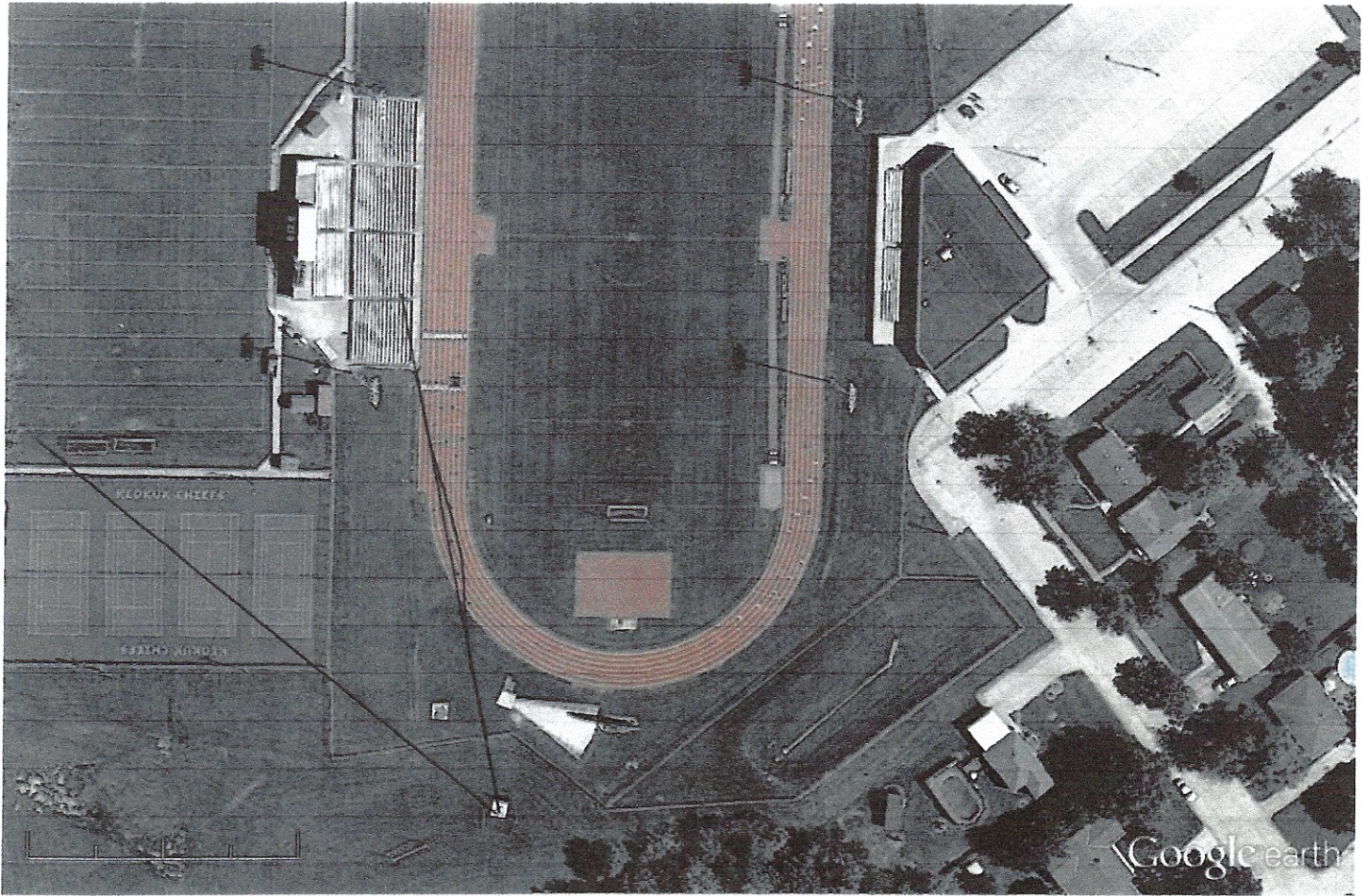
**CITY ADMINISTRATOR APPROVAL (City Council Approval)**

\_\_\_\_\_  
City Administrator Signature                      Date                      Approved: \_\_\_\_\_                      Denied: \_\_\_\_\_

CONDITIONS IMPOSED: \_\_\_\_\_

\_\_\_\_\_  
Date of City Council Approval (if required): \_\_\_\_\_

**Please Draw a Map of Event Area or Attach a Drawing to the Application**



Google earth



V&H, 446.90 feet  
Spectator, 306. feet  
Nearby Exposure of 67 feet

**SIDEWALK DISPLAY PERMITS 2020-2021**

Angelini's Pizza  
1006-1008 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 MAY 21, 2020.

