AGENDA
COUNCIL WORKSHOP
June 18, 2020
5:30 P.M.

(1) Keokuk Park Foundation Dog Park Discussion.

(2) Local Preference Policy.

(3) Review council meeting agenda.
Parcel ID: 044521253910050
Sec/Twp/Rng: 0-0-0
Property Address: 513 DES MOINES KEOKUK
District: KEOKUK INC KEOKUK SCHOOL
Brief Tax Description: 513 DES MOINES #789 KKK LOT 10 BLK 69

Alternate ID: 2125391005
Class: R
Acreage: n/a

Owner Address: Penningt 218 S 5th Keokuk, I

just under 1 acre

Date created: 6/10/2020
(Note: Not to be used on legal documents)
TO: Mayor and Council
FROM: Cole S. O’Donnell
DATE: June 15, 2020
RE: Local Preference Policy

When we awarded the Windsor Heights lift station, we had a discussion on the local preference clause of our purchase policy. The contract was not awarded to lowest bidder. Instead it was awarded to a local bidder who was within 10% of the lowest bid. At that time, the indication from the Council was that local preference should remain but that 10% was too liberal.

The current language on local preference is as follows:

**Local Preference**

The City may consider local preference when purchasing goods and services from suppliers located within the City limits of Keokuk under the following conditions:

1. The goods or services offered by a vendor located within the City limits or the State of Iowa must be equal to or exceed the minimum specifications required.
2. The amount of the quotation of the vendor located within the City of Keokuk is not more than 10% greater than the amount of the low quotation of the vendor located outside of the City limits.
3. Local preference does not apply to public improvement projects pursuant to Chapter 26 of the Iowa Code.

Understand that for public improvement projects with cost estimates exceeding $100,000 local preference can only be invoked for public utility projects (sewer). All others must go to the lowest qualified bidder. For projects under $100,000 we receive quotes and may invoke local preference.

Staff did some research on what other communities have for local preference policies. There is a variety of limits with most having a cap based on the size of the project. For example, for projects/purchases below $50,000 a 2% difference is allowed, while over $50,000 a 1% limit is allowed. Most set a dollar limit in addition to the percentage limit. Burlington allows a 5% difference with a $5,000 cap.

Staff would recommend the following:

- For projects/purchases $99,999 and below, a difference of 3% and a maximum of $1,500.
- For public utility projects $100,000 and above, a difference of 2% and a maximum of $3,000.

Local preference is an important part of our purchase policy. It allows us to support local businesses when possible, thereby, investing in the local economy. However, reasonable limits must be set to ensure that city residents are not being taken advantage of by businesses who may use the local preference to pad a bid. Proper limits allows us to maintain a competitive bid process.
AGENDA
CITY COUNCIL MEETING
June 18, 2020
500 N. 20th Street
6:30 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor’s Correspondence:
5. Citizen’s Request.
6. Consent Agenda.
   ● Minutes of the Council Workshop & regular City Council meeting of June 4, 2020;
   ● Minutes of the Keokuk Municipal Airport meeting of June 10, 2020;
   ● Cash Receipts and Treasurers Report for June 2020;
   ● Liquor License for Casey’s General Store #2636, 3530 Main Street, effective July 1, 2020 – Class E Liquor License with Sunday Sales;
   ● Liquor License for Casey’s General Store #2595, 326 Main Street, effective July 1, 2020 – Class E Liquor License with Sunday Sales;
   ● Liquor License for The Hawkeye, 105 N. Park Drive, effective July 7, 2020 – Class C Liquor License with Outdoor Service & Sunday Sales;
   ● Liquor License for The Bar 914, 914 Main Street, effective July 7, 2020 – Class C Liquor License with Outdoor Service & Sunday Sales;
   ● Special Events Permit for Lake Cooper Foundation for the Big Dam Street Festival @ Victory Park on August 25-30, 2020;
   ● Sidewalk Display Permit for The Athletic Center, 521 Main Street;
   ● Motion to pay bills and transfers listed in Register No.’s 5148-5150.

Old Business
7. Tabled Item: Consider resolution authorizing acquisition of surface and overhead avigation easement from JLM Farms pursuant to purchase agreement.
   (a) Motion to remove from table.
   (b) Consider resolution authorizing acquisition of surface and overhead avigation easement from JLM Farms pursuant to purchase agreement.

New Business
8. (a) Now is the time and place for a public hearing for the sale of City owned real estate located at 811 Exchange Street, pursuant to Iowa Code Chapter 364.7. A public hearing notice was published in the Daily Gate City on June 10, 2020.
   (b) Consider resolution for the sale of City owned real estate located at 811 Exchange Street, pursuant to Iowa Code Chapter 364.7.
9. (a) Now is the time and place for a public hearing on the authorization of a loan agreement and the issuance of not to exceed $695,000 Solid Waste Revenue Capital Loan Notes, of Keokuk, Iowa. A public hearing notice was published in the Daily Gate City on June 10, 2020.

(b) Consider resolution on the authorization of a loan agreement and the issuance of not to exceed $695,000 Solid Waste Revenue Capital Loan Notes, of Keokuk, Iowa.

10. Consider resolution approving a contract with SEIRPC for transit services.

11. Consider resolution setting Fiscal Year 2020-2021 salaries for personnel of the City of Keokuk effective July 1, 2020.

12. Consider resolution approving early retirement agreement with Jean Ludwig.

13. Consider resolution approving permanent encroachment for Dan Glasgow, DBA The Cellar.

14. Motion to accept resignation from City Council Member.

15. Motion on method of filling vacancy on City Council.

16. Motion to authorize courtesy car at the airport.

17. Boards & Commissions.

18. Staff Reports:

19. New Business:

20. Adjourn meeting.

Absent: Dunek

Staff present in person: O’Donnell, Ludwig, Broomhall
Staff present by phone: Rose, Weis

1) Michael Nolan of Horizon Architecture discussed plans for the new city hall at 501 Main Street.

2) Adjourned at 6:27 p.m.
The City Council of the City of Keokuk met in regular session on June 4, 2020 at 500 N. 20th Street. Mayor Thomas L. Richardson called the meeting to order at 6:30 p.m. There were eight council members present, one absent. Mike O’Connor, Linda Altheide, Ron Payne, Devon Dade, Steve Andrews, Michael Greenwald, and Roger Bryant were present in person. John Helenthal was present by phone. Susan Dunek was absent. Staff in attendance: City Administrator Cole O’Donnell, City Clerk Jean Ludwig and Community Development Director Pam Broomhall were present in person. Public Works Director Robert Helenthal, Chief of Police Dave Hinton, Fire Chief Gabe Rose and Bridge, Park, Cemetery and Sanitation Manager Bob Weis were present by phone.

MAYOR’S CORRESPONDENCE: Congratulated the graduating class of 2020. Noted two peaceful protests over the tragic death of George Floyd. Keokuk Association for Rights and Equality is organizing another protest. Noted parks are open – please practice social distancing. Pickleball court project will begin soon with an expected completion date of July 31st. Rand Park Pavilion will have a concert June 13th at 7:00pm. Urged residents to support local businesses.

CITIZEN’S REQUEST: Dorothy Cackley requested documents on the Elkem property acquisition be made public. Jeannie Rose requested the pool open for the season.

Motion made by Bryant, second by O’Connor to approve the agenda, including the consent agenda. (8) AYES, (0) NAYS. Motion carried.

