AGENDA
COUNCIL WORKSHOP
February 4, 2021
4:30 P.M.

(1) 3rd Ward Candidate Forum.

(2) Budget Discussion.

(3) Review council meeting agenda.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>Phone #</th>
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<tbody>
<tr>
<td>Garcia</td>
<td>Roslyn</td>
<td>1217 Franklin St</td>
<td>319-795-4626</td>
</tr>
<tr>
<td>Morgan</td>
<td>Carl</td>
<td>1330 Grand Ave</td>
<td>319-520-0405</td>
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<tr>
<td>Parker</td>
<td>Molly</td>
<td>909 Rand Park Terrace</td>
<td>319-389-6510</td>
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DEAR CITY COUNCIL MEMBERS,

I am writing to you all in hopes that I will be considered to fill the 3rd ward city council member position. Being raised in Keokuk from infancy, this is my home. After graduating from Keokuk High School, I moved to Austin, Texas to pursue higher education. Once I met my now husband, and decided to start a family, I knew there was no other place I would want to raise our son. Keokuk is where my young family would call home. It is often easy to take for granted personally knowing the teachers that educate our young students, kindness from strangers in pubic, a picnic by the river, the best small businesses around and so much more that makes our small community wonderful. That is what I would hope to magnify, if I were appointed to fill this vacancy.

For the past few years I have been interested in being a part of our local government. While attending meetings via video this past year, I have kept up on local issues, projects, future plans and the budget. I know there is much to do, and if I were to be appointed to this position I would work tirelessly toward success and hopefully offer fruitful ideas and solutions to current and future issues.

I am currently the Collections Administrator for the Lee County Attorney’s Office and my husband, Jonathan, is employed at Siemens-Gamesa. We represent a large portion of the third ward constituents. Working families doing our best for our children and trying to contribute what we can to our neighborhoods and community. I have also been the Keokuk Color Guard Coach for 4 years. My involvement with the Keokuk High School has been nothing short of life changing. The future is in the hands of our young people and I take a lot of pride in the fact that I have been able to be a positive influence on these young women.

I am dedicated to our beautiful city and I am no stranger to hard work. My family and friends will tell you there has never been a time where I have had only ‘one job’. I want to be a part of the community on as many levels as possible. I will gladly serve on any board I would be appointed to with the best of my ability. Our city has endless potential when we all work together.
Communication is my best skill, bar none. Every single member of our city is important and deserves to be heard. I believe this will be an essential attribute to better help third ward constituents. I strive to find solutions that benefit all parties involved. I would be able to clearly express citizens' concerns to the council and in turn express the council's hard work to remedy the issue(s) to the citizens. I am an open door kind of person and I would be readily available to anyone who wants to be heard.

Lastly, but most importantly, I am doing this for my son. I want him to know that if we want to make the world a better place we must do our part. I know that Rome was not built in a day, but I am willing to work diligently to ensure that our city moves forward for the current and future citizens of Keokuk. Thank you for taking the time to consider me for this position and I look forward to interviewing with you.

Kind Regards,

Roslyn Garcia

Roslyn Garcia
Dear Keokuk City Council Members:

I am writing a letter in support of Roslyn Garcia for the Third Ward seat vacancy. The Lee County Attorney’s Office hired Roslyn on April 1, 2019, for the position of Collections Clerk. Roslyn’s work ethic and drive that I observe on a daily basis is unrivaled. She has grown and evolved our collections program beyond our expectations. Her work was so extraordinary that our office made the decision to change her position to the title of Collections Administrator giving her a promotion. I am astonished by her maturity, experience, and knowledge that she brings with her every day to work. Roslyn is a self-starter that needed little guidance in accomplishing the goals we set for her.

Through her work I have been able to hear and have discussions with Roslyn about her connection with the City of Keokuk. Her heart is in Keokuk. She is a lifelong resident of Keokuk. She graduated from Keokuk High School. After going to Austin, Texas for school, she moved back to Keokuk. She lives here with her family and is heavily involved in the community. Roslyn serves as the coach for the Keokuk High School Color Guard, she serves as a union steward for the local union - PPME, she is a member of the PTA at the Keokuk Catholic School, she teaches youth group at her church, and she serves on the Lee County Safety Committee. She exhibits her pride for Keokuk in everything she does.
Roslyn works well and fosters good relationships with others. That creates an opportunity for open and honest dialogue. Roslyn will listen and represent the constituents of the Third Ward and the City of Keokuk as a whole. Roslyn holds Keokuk in the highest esteem and wants to see Keokuk thrive and succeed. She will work tirelessly and do what is needed to be done. The City of Keokuk would be missing an opportunity to improve itself and get better if it did not choose Roslyn for the vacant Third Ward seat. If selected, I have no doubt she will be a tremendous resource and asset to the Keokuk City Council.

Sincerely,

Jonathan M. Stensvaag
First Assistant County Attorney
Lee County Attorney’s Office
To Whom It May Concern,

It is my pleasure to highly recommend Roslyn Garcia for a position as a council representative for the third ward in the City of Keokuk.

I am Douglas Hartrick, a representative of Harrick's Independent Lumber, a locally owned small business here in Keokuk, IA. Being a native of our fine town, I have had association with many of the individuals that drive the direction and decision-making concerning our local government. Roslyn Garcia is an individual I have worked with who would be a positive addition to the council membership.

During our time together, Roslyn displayed a sincere concern for those she worked with, also for others that she encountered on a day-to-day basis. Roslyn does not hesitate to volunteer her own time to help others that may require some type of support. Her positive attitude and "can-do" motivation makes it a pleasure to have her included with a team. Roslyn's technical skills with various computer applications and programs is a big plus in aiding with marketing and social media presence.

Roslyn possesses the ability and commitment to accomplish any, and all types of tasks she might encounter. Attention to details and presentation is a very important trait she possesses.

If you feel you might need additional information or more specific examples, please do not hesitate to contact me at 319-524-2793, or by email at hartricklumber@qwestoffice.net.

Sincerely,

Douglas Hartrick
Hartrick's Independent Lumber
Anne M Carroll  
Office Manager/Co-Owner  
Tri State Window & Pool, INC  
1106 Main Street  
Keokuk, IA  52632  

January 29, 2021  

To Whom It May Concern;  

I am the co-owner and office manager for Tri State Window & Pool. My first encounter with Roslyn Garcia was in 2012 by way of a prior employee who suggested I consider hiring her, which I did. She was employed by us for five summers as a part-time employee from the spring of 2012 through summer 2018. She and I worked side by side during her employment with us.  