**REGISTER NO. 5143**

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 22,079.11
AMI PIPE & SUPPLY	SUPPLIES	\$ 827.65
BEARING HEADQUARTERS CO.	PARTS	\$ 617.73
KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	\$ 1,865.00
GATE CITY PUBLISHING	PUBLICATIONS	\$ 198.03
KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$ 162.50
JIM BAIER, INC	RETURN CREDIT	\$ (75.00)
HARTRICK'S LUMBER	SUPPLIES	\$ 73.68
ERIC E. SUTER	SERVICE CALL	\$ 65.00
KRICHEL'S ANIMAL HOSPITAL	SERVICE ANIMAL CONTROL	\$ 18.00
KEOKUK HOMESTORE	SUPPLIES	\$ 195.94
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$ 40.99
J & S ELECTRONICS BUSINESS,INC	LIBRARY EQUIPMENT/CONTRACT	\$ 8,866.28
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 68.19
IDEAL READY MIX COMPANY, INC	CONCRETE	\$ 1,199.06
HICKEY CONTRACTING COMPANY	LABOR/MATERIALS	\$ 1,695.00
JERRY'S WELDING	LABOR/MATERIALS	\$ 587.00
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$ 319.50
ELECTRONIC APPLICATIONS CO.INC	LABOR/MATERIALS POLICE VEHICLE	\$ 182.50
TASKE FORCE, INC.	TEMPORARY HELP	\$ 2,450.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 864.33
MCFARLAND-SWAN OFFICE CITY	SUPPLIES	\$ 1,764.20
ALLIANT	ELECTRIC BILL	\$ 16,757.90
HACH COMPANY	LAB SUPPLIES	\$ 1,184.65
NEWBERRY, INC	PARTS/REPAIRS	\$ 143.00
CENTURY LINK	SERVICE	\$ 828.34
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$ 998.34
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 14,088.76
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 130.65
LINDNER AVIATION, INC.	MAINT/MOWING @ AIRPORT	\$ 917.29
UNITY POINT HEALTH-KEOKUK	MEDICAL SERVICES	\$ 108.00
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$ 725.00
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 1,185.00
RESERVE ACCOUNT	REFILL POSTAGE	\$ 350.00
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS	\$ 21,477.21
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$ 3,409.75
TREASURER STATE OF IOWA	WPC SALES TAX	\$ 2,443.00
ENDERLE HEATING & A/C COMPANY	REPAIRS	\$ 203.50
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$ 179,210.64
HY-VEE, INC.	SUPPLIES	\$ 146.09
FISHER SCIENTIFIC	LAB SUPPLIES-WPC	\$ 263.14

