

AGENDA
CITY COUNCIL MEETING
June 15, 2023
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 Regular City Council meeting & Council Workshop of June 1, 2023;
 - Resolution approving a Liquor License for Casey's General Store #2595, 326 Main Street, Class E Retail Alcohol License – effective July 1, 2023 (pending fire inspection);
 - Resolution approving a Liquor License for Casey's General Store #2636, 3530 Main Street, Class E Retail Alcohol License – effective July 1, 2023 (pending fire inspection);
 - Resolution approving Ownership Update for Walmart Supercenter #1431 Liquor License;
 - Resolution approving a Liquor License for Columbia Room, temporary premise transfer of Class C Retail Alcohol License to Keokuk Catholic Schools, effective July 1-2, 2023 (pending dram);
 - Resolution approving Amendment to Liquor License for American Legion, add a 5-day permit to include Outdoor Service, June 28-July 2, 2023 for concert (pending dram);
 - Resolution approving a Liquor License for The Bar 914, 914 Main Street, Class C Retail Alcohol License with Outdoor Service – effective July 7, 2023;
 - Resolution approving a Liquor License for The Hawkeye, 105 N. Park Drive, Class C Retail Alcohol License with Catering and Outdoor Service – effective July 7, 2023;
 - Special Event Permit, American Legion Post #41, 727 Main Street, Patriot Picnic, Outdoor Concert and Cook-Out, July 6 & 7th, 2023;
 - Special Event Permit, Southside Boat Club, 625 Mississippi Drive, Firework Display, Monday, July 3rd, 2023 (pending insurance);
 - Cigarette Permits for July 2023- June 2024 for Dollar General (pending application);
 - Motion to pay bills and transfers listed in Register No.'s 5344-5346;
7. Consider resolution setting fiscal year 2023-2024 salaries for personnel of the City of Keokuk effective July 1,2023.
8. Consider resolution adopting a purchasing policy for the City of Keokuk for Fiscal Year 2023-2024.
9. Consider resolution approving allocation of funds from the Hotel/Motel Tax based on an amount estimated for FY2023-2024.
10. Consider resolution approving the Investment Policy for Fiscal Year 2023-2024 for the City of Keokuk.
11. Consider resolution approving the Petty Cash and Change Fund for Fiscal Year 2023-2024.

12. Consider 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.
13. Consider resolution approving engagement letter with Ahlers & Cooney, P.C.
14. Consider resolution awarding contract to replace siding on Rand Park tool shed.
15. Consider resolution setting public hearing on development agreement with MBMRE LLC D/B/A Green Oak Development.
16. Consider resolution setting public hearing on zoning amendment.
17. Consider resolution approving encroachment for Hotel Iowa – Kevin J. Kuckelman, 401 Main Street.
18. Consider resolution authorizing an agreement for street and sign asset & data tracking services.
19. Motion to approve resignation of Linda Altheide, 2nd Ward Councilperson.
20. Motion to approve filling Ward 2 by appointment.
21. Boards & Commissions:
22. Council Liaison Reports:
23. Staff Reports:
24. New Business:
25. Adjourn Meeting.

MINUTES
CITY COUNCIL MEETING
June 1, 2023
501 Main Street
5:30 P.M.

The City Council of the City of Keokuk met in regular session on June 1, 2023, at 501 Main Street. Mayor Kathie Mahoney called the meeting to order at 5:30 p.m. There were six council members present, three absent. Shelley Oltmans, John Helenthal, Steve Andrews, Dan Tillman, Roger Bryant, and Michael Greenwald were present. Carissa Crenshaw, Roslyn Garcia, and Linda Altheide were absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Celeste El Anfaoui, Public Works Director Brian Carroll, Community Development Director Pam Broomhall, Chief of Police Zeth Baum, Water Pollution Control Manager Tom Wills, and Bridge, Cemetery, Park & Sanitation Manager Bob Weis.

MAYOR'S CORRESPONDENCE: Reported upcoming events taking place in Keokuk.

CITIZEN'S REQUEST: Hal Hall with Lucky's Irish Pub expressed appreciation for the city's sidewalk improvements and explained interest in renovating the Lucky's building, which would require the purchase of part of the city parking lot behind building.

David Riney with Niemann Foods addressed the council with a project that would bring a new chain to the city.

Motion made by Oltmans, second by Helenthal to approve the agenda, including the consent agenda. (6) AYES, (0) NAYS. Motion carried.