- Minutes of the Council Workshop & regular City Council meeting of May 21, 2020;
- Minutes of the Keokuk Municipal Airport meetings of May 11 & 18, 2020;
- Minutes of the Civil Service Commission of May 30, 2020 and list of Candidates for the Keokuk Police Department;
- RESOLUTION NO. 91-20: Approving an Urban Revitalization Tax Exemption for Georgette Galbreath, 1627 Carroll Street, single family dwelling;
- Cigarette Permits July 1, 2020 – June 30, 2020;
- Motion to pay bills and transfers listed in Register No.’s 5146-5147;

Old Business:

Tabled Item: Resolution directing the closure of the Keokuk Municipal Aquatic Center for the 2020 season and reallocating certain funds.
Motion made by Altheide, second by Helenthal to remove from table. (8) AYES, (0) NAYS. Motion carried.

Motion made at the May 21st council meeting by Helenthal, second by Altheide to approve the following proposed **RESOLUTION NO. 92-20:** “A RESOLUTION DIRECTING THE CLOSURE OF THE KEOKUK MUNICIPAL AQUATIC CENTER FOR THE 2020 SEASON AND REALLOCATING CERTAIN FUNDS.” (5) AYES, (3) NAYS. Motion carried.


New Business:

Motion made by Greenwald, second by Payne to approve the initial reading of an ordinance repealing Title 22, Floodplain management of the Code of Ordinances of the City of Keokuk, Iowa and creating a new Title 22, Floodplain Management.

ROLL CALL VOTE: (8) AYES – O’Connor, Altheide, Payne, Dade, Helenthal, Andrews, Greenwald, and Bryant. (0) NAYS. Motion carried.

Motion made by Helenthal, second by Payne to waive the second and third/final reading of an ordinance repealing Title 22, Floodplain management of the Code of Ordinances of the City of Keokuk, Iowa and creating a new Title 22, Floodplain Management.

ROLL CALL VOTE: (8) AYES – O’Connor, Altheide, Payne, Dade, Helenthal, Andrews, Greenwald, and Bryant. (0) NAYS. Motion carried.

**ORDINANCE NO. 2006** repealing Title 22, Floodplain management of the Code of Ordinances of the City of Keokuk, Iowa and creating a new Title 22, Floodplain Management. ((8) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 93-20:** “A RESOLUTION SETTING A PUBLIC HEARING FOR THE SALE OF CITY OWNED REAL ESTATE LOCATED AT 811 EXCHANGE STREET, PURSUANT TO IOWA CODE CHAPTER 364.7.” (8) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 94-20:** “A RESOLUTION SETTING A DATE FOR A PUBLIC HEARING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $ 695,000 SOLID WASTE REVENUE CAPITAL LOAN NOTES, OF KEOKUK, IOWA.” (8) AYES, (0) NAYS. Motion carried.

**RESOLUTION NO. 95-20:** “A RESOLUTION AUTHORIZING THE PURCHASE OF TWO HEIL AUTOMATED FRONT LOADER GARBAGE TRUCKS.” (8) AYES, (0) NAYS. Motion carried.
RESOLUTION NO. 96-20: “A RESOLUTION ACCEPTING RESIGNATION OF CHUCK PIETSCHER AS WATER RESOURCE RECOVERY SUPERINTENDENT.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 97-20: “A RESOLUTION APPOINTING WATER RESOURCE RECOVERY FACILITY SUPERINTENDENT AND SETTING SALARY.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 98-20: “A RESOLUTION AUTHORIZING ADJUSTMENT IN SEWER CHARGES RELATED TO THE FILLING OF SWIMMING POOLS.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Bryant to approve the following proposed resolution authorizing acquisition of surface and overhead avigation easement from JLM Farms pursuant to purchase agreement. After discussion, motion by Payne, second by O’Connor to table the resolution. (8) AYES, (0) NAYS. Motion to table approved.

RESOLUTION NO. 99-20: “A RESOLUTION AUTHORIZING ACQUISITION OF SURFACE AND OVERHEAD AVIGATION EASEMENT FROM SHAWN AND MICHELLE SAPP PURSUANT TO PURCHASE AGREEMENT.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 100-20: “A RESOLUTION AUTHORIZING ACQUISITION OF SURFACE AND OVERHEAD AVIGATION EASEMENT FROM ROGER D. AND SHARON R. KOKEMULLER PURSUANT TO PURCHASE AGREEMENT.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 101-20: “A RESOLUTION AUTHORIZING ACQUISITION OF SURFACE AND OVERHEAD AVIGATION EASEMENT FROM ROBERT AND JILL GULL PURSUANT TO PURCHASE AGREEMENT.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 102-20: “A RESOLUTION AUTHORIZING APPLICATION FOR FEDERAL ASSISTANCE.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 103-20: “A RESOLUTION AMENDING KEOKUK CITY COUNCIL RESOLUTION NO. 76-20 THAT DISPOSED OF MUNICIPALLY OWNED REAL PROPERTY LOCATED AT 827 BANK STREET, KEOKUK, IOWA.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 104-20: “A RESOLUTION APPROVING TITLE VI NON-DISCRIMINATION AGREEMENT AND ADOPTING NON-DISCRIMINATION ASSURANCES.” (8) AYES (0) NAYS. Motion carried.

RESOLUTION NO. 105-20: “A RESOLUTION FOR APPROVAL AND RATIFICATION OF AGREEMENTS FOR REIMBURSEMENT OF POLICE OFFICER TRAINING EXPENSES.” (8) AYES, (0) NAYS. Motion carried.
RESOLUTION NO. 106-20: “A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR THE IOWA DEPARTMENT OF TRANSPORTATION’S STATE RECREATIONAL TRAILS PROGRAM FOR CONSTRUCTION OF A TRAIL ALONG THE RIVERFRONT CONNECTING VICTORY PARK TO HUBINGER LANDING. (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 107-20: “A RESOLUTION ESTABLISHING JUST COMPENSATION VALUE PRIOR TO START OF NEGOTIATIONS.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 108-20: “A RESOLUTION APPROVING THE 4TH OF JULY DISPLAY BEING MOVED FROM RAND PARK TO VICTORY PARK.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Bryant to approve non-union wage and salaries for fiscal year 2020-2021. (7) AYES, (1) NAY-Payne. Motion carried.


STAFF REPORTS: Broomhall reported that Custom Brick and Stone has begun work at 625 Main. O’Donnell reported on the following: Airport Manager, SID Center, re-opening council meetings to the public as COVID-19 restrictions are relaxed.

There being no further business, Mayor Richardson adjourned the meeting at 7:41 p.m.
Keokuk Municipal Airport Meeting Minutes

The Keokuk Municipal Airport Commission met on 6/10/2020 in the Pilot’s Lounge of the airport at 11:04 AM. Members present were:

Worden _X__ Lawson ___ McDowell _X__ Michelsen _X__ Pfaffe _X__

Also in attendance were: Flint Hawes, Robert Helenthal, John Moander, Raymond Ott, Mike Ball

Approval of minutes: (of two previous meetings)

Motion by: Donza Second by: Mark  AYES: __4__  NAYS: __0__

Item 1:

Subject: Donza recommended we hire Ray Ott (up to 40 hours per week for 120 days) and Flint Hawes (for 15 hours per week) to overlap and learn from one another at $20.00 per hour with Airport hours being M-F 8AM-4:30PM and Sat. 8AM-12 Noon.

Motion by: Mark Second by: Rick  AYES: __4__  NAYS: __0__

Discussion Items:

Raymond Ott was present as interested Airport Manager position as a City employee. Then ten mile distance is not applicable, as there is a six month grace period. Ray gave us his background. Donza gave Ray a “Manager’s Job Description” to look over, and he gave us this thoughts on it and agrees with everything. He thinks EAA involvement would be a plus. He seemed agreeable to everything Donza threw at him. We discussed to still try to find a buyer for the FBO. Ray has a list of “area” airplane owners from internet and thinks it might be a good idea to maybe send it out to them that we are looking for an FBO buyer and also to enhance the reputation of the Airport. Donza said he likes Ray’s enthusiasm and Airport knowledge.