After five summers of working with Roslyn I could always count on her to come to work ready to roll up her sleeves and jump into whatever project I would throw at her. Roslyn started her employment with us as a store sales person. Her responsibilities included running a water lab, ringing up sales on our register, balancing the register at days end, checking in orders received, stocking shelves, and of course keeping our storeroom tidy. By the time the fifth summer had rolled around, I had added her signature to our business bank account as a legitimate signature for check writing. With confidence I could leave town for several days with peace of mind knowing I had left the store in competent hands. She had full access to my office and our bookkeeping. She had a tremendous amount of energy and enthusiasm. Very mature and bright! I loved having her on my payroll and am forever grateful for the peace of mind her presence brought me.  

The best characteristic I see for the position as City Counsel Representative? That would have to be her ability to make eye contact with whomever she is conversing with as well as a genuine interest in every individual she meets.  

Every human’s life is graced with negative and positive decisions. Roslyn definitely falls on the positive side. Ms. Garcia has my highest recommendation.  

Sincerely,  

Anne M Carroll
3rd ward vacancy with the City Council

EDUCATION

Kirkwood Community College
Fire School. Cedar Rapids, IA

Hillsborough Community College. Tampa, Fla

FEMA Emergency Management

2012 - Present
Fire service • Fire Chief • Jackson Twp. Fire Association

2015 - Present
Police • Officer • Montrose Police Dept.

2012 - Present
Locksmith • Owner • Carl's Locks & Keys

Service to the community to help protect life, property, and the people

Hazardous Materials Operations
Trauma Response Team
FEMA IS-00100B, IS-00200B, IS-00700.
Emergency Response
Environmental Health Training IS-0305

Aim to be fiercely competitive in my approach to lead the way with personnel, able to handle the complex situations with a strategic and tactical perspective, Have the ability and the drive.
909 Rand Park Terrace
Keokuk, IA 52632

Cole O’Donnell
City Administrator
601 Main Street
Keokuk, IA 52632

Re: Vacant City Council Seat for 3rd Ward

Mr. O’Donnell:

I am writing to submit my application for the vacant 3rd Ward City Council seat. As reflected in my attached application materials, I am attorney who has always been passionate about public service.

I moved to Keokuk in July of 2019 and promptly began making a home here with my husband. Though I have not lived in Keokuk for a long time, I quickly grew to love this community and care deeply about both its benefits and areas for improvement. With a child on the way, my family is invested in doing what we can to help support Keokuk’s growth as a vibrant and positive place to raise a family.

I have always been interested in public service. I have explored all kinds of public service opportunities while in law school and throughout my career as a lawyer. There pursuits included work with government organizations and agencies, including Iowa Legal Aid and the Iowa State Public Defender. Additionally, I have served in the non-profit sector through my work as the Legal Director of Kids First Law Center of Greater Des Moines. These experiences have deepened my commitment to public service and given me the opportunity to learn about the inner workings of state and municipal organizations.

My career has also made me well-qualified for the task of reviewing administrative and city regulations, city code, and other proposed local legislation. In addition to the experience noted above, I have spent time reviewing the constitutionality and legality of proposed and enacted legislation at the federal level through my work as a law clerk (a research and writing attorney for a judge).

I currently work remotely (from Keokuk) for a law firm based out of Cedar Rapids. At my current position as a lawyer in a private law firm, I can expand my areas of service to appointed or elected positions like City Council, and am eager to use this opportunity to give back to the community I now call home. I love Keokuk and I love my neighborhood, and I would be honored to represent 3rd Ward on the City Council.

I am available by phone at (319) 389-6510 or by email at molly.d.mcpartland@gmail.com to answer any questions or provide any further information. Thank you in advance for taking the time to consider my application.

Sincerely,
Molly M. Parker
REFERENCES:

Vincent Geis
Colleague at Shuttleworth & Ingersoll
vsg@shuttleworthlaw.com
515-803-9924

Linda Marsden
City Council Member
linda.m.marsden@gmail.com
319-826-7220

Janne Long
Community Member
jannelong56@gmail.com
319-520-8122

Genevieve Craggs
Law School Classmate
gcraggs@gmail.com
515-770-3324

Additional references available upon request
EXPERIENCE

Shuttleworth & Ingersoll, P.L.C.  
Attorney – Remote from Keokuk  
Cedar Rapids, IA  
October 2019–Present
- Represent clients in a variety of civil cases including but not limited to family law, corporate formation/dissolution, Freedom of Information Act litigation, personal injury, and property disputes
- Attend hearings and trials to advocate for clients in court
- Write federal and state appellate briefs and represent clients through the appeal process

Kids First Law Center of Greater Des Moines  
Legal Director  
Des Moines, IA  
September 2017–May 2019
- Represent children in high-conflict divorce and custody cases as the attorney for the child; advocate for the child in hearings, trials, and written pleadings; help families mediate conflict and arrive at child-centered solutions through coaching parents on co-parenting skills and healthy communication
- Write grant applications and secure funding for the Kids First’s Des Moines branch (a 501(c)(3))
- Conduct community outreach including presentations, participation on panels, and media appearances

United States Court of Appeals for the Eighth Circuit  
Law Clerk to the Honorable Jane Kelly  
Cedar Rapids, IA  
August 15, 2016–Present
- Research and draft orders addressing appeals from motions for summary judgment orders, motions to dismiss, and social security orders, in both civil and criminal cases, with all standards of review
- Research and prepare memoranda in advance of oral argument, assist in oral argument administration
- Review appeals in capital cases

United States District Court for the Southern District of Iowa  
Law Clerk to the Honorable John A. Jarvey  
Davenport, IA  
August 2014–August 2016
- Research issues and draft orders including, but not limited to, summary judgment orders, motions to dismiss, motions for reconsideration, and social security orders, in a variety of areas of law
- Act as courtroom deputy by preparing for and taking minutes on trials and hearings including plea, sentencing, and revocation of supervised release
- Review administrative agency decisions on Social Security claims