- Minutes of the Regular City Council meeting & Council Workshop of May 18, 2023;
- Minutes of the Safety Committee meeting of May 18, 2023;
- Cigarette Permits for July 2023- June 2024;
- Motion to pay bills and transfers listed in Register No.'s 5341-5343;

Motion made by Greenwald, second by Helenthal to approve second reading amending the zoning ordinance of the City of Keokuk, Lee County, Iowa by rezoning lots 7, 8 and 9 in the original City of Keokuk from R-3, two family dwelling districts to a M-1, light industrial district.

Roll Call Vote: AYES –Oltmans, Helenthal, Andrews, Tillman, Bryant, and Greenwald. (6) AYES, (0) NAYS, (3) ABSENT. Motion carried.

Motion made by Helenthal, second by Andrews to waive third/final reading of ordinance.

Roll Call Vote: AYES –Oltmans, Helenthal, Andrews, Tillman, Bryant, and Greenwald. (6) AYES, (0) NAYS, (3) ABSENT. Motion carried.

Motion made by Greenwald, second by Tillman to adopt and give final approval of **ORDINANCE NO. 2040** Amending the zoning ordinance of the City of Keokuk, Lee County, Iowa by rezoning lots 7, 8 and 9 in the original City of Keokuk from R-3, two family dwelling districts to a M-1, light industrial district. (6) AYES, (0) NAYS. Motion carried.

Motion made by Oltmans, second by Greenwald to approve the following proposed **RESOLUTION NO. 237-2023**: “A RESOLUTION INCREASING EXCAVATION FEES TO DIG IN STREETS, AVENUES, ALLEYS, OR CITY RIGHT OF WAY.” (5) AYES, (0) NAYS, (1) ABSTAINING – Helenthal. Motion carried.

Motion made by Oltmans, second by Helenthal to approve the following proposed **RESOLUTION NO. 238-2023**: “A RESOLUTION APPROVING IOWA DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CONSENT ORDERS.” (6) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, second by Tillman to approve the following proposed **RESOLUTION NO. 239-2023**: “A RESOLUTION APPROVING CONTRACT FOR TRANSPORTATION SERVICES WITH THE SOUTHEAST IOWA REGIONAL PLANNING COMMISSION (SEIBUS).” (6) AYES, (0) NAYS. Motion carried.

Motion made by Oltmans, second by Helenthal to approve the following proposed **RESOLUTION NO. 240-2023**: “A RESOLUTION AUTHORIZING PURCHASE OF A 2019 DODGE RAM.” (6) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSIONS: First notification for William Smith, John Shields, and Kimberly Farias to the Veterans Memorial Commission- 5-year term to expire 6/1/2028.

COUNCIL LIAISON REPORTS: Mayor Mahoney reported on Road of Honor.

STAFF REPORTS: Carroll reported on public works, IMWCA meeting, and vandalism in the parks; Barnes updated on vacant property registration; Baum gave staffing update; Mahoney commented on incident at The National Cemetery involving police officers; and O'Donnell gave reminder of grant presentation taking place Tuesday June 6th at Elkem site.

Motion made by Oltmans, second by Bryant to adjourn the meeting at 6:04 p.m.

MINUTES
COUNCIL WORKSHOP
June 1, 2023
IMMEDIATELY FOLLOWING REGULAR MEETING

PRESENT: Oltmans, Helenthal, Andrews, Tillman, Bryant, Greenwald, Mayor Mahoney;
ABSENT: Crenshaw, Garcia and Altheide.

STAFF PRESENT: O'Donnell, El Anfaoui, Wills, Broomhall, Carroll, Baum, and Weis.

Council discussed Green Oak Development proposal for the 600 block Main Street buildings with Mike Norris of Southeast Iowa Regional Planning Commission and Michael Mohrfield of Mohrfield Electric and president of Green Oak Development.

O'Donnell addressed the need to update the language regarding class II sewer rates in ordinance 2039.

Meeting was Adjourned at 6:38 p.m.