**REGISTER NO. 5144**

PER MAR SECURITY SERVICES	SECURITY MONITORING	\$	5,720.49
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$	307.10
NIEMANN FOODS, INC./ACE	SUPPLIES	\$	228.87
RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	\$	837.00
ORIENTAL TRADING COMPANY, INC.	LIBRARY SUPPLIES	\$	149.80
CHEMSEARCH	SUPPLIES	\$	257.00
FASTENAL COMPANY	PARTS/SUPPLIES	\$	283.68
JAMES K. NEFF	LABOR/MATERIALS	\$	246.37
AT&T MOBILITY	CELL PHONE SERVICE	\$	683.53
DOUBLE A" GLASS L.L.C. "	LABOR/MATERIALS	\$	8,103.20
REECE'S HEATING & AIR	LABOR/MATERIALS	\$	297.25
WISS & WISS EQUIPMENT INC.	PARTS	\$	1,149.12
WAL-MART COMMUNITY/GECRB	LIBRARY SUPPLIES	\$	126.76
TOTAL SOLUTIONS, INC.	HYPERV LICENSE/OFFSITE BACKUP	\$	270.48
O'REILLY AUTOMOTIVE INC.	PARTS	\$	1,419.00
PETERS HEATING & AIR	WPC LABOR/MATERIALS	\$	1,479.73
SYNCB/AMAZON	LIBRARY SUPPLIES	\$	90.95
UNIVERSITY OF IA HOSPITALS &	CPR CARDS-FIRE DEPT.	\$	167.00
WELLS-WAY JANITORIAL SERVICES	LIBRARY CLEANING	\$	3,315.00
MEDIACOM	SERVICE	\$	610.36
SERVICEMASTER OF FT.MADISON	JANITORIAL SERVICE @ POLICE PD	\$	614.08
MUNICIPAL EMERGENCY SERVICES	SUPPLIES FIRE DEPT	\$	349.00
HILL'S PET NUTRITION SALES,INC	SUPPLIES	\$	27.18
IMI EQUIPMENT, LLC	PARTS	\$	97.62
LEXISNEXIS RISK SOLUTIONS	POLICE DEPARTMENT CONTRACT	\$	130.46
EMPLOYEE BENEFIT SYSTEMS	INSURANCE	\$	184,836.13
TRI-STATE TOOLS	PARTS/SUPPLIES	\$	1,821.53
RELIABLE PEST SOLUTIONS	PEST CONTROL TOLMIE PARK	\$	470.02
BRITE-WAY WINDOW SERVICE	SERVICE KEOKUK PUBLIC LIBRARY	\$	16.00
LEWIS EXCAVATING & SEPTIC,INC.	HOUSE DEMO	\$	4,488.27
EMILY ROHLFS	LIBRARY SUPPLIES	\$	395.36
KEOKUK VETERINARY HOSPITAL	ANIMAL SERVICES	\$	18.00
MACQUEEN EQUIPMENT, INC.	PARTS	\$	2,472.33
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$	834.25
MIDWAY FREIGHTLINER, INC.	PARTS	\$	175.20
WEST CENTRAL FS INC.	BULK FUEL	\$	8,667.77
SARAH BARNES	REIMBURSE LIQUOR LICENSE	\$	211.25
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$	207.33
TRITECH FORENSICS	POLICE DEPT SUPPLIES	\$	117.55
RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$	44.10
LIBERTY UTILITIES MIDSTATES	SERVICE	\$	5,879.59
JETCO, INC.	SERVICE/LABOR/MILEAGE WPC	\$	3,081.40
INTERSTATE BILLING SERVICE,INC	PARTS	\$	391.19
CINTAS CORPORATION #342	UNIFORM SERVICES	\$	1,687.44
LIGHTEDGE SOLUTIONS INC	MANAGED SECURITY	\$	175.00

**REGISTER NO. 5145**

TSS	DRUG TESTING SERVICES	\$	252.00
MIDWEST VETERINARY SUPPLY, INC	KEOKUK ANIMAL SERVICES SUPPLY	\$	148.09
COMMERCIAL CONTRACTING	HAUL DEBRI/DEMO	\$	902.50
ICONNECTYOU	SERVICE	\$	250.00
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$	453.26
DUDE SOLUTIONS	LIBRARY EVENT PUBLISHER	\$	656.24
CINTAS	SAFETY EQUIPMENT	\$	74.02
JOHNSON CONTROLS	LABOR/MATERIALS EXCHANGE ST	\$	589.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$	300.00
AC CONTRACTING LLC	LABOR/MATERIALS @ VERITY	\$	41,780.00
JEREMIAH BOLLIN	MOWING VARIOUS PROPERTIES	\$	2,565.00
UMB BANK, N.A.	ADMINISTRATIVE FEES	\$	250.00
UMB BANK, N.A.	ADMINISTRATIVE FEES	\$	250.00
UMB BANK, N.A.	LOAN FEES	\$	500.00
ROBERT HELENTAL	CERTIFICATION REIMBURSEMENT	\$	240.00
GREATAMERICA FINANCIAL SVCS.	POLICE DEPT CONTRACT	\$	246.08
MCCLURE ENGINEERING CO	PROFESSIONAL SERVICES	\$	20,084.12
FOSTER COACH SALES, INC	PARTS/FREIGHT FIRE DEPT	\$	48.38
SHORTY PORTYS	PORTABLE TOILET RENTAL	\$	480.00
JAMES JOHNSON	REIMBURSE CDL	\$	240.00
TNT GOLF CART & MOTORSPORTS	PARTS	\$	127.49
ARSENAL CHIROPRACTIC INC	FIRE DEPT BEDS	\$	312.00
GORDON FLESCH COMPANY INC	LASERFICHE SERVICES	\$	4,250.00
		\$	606,083.87



# COUNCIL ACTION FORM

Date: May 21, 2020

Presented By: O'Donnell

Subject: KEDC TIF Resolution Agenda Item: \_\_\_\_\_

## Description:

We have allocated \$60,000 in annual support for KEDC. As the funds for the support come from TIF we must pass an annual resolution certifying the expense as a debt for economic development purposes.