Office of the State Appellate Defender  
Summer Intern  
Chicago, IL  
May 2013–August 2013
- Researched and briefed appealable issues under the U.S. and Illinois Constitutions for various direct and postconviction appeals from various criminal convictions
- Drafted complete brief from start to finish, including searching record for appealable issues, ultimately resulting in reversal of robbery conviction, People v. Brooks, 2014 IL App (1st) 121932-U

EDUCATION

The University of Iowa College of Law  
Iowa City, IA  
J.D., with High Distinction, GPA: 3.81 (Top 12%, A- average)  
May 2014
Activities:
- Trial Advocacy Board, Director, Fall 2013–Spring 2014; Assistant Director, Fall 2012–Spring 2013
- Roy L. Stephenson Trial Advocacy Competition, Best Advocate Fall 2013, Highest Ranking Second Year Student Fall 2012
- Van Oosterhout Baskerville Moot Court Competition Team Invitee

Honors:
- Dean’s Awards for Academic Excellence (highest grade) in Property I and Civil Procedure
- Burton Distinguished Legal Writing Award Nominee, Spring 2014
- Bovd Service Award Recipient. High Honors
Molly M. Parker
Resume, Page 2

Publications:

**The University of Iowa**
B.A. in Philosophy and Religious Studies, GPA: 3.52
Activities: University of Iowa Mock Trial, Vice President and team captain
Honors: Dean’s List (4 semesters)

**COMMUNITY SERVICE**

- Board Member, Murals & More (Cedar Rapids) 2020–Present
- Committee Member – YMCA Teen Task Force (Keokuk) 2020–Present
- Volunteer judge for local and regional mock trial tournaments

**PROFESSIONAL LICENSURE**

Admitted to Iowa Bar, September 2014
Admitted to practice in Southern District of Iowa (Federal Court) November 2019

**INTERESTS**

Knitting, cooking, home improvement projects, and reading
AGENDA
CITY COUNCIL MEETING
February 4, 2021
500 N. 20th Street
6:30 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor’s Correspondence:
5. Citizen’s Request.
6. Consent Agenda.
   - Minutes of the Council Workshop and Regular City Council meeting of January 21, 2020;
   - Minutes of the Special Budget Meeting of January 26, 2021;
   - Resolution approving an Urban Revitalization Tax Exemption for
     • Jo Ann Scanlan, 2005 Palean, single family dwelling;
     • Michael Dolan, 409 Hawthorne Place, detached garage;
     • Jerry & Carol Hill, 611 N. 7th Street, restoration single family dwelling;
     • Johnathan & Justina Mortimer, 3372 Middle Road, single family dwelling;
     • Doug & Alicia Dresden, 2926 Sunset Terrace, garage addition;
     • Sheila Sapp, 808 Johnson St. Rd., garage addition;
   - Motion to pay bills and transfers listed in Register No.’s 5190-5191;
7. Consider resolution setting a public hearing on USDA Community Programs Grant Application for Runway Light Project.
8. Consider resolution setting a public hearing on the proposed fiscal year 2022 property tax levy.
9. Consider resolution approving Aquatic Center management agreement with Hoerner YMCA.
11. Staff Reports:
12. New Business:
13. Adjourn meeting.
MEETING MINUTES
COUNCIL WORKSHOP
JANUARY 21, 2021
5:30 p.m.

Present in person: Richardson, O’Connor, Altheide, Dade, Andrews, Marsden, Bryant.

Present by remote connection: Helenthal, Dunek.

Absent: None
Vacant: 3rd Ward

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

1) Reviewed requests from the following organizations for Hotel/Motel funds:

   Rand Park Pavilion Commission – asking $7,500.00.
   Keokuk Art Center – asking $7,140.00.
   Main Street Keokuk, Inc. – asking $22,500.00.
   Keokuk Community Fine Arts Council - asking $12,100.00.

2) Reviewed a request for support from Keokuk Economic Development Corporation in the amount of $60,000.

3) Dave Schechinger of Veenstra and Kim Engineers updated the council on the Rand Park Tunnel project and presented a schedule for completion.

4) Adjourned at 6:26 p.m.
The City Council of the City of Keokuk met in regular session on January 21, 2021 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. Mike O’Connor, Linda Altheide, Devon Dade, Steve Andrews, Linda Marsden, and Roger Bryant were present in person. John Helenthal and Susan Dunek were present by phone. Due to the death of Ron Payne 3rd Ward is now vacant. Staff in attendance: City Administrator Cole O’Donnell, City Clerk Jean Ludwig, Public Works Director Robert Helenthal, Community Development Director Pam Broomhall, Bridge, Park, Cemetery and Sanitation Manager Bob Weis were present in person. Police Chief Dave Hinton and Fire Chief Gabe Rose were present by phone. All measures will be by roll call.

MAYOR’S CORRESPONDENCE: With Council support, the Mayor will write a letter to the Iowa Utilities Board regarding a rate increase request by Liberty Utilities.

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

- Minutes of the Council Workshop and Regular City Council meeting of January 7, 2020;
- Cash Receipts and Treasurers Report for December 2020;
- RESOLUTION NO. 199-21: Approving a Liquor License for Beef, Bread & Brew, 2601 Main Street, effective March 1, 2021 – Class C Liquor License with Sunday Sales;
- RESOLUTION NO. 200-21: Approving a Liquor License for Keokuk Spirits, 1013 Main Street, effective March 1, 2021 – Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer) and Sunday Sales;
- RESOLUTION NO. 201-21: Approving an Urban Revitalization Tax Exemption for Thomas & Cathy Richardson, 10 Greenbrier Ct, interior renovations/remodel; Ronald Murphy, 1519 Fulton Street, garage; Jeffrey & Heather Sisk, 107 Bel-Air, screened porch; James Neally, 1819 Orleans, garage;
- Motion to pay bills and transfers listed in Register No.’s 5187-5189;

Motion made by Bryant, second by Marsden to approve the following proposed RESOLUTION NO. 202-21: A RESOLUTION DESIGNATING DEPOSITORIES FOR CITY MONIES AND CITY FUNDS NOT TO EXCEED THE SUM OF $ 8,000,000.00 PER FINANCIAL INSTITUTION. (8) AYES, (0) NAYS. Motion carried.
Motion made by Altheide, second by Bryant to approve the following proposed
RESOLUTION NO. 203-21: A RESOLUTION DESIGNATING THE DAILY GATE CITY AS A NEWSPAPER OF GENERAL CIRCULATION FOR PUBLICATION OF OFFICIAL NOTICES. (8) AYES, (0) NAYS. Motion carried.