We then “interviewed” Flint and he gave his vision of what needs to be done at the Airport and his thoughts on continuing his music career (in several months, if at all). He likes the idea of a new terminal. He gave his thoughts on Manager duties.

Both Ray and Flint accepted the positions offered to them. Donza gave Ray three different book options to obtain one and learn Airport Management from it and know it within 90 days. He also requested that both Ray and Flint attend our Commission meetings.

We also discussed the importance of obtaining a credit card reader for the fuel pumps. It was clarified that any after-hours pilot needing fuel would be charged a $50.00 call-in fee, and that it should be posted, so they are aware of it before they make any calls.

Finally, we had Mike Ball prioritize for Ray and Flint what should be done over the next two days before he leaves on Friday, his last day of work. He also shared what needs to be done on a daily, weekly, etc. basis.

Adjournment: Motion by: Mark  Second by: Donza  Time: 1:15PM
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### TREASURER'S REPORT

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</table>
RESOLUTION NO.

WHEREAS, Application has been made by Casey’s Marketing Company for a Class E Liquor License with Sunday Sales for Casey’s General Store #2636, 3530 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, Casey’s Marketing Company 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 E Liquor License with Sunday Sales for Casey’s General Store #2636, 3530 Main Street, effective July 1, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of June, 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 Casey’s Marketing Company for a Class E Liquor License with Sunday Sales for Casey’s General Store #2595, 326 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, Casey’s Marketing Company 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 E Liquor License with Sunday Sales for Casey’s General Store #2595, 326 Main Street, effective July 1, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of June, 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 Matlick, Inc. for a Class C Liquor License with Outdoor Service & Sunday Sales for The Hawkeye, 105 N. Park Drive; 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, Matlick, 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 C Liquor License with Outdoor Service & Sunday Sales for The Hawkeye, 105 N. Park Drive, effective July 7, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of June, 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 The Bar 914, LLC for a Class C Liquor License with Outdoor Service & Sunday Sales for The Bar 914, 914 Main; 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, The Bar 914, 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 The Bar 914, 914 Main, effective July 7, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 18th day of June, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: ________________________________

THOMAS L. RICHARDSON, MAYOR

ATTEST: ________________________________

JEAN LUDWIG, CITY CLERK
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: LAKE COOPER FOUNDATION
Name/Event: BIG DAM STREET FESTIVAL
Coordinator: DOUG MATTHEWS
Mailing Address: 708 FRANKLIN
Daytime Phone #: 319-295-2547 Evening Phone #: SAME
Email Address: UmathieD@yahoo.com

2. EVENT INFORMATION
Type of Event: STREET FAIR - MUSIC - CARNIVAL
Days/Dates of Event:
Aug 27 - Aug 30, 2020
Time(s) of Event: (Include Set Up/Tear Down Time)
August 25 - August 30
Event Location:
Victory Park

Will event require an alcohol license or require modification of an existing license? X Yes ____ 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.
   - [x] 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.
   - [x] Use of City Park (specify park:).
     - [ ] Victory 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:).
   - [x] 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
   - [x] 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: **August 27 - August 29th, 4 p.m. till 12:30 a.m., Each Night Thursday - 4 - 11 p.m.**

   Please indicate if the following will be used:
   - [x] Amplified Sound/Speaker System
   - [x] Recorded Music
   - [x] Public Address System
   - [x] 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  [ ] No  If yes, how many? 8

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

Contact Person: Doug Mathiek

Address: 718 Grand Ave

Daytime Phone: 319-795-7599

Evening Phone: Same

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?

[ ] Number of Off-Duty Police Officers

Names:

Roy Bell and others

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

Connection Insurance

Jon Little Agent
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.

[Signature]

Applicant/Sponsor Signature

5/27/2000

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
APPLICATION FOR SIDEWALK DISPLAY PERMIT

DATE: 5/27/2020

APPLICANT NAME: Terry Cale

DISPLAY ADDRESS: 521 Main St.

(1) Such permits be issued for a period of twelve months with a fee of $25.00. All permits shall be renewed on April 1st and annual fees may be prorated. A display placard issued by the City indicating approval of such permit shall be displayed so as to be visible from the street;

(2) Displays must be situated in a neat and orderly fashion and in a manner to insure public/pedestrian safety and movement and to not interfere with the normal daily operation of neighboring businesses;

(3) Location of the display is limited to the sidewalk contiguous to the front wall on Main Street of the vendor's building and must not use more than 33% of the sidewalk area. Areas within rights-of-way on Main Street, which are not developed with paved sidewalks must have merchandise displayed at least ten (10) feet behind the back of the curb.

(4) Please provide a drawing indicating the location of such displays and a written description of merchandise to be displayed, which can be attached: (use the reverse side)

- Plants and garden supplies
- Motorcycles and similar equipment
- Lawn/garden equipment
- Appliances
- ✔ Sandwich board sign
- ✔ Other (describe) Clothing Racks - Clothing will be displayed

(5) A copy of an insurance policy or other such proof of liability insurance in the amount of one million dollars is attached.

Displays not meeting the above criteria shall be subject to a civil citation charging a municipal infraction after one warning allowing compliance within 24 hours. The permit shall immediately be cancelled upon issuance of the municipal infraction citation.

Special sidewalk events, such as Crazy Days, wherein all merchants are invited to promote sales on sidewalks, shall be exempt from this permit.

The City shall not be liable to the applicant for any interruption of any loss or damage to property or injury to or death of persons occurring or in any manner growing out of or connected with applicant’s operation, whether or not caused by the negligence or other fault of the City or City’s agents, employees, invitees, licensees or assignees. The City of Keokuk is held harmless for any and all liability associated with the issuance of this permit and shall be indemnified by the permittee from any and all damages arising from activities involved in this permit issuance.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Bryan Watkins
1221 Park Pl Ne Ste D
Cedar Rapids, IA 52402
(319) 366-6586
bwatkins@amfm.com

CONTACT NAME: American Family Insurance - Business Insurance
PHONE: (A/C, No, Ext): 866-908-0626
FAX: (A/C, No):
EMAIL: service@amfambusinessinsurance.com
ADDRESS: 

INSURED
NOKO CUSTOM GRAPHICS, LLC DBA THE ATHLETIC CENTER
521 MAIN ST
KEOKUK IA 52632

INSURER A: Midvale Indemnity Company
INSCR: IRB:
INSURER B: 
INSURER C: 
INSURER D: 
INSURER E: 
INSURER F: 
NAIC #: 27138

COVERAGE
CERTIFICATE NUMBER: 18550240419087921286390515
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HERIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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GENERAL AGGREGATE LIMIT APPLIES PER:

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AUTOMOBILE LIABILITY

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WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

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<td>(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below</td>
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PROFESSIONAL LIABILITY

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Sporting Goods Store

CERTIFICATE HOLDER

NOKO CUSTOM GRAPHICS, LLC DBA THE ATHLETIC CENTER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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REGISTER NO. 5148

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<td>Keith Sollazzo</td>
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$750,043.21
RESOLUTION NO.

