AGENDA
COUNCIL WORKSHOP
June 16, 2022
IMMEDIATELY FOLLOWING REGULAR MEETING

(1) Discussion on Leggett Memorial.

TO: Mayor and Council

FROM: Cole S. O'Donnell

DATE: June 13, 2022

RE: Legget Memorial

Staff received a request from Council Member Andrews to have a further discussion om the Legget Memorial at Oakland Cemetery. Member Andrews has stated that citizens who disagree with the monument being allowed have not had a sufficient voice in the matter.

For review:

- On February 20, 2022, Josh Legget erected a monument at his father's grave in Oakland Cemetery. The monument consists of an approximately fourteen (14) foot high replica of an oil rig.
- PWD Helenthal and I were unaware that this monument was going to be installed and began to investigate the circumstances that lead to the installation. What we discovered is as follows:
    - Mr. Legget had approached city personnel in 2019 about the monument.
    - A meeting with Mr. Legget, Cemetery Superintendent Weis, Cemetery Employee Seibold, and then Public Works Director Bousselot was to be held at the cemetery.
    - Mr. Bousselot failed to attend the meeting in person, however, Superintendent Weis received a phone call during the meeting. Weis reports that it was Bousselot and that permission for the monument was given. Mr. Legget confirms this account.
    - When first contacted by PWD Helenthal, Bousselot indicated he did not recall the monument proposal or any other matters pertaining to the issue. At a later date Bousselot indicated that he had not given permission for installation.
- Based on the conflicting information, PWD Helenthal and I decided that the monument could remain.
- City staff and Council Members received several communications complaining about the memorial. It was then decided that the topic would be a matter of discussion at the March 3, 2002 Regular Meeting. Council was informed as such by PWD Helenthal in an email prior to the meeting. (See attached)
- At the meeting, the Legget family discussed the motivation, application, and construction of the monument. This was a lengthy discussion taking approximately twenty five (25) minutes during Citizen's Opportunity.
- At the end of the discussion, Council was asked two (2) times if they desired to take any additional actions in regards to the monument. Members either answered in the negative, no further action, or did not offer any objections. At that time, I clearly stated that we were going to let the issue be. https://www.youtube.com/watch?v=I-Ttf5oIK-I&t=5535s (1:05 minute mark)
- Based on this response, PWD Helenthal informed that Council that he would document the decision for files and send a copy to Mr. Legget. (See attached)

Cole S. O'Donnell · City Administrator
501 Main St, Keokuk, IA 52632
(319)524-2050 x 2205 · codonnell@cityofkeokuk.org

Staff will ask Council, as part of the work session to provide clear, definitive direction on how the Council wishes to proceed on this matter, be it formal action or to accept staff's decision to have the monument remain as is.

As a result of this issue, staff has instituted formal procedures to have headstones and monuments approved prior to installation. This includes a document signed by the installer and confirmed with a signature by staff. Any monuments that fall outside of adopted rules and regulations of Oakland Cemetery will be denied, but the applicant can appeal to the City Council.

Cole O'Donnell

From: Robert Helenthal
To: Cole O'Donnell; Carissa Crenshaw; Dan Winn; J Helenthal; K.A. Mahoney; Linda Altheide; Linda Marsden; Michael Greenwald; R Bryant; Roslyn Garcia; Steve Andrews
Subject: Monument at Oakland Cemetery
Attachments: Drawing of Legget Memorial.pdf; Fwd:

All,
There has been a lot of discussion concerning a monument that was erected at Oakland Cemetery on 2/20/2022 by the family of James Legget. Mr. Legget passed in August of 2019 and in August or September of 2019 the family contacted the city to see if they could put up a monument on the grave of James Legget. According to the Legget family they met with city personal and discussed this, but it is unclear if the size was clearly stated in these conversations. The Public Works Director at the time would have been the person to look at the request and approve or not, no documentation can be found. I have spoken with the Legget family and they state that permission was granted and only stipulation was it needed to have a suitable base. The base I believe was installed in 2019 and is in my opinion adequate to hold the structure. I was not aware of the agreement until after it was already up, I have spoken with the previous PWD and he does not recall having the conversation, but other city staff stated that the family did talk with the city. I believe in 2017 the Legget family did get permission to erect a cross on another family members grave which is located beside the one in question and I was told that they had paper work granting permission for it. What staff is asking is for from the council to decide whether we allow this the way that it currently stands, or does there need to be a modification or does it need to be removed. The drawing that was shown to me on 2/25/2022 shows the proposed height, which I have included but I have no way to verify if that is what was presented in 2019. I did state to the Legget family on 2/25/2022 that it would be left as is and in the future we would not allow structures of this nature to be placed in the cemetery. Since that time I have had numerous phone calls and a few emails concerning it and felt that the council needed be involved. The Legget family has stated that they will be at the meeting to discuss this with the council that is the reason for getting the information out before the meeting. I have included pictures of other monuments in the cemetery as well as the Legget family monument.

Thank you,

Robert Helenthal
Director of Public Works
City of Keokuk, Iowa

O: (319)524-2050 x 2210
F: (319)524-1365

www.cityofkeokuk.org

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James Leggett Headstone

In August of 2019 James Leggetts family contacted the city to request putting a monument on the grave site. It was approved by city staff and a base was poured shortly after the request was made. It took two years to construct and erect and during that time there were staff changes at city hall which resulted in some confusion on whether or not this was permitted in Oakland Cemetery. At the time of approval the family followed the guidance of the city, but at the time that it was erected the city had changed to a stricter policy on what would be allowed in Oakland Cemetery. The family of Mr. Leggett was notified on 2/25/2022 that the structure would be allowed to stay in the cemetery. There was some controversy over this decision and the decision was made by city staff to take it before the city council to let them decide what action would be taken. On 3/3/2022 it was decided by the city council of Keokuk IA. to leave the structure in place with no alterations to the monument, this was a unanimous decision by all eight of the council people in attendance. The city will have stricter guidelines for any headstones or structures in Oakland Cemetery so that this issue will not come up again in the future.

Robert Helenthal

501 MAIN STREET KEOKUK IOWA 52632
rhelenthal@cityofkeokuk.org | 319-524-2050 ext. 2210 | www.cityofkeokuk.org

AGENDA
CITY COUNCIL MEETING
June 16, 2022
501 Main Street
5:30 P.M.

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

4. Mayor's Correspondence:

5. Citizen's Request.

6. Consent Agenda.

   - Minutes of the Council Workshop & Regular City Council meeting of June 2, 2022;
   - Cash Receipts & Treasurer's Report for May 2022;
   - Resolution approving Amendment to Liquor License for American Legion, add a 5-day permit to include Outdoor Service, June 28-July 2, 2022 for concert (pending dram);
   - Special Event Permit for American Legion Post #41, First Friday Concert, Friday, July 1, 2022 3 p.m. – 11 p.m., North 8th Street between Main and Blondeau Street;
   - Resolution approving a Liquor License for The Hawkeye, 105 N. Park Drive, effective July 7, 2022 – Class C Liquor License with Catering, Outdoor Service & Sunday Sales;
   - Resolution approving a Liquor License for The Bar 914, 914 Main Street, effective July 7, 2022 – Class C Liquor License with Outdoor Service & Sunday Sales (pending fire inspection);
   - Resolution approving a Liquor License for Walmart Supercenter #1431, 300 North Park Drive, effective July 21, 2022 – Class E Liquor License, Class C Beer Permit & Class B Wine Permit with Sunday Sales;
   - Resolution approving a Liquor License for MOD Convenience Store, 3345 Main Street, effective July 22, 2022 - Class E Liquor License, Class C Beer Permit & Class B Wine Permit with Sunday Sales;
   - Motion to pay bills and transfers listed in Register No.'s 5277-5279;

7. Motion to approve second reading of an Ordinance amending the employee residency requirements.

8. Consider resolution approving allocation of funds from the Hotel/Motel Tax based on an amount estimated for FY 2022-2023.

9. Consider resolution approving the Investment Policy for fiscal year 2022-2023 for the City of Keokuk.

10. Consider resolution approving the petty cash and change funds for the fiscal year 2022-2023.

11. Consider resolution setting the time & place to conduct a public hearing on a request to amend Title 20, of the Keokuk Municipal Code by adding homeless shelters as special uses.

12. Consider resolution setting Fiscal Year 2022-2023 salaries for personnel of the City of Keokuk effective July 1, 2022.

13. Consider resolution authorizing the purchase of parts to upgrade traffic controllers.

14. Consider resolution proposing disposal and transfer of real estate interests of the city by sealed bid and authorizing the public notice thereof.

15. Consider resolution authorizing a loan to Freeze Dried USA from the City of Keokuk revolving loan funds.

16. Consider resolution authorizing advancement of cost for an Urban Renewal Project and certification of expenses incurred by the City for payment under Iowa Code Section 403.19.

17. Consider resolution acknowledging Civil Service Commission meeting minutes and approving a certified list of entry level candidates.

18. Boards & Commissions:

19. Council Liaison Reports:

20. Staff Reports:

21. New Business:

22. Adjourn Meeting.

MINUTES
COUNCIL WORKSHOP
June 2, 2022
IMMEDIATELY FOLLOWING REGULAR MEETING

PRESENT: Mahoney, Crenshaw, Altheide, Garcia (via phone), Helenthal, Andrews, Marsden, Bryant, Greenwald. ABSENT: Winn.

STAFF PRESENT: O'Donnell, El Anfaoui, Helenthal, Broomhall, and Clark.

An ordinance proposing a homeless shelter was presented to council for discussion. Darren Brown, of Tribulation & Trust Ministries manages a homeless shelter in Washington Iowa. He presented information and answered questions. Citizen, District Court Judge Clinton Boddicker agrees we have a homeless problem, expressed some concerns with proposed ordinance as written.

Adjourned meeting at 7:02 p.m.

MINUTES
CITY COUNCIL MEETING
June 2, 2022
501 Main Street
5:30 P.M.

The City Council of the City of Keokuk met in regular session on June 2, 2022 at 501 Main Street. Mayor Kathie Mahoney called the meeting to order at 5:30 p.m. There were eight council members present, one absent. Carissa Crenshaw, Linda Altheide, Roslyn Garcia (via phone), John Helenthal, Steve Andrews, Linda Marsden, Roger Bryant, and Michael Greenwald were present. Dan Winn was absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Celeste El Anfaoui, Public Works Director Robert Helenthal, Community Development Director Pam Broomhall, and Sewer Department Manager Michael Clark.

MAYOR'S CORRESPONDENCE: Informed of upcoming events in Keokuk.

CITIZEN'S REQUEST: Joe Shuman informed of upcoming racing union in Keokuk.

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

- Minutes of the Council Workshop & Regular City Council meeting of May 19, 2022;
- Minutes of the Safety Committee meeting of May 19, 2022;
- Minutes of the Goal Setting Session of May 25, 2022;
- Cigarette Permits for July 2022- June 2023;
- **RESOLUTION NO. 81-2022:** Approving a Liquor License for Casey's #2636, 3530 Main Street, effective July 1, 2022 – Class E Liquor License with Sunday Sales;
- **RESOLUTION NO. 82-2022:** Approving a Liquor License for Casey's #2595, 326 Main Street, effective July 1, 2022 – Class E Liquor License with Sunday Sales;
- Special Event Permit for Rand Park Pavilion, various music concerts for Summer 2022, requesting council approval to allow BYOB;
- Special Event Permit for Rollin on the River, Victory Park, August 19-20, 2022 (will be applying for a liquor license);
- Special Event Permit for Lake Cooper Foundation for the Big Dam Street Festival, Victory Park, August 25-27, 2022 (will be applying for a liquor license);
- Motion to pay bills and transfers listed in Register No.'s 5274-5276;

Mayor Mahoney opened the public hearing at 5:36 p.m. on a proposed Amendment No. 7 to the amended and restated Twin Rivers Urban Renewal Plan in the City of Keokuk, State of Iowa. A public hearing notice was published in the Daily Gate City on Friday, May 20, 2022.