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS E RETAIL ALCOHOL LICENSE FOR
CASEY'S #2595, 326 MAIN STREET**

WHEREAS, Application has been made by Casey's Marketing Company for a Class E Retail Alcohol License for Casey's General Store #2595, 326 Main Street; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT, Casey's Marketing Company has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class E Retail Alcohol License for Casey's General Store #2595, 326 Main Street, effective July 1, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of June 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS E RETAIL ALCOHOL LICENSE FOR
CASEY'S #2636, 3530 MAIN STREET**

WHEREAS, Application has been made by Casey's Marketing Company for a Class E Retail Alcohol License for Casey's General Store #2636, 3530 Main Street; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT, Casey's Marketing Company has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class E Retail Alcohol License for Casey's General Store #2636, 3530 Main Street, effective July 1, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15nd day of June, 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

**A RESOLUTION APPROVING OWNERSHIP UPDATES FOR WALMART
SUPERCENTER #1431 LIQUOR LICENSE**

WHEREAS, Application has been made by Walmart Inc. for Ownership Updates for Walmart Supercenter #1431, 300 North Park Dr for Liquor License; **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 Ownership Updates for Walmart Supercenter #1431, 300 North Park Dr for Liquor License, effective June 15, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of June 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS C RETAIL ALCOHOL LICENSE
TEMPORARY PREMISE TRANSFER FOR COLUMBIAN ROOM OF
KEOKUK, CATHOLIC SCHOOL ALL SCHOOLS REUNION**

WHEREAS, Application has been made by Columbian Room of Keokuk for a Class C Retail Alcohol License for Columbian Room, 11 N. 6th 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, Columbian Room of Keokuk 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 Retail Alcohol License Columbian Room Temporary Premise Transfer, 11 N. 6th Street, effective July 1, 2023, through July 2, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of June 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

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 JULY 6 & 7, 2023**

WHEREAS, Application has been made by American Legion, Keokuk Post #41 for 5-day amendment to their Class C Retail Alcohol 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 Retail Alcohol License with a 5-day privilege of Outdoor Service for American Legion, Keokuk Post #41, 727 Main Street, effective July 5, 2023 – July 9, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of June 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS C RETAIL ALCOHOL LICENSE FOR
THE BAR 914**

WHEREAS, Application has been made by The Bar 914, LLC for a Class C Retail Alcohol License with Outdoor Service 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 Retail Alcohol License with Outdoor Service for The Bar 914, 914 Main, effective July 7, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 15th day of June 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS C RETAIL ALCOHOL LICENSE FOR
THE HAWKEYE**

WHEREAS, Application has been made by Matlick, Inc. for a Class C Retail Alcohol 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 Retail Alcohol License with Catering, Outdoor Service & Sunday Sales for The Hawkeye, 105 N. Park Drive, effective July 7, 2023, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed & Approved this 15th day of June 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

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

Some permits for events may require additional time for approval.

(For example: Parades requiring use of a state highway)

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

1. APPLICANT INFORMATION

Applicant: American Legion Post 41

Name/Event: Patriots Picnic

Coordinator: Dustin Cackley

Mailing Address: 727 Main St

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

Email Address: dmcackley@gmail.com

2. EVENT INFORMATION

Type of Event:

Outdoor Concert and Cook-out

Days/Dates of Event:

Thursday & Friday, July 6th & 7th

Time(s) of Event: (Include Set Up/Tear Down Time)

Thursday July 6th @ 6pm - Friday July 7th 11 pm

Event Location:

8th Street 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 :)
- ☒ Temporarily close a street for a block party (specify street :) 8th Street
- ☒ 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 :) Use of Light Pole for Power

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

- ☒ Street barricades
- ☐ Emergency "No Parking" Signs
- ☒ Other (please specify :) Park Picnic Tables

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: 6:30p-10pm

Please indicate if the following will be used:

- ☐ Amplified Sound/Speaker System
- ☐ Public Address System

- ☐ Recorded Music
- ☒ 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? X Yes _____ No _____ If yes, how many? 2

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.

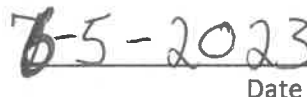
X Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