## 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 ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE SECTION 403.19**

WHEREAS, the City of Keokuk, Iowa has adopted the Amended and Restated Twin Rivers Urban Renewal Plan, as amended (the "Plan") for the Twin Rivers Urban Renewal Area (the "Urban Renewal Area") for the purpose of undertaking urban renewal projects, including the project described as providing financial support to Keokuk Economic Development Corporation, (the "Project") within the Urban Renewal Area; and

WHEREAS, the Project is located in the Urban Renewal Area; is described on page \_\_ of the Plan; does not exceed the projected Project cost estimate on page \_\_ of the Plan; and, in the judgment of the City Council will further one or more of the objectives of the Plan. Therefore, the Project constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

WHEREAS, the City intends to advance costs from the General Fund to pay costs associated with the Project, and thereafter reimburse said fund with tax increment; and

WHEREAS, before approving an urban renewal project for reimbursement with tax increment, it is necessary to make certain findings under Chapter 403; and

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403 .19 before December 1, 2020; and

WHEREAS, the amount of funds to be advanced for the Project is currently estimated at \$60,000.

**NOW, THEREFORE, IT IS RESOLVED** by the City Council of the City of Keokuk, Iowa, as follows:

Section 1. Pursuant to Ordinance No. 1852, there has been established the Amended and Restated Twin Rivers Urban Renewal Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area, as amended, are deposited. The Council finds the Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan for the Urban Renewal Area.

Section 2. It is hereby directed that the total costs for the Project be advanced from time to time from the General Fund to pay the costs of the Project. The advance shall be treated as an internal loan (the "Loan") from the General Fund and the General Fund shall be reimbursed the total actual Project cost from the Tax Increment Fund.

Section 3. All Project costs to be incurred for the Project are approved, to be advanced as described in Section 2. The Project is currently estimated to cost approximately \$60,000.

Section 4. Certification for reimbursement under Iowa Code Section 403 .19 shall be made by the Council on or before December 1, 2020.

**ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA, this 21<sup>st</sup> day of May, 2020.**

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

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



# COUNCIL ACTION FORM

Date: May 21, 2020

Presented By: O'Donnell

Subject: 2020 Aquatic Center Operation Agenda Item: \_\_\_\_\_

## Description:

The Park Commission met on May 12th and discussed the situation with the aquatic center. Based on the following factors, the commission is recommending to the Council that the 2020 season be canceled and that appropriations the 2020 operations be used to complete maintenance and repair of the facility:

- 1) Lack of lifeguards at current time
- 2) Offering even a shortened season would cost the same money for chemicals
- 3) Opening for parties only, results in the same cost for chemicals
- 4) If social distancing is still in place

See attached.

Certain appropriations will need to be held in reserve for startup and one month of operation for the 2021 season.

## 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 DIRECTING THE CLOSURE OF THE  
KEOKUK MUNICIPAL AQUATIC CENTER FOR THE  
2020 SEASON AND REALLOCATING CERTAIN FUNDS**

**WHEREAS**, the City of Keokuk, Iowa operates an aquatic center open to the general public; and

**WHEREAS**, operation of the aquatic center is dependent upon the hiring of seasonal help; and

**WHEREAS**, the restrictions on gatherings and social contact due to the COVID-19 pandemic threaten to delay and severely shorten the 2020 aquatic center season; and

**WHEREAS**, restrictions due to the COVID-19 pandemic has reduced the number of available seasonal employees below the number necessary to operate the aquatic center; and

**WHEREAS**, the expense of operating the aquatic center on a shortened season is in excess of the benefit.

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA:** that the 2020 season for the Keokuk Municipal Aquatic Center is hereby canceled.