COMMENTS: O'Donnell gave an overview of Amendment No. 7 Twin Rivers Urban Renewal Plan.

No further comments were received, Mayor Mahoney closed the public hearing at 5:37 p.m.

Motion made by Greenwald, second by Bryant to approve the following proposed **RESOLUTION NO. 83-2022:** "A RESOLUTION DETERMINING AN AREA OF THE CITY TO BE ECONOMIC DEVELOPMENT AND BLIGHTED AREA, AND THAT REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY, OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS AND ADOPTING AMENDMENT NO. 7 TO THE AMENDED AND RESTATED TWIN RIVERS URBAN RENEWAL PLAN." (8) AYES, (0) NAYS. Motion carried.

Motion made by Marsden, second by Greenwald to approve the third/final reading of an Ordinance amending Section 9.28.040 dealing with parking regulations.

Roll Call Vote: (8) AYES – Crenshaw, Altheide, Garcia, Helenthal, Andrews, Marsden, Bryant, and Greenwald.(0) NAYS, (1) ABSENT-Winn. Motion carried.

Motion made by Helenthal second by Marsden to adopt & give final approval of **ORDINANCE NO. 2026** AMENDING SECTION 9.28.040 DEALING WITH PARKING REGULATIONS (20TH FULTON). (8) AYES, (0) NAYS, (1) ABESNT-Winn. Motion carried.

Motion made by Marsden, second by Helenthal to approve initial of an **Ordinance** amending the employee residency requirements. Garcia made a motion to table, a letter from Jean Ludwig was read not in favor of the ordinance, after discussion Garcia rescinded her motion to table.

Roll Call Vote: (8) AYES – Crenshaw, Altheide, Garcia, Helenthal, Andrews, Marsden, Bryant, and Greenwald.(0) NAYS, (1) ABSENT-Winn. Motion carried.

Motion made by Helenthal, second by Greenwald to approve the initial reading of an Ordinance amending Ordinances No.'s 1852, 1952, 2010 and 2013 Amendment No. 7 to the amended and restated Twin Rivers Urban Renewal Plan.

Roll Call Vote: (8) AYES – Crenshaw, Altheide, Garcia, Helenthal, Andrews, Marsden, Bryant, and Greenwald.(0) NAYS, (1) ABSENT-Winn. Motion carried.

Motion made by Greenwald, second by Helenthal to waive the 2nd & 3rd reading of an Ordinance amending Ordinances No.'s 1852, 1952, 2010 and 2013 Amendment No. 7 to the amended and restated Twin Rivers Urban Renewal Plan.

Roll Call Vote: (8) AYES – Crenshaw, Altheide, Garcia, Helenthal, Andrews, Marsden, Bryant, and Greenwald.(0) NAYS, (1) ABSENT-Winn. Motion carried.

Motion made by Helenthal, second by Bryant to adopt & give final approval of an **ORDINANCE NO. 2027** AMENDING ORDINANCE NO'S 1852, 1952, 2010 and 2013 AMENDMENT NO. 7 TO THE AMENDED AND RESTATED TWIN RIVERS URBAN RENEWAL PLAN. (8) AYES, (0) NAYS, (1) ABSENT-Winn. Motion carried.

Motion made by Marsden, second by Bryant to approve the following proposed **RESOLUTION NO. 84-2022:** "A RESOLUTION APPROVING CONTRACT FOR TRANSPORTATION SERVICES WITH THE SOUTHEAST IOWA REGIONAL PLANNING COMMISSION (SEIBUS)." (8) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSIONS: Final Notification for Ed Kiedaisch to the Architectural Design Review Commission, 2-year term to expire 6/19/2024. Appointment of Brett Wrieden, Josh Kirchner to fill a 3-year term to expire 6/1/2024; Daniel Logan, Barb Smidt to fill a 3-year term to expire 6/1/2025 to the Revolving Loan Fund Committee**.** Second notification for Thomas Dreasler to the Airport Commission, fulfilling a 6-year term to expire 10/22/2023. Second notification for Jean Toole to the Building & Housing Advisory Board, 3-year term to expire 9/19/2025. Second notification for Sue Dickson to be reappointed to the City Planning Commission, 5-year term to expire 5/14/2027. Second notification of Dustin Wade, Tom Seabold, and Carla Celania to be reappointed to the Depot Commission, 4-year term to expire 6/1/2026. First notification for Dustin Cackley to the Veterans Memorial Commission, 5-year term to expires 6/1/27.
First notification for Sylvia Mills to the Keokuk Housing Authority, 2-year term to expire 9/5/2024. Resignation of Harold Peterson from Revolving Loan Fund Committee, 3-year term. Resignation of Brenda Bradley from Historic Preservation Commission, 3-year term. Motion made by Greenwald, second by Helenthal to approve all above. (8) AYES, (0) NAYS. Motion carried.

COUNCIL LIAISON REPORTS: Marsden updated on Main Street Keokuk past and future events.

STAFF REPORTS: Broomhall gave code revision update. Helenthal commented on swimming pool census over Memorial Weekend. O'Donnell updated on status of IDNR administrative order and ADM consent order; informed of Washington DC trip next week with Mayor Mahoney to meet with congressional delegation.

Motion made by Helenthal, second by Marsden to adjourn the meeting at 6:06 p.m.

CASH RECEIPTS FOR THE MONTH OF
May, 2022

General Fund	$	591,953.56
Park Maint. / Improv. Total	$	28,890.98
Road Use Tax	$	56,854.41
Employee Benefit Total	$	150,297.81
Emergency Tax Levy Total	$	5,957.17
Sales Tax Human Dev Total	$	126,186.94
Tax Increment Financing Total	$	8,022.12
Economic Development Total	$	3,977.00
Library Trust Total	$	846.15
Mary E. Tolmie Fund Total	$	999.80
Debt Service Total	$	62,508.56
Capital Equip Purchase Total	$	600.00
Capital Project Total	$	66,454.87
Perpetual Care Total	$	200.00
WPC Maint/Operation Total	$	468,347.37
WPC Impr Reserve Total	$	16.65
Solid Waste Total	$	76,729.84
Municipal Bridge Total	$	33,473.38
Internal Service Fund Total	$	22,080.77
TOTAL	**$**	**1,704,397.38**

TREASURER'S REPORT
CALENDAR 5/2022, FISCAL 11/2022

HOL FUND#	TITLE	LAST REPORT ON HAND	EXPENSES	REVENUE	BALANCE
001	GENERAL	866,919.79	832,512.12	591,953.56	626,010.76
002	PARK MAINT/IMPROV	351,841.34	.00	28,890.98	380,732.32
087	PUBLIC WKS EQUIP REP	12,800.78	.00	.00	12,800.78
110	ROAD USE	1,393,011.69	87,128.66	56,854.41	1,362,554.37
112	EMPLOYEE BENEFIT	1,815,720.77	.00	150,297.81	1,966,018.58
119	EMER - TAX LEVY	116,493.67	.00	5,957.17	122,450.84
121	SALES TAX - HUMAN DEV	1,243,180.92	.00	126,186.94	1,369,367.86
122	SALES TAX - INFRASTRUCT	.00	.00	.00	.00
125	TAX INCREMENT FINANCING	530,712.52	.00	8,022.12	538,734.64
160	ECONOMIC DEVELOPMENT	129,112.51	191.85	3,977.00	132,897.66
167	LIBRARY TRUST	94,172.47	.00	846.15	95,018.62
168	GRAND THEATRE RESERVE	1,051.17	.00	.00	1,051.17
169	MARY E TOLMIE FUND	85,794.89	.00	999.80	86,794.69
182	SWIMMING POOL RESERVE	1,070.00	.00	.00	1,070.00
199	AMERICAN RESCUE PLAN	749,352.27	.00	.00	749,352.27
200	DEBT SERVICE	95,412.50	444,308.50	62,508.56	286,387.44-
301	CAPITAL IMPROV PROJECTS	240,294.93	.00	.00	240,294.93
302	RIVERFRONT BARGE	109,113.17	.00	.00	109,113.17
303	CAP EQUIP PURCHASES	724,654.29-	2,470.26	600.00	726,524.55-
304	CAPITAL PROJECT	191,768.69-	.00	66,454.87	125,313.82-
500	PERPETUAL CARE	504,561.56	.00	200.00	504,761.56
610	WPC MAINT/OPERATION	6,013,758.24	259,592.72	468,347.37	6,221,668.57
611	WPC IMPR RESERVE	88,335.99	.00	16.65	88,352.64
612	SEWER MAINT EQUIP REPL	98,967.69-	.00	.00	98,967.69-
613	WAT POL CONTR CAP	.00	.00	.00	.00
614	SEWER IMPROV RESERVE	2,558,406.33-	62,202.50	.00	2,620,608.83-
617	CDBG SWR POINT REPAIR	1,157,219.40	.00	.00	1,157,219.40
670	SOLID WASTE	191,721.21	70,084.08	76,729.84	198,173.12
671	SOL WAS EQUIP PRELACE	.00	.00	.00	.00
672	CAP PROJ REMEDIAL	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,339,790.33	102,696.70	33,473.38	2,271,052.51
810	INTERNAL SERVICE FUND	16,520.41	58,540.56	22,080.77	19,939.38-
	Report Total	14,574,165.53	1,919,727.95	1,704,397.38	14,357,748.75

RESOLUTION NO.

A RESOLUTION APPROVING AMENDMENT TO AMERICA LEGION, KEOKUK POST #41 LIQUOR LICENSE TO INCLUDE OUTDOOR SERVICE TO A 5-DAY PERMIT FOR A CONCERT ON FRIDAY, JULY 1, 2022

WHEREAS, Application has been made by American Legion, Keokuk Post #41 for 5-day amendment to their Class C Liquor License to add Outdoor Service, N. 8th St. Between Main & Blondeau in Street (5-day Permit Privileges) for American Legion, Keokuk Post #41, 727 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, American Legion, Keokuk Post #41 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 a 5-day privilege of Outdoor Service for American Legion, Keokuk Post #41, 727 Main Street, effective June 28, 2022 – July 2, 2022, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16th day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

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SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

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

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

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

1. **APPLICANT INFORMATION**

Applicant: American Legion Post #41

Name/Event: First Friday Concert

Coordinator: Dustin Cackley

Mailing Address: 3186 Middle Rd

Daytime Phone #: 319-795-0332 Evening Phone #: _____

Email Address: dmcackley@gmail.com

2. **EVENT INFORMATION**

Type of Event:
Concert

Days/Dates of Event:
Friday, 01 July 22

Time(s) of Event: (Include Set Up/Tear Down Time)
3pm - 11pm

Event Location:
N 8th St Between Main and Blondeau

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

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

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

_____ Temporarily park in a "No Parking" area (specify location :)

__X__ Temporarily close a street for a block party (specify street :)

__X__ Temporarily install structure in street right-of-way

_____ Permanently install structure in street right-of-way

_____ Use of City Park (specify park :)

_____ Parade (attach map of route and indicate streets to be closed)

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Banner (specify location :)

