

AGENDA
COUNCIL WORKSHOP
August 6, 2020
5:30 P.M.

- (1) Request for Funding – Keokuk Blood Awareness Concert.
- (2) Review council meeting agenda.

From: Katie Geltz <katie.geltz@keokukschools.org>

Sent: Tuesday, July 28, 2020 3:36 PM

To: Cole O'Donnell <codonnell@cityofkeokuk.org>

Subject: Request for work session presentation

Hello,

My name is Katie Geltz and I am a teacher at Keokuk High School. For several months Beth Deacon, also a teacher at KHS, and I have been working with Keenan "Special" Bristol and Terrence Gordon to have Music Brings Life come to Keokuk.

Keenan Bristol founded Music Brings Life and Terrence Gordon is a Hollywood Director.

Music Brings Life is a 501 C 3 blood awareness organization in New York State, that educates students within the Black American, Latino and Caribbean communities about the importance of donating blood, with their Heroes Donate Blood Program.

We are aiming to raise 5 thousand pints of blood within the community by hosting a Music Brings Life blood awareness concert in the fall and raising funds to help the students that are homeless in the district.

Before schools were shut down due to Covid-19 we were also in contact with Jared Hershberger from Congressman Dave Loebsack's office about possible funding. We were instructed to speak with both the City Council and the Lee County Board of Supervisors.

Beth, Keenan, Terrence, and I would very much like to speak with the council about this amazing opportunity. It would be an honor to our town and county as few places are selected to host this event.

Thank you,

Katie Geltz

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Every two seconds someone in the U.S. needs blood and fewer than 3% of those donors are of Black American, Latino and Caribbean heritage. Diversity and Inclusion are essential for surgeries, cancer treatment, chronic illnesses, and traumatic injuries. Whether a patient receives whole blood, red cells, platelets or plasma, this lifesaving care starts with one person making a generous donation.

25.3% of Keokuk, IA residents had an income below the poverty level in 2017, which was 57.7% greater than the poverty level of 10.7% across the entire state of Iowa. Taking into account residents not living in families, 14.8% of high school graduates and 47.9% of non-high school graduates live in poverty. The poverty rate was 11.8% among disabled males and 25.4% among disabled females. The renting rate among poor residents was 68.2%. For comparison, it was 24.8% among residents with income above the poverty level.

Keokuk Community School District is teaming up with Special Baby Entertainment and Music Brings Life to raise 10,000 pints of blood from High School and College students to save the lives of 30,000 Black American, Latino and Caribbean American people, and raise money to support the homeless students within the Keokuk community.

Rapper, Dancer, Actor Keenan “Special” Bristol is the CEO of Special Baby Entertainment and serves as the ambassador of the blood industry and chief liaison between New York City’s Department of Education, Music Brings Life and the Sickle Cell Thalassemia Network.

The Heroes Donate Blood Program was incorporated into the schools of New York City to Entertain, Inspire and Educate students to become frequent blood donors. Keenan “Special” Bristol raises 200 pints of blood monthly for Maimonides Medical Center during the High School Season in New York City saving 600 lives by producing Blood Awareness Assemblies in schools, throughout New York City.

We are changing the paradigm of blood donations in the United States of America one state at a time with our innovative model; revolutionizing the blood industry with entertainment.

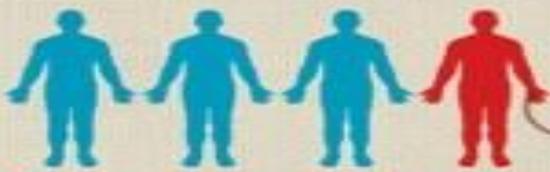
- According to the American Cancer Society, about 1.7 million people are expected to be diagnosed with cancer by 2025. Many of them will need blood, sometimes daily, during their chemotherapy treatment.
- Approximately 36,000 units of red blood cells are needed every day in the U.S.
- Nearly 7,000 units of platelet and 10,000 units of plasma are needed daily in the U.S.
- Nearly 21 million blood components are transfused each year in the U.S.
- Four main red blood cell types: A, B, AB and O. Each can be positive or negative. AB is the universal recipient; O negative is the universal donor of red blood cells.
- The blood type most often requested by hospitals is type O.
- Sickle cell disease affects 90,000 to 100,000 people in the U.S. About 1,000 babies are born with the disease each year. Many patients with sickle cell disease receive blood transfusions every month.
- Shortages of all blood types happen during the summer and winter holidays

Do you know who receives the red cells you donate?



Blood Donation FAQs

Why Should I Give Blood?



One in four people will need a blood transfusion sometime in their lifetime.



Every two seconds someone in the U.S. needs blood.

Only **37%** of the population is eligible to give blood.

Less than **10%** give annually.

What's My Type?

You inherit your blood type from your parents, and it determines the type of blood you can receive and to whom it can be donated. The breakdown of blood types in the U.S.:



O 45%

A 40%



Image source: bestmedicine.org

Iowa Music Brings Life Blood Awareness Concert

We will book A-List musical artists to inspire High School and College students to donate blood at a series of Blood Drives held in High Schools and Colleges from late April to June in Keokuk, Iowa.

Artists such as Chris Brown, ASAP Rocky, Cardi B, J Cole, Nicky Minaj, Dance Hall Reggae Superstar Artists Konshens, Ding Dong and Movado, would be artists that we'll secure to generate the 10,000 pints of blood. The Blood Drives will lead up to the Iowa Music Brings Life Blood Awareness Concert in the month of July.

Tickets to the Music Brings Life Blood Awareness Concert CANNOT be retrieved by monetary purchase. In order to receive a ticket, a student CAN ONLY donate blood at their school's blood drive, and the general public CAN ONLY receive a ticket by donating blood during the selected satellites. We will provide all phlebotomists and coordinators for the blood drives in each city; provide beds for donors; secure staff members for component labeling and equipment needed to store and ship to their laboratory.

Mr. Keenan "Special" Bristol will make promotional appearances on The Today Show, Good Morning America and local shows in each state, giving musical performances and speaking about changing the paradigm of donating blood in the United States by using the power of music.

Students in the communities will be given the opportunity to perform at the Blood Awareness concert by participating in a Nation-Wide Superman 1,2,3 Away Dance Challenge. The best dance group that execute the choreography to Superman 1,2,3 Away will win the experience to perform with Keenan "Special" Bristol and the headliner performer at the Blood Awareness Concert.

The Heroes Donate Blood Program will appeal to millions of student voters directly and throughout their social media platforms with your office expressing a direct act of furthering the survival of the Black American, Latino and Caribbean ethnicities.

Heroes Donate Blood Assembly @ John Adams High School



Synopsis on Keenan “Special” Bristol

Keenan “Special” Bristol serves as the Chief Executive Officer of Special Baby Entertainment Inc, which is a full-service entertainment company that houses a record label, touring and concert production company, music, film, television production, music publishing and sporting events.

SPECIAL helped launched a new sport called Beach Tennis in the United States by composing the sport’s theme song, Hooray Beach Tennis U.S. A., booking the entertainment, and being the emcee for the National Beach Tennis Tour from 2004 to 2009. SPECIAL introduced Disney to the Kings Plaza Corporation to partner on a concert series for the kids in Brooklyn. He was the featured performer and producer of the Disney Radio Back to School Jam Concert Series in 2006.

He would also perform his original song Superman 1,2,3 Away on the Beach Tennis Tour, which led to performing live on BET’s 106 & Park for a televised audience of over one million viewers. In 2009, MTV invited SPECIAL to perform his song Superman 1,2,3 Away in Panama Beach, Florida during Spring Break.

After appearing on these two major networks, the song was licensed by Foot Locker to be used in a national campaign. SPECIAL had a budget of \$100,000 to shoot a 30mm music-video for Superman 1,2,3 Away, that aired in a chain of Foot Locker stores across the United States. He was later offered one million dollars for full ownership of the song Superman 1,2,3 Away, but rejected the offer to maintain the music rights. Currently, in the process of developing the movie script for Superman 1,2,3 Away with production slated for 2021.

Keenan “Special” Bristol performs Superman 1,2,3 Away @ MTV Spring Break



Music Brings Life History

- 2010 & 2011 Kings Plaza Shopping Center Blood Drives
Raised 80 Pints of blood per month for the New York Blood Center
- 2010 – 2013 Annual Music Brings Life Blood Awareness Concert with Brooklyn Borough President Marty Markowitz
- 2014 Summer Series Blood Awareness Concert with Brooklyn Borough President Eric Adams and American Red Cross *featuring Grammy Award Winner Shaggy, Reggae Dance Hall Star QQ, Multi-Platinum Artist 50 Cents R&B artist Olivia. Raised 500 Pints of blood throughout the summer at Brooklyn Borough Hall Plaza*
- 2014, SPECIAL was chosen to be the Grand Marshall of the Annual Sickle Cell Walk to lead 1,000 people, that either live with the sickle cell disease, or have lost family matters from the sickle cell disease around Central Park in New York City.
- 2015-2019 Keenan” Special” Bristol serves as the Master of Ceremony for the Annual SCTPN Sickle Cell Thalassemia Patients Network Walk.
- 2015 Blood Drives for local Churches in Brooklyn, New York
- 2015 Code Red Concert featuring Dance Hall Reggae Sensation Serani
- In 2016, Music Brings Life becomes a vendor of the New York City Department of Education and the Heroes Donate Blood Program was incorporated into the schools to Entertain, Inspire and Educate students to become frequent blood donors.
- 2016-2019 Music Brings Life Heroes Donate Blood High School Tour, throughout New York City
- 2017, Music Brings Life partnered with Maimonides Medical Center to raise 200 pints of blood monthly during the High School season, to save 600 lives every month.
- 2018, Feed the Family Outreach Foundation Awards Mr. Keenan “Special” Bristol with the Humanitarian Award for raising thousands of pints of blood for a decade with his innovative concept to educating the youth of New York City.

There is proof of concept with our innovative idea of using music to incentivize donors!



Grammy Award Winner Shaggy Performs @ Music Brings Life Blood Awareness Concert



Iowa Blood Awareness Concert

- Securing Artists for each city at Charitable Quote:
- Concert Venues in each city to hold 10,000 Plus Blood Donors
- Employment for Residents in each city help with production
- Concert Tickets Printed for each city
- Marketing Content for schools and public blood collected satellites in each city
- Promotional Video Targeting students and residents in each city
- Social Media Advertisement Targeting students and residents in each city
- Budget: \$250,000

3 Fingers Symbolize, 3 Lives Saved by Students @ Music Brings Life's Blood Drive



SPECIAL & DJ Young Chow of Hot 97 Radio Station on Heroes Donate Blood Tour Sponsored By Metro PCS



SPECIAL & John Adams Student Donor, holds her blood before, gifted it to someone that battles with Sickle Cell



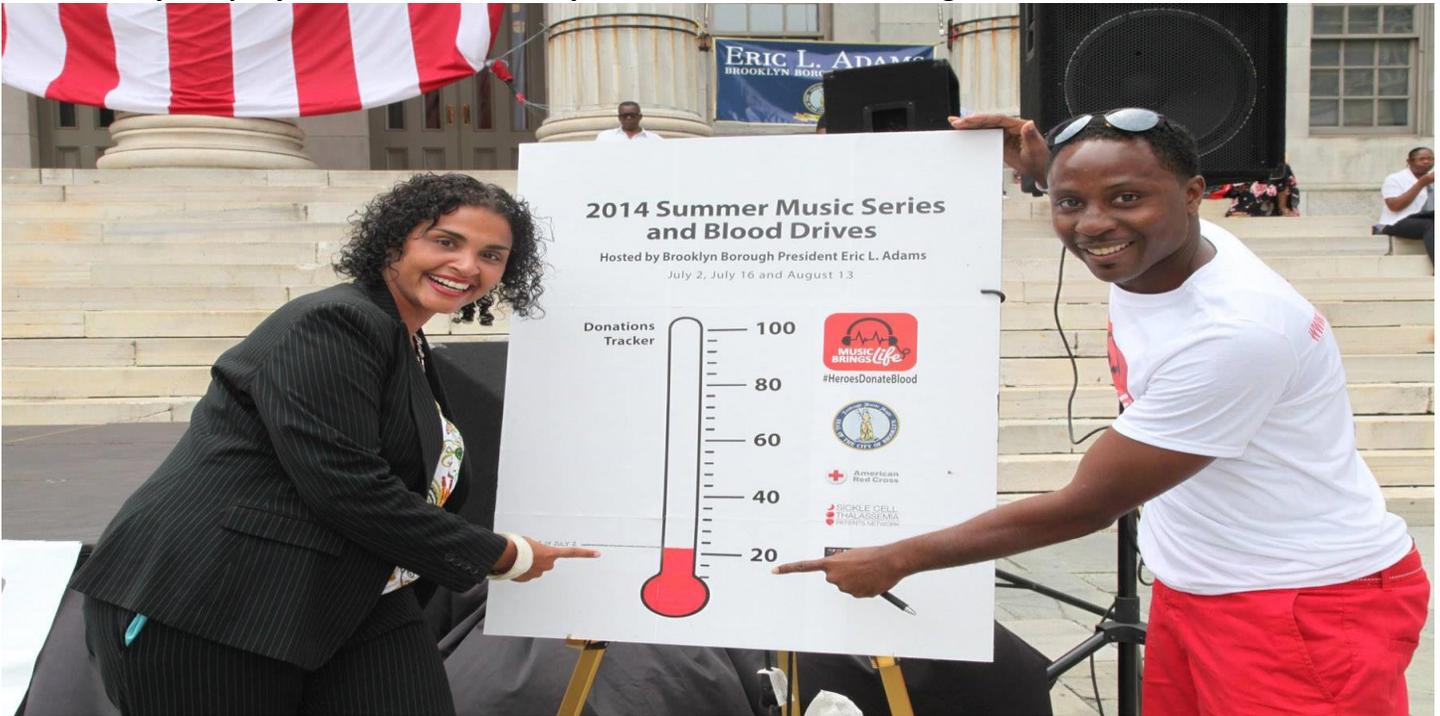
SPECIAL Performs @ Music Brings Life Blood Awareness Concert



Brooklyn President Eric Adams, Grammy Winner Shaggy, & President of Music Brings Life SPECIAL



Brooklyn Deputy's President Diana Reyna & SPECIAL @ Music Brings Life Blood Awareness Concert



NYC's Mayor Bill DeBlasio & SPECIAL



MBL Sets Record in Queens H.S., 82 Pints of Blood



AGENDA
CITY COUNCIL MEETING
August 6, 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. Motion to appoint for 5th Ward vacancy.
7. Consent Agenda.
 - Minutes of the Council Workshop & regular City Council meeting of July 16, 2020;
 - Cash Receipts & Treasurer's Report for June, 2020;
 - Liquor License for Kayvan's, 18 South 5th Street, effective August 22, 2020 – Class C Liquor License with Outdoor Service & Sunday Sales (pending fire inspection);
 - Liquor License for Meyers Courtyard, 629 Blondeau Street, Effective August 27, 2020 – Class C Liquor License (pending dram);
 - Sidewalk Display Permit-Watering Can Floral 926 Main;
 - Special Event Permit for Keokuk Area Chamber of Commerce, Dueling Pianos, Sunday, September 13, 2020 - 2:00-5:00 p.m. to be held at Rand Park Pavilion;
 - Motion to pay bills and transfers listed in Register No.'s 5157-5159;
8. Motion to approve the initial reading of an ordinance amending Section 9.36 dealing with Stop Streets.
9. Consider resolution authorizing the filing of an application for the Iowa Department of Natural Resources' Resource Enhancement and Protection Program for construction of a trail along the Riverfront connecting Victory Park to Hubinger Landing.
10. Consider resolution designating certain areas in River View Park to the Keokuk Depot Commission.
11. Consider resolution amendment number two to contract for design with V & K Engineering.
12. Consider resolution establishing a Housing Steering Committee to support rural housing readiness assessment initiative.
13. Consider resolution fixing date for a meeting on the authorization of a loan and disbursement agreement and the issuance of not to exceed \$3,000,000 Sewer Revenue Capital Loan Notes of the City of Keokuk, Iowa, and providing for publication of notice.