Motion made by Dade, second by Marsden to approve the following proposed RESOLUTION NO. 204-21: A RESOLUTION APPOINTING COLE O’DONNELL TO THE SOUTHEAST IOWA REGIONAL PLANNING COMMISSION (SEIRPC) BOARD OF DIRECTORS. (8) AYES, (0) NAYS. Motion carried.

Motion made by Dade, second by Altheide to approve the following proposed RESOLUTION NO. 205-21: A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A ONE-YEAR AGREEMENT FOR ENGINEERING SERVICES AT THE NORTH LANDFILL. (8) AYES, (0) NAYS. Motion carried.

Motion made by Marsden, second by Altheide to approve the following proposed RESOLUTION NO. 206-21: A RESOLUTION EXTENDING QUALIFIED LEAVE PROVISIONS OF THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT OF 2020. (8) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, second by Dade to approve the following proposed RESOLUTION NO. 207-21: A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES FOR DESIGN OF THE RAINBO DRIVE LIFT STATION. (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Dade to set date and time for budget review. (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Altheide to approve method of filling vacancy on City Council. (8) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSION: O’Donnell reported vacancies on the Rand Park Pavilion Commission, Grand Theater Commission and Board of Adjustment.

STAFF REPORTS: O’Donnell reported on the following: Update on the Southeast Iowa Development Center and 365 Carbide Lane.

There being no further business, Mayor Richardson adjourned the meeting at 6:52 p.m.
MINUTES
SPECIAL BUDGET MEETING
January 26, 2021
500 N. 20th STREET
5:30 p.m.

Present: Altheide, Dade, Andrews, Marsden, Bryant
Present by Remote: Dunek
Absent: O’Connor, Helenthal
Vacant: Third Ward
Staff Present: O’Donnell, Ludwig

Department Managers from Animal Control, Police, Community Development, Code Enforcement/Housing, Fire, Water Pollution Control, Airport, Sewer Maintenance, Street, Park, Cemetery, Sanitation, Bridge, and Public Works Administration presented budget requests. City Administrator O’Donnell discussed Aquatic Center operations along with other departmental expenses and projected revenues. Discussion took place throughout the presentations.

Meeting adjourned at 8:14 p.m.
RESOLUTION NO.

WHEREAS, The City Council of the City of Keokuk has adopted provisions for Urban Revitalization Tax Exemption and;

WHEREAS, Applications have been submitted;

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

An Urban Revitalization Tax Exemption for the following homeowners be approved:

- Jo Ann Scanlan, 2005 Palean St., single family dwelling
- Michael Dolan, 409 Hawthorne Pl., detached garage
- Jerry & Carol Hill, 611 N. 7th St., restoration single family dwelling
- Johnathan & Justina Mortimer, 3372 Middle Rd., single family dwelling
- Doug & Alicia Dresden, 2926 Sunset Terrace, garage addition
- Sheila Sapp, 808 Johnson St. Rd., garage addition

Passed and Approved this 4th day of February, 2021.

___________________________________
Thomas L. Richardson, Mayor

Attest: ______________________________
Jean Ludwig, City Clerk
January 21, 2021

Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. 1716) for my improvement project located at 2005 Palean Street.

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner’s building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): Single family dwelling

The estimated cost of the completed project is $146,593.00 and it will be completed on, November, 2021.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2001, or I am the owner–occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

Upon approval of my application for tax exempt status, the exemption schedule as specified in Section 404.3, subsection 3: “.....qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by the improvements. The exemption is for a period of three years.”

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,

[Signature]

Property Owner(s) Signature
APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name: Jo Ann Scanlan

Property Owner Address: 2005 Palean Street

Address of Residential Property Claimed for Exemption: 2005 Palean Street

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:
   S.F. dwelling

2. If applicable, describe in detail the reconstruction of existing buildings or structures:

3. Was prior approval given by the City Council for this exemption? Yes: ☐ (by Res. No. ______) No: ☒

4. Estimated costs of the improvements? $146,593.00

5. Estimated or actual date of completion? November, 2020

6. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants.

I hereby swear that the information presented on this application and all attached supporting documents are true, correct and complete.

Signature of Applicant: [Signature]

Property Owner Title: [Title]

Date: [Date]

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify $ ______ of the 20__ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature: [Signature]

Date: [Date]
Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. for my improvement project located at 409 Hawthorne Place.

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner’s building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): Detached garage

The estimated cost of the completed project is $13,673.00 and it will be completed on 8-3-20.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2 am the owner-occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

Upon approval of my application for tax exempt status, the exemption schedule as specified in Section subsection 3: “.....qualified real estate is eligible to receive a one-hundred percent exemption from the actual value added by the improvements. The exemption is for a period of three years.”

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,

[Signature]

Property Owner(s) Signature
APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name:  Michael Dolan

Property Owner Address:  409 Hawthorne Place

Address of Residential Property
Claimed for Exemption:  409 Hawthorne Place

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:
   Detached garage

2. If applicable, describe in detail the reconstruction of existing buildings or structures:

3. Was prior approval given by the City Council for this exemption?
   Yes: □ (by Res. No. ________)  No: ☒

4. Estimated costs of the improvements?  $13,673.00

5. Estimated or actual date of completion?  8-3-20

6. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants.

I hereby swear that the information presented on this application and all attached, supporting documents are true, correct and complete.

Michael C. Dolan  Property Owner  1-25-21
Signature of Applicant  Title  Date

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify $________ of the 20___ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature  Date
Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. 1716) for my improvement project located at 611 N. 7th Street.

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner’s building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): Restoration of fire damaged single family dwelling

The estimated cost of the completed project is $122,000.00 and it will be completed on, 9-18-20.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2001, or I am the owner-occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

 Upon approval of my application for tax exempt status, the exemption schedule as specified in Section 404.3, subsection 3: “.....qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by the improvements. The exemption is for a period of three years.”