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

_____ Fireworks (specify location :)

_____ Other (please specify :)

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

__X__ Street barricades

_____ Emergency "No Parking" Signs

_____ Other (please specify :)

5. **SOUND SYSTEMS**

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

Duration of event: 8 Hours

Please indicate if the following will be used:

__X__ Amplified Sound/Speaker System

_____ Public Address System

_____ Recorded Music

__X__ Live Music

6. **SANITATION**

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

Will additional restrooms be brought to the site? _____ Yes _X_ No If yes, how many? _____

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

Contact Person: Dustin Cackley Address: 727 Main St

Daytime Phone: 319-795-0332 Evening Phone: _____

7. **SECURITY**

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

_2_ Number of Off-Duty Police Officers

Names:

_____

8. **INSURANCE**

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

_X_ Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

9. **AGREEMENT**

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

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

Applicant/Sponsor Signature

6-1-2022
Date

DEPARTMENT APPROVALS

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

POLICE DEPARTMENT

Signature:_____ Date:_____

Recommended Conditions: _____

FIRE DEPARTMENT

Signature:_____ Date:_____

Recommended Conditions: _____

PUBLIC WORKS DEPARTMENT

Signature:_____ Date:_____

Recommended Conditions: _____

OTHER

Signature:_____ Date:_____

Recommended Conditions: _____

CITY ADMINISTRATOR APPROVAL (City Council Approval)

_____ _____ Approved: _____ Denied: _____

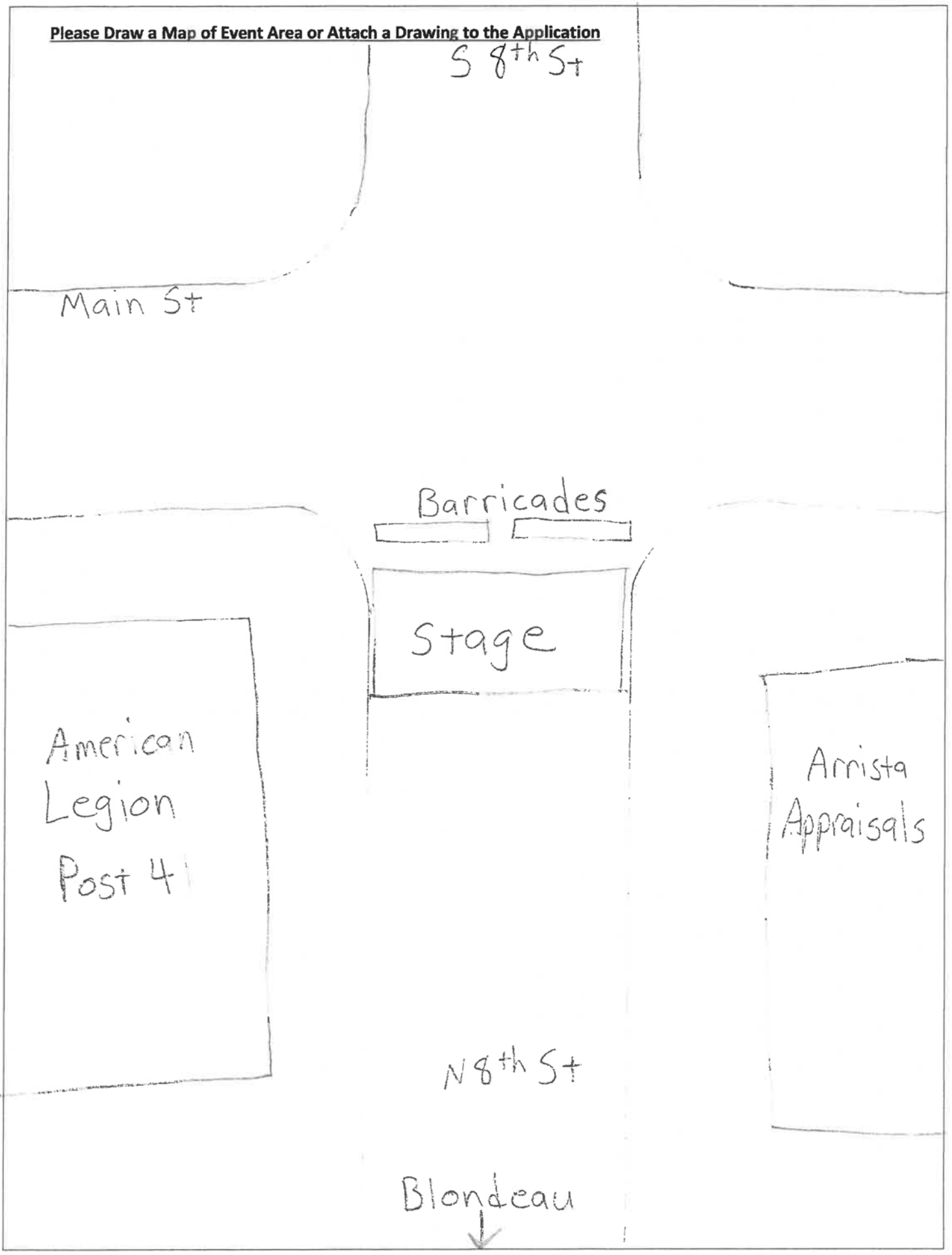
City Administrator Signature Date

CONDITIONS IMPOSED:_____

_____

Date of City Council Approval (*if required*): _____

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/01/2022

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

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

PRODUCER	CONTACT NAME: Bethany Beeler	
Connection Insurance PO Box 1000 Keokuk IA 52632	PHONE (A/C, No, Ext): (319) 524-4223	FAX (A/C, No): (319) 524-4235
	E-MAIL ADDRESS: bethany.beeler@myconnectioninsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : National Specialty Insurance	
INSURED Keokuk American Legion Post #41 727 Main St. Keokuk IA 52632	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL226111006 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			1869256	05/22/2022	05/22/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 200,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability			2034882	05/22/2022	05/22/2023	Each Occurance Aggregate	1,000,000 1,000,000

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

CERTIFICATE HOLDER

City of Keokuk
PO Box 400
Keokuk IA 52632

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR THE HAWKEYE

WHEREAS, Application has been made by Matlick, Inc. for a Class C Liquor License with Catering Service, Outdoor Service & Sunday Sales for The Hawkeye, 105 N. Park Drive; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT, Matlick, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Liquor License with Catering, Outdoor Service & Sunday Sales for The Hawkeye, 105 N. Park Drive, effective July 7, 2022, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed & Approved this 16th day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR THE BAR 914

WHEREAS, Application has been made by The Bar 914, LLC for a Class C Liquor License with Outdoor Service & Sunday Sales for The Bar 914, 914 Main; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT, The Bar 914, LLC has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Liquor License with Outdoor Service & Sunday Sales for The Bar 914, 914 Main, effective July 7, 2022, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16th day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR WALMART SUPERCENTER #1431

WHEREAS, Application has been made by Walmart Inc. for a Class E Liquor License with Class B Wine Permit, Class C Beer Permit & Sunday Sales for Wal-Mart Supercenter #1431, 300 North Park; **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, Walmart 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 E Liquor License with Class B Wine Permit, Class C Beer Permit & Sunday Sales for Wal-Mart Supercenter #1431, 300 North Park, effective July 21, 2022, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16th day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR MOD CONVENIENCE STORE INC.

WHEREAS, Application has been made by MOD Convenience Store Inc. for a Class E Liquor License with a Class B Wine Permit & Class C Beer Permit with Sunday Sales for MOD Convenience Store, 3345 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, MOD Convenience Store, 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 E Liquor License for MOD Convenience Store, 3345 Main Street, effective July 22, 2022, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 16th day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF JUNE 16, 2022.

REGISTER NO. 5277

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	$	2,714.50
AMI PIPE & SUPPLY	WPC SUPPLIES	$	395.50
KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	$	1,865.00
GRAY QUARRIES, INC	ROADROCK	$	953.93
JIM BAIER, INC	PARTS	$	169.50
HARTRICK'S LUMBER	PARK SUPPLIES	$	9.66
ERIC E. SUTER	SERVICE CALL	$	65.00
RIVER CITY PARTS, INC.	PARTS	$	22.50
KERR FABRICATORS, INC.	PARTS/SUPPLIES	$	360.36
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	$	70.07
KONE INC.	ELEVATOR MAINTENANCE	$	4,719.96
S. J. SMITH WELDING SUPPLY	TANK RENTAL	$	173.65
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	$	1,626.00
TASKE FORCE, INC.	TEMPORARY HELP	$	3,385.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	$	230.01
MCFARLAND-SWAN OFFICE CITY	LIBRARY SUPPLIES	$	83.98
ALLIANT	ELECTRIC BILL	$	66,128.88
PETTY CASH-KEOKUK LIBRARY	PETTY CASH REFILL	$	152.30
THE CARDBOARD BOX	UPS CHARGES	$	210.72
MONICA WINKLER	REIMBURSEMENT	$	153.75
HACH COMPANY	LAB SUPPLIES	$	2,148.17
CENTURY LINK	SERVICE	$	581.32
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	$	1,244.40
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE	$	5.13
LEE COUNTY RECORDER/REGISTRAR	DOCUMENT RECORDING	$	22.00
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	$	351.76
MEYERS PLUMBING	LABOR/MATERIAL	$	693.70
KEOKUK CONTRACTORS, INC	LABOR/MATERIAL	$	6,950.00
GENERAL TRAFFIC CONTROLS, INC.	TRAFFIC LIGHT EQUIPMENT	$	57,510.00
ENDERLE HEATING & A/C COMPANY	LABOR/MATERIALS	$	11,331.50
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	$	4,786.00
DOWNEY'S FIRE EQUIPMENT	EXTINGUISHER RECHARGE	$	80.00
SPRINGFIELD ELECTRIC SUPPLY CO	PARTS/MATERIALS	$	70.00
POSTMASTER	PO BOX RENT	$	226.00
FISHER SCIENTIFIC	LAB SUPPLIES-WPC	$	509.60
KEOKUK ART CENTER	LIBRARY PROGRAM	$	1,000.00
KEOKUK AREA CONVENTION AND	HOTEL/MOTEL SUPPORT	$	31,250.00
GOLDSTEIN-SCHWARTZ, INC	SEWER SUPPLIES/FREIGHT	$	1,207.55
IOWA DIVISION OF LABOR SERVICE	BOILER INSPECTION	$	80.00
TRI-STATE WINDOW & POOL, INC	POOL SUPPLIES	$	13.99
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	$	802.96