14. Motion to approve waiving the building and plumbing permit fees for rehabilitation of the structure at 518 Concert Street.
15. Boards & Commissions.
16. Staff Reports:
17. New Business:
18. Adjourn meeting.

**MEETING MINUTES
COUNCIL WORKSHOP
JULY 16, 2020
4:30pm**

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

Absent: None

Staff present in person: O'Donnell, Ludwig, Broomhall (entered at 5:30). Richardson left the meeting at 6:09.

- 1) Interviewed five candidates for the vacant Ward 5 council seat. Candidates were Sandy Pollitt, Kathie Mahoney, Linda Marsden, Dan Tillman, and Mike Greenslaugh.
- 2) Adjourned at 6:24 p.m.

MINUTES
CITY COUNCIL MEETING
July 16, 2020
500 N. 20th Street
6:30 P.M.

The City Council of the City of Keokuk met in regular session on July 16, 2020 at 500 N. 20th Street. In the absence of Mayor Thomas L. Richardson, 6th Ward Councilman Roger Bryant called the meeting to order at 6:30 p.m. There were eight council members present, none absent. Mike O'Connor, Linda Altheide, Ron Payne, Devon Dade, John Helenthal, Steve Andrews, and Roger Bryant were present in person. Susan Dunek was present by phone. Ward 5 is vacant. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, and Community Development Director Pam Broomhall.

MAYOR'S CORRESPONDENCE: The Red Rock Threshers Club will have around 200 tractors coming through town Saturday morning.

CITIZEN'S REQUESET: John Helenthal thanked candidates that interviewed for the vacant 5th Ward seat.

Motion made by Helenthal, second by Payne to approve the agenda, including the consent agenda. (8) AYES, (0) NAYS. Motion carried.

- Minutes of the Council Workshop & regular City Council meeting of July 2, 2020;
- **RESOLUTION NO. 129-20** Approving a Liquor License for Arrowhead Bowl, 3535 Main Street, effective August 1, 2020 – Class C Liquor License with Sunday Sales;
- **RESOLUTION NO. 130-20** Approving a Liquor License for MOD Convenience Store, Inc., 3345 Main Street, switching to a Class E Liquor License from a Class C Beer Permit, effective immediately;
- Motion to pay bills and transfers listed in Register No.'s 5154-5156;

Motion made by Helenthal, second by Dade to approve the initial reading of an ordinance amending Chapter 9.40.010 designated one-way streets and alleys.

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

Motion made by Payne, second by O'Connor to waive the second and third/final reading of an ordinance amending Chapter 9.40.010 designated one-way streets and alleys.

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

ORDINANCE NO. 2007 amending Chapter 9.40.010 designated one-way streets and alleys. (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 131-20: “A RESOLUTION APPROVING AND AUTHORIZING AN AMENDMENT TO LOAN AND DISBURSEMENT BY AND BETWEEN THE CITY OF KEOKUK AND THE IOWA FINANCE AUTHORITY, AND AUTHORIZING AND PROVIDING FOR THE REISSUANCE OF THE SEWER REVENUE CAPITAL LOAN NOTES, SERIES 2010A (RATE RESET), OF THE CITY.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 132-20: “A RESOLUTION APPROVING \$ 1,500 OUT OF HOTEL/MOTEL TAX FUNDS FOR THE FISCAL YEAR 2020-2021 FOR SISTER CITIES GROUP.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 133-20: “A RESOLUTION AWARDED TECHNICAL SERVICE TO SEIRPC FOR CDBG HOUSING REHABILITATION GRANT IF AWARDED.” (8) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 134-20: “A RESOLUTION DESIGNATING TRAFFIC CONTROL SIGNS FOR ONE-WAY ALLEY BETWEEN RIDGE & CARROLL STREET AND SOUTH 6TH & SOUTH 5TH STREET.” (8) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSIONS: Second report of nomination: Park & Rec Advisory Board - Peg Vermillion, term to expire 11/02/21. Depot Commission – Mike Greenslaugh, term to expire 6/1/2021. Rand Park Pavilion Commission has an opening.

STAFF REPORTS: O’Donnell reported on the following: Big Dam Street Festival has now been cancelled. They were already issued a check for \$5,000 from Hotel/Motel funds. Council suggested they return the money. If needed, they can ask for funds in the next budget year. He also reported on the Brownfield project and Lee County ambulance service.

There being no further business, Councilman Bryant adjourned the meeting at 6:50 p.m.

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

General Fund	\$	2,262,474.25
Road Use Tax	\$	64,515.50
Employee Benefit Totals	\$	38,042.47
Emergency Tax Levy Fund Total	\$	1,319.98
Sales Tax Infrastructure	\$	101,135.83
Tax Increment Financing Total	\$	24,637.62
Economic Development Total	\$	13,324.19
Library Trust Fund Total	\$	422.63
Debt Service Total	\$	505,568.11
Capital Project Total	\$	880,000.00
Roquette Building Total	\$	191,778.00
Capital Project Total	\$	(3,800.00)
Non-Expendable Trust Fund Total	\$	1,200.00
WPC Maint. & Operation Total	\$	497,348.05
Water Pollution Control Reserve Total	\$	92,891.24
Sewer Maint. Reserve Total	\$	104,266.97
Sewer Improvement Reserve Total	\$	382,876.50
Solid Waste Fund Total	\$	127,969.27
Municipal BridgeTotal	\$	4,017.50
Internal Service Fund Total	\$	51,274.56
TOTAL	\$	5,341,262.67

TREASURER'S REPORT
CALENDAR 6/2020, FISCAL 12/2020

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	103,819.62-	844,850.33	2,262,474.25	1,395,294.77
110	ROAD USE TAX	1,757,035.13	312,298.56-	64,515.50	803,097.26
112	EMPLOYEE BENEFITS	2,107,214.42	1,177,611.24	38,042.47	881,728.89
119	EMERGENCY TAX LEVY FUND	99,748.00	88,116.31	1,319.98	27,964.98
121	SALES TAX - HUMAN DEV	66,930.32	65,913.82	10,113.58	18,540.40
122	SALES TAX - INFRASTRUCT	540,738.87	263,439.83	40,239.96	346,963.83
123	50% SALES TAX-PROP TAX	241,736.71	329,781.88	50,782.29	.00
125	TAX INCREMENT FINANCING	707,472.45	681,938.04	24,637.62	44,600.57
160	ECONOMIC DEVELOPMENT	9,252.64-	98,426.10	13,324.19	2,055.44
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	82,832.41	959.37	.00	82,832.41
185	PARK MAINT & IMPROV RES	318,216.08	13,941.52	.00	318,216.08
186	LIBRARY TRUST FUNDS	50,623.26	2,675.23	422.63	51,045.89
187	PUBLIC WORKS EQUIP RESE	12,800.78	.00	.00	12,800.78
200	DEBT SERVICE	39,315.53-	34,705.53-	505,568.11	466,252.58
301	CAPITAL PROJECTS	523,979.59-	279,055.23-	880,000.00	354,179.41
302	RIVERFRONT BARGE PROJEC	109,113.17	300,205.70-	.00	109,113.17
303	ROQUETTE BUILDING	1,090,958.22-	2,114,368.63-	191,778.00	1,068,599.55-
304	CAPITAL PROJECT	3,390.55-	2,406.80-	3,800.00-	7,989.55-
500	NON-EXPENDABLE TRUST FU	491,161.56	14,176.05	1,200.00	492,361.56
610	WPC MAINT & OPERATION	4,299,524.18	1,587,253.07	497,348.05	3,195,311.17
611	WATER POL CONTROL RESER	4,909.92-	180,951.55	92,891.24	87,981.32
612	SEWER MAINTENANCE RESER	9,407.24-	79,231.70	104,266.97	94,859.73
613	WATER POL CONTR CAP PRO	.00	.00	.00	.00
614	SEWER IMPROVEMENT RESER	3,843,245.97-	1,336,290.46-	382,876.50	3,880,823.92-
617	CDBG SWR POINT REPAIR P	1,157,219.40	242,143.00	.00	1,157,219.40
670	SOLID WASTE FUND	149,423.73	223,534.79	127,969.27	223,581.23
671	SOL WAS EQUIP REPLACE R	.00	.00	.00	.00
672	CAP PROJ-REMEDIATION ACTIO	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,740,552.42	100,898.27-	4,017.50	2,621,711.45
810	INTERNAL SERVICE FUND	8,599.15	53,740.98	51,274.56	9,147.73
	Report Total	9,314,783.93	1,468,455.63	5,341,262.67	7,841,568.20

RESOLUTION NO.

WHEREAS, Application has been made by Meyers Restaurant and Catering for a Class C Liquor License within Living Quarters for Meyers Courtyard, 629 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, Meyers Restaurant and Catering 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 within Living Quarters for Meyers Courtyard, 629 Blondeau Street, effective August 27, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 6th day of August, 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 Michael Kayvan for a Class C Liquor License with Outdoor Service & Sunday Sales for Kayvan’s Sports Bar & Grill, 18 South 5th 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, Michael Kayvan 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 Kayvan’s Sports Bar & Grill, 18 South 5th Street, effective August 22, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 6th day of August, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

APPLICATION FOR SIDEWALK DISPLAY PERMIT

DATE:

July 23 2020

APPLICANT NAME:

Watering Can Floral

DISPLAY ADDRESS:

926 Main

- (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) _____
- (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.

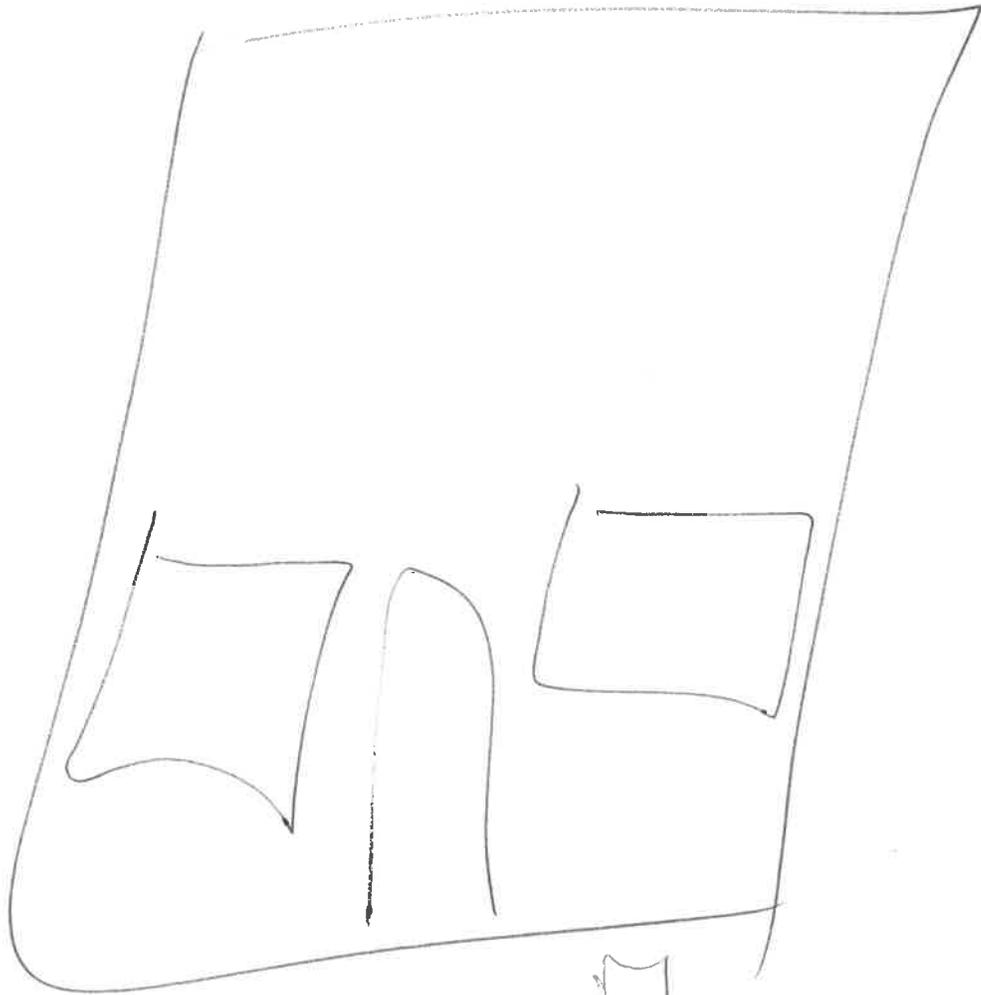


Table
or
Bench
or
Stand

Stand

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 Area Chamber of Commerce

Name/Event: Dueling Pianos

Coordinator: Kira Kruszynski

Mailing Address: 511 Blondeau, Ste 3

Daytime Phone #: 319-524-5055 Evening Phone #: _____

Email Address: membership@keokukchamber.com

2. **EVENT INFORMATION**

Type of Event: live music

Days/Dates of Event: Sunday, September 13, 2020

Time(s) of Event: (Include Set Up/Tear Down Time) 10AM - 7PM (event time 2PM - 5PM)

Event Location: Rand Park Pavilion

Will event require an alcohol license or require modification of an existing license? _____ Yes _____ No

We would like this event to be "bring your own beverage"

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 :) Rand Park Pavilion

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 :) BYOB requested

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: 3 HOURS

Please indicate if the following will be used:

Amplified Sound/Speaker System

Recorded Music

Public Address System

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? _____

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

Contact Person: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

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:

8. INSURANCE

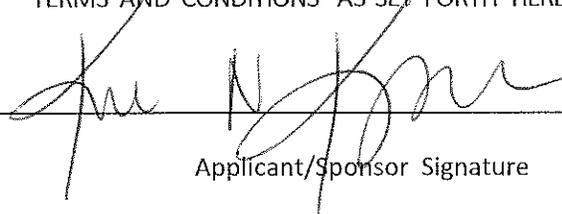
Applicant shall obtain and maintain a general liability insurance policy naming the City of Keokuk as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an **event on public property**. For **events** requiring an **alcohol license**, the minimum amount 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

8-3-20

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: _____

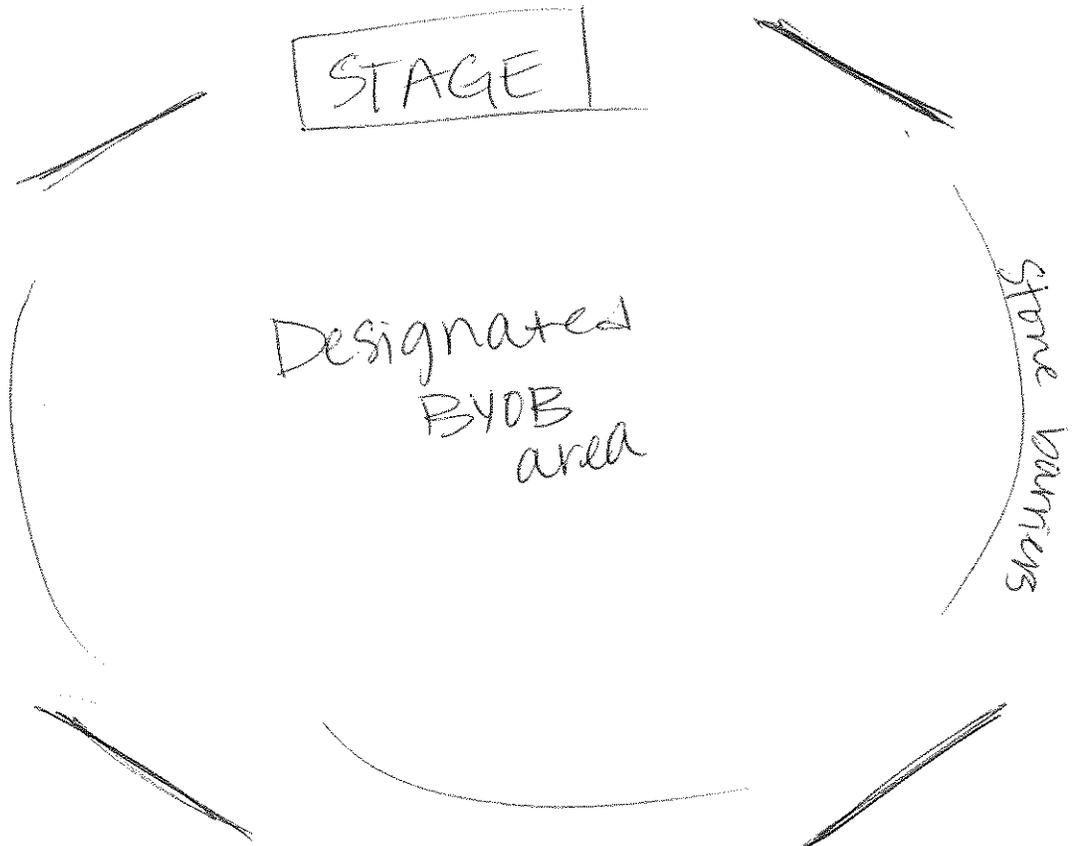
CITY ADMINISTRATOR APPROVAL (City Council Approval)

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



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 AUGUST 6, 2020.

REGISTER NO. 5157

BEARING HEADQUARTERS CO.	PARTS	\$ 96.85
KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	\$ 1,904.59
GATE CITY PUBLISHING	PUBLICATIONS ACCOUNT 12387	\$ 1,327.12
KRICHEL'S ANIMAL HOSPITAL	SERVICE ANIMAL CONTROL	\$ 63.69
RIVER CITY PARTS, INC.	PARTS	\$ 157.50
PETTY CASH - WPC	WPC PETTY CASH REFILL	\$ 89.29
LAWSON PRODUCTS, INC.	SUPPLIES	\$ 340.66
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 99.00
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$ 113.48
J & S ELECTRONICS BUSINESS, INC	OFFICE EQUIPMENT	\$ 2,356.98
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 143.51
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$ 764.00
ELECTRONIC APPLICATIONS CO. INC	FIRE DEPT SUPPLIES	\$ 674.63
TASKE FORCE, INC.	TEMPORARY HELP	\$ 5,710.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 289.03
MCFARLAND-SWAN OFFICE CITY	LIBRARY SUPPLIES	\$ 231.93
ALLIANT	ELECTRIC BILL	\$ 15,004.76
CENTURY LINK	SERVICE	\$ 297.22
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$ 998.34
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 475.17
PILOT GROVE SAVINGS BANK	RENT	\$ 3,500.00
LEE COUNTY RECORDER/REGISTRAR	DOCUMENT RECORDINGS	\$ 22.00
LINDNER AVIATION, INC.	OFFICE EQUIPMENT FOR AIRPORT	\$ 85.00
DEMCO, INC	SUPPLIES KEOKUK PUBLIC LIBRARY	\$ 156.46
MEYERS PLUMBING	LABOR/MATERIALS	\$ 151.83
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 787.91
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS @ AIRPORT	\$ 5,000.00
ELECTRIC PUMP	CREDIT MEMO	\$ (1,125.60)
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$ 3,041.75
SOUTHEASTERN COMMUNITY COLLEGE	CLASSES	\$ 658.00
CONNECTION INSURANCE	INSURANCE	\$ 7,158.00
GENERAL TRAFFIC CONTROLS, INC.	TRAFFIC LIGHT EQUIPMENT	\$ 5,744.00
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 1,177.78
ENDERLE HEATING & A/C COMPANY	REPAIRS @ LIBRARY	\$ 85.00
W. L. MILLER COMPANY	LIGHT OIL	\$ 19,815.20
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$ 135,702.67
HILL PRINTING	OFFICE SUPPLIES	\$ 1,074.39
HY-VEE, INC.	SUPPLIES	\$ 10.13
FISHER SCIENTIFIC	LAB SUPPLIES-WPC	\$ 5,597.27
MSKI	MAIN STREET GRANT	\$ 2,500.00
HOERNER YMCA	MEMBERSHIPS FIRE DEPT	\$ 5,264.00

REGISTER NO. 5158

LEE COUNTY HEALTH DEPARTMENT	AQUATIC CENTER FOOD SERVICE	\$ 150.00
PER MAR SECURITY SERVICES	SECURITY MONITORING	\$ 3,868.15
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$ 117.54
YOUNGGREN SHOES	WORK BOOTS	\$ 480.00
U.S. CELLULAR	CELL PHONE SERVICE	\$ 564.22
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 55.13
JAMES K. NEFF	LABOR/MATERIAL	\$ 2,387.31
RAINBO OIL COMPANY	AIRPORT SUPPLIES	\$ 134.50
FRANK MILLARD & CO., INC.	LABOR/MATERIALS @ LIBRARY	\$ 983.50
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 1,521.00
SEIRPC	HOUSING GRANTS	\$ 45,100.20
TOTAL SOLUTIONS, INC.	IT ENG/BACKUP	\$ 674.90
DISCOUNT TIRE & SERVICE	TIRES	\$ 346.50
BNSF RAILWAY COMPANY	LEASE	\$ 3,510.69
POLYDYNE, INC.	POLYMER - WPC	\$ 39,326.32
FIRE SERVICE TRAINING BUREAU	FIRE RE-CERTIFICATION	\$ 200.00
SYNCB/AMAZON	LIBRARY SUPPLIES	\$ 200.64
SCHIMBERG CO.	SEWER DEPT SUPPLIES	\$ 3,981.92
EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$ 1,130.79
WELLS-WAY JANITORIAL SERVICES	LIBRARY CLEANING	\$ 1,300.00
KEOKUK SISTER CITIES ASSOC.	HOTEL MOTEL SUPPORT	\$ 1,500.00
MEDIACOM	SERVICE	\$ 68.99
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 17,000.00
INTERSTATE POWER & LIGHT CO.	3 PHASE EXT FOR PUMP STATION	\$ 96,142.44
BIG RIVER RENTAL & SALES	MATERIALS	\$ 540.00
HILL'S PET NUTRITION SALES,INC	SUPPLIES	\$ 7.81
GARY L. PFEIFERLING	POLICE VEHICLE CLEANING	\$ 440.00
IA DEPT.OF NATURAL RESOURCES	NPDES ANNUAL FEE	\$ 1,275.00
IMI EQUIPMENT, LLC	PARTS	\$ 2,016.93
LEXISNEXIS RISK SOLUTIONS	POLICE DEPT CONTRACT	\$ 130.46
VISA	CARD SERVICES	\$ 318.38
DIGITAL ALLY, INC.	PARTS/FREIGHT	\$ 470.00
KEVIN B. FEEHAN	VEGETATION CONTROL	\$ 3,275.00
UNIVERSITY OF IOWA HEALTH CARE	HEALTH SERVICES	\$ 787.51
CUSTOM AUTO GLASS INC.	WINDSHIELD REPAIR	\$ 60.00
PAT THOMPSON	PARK SUPPLIES	\$ 165.00
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$ 13.90
BRITE-WAY WINDOW SERVICE	SERVICE KEOKUK PUBLIC LIBRARY	\$ 16.00
NSI LAB SOLUTIONS	LAB SUPPLIES	\$ 1,047.00
CARD SERVICES	CARD SERVICES	\$ 294.45
INTERNATIONAL CODE COUNCIL,INC	MEMBERSHIP FIRE CHIEF	\$ 145.00
MACQUEEN EQUIPMENT, INC.	PARTS/FREIGHT	\$ 160.09
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 898.50
INTERSTATE ALL BATTERY CENTER	BATTERIES	\$ 72.00
MIDWAY FREIGHTLINER, INC.	PARTS/FREIGHT	\$ 697.50

WEST CENTRAL FS INC.	BULK OIL	\$ 1,960.93
REGISTER NO. 5159		
KLINGNER & ASSOCIATES, P.C.	PROFESSIONAL SERVICES	\$ 1,649.75
VERIZON WIRELESS	CELL PHONE SERVICE	\$ 133.84
ADVANCED PLUMBING	SERVICE CALL	\$ 475.00
WINDSTREAM	SERVICE	\$ 823.39
RELIANT FIRE APPARATUS, INC.	FIRE DEPT PARTS	\$ 689.39
DARKSIDE TINT & GRAPHIX	SIGN/DECAL	\$ 330.00
NATE AMES	REIMBURSEMENT	\$ 15.97
OVERDRIVE, INC.	LIBRARY BOOKS	\$ 1,414.07
KIRKHAM MICHAEL	PROFESSIONAL SERVICES	\$ 1,234.20
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 506.42
DOUG SEABOLD	TOOL ALLOWANCE	\$ 267.00
RHOMAR INDUSTRIES, INC.	STREET DEPT SUPPLIES/MATERIALS	\$ 1,190.77
DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$ 442.25
INTERSTATE BILLING SERVICE, INC	PARTS	\$ 100.80
ARMSTRONG TRACTOR LLC	PARTS	\$ 4,657.37
JEFFREY JOE HERR	SECURE PROPERTIES/MOW/TRIM	\$ 1,245.00
GRAPHIC EQUIPMENT CORPORATION	PARTS/FREIGHT	\$ 2,889.72
INNOVATIVE INTERFACE INC.	LIBRARY SUBSCRIPTION/CONTRACT	\$ 57.07
TSS	DRUG TESTING SERVICES	\$ 179.00
COMMERCIAL CONTRACTING	CONCRETE WORK RAND PARK	\$ 300.00
VISA	CARD SERVICES	\$ 1,238.11
KELTEK INC.	POLICE DEPT EQUIPMENT	\$ 320.00
KEOKUK MILLS, LLC	TARGETED JOBS TAX CREDIT	\$ 5,376.61
ICONNECTYOU	SERVICE	\$ 250.00
TREETOP PRODUCTS CONSOLIDATED	PARK BENCH/FREIGHT	\$ 747.75
ANDERSON, LARKIN & CO, PC	PROGRESS BILLING JUNE 20 AUDIT	\$ 9,750.00
QUINCY MEDICAL GROUP	MEDICAL SERVICES	\$ 33.27
JOHNSON CONTROLS	LABOR @ EXCHANGE STREET	\$ 7,708.00
KEOKUK BROADCASTING, INC.	ADVERTISING	\$ 300.00
IABME	MEMBERSHIP RENEWAL	\$ 40.00
JAMES F. DENNIS LAW FIRM	PROFESSIONAL SERVICES	\$ 6,434.75
JOSEPH FIERCE	GRAND THEATER JANITORIAL	\$ 306.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 450.00
IOWA ONE CALL	IOWA ONE CALL CHARGES	\$ 113.50
NEWBERRY LANDSCAPING LLC	MOWING VARIOUS PROPERTIES	\$ 1,020.00
MIDWEST PREMIUM CONTRACTORS	LABOR/MATERIALS @ AIRPORT	\$ 280.00
CARRIE MILLER	PORTABLE TOILET RENTAL	\$ 1,005.00
MARVIN L. PEZLEY	AIRPORT MOWING/MAINT	\$ 300.00
ASCENT AVIATION GROUP INC	AIRPORT FUEL/TAXES	\$ 21,252.16
K9 WORKING DOGS INTERNATIONAL	K9 TEAM CERTIFICATION COURSE	\$ 3,895.00
Accounts Payable Total		\$ 542,500.90



COUNCIL ACTION FORM

Date: 7/16/20

Presented By: Robert Helenthal

Subject: Stop Sign at 2nd Blondeau Agenda Item: _____

Description:

A citizen has requested a four way stop at 2nd and Blondeau when traveling on Blondeau. There have been several accidents in the last couple of years prompting this action.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Street _____

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

ORDINANCE NO.

**AN ORDINANCE AMENDING SECTION 9.36
DEALING WITH STOP STREETS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY, IOWA THAT:

Section 1: The Municipal Code be amended by adding the following new subsection (437) to section 9.36.010, stop streets, to read as follows:

9.36.010 STOP STREETS

9.36.010(437) At 2nd Street and Blondeau Street when traveling on Blondeau Street.

Section 2: All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: After second reading and passage of this ordinance the same shall remain on file with the City Clerk for ten (10) days before it shall come on for final adoption and thereafter upon such final adoption as evidenced by resolution to that effect this Ordinance shall be published once in the Daily Gate City, a newspaper of general circulation and after such final adoption take effect from the date of publication.

Initial passage this 6th day of August, 2020.