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


Date

DEPARTMENT APPROVALS

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

POLICE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

FIRE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

PUBLIC WORKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

OTHER

Signature: _____ Date: _____

Recommended Conditions: _____

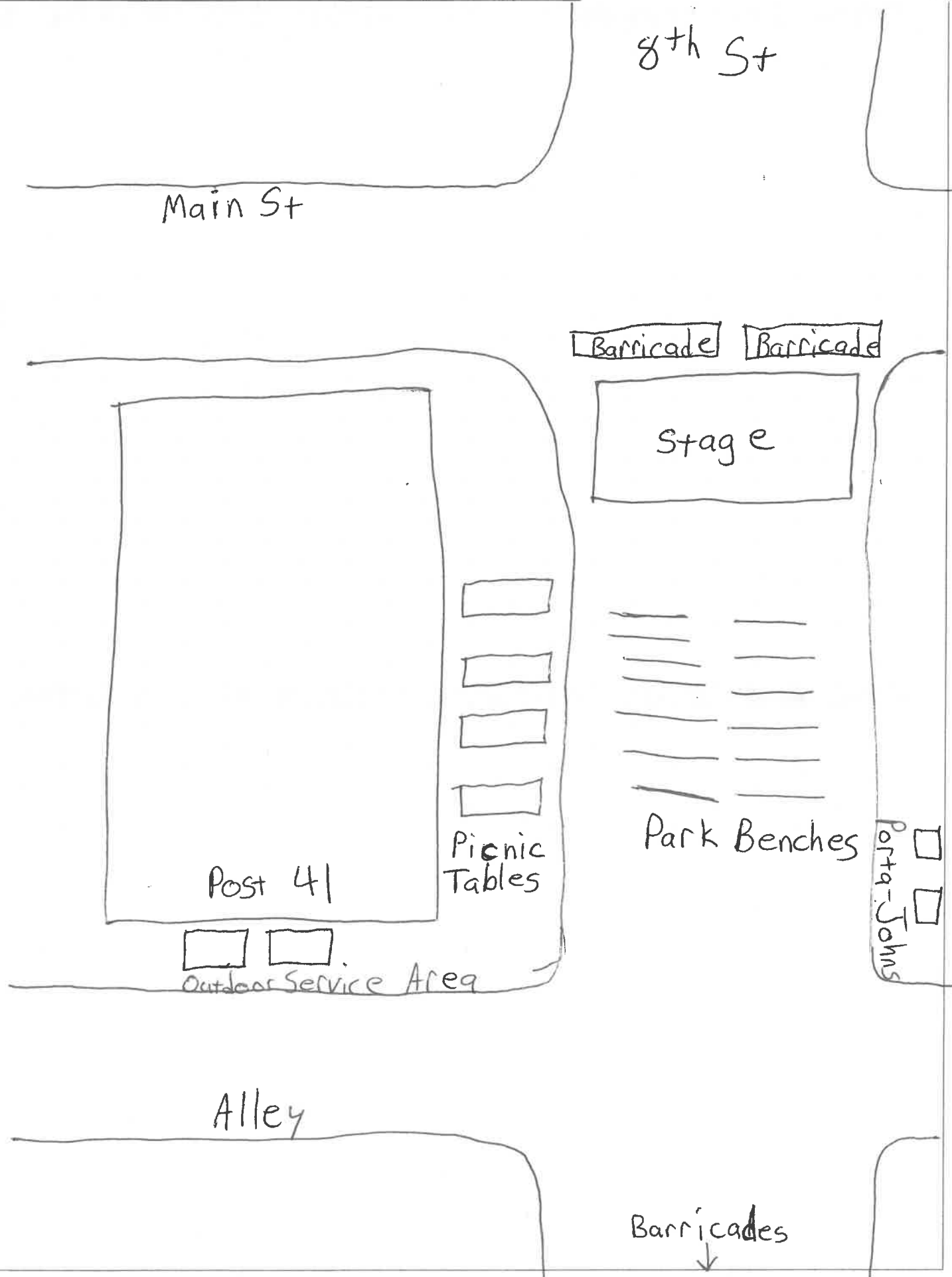
CITY ADMINISTRATOR APPROVAL (City Council Approval)

City Administrator Signature Date Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____

Date of City Council Approval (if required): _____

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





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: Southside Boat Club
Name/Event: Part of City's 175th Celebration
Coordinator: Lewis Huffman
Mailing Address: P.O. Box 625
Daytime Phone #: 217 2094111 Evening Phone #: Same
Email Address: southsideboatclub@gmail.com

2. EVENT INFORMATION

Type of Event:
Fireworks
Days/Dates of Event:
July 3rd
Time(s) of Event: (Include Set Up/Tear Down Time)
8:30 - 9:45 PM
Event Location:
Hubinger Landing
Will event require an alcohol license or require modification of an existing license? 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 :)
- ☐ Temporarily close a street for a block party (specify street :)
- ☐ Temporarily install structure in street right-of-way
- ☐ Permanently install structure in street right-of-way
- ☒ Use of City Park (specify park :)
- ☐ 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 :) *Hubinger Landing*
- ☐ Other (please specify :)