REGISTER NO. 5278

KNAPHEIDE TRUCK EQ CENTER	DUMP BED	$	26,111.00
NIEMANN FOODS, INC./ACE	SUPPLIES	$	647.78
RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	$	845.00
CENTRE STATE INTERNATIONAL	LABOR/MATERIALS	$	155.52
TERMINAL SUPPLY CO.	PARTS	$	84.48
MIDWEST BREATHING AIR L.L.C.	SEMI ANNUAL AIR TEST FIRE DEPT	$	999.56
FASTENAL COMPANY	PARTS/SUPPLIES	$	62.93
JAMES K. NEFF	LABOR/MATERIALS	$	9,164.18
AT&T MOBILITY	CELL PHONE SERVICE	$	758.97
KEOKUK FARM & HOME SUPPLY	SUPPLIES	$	3,665.22
DOUBLE A" GLASS L.L.C. "	LABOR/MATERIALS @ CAR BARN	$	2,802.13
DAMON CACKLEY	CDL REIMBURSEMENT	$	45.50
CAPITAL ONE	LIBRARY SUPPLIES	$	740.24
MENARD INC.	AIRPORT MATERIALS	$	2,131.48
DISCOUNT TIRE & SERVICE	TIRES	$	210.00
O'REILLY AUTOMOTIVE INC.	PARTS	$	2,188.54
MUNICIPAL SUPPLY, INC.	SEWER SUPPLIES/MATERIALS	$	188.80
SYNCB/AMAZON	LIBRARY SUPPLIES	$	608.60
EMPLOYEE BENEFIT SYSTEM	INSURANCE PREMIUM	$	1,160.28
MEDIACOM	SERVICE	$	327.54
ELECTRONIC ENGINEERING	SERVICE CALL/LABOR @ POLICE	$	25.00
GRAINGER	WPS PARTS/FREIGHT	$	219.71
IMI EQUIPMENT, LLC	TRACTOR	$	30,550.00
LEXISNEXIS RISK SOLUTIONS	KEOKUK POLICE DEPARTMENT	$	138.40
RELIABLE PEST SOLUTIONS	PEST CONTROL TOLMIE PARK	$	133.75
EMERGENCY APPARATUS	LABOR/MATERIALS FIRE DEPT	$	2,258.09
CARD SERVICES	LIBRARY SUPPLIES	$	634.84
HALL & ASSOCIATES	PROFESSIONAL SERVICES	$	21,907.50
TELEDYNE INSTRUMENTS, INC	SEWER MATERIALS/EQUIPMENT	$	20,693.00
MACQUEEN EQUIPMENT, INC.	SEWER DEPT TRAINING	$	500.00
INTERSTATE BATTERIES OF	BATTERIES	$	369.36
ANC PEST SOLUTIONS INC.	KEOKUK PUBLIC LIBRARY	$	150.00
VERIZON WIRELESS	CELL PHONE SERVICE	$	167.07
ASKEW SCIENTIFIC CONSULTING	PROFESSIONAL SERVICES WPC	$	5,647.80
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	$	203.94
ACCO	POOL CHEMICALS	$	164.20
BESTDRIVE BRAHLER'S	PARTS	$	20.00
ENVIRONMENTAL SYSTEMS RESEARCH	GIS LICENSE	$	1,050.00
JASON SCHMITT	REIMBURSE TRAVEL	$	19.22
OVERDRIVE, INC.	LIBRARY BOOKS	$	17,438.54
KIRKHAM MICHAEL	PROFESSIONAL SERVICES	$	5,290.50
LIBERTY UTILITIES MIDSTATES	SERVICE	$	17,679.55
RHOMAR INDUSTRIES, INC.	SUPPLIES/FREIGHT	$	1,414.19
ARMSTRONG TRACTOR LLC	SCAG CHEETAH	$	12,960.00
JEFFREY JOE HERR	SECURE/CLEAN PROPERTIES	$	920.00

REGISTER NO. 5279

CELESTE EL ANFAOUI	TRAVEL REIMBURSEMENT	$	26.91
CINTAS CORPORATION #342	UNIFORM SERVICES	$	2,538.23
GPM ENVIRONMENTAL SOLUTIONS	WPC PARTS/EQUIPMENT/FREIGHT	$	4,221.00
ICONNECTYOU	SERVICE	$	976.89
AMERICAN ABSTRACT & TITLE	CHECK SHEET	$	175.00
JANICE LINDNER	REIMBURSE GRAND THEATER	$	216.62
ANSELL HEALTHCARE PRODUCTS LLC	WPC SUPPLIES	$	378.00
JAMES F. DENNIS	PROFESSIONAL SERVICES	$	5,143.00
JOSEPH FIERCE	DEPOT JANITORIAL	$	100.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	$	600.00
NEWBERRY LANDSCAPING LLC	MOW VARIOUS PROPERTIES	$	1,010.00
GREATAMERICA FINANCIAL SVCS.	POLICE DEPT LEASE AGREEMENT	$	246.08
ASCENT AVIATION GROUP INC	AIRPORT SERVICE FEE	$	30.00
AIRNAV, LLC	AIRPORT LISTING RENEWAL	$	70.00
QUADIENT FINANCE USA, INC	POSTAGE METER REFILL	$	1,000.00
J4 PROPERTIES, LLC	PROPERTY TAXES	$	8,668.80
SHARED IT INC	IT SERVICES POLICE DEPT	$	1,520.00
TRI-STATE HEATING & ELECTRIC	MOW VARIOUS PROPERTIES	$	4,250.00
POWER SERVICES COMPANY LLC	SERVICE CALL/LABOR @ SEWER	$	2,046.32
STUEFEN MANUFACTURING	DEPOSIT AIRPORT DOOR	$	11,000.00
BRONSON BYBEE	LABOR @ GRAND THEATER	$	105.00
MOHRFELD ELECTRIC INC	LABOR/MATERIALS TOLMIE PARK	$	1,700.00
VERTICAL COMMUNICATIONS	SERVICE POLICE DEPT	$	197.48
NAPA AUTO PARTS	PARTS	$	735.14
MUNICIPAL EMERGENCY SVCS	UNIFORM PANTS POLICE DEPT	$	59.00
SCOTT'S ULTRA CLEAN LLC	JANITORIAL	$	1,805.00
EXCEL IT SERVICES	LIBRARY COMPUTERS/INSTALL	$	14,924.85
SCHRAGIS LLC	UPDATE GIS	$	600.00
REX OTT	AIRPORT MOWING/MAINTENANCE	$	457.50
RYAN HELENTHAL	1411 TIMEA MOW/WEEDEAT	$	75.00
SCHOLASTIC INC.	LIBRARY BOOKS	$	328.00
CONSOLIDATED FENCING INC	LABOR/MATERIAL REES PARK FENCE	$	11,148.00
		$	474,158.58

COUNCIL ACTION FORM

Date: June 16, 2022

Presented By: O'Donnell

Subject: Residency Ordinance Agenda Item: _____

Description:

Per the discussion at the May 19, 2022 work session, the proposed ordinance changes the residency requirements for city employees. First, employees will no longer be restricted to live in the state of Iowa. Second, all other limitations will be imposed by resolution of the City Council. Third, the Council can still make exceptions by a vote of the Council. The resolution setting limitations will be placed on the agenda once the ordinance has reached final passage. As a reminder, the additional limitations are as follows:

- Employees, other than employees of the Police Department, must live within ten (10) miles of the city limits, as the crow flies, and are not limited to the state of Iowa.
- Employees of the Police Department must reside in Lee County, Iowa.
- Must meet the requirement with sixty (60) days of hire (in current ordinance).
- Not discussed, but as it is part of the Administrator's agreement already, the City Administrator must reside within the corporate limits of the City of Keokuk.

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
Set Residency Limit to Ten Miles	12/06/2018
First Reading of Ordinance	06/02/2022

Recommendation:

As a policy change, the matter is at the pleasure of the City Council.

Required Action

ORDINANCE ☑ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

_____

_____

CITY COUNCIL VOTES

VOTES	Altheide	Andrews	Bryant	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE EMPLOYEE RESIDENCY REQUIREMENT

WHEREAS, On December 6, 2018, the City Council of the City of Keokuk passed an ordinance requiring that all employees live within the State of Iowa and within 10 (Ten) miles of the City limits; and

WHEREAS, The City Council now finds that these requirements are too restrictive as it applies to current City employees and the desire of the City Council to find qualified candidates for future vacancies; and

WHEREAS, State and federal courts have widely upheld reasonable residency restrictions, including in the Iowa Supreme Court case of Clinton Police Department Bargaining Unit v. City of Clinton, 464 N.W.2d 875 (Iowa, 1991); and

WHEREAS, Iowa Code Section 400.17 (3) (a) and (b) authorizes cities to establish a maximum distance for residency purposes so long as that distance is reasonable and makes allowance for City employees to reside outside of the State of Iowa;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, COUNTY OF LEE, STATE OF IOWA as, follows:

SECTION 1. The foregoing recitals are hereby incorporated as findings of fact as if fully set forth here.

SECTION 2. Section 2.96.050 of the Keokuk Municipal Code, entitled "Residency of Employees" is hereby amended to read as follows:

Employees employed by the city need not reside within the State of Iowa but may reside in another State. In addition, the City Council shall set additional residency requirements for employees, including, but not limited to, setting a reasonable maximum distance outside of the Corporate limits of the City, by department and position, through a Resolution. Additional exceptions to this residency requirement may be made by Resolution of the City Council;

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Initial reading by the Keokuk City Council on this 2nd day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

_____
K.A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

ROLL CALL: CRENSHAW – AYE ALTHEIDE – AYE GARCIA – AYE
WINN – ABSENT HELENTHAL – AYE ANDREWS – AYE MARSDEN – AYE
BRYANT – AYE GREENWALD – AYE

AYES - 8 NAYS – 0 ABSENT – 1

Second reading by the Keokuk City Council on this 16th day of June, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

_____
K.A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

ROLL CALL: CRENSHAW – ALTHEIDE – GARCIA – WINN HELENTHAL –
ANDREWS – MARSDEN – BRYANT – GREENWALD –

AYES - NAYS – ABSENT –

COUNCIL ACTION FORM

Date: 6/16/2022

Presented By: El Anfaoui

Subject: Hotel/Motel Allocations Agenda Item: 8

Description:

Allocations of Hotel Motel tax as requested during the budget process, with the addition of Lake Cooper Foundation in which council allocated $5,000.00. (Resolution 77-2022)

FINANCIAL

Is this a budgeted item? YES ☑ NO ☐

Line Item #: 001-490-6380-6488 Title: Hotel/Motel

Amount Budgeted: $182,990

Actual Cost: 187,990.00

Under/Over:

Funding Sources:

Hotel/Motel Tax Revenue

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action	Date
Annual Approval	
Resolution approving LCF $5,000.00	5/19/2022

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	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

A RESOLUTION APPROVING ALLOCATION OF FUNDS FROM THE HOTEL/MOTEL TAX BASED ON AN AMOUNT ESTIMATED FOR FY 2022-2023

WHEREAS, the City Council has developed a budget for the 2022–2023 fiscal period; and

WHEREAS, a resolution was passed May 19th, 2022 (Res 77-2022) approving $5,000.00 in hotel/motel funds payable to Lake Cooper foundation now, therefore,

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

THAT, the new allocation of funds from the Hotel/Motel Tax based on an amount estimated for FY 2022-2023 are as follow:

(a)	Convention and Tourism Bureau……	$126,250.00
(b)	Lake Cooper Foundation……	$ 5,000.00
(c)	Keokuk Fine Arts Council……..$	12,100.00
(d)	Keokuk Art Center……..$	7,140.00
(e)	Main Street Keokuk……$	22,500.00
(f)	Rand Park Pavilion…….$	7,500.00
(g)	Grand Theatre……...……..$	5,000.00
(h)	Rollin' on the River ……...$	2,500.00
	TOTAL $	187,990.00

AND BE IT FURTHER RESOLVED THAT, in accordance with city policy, it is recommended to the Convention and Tourism Bureau that salary percentages coincide and not exceed annual city wages and salary adjustments; and

FURTHER THAT, the Convention and Tourism Bureau continue to provide the City Council with monthly and quarterly financial reports, and that the advancement of hotel/motel funds from the city is subject to the timely filing of the financial statements.

Passed & Approved this 16th day of June, 2022.

_____
K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk

COUNCIL ACTION FORM

Date: 6/16/2022

Presented By: El Anfaoui

Subject: Investment Policy Agenda Item: 9

Description:

Annual Approval of Investment Policy.(rev. 2019)

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
Revised by City Attorney Jim Dennis	2019
Annual Approval	June 17, 2021

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	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

A RESOLUTION APPROVING THE INVESTMENT POLICY FOR FISCAL YEAR 2022-2023 FOR THE CITY OF KEOKUK

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

THAT, the City Council hereby approves the Investment Policy for fiscal year 2022-2023 for the City of Keokuk.