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,

[Signature]

Property Owner(s) Signature
APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name: Jerry/Carol Hill

Property Owner Address: 611 N. 7th Street

Address of Residential Property Claimed for Exemption: 611 N. 7th Street

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:
   Restoration of fire damaged single-family dwelling

2. If applicable, describe in detail the reconstruction of existing buildings or structures:

3. Was prior approval given by the City Council for this exemption?
   Yes: □ (by Res. No. ________) No: □

4. Estimated costs of the improvements? $122,000.00

5. Estimated or actual date of completion? 9/18/20

6. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants.

I hereby swear that the information presented on this application and all attached supporting documents are true, correct and complete.

Jerry/Carol Hill
Signature of Applicant

Property Owner 1/18/21
Title Date

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify $____________ of the 20__ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature Date
January 7, 2021

Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. 1716) for my improvement project located at 3372 Middle Road.

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner’s building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): New single family dwelling.  

The estimated cost of the completed project is $150,000.00 and it will be completed on 3-01-2021.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2001, or I am the owner–occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

Upon approval of my application for tax exempt status, the exemption schedule as specified in Section 404.3, subsection 3: “.....qualified real estate is eligible to receive a one–hundred percent exemption from taxation on the actual value added by the improvements. The exemption is for a period of three years.”

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,

[Signature]
Property Owner(s) Signature
APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name: Johnathan/Justina Mortimer

Property Owner Address: 3372 Middle Road

Address of Residential Property Claimed for Exemption: 3372 Middle Road

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:
   New single-family dwelling

2. If applicable, describe in detail the reconstruction of existing buildings or structures:

3. Was prior approval given by the City Council for this exemption? Yes: ☐ (by Res. No. _____) No: ☒

4. Estimated costs of the improvements? $150,000.00

5. Estimated or actual date of completion? 3-01-2021

6. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants. New Construction

I hereby swear that the information presented on this application and all attached supporting documents are true, correct and complete.

[Signature of Applicant]

Property Owner Title 1-14-2021 Date

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify $______________ of the 20__ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature Date
Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. 1716) for my improvement project located at 2926 Sunset Terrace.

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner’s building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): Garage addition.

The estimated cost of the completed project is $16,000.00 and it will be completed on May 1, 2021.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2001, or I am the owner–occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

Upon approval of my application for tax exempt status, the exemption schedule as specified in Section 404.3, subsection 3: “.....qualified real estate is eligible to receive a one–hundred percent exemption from taxation on the actual value added by the improvements. The exemption is for a period of three years.”

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,

[Signature]

Property Owner(s) Signature
APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name: Doug/Alicia Dresden

Property Owner Address: 2926 Sunset Terrace

Address of Residential Property Claimed for Exemption: 2926 Sunset Terrace

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:

2. If applicable, describe in detail the reconstruction of existing buildings or structures:
   Garage addition

3. Was prior approval given by the City Council for this exemption?
   Yes: ☐ (by Res. No. ______) No: ☒

4. Estimated costs of the improvements? $16,000.00

5. Estimated or actual date of completion? 5/1/21

6. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants.

I hereby swear that the information presented on this application and all attached supporting documents are true, correct and complete.

Signature of Applicant

Property Owner Title

Date 1-25-2021

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify $_______________ of the 20__ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature Date
APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name: Sheila Sapp

Property Owner Address: 808 Johnson St. Rd.

Address of Residential Property Claimed for Exemption: 808 Johnson St. Rd.

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:

2. If applicable, describe in detail the reconstruction of existing buildings or structures:

   Garage addition

3. Was prior approval given by the City Council for this exemption?
   Yes: ☐ (by Res. No. ________)  No: ☐

4. Estimated costs of the improvements? $7,500.00

5. Estimated or actual date of completion? 8-10-00

6. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants.

I hereby swear that the information presented on this application and all attached supporting documents are true, correct and complete.

Sheila Sapp
Signature of Applicant

Property Owner
Title

1-20-21
Date

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify $__________ of the 20__ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature

Date
January 18, 2021

Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. 1716) for my improvement project located at **808 Johnson St. Rd.**

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner’s building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): **Garage addition.**

The estimated cost of the completed project is **$7,500.00** and it will be completed on **8-10-20**.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2001, or I am the owner–occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

Upon approval of my application for tax exempt status, the exemption schedule as specified in Section 404.3, subsection 3: “.....qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by the improvements. The exemption is for a period of three years.”

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,

__________________________
Property Owner(s) Signature

REGISTER NO. 5190

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**Total**: 124,856.06
COUNCIL ACTION FORM

Date: February 4, 2021
Presented By: O’Donnell

Subject: Set Public Hearing- USDA Grant App Agenda Item: 

Description:
USDA has funds available for the airport runway lighting project. These funds would cover our 10% match of FAA funds. Prior to submitting the application, we must hold a public hearing. Staff recommends February 18, 2021 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: __________________________
COUNCIL ACTION FORM

Any previous Council actions:
Action

Date

Recommendation:

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

Additional Comments:

MOTION BY: ____________________  SECONDED BY: ____________________
TO ____________________

CITY COUNCIL VOTES

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RESOLUTION NO. _____

A RESOLUTION SETTING PUBLIC HEARING ON USDA COMMUNITY PROGRAMS GRANT APPLICATION

WHEREAS, the City of Keokuk, Iowa will be completing a runway lighting upgrade project at the Keokuk Municipal Airport; and

WHEREAS, the City of Keokuk, Iowa will be receiving 90% of the cost for said project from the Federal Aviation Administration (FAA); and

WHEREAS, the USDA Community Programs Grant will provide the necessary funds for the City of Keokuk, Iowa’s 10% match; and

WHEREAS, a public hearing must be held prior to submission of the application for grant funding through the USDA Community Programs.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, a public hearing shall be held on February 20, 2020 at 6:30 PM in the Keokuk Community Schools Board Room, 500 N 20th St, Keokuk, Iowa.

BE IT FURTHER RESOLVED that the City clerk shall publish notice of said public hearing in a newspaper of general circulation.

PASSED, APPROVED, AND ADOPTED this 4th day of February, 2021.