**BE IT FURTHER RESOLVED**, operational funds in excess of those necessary to start the 2021 season of the Keokuk Municipal Aquatic Center be re-appropriated for certain maintenance and repairs of the Keokuk Municipal Aquatic Center.

**PASSED, APPROVED, AND ADOPTED** this 21<sup>st</sup> day of May, 2020.

---

Mayor Thomas L. Richardson

ATTEST:

---

Jean Ludwig, City Clerk

## Cole O'Donnell

---

**From:** mwinkler@keokuk.lib.ia.us  
**Sent:** Thursday, May 14, 2020 12:32 PM  
**To:** Cole O'Donnell  
**Cc:** Annette Peevler; Richard Moore  
**Subject:** Park and Rec Board recommendation

Cole--

Good afternoon!

I wanted to update you on the Park and Rec board's meeting that was held this past Tuesday, May 12.

After much discussion by the board and input by phone from Denise Estrada, pool manager, the board recommends to the Council the following:

The Keokuk Aquatic Center should not open for the 2020 summer season; There were several reasons behind this:

- 1)Lack of lifeguards at current time
- 2)Offering even a shortened season would cost the same money for chemicals
- 3)Opening for parties only, results in the same cost for chemicals
- 4)If social distancing is still in place, Denise feels the lifeguards would not be able to do their jobs properly and only allowing a few people into the pool would be a huge financial loss, even more so than usual.

The board also felt that with finances being tight this year and even into next year, it would be best to do the needed repairs such as painting, etc., this year while closed, and then it would be ready to go in 2021.

At the time of the meeting, we did not know Governor Reynolds decisions for pools. With her mandate for pools not opening extended to at least May 27, we feel even stronger that our recommendation is the correct one.

Another issue that was addressed was the Fourth of July. We tossed around several options, but in the end we are waiting to see what changes, if any, will be made for large gatherings by the Governor at the end of the month. We are also in contact with the carnival to see what options they are offering.

Since so much is riding on new information, we will be moving our meeting to June 2nd in order to make a decision on a recommendation to take to the council on June 4th. If you would put July 4th on the agenda for the June 4th meeting in preparation for that, we would appreciate it.

If there are any questions, please don't hesitate to contact me.

Thank you!

--

Monica Winkler  
Park and Rec Board Secretary



# COUNCIL ACTION FORM

Date: May 21, 2020

Presented By: O'Donnell

Subject: Support of Application- Workforce Tax Credits Agenda Item: \_\_\_\_\_

## Description:

Southeast Iowa Regional Planning would like to partner with Homes for Iowa to place new homes on two lots owned by Keokuk Neighborhood Initiative at 1117 Concert and 722 N 9th. In order to do this, SEIRPC would need to access the Iowa Workforce Tax Credits program through IEDA. A resolution of support from the City Council is needed for the application. A contribution of at least \$1,000 toward each project must be made by the local government (the City). Our tax abatement program meets the contribution requirements.

## 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 IN SUPPORT OF AN APPLICATION FOR WORKFORCE HOUSING TAX CREDITS**

**WHEREAS**, The City of Keokuk (hereinafter City) is a chartered municipality of the State of Iowa, County of Lee; and

**WHEREAS**, Southeast Iowa Housing, Inc. (hereinafter DEVELOPER) is an incorporated not for profit organization in the State of Iowa, County of Des Moines, under Chapter 504 Code of Iowa and has charitable status as a 501(c)(3) organization, and

**WHEREAS**, DEVELOPER desires to fulfill its mission of supporting southeast Iowa through developing homes in existing neighborhoods to compliment community development plans and initiatives, and;

**WHEREAS**, CITY desires to develop new homes in its existing neighborhoods to extend opportunities to its citizens, improve neighborhood conditions and otherwise support the overall improvement of its housing stock, and

**WHEREAS**, 1117 Concert Street and 722 N 9<sup>th</sup> Street in the City of Keokuk are reclaimed lots where CITY demolished dilapidated homes, acquired the properties and transferred to a local non-profit Keokuk Neighborhood Initiative, Inc. to facilitate redevelopment, and

**WHEREAS**, DEVELOPER intends to apply to the Iowa Economic Development Authority for Workforce Housing Tax Credits in June, 2020, to support two new single family home starts at 1117 Concert Street and 722 N 9<sup>th</sup> Street in the City of Keokuk, and retains full support from CITY to complete the projects; and

**WHEREAS**, CITY has provided for tax abatement within the incorporated limits of 100% of the difference of taxes of a residential property's improved value and its original value for a period of three years. The estimated three-year tax abatement value for 1117 Concert Street when complete is \$10,530 and the estimated three-year tax abatement value for 722 N 9<sup>th</sup> Street when complete is \$11,583; and

**WHEREAS**, CITY project commitment of at least \$1,000 for each project is satisfied in full by the value of the tax abatement when completed.