RESOLUTION AUTHORIZING ACQUISITION OF
SURFACE AND OVERHEAD AVIGATION EASEMENT
FROM JLM FARMS
PURSUANT TO PURCHASE AGREEMENT

WHEREAS, the City of Keokuk wishes to acquire a surface and overhead avigation easement adjacent to the Keokuk Municipal Airport, owned by JLM Farms, and legally described and depicted on the attached Avigation Easement Exhibit, hereby incorporated into this resolution by this reference; and,

WHEREAS, the acquisition of the surface and overhead avigation easement is necessary for planned public improvements at the airport site; and,

WHEREAS, JLM Farms, owner of record of the above-referenced property, is agreeable to deed the surface and overhead avigation easement to the City of Keokuk for Twenty One Thousand Seven Hundred Dollars and 00/100 Dollars ($21,700); and,

WHEREAS, a copy of the negotiated surface and overhead avigation easement and legal description are attached to this resolution, hereby incorporated into this resolution by this reference; and,

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

Section 1. The Mayor and City Clerk are hereby authorized and directed to sign this resolution.

Section 2. McClure Engineering, Midwest ROW Services and City staff are hereby authorized to prepare and execute any document necessary to effectuate this acquisition and have recorded at the Lee County Register of Deeds office.

PASSED, APPROVED, AND ADOPTED this 18th day of June, 2020.

Thomas L. Richardson, Mayor

Attest.

Jean Ludwig, City Clerk

ADOPTED:
Hold required public hearing for sale of property.

The City of Keokuk received a bid for $50.00 from Patricia Lamma, 119 S 9th Street to purchase a 36' x 140' vacant lot located at 811 Exchange abutting her property.
COUNCIL ACTION FORM

Any previous Council actions:
Action
__________________________
__________________________
Date
__________________________
__________________________

Recommendation:
Hold public hearing and approve sale

Required Action
ORDINANCE [ ] RESOLUTION [✓] MOTION [ ] NO ACTION REQUIRED [ ]

Additional Comments:

MOTION BY: ___________________________ SECONDED BY: ___________________________
TO __________________________________________________________
__________________________
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CITY COUNCIL VOTES

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<th>Dunek</th>
<th>Greenwald</th>
<th>Helenthal</th>
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<th>Andrews</th>
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RESOLUTION NO. _____

A RESOLUTION DISPOSING OF MUNICIPALLY OWNED REAL PROPERTY
LOCATED AT 811 EXCHANGE 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 811 Exchange Street, located in the City of Keokuk, Lee County,
Iowa, legally described as follows: Original City of Keokuk, E 36' of Lot 10,
Block 123.

WHEREAS, The Keokuk City Council received a bid of fifty dollars ($50.00)
for said property from Patricia Lamma, 119 S. 9th Street, Keokuk, Iowa.

WHEREAS, a public hearing notice was published on Wednesday, June 10,
2020 and the public hearing held on the 18th day of June, 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 18th day of June, 2020.

_________________________________
Thomas L. Richardson, Mayor

Attest: ________________________
Jean Ludwig, City Clerk
At the June 4, 2020 meeting, the Council voted to purchase two Heil Half Pack Low Rider 28 Yard Front Loader garbage collection trucks. Cost of the trucks is $687,715.14. The loan note is for $695,000. The additional above cost is to help cover the cost of issuance.
COUNCIL ACTION FORM

Any previous Council actions:

Action
Approve Purchase of 2 Heil Garbage Trucks

Date
06/04/2020

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE □ RESOLUTION ✔ MOTION □ NO ACTION REQUIRED □

Additional Comments:

MOTION BY: ____________________  SECONDED BY: ____________________

TO ____________________________________________________________

CITY COUNCIL VOTES

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RESOLUTION NO.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $695,000 SOLID WASTE REVENUE CAPITAL LOAN NOTES

WHEREAS, pursuant to notice published as required by law, this Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed $695,000 Solid Waste Revenue Capital Loan Notes for the purpose of paying costs of equipping the Solid Waste Enterprise of the City, including the acquisition of new solid waste collection vehicles, and has considered the extent of objections received from residents or property owners as to the proposal and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. That this Council does hereby institute proceedings and take additional action for the authorization of a Loan Agreement and issuance in the manner required by law of not to exceed $695,000 Solid Waste Revenue Capital Loan Notes for the foregoing purpose.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above loan agreement. The amounts so advanced shall be reimbursed from the proceeds of the Loan Agreement not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the loan amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED, APPROVED, AND ADOPTED this 18th day June, 2020.

__________________________
Thomas L. Richardson, Mayor

ATTEST:

__________________________
Jean Ludwig, City Clerk
Subject: SEIRPC TRANSIT SERVICES

Description:

A contract with Southeast Iowa Regional Planning Commission to supply transportation services to citizens of Keokuk.

FINANCIAL

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Is this item in the CIP? YES ____ NO X ____ CIP Project Number: ________________
Any previous Council actions:

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<th>Action</th>
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<td>Annual Renewal of Transit Services</td>
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Recommendation:

Staff recommends approval.

Required Action

ORDINANCE _ RESOLUTION X MOTION __ NO $&TION 5(4815) __

Additional Comments:

MOTION BY: ____________________ SECONDED BY: ____________________

TO ____________________

CITY COUNCIL VOTES

VOTES Bryant Dade Dunek Greenwald Helenthal Altheide Andrews O'Connor Payne

YES

NO

ABSENT

ABSTAIN
RESOLUTION NO.

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

THAT, the Mayor and City Clerk be authorized to execute a contract between the City of Keokuk and Southeast Iowa Regional Planning Commission for transit services in the fiscal year 2020-21 in the amount of $8,500.00.

Passed and Approved this 18th day of June, 2020.

__________________________________________
Thomas L. Richardson, Mayor

Attest: _________________________________
Jean Ludwig, City Clerk
Wednesday, June 3rd, 2020

Roger Keller, SEIBUS Transit Director
211 N. Gear Avenue
Suite 100
West Burlington, IA 52655

Mayor Tom Richardson
601 Main Street
3rd Floor
Keokuk, IA 52632

Mayor Richardson:

Thank you for contracting the past year with SEIRPC / d.b.a. SEIBUS for transit services. It has been a pleasure supplying transportation services to the City of Keokuk for the past several years and we look forward to another year of providing rides for the citizens of Keokuk.

You will find enclosed, two signed copies of the FY2021 contract for transit services between the City of Keokuk and the Southeast Iowa Regional Planning Commission.

Please review and sign both copies, retain one copy and return the other copy to SEIRPC at your earliest convenience. This contract for FY2021 beginning July 1st, 2020 is essentially unchanged from the current FY2020 agreement.

Feel free to contact me should you have questions or comments about this contract.

Sincerely yours,

Roger L. Keller
SEIBUS Transit Director
Southeast Iowa Regional Planning Commission
319-753-4309 or (Cell) 319-750-9985
RKeller@seirpc.com

Enclosure:
CONTRACT FOR TRANSPORTATION SERVICES
BETWEEN THE CITY OF KEOKUK, IOWA
AND
THE SOUTHEAST IOWA REGIONAL PLANNING COMMISSION

WHEREAS, The City of Keokuk, Iowa (herein referred to as Keokuk) has an interest in
provision of transportation services to Keokuk, Iowa and

WHEREAS Southeast Iowa Regional Planning Commission (SEIRPC) has been designated as
the regional transit system for Region 16 pursuant to Chapter 324A of the Iowa Code and
has vehicles and employees available for transporting those persons, and

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

A. PURPOSE AND TIMEFRAME

1. The purpose of this contract is to arrange for public transit services under the
   auspices of the designated public transit system, SEIRPC.

2. The contract period shall begin on July 1, 2020 and continue through June 30, 2021. Any extension or renewal of this contract shall be in writing and mutually
   agreed upon by both parties.

