(1) No planting or allowing of trees in the City Right of Way.

(2) Discussion on Traffic Lights at Farm & Home, 2028 Main & Burger King, 2329 Main Street.

(3) Discussion on weight limits on City Streets.

(4) Review council meeting agenda.
AGENDA
CITY COUNCIL MEETING
October 15, 2020
500 N. 20th Street
6:30 P.M.

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

4. Mayor’s Correspondence:

5. Citizen’s Request.

6. Consent Agenda.
   ● Minutes of the Airport Commission meeting of September 28, 2020;
   ● Minutes of the Council Workshop & regular City Council meeting of October 1, 2020;
   ● Minutes & Certified list of the Civil Service Commission meeting of October 3, 2020;
   ● Cash Receipts & Treasurer’s Report for September, 2020;
   ● Liquor License for Aldi, Inc., 3379 Main Street, effective October 22, 2020 – Class C Beer Permit with Class B Wine Permit and Sunday Sales;
   ● Liquor License for Southside Boat Club, 625 Mississippi River Drive, effective October 30, 2020 – Class A Liquor License with Outdoor Service & Sunday Sales;
   ● Liquor License for Los Tapatios Restaurant, 706 Main Street, effective November 1, 2020 – Class C Liquor License with Sunday Sales;
   ● Motion to pay bills and transfers listed in Register No.’s 5170-5172;

7. (a) Now is the time and place for a public hearing on a request to vacate and dispose of public ROW. A public hearing notice was published in the Daily Gate City on Thursday, October 8, 2020.

(b) Consider resolution to vacate a 66’x140’ platted undeveloped portion of S. 13th Street & conveyance of the said street to abutting property owners.

8. Consider resolution to approve a contract with the accounting firm of Anderson, Larkin & Co. to perform fiscal year audits

9. (a) Consider resolution creating the position of Airport Manager.

(b) Consider resolution naming Raymond Ott as the Manager of the Keokuk Municipal Airport.

(c) Consider resolution granting exception to employee residency requirement.

10. (a) Consider resolution adopting Title VI/Non-discrimination assurance with the Iowa Department of Transportation Order No. 1050.2A

(b) Consider resolution approving Title VI Non-discrimination agreement with the Iowa Department of Transportation.

12. Consider a resolution approving the By-Laws of the Keokuk Park & Recreation Advisory Board.

13. Consider resolution approving fourth modification agreement to convertible promissory note.


15. Staff Reports:

16. New Business:

17. Adjourn meeting.
Keokuk Municipal Airport Meeting Minutes

The Keokuk Municipal Airport Commission met on 9-28-2020 in the Pilot’s Lounge of the airport at 2:33 PM. Members present were:

Worden _X__ Lawson ___ McDowell _X__ Michaelsen _X__ Pfaffe _X__

Also in attendance were: Ray Ott, Flint Hawes

Approval of minutes: (as amended)

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

Item 1:

Subject: Airport Manager Employment

Motion: That the Airport Commission supports two options for Airport Manager. 1) Independent Contractor at a salary of $59,000 per year. No benefits 2) City Employee at a salary of $53,000 with full benefits.

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

Item 2:

Subject: Hiring an Airport Manager

Discussion: Donza presented detailed offer as per outlined on attached. As per City Council, Ray and Flint would be employed past last day of 10-12-20 till first day of employment of 10-19-20.

Motion: That the Airport Commission hire Ray Ott as Keokuk Municipal Airport Manager as a City employee pending approval of the Keokuk City Council. (10-mile residence rule would be waived)

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

Item 3:

Subject: Airport Security

Motion: That Ray purchase one hard-wired security camera/spot light for electric gate up to $350.00.

Motion by: Mark Second by: Donza AYES: 4 NAYS: 0

Discussion Items:


Airport Manager’s Report: Attached

Rick suggested contacting Monmouth, IL Airport for suggestions on building a new terminal since theirs recently burned.

Adjournment: Motion by: Bobby Second by: Rick Time: 4:25pm
Present in person: Richardson, O’Connor, Payne, Dade, Andrews, Marsden, Bryant.
Present by phone: Helenthal, Dunek.
Absent: Altheide

Staff present in person: O’Donnell, Ludwig, Broomhall, R. Weis, R. Helenthal
Present by phone: Hinton

1) Discussed parking on Concert Street.

2) Discussed trick or treating during the pandemic. Set trick or treat for October 31 from 5-7 p.m.

3) Reviewed the council meeting agenda.

4) Adjourned at 6:08 p.m.
The City Council of the City of Keokuk met in regular session on October 1, 2020 at 500 N. 20th Street. Mayor Thomas L. Richardson called the meeting to order at 6:30 p.m. There were eight council members present, one absent. Mike O’Connor, Ron Payne, Devon Dade, Steve Andrews, Linda Marsden, and Roger Bryant were present in person. John Helenthal and Susan Dunek were present by phone. Linda Altheide was absent. Staff in attendance: City Administrator Cole O’Donnell, City Clerk Jean Ludwig, Public Works Director Robert Helenthal, Community Development Director Pam Broomhall and Bridge, Park, Cemetery and Sanitation Manager Bob Weis were present in person. Police Chief Dave Hinton was present by phone. All measures will be by roll call.

MAYOR’S CORRESPONDENCE: Gave condolences to the family of Terry Altheide. Ask for volunteers for Tombstone Tune-Up and City of Christmas.

CITIZEN’S REQUEST: Read Proclamation-Domestic Violence Awareness Month and heard from Alta-Medea Peters about the DVIP program.

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

- Minutes of the Keokuk Municipal Airport meeting of September 14, 2020;
- Minutes of the regular City Council meeting of September 17, 2020;
- Minutes of the Safety Committee meeting of September 22, 2020;
- Cash Receipts & Treasurer’s Report for August, 2020;
- Motion to pay bills and transfers listed in Register No.’s 5168-5169;

Motion made by O’Connor, second by Payne to approve the following proposed RESOLUTION NO. 158-20: “A RESOLUTION SETTING A PUBLIC HEARING ON A REQUEST TO VACATE AND DISPOSE OF PUBLIC ROW.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Marsden, second by Bryant to approve the following proposed RESOLUTION NO. 159-20: “A RESOLUTION APPROVING A CONTRACT WITH POSPISIL PAINTING, INC. FOR THE KEOKUK AQUATIC CENTER POOL PAINTING PROJECT.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Bryant to approve the following proposed RESOLUTION NO. 160-20: “A RESOLUTION APPOINTING HEAD OF MAINTENANCE FOR WATER POLLUTION CONTROL PLANT AND SETTING SALARY.” (8) AYES, (0) NAYS. Motion carried.
**BOARDS & COMMISSIONS:** First Report on Nominations (no vote required) to the Grand Theater Commission of Elsa Pietscher, Janice Lindner, Raeann Salter, Stephanie Ewing, Ryals Parker and Jerry Herr. Three years terms to expire 11/05/2023.

First Report on Nomination (no vote required) to the Park and Recreation Advisory Board of Ralph Dial and Dick Malloy. Three-year term to expire 11/02/2023.

Second report on Nomination (no vote required) to the Park and Recreation Advisory Board of Mike Greenslaugh. Term to expire 11/02/2022.

There is a vacancy on the Rand Park Pavilion Commission.

**STAFF REPORTS:** Broomhall reported that there is a vacancy on the Board of Adjustment. O’Donnell reported on the following: Football game fireworks, REAP Trails grant, recycle pick-up and an employee being seriously injured in an off-duty accident.