Thomas L. Richardson, Mayor

Attest: _____
Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: July 23, 2020

Presented By: O'Donnell

Subject: REAP GRANT APPLICATION Agenda Item: 8

Description:

SEIRPC will be applying to the IDNR for a REAP (Resource Enhancement & Protection Program) grant for the Riverfront Trail Project. There is no minimum match requirement from the city for this grant award. The maximum we can apply for is \$125,000. We will be requesting the maximum funding.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 001-4030-6710 Title: Park & Rec Capital

Amount Budgeted: 2021-\$75,025 & 2022-\$735,026

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR THE IOWA DEPARTMENT OF NATURAL RESOURCES' RESOURCE ENHANCEMENT AND PROTECTION PROGRAM FOR CONSTRUCTION OF A TRAIL ALONG THE RIVERFRONT CONNECTING VICTORY PARK TO HUBINGER LANDING

WHEREAS, the City of Keokuk is a duly recognized municipal corporation acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of Keokuk; and

WHEREAS, the City Council has established a goal in the City of Keokuk Comprehensive Plan to offer a well-connected network of recreational trails and bike routes, with an emphasis on establishing 'park-to-park' trail corridors, and other strategic connections between community civic and recreational amenities; and

WHEREAS, reimbursement funds are available through the State of Iowa under this program, for the completion of the above improvements; and

WHEREAS, in order to avail itself of possible reimbursement of funds pursuant to any grant under said program, an application must be filed by the Keokuk; and

WHEREAS, the filing of an application is in the best interests of the citizens of the City of Keokuk, Iowa, and should be approved.

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

That the City of Keokuk fully supports the project to construct a trail along the riverfront through Victory Park, along Mississippi Drive and the South Side Boat Club to Hubinger Landing, and hereby authorizes the City of Keokuk to submit an application for funding the improvements through the Southeast Iowa Regional Planning Commission.

APPROVED and **ADOPTED** this 6th day of August, 2020.

Thomas L. Richardson, Mayor of Keokuk

ATTEST:

Jean Ludwig, City Clerk of Keokuk



REAP GRANT APPLICATION

Email application to tammie.krausman@dnr.iowa.gov by August 15th by 4:30 P.M.

Please use the following format for the electronic application:

- Application should be one file (including all appendices, letters, etc.), saved as a pdf.
 - Name file: ApplicantName.Shortprojectname.FY17.pdf

1. GRANT PROGRAM

Private/Public Open Space County Conservation City Parks and Open Spaces

(For Private/Public - Name of DNR Field Staff involved in project: _____)

2. APPLICATION CONTACT

APPLICANT: City of Keokuk CONTACT PERSON: Cole O'Donnel

EMAIL: codonnel@cityofkeokuk.org TELEPHONE: 319-254-2050 ext. 111

APPLICANT MAILING

ADDRESS: 601 Main St, Suite 3 CITY & ZIP CODE: Keokuk 52632

PROJECT 911 ADDRESS (if available): _____ COUNTY: Lee

LATITUDE/LONGITUDE COORDINATES: 40.391763, -91.378725

(To find Lat/Long Coordinates: Go to [Google Map](https://www.google.com/maps). Right-click on the *primary public access point* for the project. Select **What's here?** In the search box at the top of the page, the coordinates will appear.)

3. PROJECT DESCRIPTION & COSTS

a. TITLE: Let's Konnect! Riverfront Trail

b. **PROJECT SUMMARY:** (Maximum of 75 words summarizing the REAP Grant request)
This project will involve the construction of a 1-mile trail along the Mississippi River in Keokuk, Iowa. It will extend from Victory Park on the north end to the boat launch at Hubinger Landing at the south end, with several major civic and recreational destinations along the way. It will involve 3,600 LF of new trail, in an area previously unserved by sidewalks or trails, and the resurfacing of 1,600 SF of existing trail.

c. **TYPE OF PROJECT AND COSTS:** (For activities associated with this grant request only).

Land acquisition* Costs related to land acquisition: \$ _____

Development Costs related to development: \$ _____

Other, please describe: _____ \$ _____

AMOUNT OF REAP GRANT REQUESTED: \$ 125,000.00

d. Amount of local or match money*: 933,315.50

*25% minimum match is required for Private/Public Program only. No match is required for city and county grants.

4. PROJECT TIMELINE

a. Is the project a portion of a larger, overall project to be implemented over a multi-year period?
 No Yes, Number of years: _____ Estimated overall cost: _____

b. ESTIMATED PROJECT DATES
Start: October 2020 Completion: November 2021

5. ACQUISITION SCHEDULE (Acquisition Projects Only)

Code*	Parcel Number on Map or Photo	# of Acres	Estimated Date of Acquisition	Average Price Per Acre	Estimated Value of Land Acquisition without incidentals	Estimated Value of Existing Improvements to be Acquired	Total Cost
TOTAL Parcels & Acres						TOTAL	
						Appraisal Costs	
						Survey Costs	
						Other Incidental Costs	
						Grant Total Land Acquisition Cost	
						Overall Cost per Acre Including Incidental	
*Code: 1. Negotiated Purchase 2. Condemnation 3. Donation							

6. SIGNATURES

Upon signing in the space provided below, the applicant agrees to conform with the requirements in the following two paragraphs pertaining to ADA/Section 504 accessibility guidelines and civil rights assurance. (City and County Projects Only)

ASSURANCE OF COMPLIANCE WITH AMERICANS WITH DISABILITIES AND CIVIL RIGHTS ACTS

I, the undersigned, certify that the City of Keokuk has reviewed Section 504 of the Rehabilitation Act of 1975, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, and the Iowa Civil Rights Act of 1965, each Act as amended, and agrees to abide by all requirements from the Acts, associated regulations, guidance documents, and to any other related requirement imposed by federal or state law or the Iowa Department of Natural Resources, related to this project. Applicant-Recipient further agrees and gives full assurance that it will immediately take any and all measures necessary to effectuate the referenced laws and shall not, on the basis of race, color, creed, national origin, age, physical or mental ability, sex, sexual orientation, gender identity, religion, or retaliation, allow any person to be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under or from any project or activity undertaken by the Applicant-Recipient for which the Applicant-Recipient receives REAP grant dollars or other assistance from the Iowa Department of Natural Resources.

This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

Applicant's Signature and Date

 Mayor, City of Keokuk
Applicant's Title

PRIVATE/PUBLIC GRANTS ONLY

Applicant's Signature and Date

Applicant's Title

CITY COUNCIL OR COUNTY CONSERVATION BOARD APPROVAL (City and County Projects Only)

I, the undersigned, certify that the city council of the City of Keokuk has on the date of [redacted] reviewed this proposed project and approved its submittal for Resource Enhancement and Protection (REAP) grant consideration.

Signature of Mayor or County Conservation Board Chair

Date

COUNTY RESOURCE ENHANCEMENT COMMITTEE REVIEW/COMMENTS (Required for all grants) I, the undersigned, verify that the _____ County Resource Enhancement Committee reviewed the proposed project for which this application is submitted. If the committee provided comments, a summary of those comments has been signed and dated by me and attached to this application.

Signature of Chair, County Resource Enhancement Committee

Date

For information on County REAP Committees, visit the [REAP County Committee webpage](#).

MINORITY IMPACT STATEMENT (Required for all grants)

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state’s mechanism to require grant applicants to consider the potential impact of the grant project’s proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

- Describe the positive impact expected from this project:
- Indicate which group is impacted:

- | | | |
|--|--|---|
| <input type="checkbox"/> Women | <input type="checkbox"/> Latinos | <input type="checkbox"/> American Indians |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> Asians | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Blacks | <input type="checkbox"/> Pacific Islanders | <input type="checkbox"/> Other |

The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

- Describe the negative impact expected from this project:
- Present the rationale for the existence of the proposed program or policy:
- Provide evidence of consultation of representatives of the minority groups impacted:
- Indicate which group is impacted:

- | | | |
|---|--|---|
| <input type="checkbox"/> Women | <input type="checkbox"/> Latinos | <input type="checkbox"/> American Indians |
| <input checked="" type="checkbox"/> Persons with a Disability | <input type="checkbox"/> Asians | <input type="checkbox"/> Alaskan Native Americans |
| <input checked="" type="checkbox"/> Blacks | <input type="checkbox"/> Pacific Islanders | <input type="checkbox"/> Other |

The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact:

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Applicant’s Signature and Date

Mayor, City of Keokuk
Applicant’s Title

DEFINITIONS

“Disability” as defined in Iowa Code § 15.201(12)“b”(1) means “with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual. “Disability” does not include any of the following:

- (a) Homosexuality or bisexuality.

- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identify disorders not resulting from physical impairments, or sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“Major life activity” as defined in Iowa Code section 15.102(12)“b”(2) includes “functions such as caring for one’ self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.”

“Minority Persons” as defined by Iowa Code section 8.11(2)“b” means “individuals who are women, persons with a disability, African Americans, Latinos, Asian or Pacific Islanders, American Indians, and Alaskan Native Americans.”

7. GRANT NARRATIVE

The outline below must be followed exactly. Use exact headings and reference numbers in the order presented in the outline. This section will be used by the REAP Review and Selection Committee for scoring purposes.

I. Project Location

Describe the location of the project relative to the county and nearest city. Include section, township and range if rural; give specific street location if urban and 911 address of project location. Include a project location map that highlights the project area and has sufficient detail to allow the area to be easily located by vehicle for on-site monitoring inspections.

II. Project Description

If acquisition, include number of acres and describe the resources and existing facilities/improvements on and adjacent to the property. Also describe its prospective use and management goals. If rare, unique, or high quality representative plant and animal species and communities occur on the site, provide a listing of them. **If development**, describe the facilities to be constructed, existing facilities in the project area and the natural resources in the area. Include pictures of project as necessary. If this project is part of a larger project, very clearly detail the portion that this application is covering. If this application is for the continuation of a project that previously received a REAP grant, provide a status report of the project elements that were previously funded. Explain relationships (both positive and negative) between the project and existing nearby local, state and federal areas. Do not put project justification and benefit statements in this section. Include them in Section IV. Sports complexes, play grounds and dog parks do not qualify for REAP funds. The minimum width of a multi-use or biking trail is 8 feet, while 10 feet is recommended.

III. Development Plan, Project Boundary Map and Aerial Photo

Clearly differentiate between the project being proposed, existing facilities and proposed future development. Plans and maps should include roads, easements, railroads, water features and any other developments on or immediately adjacent to the site. Identify land use types, e.g. residential, row crop, pasture, industrial, commercial, recreation/conservation, etc. Include color pictures as necessary. Clearly show the overall project boundary. For development projects, be sure to include dimensions of facilities. For acquisition projects, identify the individual tracts using the parcel numbers listed in the table in Section 5: Acquisition Schedule. It is preferred that plans be on 8 ½” x 11” paper, larger sized paper must be folded into 8 ½” x 11.” Aerial photos should be in color and well-labeled.

IV. Project Benefits, Needs, Justification and Urgency

Describe project justification and need. Make references to the County REAP plan, current [Iowa Statewide Comprehensive Outdoor Recreation Plan](#) (SCORP), [Iowa Wildlife Action Plan](#) and other plans that help direct conservation and recreation programs. Do not include entire plans in the application. Identify benefits to be derived from the project in terms of populations being served and resource management/protection. Explain any urgency for development and/or acquisition action that may exist.

V. Environmental, Economic and Social Impacts of Project

Describe permanent and temporary environmental impacts of the proposed project and future related actions, if any are contemplated. Impacts are defined as direct or indirect changes in the existing environment, whether beneficial or adverse. This discussion should also include expected impacts caused by users, as well as impacts on economic, cultural, aesthetic and quality of life.

VI. Historical, Archaeological and Architectural Features/Impacts

Describe any resources of historical nature on the project site, such as buildings, Native American burial mounds, historic trails, architectural features and archaeological elements. Explain impacts on these resources that will be caused by the project.

VII. Local Participation

Explain the extent of public participation in the formulation of this proposed project. Describe the process and mechanisms used and the findings. Do not include actual public participation reports, board meeting minutes and petitions; rather reference their existence and conclusion in this section.

VIII. Considerations Given to Minorities, Elderly and Disabled

Proposed projects, must meet the requirements described in the Assurance of Compliance with Americans with Disabilities and Civil Rights. Explain how development projects meet these requirements.

IX. Itemized Costs

List all items and their costs to be included in the acquisition and/or development of the current proposed project. Include types of construction, dimensions, lengths, capacities, etc. Engineering and appraisal fees may also be included. *The itemized cost listing will be the basis for determining what items are eligible for REAP funding.* Items not listed will not be eligible for assistance under the grant agreement. Below is an example of the headings for the budget:

Project Component	Description	Project Cost	REAP Request	Total
-------------------	-------------	--------------	--------------	-------

X. Public Communications

A description of the public communications plan shall be included in every project. If the grant is approved for funding, this plan must be implemented. The plan must include how the applicant will inform and advise users about the importance of the project and plans to promote the project to expected user groups upon completion of the project and into the future.

XI. Agreements and Easements

If applicant does not possess all fee title interest in property, please explain. Additionally, explain contractual or joint agreements with other parties for operation and maintenance of the site and facilities. Enclose copies of any such agreements and other ownership conditions on the property.

XII. County Resource Enhancement Committee Comments

Prior to submittal, the county Resource Enhancement Committee must approve grant applications and the Chairperson must sign the application in Section 6. A summary of comments by the County REAP Committee should be included in this section.

8. PROJECT SCORING CRITERIA (weight factors in parentheses)
--

Make sure that all criteria are addressed in the application.



IOWA DEPARTMENT OF NATURAL RESOURCES
Resource Enhancement and Protection



Private/Public Open Space Grant

- Level of significance (3)
- Resource representation (3)
- Level of threat (3)
- Relationship to existing public land (3)
- Relationship to state, local and regional plans (3)
- Rare or unique species or communities (2)
- Public benefits (2)
- Tourism and economic development (1)
- Geographic distribution (1)
- Multiple use potential (1)
- Available funds relative to project costs (1)
- Quality of public communications plan (1)

County Conservation

- Relationship to state local and regional plans (4)
- Quality of site and/or project (3)
- Public demand or need (2)
- Project uniqueness (2)
- Urgency of proposed action (2)
- Multiple benefits to be provided (2)
- Economic benefits to local, regional or state area (1)
- Quality of public communications plan (1)

City Parks and Open Spaces

- Relationship to state local and regional plans (4)
- Quality of site and/or project (3)
- Public benefit served (2)
- Local support (2)
- Environmental benefits (2)
- Quality of public communications plan (1)

For more information about REAP Grants, visit:

<http://www.iowadnr.gov/Environment/REAP/REAPGrants.aspx>

Contact for all grants: Tammie Krausman, REAP Coordinator

Tammie.Krausman@dnr.iowa.gov

(515) 725-8443



COUNCIL ACTION FORM

Date: August 6, 2020

Presented By: O'Donnell

Subject: River View Park Land Resolution Agenda Item: _____

Description:

At the July 2, 2020 Regular Meeting the Council voted to locate the proposed dog park in the southeast corner of River View Park. A portion of this location is leased property from the Keokuk Union Depot with control over that portion give to the Keokuk Depot Commission in accordance with Chapter 2.82.040 of the Keokuk Municipal Code and permission to put anything on this section would require approval from the Commission. Without this section of property, the remaining area of River View Park would be in adequate for a dog park. The park property includes an area where a trolley used to run from the bluff to the depot. This area creates a space for a natural amphitheater, which the Depot Commission would like to someday construct. Staff approached the Commission with a proposal to allow the Commission to have control over the area where the amphitheater would go plus certain sections in the northeast corner that would allow for a river overlook. (See attached map) The Commission has voted to accept the proposal which we need to formalize with a resolution.