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

- ☐ Street barricades
- ☐ Emergency "No Parking" Signs
- ☐ Other (please specify :)

5. **SOUND SYSTEMS**

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

Duration of event: _____

Please indicate if the following will be used:

- | | |
|---|---|
| <input type="checkbox"/> Amplified Sound/Speaker System | <input type="checkbox"/> Recorded Music |
| <input type="checkbox"/> Public Address System | <input type="checkbox"/> 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: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

7. **SECURITY**

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

What type of security will be provided?

____ Number of Off-Duty Police Officers

Names:

8. **INSURANCE**

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

____ Certificate of Insurance provided and accepted ____ Certificate of Insurance not required

Working on it with our insurance agent,
Paul Figge, Country Companies.

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

President, SSBC

6-8-23

Date

DEPARTMENT APPROVALS

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

POLICE DEPARTMENT

Signature: _____

Date: _____

Recommended Conditions: _____

FIRE DEPARTMENT

Signature: _____

Date: _____

Recommended Conditions: _____

PUBLIC WORKS DEPARTMENT

Signature: _____

Date: _____

Recommended Conditions: _____

OTHER

Signature: _____

Date: _____

Recommended Conditions: _____

CITY ADMINISTRATOR APPROVAL (City Council Approval)

City Administrator Signature

Date

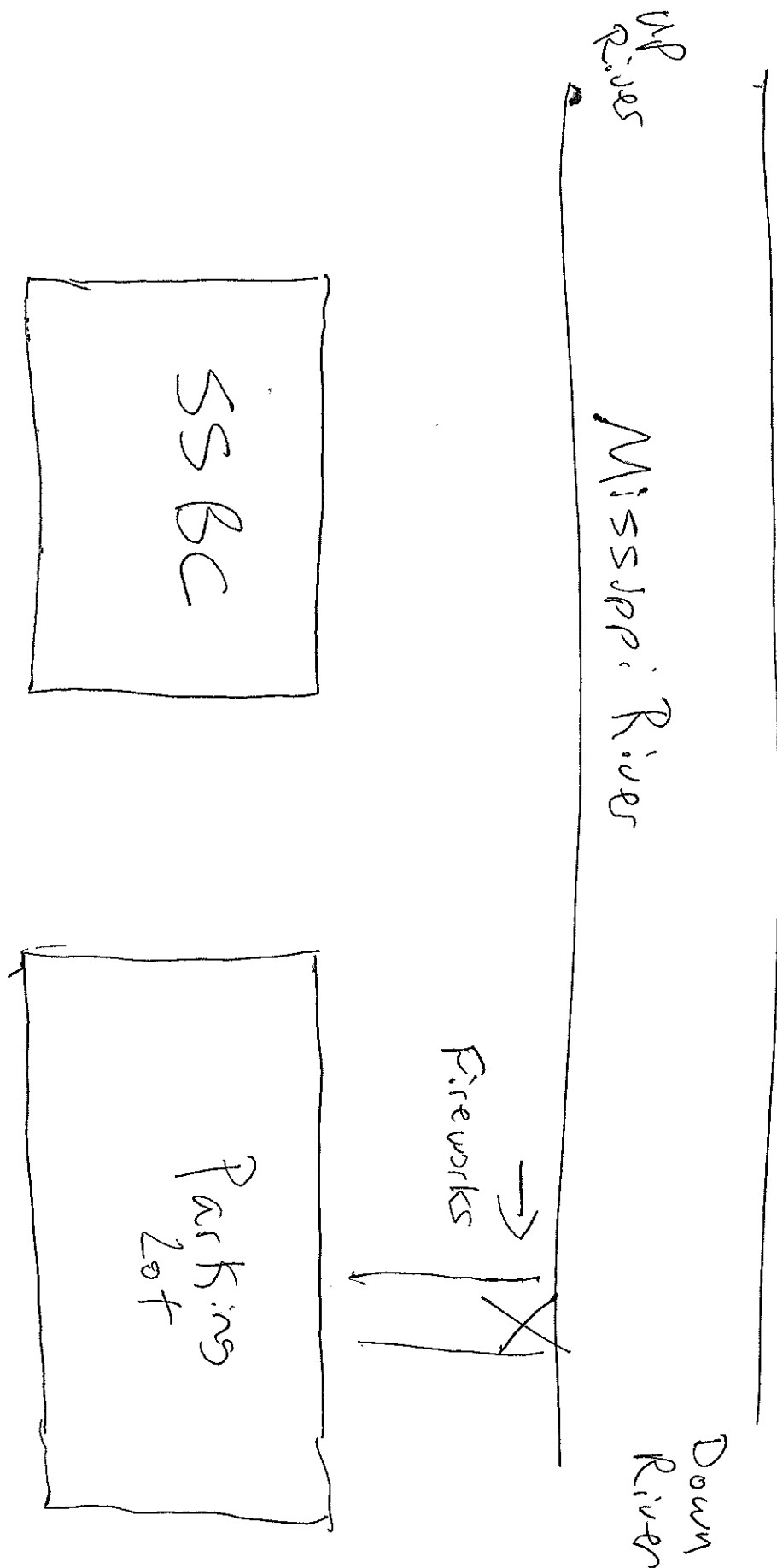
Approved: _____

Denied: _____

CONDITIONS IMPOSED: _____

Date of City Council Approval (if required): _____

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



CIGARETTE PERMITS 2023-2024
June 15, 2023, Council Meeting

Dollar General
300 Main Street

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 15, 2023.

REGISTER NO. 5344

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 24,288.13