There being no further business, Mayor Richardson adjourned the meeting at 6:53 p.m.
The Keokuk Civil Service Commission conducted entry level testing for the Keokuk Police Department and Keokuk Fire Department on Saturday, October 3, 2020.

After physical and written testing, the Civil Service Commission called a meeting to order at 1:20pm. Present were commission members Chad Campbell and Dan Tillman. Chairperson Lee Ann Shaffer-Smith was absent.

Physical agility testing for the Fire Department took place at the Fire Department. Thirteen applicants signed up to take the test. Nine applicants passed the physical agility test and were eligible to take the written test. All nine individuals passed the written test and will be put on a certified list of applicants for the Fire Department. The Fire Department will hire as needed from this certified list until it is no longer valid.

Physical agility testing for the Police Department took place at the Hoerner YMCA. Three applicants signed up to take the test. One applicant passed the physical test was eligible to take the written test. The applicant did not pass the written test.

Motion by Tillman, second by Campbell to approve a certified list of candidates ranked by their score to include:

Jeremy Reichman
Brett Wrieden
Ben Wyatt
Gavin Thompson
Austin White
Jeff Thurman
Kendall Elder
Nicole Wray
Jacob Nicol

There being no further business, Tillman made a motion to adjourn. Second by Campbell.
Meeting adjourned at 1:31pm

Respectfully submitted by ________________________________
Dan Tillman, Keokuk Civil Service Commission
CIVIL SERVICE COMMISSION  
CITY OF KEOKUK  
OCTOBER 3, 2020

As a result of Civil Service testing conducted on October 3, 2020, the Keokuk Civil Service Commission hereby submits the following list of eligible certified applicants for the Keokuk Fire Department. Ranked according to their final score:

JEREMY REICHMAN  
BRETT WRIEDEN  
BEN WYATT  
GAVIN THOMPSON  
AUSTIN WHITE  
JEFF THURMAN  
KENDALL ELDER  
NICOLE WRAY  
JACOB NICOL

Dated at Keokuk, Iowa this 5th day of October 2020.

[Signature]

Dan Tillman  
Keokuk Civil Service Commission
CASH RECEIPTS FOR THE MONTH OF
September, 2020

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**TOTAL**                                            **$3,587,642.57**
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**Report Total:**

- On Hand: 7,039,050.65
- Expenses: 1,470,819.34
- Revenue: 3,587,642.57
- Balance: 9,154,940.23
RESOLUTION NO.

WHEREAS, Application has been made by Aldi, Inc., for a Class C Beer Permit with a Class B Wine Permit with Sunday Sales for Aldi, Inc. #15, 3379 Main Street; AND

WHEREAS, Iowa Code Chapter 123 and Section 4.16.030 of the Keokuk Municipal Code require that the City Council conduct a formal investigation into the good moral character of the applicant; AND

WHEREAS, such an investigation has been conducted.

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

THAT, Aldi, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Beer Permit with a Class B Wine Permit with Sunday Sales for Aldi, Inc. #15, 3379 Main Street, effective October 22, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of October, 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 Southside Boat Club, for a Class A Liquor License with Outdoor Service and Sunday Sales for Southside Boat Club, 625 Mississippi River Drive; AND

WHEREAS, Iowa Code Chapter 123 and Section 4.16.030 of the Keokuk Municipal Code require that the City Council conduct a formal investigation into the good moral character of the applicant; AND

WHEREAS, such an investigation has been conducted.

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

THAT, Southside Boat Club has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class A Liquor License with Outdoor Service and Sunday Sales for Southside Boat Club, 625 Mississippi River Drive, effective October 31, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of October, 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 Chaparita LLC, for a Class C Liquor License with Sunday Sales for Los Tapatios Restaurant, 706 Main Street; AND

WHEREAS, Iowa Code Chapter 123 and Section 4.16.030 of the Keokuk Municipal Code require that the City Council conduct a formal investigation into the good moral character of the applicant; AND

WHEREAS, such an investigation has been conducted.

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

THAT, Chaparita LLC has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Liquor License with Sunday Sales for Los Tapatios Restaurant, 706 Main Street, effective November 1, 2020, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of October, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: ________________________________
THOMAS L. RICHARDSON, MAYOR

ATTEST: ________________________________
JEAN LUDWIG, CITY CLERK

REGISTER NO. 5170

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$470,417.35
COUNCIL ACTION FORM

Date: October 13, 2020
Presented By: Broomhall

Subject: Vacation & Disposal of portion of S 13th
Agenda Item: ____________________________

Description:

Request from Bruce & Kathy Scott to vacate and obtain a platted undeveloped portion of South 13th Street.

City Planning Commission reviewed and recommended to vacate and dispose.

FINANCIAL

Is this a budgeted item? YES □ NO □

Line Item #: ____________________________ Title: ______________________________________

Amount Budgeted: ____________________________

Actual Cost: ____________________________

Under/Over: ____________________________

Funding Sources:

______________________________________  ______________________________________

______________________________________  ______________________________________

Departments:

______________________________________  ______________________________________

______________________________________  ______________________________________

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

Any previous Council actions:

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<th>Action</th>
<th>Date</th>
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Recommendation:

Approval

Required Action

ORDINANCE☐ RESOLUTION☒ MOTION☐ NO ACTION REQUIRED☐

Additional Comments:

Public notice published on October 8, 2020.

MOTION BY: ____________________ SECONDED BY: ____________________

TO ____________________

_________________________________

CITY COUNCIL VOTES

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RESOLUTION NO.

A RESOLUTION TO VACATE A 66’ x 140’ PLATTED UNDEVELOPED PORTION OF SOUTH 13TH STREET AND CONVEYANCE OF THE SAID STREET TO ABUTTING PROPERTY OWNERS.

WHEREAS, a public hearing was held on October 15, 2020 by the Keokuk City Council on a request to vacate and convey a 66’ x 140’ platted undeveloped portion of South 13th Street between blocks 180 and 207 and between platted alley and Palean Street in the Original City of Keokuk, Lee County, Iowa; and

WHEREAS, pursuant to Iowa Code Section 354.23, the City Council declares its intent to dispose of this City right-of-way by conveying through this vacating instrument all its right, title, and interest in it to the abutting property owner(s); and

WHEREAS, the Keokuk City Council has deemed said right of way as no benefit to the public; and

WHEREAS, this conveyance is subject to the reservation of a permanent and perpetual utilities easement in favor of the City of Keokuk, for the maintenance of any and all utilities equipment presently in place, and for such reconstruction, replacement and repair thereof which said City and its licensees and/or franchise grantees may in the future deem necessary and proper, and for the removal of any improvements emplaced thereon by the grantees, or their successors or assigns, necessitated by the reconstruction, replacement, or repair of such utilities, such removal to be at the sole expense of grantees or their successors or assigns and without cost to the City, its licensees and/or franchise grantees, and without obligation to repair or replace such improvements, and subject to any and all other easements and right-of-way of record and those not of record.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that a 33’ x 140’ of said right of way hereby vacated and conveyed to Bruce J & Kathryn A Scott, 1226 Palean and all successors in interest as follows: THE EAST HALF OF 13TH STREET LYING BETWEEN BLOCKS 180 AND 207, BOUNDED ON THE NORTH BY PALEAN STREET AND BOUNDED ON THE SOUTH BY THE NORTH LINE OF THE ALLEY IN BLOCK 180, MORE PARTICULARLY DESCRIBED AS: BEGINNING AT THE NORTHEASTERLY CORNER OF LOT 6 BLOCK 180, THENCE SOUTHWESTERLY 140 FEET ALONG THE WESTERLY LINE OF LOT 6 TO THE NORTH LINE OF THE ALLEY IN BLOCK 180, THENCE NORTHWESTERLY 33 FEET TO THE CENTER OF 13TH STREET, THENCE NORTHEASTERLY 140 FEET ALONG THE CENTERLINE OF 13TH STREET TO THE SOUTH LINE OF PALEAN STREET, THENCE SOUTHEASTERLY 33; ALONG THE SOUTH LINE OF PALEAN STREET TO THE POINT OF BEGINNING, IN THE CITY OF KEOKUK, LEE COUNTY, IOWA.