________________________________________________________________________

Thomas L. Richardson, Mayor

ATTEST:

________________________________________________________________________

Jean Ludwig, City Clerk
COUNCIL ACTION FORM

Date: February 4, 2021
Presented By: O'Donnell

Subject: Setting Public Hearing- Max Levy
Agenda Item: 

Description:
The State of Iowa requires local taxing authorities to hold a public hearing specifically on the proposed property tax levy. This is in addition to the public hearing on the entire budget. Staff is recommending February 18, 2021 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: ___________________
COUNCIL ACTION FORM

Any previous Council actions:

Action

________________________________________

Date

________________________________________

Recommendation:


Required Action

ORDINANCE □ RESOLUTION ✓ MOTION □ NO ACTION REQUIRED □

Additional Comments:


MOTION BY: ___________________________ SECONDED BY: ___________________________

TO __________________________________

__________________________________________________________________________

CITY COUNCIL VOTES

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<tr>
<th>VOTES</th>
<th>Altheide</th>
<th>Andrews</th>
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RESOLUTION NO. ______

A RESOLUTION SETTING PUBLIC HEARING ON THE PROPOSED
FISCAL YEAR 2022 PROPERTY TAX LEVY

WHEREAS, the City of Keokuk, Iowa has calculated a proposed property tax
levy for Fiscal Year 2022 budget; and

WHEREAS, prior to approving said levy, a public hearing must be held to receive
comments.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY
COUNCIL OF THE CITY OF KEOKUK, IOWA, a public hearing shall be
held on February 18, 2020 at 6:30 PM in the Keokuk Community Schools Board
Room, 500 N 20th St, Keokuk, Iowa.

BE IT FURTHER RESOLVED that the City clerk shall publish notice of said
public hearing in a newspaper of general circulation.

PASSED, APPROVED, AND ADOPTED this 4th day of February, 2021.

__________________________
Mayor – Thomas L. Richardson

ATTEST:

__________________________
Jean Ludwig, City Clerk
The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/18/2021
Meeting Time: 6:30 PM
Meeting Location: 500 N 20th St, Keokuk Iowa

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

### Iowa Department of Management

<table>
<thead>
<tr>
<th>Iowa Department of Management</th>
<th>Current Year Certified Property Tax</th>
<th>Budget Year Effective Property Tax</th>
<th>Budget Year Proposed Maximum Property Tax</th>
<th>Annual % CHG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Taxable Valuation</td>
<td>318,036,265</td>
<td>325,682,719</td>
<td>325,682,719</td>
<td></td>
</tr>
</tbody>
</table>

### Tax Levies:

<table>
<thead>
<tr>
<th>Description</th>
<th>2020/2021</th>
<th>2021/2022**</th>
<th>2021/2022</th>
<th>% CHG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular General</td>
<td>2,576,094</td>
<td>2,576,094</td>
<td>2,638,030</td>
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<tr>
<td>Contract for Use of Bridge</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Opr &amp; Maint Publicly Owned Transit</td>
<td>8,000</td>
<td>8,000</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>Rent, Ins. Maint. Of Non-Owned Civ. Ctr.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Opr &amp; Maint of City-Owned Civic Center</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Planning a Sanitary Disposal Project</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Liability, Property &amp; Self-Insurance Costs</td>
<td>150,000</td>
<td>150,000</td>
<td>180,000</td>
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<td>Support of Local Emer. Mgmt. Commission</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Emergency</td>
<td>85,870</td>
<td>85,870</td>
<td>87,934</td>
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<tr>
<td>Police &amp; Fire Retirement</td>
<td>643,109</td>
<td>643,109</td>
<td>704,301</td>
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<tr>
<td>FICA &amp; IPERS</td>
<td>311,172</td>
<td>311,172</td>
<td>301,362</td>
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<tr>
<td>Other Employee Benefits</td>
<td>1,219,420</td>
<td>1,219,420</td>
<td>1,208,884</td>
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</tr>
<tr>
<td><strong>Total 384.15A Maximum Tax Levy</strong></td>
<td>4,993,665</td>
<td>4,993,665</td>
<td>5,128,511</td>
<td>2.70%</td>
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<tr>
<td><strong>Calculated 384.15A Maximum Tax Rate</strong></td>
<td>15.70156</td>
<td>15.33291</td>
<td>15.74696</td>
<td></td>
</tr>
</tbody>
</table>

### Explanation of significant increases in the budget:

- **Property/Liability insurance increase of 15% to loss by insurance carrier as a result of 2020 derecho.**

If applicable, the above notice also available online at:

**www.cityofkeokuk.org**

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year.
COUNCIL ACTION FORM

Date: February 4, 2021
Presented By: O'Donnell

Subject: Aquatic Center Management Agreement

Description:

Staff approached the Hoener YMCA to inquire if the Y would be interested in managing the Keokuk Aquatic Center. This arrangement is used in other communities, notably Fort Madison and West Burlington, successfully. Due to lack of dedicated full time to monitor and aid in the management of the facility, having the full YMCA organization provide management will be advantageous. The Y will hire all staff, including guards, thereby increasing the number of possible candidates as the Y could offer them hours at the Aquatic Center and at the Y's facility. The City receives a dedicated management team that can use its outside resources to improve operations.

The agreement provides for the Y to assume all management costs starting three days before Memorial Day and going until one day after Labor Day. The City is still responsible for chemicals, utilities, and maintenance costs above $250. The Y will be provided a $20,000 annual management fee and will be compensated up to $35,000 for any operational losses based on receipt of fees minus operational costs the Y is responsible for. All admission and lesson fees will be received and retained by the Y. The concession stand will be under the Y's control with the ability to allow an outside organization to run that operation.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: ____________________ Title: ____________________________

Amount Budgeted: ____________________________

Actual Cost: ____________________________

Under/Over: ____________________________

Funding Sources:

__________________________________________

Department:

__________________________________________

__________________________________________

__________________________________________

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>
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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 APPROVING AQUATIC CENTER MANAGEMENT AGREEMENT WITH HOERNER YMCA

WHEREAS, the City of Keokuk, Iowa owns and operates the Keokuk Family Aquatic Center; and

WHEREAS, the Hoerner YMCA has staff and experience necessary to manage the operations of an aquatic center; and

WHEREAS, the City of Keokuk, Iowa and the Hoerner YMCA find it advantageous to enter into an agreement for the Hoerner YMCA to manage the operations of the Keokuk Family YMCA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the Aquatic Center Management Agreement between the City of Keokuk, Iowa and the Hoerner YMCA is hereby approved.