B. DESCRIPTION OF SERVICE

1. All transit services will be provided in vehicles that are open to the public without
discrimination.

2. Service shall be provided Monday, Wednesday, and Friday except on the following
holidays or the day celebrated as such:
   • Independence Day
   • Labor Day
   • Veteran’s Day
   • Thanksgiving Day
   • Day after Thanksgiving
   • Christmas Day
   • New Years Day
   • Martin Luther King Jr. Day
   • Memorial Day

3. Service hours under this contract shall be 11:00 a.m. to 3:00 p.m. and may be
   subject to change based on demand.

4. Service days shall be Monday, Wednesday, and Friday

5. Service shall be demand response service in the City of Keokuk.
6. Access to service shall be obtained by contacting SEIRPC for ride reservations at least 24 hours in advance.

7. The fee for a General public ride is currently $2.50 and may be changed through SEIRPC board action after a public hearing. No person shall be denied access based on inability to pay.

8. Services shall be insured by SEIRPC with the following coverage:
   a. General liability – no less than $1,000,000
   b. Uninsured and underinsured motorist – no less than $100,000

9. Continuity of services shall be provided for through access to SEIRPC spare vehicles and substitute drivers.

C. RESPONSIBILITIES OF SEIRPC

1. SEIRPC shall serve as an independent contractor for Keokuk transit services.

2. SEIRPC shall provide and maintain in safe and presentable condition, such vehicles as are required to provide the services described above, including backup vehicles.

3. SEIRPC shall employ and train, clean and courteous personnel as necessary, to provide the services described above. All drivers shall have a commercial driver's license (CDL) with passenger endorsement as appropriate. SEIRPC will conduct background checks of the drivers to best protect the passengers.

4. SEIRPC shall conduct drug and alcohol testing of all personnel performing safety sensitive duties under this agreement. All drivers must pass a pre-employment drug test and they will become part of random drug & alcohol testing pool. The testing program shall comply with all Federal Transit Administration (FTA) Drug and Alcohol Testing Regulations.

5. SEIRPC shall operate all services described above including scheduling and dispatching support.

6. SEIRPC shall notify Keokuk in the event of any unavoidable interruption or delay in service.

7. SEIRPC shall notify Keokuk of any incidents relating to passengers served under this contract.

8. SEIRPC shall insure services to the limits described above.

9. SEIRPC shall accept all risk and indemnify and hold Keokuk harmless from all losses, damage, claims, demands, liabilities, suits or proceedings, including court cases, attorney's and witness' fees relating to loss or damage to property or the injury or death of any person arising out of the acts or omissions of the SEIRPC, its employees or agents.

10. SEIRPC shall maintain accounting and records for all services rendered and shall assure that all persons handling project funds, including passenger revenues, are bonded to levels appropriate to the amounts of funds handled.
11. SEIRPC shall bill the county of legal settlement, the State of Iowa, or the individual passenger for ride(s) provided and provide to Keokuk a monthly billing, for services rendered in the previous month including a report of units of service provided and revenues credited toward service from passengers and other sources.

12. SEIRPC shall secure an independent audit of its transportation program including services provided under this contract, and, if requested, shall provide a copy of the audit report to Louisa County.

13. SEIRPC shall permit inspection of its vehicles, services, books, and records by Keokuk or agencies providing funding to Keokuk upon the request of Lee County.

14. SEIRPC shall provide information about the availability of the services described above, as well as other services of SEIRPC to both the target population of this contract and to the general public.

15. SEIRPC shall comply with all applicable state and federal laws, including, but not limited to, Equal Employment opportunity laws, nondiscrimination laws, traffic laws, motor vehicle equipment laws, confidentiality laws, affirmative action laws, and freedom of information laws.

D. RESPONSIBILITY OF KEOKUK

1. Keokuk shall provide funding as identified in this contract based upon the project difference between operating costs for described services and revenues from passengers and/or from available state and federal transit operating assistance funds.

2. Keokuk shall promptly pay all justified billing under this contract.

3. Keokuk shall comply with all state and federal laws regarding discrimination in relation to the services in this contract.

4. Keokuk shall inform SEIRPC of changes affecting the transportation needs of the target population regarding the availability of services under this contract as well as other transportation services of SEIRPC.

5. Keokuk shall assist SEIRPC as requested in the design and scheduling of transit services to meet the needs of the target population.

6. Keokuk shall assist SEIRPC in the dissemination of information to the target population regarding the availability of services under this contract as well as other transportation services of SEIRPC.

7. Keokuk shall report to SEIRPC any cost incurred in the carrying out of its responsibilities under this contract.

8. Keokuk shall indemnify and hold SEIRPC harmless for any loss caused by SEIRPC's inability to provide services under emergency conditions.
E. COMPENSATION

1. The fully allocated operating costs for services under this contract are estimated at $48,000 annually, based on a mutually estimated service level of 2,350 rides.

2. Approximately $39,000 of Passenger Revenue, STA, FTA, and local match operating assistance will be applied.

3. All passenger revenues shall be applied to the cost of transportation services prior to application of federal transit funding and shall be considered to have expanded the level of services compared to what would be available without such resources.

4. The costs of services under this contract identified in E (1) above are based upon assumptions concerning costs, ridership, and the existence of other transit service contracts. Should circumstances shift so as to significantly increase the costs of service under this contract, the rate of compensation shall be subject to renegotiation.

5. Keokuk's maximum monetary liability under this contract shall be $8,500.

6. Keokuk shall reimburse SEIRPC $2,125.00 per quarter for services provided through the end of the contract period.

7. Payment for justified billings for services under this contract shall be due thirty (30) days after receipt of an invoice.

F. REPORTING

1. Items to be reported with each quarterly billing, based on the previous quarter, shall be:
   - Total number of hours provided
   - Total number of rides provided
   - Total number of miles provided
   - Total passenger revenue collected

2. Items to be reported at year end shall be:
   - Total number of hours provided
   - Total number of rides provided
   - Total number of miles provided
   - Total passenger revenue collected

3. The following items shall be reported to Keokuk on an ongoing basis:
   1. Incidents involving passengers transported under this contract.
   2. Any uses of subcontracted providers to avoid interruptions in service.
   3. Any interruption in service.
G. ENTIRE AGREEMENT

1. This contract contains the entire agreement between Keokuk and SEIRPC. There are no other agreements or understandings, written or verbal, which shall take precedence over the items contained herein unless made a part of this contract by amendment procedure.

H. AMENDMENTS

1. Any changes to this contract must be in writing and be mutually agreed upon by both Keokuk and SEIRPC. They must further receive the concurrence of the Iowa Department of Transportation.

I. TERMINATION

1. This contract may be cancelled, by either party, through written notice to the other party at least thirty (30) days prior to the date of cancellation.

J. SAVING CLAUSE

1. Should any provision of this contract be deemed unenforceable by a court of law, all other provisions shall remain in effect.

K. ASSIGNABILITY AND SUBCONTRACTING

1. This contract shall not be assigned to any other part without the express written approval of Keokuk and the concurrence of the Iowa Department of Transportation.

2. No part of the transportation services described in this contract may be subcontracted by SEIRPC without the express written approval of Keokuk and the Iowa Department of Transportation, Office of Public Transit.

2. Notwithstanding the provisions of K (1) above, it is hereby agreed that SEIRPC may under emergency circumstances temporarily subcontract any portion of the service if it is deemed necessary by SEIRPC to avoid a service interruption. Keokuk shall be notified, in advance if possible, each time this provision in invoked.

M. INCLEMENT WEATHER

1. Interruption, cancellation, alteration, or modification of daily service caused by inclement weather shall be determined by SEIRPC staff.
ADOPTED BY THE PARTIES AS WITNESED AND DATED BELOW, SUBJECT TO THE CONCURRENCE OF THE IOWA DEPARTMENT OF TRANSPORTATION.