BARCO MUNICIPAL PRODUCTS, INC.	SIGNS/FREIGHT	\$ 381.99
KEOKUK MUNICIPAL WATER WORKS	SEWER/GARBAGE BILLING	\$ 1,865.00
GRAY QUARRIES, INC	ROADROCK	\$ 315.85
HARTRICK'S LUMBER	SUPPLIES	\$ 40.60
KEOKUK HOMESTORE	SUPPLIES	\$ 93.33
RIVER CITY PARTS, INC.	PARTS	\$ 34.90
HEADCO MACHINE WORKS	WPC PARTS/EQUIPMENT	\$ 9,283.46
PETTY CASH - WASTEWATER TREATMENT	PETTY CASH REFILL	\$ 96.57
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 40.00
ACCESS SYSTEMS	MAINTENANCE AGREEMENT	\$ 213.15
KONE INC.	MAINTENANCE CONTRACT SEIDC	\$ 6,088.31
IDEAL READY MIX COMPANY, INC	CONCRETE	\$ 2,240.25
MICROBAC LABORATORIES, INC	WPC TEST SAMPLES	\$ 975.75
TASKE FORCE, INC.	TEMPORARY HELP	\$ 10,506.00
MCFARLAND-SWAN OFFICE CITY	SUPPLIES	\$ 1,756.42
ALLIANT	ELECTRIC BILL	\$ 66,234.70
THE CARDBOARD BOX	UPS CHARGES	\$ 20.51
ENVIRONMENT RESOURCE ASSOCIATE	LAB SUPPLIES-WPC	\$ 930.99
CENTURY LINK	SERVICE	\$ 796.27
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/LIFE INSURANCE	\$ 1,261.50
GREAT RIVER REGIONAL WASTE	CITY WIDE CLEAN UP SPRING 2023	\$ 3,907.30
MEYERS PLUMBING	LABOR/REPAIRS @ POOL	\$ 287.64
SHOEMAKER & HAALAND	ENGINEERING SERVICES	\$ 950.00
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 130.76
KEOKUK CONTRACTORS, INC	LABOR/MATERIALS RAND PARK	\$ 5,745.00
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 12.99
SPRINGFIELD ELECTRIC SUPPLY CO	SEWER PARTS/SUPPLIES	\$ 130.72
POSTMASTER	PO BOX ANNUAL RENT	\$ 252.00
FISHER SCIENTIFIC	LAB SUPPLIES-WPC	\$ 491.39
HOERNER YMCA	POOL MANAGEMENT FEE	\$ 12,500.00
R.L. HOENER COMPANY	SERVICE CALL/LABOR GAS PUMPS	\$ 463.75
SEIRPC	CONTRACT 23-629 RFP ASSISTANCE	\$ 1,750.00
RAIRDEN'S AUTO SALVAGE AND	TOWING SERVICE	\$ 135.00
KEOKUK AREA CHAMBER OF	HOTEL/MOTEL SUPPORT	\$ 31,562.50
PIPER JAFFRAY & CO.	FY2022 GO BONDS	\$ 1,250.00
RON SYMMONDS	TOOL ALLOWANCE	\$ 827.63
MIDWEST BREATHING AIR L.L.C.	SERVICE COMPRESSOR @ FIRE DEPT	\$ 1,120.30
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 762.49
USA BLUE BOOK	WPC SUPPLIES/MATERIALS	\$ 362.04
AT&T MOBILITY	POLICE CELL PHONE SERVICE	\$ 759.84