PASSED AND APPROVED this 4th day of February, 2021.

______________________________
Thomas L. Richardson, Mayor

ATTEST:

______________________________
Jean Ludwig, City Clerk
AQUATIC CENTER MANAGEMENT AGREEMENT

THIS AQUATIC CENTER MANAGEMENT AGREEMENT (hereinafter “Agreement”) is entered into by and between the City of Keokuk, Iowa, an Iowa municipal corporation, having an address for business at 601 Main St, Flr 3, Keokuk, Iowa, 52632 (hereinafter “City”); and the Young Men’s Christian Association of Keokuk, Iowa, an Iowa nonprofit corporation, having an address for business at 2126 Plank Rd, Keokuk, IA 52632 (hereinafter “Manager”).

WHEREAS, City owns and currently operates the Keokuk Swimming Aquatic Center (“the Facilities”) located 2930 Plank Rd, Keokuk, IA; and is desirous to retain the services of Manager to manage the Facilities; and

WHEREAS, Manager desires to manage the Facilities for City.

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

I. APPOINTMENT.

The City hereby grants to the Manager the exclusive right to manage the Facilities. Manager will provide its management services during the Term of this Agreement in accordance with the agreements and conditions herein contained.

II. SERVICES OF MANAGER.

Section 2.1 Management of Facilities.

Manager will provide management, direction, and supervision of the operation of the Facilities in accordance with the standards to those prevailing at similar municipally operated outdoor aquatic centers.

Manager shall be responsible for operation of the Facility, excluding start up and shut down, from three (3) days prior to Memorial Day and one (1) day after Labor Day. During the remainder of the year, the City shall be responsible for the Facility and its related costs.

Section 2.2 Operational Costs.

Manager is responsible for all operational costs needed to operate the Facilities, except as listed under Section III, City Obligations, below. This includes daily cleaning and routine maintenance of the Facilities and its equipment.

2.3 Personnel.
All personnel employed at the Facilities shall be the employees of the Manager. All employee costs, including, but not limited to, salaries, benefits, FICA, unemployment insurance and other costs of employment shall be the sole cost of the Manager.

2.4 Hours of Operation.

Manager may extend the hours of operation but may not shorten them below the hours when managed by the City. Manager may rent the Aquatic Center for after-hours or weekend events.

2.5 Swimming Lessons and Classes.

Manager shall continue to offer swimming lessons and classes similar in nature to what was offered when the City managed the Aquatic Center.

2.6 Admission Fees.

City retains the right to set any and all admission fees and shall notify Manager of any change in admission fees no later than January 1, of each year.

2.7 Concession stand.

Manager shall run the concession stand however it wishes, including letting an outside group run it, should they choose to do so. Manager keeps all profits from concessions.

2.8 Books and Accounts.

Manager shall keep and maintain complete and accurate books of account showing all income and expenses and all sales, gross receipts and use tax records and returns for the Facilities. All such books shall be kept and prepared in accordance with good accounting and management practices in accordance with generally accepted accounting standards. Such books and records shall be available for examination by the City, or any agents or auditors as designated by the City, at any time during the Manager’s normal business hours.

2.9 Determination of Profit/Loss.

(a) The determination of the Profit/Loss from the operation of the Facility by the Manager in any given year shall be determined by subtracting the Operating Expenses from the Gross Revenues.

(b) For purposes of this Section 2.9, the term “Gross Revenues” shall mean all revenues and receipts of every kind derived from operating the Facilities, including, but not limited to: income derived from admissions to the Facilities; the sale of food and beverage in the Facilities, income from rentals of the Facilities,
income from vending machines and income from the sale of merchandise. However, for the purposes of calculating Gross Revenues, federal, state or municipal excise, sales or use taxes or any other taxes collected directly from patrons or guests of the Facilities shall be excluded from Gross Revenues.

(c) For purposes of this Section 2.9, the term “Operating Expenses” shall mean all costs and expenses incurred in connection with the operation of the Facilities, defined as, salaries, wages, benefits or other costs of each employee working in the Facilities; the cost of inventories, beverages, supplies, equipment, routine maintenance of equipment, insurance policies required under this Agreement or any taxes levied or assessed on wages, salaries, food and beverages and sales of equipment and any other costs agreed to among the parties to this Agreement.

III. CITY OBLIGATIONS.

3.1 Utility Expense.

City will not charge Manager for water, sewer, electricity, natural gas, or trash pickup.

3.1.1 Other Expenses

City shall be responsible for the purchase of all chemicals necessary for operation of facility and for grounds maintenance outside of facility.

3.2 Cleaning, Maintenance and Repairs.

City will be responsible for keeping all equipment in good condition and repair beyond what is required for routine maintenance and minor repairs. City shall provide for and will arrange garbage and trash removal necessary for the Facilities to operate according to the proper sanitary standards and in compliance with all applicable health and sanitation laws and regulations.

3.3 Capital Expenditures.

All capital expenditures of any single repair in excess of $250.00 necessary for the Facilities to operate in accordance with Section 2.1 shall be at the sole cost of City.

City will cover all typical landlord-type repair expenses.

3.4 License and permits.

The Manager, as agreed upon by the parties, will be responsible for obtaining, or cause to be obtained, and will maintain in full force and effect, all such licenses.
3.5 Operating Deficit.

City will cover any operating deficit occurred by the Manager up to $35,000. If the deficit is higher than $35,000, then City and Manager will negotiate how the increased deficit is covered. The Manager will provide a monthly financial report to the City explaining all income and expenses so listed in Section 2. This report will be provided to the City by the 15th of the month. The City would then reimburse the Manager for any net loss occurred for that month by the 1st of the month. (Example, Manager provides expense report by May 15, City reimburses Manager by 1st of June.)

If the overall deficit is less than $35,000, the City will pay the Manager 25% of the savings from the lower deficit. For example, if the deficit at the end of the season is $31,000, then the City will pay the Manager 25% of $4,000, which is $1,000.

IV. MANAGEMENT FEE.

As compensation for the Manager’s services hereunder, the City agrees to pay Manager a management fee in the amount of $20,000 per year. The City will pay the Manager half of the management fee by July 1st, 2021. The City will pay another 25% of the management fee by August 1, 2021, and the final 25% of the management fee by September 3, 2021.