BE IT FURTHER RESOLVED that the Mayor and the City Clerk be and are hereby authorized, empowered and directed to take all necessary measures to convey the City’s interest in the above-described street public right-of-way and,
BE IT FURTHER RESOLVED that the aforementioned vacation shall be reflected in Appendix A, Section 8 of the Keokuk Municipal Code, and a copy recorded with the Lee County Recorder of Deeds and filed and indexed as a conveyance by the Lee County Auditor.

PASSED, APPROVED, AND ADOPTED this 15\textsuperscript{th} day of October, 2020.

____________________________________
Thomas L. Richardson, Mayor

Attest: ______________________________
Jean Ludwig, City Clerk
COUNCIL ACTION FORM

Date: October 2, 2020
Presented By: Ludwig/O’Donnell

Subject: Contract for Fiscal Year Audits
Agenda Item: 

Description:

RFP’s for fiscal year audits were sent to the accounting firms of Anderson, Larkin & Co., CPA & Associates and Gronewold, Bell & Kyhn. Two proposals were returned, one from Anderson, Larkin and one from CPA & Associates.

Anderson, Larkin’s proposal is for $17,000 unless a single audit applies, which would be $19,500. They are willing to sign a three-year contract for the same fee for the fiscal years of 20-21, 21-22 and 22-23.

CPA & Associates expected fee is $26,600 with an extra estimated fee of $7,500 if a single audit applies.

Both proposals are attached for your review.

FINANCIAL

Is this a budgeted item?  YES  X  NO

Line Item #: 001-6010-6490  Title: Professional Fees-Mayor/Clerk

Amount Budgeted: $19,500

Actual Cost: $19,500

Under/Over: 0

Funding Sources:

General fund

Departments:

ALL

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


COUNCIL ACTION FORM

Any previous Council actions:

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<td>Anderson, Larkin has been performing our audit</td>
<td>Since 2016</td>
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Recommendation:

Approve Anderson, Larkin & Co. to perform annual fiscal year audit for 3 years (fiscal 20/21, 21/22, and 22/23)

Required Action

ORDINANCE__RESOLUTION x__MOTION __ NO ACTION REQUIRED ___

Additional Comments:

MOTION BY: ____________________ SECONDED BY: ____________________

TO ____________________

CITY COUNCIL VOTES

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<th>Bryant</th>
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RESOLUTION NO. __________

A RESOLUTION TO APPROVE A CONTRACT WITH THE ACCOUNTING FIRM OF ANDERSON, LARKIN & CO., TO PERFORM FISCAL YEAR AUDITS

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

THAT, Whereas Requests for Proposals to perform the City of Keokuk annual fiscal year audits were sent to three accounting firms, and

WHEREAS, the firms of Anderson, Larkin & Co., and CPA Associates returned proposals, and said proposals have been reviewed, and

WHEREAS, it was found that the Anderson, Larkin proposal provides substantial savings to the city, and they will sign a three-year agreement for the fiscal years 2020-21, 2021-22 and 2022-23 with terms being the same for all years,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the Mayor be authorized to sign a three-year agreement with Anderson, Larkin & Co. to perform the annual fiscal year audits.

Passed and Approved this 15th day of October 2020.

__________________________________________

Thomas L. Richardson, Mayor

__________________________________________

Attest – Jean Ludwig, City Clerk
October 2, 2020

City of Keokuk
Attn: Mr. Cole S. O’Donnell
PO Box 400
Keokuk, IA 52632

Dear Cole:

We are pleased to respond to your request for proposal for the City of Keokuk’s annual audit for the fiscal years ending June 30, 2021, June 30, 2022, and June 30, 2023, respectively. The audits would be performed in accordance with Chapter 11 of the Code of Iowa, U.S. generally accepted auditing standards, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Enclosed you will find the table of contents detailing the contents of our proposal. We look forward to hearing from you.

Sincerely,

ANDERSON, LARKIN & CO., P.C.

Alex T. Barr
Certified Public Accountant

ATB:Im

Enclosures
## CITY OF KEOKUK

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FIRM PROFILE

Anderson, Larkin & Co. P.C. is a local firm with nine professionals (five of which are CPAs) comprised of four owners (principals), one manager, one supervisor, three staff accountants and three support staff. Our office has been located in Ottumwa, Iowa since the firm was founded in 1940.

Anderson, Larkin & Co. P.C. is in compliance with the registration and permit requirements to engage in the practice of public accounting within Iowa. All of our CPAs are members of the Iowa Society of Certified Public Accountants and the American Institute of Certified Public Accountants and all of our professional staff receives at least 40 hours of continuing professional education each year.

All of the above professionals are independent regarding the audit of the City of Keokuk, Iowa in accordance with Government Auditing Statements.

QUALIFICATIONS

Anderson, Larkin & Co. P.C. has extensive experience in the audits of governmental entities of varying sizes. This experience includes: Cities, Area Education Agencies, School Districts, Mental Health Centers, Municipal Utilities and Counties. We have performed the annual audit of the City of Ottumwa, Iowa for over twenty years. Other city audits we currently perform include the City of Burlington and City of Bloomfield. All of these entities require that their audit be performed in accordance with Government Auditing Standards, and several of them are also audited under the requirements of the Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

A brief resume of the key professional staff that would be working with your organization follows:

ALEX BARR, CPA – PRINCIPAL

Alex is a principal who joined our firm in July 2017. Alex is a 1998 graduate of the University of Iowa and in 2007 he received his MBA from Upper Iowa University. Alex manages and in-charges several cities, public community school district audits, and various other governmental audits. Alex currently serves as the in-charge auditor for the City of Keokuk and City of Ottumwa audits and also serves as the in-charge auditor for the Keokuk Municipal Waterworks audit. Alex has worked in public accounting for nineteen years specializing in governmental audits. Alex would serve as the in-charge auditor this engagement. A summary of his recent government continuing professional education is as follows:

- Iowa Governmental Audits – Local Update
- 2019 Uniform Guidance
- 2019 Accounting and Auditing Year-End Update
- Regulatory Ethics for Public Accountants
- 2019 GAAP GAAS SSARS Update
- FASB Changes to Not for Profit Revenue Recognition
- Government Auditing: Reporting Audit Findings
- Iowa Public School Colleges – Finance and Leadership Consortium
- Iowa Public School Colleges – Business Management Academy
- Iowa Public School Colleges – Iowa Association of School Business Officials
QUALIFICATIONS (CONTINUED)

KENNETH CROSSER, CPA – PRINCIPAL/MANAGER

Ken is a principal who joined our firm on September 15, 1992. He would be the manager for the City of Keokuk audit. Ken has worked primarily in the field of auditing and accounting since graduating from the University of Northern Iowa in August of 1986. Ken has extensive experience as the partner in charge of several not-for-profit and governmental engagements. Ken is a member of the American Institute of Certified Public Accountants and the Iowa Society of Certified Public Accountants. A summary of his recent continuing education is as follows:

- Essential Course for Performing Single Audits Under the New Uniform Guidance for Federal Awards
- Common Frauds in Governmental Entities
- Latest Developments in Governmental and Non-profit Accounting
- Single Audit Primer
- Case Studies in Fraud
- Yellow Book Audits – What Do I Need to Know
- Interviewing Skills for Governmental Auditors
- Yellow Book Update – Independence
- Iowa Governmental Audits – Local Update
- Iowa Governmental Audits – Annual Roundtable

MELISSA WATSON-SENIOR ACCOUNTANT

Melissa is a senior accountant who joined our firm in May 2005. Melissa is a 2004 graduate of Coe College. Since joining our firm, she has been involved as a staff member on several audit engagements, including the several city audits. A summary of her recent continuing education is as follows:

- GAAS from A to Z
- Accounting and Reporting - The Basic Financial Statements
- Iowa Governmental Roundtable
- Latest developments in Governmental/Nonprofit Accounting and Auditing
- A Complete Guide to Yellow Book

Our firm has a policy of immediately notifying clients when we have a change in key personnel. Six of the nine members of our professional staff have met the required governmental continuing professional education requirements, and eight have experience in governmental auditing. Anderson Larkin & Co. P.C. has an extensive library that includes the latest research materials from various services including the American Institute of Certified Public Accountants.

Alex Barr and Kenneth Crosser are available to the audit team for any consultations that are needed.

Our organization is devoted to quality and has taken steps to assure that we meet the highest professional standards of quality. We have a written quality control manual which details procedures to be followed in our audit engagements so that all engagement work papers and reports are thoroughly reviewed before issuance of the audit report. A copy of this manual is available to you upon request. Our reports are reviewed by two different professionals including a "cold" review by one of the Principals. All CPA firms must undergo a review of their quality controls every three years. In 2018, our quality controls were examined by a specially trained CPA from another firm and we passed the exam. A copy of the peer review report is included for your review.

City of Keokuk Proposal Letter
SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE

We propose to conduct an audit in accordance with U.S. generally accepted auditing standards, the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The audit report will include a management letter, if appropriate, that includes recommendations affecting the financial statements, internal control structure and your accounting system. We would anticipate performing audit fieldwork in August or September of each year, and issuing our audit report by December 31.

FEES AND COMPENSATION

Our fees are based on the amount of time expended by each professional at billing rates established on the basis of experience.

The estimated hours, hourly rates, and all inclusive maximum fee for an audit of the City of Keokuk, Iowa for the fiscal year ending June 30, 2021, June 30, 2022, and June 30, 2023, respectively, are as follows:

<table>
<thead>
<tr>
<th>Year Ended</th>
<th>Hours</th>
<th>Rates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2021</td>
<td>200</td>
<td>$30-125</td>
<td>$17,000*</td>
</tr>
<tr>
<td>June 30, 2022</td>
<td>200</td>
<td>$30-125</td>
<td>$17,000*</td>
</tr>
<tr>
<td>June 30, 2023</td>
<td>200</td>
<td>$30-125</td>
<td>$17,000*</td>
</tr>
</tbody>
</table>

*If Single Audit applies, the fee would be $19,500.

The above fees would include periodic phone calls and/or visits during the year about specific problems or questions relating to the audit. However, a special study or "extensive" accounting systems work would be billed at regular hourly rates.

Billing Frequency

Two billings will be submitted. The first billing of 50% of the audit fee will be due upon completion of fieldwork with the remainder due upon delivery of the final audit report.
AGREEMENT BETWEEN
CITY OF KEOKUK, IOWA
AND
ANDERSON, LARKIN & CO. P.C.

THIS AGREEMENT made and entered into this 15th day of October, 2020, by and between the CITY OF KEOKUK, IOWA, hereinafter called City and ANDERSON, LARKIN & CO. P.C., hereinafter called "CPA."

WHEREAS, the City wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6, Code of Iowa, for the years ending June 30, 2021, 2022, and 23, respectively; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

   A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.

   B. Begin work on the audit as specifically agreed upon with the City.

   C. Perform all work in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, and applicable federal requirements.

   D. Immediately inform the City, the Auditor of State, and the City's Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.

   E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the City.

   F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.
2. Conditions of Payment:

A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Estimated Hours</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTNER</td>
<td>90</td>
<td>$125</td>
</tr>
<tr>
<td>STAFF</td>
<td>80</td>
<td>$80</td>
</tr>
<tr>
<td>CLERICAL</td>
<td>30</td>
<td>$30</td>
</tr>
</tbody>
</table>

B. The CPA shall present an invoice for services in the following manner: 50% upon completion of field work, 50% upon delivery of final audit reports.

C. Payment shall be made within 10 days of receipt of invoice.

D. The total reimbursement shall not be for more than $17,000 ($19,500 if Single Audit applies) each year, for the years ending June 30, 2021, 2022, and 2023, respectively, except as specifically agreed by the City and the CPA.

3. Termination of Agreement:

A. The City may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, the CITY OF KEOKUK and CPA have executed this AGREEMENT as of the date indicated below:

CPA                                                  CITY OF KEOKUK, IOWA

By ____________________________  By ____________________________

Title __________________________  Title __________________________

Date ____________  Date __________________________
Report on the Firm’s System of Quality Control

September 4, 2018

To the Partners of Anderson, Larkin & Co., P.C., and the Peer Review Committee of the Peer Review Alliance

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, Larkin & Co., P.C. (the firm) in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm’s Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer’s Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act, and an audit of employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.
Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Anderson, Larkin & Co., P.C. in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Anderson, Larkin & Co., P.C. has received a peer review rating of pass.

Hacker, Nelson & Co., P.C.

Hacker, Nelson & Co., P.C.
A Proposal to Provide
Audit Services

For

City of Keokuk, Iowa
Contents

Profile of CPA Associates PC 1
Qualifications of Firm 2-3
Scope of Services and Proposed Project Schedule 4-6
Fees and Compensation 7
Peer Review Report 8

Contact Person

Sarah H. Beckman, CPA
CPA Associates PC
P.O. Box 547
Burlington, IA 52601

(319) 752-6348 ext. 102
Beckman.sarah@cpaaapc.com
Profile of CPA Associates PC

The firm of CPA Associates PC (a professional corporation) was established October 1976 in Burlington, Iowa. The owners – Sarah H. Beckman and Michael Dick – bring with them many years of experience in the field of public accounting.

Our firm presently consists of a staff of fourteen (six of which are Certified Public Accountants) and qualifies as a small business as defined by the Small Business Administration. We believe that the quality of work submitted by a public accounting firm can only be maintained at a high level by maintaining a staff that is composed of high quality personnel.

We are members of the American Institute of Certified Public Accountants and the Iowa Society of Certified Public Accountants.

Our practice consists of auditing and accounting services, tax services, management advisory services, and data processing services. Within the four major areas of our practice are many types of highly specialized services.

CPA Associates PC is a local firm located in Burlington, Iowa, and is in compliance with the registration and permit requirements to engage in the practice of public accounting. The firm is independent with respect to the City of Keokuk, Iowa. The firm is not independent with respect to the City of Keokuk, Iowa’s component unit, Keokuk Municipal Water Works. However, since this component unit has historically been excluded from the audit, we can perform the City of Keokuk’s audit.
Qualifications of Firm

Experience of Firm

Our firm has extensive audit experience with industrial, commercial, governmental and institutional clients in the Southeastern Iowa area. With this experience, members of our firm can complete audit assignments in an efficient manner. The type of clients served include:

Municipalities - the firm performs the financial audits for the Iowa cities of Fort Madison, West Burlington and Mount Pleasant.