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 DESIGNATING CERTAIN AREAS IN
RIVER VIEW PARK TO THE KEOKUK DEPOT
COMMISSION**

WHEREAS, the City of Keokuk, Iowa owns and maintains River View Park; and

WHEREAS, the City of Keokuk, Iowa also leases property from the Keokuk Union Depot and portions of said property are directly adjacent to River View Park; and

WHEREAS, said leased property is under the control of the Keokuk Depot Commission in accordance with Chapter 2.82.040 of the Keokuk Municipal Code; and

WHEREAS, the Keokuk Park Foundation plans to construct a dog park in River View Park with a portion of said dog park on said leased property; and

WHEREAS, the Keokuk Depot Commission desires to construct an amphitheater within River View Park; and

WHEREAS, the Keokuk Depot Commission has agreed to allow the construction of the dog park on the leased property adjacent to River View Park in exchange for control over certain sections of River View Park with the intent of constructing an amphitheater and other amenities.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that it places control of certain sections of River View Park under the control of the Keokuk Depot Commission in exchange for the Keokuk Depot Commission allowing the construction of a dog park upon leased property controlled by the Keokuk Depot Commission. A map with approximate measurements is hereby attached to this resolution. A memo from the Keokuk Depot Commission granting use of the leased property is also attached to this resolution.

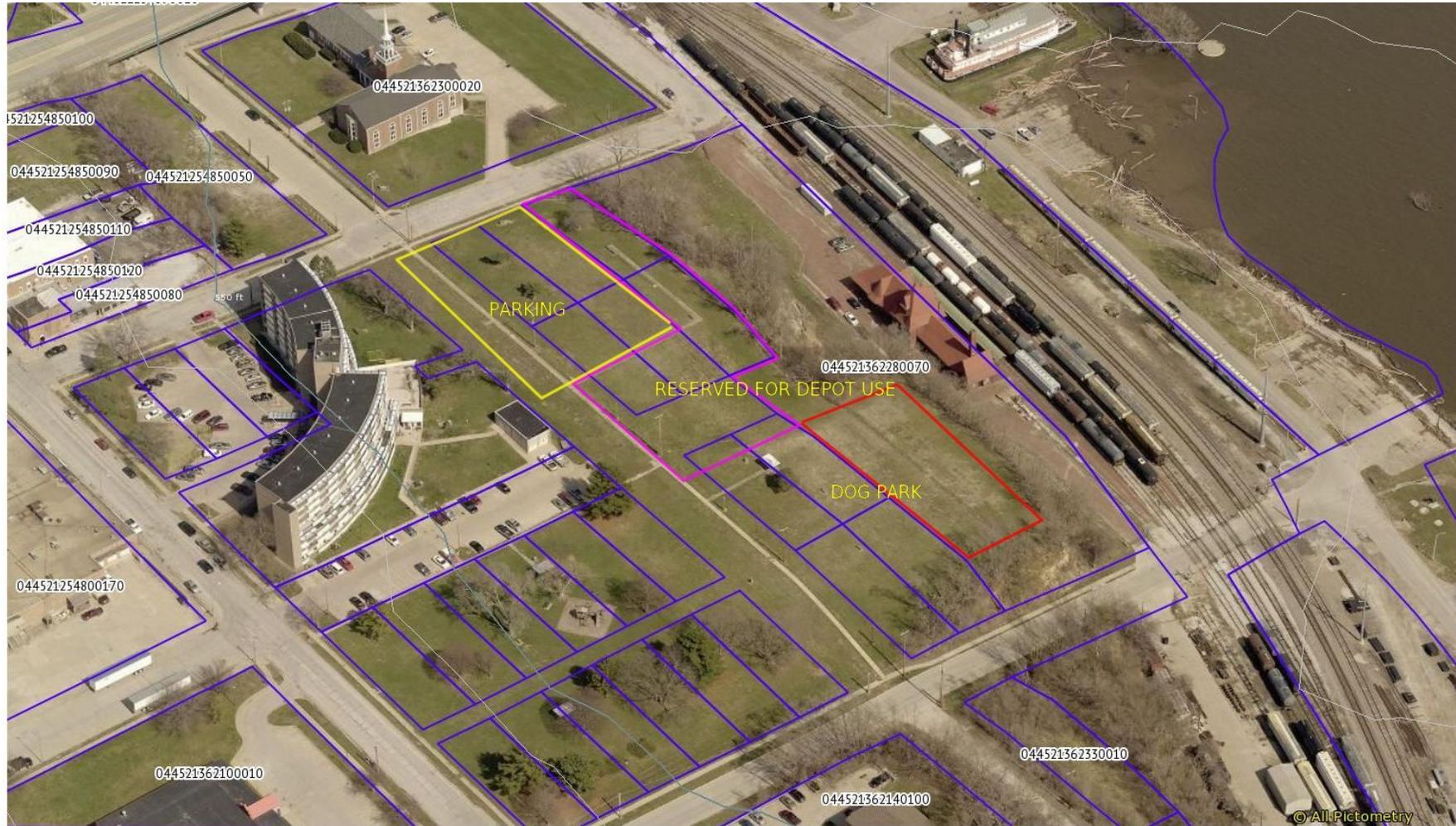
PASSED, APPROVED, AND ADOPTED this 6th day of August, 2020.

Mayor Thomas L. Richardson

ATTEST:

Jean Ludwig, City Clerk

DOG PARK PROPOSAL 2.0



Cole O'Donnell

From: TomSandy Seabold <artworks1221@gmail.com>
Sent: Wednesday, July 29, 2020 10:34 AM
To: Cole O'Donnell
Subject: Riverview park

To: Cole O'Donnell

Cole: The Keokuk Union Depot Commission met in a special meeting yesterday to review the legal opinion letter written by City Attorney, Jim Dennis concerning the Riverview Park property.

After discussion, Mike Hickey moved that the Commission approve the city's plan to realign the Riverview Park/Keokuk Union Depot property to accommodate a dog park. The motion was seconded by Abby Etter, and approved by commission members with a vote of five in favor and two opposed.

Sincerely, Tom Seabold, Chairman



COUNCIL ACTION FORM

Date: August 6, 2020

Presented By: O'Donnell

Subject: Amendment to Scope of Services Agenda Item: _____

Description:

Anschutz Hill had a slide and the hill continues to be unstable. Without a solution, the hill could potentially slide further disrupting the ability to access the outfall area for the Rand Park Tunnel. As such, staff requested V&K Engineering to determine if hill stabilization could be included as part of the tunnel project and financed through the SRF loan. V&K confirmed that the stabilization can be included. The design cost of \$176,360 was included in the SRF application approved for submission on May 21, 2020.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 614-8019-6767 Title: Capital Improvement- Storm Sewer

Amount Budgeted: 22,000,000

Actual Cost: _____

Under/Over: _____

Funding Sources:

SRF Loan

Departments:

Sewer

Is this item in the CIP? YES NO CIP Project Number: STRM-21-01

RESOLUTION NO.

**RESOLUTION AMENDMENT NUMBER TWO TO
CONTRACT FOR DESIGN WITH V&K ENGINEERING**

WHEREAS, the City of Keokuk, Iowa has entered into an agreement with V&K Engineering for design of the Rand Park Storm Sewer Tunnel; and

WHEREAS, Anschutz Hill has become unstable and could possibly affect the access to and construction of the tunnel outfall; and

WHEREAS, Amendment Number Two to said agreement with V&K Engineering will provide for the design to stabilize Anschutz Hill.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that Amendment Number Two to the Design Phase Scope of Services with V&K Engineering for the Rand Park Tunnel Project be approved.

PASSED, APPROVED, AND ADOPTED this 6th day of August, 2020.

Mayor Thomas L. Richardson

ATTEST:

Jean Ludwig, City Clerk

Project Details	
Business Unit	NAU
Project Currency	
Contract Type	Hourly Rate
Project Id	PN 229086
Project Name	Keokuk Rand Park Stormwater Diversion Tunnel, 800 Ft River Road Slope Stabilization and Stabilization of the Rand Park Tunnel Portal
Client Name	Veenstra & Kimm
Project Manager	Michael Odrowski
Planned Start Date	May 11, 2020
Planned End Date	Aug 14, 2020

Resource Details				
Resource Type	Labor - Employee	Labor - Employee	Labor - Employee	Labor - Employee
Resource Description	Project Manager	QA/QC Technical Lead	Task Lead	Sr. Geotechnical Engineer
Resource Name	Odrowski, Michael L	Schultz, Michael S	Khwaja, Mahmood	Sanders, Gregory W
Project Bill Rate	\$250.00	\$350.00	\$290.00	\$180.00
Total Units	48.00	48.00	40.00	196.00
Total Billable Amount	\$12,000.00	\$16,800.00	\$11,600.00	\$35,280.00

WBS Code	Level	Act ID	WBS/Activity Name	Start Date	End Date	Duration	Predecessor	Hours	Hours	Hours	Hours
Task 05	1		Preliminary (30%) Slope Stabilization Design								
Task 05.01	2		Boring Logging								
Task 05.02	2		SlopeW					8.00	4.00	2.00	8.00
Task 05.03	2		Additional Calculations					4.00	1.00	3.00	8.00
Task 05.04	2		Preliminary Estimate								
Task 05.05	2		Preliminary Drawings					4.00	2.00	2.00	8.00
Task 06	1		(60%) Slope Stabilization Design								
Task 06.01	2		SlopeW					3.00	1.00	1.00	8.00
Task 06.02	2		CT Shoring						1.00	1.00	8.00
Task 06.03	2		Additional Calculations					4.00	1.00	3.00	32.00
Task 06.04	2		Specifications					3.00	8.00	6.00	32.00
Task 06.05	2		Drawings					3.00	8.00	6.00	36.00
Task 06.06	2		60% Estimate					3.00	2.00	2.00	8.00
Task 07	1		Final (100%) Slope Stabilization Design								
Task 07.01	2		Specifications					6.00	8.00	6.00	8.00
Task 07.02	2		Drawings					6.00	10.00	8.00	36.00
Task 07.03	2		100% Estimate					4.00	2.00		4.00

Labor - Employee	Labor - Employee	Labor - Employee	Labor - Employee	Labor - Employee	ODC
Jr Geotechnical Engineer	Sr. Structural Engineer	Sr. Cost Estimator	CAD / Designer	Administrative Staff	
Foster, Marshall S (Seth)	Zanotti, Joseph M	Damon, Paul T	Wass, Jonathan R	Lieteau, Mary Ann	
\$110.00	\$220.00	\$120.00	\$135.00	\$105.00	
360.00	40.00	44.00	328.00	16.00	0.00
\$39,600.00	\$8,800.00	\$5,280.00	\$44,280.00	\$1,680.00	\$1,040.00

Financial Summary		
Resource Type	Bill Amount	Hours
Labor	\$175,320.00	1120.00
ODC	\$1,040.00	
Subcontractor	\$0.00	0.00
Subtotal	\$176,360.00	
Residual Risk		
Fixed Fee / Lump Sum	\$0.00	
Project Total	\$176,360.00	

Hours	Hours	Hours	Hours	Hours	Amount	Contract Type	Labor Bill Amount	ODC Billable	Sub Billable	Total Billable
						Hourly Rate	\$30,880.00	\$1,040.00		\$31,920.00
40.00					\$1,040.00	Hourly Rate	\$4,400.00	\$1,040.00		\$5,440.00
60.00						Hourly Rate	\$12,020.00			\$12,020.00
						Hourly Rate	\$3,660.00			\$3,660.00
		14.00				Hourly Rate	\$1,680.00			\$1,680.00
			40.00			Hourly Rate	\$9,120.00			\$9,120.00
						Hourly Rate	\$89,900.00			\$89,900.00
180.00						Hourly Rate	\$22,630.00			\$22,630.00
						Hourly Rate	\$2,080.00			\$2,080.00
						Hourly Rate	\$7,980.00			\$7,980.00
20.00				8.00		Hourly Rate	\$14,090.00			\$14,090.00
20.00	30.00		128.00			Hourly Rate	\$37,850.00			\$37,850.00
		15.00				Hourly Rate	\$5,270.00			\$5,270.00
						Hourly Rate	\$54,540.00			\$54,540.00
20.00				8.00		Hourly Rate	\$10,520.00			\$10,520.00
20.00	10.00		160.00			Hourly Rate	\$39,800.00			\$39,800.00
		15.00				Hourly Rate	\$4,220.00			\$4,220.00

Design Phase Scope of Services

Amendment No. 2

800 Ft River Road Slope Stabilization and Stabilization of the Rand Park Tunnel Portal

1.1 Introduction

In accordance with V&K's request CDM Smith is pleased to provide our proposed scope of services and the level of effort to provide preliminary engineering through final design for stabilization the existing embankment slope. This scope of work is to provide design/engineering services for stabilizing the 800 ft length along the River Road demarcated between Rand Park Terrace and N 17th Street and east of River Road from elevation 630 ft to the western limit of the BNSF right-of-way. Our scope, defined as Design Phase Services, will develop and provide Preliminary (30%) and Final Design (60%, 100%) drawings and technical specifications for stabilizing the failing embankment slope and to protect the proposed Rand Park tunnel portal and diversion structure. The proposed scope of services is intended to improve the slope stability of river road and the future tunnel portal area only.

The scope of work, as defined herein, will be added as an amendment to the current scope of work for the Rand Park Stormwater Diversion Tunnel design services. The terms and conditions of the original contract will apply to this amendment. A detailed description and level of effort for each task associated with the proposed effort is presented herein.

1.2 PROJECT BACKGROUND

The elevation at the top of slope at River Road is approximately 650 feet and it extends downslope and to the east for a distance of around 300 feet. The elevation at the toe of the slope is at approximately 525 feet, and within the western limits of the 32-foot-wide BNSF Railroad easement. At the eastern limits of the BNSF Railroad easement, a short slope, measuring approximately 25 feet in plan, stretches to the shoreline of the Mississippi River and to mean water elevation of 517.75 feet.