V. INSURANCE.

Section 5.1 Workers’ Compensation.

Manager will provide and maintain workers’ compensation insurance on all of the Manager’s employees working at the Facilities and said cost will be treated as an operating expense.

Section 5.2 Liability Insurance.

The Manager shall maintain at all times during the Term of this Agreement for the protection of the City and Manager comprehensive or commercial general bodily injury and property damage liability insurance in the amount of not less than $1 million for each occurrence. Said insurance policies shall name the City as an additional insured. The Manager shall provide to the City a certificate of insurance evidencing such policies with a thirty (30) day notice of cancellation.

Section 5.3 Property Insurance.

The City shall keep the City’s structures on the Premises insured against loss or damage from fire, explosion or other cause normally covered by other broad form insurance policies. Manager shall be named as an additional insured on said policy for the Facilities.
Section 5.4  **Cost of Insurance.**

The cost of insurance listed above in Sections 5.1 and 5.2 shall be an Operating Expense pursuant to this Agreement.

VI.  **TERM AND TERMINATION OF AGREEMENT.**

Section 6.1  **Term of Agreement.**

The initial term (“Term”) of this Agreement shall be for one year, commencing on the date of execution of this Agreement. After the first year, the Agreement shall be reviewed and, if necessary, revised. After the initial term, the subsequent term shall be for five years, or until terminated by either party in accordance with Sections 6.2 or 6.3 below.

Section 6.2  **Termination of Agreement for Convenience.**

This Agreement shall remain in full force and effect until terminated by either party by giving written notice to the other party no later than November 30th of the year in which the Agreement is in operation.

Section 6.3  **Notice of default: Termination for Breach.**

In the event that either party breaches any term of this Agreement, the non-breaching party may send a Notice of Default to the breaching party giving the breaching party fourteen (14) calendar days to cure said default. In the event that said default is not cured within fourteen days or any extension given by the non-breaching party, this Agreement shall terminate.

In the event of termination under this Section 6.3, the breaching party shall pay all reasonable costs and attorneys’ fees required to terminate said Agreement or litigate the breach in court. The Iowa District Court in and for Lee County, at Keokuk, Iowa, shall have jurisdiction, in the event of litigation.

VII.  **MISCELLANEOUS.**

Section 7.1  **Notices.**

All notices required under this Agreement shall be in writing and shall be sent certified mail, return receipt requested, or via hand delivery as follows:

To the City:  City Clerk  
City of Keokuk, Iowa  
601 Main St, Flr 3  
Keokuk, Iowa, 52632

To the Manager:  Director  
Y.M.C.A. of Keokuk, Iowa
or at such other address as is from time to time may be designated by the party receiving
the notice. Any such notice that is mailed in accordance herewith shall be deemed received
when the Notice is deposited with the United States Postal Service, postage prepaid. In the
event of hand delivery, the Notice shall be deemed delivered when the hand delivery is made
to the address listed above.

Section 7.2 **No partnership or joint venture.**

Nothing contained in this Agreements shall constitute or be construed to be or create
a partnership or joint venture between the City on the one part, and the Manager, its
successors or assigns, on the other part.

Section 7.3 **Amendment.**

This Agreement shall not be amended or changed except by a written instrument
executed by both parties.

Section 7.4 **Authority to Enter Agreement.**

(a) In order to induce the Manager to enter into this Agreement, the City represents and
warrants that the execution of this Agreement is permitted by the statutory and
constitutional authority of the City, and this Agreement has been duly authorized,
executed and delivered, and will, throughout the Term of this Agreement, constitute
a legal, valid and binding obligation of the City enforceable in accordance with the
terms hereof.

(b) In order to induce the City to enter into this Agreement, the Manager represents and
warrants that the execution of this Agreement is permitted by the Articles of
Incorporation and the Bylaws of Manager, and this Agreement is duly authorized,
executed and delivered, and throughout the Term of this Agreement, constitutes a
legal, valid and binding obligation of the Manager enforceable in accordance with the
terms hereof.

Section 7.5 **Entire Agreement.**

This Agreement constitutes the entire agreement between the parties with respect to
the matters addressed herein and supersedes all prior understandings and writings with
respect to such matters, and may be changed or supplemented only by a writing executed
by both parties.

Section 7.6 **Counterparts.**

This Agreement may be executed in counterparts, each of which shall be deemed an
original, but taken together, shall constitute one and the same agreement.
Section 7.7  Governing Law.

This Agreement shall be interpreted in accordance with the laws of the State of Iowa and any litigation commenced to enforce any of the terms of this Agreement shall be filed in the Iowa District Court for Lee County or the Federal District Court for the Southern District of Iowa.

Section 7.8  Binding Effect.

This Agreement shall be binding upon the successors and assigns of each of the parties hereto.

Dated this _____ day of ______________________, 2021.

CITY OF KEOKUK, IOWA

____________________________________
Thomas L. Richardson, Mayor

ATTEST:

____________________________________
Jean Ludwig, City Clerk

Y.M.C.A.

____________________________________
Mark Smidt, Hoener YMCA Director

Page 7 of 7
TO: Mayor and Council
FROM: Cole S. O’Donnell
DATE: February 1, 2021
RE: Committee Nominations

Vacancies

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

GRAND THEATRE COMMISSION
Vacancy 11/05/23
Vacancy 11/05/23

First Notification (No vote required)

Board of Adjustment
Phil Dunek 04/01/23
TO: Mayor and City Council  
FROM: Cole S. O’Donnell  
DATE: February 1, 2021  
RE: Administrator’s Report

1. 365 Carbide Lane: The survey of plat is complete and our filing with district court should be filed this week.

2. City Hall Project: Staff has inventoried current furniture at 501 Main and will send a list to Connections Bank on what we would like to keep. The quote for the paint restoration in the council chambers came in at $27,000–$51,000. A more exact bid was not possible due to much of the walls being under cover. Staff is working on quotes for a phone system. This has proven to be somewhat more difficult than it would seem given that we intend to use Danville Communications as our phone service provider (direct line versus VOIP). Mayor Richardson has confirmed that the quotes for renovations, painting, and AV equipment have been given the go ahead by ICAP.