Governmental and Non-profit organizations - the firm has performed annual audit services for Des Moines County Regional Solid Waste Commission, Southeast Iowa Regional Airport Authority (a component unit of the City of Burlington), Hope Haven, Southeastern Community College Foundation, and Burlington Municipal Waterworks.

Private Companies - the firm has performed audit and accounting services for area manufacturing, retail and service organizations for many years.

Qualifications of Key Professional Staff

The following outlines the experience of the individuals who we would assign to the engagement:

Owners and Professional Staff

Each CPA Associates PC engagement must be the personal responsibility of one of the firm’s owners. It is the duty of this individual to assure that the audit is managed efficiently, to oversee the day-to-day responsibility for the audit and to assure that each facet of the audit receives appropriate emphasis and that the conclusions are creative and valid. In addition, this individual is responsible for determining client needs and providing resources that can satisfy those needs. Kimberly Hunsaker has been heavily involved in non-profit, governmental and Uniform Guidance audits and would be involved with the fieldwork as well as having the oversight duty of an owner. It is anticipated that Kim Hunsaker would be involved with the quality control review of the audit.

Sarah H. Beckman has eighteen years’ experience in public accounting and auditing and has been involved with audits of governmental entities since 2008. She has participated in various education session regarding government entities. Sarah has a Bachelor of Business Administration - Accounting from the University of Northern Iowa. Prior to working at CPA Associates PC, Sarah was a manager with Ernst & Young LLP. In addition to supervising and performing audits, Sarah also performs peer reviews and is a member of the Illinois Society of CPA’s Review Advisory Board, which has oversight responsibility for peer reviews. Sarah is also on the Iowa Society of CPAs Governmental Auditing and Accounting Committee.
Owners and Professional Staff (continued)

Tracy Floyd has over ten years of experience in public accounting and auditing and has been involved with governmental entities for the same amount of time. Floyd has a Bachelor of Business Administration in Accountancy from Western Illinois University. Prior to joining the firm in 2008, she worked at McGladrey & Pullen in Burlington, Iowa. Floyd has been a member of the Greater Burlington Young Professionals. She has attended numerous seminars relating to the audits of government entities during her career and includes training specific to these types of entities in her continuing education each year.

David Johnson has two years of experience in public accounting, auditing local governments, and performing federal award audits under Uniform Guidance. Johnson received a Bachelor of Business Administration in Accounting from the University of Iowa in 2017. Johnson is a member of the Iowa Society of CPAs and the American Institute of CPAs. Johnson has received annual professional education on government auditing standards and practices, specifically in the areas of Iowa governments and federal award audits.

The firm also employs other professional staff who are experienced with governmental entities and may be consulted when necessary. A notification will be sent to the City if there are changes to the professional staff listed above.

AICPA, Division of CPA Firms

Our firm participates in independent peer reviews of our accounting and auditing practice. Our most recent peer review report for the year ended May 31, 2018 is attached.

The peer review process is a rigorous, objective, outside look at a firm’s accounting and auditing practice. Member firms must be reviewed every three years. The review includes the evaluation of the firm’s policies and procedures on independence requirements, personnel assignment, technical assistance consultation procedures, supervision and hiring practices, continuing education requirements and internal inspections of the firm’s work.

In addition, our firm regularly performs self-evaluations to ensure that our work meets the standards of an independent peer reviewer.
Scope of Services and Proposed Project Schedule

What the City Wants

The City Council desires an audit to be performed annually of the City’s cash basis financial statements as of and for the year ending June 30, 2021.

What CPA Associates PC Will Do

CPA Associates PC (Firm) will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the City of Keokuk, Iowa as of and for the year ended June 30, 2021. The following other information (OI) is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion and Analysis.
2. Budgetary Comparison Schedule.
3. Schedule of the City’s Proportionate Share of the Net Pension Liability
4. Schedule of City Contributions

We will also report on supplementary information other than OI that accompanies the City of Keokuk’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Cash Receipts, Disbursements and Changes in Cash Balances - Nonmajor Governmental Funds.
2. Statement of Indebtedness.
3. Bond and Note Maturities.
4. Schedule of Receipts by Source and Disbursements by Function – All Governmental Funds

The basic financial statements and OI are the responsibility of the City’s management. Our responsibility is to express an opinion on the financial statements based on our audit.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audit contained in Government Auditing Standards, issued by the Comptroller General of the United States and will include tests of the City's accounting records and other procedures we consider necessary to enable us to express opinions that the respective combined financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.
What CPA Associates PC Will Do (continued)

Our procedures will include tests of documentary evidence supporting the transactions and disclosures reported in the financial statements. These procedures may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected creditors, legal counsel, and financial institutions. We will also make inquiries of City Council members, management, and/or employees to gather information about the City.

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. However, our audit will not be designed to detect fraud or illegal acts, whether material or immaterial to the financial statements. If we become aware of any material errors or fraud during the audit, we will inform you immediately. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any period for which we are not engaged as auditors.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies and/or material weaknesses in the design or operation of internal control. However, if we become aware of such deficiencies or material weaknesses during the audit, we will communicate them to you.

What the City Will Do

The City's management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Prior to year-end, we will meet with management to discuss who will provide this information to us, specifically which information we will need to receive and the format required for that information. The City's employees or designees will prepare all confirmations, provide all source documentation, and prepare all account analysis that we request as part of our audit.

The City is responsible for the design and implementation of programs and controls to prevent and detect fraud and to inform us of all known or suspected fraud affecting the City. Therefore, you will inform us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws and regulations.

The City is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation of the combined financial statements in conformity with the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The City will also be responsible for management decisions and functions; for designating a management-level individual with suitable skill, knowledge or experience to oversee drafting the basic financial statements and OI and any other non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. At the conclusion of the audit, we will require certain written representations from you about the basic financial statements and related matters.
Internal Accounting Control and Compliance Matters

In planning and performing our audit, we will consider the City’s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control over financial reporting.

We may identify certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies, including deficiencies we consider to be material weaknesses. Those deficiencies will be reported to you.

As part of obtaining reasonable assurance about whether the City’s financial statements are free of material misstatements, we will perform tests of compliance with provisions of law, regulations, contracts, and grant agreements. Those results will be reported to you.

Proposed Project Schedule

We would expect to begin the audit engagement in October 2021 and issue our report within 30 days of the completion of our fieldwork. The actual starting date would be determined by your personnel's needs.

Formal Engagement Letter

Upon acceptance of this written proposal, we will provide a formal engagement letter to the City of Keokuk.
Fees and Compensation

Our fees are based on standard hourly rates for the personnel assigned to the engagement, plus direct expenses, and assume the City will provide all requested information as scheduled. Any change to scheduled fieldwork dates or to the scope of the audit due to issuance of new accounting standards or from management decisions or delays may affect the audit fees. If any such change should occur, we will meet with management to renegotiate the fee for the additional services.

It is our policy to provide limited accounting advice and assistance throughout the year as part of the service we provide to our audit clients. We also make ourselves available to present our audit report and explain our management letter to the City upon the completion of each year’s annual audit. These services are included in pricing on the attached schedule and our audit clients are encouraged to make use of them.

Should you select us to provide audit services we will require an engagement letter describing your responsibilities as well as our responsibilities.