For Keokuk:

_________________________
Tom Richardson, Mayor

Date:

For SEIRPC:

_________________________
Mike Norris, Executive Director

Date: 6-3-20
By statute, we must annually pass a resolution setting wages and salaries for the upcoming fiscal year. The stated wages and salaries reflect the negotiated increases for the four bargaining units and the standard and market increases for non-union employees.
COUNCIL ACTION FORM

Any previous Council actions:
Action
________________________________________
________________________________________
Date
________________________________________
________________________________________

Recommendation:
Staff recommends approval.

Required Action

ORDINANCE [ ] RESOLUTION [X] MOTION [ ] NO ACTION REQUIRED [ ]

Additional Comments:

MOTION BY: ___________________________ SECONDED BY: ___________________________
TO ________________________________________________________________

CITY COUNCIL VOTES

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<th>Greenwald Helenthal</th>
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RESOLUTION NO. ___________

A RESOLUTION SETTING FISCAL YEAR 2020-2021 SALARIES FOR PERSONNEL OF THE CITY OF KEOKUK EFFECTIVE JULY 1, 2020

WHEREAS, City of Keokuk is an Iowa Municipality that employs numerous employees performing a wide variety of tasks; AND

WHEREAS, The City of Keokuk seeks to provide a competitive compensation package for its employees;

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

That the following salaries and wages be adopted for the Fiscal Year 2020-2021

Passed this 18th day of June, 2020.

____________________________________
Thomas L. Richardson, Mayor

Attest: _______________________________________
Jean Ludwig, City Clerk
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<td>M. Lewiston</td>
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<td>Library Pages</td>
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<td>Sue Dickson</td>
<td>Public TV Coordinator</td>
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<td>T. Jones</td>
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As part of the discussion on market adjustments for salaries, City Clerk Jean Ludwig offered a proposal to split her market increase over two years as part of a larger proposal for an early retirement package. Jean's market increase for this fiscal year was calculated to be over $12,000 due to her current salary being below the bottom of the range and market increases designed to move employees to at least 5% above the bottom of the range. Details of said proposal are as follows:

1. $5,000 raise plus 3% standard raise July 1, 2020
2. $5,800 raise plus up to 3% standard raise July 1, 2021
3. Retire at age 63 1/2.
4. Pay 17 months of single health insurance until age 65.

At age 63 1/2, Jean would be eligible for a sick leave payout of approximately $20,549. It is estimated that 17 months of single health would cost $13,872. Jean would not take the sick leave payout resulting in an approximate savings of $6,691 to the city. The split market increase will relieve some pressure on the General Fund.

**FINANCIAL**

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<th>Is this a budgeted item?</th>
<th>YES □</th>
<th>NO □</th>
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Line Item #: ______________ Title: _______________________________________________________________________

Amount Budgeted: __________________________________________

Actual Cost: ____________________________________________

Under/Over: _____________________________________________

Funding Sources:

________________________________________________________

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Departments:

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Is this item in the CIP? □ YES □ NO □ CIP Project Number: ____________________
COUNCIL ACTION FORM

Any previous Council actions:

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<th>Action</th>
<th>Date</th>
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</table>

Recommendation:

Staff would recommend approval.

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

It should be noted that I asked Jean to consider a smaller market increase to help ease the strain on the General Fund. She responded with this proposal.

MOTION BY: ____________________  SECONDED BY: ____________________

TO __________________________________________________________

______________________________

CITY COUNCIL VOTES

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<th>VOTES</th>
<th>Altheide Andrews</th>
<th>Bryant</th>
<th>Dade</th>
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<th>Greenwald Helenthal</th>
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RESOLUTION NO. __________

RESOLUTION APPROVING EARLY RETIREMENT AGREEMENT WITH JEAN LUDWIG

WHEREAS, the City of Keokuk, Iowa conducted a wage and salary study; and

WHEREAS, said study showed the position of City Clerk to be significantly below the proposed salary range for said position; and

WHEREAS, the City Council for the City of Keokuk, Iowa authorized market adjustments for positions included said study, including for the position of City Clerk; and

WHEREAS, when approached with options to lessen the impact upon the General Fund, City Clerk Jean Ludwig proposed an early retirement agreement that would reduce the strain on current funding and save the City of Keokuk, Iowa over $6,000.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that the agreement for early retirement with Jean Ludwig is hereby approved.

PASSED, APPROVED, AND ADOPTED this 18th day of June, 2020.

______________________________
Mayor Thomas L. Richardson

ATTEST:

______________________________
Jean Ludwig, City Clerk
AGREEMENT

COMES NOW the City of Keokuk, Iowa, hereinafter referred to as City, and Jean Ludwig, hereinafter referred to as Ludwig, collectively referred to as Parties;

WHEREAS, Jean Ludwig is the City Clerk for the City of Keokuk and has been employed with the City of Keokuk as City Clerk for approximately four (4) years;

WHEREAS, the City Council has recently reviewed and considered a Report on the range of salaries for Employees of Cities similar in size to the City of Keokuk prepared by GovHR;

WHEREAS, the City has determined it is appropriate to make a market adjustment to Ludwig's salary to bring the salary within a recommended range set by GovHR;

WHEREAS, the salary adjustments set forth herein for Ludwig would bring her salary to 5% above the bottom of the range of salaries for City Clerks of cities similar in size to Keokuk, as set forth in the range set by GovHR;

WHEREAS, in the event Ludwig were to retire at the age of 63½ and the City continues to pay for insurance as set forth herein, the City will experience a substantial savings;

WHEREAS, in the event Ludwig retires at the age of 63 1/2 she will not be eligible to cash out 720 hours of sick leave at the pay rate in effect at that time, which will be further savings to the City;

NOW, therefore, for good and valuable consideration, the Parties hereto agree as follows:

1. Starting July 1, 2020, Ludwig’s salary shall be adjusted by adding $5,000.00 plus a 3% raise beginning July 1, 2020, for a yearly salary of $51,872.00.

2. On July 1, 2020, Ludwig’s salary will be further adjusted by adding $5,800.00 plus a 3% raise as of July 1, 2021, for a yearly salary of $59,357.00.
3. In the event Ludwig retires at the age of 63 1/2, the City will pay for her single coverage health, dental, vision and life insurance on the same plan as other employees until Ludwig reaches the age of 65, at which time, said insurance benefits will terminate.

IN WITNESS WHEREOF, the Parties hereto have set their hands on this _____ day of June, 2020.

______________________________
Jean Ludwig

CITY OF KEOKUK

By: __________________________
    Thomas L. Richardson, Mayor
COUNCIL ACTION FORM

Date: June 15, 2020
Presented By: Broomhall

Subject: Encroachment Permit
Agenda Item: ________________

Description:
Dan Glasgow, DBA - The Cellar, 29 S. 2nd Street is requesting an encroachment permit to construct a deck. A drawing is included in the attached documents. There is an existing concrete ramp on the Johnson Street side of the building, a portion of the deck would abut up against the existing ramp and run along the building measuring 5'-8" wide and 34'-1 1/2" long (this walkway will allow accessibility to the rear portion of the deck.) A 40' x 45' deck will be constructed at the rear of the building, approximately 5' - 8" x 40' of this portion would also be in the right of way. I have send all information to Andrea Rogers, Water Works General Manager and Robert Helenthal, Public Works Director for their review to ensure there are no issues with sewer and water lines.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: ___________________ Title: ________________________________

Amount Budgeted: _______________________________________________

Actual Cost: ___________________________________________________

Under/Over: ___________________________________________________

Funding Sources:
_____________________________________________________________
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_____________________________________________________________

Departments:
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Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: ________________
COUNCIL ACTION FORM

Any previous Council actions:

Action ______________________ Date ______________________

__________________________ ______________________

Recommendation:

If there is no interference with utilities, approve.