**BE IT THEREFORE RESOLVED BY THE CITY COUNCIL OF KEOKUK, IOWA**, that it hereby supports the application for Workforce Housing Tax Credits submitted by Southeast Iowa Housing, Inc.

**PASSED, APPROVED, AND ADOPTED**, on this 21<sup>ST</sup> day of May, 2020

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

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



# COUNCIL ACTION FORM

Date: May 21, 2020

Presented By: O'Donnell

Subject: SRF Loan Application Agenda Item: \_\_\_\_\_

**Description:**

As part of the Rand Park Tunnel project, we have been paying design costs from Sewer Fund reserves. The application to the State Revolving Fund will be for \$2,790,000 for past and anticipated design and planning cost of the project. The funds will help to replenish reserves in the Sewer Fund. Sewer and Strom Sewer funds will be used to fund repayment.

**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: \_\_\_\_\_



# Planning & Design Loan Application



PARTNERSHIP WITH THE IOWA FINANCE AUTHORITY AND THE IOWA DEPARTMENT OF NATURAL RESOURCES

**Applicant:** City of Keokuk

Tax ID Number: 42-6004829

Contact person/Title: Cole O'Donnell /City Administrator

Address: 601 Main Street, Ste. 3

City: Keokuk State: IA County Lee Zip Code: 52632

Telephone Number: 319-524-2050 x 111 E-mail address: Codonnell@cityofkeokuk.org

Clean Water SRF NPDES Number: 5640001

Drinking Water SRF PWSID Number: \_\_\_\_\_

Please write a brief description of the proposed project: Combined sewer separation project to separate stormwater from combined sewer. Project consists of constructing an outlet into the Mississippi River from Rand Park by constructing a tunnel approximately 3,200 feet long and diverting stormwater flow to the tunnel before it reaches the combined sewer. This tunnel will also serve future phases of combined sewer separation as the primary stormwater outlet. This project is in accordance with the City's Long Term Control Plan that has been approved by EPA as part of the City's Consent Order.

Is the system under any regulatory compliance order?  Yes  No

What is the expected construction start date? August 2020

What is the expected project completion date? December 2021

How many people are served by the system? 10,780

## Planning & Design Cost Breakdown

Administrative & Legal expenses	\$ <u>20,000</u>
Engineering Planning & Design expenses	\$ <u>2,360,000</u>
Land (only after Environmental Review clears)	\$ _____
Archaeological/Environmental	\$ <u>10,000</u>
Other- Specify <u>Geotechnical Investigation</u>	400,000
Other- Specify _____	\$ _____
Total Planning & Design Costs	\$ <u>2,790,000</u>
<b>Planning &amp; Design Loan Request</b>	\$ <u>2,790,000</u>

### What is the anticipated method or methods of permanently financing the proposed project?

State Revolving Fund Loan (SRF Construction Loan)

Community Development Block Grant (CDBG)

USDA/Rural Development (RD) Grant and/or Loan

Other: \_\_\_\_\_

**PROFESSIONAL CONSULTANTS**



PARTNERSHIP WITH THE IOWA FINANCE AUTHORITY AND THE IOWA DEPARTMENT OF NATURAL RESOURCES

**Project Engineer:** Veenstra & Kimm, Inc.  
 Name of Contact Person: Dave Schechinger  
 Mailing Address: 860 22<sup>nd</sup> Ave, Ste. 4  
 City, State, and Zip Code: Coralville, IA, 52241  
 Telephone Number: 319-466-1000 E-mail address: dschechinger@v-k.net

**Bond Counsel:** Ahlers & Cooney  
 Name of Contact Person: R. Mark Cory  
 Mailing Address: 100 Court Ave, Suite 600  
 City, State, and Zip Code: Des Moines, IA, 50309  
 Telephone Number: 515-243-7611 E-mail address: rcory@ahlerslaw.com