Our estimate of fees assumes cooperation by the City’s employees and no unforeseen circumstances requiring additional work. The fee estimate includes assistance with calculations required for pension disclosures. Our estimate is also made under the assumption that the City is not subject to audit requirements of the Single Audit Act Amendments of 1996 and Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations. Based on the information provided, we would anticipate the following:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total hours</td>
<td>248</td>
<td></td>
</tr>
<tr>
<td>2. Out of pocket expenses and travel</td>
<td>$ 550</td>
<td></td>
</tr>
<tr>
<td>3. Staff hours:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shareholders</td>
<td>17</td>
<td>$205</td>
</tr>
<tr>
<td>Professional staff</td>
<td>226</td>
<td>90-120</td>
</tr>
<tr>
<td>Support staff</td>
<td>5</td>
<td>85</td>
</tr>
</tbody>
</table>

4. Expected fee $ 26,600

The above fee estimate does not include any fees associated with our assistance of adopting new accounting standards. As new accounting standards are adopted, we will discuss any additional fees with you in advance.

Additional fees for audit subject to the Single Audit Act Amendments of 1996 and Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations will vary depending on the number and complexity of federal programs; however, we estimate fees of approximately $7,500.
City of Keokuk
ATTN: COLE S. O'DONNELL
PO Box 400
Keokuk, Iowa 52632
Report on the Firm’s System of Quality Control

October 30, 2018

To the Shareholders of
CPA Associates PC
and the Peer Review Committee of the Illinois CPA Society

We have reviewed the system of quality control for the accounting and auditing practice of CPA Associates PC (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm’s Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer’s Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included audits of employee benefit plans and an engagement performed under Government Auditing Standards and an examination of a service organization (Service Organizations Control [SOC] 1).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CPA Associates PC in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. CPA Associates PC has received a peer review rating of pass.

Heinold Banwart, LTD.
COUNCIL ACTION FORM

Date: October 15, 2020
Presented By: O’Donnell

Subject: Actions on Airport Manager
Agenda Item: ________________

Description:

Greg Gobble was the owner of Linder Aviation and, as such, was under contract to manage the Keokuk Municipal Airport. Recently Mr. Gobble retired without transferring Linder Aviation to another owner. The Keokuk Airport Commission was unable to find another FBO service that would also be willing to contract for the manager duties. The Commission hired Raymond Ott as a temporary employee while the Commission evaluated the position as either a contractual arrangement or as a permanent full time employee. It became apparent to the Commission that finding an individual to contractually assume the duties would not be practical. Therefore, they are recommending establishing the position of Airport Manager as a permanent full time position. Further, after several months in the temporary position, Mr. Ott has proven to be a skilled and knowledgeable employee and the Commission recommends appointing Mr. Ott to the position with an annual salary of $53,000. This amount is consistent with a department manager position. Mr. Ott lives in Burlington and moving at this time would place an undue hardship upon him. The Commission is recommending that the residency requirement for Mr. Ott be waived at this time.

The salary, plus benefits, exceeds our current budget. However, when Linder Aviation ceased to operate, the City assumed the revenue stream for all fuel sales and hangar rentals. These additional revenues should be sufficient to cover the additional expenses.

FINANCIAL

Is this a budgeted item? YES    NO

Line Item #: ____________________  Title: ____________________________

Amount Budgeted: ________________________________

Actual Cost: ________________________________

Under/Over: ________________________________

Funding Sources:

_________________________________________  _________________________________________

_________________________________________  _________________________________________

Departments:

_________________________________________  _________________________________________

_________________________________________  _________________________________________

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

Any previous Council actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommendation:
The Keokuk Airport Commission is recommending approval of all three resolutions associated with this matter.

Required Action

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

Additional Comments:

MOTION BY: ____________________  SECONDED BY: ____________________

TO ____________________

____________________

____________________

____________________

____________________

____________________

____________________

CITY COUNCIL VOTES

<table>
<thead>
<tr>
<th>VOTES</th>
<th>Altheide</th>
<th>Andrews</th>
<th>Bryant</th>
<th>Dade</th>
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RESOLUTION NO. __________

RESOLUTION CREATING THE POSITION OF AIRPORT MANAGER

WHEREAS, the Keokuk Airport Commission had engaged an airport manager through a contract for services; and

WHEREAS, the previously contracted individual has terminated said contract; and

WHEREAS, the Keokuk Airport Commission has determined that it is in the best interest for efficient operations of said airport to have an Airport Manager as a fulltime employee of the City of Keokuk, Iowa.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that the fulltime position of Airport Manager is hereby created and established.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2020.

________________________________________
Mayor Thomas L. Richardson

ATTEST:

_____________________________________
Jean Ludwig, City Clerk
RESOLUTION NO. __________

RESOLUTION NAMING RAYMOND OTT AS MANAGER OF THE KEOKUK MUNICIPAL AIRPORT

WHEREAS, the Keokuk Airport Commission conducted an employment search for the position of Airport Manager; and

WHEREAS, the Keokuk Airport Commission found Raymond Ott to possess the skills and knowledge necessary for position.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that Raymond Ott is hereby appointed to the position of Manager for the Keokuk Municipal Airport effective October 19, 2020.

BE IT FURTHER RESOLVED that the annual salary for this position shall $53,000.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2020.

__________________________________________________________
Mayor Thomas L. Richardson

ATTEST:

__________________________________________________________
Jean Ludwig, City Clerk
RESOLUTION NO. __________

RESOLUTION GRANTING EXCEPTION TO
EMPLOYEE RESIDENCY REQUIREMENT

WHEREAS, the Keokuk Airport Commission recommended Raymond Ott for the position of Airport Manager; and

WHEREAS, the Keokuk City Council approved said recommendation; and

WHEREAS, Mr. Ott resides father than ten (10) miles from the City of Keokuk’s corporate limits as specified in the Keokuk Municipal Code 2.96.050; and

WHEREAS, meeting the residency requirement will place an undue hardship upon Mr. Ott.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that Raymond Ott is granted an exception to the Keokuk Municipal Code 2.96.050 as so prescribed in said code section.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2020.

____________________________________
Mayor Thomas L. Richardson

ATTEST:

____________________________________
Jean Ludwig, City Clerk
COUNCIL ACTION FORM

Date: October 15, 2020
Presented By: O'Donnell

Subject: Title VI Assurances/Agreement
Agenda Item: _______________________

Description:

A requirement of receiving Federal funds is that subrecipients must adopt assurances relating to Title VI of the Civil Rights Act of 1964. Specifically, Title VI prohibits discrimination based on race color and national origin. Resolution number 1 adopts the assurances. Resolution number 2 approves an agreement with the Iowa DOT relating to Title VI as IDOT has oversight of compliance for local governments receiving Federal transportation funds.

FINANCIAL

Is this a budgeted item? YES □ NO □

Line Item #: __________________________ Title: ________________________________

Amount Budgeted: __________________________

Actual Cost: __________________________

Under/Over: __________________________

Funding Sources:

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__________________________________________

__________________________________________

Departments:

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

Any previous Council actions:

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Recommendation:

Staff recommends approval.

Required Action

ORDINANCE  
RESOLUTION  
MOTION  
NO ACTION REQUIRED  

Additional Comments:


MOTION BY: ____________________ SECONDED BY: ____________________
TO ____________________

CITY COUNCIL VOTES

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

YES  
NO  
ABSENT  
ABSTAIN  


RESOLUTION NO. __________

RESOLUTION ADOPTING STANDARD TITLE VI/NON-DISCRIMINATION ASSURANCES DOT ORDER NO. 1050.2A

WHEREAS, the Congress for the United States of America passed and adopted the Civil Rights Act of 1964; and

WHEREAS, Title VI of said Act prohibits discrimination on the basis of race, color, and national origin; and

WHEREAS, all subrecipients of federally allocated funds must adopt and adhere to certain non-discrimination assurances within Title VI in order to receive said funds.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that Standard Title VI/Non-discrimination Assurances DOT Order No. 1050.2A are hereby adopted.