REGISTER NO. 5345

KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 902.58
CAPITAL ONE	LIBRARY SUPPLIES	\$ 293.81
T.O. HAAS TIRE CO.	LABOR/PARTS AIRPORT CAR	\$ 38.87
MENARD INC.	AIRPORT SUPPLIES/MATERIALS	\$ 125.46
DISCOUNT TIRE & SERVICE	TIRES	\$ 1,474.00
O'REILLY AUTOMOTIVE INC.	PARTS	\$ 2,013.33
SCHIMBERG CO.	SEWER SUPPLIES/MATERIALS	\$ 5,554.40
MEDIACOM	SERVICE	\$ 661.47
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 18,576.22
UNITED STATES PLASTIC CORP.	WPC SUPPLIES/MATERIALS	\$ 479.93
IMI EQUIPMENT, LLC	PARTS	\$ 208.47
QC ANALYTICAL SERVICES, LLC	WPC BIOSOLIDS	\$ 455.00
EMPLOYEE BENEFIT SYSTEMS	INSURANCE	\$ 228,762.21
ARNOLD REFRIGERATION, INC.	LABOR/MATERIALS @ WPC	\$ 364.89
PAT THOMPSON	PARK SUPPLIES	\$ 90.00
RELIABLE PEST SOLUTIONS	PEST CONTROL	\$ 196.00
SHIELD TECHNOLOGY CORPORATION	PD SOFTWARE YEARLY MAINTENANCE	\$ 3,352.50
LEWIS EXCAVATING & SEPTIC, INC.	1222 BANK STREET	\$ 1,500.00
HALL & ASSOCIATES	PROFESSIONAL SERVICES	\$ 121.25
WHITE CAP, L.P.	SEWER SUPPLIES/MATERIALS	\$ 1,296.89
GAZAWAY & ASSOCIATES	PARK EQUIPMENT	\$ 18,487.00
ANC PEST SOLUTIONS INC.	LIBRARY PEST CONTROL	\$ 150.00
VERIZON WIRELESS	CELL PHONE SERVICE	\$ 288.12
ADVANCED PLUMBING	SERVICE CALL @ POOL	\$ 250.00
ACCO	POOL CHEMICALS	\$ 1,220.85
IOWA LAW ENFORCEMENT ACADEMY	BASIC ACADEMY	\$ 13,300.00
OVERDRIVE, INC.	LIBRARY BOOKS	\$ 4,520.34
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 5,443.30
DOUG SEABOLD	TOOL ALLOWANCE	\$ 378.24
ARMSTRONG TRACTOR LLC	PARTS	\$ 266.59
KIMBALL MIDWEST	SEWER SUPPLIES/PARTS	\$ 1,636.48
CINTAS CORPORATION #342	UNIFORM SERVICES	\$ 2,650.32
GPM ENVIRONMENTAL SOLUTIONS	WPC SUPPLIES/MATERIALS	\$ 2,021.79
COMMERCIAL CONTRACTING	HOUSING DEMOS	\$ 77,100.00
ICONNECTYOU	SERVICE	\$ 874.40
A1 LANDSCAPING	LABOR/MATERIALS @ PARK	\$ 687.28
MIDWEST INDUSTRIAL SERVICES	BRIDGE PLATFORM	\$ 14,515.00
ANSELL HEALTHCARE PRODUCTS LLC	WPC SUPPLIES	\$ 517.08
MARTIN EQUIPMENT	SERVICE CALL/REPAIRS	\$ 1,501.25
JIM WOLFF	LABOR @ VERITY	\$ 382.00
BRYAN KIES	LABOR @ VERITY	\$ 585.00
JAMES F. DENNIS	PROFESSIONAL SERVICES	\$ 6,896.63
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 600.00
NEWBERRY LANDSCAPING LLC	MOW VARIOUS PROPERTIES	\$ 2,820.00
GREATAMERICA FINANCIAL SVCS.	POLICE DEPT LEASE AGREEMENT	\$ 246.08