In 2012 the City of Keokuk, Iowa tendered a contract (Project No. ER-3942(614)-8R-56) that consisted of improvements to River Road which included limited repairs to the unstable embankment slope. The repairs consisted of the re-grading of two identified slide areas as well as the installation of a short gabion retaining wall at the eastern limits of the River Road right-of-way (ROW) to replace an existing deficient crib wall. An amendment to that project in 2013 included a limited number of test borings that were drilled at the top of the embankment slope along River Road and the installation of a H-pile wall.

In 2017, Geotechnics Soil & Material Testing, Inc., under contract to V&K, performed ten test borings to investigate subsurface ground conditions for the City of Keokuk's Rand Park Sanitary Storm Sewer Separation Tunnel Project. Test boring SB-1 was drilled at the toe of the embankment slope in proximity to the BNSF Railroad easement and a test boring, SB-2, was

drilled 300 feet to the west along the proposed tunnel alignment at the top of the embankment slope.

Under a limited notice-to-proceed, Tasks 2, 3 and 4 were completed by CDM Smith. These tasks included a review of the existing data, analysis of the existing retaining structures and preparation of a summary memorandum.

1.3 ASSUMPTIONS

The scope of work of our proposed design services based upon the following assumptions:

- CDM Smith will conduct technical reviews at 60% and 100% design stages.
- CDM Smith will utilize the available historical geotechnical data provided by V&K, City of Keokuk, and project specific ground investigation effort undertaken for the proposed Rand Park stormwater tunnel alignment; to supplement this data an additional subsurface investigation will be performed consisting of up to 4 borings. CDM Smith will provide personnel to monitor the field investigation. Drilling and laboratory testing services will be contracted directly by the city.
- V&K will provide a workable electronic copy of the most current topographical plan of the River Road embankment slope and specifically within the Tunnel alignment to CDM Smith in Auto Cad format.
- Slope stability software, SLOPE/W, will be utilized to run the slope stability analysis. If required, CT Shoring, or a similar numerical analysis program, shall be used for retaining wall analysis and design.
- All contract documents developed under this scope of work will be incorporated into the tunnel design bid package.
- CDM Smith will be responsible for the plan, profile and detail drawings for the tunnel portal and slope stabilization design. All other disciplines and works, such as, but without limitations, civil, site, utilities, etc. drawings related to existing and proposed structures within the limits of the slope area, are outside CDM Smith's scope of work. For reference purpose, such drawings shall be provided to CDM Smith in AutoCAD format that can be readily referenced into the slope stabilization drawings.
- Comments will be received by CDM Smith within one week of V&K receiving the deliverables.
- CDM Smith will employ its company QA/QC process.
- Administrative, organizational, performance and payment specifications are to be developed by V&K and provided to CDM Smith for review and coordination.

1.4 SCOPE OF SERVICES

Task 1 – Project Management

CDM Smith Project Manager (PM) assigned to the tunnel project will also manage the slope stability work and will serve as the primary contact to V&K for project specific communication. Project Management task will be as outlined in the Rand Park Stormwater Diversion Tunnel design services.

Task 5 – Additional Borings

To support preliminary and final design, four (4) boring will be drilled to provide additional information on subsurface conditions. CDM Smith will provide field personnel to observe and log up to 4 borings. The purpose of these borings is to obtain additional geotechnical information for the slope stability design. CDM Smith will prepare the boring logs and provide suggested boring locations and recommended laboratory testing for each of the borings.

Task 6 – Preliminary Design

The purpose of this task is to develop preliminary design to address the progressive failure of the slope below the existing retaining structures along river road. CDM Smith will develop a preliminary design using soil nails, retain walls and slope grading which may be used individually or in combination. The preliminary design will consist of two drawing showing the proposed methods to prevent damage to the tunnel portal from the failing slope, and to increase the slope stability below River Road, within the 800-foot-wide corridor. CDM Smith will prepare a preliminary level cost for each option and present it to V&K and the City of Keokuk.

Deliverables

Two (2) conceptual level drawings of the proposed slope stability method.

Schedule

The conceptual drawings will be provided within one month of the notice to proceed.

Task 7 – Final (60%) Design

Under this task, CDM Smith will design the conceptual option selected by V&K and the City of Keokuk to improve the slope stability. CDM Smith will perform all the calculations for the design. Anticipated calculations include slope grading, and h-pile or soil nail spacing. CDM Smith will prepare up to nine (9) design drawings and four (4) technical specifications for the slope stabilization for the 800-foot wide section. CDM Smith will provide copies of the drawing and specifications to V&K and the City of Keokuk after review.

As part of the specification preparation CDM Smith request that the measurement and payment and Stormwater control sections to be prepared by V&K be provided for CDM Smith review. The anticipated specifications sections to be prepared by CDM Smith include the following:

- Precast Concrete Panels
- Soil Nailing
- Retaining Walls
- Geosynthetics.

CDM Smith will develop the 60% design to include the following drawings for incorporation into the tunnel design package:

- Slope Stability Plan (2 sheets)
- Slope Stabilization Details (2 sheets)
- Slope Stability Grading Plan (2 sheets)
- Retaining Wall Plan and Profile (1 sheet)
- Retaining Wall Details (1 sheet)
- Slope Stability Structural Details (1 sheet)

CDM Smith will develop all drawings to project specific AutoCAD, standards and the Technical Specifications will be formatted in accordance with project standards.

Deliverables

One (1) set of 60% level drawings and technical specifications.

All documents will be transmitted to V&K in electronic (pdf) format.

Schedule

All 60% drawing and specifications will be provided within two months of the notice to proceed.

Task 8 – Final (100%) Design

Under this task, CDM Smith will finalize design to protect the tunnel portal and improve the slope stability along the 800-foot section, as well as design a retaining wall, as necessary. In addition, CDM Smith will address all comments generated by V&K and the City of Keokuk after review of the 60% design drawings and specifications.

All drawings will be prepared to project specific AutoCAD standards and the technical specifications will be formatted in accordance with project standards.

CDM Smith will assist in preparing and finalizing:

- Contractor qualification requests and selection requirements.
- Construction schedule for the slope stabilization portion of the project.

Deliverables

One (1) set of 100% level drawings and technical specifications. All documents will be transmitted to V&K in electronic (pdf) format.

Schedule

All drawing and specifications will be delivered within three months after issuance of the Notice-to-Proceed.

Task 9 – Quality Assurance/Quality Control

CDM Smith will commit to meeting their QA/QC plan geared toward underground/tunnel projects, unless there is a project specific QA/QC plan that will take precedence. The CDM Smith QA/QC plan will include: An Internal Independent Technical Review Committee (TRC) at the 60% design level and Quality Control reviews for all deliverables including the 100% final design.

Internal Independent Technical Review (IITR)

CDM Smith will conduct its own internal independent technical reviews at 60% and 100% design stages. For this effort, CDM Smith will involve internal staff who are subject matter experts but not involved with the project design. The purpose of IITR is to help vet the design and to help guide the design process at key stages for a cost-effective and solution driven design.

Quality Control (QC)

Prior to each submittal, CDM Smith will conduct internal QC reviews that will cover all deliverables related to the tunnel portion of the project at the specific design stage.

Deliverables

IITR comments and resolutions. All documents will be provided in an electronic (pdf) format.

Summary

CDM Smith proposes completing these services on an hourly rate basis, up to a not-to-exceed upper limit amount of \$176,360. This work will be completed as an amendment to the executed agreement of April 25, 2018.



COUNCIL ACTION FORM

Date: August 6, 2020

Presented By: O'Donnell

Subject: Rural Housing Initiative Committee Agenda Item: _____

Description:

The City, through the Chamber of Commerce and KEDC has received a Rural Housing Development grant. The program, facilitated through ISU Extension, provides a process to evaluate our housing stock and to formulate a plan to address our needs. As the sponsoring agency we are tasked with forming a committee to oversee the program. Shelley Oltmans has gathered a list of volunteers to be on the Committee (see attached). The resolution creates the Committee upon passage.

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 ESTABLISHING A HOUSING STEERING COMMITTEE TO SUPPORT THE RURAL HOUSING READINESS ASSESSMENT INITIATIVE

WHEREAS, the City Council of Keokuk, Iowa recognizes that the availability of housing is a central community concern and aims to demonstrate municipal support for creating new housing opportunities to address long- term community needs; and

WHEREAS, the City Council has entered into a Participating Community Agreement as part of the Rural Housing Readiness Assessment (RHRA) Program funded by the Iowa Economic Development Authority (IEDA) and supported by Iowa State University Extension and Outreach – Community and Economic Development (CED); and

WHEREAS, the City Council of Keokuk, Iowa desires to engage the community and involve a diverse group of community members and formally establish an advisory committee of volunteer community members to assist in assessing community housing needs, developing recommendations, and providing advice.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: The City Council hereby establishes a committee, referred to hereinafter as the Housing Steering Committee, to guide the work of the Rural Housing Readiness Assessment (RHRA) program and to participate in the assessment phase and the development of recommendations to be made to the City Council. The committee shall be voluntary, consist of members of the community who either live or work within the boundary or near boundary and include Elected Officials, Staff, Housing Industry Representatives, Nonprofit Organization Representatives with a housing mission, Major Employer Representatives, and Community Members with interest in housing.

The Housing Steering Committee shall work with Iowa State University Extension and Outreach – Community and Economic Development (CED) Specialists over a period of 6-9 months; and complete their work and report their recommendations to City Council no later than April 30, 2021.

This resolution is effective immediately upon enactment by City Council.

PASSED, APPROVED, AND ADOPTED this 6th day of August, 2020.

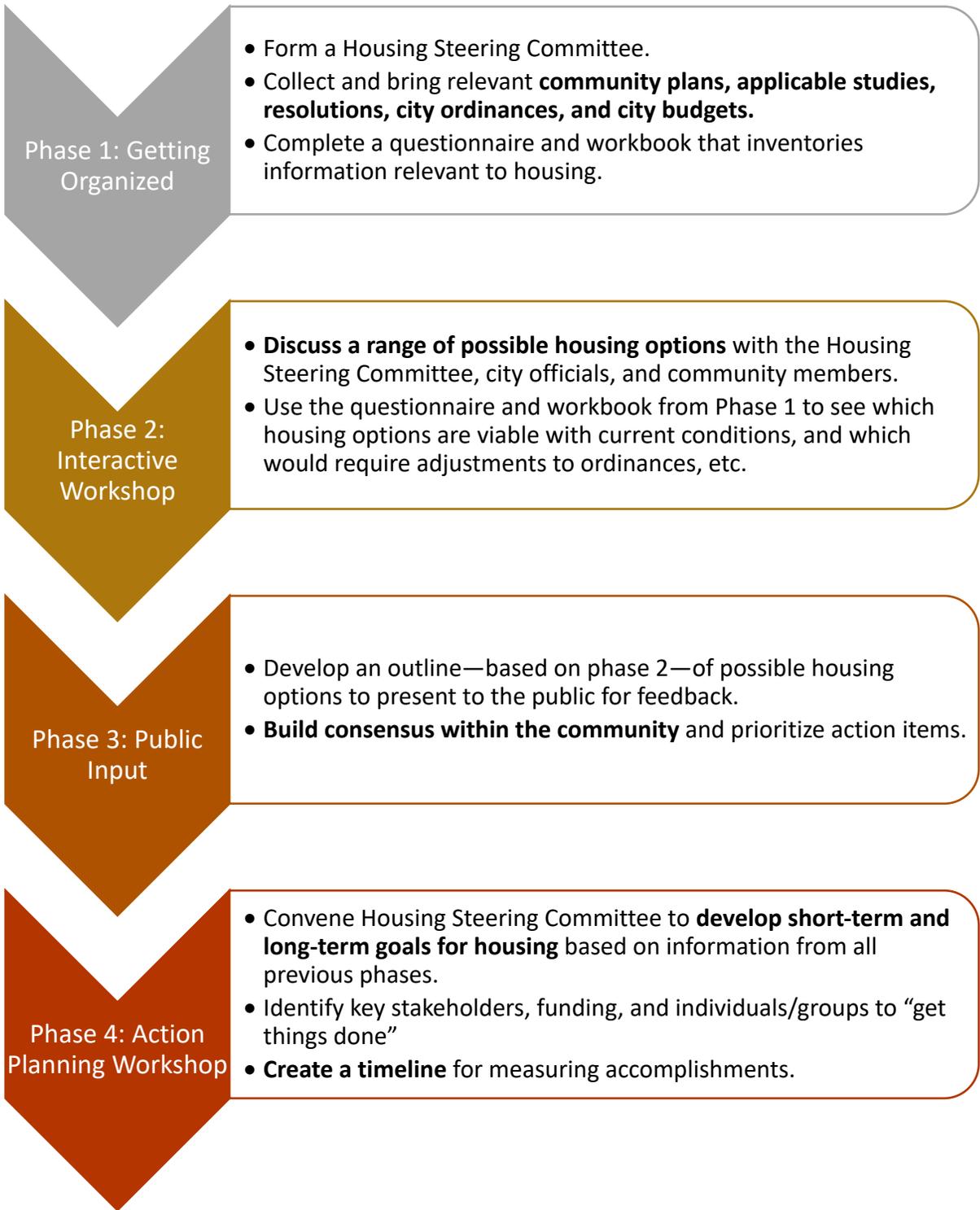
Thomas L. Richardson, Mayor

ATTEST:

Jean Ludwig, City Clerk

Housing Readiness Fact Sheet

Rural Housing Readiness Assessment Process



This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

Assembling a Housing Steering Committee

Background

In many communities housing policy is an ad hoc process, the accumulation of decisions made over time without reflection on longer-term impact. A local governing or advisory body charged with planning and implementing housing decisions can provide continuity, oversight, and direction. As a first step in the Rural Housing Readiness process, each participating community is asked to establish a Housing Steering Committee if such a committee does not currently exist. The Committee may be established by City Council Resolution (for an example, see fact sheet ***Sample Resolution to Create a Housing Steering Committee***). The Housing Steering Committee is charged with oversight of the preparation of the RHRA program and any other role and/or responsibility as determined. This fact sheet will serve as a road map for participating communities as they establish and assemble Housing Steering Committees.

Steering Committee Membership

The Committee will be made up of seven to ten individuals and include elected officials, city staff, representatives from real estate and finance, non-profits, major employers and concerned residents. It is recommended that the community advertise the opportunity to serve on the Housing Steering Committee and provide public notice. The governing body that establishes the Housing Steering Committee will invite expressions of interest to serve through the same process that would normally be employed when soliciting citizen board and commission members.