BE IT FURTHER RESOLVED, that the Mayor is authorized to sign said assurances on behalf of the City of Keokuk.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2020.

__________________________________________
Mayor Thomas L. Richardson

ATTEST:

__________________________________________
Jean Ludwig, City Clerk
RESOLUTION NO. __________

RESOLUTION APPROVING TITLE VI NON-DISCRIMINATION AGREEMENT WITH THE IOWA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Iowa department of Transportation has oversight of Federal funds allocated to Iowa municipalities; and

WHEREAS, said oversight includes insuring that said municipalities follow and comply with Title VI of the Civil Rights Act of 1964.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that the Title VI Non-Discrimination Agreement with the Iowa Department of Transportation is hereby adopted.

BE IT FURTHER RESOLVED, that the Mayor is authorized to sign said agreement on behalf of the City of Keokuk.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2020.

Mayor Thomas L. Richardson

ATTEST:

Jean Ludwig, City Clerk
COUNCIL ACTION FORM

Date: October 15, 2020
Presented By: O’Donnell

Subject: CARES Act Funding  Agenda Item: 

Description:
On August 20, 2020, we passed a resolution in regards to CARES Act funding designated by the State of Iowa for relief to local governments. The resolution is required in order to receive the funds. Staff inadvertently left out wording at the end of the resolution affirming our commitment to spending the funds within established guidelines. Therefore, we are required to pass the amendment again with the additional language.

FINANCIAL

Is this a budgeted item?  YES □  NO □

Line Item #:  Title:  

Amount Budgeted:  

Actual Cost:  

Under/Over:  

Funding Sources:

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Departments:

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

COUNCIL ACTION FORM

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<td>Resolution Relating to CARES Act Funds</td>
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Recommendation:

Staff recommends approval.

Required Action

ORDINANCE  RESOLUTION  MOTION  NO ACTION REQUIRED

Additional Comments:

MOTION BY: ___________________________  SECONDED BY: ___________________________

TO ___________________________

CITY COUNCIL VOTES

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RESOLUTION NO.

RESOLUTION REQUESTING REIMBURSEMENT FROM THE IOWA COVID-19 GOVERNMENT RELIEF FUND

A resolution by the City of Keokuk to request reimbursement for eligible costs related to the COVID-19 public health emergency from the Iowa COVID-19 Government Relief Fund.

WHEREAS, the United States Congress approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide economic relief related to the COVID-19 pandemic; and

WHEREAS, Governor Kim Reynolds allocated $100 million of the State of Iowa's CARES Act funding to local governments for direct expenses incurred in response to the COVID-19 emergency; and

WHEREAS, local government funding reimbursements may only be used for necessary expenditures incurred due to the COVID-19 pandemic, were not accounted for in the current fiscal year city budget, were incurred during the time period of March 1, 2020 through December 30, 2020 and have not been reimbursed from other sources.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the City of Keokuk requests reimbursement of up to $241,397.00 in eligible expenditures in response to the COVID-19 public health emergency.

BE IT FURTHER RESOLVED, the City of Keokuk, Iowa affirms that the above requests for reimbursement follow all formal published Federal and State of Iowa guidance on how the funds should be spent, and understand if the reimbursements are misrepresented, the local government will be liable for any applicable penalty and interest.

PASSED, APPROVED, AND ADOPTED on this 15th day of October, 2020.

______________________________
Thomas L. Richardson, Mayor

Attest: __________________________
Jean Ludwig, City Clerk
COUNCIL ACTION FORM

Date: 10/13/20
Presented By: Robert Helenthal

Subject: Keokuk Park & Recreation Advisory Board By-Laws
Agenda Item: ______________________

Description:
Attached please find the updated Keokuk Park & Recreation Advisory Board By-Laws, which reflect the previous change back to seven members.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☑

Line Item #: ________________ Title: ________________________________

Amount Budgeted: ________________________________

Actual Cost: ________________________________

Under/Over: ________________________________

Funding Sources:
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Departments:
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Is this item in the CIP? YES ☐ NO ☑ CIP Project Number: ______________________
COUNCIL ACTION FORM

Any previous Council actions:

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Recommendation:

Approve By-Laws of the Park & Recreation Advisory Board.

Required Action

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

Additional Comments:

MOTION BY: ____________________  SECONDED BY: ____________________

TO __________________________

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CITY COUNCIL VOTES

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RESOLUTION NO._______

A RESOLUTION APPROVING THE BY-LAWS OF THE KEOKUK PARK & RECREATION ADVISORY BOARD

WHEREAS the Park & Recreation Advisory Board updated the By-Laws to reflect the board shall consist of seven members appointed by the city council

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the Park & Recreation By-Laws are hereby approved.

Passed this 15th day of October, 2020

____________________________________
Mayor – Thomas L. Richardson

____________________________________
Attest – Jean Ludwig
BY-LAWS OF THE
KEOKUK PARK AND RECREATION
ADVISORY BOARD

ARTICLE I NAME AND OBJECTIVES

Section 1. Name: The name of this organization shall be the Keokuk Parks and Recreation Advisory Board

Section 2. Objectives: To recommend and advise the City Council and Cemetery, Bridge & Parks Manager pertaining to all city parks and recreation facilities.

ARTICLE II MEMBERSHIP

Section 1. Composition of Board: The City Council shall appoint seven (7) members to the Board, with two (2) additional ex-officio members to be determined by the City Council and auxiliary members as the Board may determine.

Section 2. Terms of Office: The terms of office shall be for three years, with the terms staggered.

Section 3. Meetings: Meetings shall be held monthly with the exception of December, and if a meeting is not held, the Board members and the Public Works secretary shall be notified.

Section 4. Election of Officers: A Chairperson, Vice-Chairperson and Secretary shall be elected by the Board. The officers shall serve for a period of two years. Officers shall be elected in October and shall take office in November. Special elections may take place in the event of a vacancy at any time throughout the year.

Section 5. Attendance: Board and Ex-officio members are expected to attend six (6) of the eleven meetings of the Board. Special projects (ie. 4th of July celebration) may count as a makeup meeting. Illness, vacations and other similar conflicts will be acknowledged when a member cannot attend.
ARTICLE III  BUDGET AND ACCOUNTING

Section 1. Budget Period: Annually prior to the City’s budget period, the Board shall present the Cemetery, Bridge & Parks Manager with recommended Park and Recreation long-range planning and goals.

ARTICLE IV  AVAILABLE GRANTS

Section 1. Grant Applications: This Board may pursue grants that are available to any Keokuk City Park that could qualify for a grant. If a grant is available, the City Council and Public Works will be informed and the decision to proceed with the grant will be their decision.

ARTICLE V  AMENDMENTS

Section 1. Amendments: Amendments to the By-laws may be suggested at any called or regular meeting of this Board, and by approval of two-thirds of the members present. Proposed amendments shall then be submitted to the City Council for consideration at its next regularly scheduled meeting. The Council may adopt these suggestions.

Approved by the Council on this 15TH day of October, 2020.