**Financial Advisor:** Piper Sandler  
 Name of Contact Person: Tim Oswald  
 Mailing Address: 3900 Ingersoll Ave Suite 110  
 City, State, and Zip Code: Des Moines, IA, 50312  
 Telephone Number: 515-247-2358 E-mail address: timothy.oswald@psc.com

<b>System Utilization for the most recent year:</b>	<b>Number of Connections</b>	<b>Annual Revenue</b>	<b>Percentage of System Annual Usage</b>
Residential	<u>3864</u>	<u>1675632</u>	<u>53</u>
Commercial	<u>464</u>	<u>556118</u>	<u>29</u>
Industrial	<u>6</u>	<u>8023</u>	<u>0</u>
Other	<u>45</u>	<u>84574</u>	<u>4</u>
Unmetered	<u>38</u>	<u>0</u>	<u>13</u>
Total	<u>4417</u>	<u>2324347</u>	<u>100</u>

**The applicant must enclose (or email) its most recent financial statement with the completed application.** (If your financial information is available online, you may just provide a link: \_\_\_\_\_)

The undersigned is duly authorized to request this loan on behalf of the Applicant. The Applicant declares under penalty of law that all facts given, and information attached are true and correct. The Applicant authorizes IFA to verify all information.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name and Title Cole O'Donnell, City Administrator

*Iowa Finance Authority  
 1963 Bell Ave, Suite 200  
 Des Moines, IA 50315*

**Clean Water Projects**  
 Alyson Fleming  
[Alyson.Fleming@IowaFinance.com](mailto:Alyson.Fleming@IowaFinance.com)  
 515-725-4879

**Drinking Water Project**  
 Tracy Scebold  
[Tracy.Scebold@IowaFinance.com](mailto:Tracy.Scebold@IowaFinance.com)  
 515-725-4922



TO: Mayor and Council  
FROM: Cole S. O'Donnell  
DATE: May 19, 2020  
RE: Committee Nominations

**First Report on Nominations (no vote required):**

**DEPOT COMMISSION**

(4-year term)

Sandy Seabold	Term to expire 06/01/2024
Mike Hickey	Term to expire 06/01/2024
John Tweedy	Term to expire 06/01/2024



TO: Mayor and City Council  
FROM: Cole S. O'Donnell  
DATE: May 19, 2020  
RE: Administrator's Report

1. **Ambulance Service:** As you may know, Lee County received three proposals to provide ambulance services. The combined proposal from the cities of Keokuk and Fort Madison was one of the three. The numbers presented were based on VERY conservative revenue estimates and liberal expense estimates. These numbers were rushed as we were given very short notice of the submission deadline. The combined proposal was rejected, and on top of that, the one service within the county's budget retracted their proposal.

It now appears that the county will try to work a one-year contract with Lee County Ambulance. This is a stop gap measure should Lee County Ambulance take them up on the offer. There is no guarantee that the offer will be taken.

Here are steps that we have taken or will be taking to ensure that Keokuk residents have ambulance service come July 1<sup>st</sup>:

- Received a license to operate as transport service. No advance life support can be given, but we can get patients to the hospital. Fire personnel will man the rig and we may incur overtime should we need call backs to cover multiple calls.
  - We are looking to engage a billing service for our transport runs.
  - As part of the billing, we have applied for Medicare and Medicaid numbers in order to file with those organizations
  - Staff is continuing the process to begin and operate an advance life support service, with or without Lee County support. It is our belief that in a year, or possibly less, Lee County will not have an ALS service. Staff will have a proposal to the Council no later than the end of July to consider and act upon. Lead time on equipment is probably nine to twelve months so the sooner we act the better off we will be.
2. **Airport Manager:** As of the end of May Greg Gobble will no longer be our airport manager. He has taken a job with the FAA. We did solicit proposals for manager/FBO and received no responses. We will be engaging an interim manager while we continue to search for a permanent replacement.
  3. **City Hall Committee:** Our architect would like to schedule a meeting to review the 95% complete plans. This will probably be with him on a remote connections, but we can set the rest of us up at the city offices. I would like to suggest May 28<sup>th</sup> at 3:30 PM if everyone is okay with that.
  4. **Out of Office:** I will be out of the office Friday, May 22<sup>nd</sup>.

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