Required Action

ORDINANCE □ RESOLUTION ✔ MOTION □ NO ACTION REQUIRED □

Additional Comments:

MOTION BY: ___________________________ SECONDED BY: ___________________________

TO ________________________________

____________________________________

CITY COUNCIL VOTES

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</table>
RESOLUTION NO.

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

THAT, the Keokuk City Council has reviewed a request from Dan Glasgow, DBA The Cellar, 29 S. 2nd Street for a permanent encroachment to construct a portion of a deck that will encroach into the public right of way approximately 5’- 8” x 74’-1½”.

WHEREAS the permanent encroachment is hereby approved per submitted plans, the ramp will be maintained in a safe manner & provide required insurance certificate/special endorsement releasing the City of Keokuk, its elected officials, officers, and employees from liability.

Passed and approving this 18th day of June, 2020.

_____________________________________
Thomas L. Richardson, Mayor

Attest: ________________________________
Jean Ludwig, City Clerk
ENCROACHMENT PERMIT APPLICATION
City Hall
601 Main Street, 3rd Floor
Planning & Zoning – (319-524-2050)

The adopted Encroachment Policy represents the City of Keokuk's position with regard to proposed encroachments and the private use of public right-of-way within the corporate limits of the City of Keokuk, Iowa. In the context of this application, “public right-of-way” refers to all public sidewalks; street and alley right-of-way; and parks, open space, and other properties or lots owned or controlled by the City of Keokuk.

This Encroachment Permit Application solely covers encroaching on the public right-of-way and by no means covers other permits or licenses required by individuals or businesses to bring or have merchandise for the purpose of selling the merchandise within the corporate limits of the City of Keokuk.

Encroachment Policy for the City of Keokuk is on file with the City Development Department.

1) GENERAL INFORMATION
Address/Location of Encroachment 29 S. Main
Name of Applicant: Dan Glasgow
Address: 29 S. Main Phone: (319) 795-7200
Signature of Applicant: __________________________ Date: 6/2/2020
Name of Property Owner: Dan Glasgow Phone: (319) 795-7200
Signature of Property Owner: ______________________ Date: 6/2/2020
Type of Permit Requested: PERMANENT TEMPORARY VERTICAL
Length of Time Requested for Permit: permanently

2) ENCRYOACHMENT INFORMATION
Describe the requested encroachment (use back of sheet if necessary). What is it, what does it include, height, dimensions, hours of operation, reason seeking encroachment, how it will be managed, etc:

This is a deck that will be built to concrete level on southwest side of the house. This will allow for front and back access to the deck. Height is 55" tall, width is 68", width length is 48".
PLEASE MAKE SURE THE FOLLOWING ITEMS ARE INCLUDED, WERE APPLICABLE.

SUBMITTAL INFORMATION

___ SITE PLAN MUST BE SUBMITTED: showing proposed encroachments, building outline and dimensions, property lines and dimensions, driveways, and all easements and utilities that are in the vicinity of the proposed encroachments.

___ PICTURE/ILLUSTRATION: including dimensions of proposed encroachment including special features.

___ FORMS: Copy of Insurance Certificate or Special Endorsement Form – releasing the City, its elected boards, officers, agents, and employees from liability or the above mentioned as being additional insured.

___ HEALTH CERTIFICATE (if applicable – selling food or drink) with expiration date: __________

The applicant [Signature] [Date] agrees to construct all encroachments in accordance with the Keokuk Encroachment Policy and all other applicable ordinances and regulations of the City of Keokuk, Iowa, and further agrees to hold the City harmless from any liability incurred as a result of the placement of any encroachment.

DEVELOPMENT DEPARTMENT REVIEW

Conditions or explanation: ____________________________________________________________
__________________________

Community Development Director [Signature] [Date] Public Works [Signature] [Date]

• TEMPORARY / VERTICAL ENCROACHMENT APPROVAL:

APPROVED ☐ DENIED ☐ [Signature] [Date]

OFFICE USE ONLY

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<th>Permit Type:</th>
<th>Fee: $</th>
<th>Dates Allowed:</th>
<th>Paid: <strong><strong><strong><strong>/</strong></strong><strong>/</strong></strong></strong></th>
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<td>Historic District:</td>
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5/2010
City of Keokuk
Encroachment Permit Application
5) DEFINITIONS

ENCROACHMENT — To intrude or infringe upon the property of another. An individual or business setting anything in the public right-of-way, whether it be permanent, temporary, continuous, or special event in nature. Examples of items that would encroach include: tables, chairs, benches, furniture, clothing racks, signs, stairs, railings, ramps, planters, and awnings.

PERMANENT ENCROACHMENT — Any item permanently attached to the ground or because of size or weight cannot be relocated without special equipment or large expense. The encroaching item is considered permanent if it is not the intent of the applicant to move the item after it is in place. An encroachment that may be moved, but will remain for an extended period of time or continually, would be considered a permanent encroachment (A-frame sign). Examples include but are not limited to benches, planters, ramps, steps, stairs, awnings, signs, and balconies.

PUBLIC RIGHT-OF-WAY — Land owned or controlled by the local, state, or federal government, usually over which facilities such as roads, highways, railroads, or power lines are built. In most cases this would include the area between the street and the private property line.

SPECIAL EVENT — Something designated for a particular occasion such as Crazy Days and other Main Street sponsored events, neighborhood block party, etc.

TEMPORARY ENCROACHMENT — Any item that is not permanent or fixed in nature and can be moved from one location to another. Examples include but are not limited to tables, chairs, clothing racks, planters, benches, and temporary signs.

VERTICAL ENCROACHMENT — Any item that projects over the public right-of-way and is located eight feet (8') above grade or higher.

6) APPLICATION PROCEDURE AND FEES

- Application shall contain all necessary information requested by the permit.
- $30 non-refundable administrative fee required for all encroachment permits.

**Permanent Encroachment Permit**

- Non-refundable permit fee: *Commercial / industrial - $250  *Residential - $50
- The Development Department may request any additional information for review prior to consideration by City Council.
- Application should include a list of adjacent property owners to the proposed encroachment – these individuals will be notified of the public hearing by the Development Department.
- A permanent encroachment permit application requires a public hearing before the City Council for approval, which will take approximately 30-45 days.

**Temporary Encroachment Permit**

- Non-refundable permit fee:  *Three (3) day - $20  *One (1) week - $40
  * Three (3) month - $100  *Six (6) month - $160
- The Development Department and Public Works may request any additional information for review. Application should include a signed statement from adjacent property owners who are giving permission to the applicant to locate the encroachment in front of their property.
- A temporary encroachment will go to the Development Department and Public Works Departments for review and approval. This takes approximately 2-14 days.

**Vertical Encroachment Permit**

Non-refundable permit fee: *Vertical - $50, no renewal required unless otherwise specified.
The Development Department may request any additional information for review prior to consideration by the City Council.
A vertical encroachment will go to the Development Department for review and then will be forwarded to the City Council for approval; this takes approximately 7-14 days.
The Cellar
29 S, 2nd

Approximate area of proposed deck that would encroach in right of way.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT! If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Freburg Insurance
1409 Broadway
P.O.Box 1167
Quincy
IL 62306

INSURED
The Cellar
28 South 2nd St
Keokuk
IA 52632

INSURER(S) AFFORDING COVERAGE
INSURER A: Specialty Risk of America

COVERAGES
CERTIFICATE NUMBER: Master Cert 2020
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<th>POLICY EXP (MM/DD/YYYY)</th>
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<td>02/20/2021</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is listed as Additional Insured as it pertains to General Liability and there is a waiver of subrogation in favor of the Certificate Holder.