The composition of the Steering Committee may include 7-10 members reflective of the following mix:	
Elected Officials	<ul style="list-style-type: none"> • City • County
City/County Staff	With responsibilities in one of the following: <ul style="list-style-type: none"> • Housing • Planning • Community development
Housing Industry Representatives	<ul style="list-style-type: none"> • Realtors • Bankers • Construction companies or housing contractors • Chamber of Commerce • Housing or community development corporation staff
Nonprofit Organizations with a housing mission	<ul style="list-style-type: none"> • Council of Governments • Community Action Agency • Churches with outreach or household assistance programs
Major employers	Representative of employers with ties to the community
Community members	Including representatives from populations with unique housing needs: <ul style="list-style-type: none"> • Immigrant populations • Senior citizens • Low-to-moderate income households • Potentially-impacted neighborhoods

Role and Responsibilities of the Steering Committee

- **RHRA Phase 1:** This committee will begin by working with Iowa State University (ISU) Community and Economic Development (CED) specialists to conduct a community self-assessment by collecting relevant plans, studies, resolutions and ordinances. The committee will also complete a questionnaire and workbook that inventories plans, programs, funding sources, and other data for housing-relevant information to help the community “ground truth” their housing situation.
- **RHRA Phase 2:** Next, the housing committee, other interested city officials, and community members will walk through a three-hour interactive workshop with CED specialists. Participants will review and discuss the broad range of available housing options. This discussion will be designed around the information gathered in the first phase of the work, and will highlight how the community’s plans, ordinances, funding policies, and other current conditions support or inhibit the provision of various housing options.
- **RHRA Phase 3:** After the housing workshop, CED specialists will work with the committee to conduct a public input session to help build consensus around what the community would like to achieve in the area of housing. The committee members will attend this session and help organize and recruit other participants. CED specialists will facilitate the public input session.
- **RHRA Phase 4:** Finally, the housing committee will convene for an action planning workshop. Participants will develop housing-related short-and long-term goals, and action plans for implementing those goals, based on the information and input gathered during the first three phases. Additional key stakeholders, funding opportunities and responsibilities, and individuals/groups tasked with “getting things done” will be identified, along with timelines for measuring accomplishments.

Leadership

At the first meeting of the Housing Steering Committee, the group will select a Chair, who must be an elected official, and a Vice Chair, who must be a non-elected representative. The Chair’s responsibilities include: setting meeting agendas in consultation with the Vice Chair and CED Specialists, ensuring the goal setting and action planning is scheduled and conducted with the support of the CED Specialists, and upon full adoption of the committee, working with City and/or County staff to recommend and approve reports and recommendations. The Committee Chair will also be responsible for chairing and or convening meetings. The Vice Chair will serve in the Chair’s stead when the Chair is unable to perform the duties of the Chair.

Meetings

The Committee may be subject to the Open Meetings Law (Code of Iowa, Chapter 21). If so, all activities must follow open meetings requirements (see fact sheet *Open Meetings and Open Records* for more information). As a first step, members will agree on a regular meeting place and time. As the work of the committee is sequential, and each phase builds upon the last, it is recommended that all committee members attend each meeting. The committee shall determine if alternates are permitted and if it will be permitted to participate via telephone or other electronic means as technology allows. Meeting agendas will be distributed at least 72-hours in advance of meetings via email. Meeting materials will be posted in advance on the City/County website.

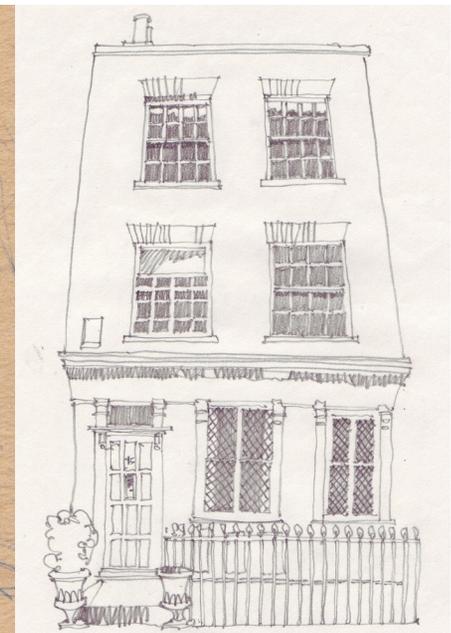
Decision Making

The Committee will strive to make decisions by consensus. If consensus is not possible, then decisions can be put to a vote and require the majority of the members present. Voting can only occur when a quorum (more than half of the members) is present.

Staffing

The Committee will be supported by the ISUEO-CED Specialists and the staff of the local governing body who has established the Housing Steering Committee. The Committee will receive support in fulfilling its role and responsibilities.

Rural Housing Readiness Assessment



Disclaimer: The Rural Housing Readiness Assessment draws together best practices communities have used to manage housing quality, affordability and access. It is not a substitute for legal or professional advice. Every community's housing situation is unique and best practices should be weighed against the availability of resources, historic circumstance, and current local, state, and federal law. The Iowa Code and court cases mandate how local governments must conduct some activities relating to housing and planning and zoning (such as adopting ordinances, creating a TIF District, or creating a tax abatement program). On the other hand, communities are free to approach other aspects of planning for and managing housing stock in a way that works best for them (for example, developing the comprehensive plan, conducting housing studies, or the development review process). For these reasons it is necessary for you to consult legal counsel to make sure that the ideas you take from this publication are in accordance with current law and applicable to your particular situation.

The role of Extension Specialists at Iowa State University is to provide you with the information you need to be effective in your roles as housing decision makers, and to help you acquire the skills necessary to perform your complex responsibilities with confidence.

Housing Readiness Assessment

Part 1: Finding a Baseline

This housing readiness self-assessment guides communities in considering options that ensure existing and potential residents are able to find safe, secure, and quality housing that meets their needs and fits within their budgets. Many communities have existing housing-related plans and studies. These should be considered the source documents for finding the information on the strategies identified below. Familiarizing oneself with the relevant sections of city code and zoning ordinances governing housing will also be helpful. Your community's municipal code is a collection of ordinances grouped together by the activities they regulate. Common code sections which impact housing include: building code, zoning code, nuisance code, and rental code among others. Your community may have all or none of these and names vary by community. It is vital to gather these ordinances together before completing this handbook.

However, just because a study or a plan has been completed doesn't mean that community input was gathered in the process. Community input is important for three key reasons: 1) Plans that did not engage in a public participation process will not reflect the needs and desires of residents; 2) Ongoing public participation throughout the planning and assessment process increases support for the adoption of policies and strategies; and, 3) Public participation can reveal community champions who can help with public implementation and acceptance of strategies to address housing issues.

Existing Housing Plans or Studies					
<i>Housing studies or plans are crucial in identifying housing conditions and areas of concern. They should be conducted with public input and their recommendations implemented. What housing studies have been completed in your community? Are they currently being implemented?</i>					
Planning documents related to housing exist for our community (check all that apply):	Yes	No	Don't know	Year Completed	Year Approved by City Council or Board
<ul style="list-style-type: none"> • Housing Needs Assessment • Detailed housing section of Comprehensive Plan OR • Brief housing section of Comprehensive Plan • Vacant lots inventory • Upper-story downtown housing assessment or inventory • Rental unit inventory • Other housing study (specify): 					
Public participation was part of the needs assessment process.					
A Housing Commission or Committee, which includes resident participation, exists to implement housing policy.					

Existing Code and Ordinances

Having clear codes that are well adapted to your community is vital for affordable, quality housing. Homeowners, landlords, and potential developers should be able to easily understand the expectations and restrictions that your community has put into place. Your code should also reflect the needs and desires of your community. If you find that projects often need multiple variances, if desired housing simply cannot be built, or codes make it unattractive to reinvest in older homes, consider amending your ordinance.

	Yes	No	Don't know	Date Adopted	Last Updated
We have adopted a building code.					
We have adopted a zoning code. <ul style="list-style-type: none"> • We do not have zoning but use "Restricted Residential Zones" (for cities) • We do not have zoning but use "Agricultural Land Preservation Areas" (for counties) 					
We have adopted a nuisance code.					
We have adopted a rental code.					
Ordinances are codified.					
Ordinances are searchable on-line.					

Definitions

Restricted Residential Zones: Iowa Code Section 414.24 provides a means for small municipalities to prepare and adopt a version of zoning that is easier to administer than conventional zoning. Under this approach, the city council establishes "restricted residence districts." The council, by ordinance, establishes rules for land uses that are allowed in such districts. In general, only houses, schools, churches, and similar structures are authorized.

Agricultural Land Preservation Areas: Iowa Code Chapter 352 provides a means for counties with or without zoning to restrict certain land uses in dedicated "agricultural land preservation areas." A county board is created to oversee the administration of the county's land preservation ordinance. Land may be withdrawn from the preservation area by the landowner.

Worksheet

Municipal Officials

Personnel	Contact Information	Received Training
Zoning Administrator:		
Code Enforcement Agent:		
Building Inspector:		
Rental Inspector:		

Board of Adjustment

Member Name	Contact Information	Received Training

Planning Commission

Member Name	Contact Information	Received Training

Housing Commission

Member Name	Contact Information

Housing Readiness Assessment

Part 2: Strategies

Existing housing plans, code sections and programs should be identified and reviewed. Are existing programs and policies in alignment with recent studies? Are there other strategies and tools not currently in use that could be applied? The assessment is divided into eight sections: 1) Vacant lots & buildings, 2) New construction, 3) Housing rehab programs, 4) Code enforcement, 5) Homeownership support, 6) Infrastructure, 7) Community engagement & civic participation, and, 8) Programs designated to support specific demographics. Each section identifies multiple strategies a community can use to improve access, affordability and quality of the housing stock. Strategies address particular housing issues; a strategy may not be relevant to your community because the underlying problem it addresses is not prevalent. Each section directs the reader to seek out the existing resources in their community. If you are uncertain as to whether such a program or priority exists in your community, we urge you to contact city and county government officials or consult the relevant sections of municipal code to find out.

Vacant Lots & Buildings			
<i>Vacant lots and buildings are not only an eyesore for a community, they can bring down the assessed value and lower property tax revenue, constraining a community's ability to improve quality of life. On the other hand, they also provide the opportunity for infill redevelopment. What tools does your community use to address vacant lots and buildings?</i>			
	Yes	No	Don't know
There are existing ordinances that govern vacant and non-conforming lots. The relevant code sections and zoning ordinances are:			
There are existing ordinances that govern vacant buildings. The relevant code sections or zoning ordinances are:			
City or county programs exist to collect delinquent property tax and/or relieve owners who owe delinquent taxes of their properties.			
Programs exist to work with property owners to maintain upkeep on vacant lots and buildings.			
There is (at least) annual outreach from the city to property owners of vacant lots and buildings.			
Programs/incentives exist that promote the re-use of lots.			
Programs/incentives exist promoting the adaptive re-use of vacant buildings for housing (e.g. schools, hospitals, warehouses).			
The city has used Iowa Code 657A.10 to take title of abandoned buildings.			
There exists a land-bank program to help consolidate vacant parcels into buildable lots.			

Worksheet

Ordinances Governing Vacant Lots	
Ordinance	Brief Description

Ordinances Governing Buildings	
Ordinance	Brief Description

Program Name and Contact	Description

Definitions

Land bank: a public or community-owned organization or agency that buys, manages, maintains, and refurbishes vacant, abandoned and foreclosed properties including lots, houses, and other kinds of buildings. The purpose can be to aggregate lots for redevelopment and/or prevent the spread of blight throughout a neighborhood or block.

Legal non-confirming: the legal term for what are commonly referred to as “grandfathered” uses. Legal non-conforming lots and buildings are those that were built legally at the time, but do not conform to the standards of today’s ordinance. New ordinances must allow these uses to continue, but local governments have some discretion in how permissive to be with additions or updates.

New Construction

New construction is a necessary component to having an adequate mix of housing options (single-family, duplex, manufactured, and multi-family dwellings), tenure (owner-occupied or rental properties) and at multiple price points (high-end, middle-income, and workforce housing). The U.S. Department of Housing and Urban Development (HUD) defines affordable housing as a monthly payment (be it rent or mortgage) that is 30% or less than the total monthly income of the household. The cost of housing options in your community should reflect the average household income level. Does your community offer incentives to developers, contractors, and occupants in order to spur new construction?

	Yes	No	Don't know
Promotes building market-rate, single-family homes			
<ul style="list-style-type: none"> • Infrastructure incentives for developers 			
<ul style="list-style-type: none"> • Tax incentives for homeowner 			
<ul style="list-style-type: none"> • New subdivisions meet zoning requirements as surveyed and are ready for developers 			
<ul style="list-style-type: none"> • Zoning is conducive to infill construction in residential zones 			
Promotes building market-rate multi-family units			
<ul style="list-style-type: none"> • Infrastructure incentive for developers 			
<ul style="list-style-type: none"> • Tax incentives for owner 			
<ul style="list-style-type: none"> • New subdivisions meet zoning requirements as surveyed and are developer-ready for building 			
<ul style="list-style-type: none"> • Zoning is conducive to infill construction in residential zones 			
Promotes building affordable, single-family owner-occupied homes			
<ul style="list-style-type: none"> • Programs are in place to promote the construction of low-to-moderate income (LMI) and workforce housing units 			
Promotion of building affordable multi-family units			
<ul style="list-style-type: none"> • Programs are in place to promote the construction of low-to-moderate income (LMI) and workforce housing units 			
Prioritizes partnering with nonprofit housing developers to build new affordable housing options			
Manufactured housing is treated the same as site-built housing as required by state code 414.28			

Definitions

Workforce Housing: housing that is affordable for the average salaries of workers employed by major industries in a community and within close proximity to the workplace.

Low-to-Moderate Income (LMI) Housing: income limits that determine eligibility for HUD housing programs, such as rental and mortgage assistance and housing assistance for the elderly and people with disabilities. LMI guidelines vary depending upon the median family income per county. Specific county guidelines can be found at: <https://www.huduser.gov/portal/datasets/il.html>

Worksheet

Programs Supporting Single-family Home Construction	Description of Incentive

Programs Supporting Multi-family Home Construction	Description of Incentive

Nonprofit Developers in your community	Focus

Definitions

Urban Renewal: The creation of Urban Renewal Areas is enabled by Iowa Code Chapter 403 to give cities additional powers to deal with slum and blight and to promote economic development. The most important tool authorized by Urban Renewal is the use of Tax Increment Financing (TIF). To create an Urban Renewal Area the city must first have in place a comprehensive plan.

Tax Increment Financing (TIF): a program designed to counter blight and spur investment and revitalization in which a designated area’s allocation of tax revenue to taxing bodies is frozen for a prolonged period of time. Any increases in tax revenue within the designated area is used to fund community improvement within that same defined area.

Urban Revitalization The creation of Urban Revitalization Areas is enabled by Iowa Code Chapter 404. The most important tool authorized by Urban Revitalization is the use of tax abatement on new construction or improvements. To create an Urban Revitalization Area the city must first have in place a comprehensive plan.