INVESTMENT POLICY
CITY OF KEOKUK, IOWA
As revised 7-1-2019

(Includes City Council, Library Board and Airport Commission)

SECTION I - SCOPE OF INVESTMENT POLICY

The Investment Policy of the City Council of the City of Keokuk, Iowa shall apply to all operating funds, bond proceeds and other funds: and to all investment transactions involving operating funds, bond proceeds and other funds that are accounted for in the financial statements of the City of Keokuk. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all the following:

1. The Mayor and City Council.

2. All depository institutions or fiduciaries for public funds of the City Council.

3. The auditor engaged to audit any fund for the Keokuk City Council.

SECTION 2 - DELEGATION OF AUTHORITY

In accordance with Section 12B.10B, the responsibility for conducting investment transactions resides with the Finance Manager of the City of Keokuk. Only the Finance Manager and those authorized by ordinance may invest public funds and a copy of any empowering ordinance shall be attached to this investment policy.

The Finance Manager shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Keokuk, both internal and external, responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Finance Manager of the City of Keokuk, and all employees authorized to place investments, shall be bonded per City Council Resolution.

SECTION 3 - OBJECTIVE OF INVESTMENT POLICY

The primary objective, in order of priority, of all investment activities involving the financial assets of the City of Keokuk shall be the following:

1. **SAFETY**: Safety and preservation of principal in the overall portfolio is the foremost investment objective.

2. **LIQUIDITY**: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

3. **RETURN**: Obtaining a reasonable return is the third investment objective.

SECTION 4 - PRUDENCE

The Finance Manager of the City of Keokuk, when investing or depositing public funds, shall exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that, when making investment decisions, the Finance Manager shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Keokuk and the investment objectives stated in Section 3.

When investing assets of the City of Keokuk for a period longer than 30 days, the Finance Manager shall request competitive investment proposals for comparable credit and term investments from the City's approved depositories.

SECTION 5 - INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the City of Keokuk may be invested in the following:

1. Interest bearing savings accounts and interest-bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the City of Keokuk. Deposits in any financial institution shall not exceed the sum approved by separate resolution of the Keokuk City Council.

2. Obligations of the United States government, its agencies, and instrumentalities.

3. Certificates of Deposit and other evidence of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12B.

4. Interest bearing accounts in the Iowa Public Agency Investment Trust, a jointly sponsored program for members of the Iowa League of Cities, The Iowa State Association of Counties, and the Iowa Association of Municipal Utilities.

SECTION 6 - PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City of Keokuk shall not be invested in the following:

1. Reverse repurchases agreements.

2. Futures and options contracts.

Assets of the City of Keokuk shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.

2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

3. If a fiduciary or other third party with custody of public investment transaction records of the City of Keokuk fails to produce requested transaction records when requested by this public body within a reasonable time, the City of Keokuk shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7 - INVESTMENT MATURITY LIMITATION

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Finance Manager may invest funds of the City of Keokuk that are not identified as Operating Funds in investments with maturities longer

than three hundred ninety-seven (397) days. However, all investments of the City of Keokuk shall have maturities that are consistent with the needs and use of the City Council.

SECTION 8 - DIVERSIFICATION

Where possible, it is the policy of the City of Keokuk to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury Bills or cash on hand shall be used at all times.

3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9 - SAFEKEEPING AND CUSTODY

All invested assets of the City of Keokuk involving the use of a Public Funds Custodial Agreement, as defined in Section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa. The custodial agreement will be signed by the Mayor, the Finance Manager, and the third-party custodian.

SECTION 10 - ETHICS AND CONFLICT OF INTEREST

The Finance Manager and all officers and employees of the City of Keokuk involved in the investment process shall refrain from personal business activity that could

conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

SECTION 11 - REPORTING

The Finance Manager's records shall be maintained and recorded on a daily basis and can be made available upon request through the office of the Finance Manager or the city finance office.

SECTION 12 - INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed annually or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Passed & Approved this 16th day of June, 2022.

_____
K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk

COUNCIL ACTION FORM

Date: 6/16/2022

Presented By: El Anfaoui

Subject: Petty Cash Agenda Item: 10

Description:

Annual approval of Petty cash and Change funds.

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
Annual Approval	6/2021

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	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

A RESOLUTION APPROVING THE PETTY CASH AND CHANGE FUNDS FOR THE FISCAL YEAR 2022-2023.

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

THAT, the City Council approves the following Petty Cash and Change Funds for fiscal year 2022-2023:

City Offices	Petty Cash	100.00
	Change Fund	200.00
Library	Petty Cash	200.00
	Change Fund	50.00
River Museum	Change Fund	100.00
Wastewater Treatment	Petty Cash	50.00

Passed & Approved this 16th day of June, 2022.

_____
K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk

COUNCIL ACTION FORM

Date: June 10, 2022

Presented By: Broomhall

Subject: Set public hearing amendment Title 20 Agenda Item: 11

Description:

A public hearing is required pursuant to Iowa Code 414.4 on proposed amendments to the zoning code.

The proposed amendments are to Title 20, Zoning, are to allow operation of homeless shelters within the City of Keokuk. Section 20.68.040 (special uses) will be amended by adding homeless shelters as a special use and a new section 20.68.070 will be added establishing standards and procedures for the location and operation of homeless shelters.

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
Discussion of proposed homeless ordinance	June 2, 2022

Recommendation:

Set public hearing for 5:30 p.m., Thursday, July 7, 2022

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

_____

_____

CITY COUNCIL VOTES

VOTES	Altheide	Andrews	Bryant	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

A RESOLUTION SETTING THE TIME AND PLACE TO CONDUCT A PUBLIC HEARING ON A REQUEST TO AMEND TITLE 20, OF THE KEOKUK MUNICIPAL CODE BY ADDING HOMELESS SHELTERS AS SPECIAL USES

WHEREAS, a petition has been received to amend Title 20, Zoning, Section 20.68.040 adding homeless shelters as a special use and adding a new section 20.68.070 establishing standards and procedures for location and operation of homeless shelters.

WHEREAS, a public hearing shall be conducted by the City Council of the City of Keokuk on proposed amendments to the Keokuk Zoning Code pursuant to Iowa Code 414.4 and Keokuk Municipal Code Section 20.88.010.

NOW THEREFORE, BE IT HEREBY RESOVLED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA

That a Public Hearing on the proposed amendment to Title 20, Sections 20.68.040 & 20.68.070 be scheduled for 5:30 p.m., Thursday, July 7, 2022, 501 Main Street, City Council Chambers, and further that the attached public notice of the time and place of said public hearing shall be given by publication in the Daily Gate City, a local paper of general circulation, as required by the Code of Iowa.

Passed & Approved this 16th day of June, 2022.

_____
K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk

PUBLIC NOTICE

Public Notice is hereby given that the City Council of the City of Keokuk, Iowa, will conduct a Public Hearing on the proposed amendments to Title 20, Section 20.68.040 adding homeless shelters as a special use and a new Section 20.68.070 establishing standards and procedures for location and operation of homeless shelters.

The Public Hearing will be held at 5:30 p.m., Thursday, July 7, 2022, 501 Main Street, City Council Chambers, Keokuk, Iowa.

All interested person is invited to attend and comment on the request at that time, or provide written comment to the Community Development Director, 501 Main Street, Keokuk, IA no later than 4:30 PM on Wednesday, July 6, 2022. Questions may be directed to the Community Development Director at (319)524-2050 x2209 or by e-mailing pbroomhall@cityofkeokuk.org.

COUNCIL ACTION FORM

Date: 6/16/2022

Presented By: El Anfaoui

Subject: Position/Wage/Salary Resolution Agenda Item: 12

Description:

Annual proposed positions, wages and salaries for City of Keokuk employees.

FINANCIAL

Is this a budgeted item? YES ☑ NO ☐

Line Item #: By Department Title: Wages

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
Annual Approval	

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	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO. _____

A RESOLUTION SETTING FISCAL YEAR 2022-2023 SALARIES FOR PERSONNEL OF THE CITY OF KEOKUK EFFECTIVE JULY 1, 2022

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

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

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

That the following positions, salaries, and wages be tentatively adopted for the Fiscal Year 2022-23.

PASSED AND APPROVED THIS 16TH DAY OF JUNE 2022

_____

K.A. Mahoney, MAYOR

_____

Celeste El Anfaoui, CITY CLERK

TITLE/POSITION	FT/PT	CLASSIFICATION	BASE PAY
			2022-2023
Police Chief	FT	EXEMPT	$87,360.75
Asst. Police Chief	FT	EXEMPT	$72,819.08
Police Captain	FT	NONEXEMPT	$67,965.70
Police Captain	FT	NONEXEMPT	$67,965.70
Police Captain	FT	NONEXEMPT	$67,965.70
Police Captain	FT	NONEXEMPT	$67,965.70
Police Sergeant	FT	NONEXEMPT	$64,747.20
Police Sergeant	FT	NONEXEMPT	$64,747.20
Police Sergeant	FT	NONEXEMPT	$64,747.20
Police Sergeant	FT	NONEXEMPT	$64,747.20
Police Detective	FT	NONEXEMPT	$59,675.00
Police Detective	FT	NONEXEMPT	$59,675.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 1st Class	FT	NONEXEMPT	$60,313.00
Officer 2nd Class	FT	NONEXEMPT	$56,217.00
Officer 2nd Class	FT	NONEXEMPT	$56,217.00
Officer 3rd Class	FT	NONEXEMPT	$49,406.00
Comm. Supervisor	FT	NONEXEMPT	$50,438.20
Data Entry Clerk I	FT	NONEXEMPT	$39,066.85
Data Entry Clerk I	FT	NONEXEMPT	$36,827.23
Animal Control Officer	FT	EXEMPT	$39,146.80
Fire Chief	FT	EXEMPT	$87,360.75
Asst. Fire Chief	FT	NONEXEMPT	$70,757.80
Asst. Fire Chief	FT	NONEXEMPT	$70,757.80
Asst. Fire Chief	FT	NONEXEMPT	$70,757.80
Fire Lieutenant	FT	NONEXEMPT	$61,830.00
Fire Lieutenant	FT	NONEXEMPT	$61,830.00
Fire Lieutenant	FT	NONEXEMPT	$61,830.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00

Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 1st Class	FT	NONEXEMPT	$57,154.00
Firefighter 2nd Class	FT	NONEXEMPT	$52,187.00
Mayor	PT	EXEMPT	$16,212.00
City Administrator	FT	EXEMPT	$139,326.20
Street/Vehicle Maint. Mgr.	FT	EXEMPT	$62,775.10
WPC Superintendent	FT	EXEMPT	$74,261.00
WPC Chief Operator	FT	EXEMPT	$62,621.35
WPC Maintenance Manager	FT	EXEMPT	$60,890.13
Public Works Director	FT	EXEMPT	$78,706.68
Bridge,Cemetery, Park, Sanitation Mgr.	FT	EXEMPT	$67,829.38
Sewer Maintenance Manager	FT	EXEMPT	$60,270.00
Engineering Tech I	FT	NONEXEMPT	$53,356.00
Engineering Tech	FT	NONEXEMPT	$51,078.83
WPC Chemist	FT	EXEMPT	$60,128.55
WPC Secretary/Clerk	FT	NONEXEMPT	$40,684.30
City Clerk	FT	EXEMPT	$59,450.00
Admin. Secretary	FT	EXEMPT	$40,669.00
Deputy City Clerk	FT	EXEMPT	$46,897.00
Comm. Dev. Director	FT	EXEMPT	$69,527.00
Code Enforce. Officer	FT	EXEMPT	$42,951.60
Account Clerk I	FT	NONEXEMPT	$34,185.00
Human Res./Payroll	FT	NONEXEMPT	$35,910.00
Biologist	FT	EXEMPT	$46,897.85
Airport Manager	FT	EXEMPT	$55,688.25
Cemetery Foreman	FT	NONEXEMPT	23.46/hr
Cemetery Maint.	FT	NONEXEMPT	22.45/hr
Bridge Foreman	FT	NONEXEMPT	23.46/hr
Bridge Maintenance	FT	NONEXEMPT	22.45/hr
Park Foreman	FT	NONEXEMPT	23.46/hr
Park Maintenance	FT	NONEXEMPT	22.45/hr
Class A Mechanic	FT	NONEXEMPT	23.71/hr
Mechanic Foreman	FT	NONEXEMPT	23.98/hr
Class A Mechanic	FT	NONEXEMPT	23.71/hr
Sanitation Foreman	FT	NONEXEMPT	23.46/hr
Sanitation Maint.	FT	NONEXEMPT	23.06/hr
Sanitation Maint.	FT	NONEXEMPT	23.06/hr
Sanitation Maint.	FT	NONEXEMPT	23.06/hr
Sanitation Maint.	FT	NONEXEMPT	23.06/hr
Sewer Maint. Foreman	FT	NONEXEMPT	23.46/hr
Sewer Maintenance	FT	NONEXEMPT	23.06/hr
Sewer Maintenance	FT	NONEXEMPT	23.06/hr
Sewer Maintenance	FT	NONEXEMPT	23.06/hr
Sewer Maintenance	FT	NONEXEMPT	23.06/hr

Street Foreman	FT	NONEXEMPT	23.46/hr
Street Maintenance	FT	NONEXEMPT	22.45/hr
Street Maintenance	FT	NONEXEMPT	22.45/hr
Street Maintenance	FT	NONEXEMPT	22.45/hr
Street Maintenance	FT	NONEXEMPT	22.45/hr
Street Maintenance	FT	NONEXEMPT	22.45/hr
Maint. Operator	FT	NONEXEMPT	26.21/hr
Operator Grade II	FT	NONEXEMPT	25.24/hr
Operator Grade I	FT	NONEXEMPT	22/hr
Library Director	FT	EXEMPT	$71,750.00
Information Service Clerk	FT	NONEXEMPT	$33,139.28
Information Service Clerk	FT	NONEXEMPT	$31,080.56
Youth Services	FT	EXEMPT	$41,354.65
Library Services Clerk	FT	NONEXEMPT	$35,138.03
Supervisor Library Services Clerk	FT	EXEMPT	$41,354.65
Library Pages	PT	NONEXEMPT	$7.25/hr
River Museum Curators	PT	NONEXEMPT	8.50/hr
Animal Control Assistants	PT	NONEXEMPT	8.25-9.00/hr
Prisoner Supervisors	PT	NONEXEMPT	10/hr

COUNCIL ACTION FORM

Date: June 16, 2022

Presented By: Robert Helenthal

Subject: Traffic Controller Upgrades Agenda Item: 13

Description:

There are three remaining traffic controllers that need to be upgraded on Main Street in the upcoming fiscal year. Due to the lead time for traffic parts the public works department would like to get the parts ordered to upgrade the controllers at 8th, 9th and 10th and Main Streets.

FINANCIAL

Is this a budgeted item? YES ☑ NO ☐

Line Item #: 001-240-6710 Title: Capital Equipment Traffic Light Maintenance

Amount Budgeted: $70,000

Actual Cost: $70,539

Under/Over: $539 over

Funding Sources:

Road Use Tax (RUT)

Departments:

Public Works

Is this item in the CIP? YES ☑ NO ☐ CIP Project Number: ADPW-21-04

COUNCIL ACTION FORM

Any previous Council actions:

Action	Date

Recommendation:

Staff requests authorization to purchase equipment to upgrade controllers at 8th, 9th, 10th and Main Streets.

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

This will be the final three traffic light controllers to be upgraded, which will enable the lights on Main Street to be synced together again.

MOTION BY: _____ SECONDED BY: _____

TO _____

_____

_____

CITY COUNCIL VOTES

VOTES	Altheide	Andrews	Bryant	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE PURCHASE OF PARTS TO UPGRADE TRAFFIC CONTROLLERS

WHEREAS there are three remaining traffic lights on Main Street that need to be upgraded; and

WHEREAS the traffic lights at 8th, 9th and 10th and Main Street will be the final lights to be upgraded, which will enable all traffic lights on Main Street to be synchronized; and

WHEREAS due to the lead time on parts the public works department would like to place the order as soon as possible;

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the public works department be authorized to purchase parts and equipment to upgrade the traffic light controllers at 8th, 9th, 10th and Main Streets in the amount of $70,539.

Passed this 16th day of June, 2022

_____

Mayor – Kathie Mahoney

_____

Attest – Celeste El Anfaoui

COUNCIL ACTION FORM

Date: June 10, 2022

Presented By: Broomhall

Subject: Receipt of bids and set public hearing 415 Blondeau Agenda Item: 14

Description:

A public notice to receive bids on property located at 415 Blondeau and setting a public hearing to dispose of property.

This property was home to city hall prior to the fire in 2019. This property consist of Lots 9 (except a 5' x 84' tract) and lot 10. There is an approximate 40' x 127' paved parking lot on lot 10. The remaining property is grass.

An appraisal was done on the property in March of this year, the property was appraised at $25,000. There is interest in the property, but the individual does not wish to pay the appraised amount, in this case the city must take bids on the property and can accept a lower amount if desired. The highest bid should be accepted. Proposed improvements to the property can be considered.

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:

Set time and date for receipt of bid and for public hearing to consider sale of property.

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

_____

_____

CITY COUNCIL VOTES

VOTES	Altheide	Andrews	Bryant	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO. ____

A RESOLUTION PROPOSING DISPOSAL AND TRANSFER OF REAL ESTATE INTERESTS OF THE CITY BY SEALED BID AND AUTHORIZING PUBLIC NOTICE THEREOF

WHEREAS, Section 364.7, 403.12, and 362.3 of the Code of Iowa sets for the manner in which the City of Keokuk may dispose of an interest in real property; and

WHEREAS, The City of Keokuk is the present owner of certain real property, situated in the City of Keokuk, Lee County, Iowa, legally described as follows:

The Property Commonly known as 415 Blondeau Street, Keokuk, Lee County, Iowa:

Original City of Keokuk, Lot 9, except a tract 5'x 84' in the west ½, and Lot 10, block 38

WHEREAS, the sale will be conducted by sealed bid, for which the highest responsible bid will be accepted, and conveyance by Quit Claim Deed, with the property transferred in as-is condition. The City Council reserves the right to reject any and all bids; and

WHEREAS, notice of intent to sell the property described herein will be given by publication of Public Notice attached to this resolution. This notice will be published once in the Daily Gate City, a newspaper printed, published, and of general circulation in the City of Keokuk, not less than 4, nor more than 20, days before the meeting of the City Council at which the proposal will be considered; and

WHEREAS, Written and sealed bids shall be submitted on or before 2:00PM on July 1, 2022, and the sealed bids shall be opened at 2:01 PM on July 1, 2022 at City Hall, 501 Main Street, Keokuk, Iowa 52632.

WHEREAS, The City Council will hold a Public Hearing on the proposed real property sale on July 7, 2022, at 5:30 PM in the Council Chambers at Keokuk City Hall. If the bid is accepted, the City Council shall enter a final resolution authorizing the sale; and

WHEREAS, it is now necessary to set a date and time for a public notice and hearing on the disposal of the real property afore described pursuant to Section 364.7 of the Code of Iowa;

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

THAT, the attached Public Notice be published at last once in the Daily Gate City, a newspaper printed, published, and of general circulation in the City of Keokuk, not less than 4, nor more than 20, days before the meeting of the City Council at which the proposal will be considered;

BE IT FURTHER RESOLVED, Written and sealed bids for the above-described Property shall be submitted on or before 2:00 PM on July 1, 2022 and the sealed bids shall be opened at 2:01 PM on July 1, 2022, at City Hall, 501 Main Street, Keokuk, Iowa 52632.

BE IT FURTHER RESOLVED, a public hearing be held on the purchase proposal for the above-named real property on July 7, 2022 at 5:30 PM in the Council Chambers of the Keokuk City Hall. Resolution of the issue herein shall be considered only after the appropriate notice and hearing required by Sections 364.7(1) and 403.12. The City Clerk is hereby directed to cause notice of this proposal and the date, time, and place of the public hearing thereon to be published as provided by Section 362.3 of the Code of Iowa, with no less than four (4) nor more than twenty (20) days before the date of said hearing.

BE IT FURTHER RESOLVED, that the City Attorney is authorized and directed to prepare and review the resolutions and agreements authorizing the sale of the above described real property and approving the executed deed, for which resolutions will be presented and considered by the City Council following the Public Hearing.

BE IT FURTHER RESOLVED, that after the public hearings and upon approval by this Council, final determination on the proposals for disposition by Resolution of this Council may be considered.

Passed & Approved this 16th day of June, 2022.

_____
K. A. Mahoney, Mayor

Attest:_____
Celeste El Anfaoui, City Clerk

EXHIBIT A

NOTICE OF INTENT TO DISPOSE OF CITY PROPERTY

PUBLIC NOTICE is hereby given that the City Council of the City of Keokuk in Lee County, State of Iowa, intends to sell all rights, title, and interest of the city in and to certain real property, situated in the City of Keokuk, Lee County, Iowa, legally described as follows:

The Property Commonly known as 415 Blondeau Street, Keokuk, Lee County, Iowa:

Original City of Keokuk, Lot 9, except a tract 5'x 84' in the west ½, and Lot 10, block 38

The sale will be conducted by closed bid auction, for which the highest responsible bid will be accepted, and conveyance will be by Quit Claim Deed, with the property transferred in as-is condition. The City Council reserves the right to reject any and all bids.

All bids must be received no later than 2:00PM on July 1, 2022 . Public Hearing shall be held on the sale and successful bid at 5:30 PM on July 7, 2022 in the City Council Chambers, 501 Main Street, Keokuk, Iowa 52632.

Oral and written statements in support of, or in opposition to, this proposed sale may be made at the public hearing.

THE CITY RESERVES THE RIGHT TO REJECT ALL BIDS AND TO REJECT ANY PROPOSED PURCHASE AGREEMENT.

COUNCIL ACTION FORM

Date: June 16, 2022

Presented By: O'Donnell

Subject: RLF Application Agenda Item: _____

Description:

Freeze Dried USA began as a home-based business in March of 2021 and demand and strong sales have brought growth in a very compressed timeframe. The manufacturer of freeze dried food products moved into the Southeast Iowa Development Center in Keokuk in September, 2021.

The application to the Keokuk RLF for $8,670 is for additional drying equipment and working capital to meet demand. Two Rivers Bank and Trust is the primary lender injecting $26,210 into the project. Timothy Walker, owner, is providing $2,000 cash to the project also.