______________________________
Thomas L. Richardson, Mayor

ATTEST: _______________________
Jean Ludwig, City Clerk
COUNCIL ACTION FORM

Date: October 15, 2019
Presented By: O’Donnell

Subject: Approval of Fourth Modification Agreement  Agenda Item: ________________

Description:
In November, 2010 the City provided $200,000 to Lee County Economic Development Group for the purpose of loaning said funds to AMJET Turbine Systems to help them develop a new turbine. The agreement was for seven years. In December of 2017, the original agreement was modified to remove the convertible aspects, modify the interest rate, and extend the maturity date to November 2018. In October of 2018, a second modification agreement was executed extending the maturity date to November 3, 2019, and a third modification agreement in October 2019. AMJET is requesting an additional modification agreement extending the maturity date to November 3, 2021.

Mayor Richardson and staff were informed that AMJET intends to move production to Mount Pleasant, Iowa to take better advantage of suppliers and labor. The loan agreement specifies that the company must maintain at least one location in Lee County. AMJET intends to maintain an office at its present location. Staff believes this to be within the letter of the agreement but not the spirit. The note is unsecured and should it be called there is no guarantee of return.

FINANCIAL

Is this a budgeted item?  YES [ ]  NO [ ]

Line Item #: __________________________  Title: ______________________________________

Amount Budgeted: __________________________

Actual Cost: __________________________

Under/Over: __________________________

Funding Sources:

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Departments:

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Is this item in the CIP?  YES [ ]  NO [ ]  CIP Project Number: __________________________
COUNCIL ACTION FORM

Any previous Council actions:

Action
Approve third modification

Date
10/17/2019

Recommendation:
At the time of agenda posting AMJET was attempting to make arrangements that would allow the facilities to remain in Keokuk. If we are notified that this has occurred, then staff would recommend approval of the the fourth extension. If it is unclear that the facility would remain in Keokuk, staff would recommend denial of the resolution. If the resolution is denied and AMJET is able to keep the facility in Keokuk, the Council could reconsider the matter on November 5th.

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: ____________________ SECONDED BY: ____________________
TO ____________________

CITY COUNCIL VOTES

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RESOLUTION NO. _____

A RESOLUTION APPROVING FOURTH MODIFICATION AGREEMENT TO
CONVERTIBLE PROMISSORY NOTE

WHEREAS, a Convertible Promissory Note was executed between AMJET TURBINE
SYSTEMS, LLC and LEE COUNTY ECONOMIC DEVELOPMENT GROUP, INC. on
November 3 2010; and

WHEREAS, said note was financed by the City of Keokuk, Iowa in the amount of
$200,000; and

WHEREAS, a modification to the agreement was delivered and executed on December
23, 2017 extending the maturity date, adjusting the interest rate, and deleting the
convertible provisions of the original note; and

WHEREAS, a second modification to the agreement was delivered and executed on
October 30, 2018 modifying the maturity date; and

WHEREAS, a third modification to the agreement was delivered and executed on
October 30, 2018 modifying the maturity date; and

WHEREAS, AMJET TURBINE SYSTEMS, LLC is requesting a fourth modification to
the original agreement by extending the maturity date to November 3, 2010.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF
THE CITY OF KEOKUK, IOWA, that the Fourth Modification Agreement to
Convertible Promissory Note between AMJET TURBINE SYSTEMS, LLC and LEE
COUNTY ECONOMIC DEVELOPMENT GROUP, INC is hereby approved.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2020.

______________________________
Mayor – Thomas L. Richardson

ATTEST:

_________________________
Jean Ludwig, City Clerk
THIRD MODIFICATION AGREEMENT

This Second Modification Agreement (this “Agreement”) is executed by and between AMJET TURBINE SYSTEMS, LLC, (the “Company”) and LEE COUNTY ECONOMIC DEVELOPMENT GROUP, INC. (the “Holder”) on this_______day of_____________, 2020, and upon the following terms and conditions:

WHEREAS, Company executed and delivered a Convertible Promissory Note dated November 3, 2010, in the original principal amount of $200,000.00 (the “Note”) to Holder; and

WHEREAS, Company and Holder executed and delivered a Modification Agreement dated December 23, 2017 (the “Modification”), extending the maturity date, adjusting the interest rate, and deleting the convertible provisions of the original Note; and

WHEREAS, Company and Holder executed and delivered a Second Modification Agreement dated October 30, 2018 (the Second Modification), extending the maturity date; and

WHEREAS, Company and Holder executed and delivered a Third Modification Agreement dated October 30, 2019 (the Third Modification), extending the maturity date; and

WHEREAS, the parties have agreed to extend the maturity date provisions of the Note and Modification upon the terms contained herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Whereas Provisions. The “Whereas” provisions of this Agreement are an integral part hereof and are incorporated by reference.

2. Amended Maturity Date. Paragraph 1 of the Note is hereby amended to read as follows: “The outstanding principal and accrued interest on this Note shall be payable, upon demand, at any time following November 3, 2021 (“Maturity Date”).”

3. Counterparts. This Agreement may be executed in separate counterparts, all of which when taken together shall constitute one and the same agreement, and any party to this Agreement may execute this Agreement by signing any such counterpart. Any party’s signature or mark on or attached to this Agreement that is input electronically or represented as a digital signature or mark captured electronically and/or displayed in any format on tangible media shall be binding upon the party making or applying the same in the same manner as an original signature.

4. Ratification. In all respects not modified by this Agreement, the parties hereby
ratify and confirm the provisions of the Note and Modification Agreement.

IN WITNESS WHEREOF, the Company has caused this Third Modification Agreement to be signed in its name on the date written above.
AmJet Turbine Systems, LLC

By: ________________________________

______________________________, its _______________________

(printed name) (title)

By: ________________________________

______________________________, its _______________________

(printed name) (title)

Lee County Economic Development Group,

By: ________________________________

______________________________, its _______________________

(printed name) (title)
TO: Mayor and Council
FROM: Cole S. O’Donnell
DATE: October 12, 2020
RE: Committee Nominations

Vacancies

Rand Park Pavilion Board
Vacancy Term to Expire 10/22/20

Second Report on Nominations (No vote required)

GRAND THEATRE COMMISSION
(3 YEAR TERM)
Vacancy 11/05/23
Janice Lindner 11/05/23
Raeann Salter 11/05/23
Stephanie Ewing 11/05/23
Ryals Parker 11/05/23
Jerry Herr 11/05/23

PARK & RECREATION ADVISORY BOARD
(3 YEAR TERM)
Ralph Dial 11/02/20
Dick Malloy 11/02/20

Final Report On Nominations (Vote required)

Park and Recreation Advisory Board:
Mike Greenslaugh Term to expire 11/02/2022
TO: Mayor and City Council

FROM: Cole S. O’Donnell

DATE: October 12, 2020

RE: Administrator’s Report

1. FEMA Assistance: I will be looking to engage a consultant to assist staff with our FEMA claims. PWD Helenthal has tried to navigate the claims process having entered in the middle with little documentation on how damage estimates were developed and no experience in the FEMA process. I have contacted a consultant and am awaiting a response.

2. SID Center: I am meeting with a potential tenant on Tuesday to discuss possible terms and to tour the facility. This is the same possible tenant we have been working with over the last year. I will provide an update at the meeting.

3. Waterworks General Manager: As you may know, Waterworks General Manager Andrea Rogers is leaving her position. A search for her replacement has begun. I have offered to provide any assistance that I can in this search.

4. City Wide Cleanup: CEO Casey Barnes reports that 646 x 2 vouchers were distributed, and 485 loads received. Several large loads were received that required both vouchers. Expenses were $4,530.87 with a budget of $10,000.

5. Out of Office: I will be out of office all next week.