CERTIFICATE HOLDER
City of Keokuk
601 Main St
3rd Floor
Keokuk
IA 52632

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City Council Resignation

Fifth Ward Council Member Mike Greenwald has moved out of the ward and is no longer eligible to represent the residents there. As such, he has submitted his resignation from the Council effective June 19, 2020.

FINANCIAL

Is this a budgeted item? YES □      NO □

Line Item #: ______________________  Title: ________________________________

Amount Budgeted: ________________________________

Actual Cost: ________________________________

Under/Over: ________________________________

Funding Sources:
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Departments:
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Is this item in the CIP? YES □      NO □  CIP Project Number: ________________
COUNCIL ACTION FORM

Any previous Council actions:

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Recommendation:

Staff recommends approval.

Required Action

ORDINANCE □ RESOLUTION □ MOTION ✔ NO ACTION REQUIRED □

Additional Comments:

MOTION BY: ___________________  SECONDED BY: ___________________

TO ________________________________________________________

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To: Mayor and City Council

From: Michael Greenwald 5th Ward

Date: June 11, 2020

Re: Resignation

Mr. Mayor and fellow council members,

Effective June 19th, 2020, I will resign my position as the 5th Ward Council member. My family and I are in the process of moving to a new home which falls outside of the 5th Ward. I would like to thank the Mayor, fellow council members, city staff, and most importantly the citizens of Keokuk for their support. I look forward to another opportunity to serve on the council again in the future.

Michael J. Greenwald

[Signature]
COUNCIL ACTION FORM

Date: June 18, 2020
Presented By: O'Donnell

Subject: Filling of Vacant Council Seat
Agenda Item: ________________

Description:

See attached memo.

FINANCIAL

Is this a budgeted item? YES □ NO □

Line Item #: ________________ Title: ____________________________

Amount Budgeted: ____________________________

Actual Cost: ____________________________

Under/Over: ____________________________

Funding Sources:

________________________________________________________________________

________________________________________________________________________

Departments:

________________________________________________________________________

________________________________________________________________________

Is this item in the CIP? YES □ NO □ CIP Project Number: ____________
COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Required Action

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

Additional Comments:

MOTION BY: ____________________________ SECONDED BY: ____________________________

TO __________________________________________________________
________________________________________________________

CITY COUNCIL VOTES

VOTES          Altheide Andrews  Bryant  Dade  Dunek  Greenwald Helenthal  O'Conner  Payne

YES           [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

NO           [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

ABSENT        [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

ABSTAIN       [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
TO: Mayor and Council
FROM: Cole S. O’Donnell
DATE: June 15, 2020
RE: Council Vacancy

Iowa Code allows cities to fill vacancies on the council in two ways, appointment, or special election.

Should you choose to appoint, the procedure is as follows:

- The appointment must be made within sixty (60) days of the vacancy and shall be until the next city general election (November 2021).
- If an appointment is not made within sixty (60) days, a special election will be called.
- A public notice announcing the intent to fill by appointment must be published no less than four (4) and no more than twenty (20) days prior to the meeting where the appointment will occur.
- A majority of the entire council (five members) must vote to make the appointment.
- Within fourteen (14) days after publication or fourteen (14) days after the appointment, a petition can be filed by residents of the ward to hold a special election. If so, then appointment is temporary.
- A valid petition must have one thousand (1,000) signatures or a number of signatures equal to fifteen percent (15%) of the voters who voted for the candidates for the office at the preceding regular election where the seat was on the ballot.

Should you choose a special election:

- The election can be held in conjunction with a scheduled election provided that said election occurs within ninety (90) days of the vacancy.
- Thirty-two (32) days notice must be given to the county commissioner as to the date of the election.
- Candidate petitions must be filed not less than twenty-five (25) days prior to the election and must contain at a number equal to at least two percent (2%) of those voting for the position at the last regular election where the position was on the ballot, but no less than ten (10) signatures.

In my previous experience, vacancies were filled by appointment. Interested residents would submit their names and background information and the council would allow each person 10-15 minutes to state their case as to why they should be selected. The council would then vote on the appointment.
The Airport Commission will be purchasing a 2002 Mercury Grand Marquis from Linder Aviation for use as a courtesy car. Many airports will have a car that incoming pilots can use to drive into town for food, meetings, shopping, or lodging. Staff has contacted our insurance carrier to receive coverage and is developing rules for usage including limiting distance from airport and information need for usage. City Council needs to okay the courtesy car before it can be loaned out to pilots.
COUNCIL ACTION FORM

Any previous Council actions:
Action
Date

Recommendation:
Airport Commission recommends approval.

Required Action
ORDINANCE ☐ RESOLUTION ☐ MOTION ☑ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: ___________________    SECONDED BY: ___________________
TO ______________________________________________________________

CITY COUNCIL VOTES

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TO: Mayor and Council
FROM: Cole S. O’Donnell
DATE: June 15, 2020
RE: Committee Nominations

Resignations (vote required):

Rand Park Pavilion Board
oug Clippert

Park and Recreation Advisory Board:
oug Clippert

Depot Commission:
oug Clippert

Second Report on Nominations (no vote required):

DEPOT COMMISSION
(initial 1-year term)
Richard Beaird Term to expire 06/01/2021

Final Report On Nominations (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
May 27, 2020

City of Keokuk
c/o Keokuk Park Pavilion Board
601 Main St.
Keokuk, IA 52632

Dear Park Pavilion,

Due to relocating to Ankeny, IA to be closer to family, I am submitting my resignation to the Keokuk Park Pavilion Board effective June 19, 2020.

I have served with this committee for several years and have enjoyed my time working with all of you. Thank you for giving me the opportunity to serve.

Sincerely,

Doug Clipper
May 27, 2020

City of Keokuk
c/o Keokuk Park & Rec Board
601 Main St.
Keokuk, IA 52632

Dear Keokuk Park & Rec Board,

Due to relocating to Ankeny, IA to be closer to family, I am submitting my resignation to the Keokuk Park & Rec Board effective June 19, 2020.

I have served with this committee for several years and have enjoyed my time working with all of you. Thank you for giving me the opportunity to serve.

Sincerely,

Doug Clippert
May 27, 2020

City of Keokuk
C/o Keokuk Union Depot Commission
601 Main St.
Keokuk, IA 52632

Dear Keokuk Union Depot Commission,

Due to relocating to Ankeny, IA to be closer to family, I am submitting my resignation to the Keokuk Union Depot Commission effective June 19, 2020.

I have served with this committee for several years and have enjoyed my time working with all of you. Thank you for giving me the opportunity to serve.

Sincerely,

Doug Clippert
TO: Mayor and City Council

FROM: Cole S. O’Donnell

DATE: June 15, 2020

RE: Administrator’s Report

1. Airport Manager: A temporary full time and part manager have been hired to oversee operations. The part time manager is necessary for after hours and weekend hours. The Airport Commission continues to evaluate the position in the search for a permanent solution.

2. Ambulance Service: Chief Rose and I have yet to meet in order to further develop numbers and operations scenarios. The Board of Supervisors, however, are continuing to move towards purchasing of the Lee County Ambulance Service. While staff does not want to operate an ambulance service, we also have doubts about the success of the County assuming control of the current provider. Therefore, we will develop proposals for operations should it become necessary to operate a service.

3. COVID-19: We have had an incident of an employee being exposed to a known carrier of the virus. That employee quarantined before testing negative and returning to work. Disinfection protocols of the employee’s workspace and common areas were implemented.

4. Landfill: We had an incident where leachate overran the collection system. Iowa DNR has issued a violation notice. In response, we have added an additional holding tank on site, covered an exposed manhole, and identified several breaks in the collection pipes. We hope to complete repairs of the collection pipes in house but must work with our engineer and DNR to ensure the fixes are approved.