- Loan Amount: $8,670
- Term: 7 years
- Interest Rate: 75% of prime lending at closing (approximately 3%)
- Collateral: General Business UCC on all business assets

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:

RLF Committee recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☑ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

_____

_____

CITY COUNCIL VOTES

VOTES	Altheide	Andrews	Bryant	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A LOAN TO FREEZE DRIED USA FROM THE CITY OF KEOKUK REVOLVING LOAN FUND

WHEREAS, Freeze Dried USA has applied for $8,670 through the City of Keokuk Revolving Loan Fund to be used for equipment and production expansion; and

WHEREAS, the City of Keokuk RLF Loan Review Committee, at its meeting on June 14, 2022 reviewed the application; and

WHEREAS, the City of Keokuk Loan Review Committee voted unanimously to recommend approval of the loan with a 7-year term at 75% of prime lending rate at close of loan.

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

THAT the City of Keokuk hereby authorizes a loan in the amount of $8,670 from the City of Keokuk RLF to Freeze Dried USA for a 7- year term at 75% of prime lending at time of closing.

PASSED, APPROVED, AND ADOPTED 16th day of June, 2022.

_____
K.A. Mahoney, Mayor

ATTEST:

_____
Celeste El Anfaoui, City Clerk

EXHIBIT A

Freeze Dried USA Business Plan (UPDATED)

Where we started:

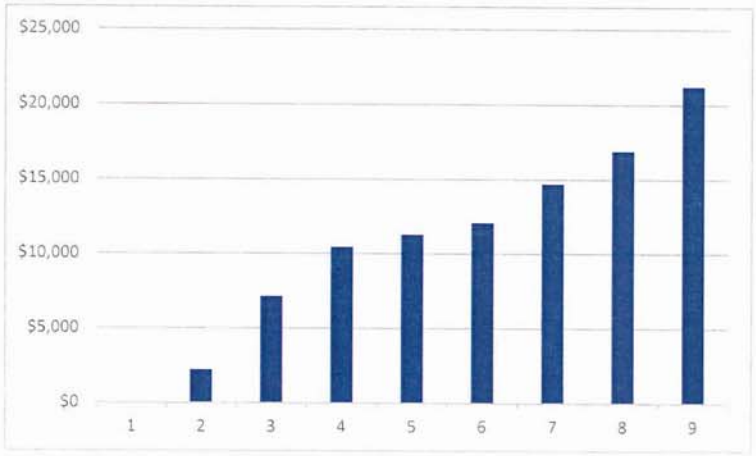
Freeze dried USA LLC started as a home business with two freeze dryers in March 2021 producing a varied of freeze-dried foods. Our product line has shrunk considerably to meet the demand for our freeze-dried candies, but we will bring back our other popular products as we're able to produce more at one time.

In September, Freeze Dried USA moved into the Southeastern Economic Development Center in Keokuk and within weeks it became obvious that two freeze dryers would not be enough. In October a 3rd freeze dryer was ordered to increase production capacity. The dryer didn't arrive until February, but we still can't keep up with demand.

Sales have increased ever month since I started, even beating December Christmas sales in the short month of February.

Sales by Month

August	$56
September	$2,222
October	$7,137
November	$10,460
December	$11,300
January	$12,090
February	$14,710
March	$16,930
April	$21,230
Total	$96,135



While there are other freeze dried foods producers, we don't necessarily compete head-to-head with them. In January I filed for a trademark on the name, and filed as my own brand on Amazon, giving us an edge on product placement and allowing us more freedom in how we market our products on Amazon. We now have our own brand page on Amazon, which allows us to promote all of our products using our own branding images, and also allows us to add videos our products listings instead of just photos.

Where we are headed:

We have barely scratched the surface of what this business can do.

The reason I stopped producing the large variety of products I started with was to try to have a few items I could keep in stock, allowing our customers to re-purchase products they like.

Right now, we only sell four types of candy and three flavors of ice cream, and we sell out regularly (daily with ice cream). Because we can't produce enough product to meet demand, we are selling on Amazon only, even though we have a lot of local interest in our products.

Adding dryers will allow us to better judge how much of each product we can make and sell, with the goal of keeping up with online demand and connecting with local retailers to sell products locally.

There are still plenty of untapped sales channels for us and a multitude of product options. Here are just a few of the sales channels I would like to sell to, besides Amazon and our local merchants:

- We have also been approved by Walmart to sell on their website, but we can't product enough to think about it.
- Freeze dried candies are a hot item on websites like Etsy, and I would like to sell our products there as well.
- Farmers markets and craft shows

Beyond sales channels, there are also products that I know would sell well, and entire product lines other than candy that provide even more sales opportunities.

Our ice cream, for example, is incredibly popular. We only do three flavors and we can't make enough of it to make it through a single day on most days. I would like to bring back our added "flavor of the month" ice cream, and I also have plans to freeze dry our own homemade ice cream.

Preppers and campers love freeze-dried ready-to-eat meals, and there has been an increase in interest in camping over the past few years, which we could benefit from.

There are huge opportunities in energy products as well. I am a runner, and the reason I started the business was to make a healthy energy snack for myself and other athletes.

For example, I created a fruit-based product I called "Fruit+ Fuel" using blended berries, caffeine, vitamin B, Glutamine, some sodium and a bit of sugar for calories athletes need. While I can't make them to sell, I have made them for myself, and am a big fan. I have also had other runners and parents of athletes contact me, asking about them.

How we are going to get there:

With only three freeze dryers, we are locked into a very limited product line, and we are still missing sales daily due to out-of-stock items.

With seven additional freeze-dryers, we can increase production of our current product line, and allow us to start supplying local retailers with our products.

We would double the capacity of candy that we make and allow us to make six-times the amount of ice cream we can currently produce.

I do not see the seven dryers as an end-all solution to meeting product demand, but more as a starting point from where we can add dryers and expand on our own using profits from the business. I believe it will take more equipment to expand into some of the other markets in earnest, but the added production capacity will put the company on that path.

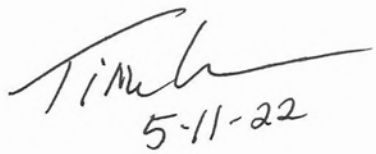
Management:

Prior to starting my own business, I worked as a retail manager and then as an Internet programmer and designer. I have spent the past 21 years running my own business(s) from home, the first was a consumer protection website I started in 2001 that is still in operation and pretty much runs itself at this point. In 2013 I started my own website design/programming/hosting business and managed that until Freeze Dried USA took over my home and my life last fall. In December, I passed the website business on to another local website designer to free up my time for this business.

I thoroughly enjoy what I do – everything from developing processes we use to produce and package our products to creating and implementing marketing strategies. My heart is in this business, and I have every intention of making this business the best and most successful it can be.

Closing:

There is something about this business that I can't explain. The excited reactions I have seen from people over and over when they learn about the products and try them are phenomenal. The future of Freeze Dried USA is bright.



TWO RIVERS
Bank & Trust

May 10, 2022

Dear Committee:

RE: Reference for Tim Walker/Freeze Dried USA

Tim Walker has been a customer with Two Rivers Bank & Trust since opening his Freeze Dried USA business last fall. He has shown significant growth and a work ethic that is quite commendable. He has always handled his bank accounts appropriately and is ahead with his loan payments.

I am also on the Keokuk Economic Development Corporation Board that oversees the Southeastern Iowa Economic Development Center where Tim incubated his business. He has grown the business and moved into a larger space in a short time, so I know he has the room for this expansion to occur. He has always been a conscientious tenant, and our board is happy to have him as a tenant.

Sincerely,

Barb Smidt

Barb Smidt
Market President of Two Rivers Bank & Trust
Keokuk Economic Development Center, Board Member/Treasurer

320 Concert Street • 115 Boulevard Road • Keokuk, IA 52632-0190 • Phone: 319-524-6921
e-mail: contactus@tworivers.bank Member FDIC www.tworivers.bank

TASKE FORCE INC.
STAFFING AGENCY

319-524-8767
1013 Main Street
Keokuk, IA 52632

May 11, 2022

Subject: **Tim Walker – Freeze Dried USA**

It is with great pleasure that I recommend Tim Walker with Freeze Dried USA.

I have had the pleasure of working with Tim on numerous occasions and have known him for over thirty plus years. We have been most recently working together with his new venture, Freeze Dried USA and his staffing needs. He is organized and efficient. He has been a great employer for the three plus employees he has through us and I am confident that whatever he puts his mind to he will get completed.

I can personally vouch for his integrity and recommend Tim Walker.

Sincerely,

TASKE FORCE, INC.

Tricia M. Merydith,
Manager

460 Van Buren Street
Warsaw, IL 62379
217-242-5762

RE: Timothy Walker-personal recommendation for loan approval

To whom it may concern:

I'm writing to you as a friend of Timothy Walker who I have personally known for over 35 years. He has been a dedicated friend to me, and we have been each other's support and motivation.

Tim has always been an entrepreneur. He's thought outside of the box on 2 successful businesses-way before his competition. He has demonstrated as a leader in both fields of a moving/relocation business and with website development. Tim is a go getter and knows how to market his businesses to make them successful. I have always been impressed with his ability to put both of those businesses in the forefront and make them successful. He never gave up on growing either company. And both of them have made him successful in what in his accomplishments to succeed.

Tim also demonstrates his motivation and desire to succeed in his personal life as a runner. He has been running marathons for years and he makes this a daily personal goal to keep training for the next run. He has run many races over the years and has travelled many states to do so. Personal achievement is other example of Tim's successes.

When you tie those three accomplishments together with his exciting new endeavor, you will see that Tim is a very diligent and motivated person that will not except failure. His new business, Freeze Dried USA, has been like Tim, off and running from day one. He grew his business so fast that he was able to add new dryer machines and employees. Tim is able to use his computers skills and website background to promote and grow his business. So well, that he has some great reviews from personalities that review product and place on social media. His sales are increasing every day.

Tim works well with the Chamber of Commerce in Keokuk, and he has their support on this expansion. He knows how to market to the local businesses also. For example, businesses buy his product for marketing purposes as he will place their name on the packaging.

So, I would recommend Tim for a loan to expand his business. Not only because of his success but also because he is a financially stable person that knows how to make a profit. He is a great businessman that won't accept failure. And this is just another business adventure that proves that once again he is in the forefront of the competition.

Sincerely,
Janelle Case, MBA, LNHA

Exhibit D

Projected Operating Income

Machine capacity:

We currently have two "large" freeze dryers and one small dryer.

In the large dryers, we can make two batches of candy/day, adding up to approximately 24 packages/day from each dryer. The ice cream in the small dryer takes 23 hours to dry, so we only get one batch of approximately 7 packages each day.

Sales per machine:

From August through October 2021, I was still developing the processes we use, so I knew we could make more product that we were making. By November, I thought we were producing just about all we could make, but we have managed to make and sell a little bit more each month, giving us record sales month after month.

Maybe we can squeeze a little more product out this month, but at $21K in April, we are nearing full capacity of what we can product with the equipment we have on-hand.

The two large dryers can produce approximately $9K/month of product and the small dryer can produce approximately $3K of ice cream each month.

When we add dryers, there will be a short period of time where we will need to find the most efficient way to manage 10 dryers.

We will begin ramping up production of the first batches of the day, adding staff to the day shift and running one batch in each of the additional dryers per day.

Once the day shift is running smoothly, I will begin to add people to the evening shift and start drying the 2nd daily batches in the new machines.

I expect that we will be making adjustments for 4 to 6 weeks as we bring people on, train them, and find ways to improve efficiency of the operations. It may take 90 days to be close to full production.

Each of the 7 added dryers can produce a little over $9K/month, giving us sales of approximately $100K/month at full capacity.