Property Tax Abatement: a reduction or elimination of property tax paid on new construction, or property improvements. Property tax is still paid on the existing (pre-improvement or pre-construction) value, but the tax on the new structure or improvement value is not assessed at the full rate for a set number of years.

Housing Rehab Programs

Housing rehabilitation is an effective alternative to new construction to meet housing demand. Housing rehabilitation programs can transform aging housing stock into desirable, safe homes with modern conveniences. What kind of rehabilitation programs exist to assist homeowners to refurbish their older home?

	Yes	No	Don't know
There exist city and/or utility company rebate programs for energy-efficiency remodeling.			
City or county low- or no-interest loans for home repair are available for low-to-moderate income homeowners.			
Active partnerships with nonprofit agencies doing home repair.			
City or county participation in USDA and HUD single-family housing repair loans and grants.			
City or county participation in HUD lead-abatement program.			
Programs that support manufactured and mobile-home repair.			
Area housing trust fund provides housing rehabilitation and repair programs.			

Worksheet

Rehab Program Name and Contact	Description	Nonprofit agencies doing home repair	Contact Information

Code Enforcement

Code enforcement is the primary way in which cities are able to regulate the quality and safety of the living environment, including existing homes and homes in construction. Active code enforcement maintains property values and the community tax base. What is the extent of code enforcement in your community?

	Yes	No	Don't know
Our code matches our needs as a community.			
There is at least one individual designated as the building inspector for the city.			
Our staff take part in regular training.			
Our staff are part of relevant professional networks.			
A rental inspections program exists and is implemented.			
Building permits are issued and records kept for new construction and home modification.			
Variances are given only rarely and when an unnecessary hardship is presented to the Board of Adjustment.			
Provisions exist to modify dimensional requirements through special use permits or "minor modifications."			
We allow accessory dwelling units in some zones.			
Code enforcement is active, ongoing, and strategic. Enforcement is not on a complaint-only basis.			
Community code-enforcement partnerships with the city are welcomed and implemented.			
A mechanism exists to investigate housing discrimination.			

Definitions

Strategic Code Enforcement: a means of organizing code enforcement efficiently to maximize limited resources. Involves combining technology, organizational skills, staff capacity, clear priorities, community partnerships. See more at: <https://www.communityprogress.net/tool-1--maximizing-capacity-pages-266.php>

Community Code Enforcement: programs that work with neighborhood residents and community partners to help city officials identify and address code violations. See more at: <https://www.communityprogress.net/tool-3--community-code-enforcement-partnerships-pages-269.php>

Homeownership Support Programs

Buying a home, especially one's first home, can be a daunting experience, representing a large investment for oneself and the community. Homeownership is not always in reach, because of financial and knowledge barriers. How is homeownership encouraged?

	Yes	No	Don't know
Down payment assistance programs are available for qualified buyers.			
Special home-ownership assistance programs are available for veterans.			
Special home-ownership assistance programs are available for public servants and/or professionals (e.g. teachers, municipal employees).			
Local employers offer housing assistance programs for employees.			
Home-ownership counseling programs are available from agencies other than banks			
Active partnerships with nonprofit agencies promoting home ownership.			

Worksheet

Program Name and Contact	Description

Infrastructure Related to Housing Needs

Communities must have adequate infrastructure in place in order to sustain a high quality of life for residents. Existing infrastructure and potential updates also need to be taken into consideration when considering options in supporting housing growth and improvements. What is the condition of the infrastructure in your community?

	Yes	No	Don't know
City water infrastructure has the capacity for existing and projected housing.			
City storm sewer infrastructure has the capacity for existing and projected housing.			
City sanitary sewer infrastructure has the capacity for existing and projected housing.			
Road maintenance and upkeep are included in the annual city budget,			
A walkability assessment has been completed for neighborhoods targeted for re-investment. Date of completion:			

Definitions

Walkability Assessment: a study that examines the access, safety, and ease of use for pedestrian walking routes. See for example: <http://www.i-walk.org>

Community Engagement & Civic Participation

Public input and ongoing engagement is critical to the success of implementing housing programming. Without active civic engagement programs, incentives will be under-utilized and not likely to reflect the needs of residents. What is the degree of civic involvement in directing housing policy?

	Yes	No	Don't know
Existing housing programs and incentives are well marketed and widely known by residents.			
Communication occurs with residents and/or neighborhood associations for feedback on housing issues.			

Housing Programs for Special Populations

Certain demographics have unique housing and community needs. Most often these are individuals whose social vulnerability makes finding quality, affordable, and safe housing more difficult. How does your community support housing options for a variety of demographics?

	Yes	No	Don't know
Housing assistance programs (grants, loans, counseling, etc.) are available for these populations:			
• Veterans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Senior Citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Individuals with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Immigrants and refugees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Native Americans (HUD Section 184)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Households living below the poverty line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Worksheet

Program Name and Contact	Description

Definitions

Age-friendly or Elder-friendly City Initiative: planning initiative that takes into consideration housing, transportation and service needs across the human life span, with special emphasis on aging populations. See more at: <https://www.aarp.org/livable-communities/network-age-friendly-communities/>

Welcoming City Initiative: planning or policy initiative that works toward making the city a safe and vibrant community for all, especially immigrants and refugees. See more at: <https://www.welcomingamerica.org/programs/member-municipalities>



COUNCIL ACTION FORM

Date: August 6, 2020

Presented By: O'Donnell

Subject: Set Date and Time for Public Hearing Agenda Item: _____

Description:

The City is applying for a loan from the State of Iowa State Revolving Fund (SRF) to cover the design fees associated with the Rand Park Tunnel. The loan amount is \$3 million and will have an initial rate of 0%. Prior to formal action on the issuance we must hold a public hearing. Staff recommends August 20, 2020 at 6:30 PM.

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 FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AND DISBURSEMENT AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$3,000,000 SEWER REVENUE CAPITAL LOAN NOTES OF THE CITY OF KEOKUK, IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Keokuk, Iowa should provide for the authorization of a Loan and Disbursement Agreement and the issuance of Sewer Revenue Capital Loan Notes, in the amount of not to exceed \$3,000,000, as authorized by Sections 384.24A and 384.83, Code of Iowa, as amended, for the purpose of providing funds to pay costs as hereinafter described; and

WHEREAS, it is proposed that the City fund its costs on an interim basis under Section 76.13 of the Code of Iowa, anticipating in part, the future receipt of the proceeds of the issuance of said Sewer Revenue Capital Loan Notes; and

WHEREAS, the City has applied for a loan through the Iowa Water Pollution Control Works Financing Program pursuant to which the Iowa Finance Authority has agreed to purchase the City's Notes and has requested that such Notes be issued as a single Note in a denomination equal to the total amount of the issue as authorized by Chapter 384, Code of Iowa; and

WHEREAS, the Loan and Disbursement Agreement and Note shall be payable solely and only out of the Net Revenues of the Municipal Sewer Utility and shall be a first lien on the future Net Revenues of the Utility; and shall not be general obligations of the City or payable in any manner by taxation and the City shall be in no manner liable by reason of the failure of the Net Revenues to be sufficient for the payment of the Loan and Disbursement Agreement and Note; and

WHEREAS, before a Loan and Disbursement Agreement may be authorized and Sewer Revenue Capital Loan Notes issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan and Disbursement Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action.

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

Section 1. That this Council meet in the Keokuk Learning Center, 500 N. 20th Street, Keokuk, Iowa, City of Keokuk, Iowa, at 6:30 o'clock P.M., on the 20th day of August, 2020, for the purpose of taking action on the matter of the authorization of a Loan and Disbursement Agreement and the issuance of not to exceed \$3,000,000 Sewer Revenue Capital Loan Notes to evidence the obligations of the City thereunder, the proceeds of which will be used to provide

funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Sewer System.

Section 2. That the Clerk is hereby directed to cause at least one publication to be made of a notice of said meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in said City, said publication to be not less than four clear days nor more than twenty days before the date of said public meeting on the issuance of the Notes.

Section 3. The notice of the proposed action shall be in substantially the following form:

(To be published on or before: August 15, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE
CITY OF KEOKUK, IOWA ON THE MATTER OF THE
PROPOSED AUTHORIZATION OF A LOAN AND
DISBURSEMENT AGREEMENT AND THE ISSUANCE OF
NOT TO EXCEED \$3,000,000 SEWER REVENUE CAPITAL
LOAN NOTES, AND THE PUBLIC HEARING ON THE
AUTHORIZATION AND ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the Council of the City of Keokuk, Iowa, will hold a public hearing on the 20th day of August, 2020, at 6:30 o'clock P.M., in the Keokuk Learning Center, 500 N. 20th Street, Keokuk, Iowa, City of Keokuk, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority, and the issuance to the Iowa Finance Authority of not to exceed \$3,000,000 Sewer Revenue Capital Loan Notes to evidence the obligations of the City under said Loan and Disbursement Agreement, in order to provide funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Sewer System. The Notes will not constitute general obligations or be payable in any manner by taxation but will be payable from and secured by the Net Revenues of the Municipal Sewer System.

The proceeds of the Sewer Revenue Capital Loan Notes may be applied to pay project costs directly or to pay interim financing which the City will issue in anticipation of the future receipt of funds or Note proceeds applicable to the foregoing project and purpose.

At the above meeting, the Council shall receive oral or written objections from any resident or property owner of the City, to the above action. After all objections have been received and considered, the Council will at this meeting or at any adjournment thereof, take additional action for the authorization of said Loan and Disbursement Agreement and the issuance of Notes or will abandon the proposal to issue the Notes.

This Notice is given by order of the Council of the City of Keokuk, Iowa, as provided by Sections 384.24A and 384.83 of the Code of Iowa, as amended.

Dated this 6th day of August, 2020.

City Clerk, City of Keokuk, State of Iowa

(End of Notice)

PASSED, APPROVED, AND ADOPTED this 6th day of August, 2020.

Thomas L. Richardson, Mayor

ATTEST:

Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: August 3, 2020

Presented By: Broomhall

Subject: Building permit waiver request Agenda Item: _____

Description:

Matt Campbell, President of Lydia's House has requested that the building and plumbing permit fees of approximately \$412.00 for rehabilitation of the structure at 518 Concert Street be waived. Lydias House is a 501(c)(3) nonprofit organization that provides transitional housing and life skills training for women.

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: _____



Matt Campbell, President
Lydia's House
518 Concert Street
Keokuk, Iowa 52632

July 23, 2020

Mrs. Pam Broomhall
Community Development Director
City of Keokuk
601 Main Street 3rd Floor
Keokuk, Iowa 52632

Dear Mrs. Broomhall,

As you have noticed through the media outlets and our conversation last winter, there is a transitional Women's Home moving to Keokuk. Lydia's House is a 501© (3) nonprofit organization that provides transitional housing and life skills training for women. It aids women that are frequently homeless, as they move from dependent, often abusive relationships into independent, self-sufficient lifestyles. Additionally, it assists residents in child reunification if substance abuse is involved.

This is the tri-state area's only transitional housing facility. The facility provides residents with a program that teaches necessary life skills to live independently. This collaborative approach to empowerment is the keystone to developing self-sufficiency in the residents. The program includes personal development, vocational training, substance abuse counseling, interpersonal skills building, community involvement, leisure activities and independent living skills.

The Board of Directors have made the decision to move from Hamilton, Il. to Keokuk. With moving to Keokuk, we will be able to serve more women with a larger home. Lydia's House is so incredibly blessed to have such strong community support. Kevin and Andrea Thomas from CCS have been gracious enough to gift us the 516/518 Concert Street home.

This home was destined for demolition. Our intention is to restore this 1870 home to its natural beauty. We are going to modernize it but keep the 1870 Victorian era design. We have picked out paint colors that were used during the Victorian era. We plan to keep the fireplace, doors, and all woodwork as is.

The following is a list of planned renovations for application of a building permit at 516/518 Concert Street, Keokuk Iowa. Our intention is to take this from a duplex home to a single home. There will be one electrical, water, & gas meter.

The following provided by WOW Electric

Install ceiling fans in 13 rooms. (7 down & 6 up)
All new lighting
New electrical service
Rewiring of entire structure
Installing all new devices, switches, receptacles, & etc.
Carbon monoxide detectors (2 in basement near gas furnaces)
Smoke detectors (1 in each bedroom, 1-outside of each bedroom, 2- on main level) (total 11)

All plumbing provided by Schulte Plumbing.

Replace sewer line throughout.
Replace water lines throughout.
Install electric water heater in basement
Add one new ½ bath in the basement stairwell on the main floor.
Remodel existing bath. (Using existing clawfoot tub and sink vanity). Replace toilet.
Reconfigure 2nd floor bathroom. Including double vanity, 2- ceramic tiled shower stalls, & toilet.
Add a laundry room on the 2nd floor.

All HVAC provided by TBD (future)

Install two new gas furnaces and central air.
Replace all ductwork.

Misc. provided by volunteers.

Paint all rooms.
New kitchen cabinets.
New flooring in downstairs bedroom, 2-1/2 baths, kitchen and 2- full baths.
New kitchen sink, garbage disposal and dishwasher.
Replace ceiling on four porches, with lighting.
New soffits, fascia, gutters, and downspouts.
Remove 1 of 2 basement stairwells.
Demo two kitchen windows and board up.

I am in the process of contacting a structural engineer for approval drawings to do the following.

Create an opening in the center interior wall as a passthrough to navigate between each side of the home. My intention is to create an opening in the front living room approximately 7' wide by 8' tall. In the upstairs hallway we are planning to create another passthrough. This one will be approximately 4' wide by 8' tall.

With all this said, I am estimating the total cost to complete these projects at **\$41,450**.

I am also in the process of having a set of drawings done in AutoCAD. I can offer those to you once the final draft is complete.

Please know I lack experience with construction planning and the standard operating procedures with local building policies that you maintain. We pride ourselves on having the highest level of honesty and integrity. With our lack of communication is purely an oversight by me and the board. I do apologize for any frustration I caused.

Lydia's House will be happy to supply you with any necessary information that is not provided in this letter. Please reach out to me if you need further details. My cell number is 319-795-7389.

Respectfully,

Matt Campbell



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: August 3, 2020
RE: Committee Nominations

First Report On Nominations (No vote required)

HUMAN RIGHTS COMMISSION

(3 YEAR TERM)

Ray Bradley, Jr. Term to expire 09/19/23
Fred Seay, Jr. Term to expire 09/19/23
Michael Price Term to expire 09/19/23

KEOKUK HOUSING AUTHORITY

(2 YEAR TERM)

Risa Langedahl Term to expire 09/05/22
Robert Tillow Term to expire 09/05/22

Final Report on Nominations (vote required):

Rand Park Pavilion Board

Park and Recreation Advisory Board:

Peg Vermillion Term to expire 11/02/2021

Depot Commission:

Mike Greenslaugh Term to expire 10/22/2020