TM
5-11-22

TWO RIVERS
Bank & Trust

May 10, 2022

Keokuk Revolving Loan Fund Committee
SEIRPC
211 N. Gear Ave., Suite 100
W. Burlington, IA 52655

Dear Committee:

Tim Walker of Freeze Dried USA has applied for funding to expand his relatively new freeze dried candy and ice cream business. He has requested $32,880 to purchase new freeze dryers, small supporting equipment, freezer and computer to expand his business. He has also requested a $2,000 revolving line of credit to address fluctuating cash flow issues that occur due to timing differences between supply payments and product payments.

The bank's loan policy only allows 75% LTV with a margin of 50% on existing equipment and 75% on new. This limits the bank's funding ability to an additional $26,210. This would fund a $24,210 term note for equipment and a $2,000 revolving line of credit for working capital and cash fluctuations. Tim will add an additional $2,000 cash investment for working capital. This leaves a gap of $8,670 for the purchase of equipment.

With the income generated from additional equipment, Tim will create an additional 6 jobs and retain the 3 he currently employs. He is located in the Southeast Iowa Economic Development Center and has already outgrown and moved from his initial space into a much larger area of the building.

I am hopeful that the Keokuk RLF may be a source for Tim's gap financing needs.

Thank you,

Barbara Smidt

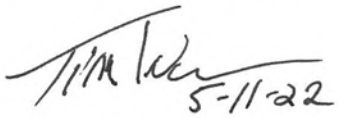
Barbara Smidt
Market President

Exhibit G:

My expansion doesn't include any new construction or real estate purchases, but I do need equipment, including:

- Seven new "large" freeze dryers to increase our production capacity
- The dryer accessories are spare tray sets and tray liners that we use to prep upcoming batches while another batch is drying. This allows us to keep the machines running at maximum production capacity.
- We pre—freeze batches whenever possible to save dry time, so we need a larger commercial freezer to store batches that have been prepped. We will also need added freezer space to store ice cream before we freeze dry it.
- The rolling carts are used to move batches from prep to freezer to dryer to packaging. The larger rolling cart is what we dry dishes on, and then use that to return clean trays to the prep stations. We add shelves to the large rolling cart because we have a lot of trays that take up surface area. Every batch has 5 trays/dryer.
- We need another laptop for batch logging and labeling. The current laptop is used for shipping, and is needed there more and more.
- I write documentation and make training videos for our employees, so we also need a touch-screen computer they can use for training and reference if they forget something.

Exhibit I:



The following is a list of current collateral and new collateral that will be purchased with money from the loan.

Collateral

Current:

Small freeze dryer	1	$2,195.00	$2,195.00
Large freeze dryer	1	$3,500.00	$3,500.00
Large freeze dryer	1	$3,814.38	$3,814.38
Refrigerator	1	$1,150.00	$1,150.00
Freezer	1	$336.00	$336.00
Total current			$10,995.38

New:

Large freeze dryers	7	$3,800.00	$26,600.00
Added accessories (spare pans,liners)	1	$800.00	$800.00
Commercial freezer	1	$5,500.00	$5,500.00
Added shelving for storage	1	$215.00	$215.00
Wire shelving for food	1	$419.00	$419.00
Rolling cart	1	$190.00	$190.00
Large rolling cart	1	$290.00	$290.00
Extra shelves for large rolling cart	1	$99.00	$99.00
			$34,113.00
Grand total			$45,108.38

Tim Wa
5-11-22

Exhibit J

COUNCIL ACTION FORM

Date: 6/16/2022

Presented By: O'Donnell

Subject: Urban Renewal Project Resolution Agenda Item: 16

Description:

The following economic development and urban renewal projects are funded through TIF:

KEDC-$60,000
Southeast Iowa Regional Port Authority- $2,900
SID Center Operations- $74,487

In order to receive these funds through TIF, we must annual certify the expenses by resolution.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

_____ _____

_____ _____

Departments:

_____ _____

_____ _____

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

COUNCIL ACTION FORM

Any previous Council actions:

Action	Date
Approve FY 23 Operating Budget	

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	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

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

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

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

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

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

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2022; and

WHEREAS, the amount of funds to be advanced for the Project is currently estimated at
$137,387.

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

Section 1. Pursuant to Ordinance No. 1852, there has been established the Amended and Restated Twin Rivers Urban Renewal Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area, as amended, are deposited. The Council finds the

Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan for the Urban Renewal Area.

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

Section 3. All Project costs to be incurred for the Project are approved, to be advanced as described in Section 2.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2022.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA, this 16th day of June, 2022.

_____
K.A. Mahoney, Mayor

ATTEST:

_____
Celeste El Anfaoui, City Clerk

COUNCIL ACTION FORM

Date: 6-16-2022

Presented By: El Anfaoui

Subject: Civil Service Testing Agenda Item: 17

Description:

The Keokuk Civil Service Commission conducted entry level testing for the Keokuk Police Department on June 4, 2022. Two applicants tested, one of them passed. Attached are the meeting minutes and the certified list of candidates.

FINANCIAL

Is this a budgeted item? YES ☑ NO ☐

Line Item #: 001-110-6232 Title: Civil Service Law Enforcement

Amount Budgeted: $2,500

Actual Cost: Approx $45.00

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
periodic testing	

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	Crenshaw	Garcia	Greenwald	Helenthal	Marsden	Winn
YES	☐	☐	☐	☐	☐	☐	☐	☐	☐
NO	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSENT	☐	☐	☐	☐	☐	☐	☐	☐	☐
ABSTAIN	☐	☐	☐	☐	☐	☐	☐	☐	☐

RESOLUTION NO.

A RESOLUTION ACKNOWLEDGING CIVIL SERVICE COMMISSION MEETING MINUTES AND APPROVING A CERTIFIED LIST OF ENTRY LEVEL CANDIDATES

THAT, Whereas Civil Service testing for entry level Police Department Officers was conducted on June 4, 2022, and

Whereas one of the two candidates passed the tests and are now qualified as entry level candidates for the Police Department,

NOW THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA that the meeting minutes be acknowledged, and the certified list be approved.

Passed and Approved this 16th day of June 2022.

_____
K.A. Mahoney, Mayor

_____
Celeste El Anfaoui, City Clerk

Make It Yours
KEOKUK
IOWA
CITY OF KEOKUK

CITY OF KEOKUK

CIVIL SERVICE COMMISSION

June 8,2022

The Keokuk Civil Service Commission met at 6:17 PM on June 8th, 2022, at Keokuk High School. Commissioners present for the meeting were Dan Tillman and Chad Campbell; LeeAnn Shaffer-Smith was absent. The purpose of the meeting was to certify entry level test results for Keokuk Police Department. The test took place at Keokuk High School on June 4th, 2022. One candidate passed the physical and written test. A second candidate, Jensen Broadwell, passed the physical test but failed the written test.

We hereby certify the following candidates for consideration by the Keokuk Police Department:

Lane Johnston

Respectfully submitted by:

Dan Tillman

Chad Campbell

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CITY OF KEOKUK
CIVIL SERVICE COMMISSION

June 8, 2022

As a result of Civil Service testing held June 4,2022 at Keokuk Senior High School, the Civil Service Commission hereby submits the following list of candidates to the Mayor and City Council for consideration by the Keokuk Police Department.

Lane Johnston

Dated at Keokuk, Iowa this 13th day of June 2022.

By Chad Campbell
Civil Service Commission

501 MAIN STREET · P.O. BOX 400 · KEOKUK, IA 52632
PHONE 319-524-2050 FAX 319-524-1365 WWW.CITYOFKEOKUK.ORG

TO: Mayor and Council

FROM: Cole S. O'Donnell

DATE: June 13, 2022

RE: Committee Nominations

AIRPORT COMMISSION (Final notification. Vote required.)
(6 YEAR TERM)
Thomas Dreasler Term to expire 10/22/23

BUILDING & HOUSING ADVISORY BOARD (Final notification. Vote required.)
(3 YEAR TERM)
Jean Toole Term to expire 09/19/2025

CITY PLANNING COMMISSION (Final notification. Vote required.)
(5 YEAR TERM)
Sue Dickson Term to expire 05/14/27

DEPOT COMMISSION (Final notification. Vote required.)
(4 YEAR TERM)
Dustin Wade Term to expire 06/01/26
Tom Seabold Term to expire 06/01/26
Carla Celania Term to expire 06/01/26

VETERANS MEMORIAL COMMISSION (Second notification. No vote required.)
(5 YEAR TERM)
Dustin Cackley Term to expire 06/01/2027

KEOKUK HOUSING AUTHORITY (Second notification. No vote required.)
(2 YEAR TERM)
Sylvia Mills-Echols Term to expire 09/05/2024

Resignations:

GRAND THEATRE COMMISSION
(3 YEAR TERM)
Ryals Parker Term to Expire 11/05/23

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

TO: Mayor and City Council

FROM: Cole S. O'Donnell

DATE: June 13, 2022

RE: Administrator's Report

1. ADM: We have yet to receive the Administrative Order from the DNR but still expect to receive it. A draft consent order has been sent to ADM with a final to be issued very shortly. ADM still continues to intermittently send wastewater with high loadings. At the time of writing, the plant is operating normally and within permit limits.
2. Washington DC Trip: Mayor Mahoney and I met with the Iowa delegations and presented information on the rail bridge and S 18th St. Fort Madison representatives presented information on Siemens. Unfortunately, the necessary legislation to help the renewable energy industry is tied to the Build Back Better proposal and has no chance in the Senate.
3. Extreme Heat: High temperatures and high humidity are predicted for this week and next. I have instructed department managers to have water available at all work sites and to encourage frequent water intake. Additionally, any employee showing signs of heat exhaustion or heat stroke is to be immediately removed from the work site and given appropriate treatment.
4. Out of Office: I am scheduled to be out of the office next week.

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

DOG PARK RULES

1. The Dog Park is open daily from dawn until dusk.
2. **REPORT ANY DOG BITES, ATTACKS, OR INJURIES TO THE KEOKUK POLICE DEPARTMENT - 319-524-2741.**
3. **OWNERS ARE REQUIRED TO PICK UP AND DISPOSE OF YOUR DOG'S WASTE.**
4. Non-canine sports activities, dog training, children's recreation, and business uses are prohibited.
5. Dogs must be in view and under control of their handler at all times. All handlers must be at least 16 years of age. Each handler must have a leash in hand at all times.
6. No more than 2 dogs per handler are permitted in the park on any one visit. Dogs cannot be left alone in the Dog Park.
7. Dogs must wear collars with current vaccination tags and city dog licenses attached.
8. Puppies under 5 months of age and female dogs in heat are prohibited from the park.
9. Dogs must be on a leash when they are outside of the Dog Park.
10. Remove and apply leashes while your dog is in the staging area.
11. Children 10 and under are not permitted in the Dog Park. Children 11-15 years of age must be closely supervised by an adult.
12. Dogs that consistently exhibit dominant aggressive behavior, dogs that regularly do not come when called, dogs that play too roughly, and dogs that cannot control their barking must be removed from the park immediately and without debate. Owners are required to stop their dog from digging and are responsible for filling any holes their pets create.
13. Smoking is not permitted in Dog Park.
14. The following items are not allowed in the Dog Park: Bicycles, Skates, Rollerblades, Skateboards, Strollers, Baby Carriages, Children's Toys, Dog Treats and Rawhides, Food (dog and human), glass bottles, and Prong and Spike Collars.

THE USE OF THIS FACILITY IS AT THE PARTICIPANT'S SOLE RISK. THE DOG PARK IS UNSUPERVISED AND THE CITY CANNOT CONTROL THE BEHAVIOR OF ANY ONE ANIMAL AT ANY TIME.