REGISTER NO. 5346

QUADIENT FINANCE USA, INC	POSTAGE METER REFILL	\$ 1,000.00
QUADIENT LEASING USA, INC	POSTAGE METER LEASE	\$ 367.05
J4 PROPERTIES, LLC	PROPERTY TAXES MAIN STREET	\$ 4,777.00
LIVE VOICE	ANSWERING SERVICE	\$ 390.73
SHARED IT INC	IT SERVICES	\$ 2,662.54
TRI-STATE HEATING & ELECTRIC	MOWING VARIOUS PROPERTIES	\$ 4,540.00
PRECISION MECHANICAL GROUP INC	LABOR/MATERIALS RAND PARK	\$ 3,767.00
MOHRFELD ELECTRIC INC	LABOR/MATERIALS SEIDC	\$ 80.00
VERTICAL COMMUNICATIONS	SERVICE	\$ 150.00
DIRECTOR OF THE IOWA DNR	PERMIT VIOLATION FINES	\$ 20,000.00
FRAISE ELECTRIC	LABOR/MATERIALS @ AIRPORT	\$ 4,990.00
SCHRAGIS LLC	GIS MAINTENANCE	\$ 600.00
UPS	WPC SHIPPING	\$ 38.73
MICHELLE DEPRIEST	POLICE VEHICLE CLEANING	\$ 750.00
ADVANCED EARTHWORKS LLC	RETAINER RAND PARK REPAIRS	\$ 3,952.50
BLACKSTONE PUBLISHING	LIBRARY MATERIALS	\$ 73.39
BJORNSEN POND MANAGEMENT	RAND PARK POND SUPPLIES	\$ 1,368.98
ESO SOLUTIONS, INC	FIRE DEPT PROGRAM DOWNPAYMENT	\$ 5,000.00
MIDWEST AUTOMOTIVE	POOL EQUIPMENT REPAIRS	\$ 102.74
MIDWEST FABRICATION & WELDING	KEOKUK AIRPORT JOB	\$ 13,951.00
L.J. ROTH RESTORATION INC	LABOR/MATERIALS SEIDC	\$ 28,875.47
W&S CONTRACTING	DEMO 1002 CONCERT	\$ 23,200.00
		\$ 735,307.19



COUNCIL ACTION FORM

Date: 6/15/2023

Presented By: El Anfaoui/O'Donnell

Subject: Position/Wage/Salary Resolution Agenda Item: 7

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

Annual Approval

Date _____

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION SETTING FISCAL YEAR 2023-2024 SALARIES FOR
PERSONNEL OF THE CITY OF KEOKUK EFFECTIVE JULY 1, 2023**

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 2023-24.

PASSED AND APPROVED THIS 15TH DAY OF JUNE 2023

K.A. Mahoney, MAYOR

Celeste El Anfaoui, CITY CLERK

[illegible]

Firefighter 1st Class	FT	NONEXEMPT		\$58,583.00
Firefighter 1st Class	FT	NONEXEMPT		\$58,583.00
Firefighter 1st Class	FT	NONEXEMPT		\$58,583.00
Firefighter 1st Class	FT	NONEXEMPT		\$58,583.00
Firefighter 3rd Class	FT	NONEXEMPT		\$47,022.00
Mayor	PT	EXEMPT		\$16,212.00
City Administrator	FT	EXEMPT		\$142,809.00
Street/Vehicle Maint. Mgr.	FT	EXEMPT		\$64,344.00
WPC Superintendent	FT	EXEMPT		\$81,118.00
WPC Chief Operator	FT	EXEMPT		\$64,000.00
Public Works Director	FT	EXEMPT		\$92,045.00
Bridge,Cemetery, Park, Sanitation Mgr.	FT	EXEMPT		\$69,525.00
Sewer Maintenance Manager	FT	EXEMPT		\$61,777.00
Engineering Tech I	FT	NONEXEMPT		\$54,690.00
Engineering Tech	FT	NONEXEMPT		\$52,356.00
WPC Chemist	FT	EXEMPT		\$61,632.00
WPC Secretary/Clerk	FT	NONEXEMPT		\$41,701.00
City Clerk	FT	EXEMPT		\$65,936.00
Admin. Secretary	FT	EXEMPT		\$41,686.00
Deputy City Clerk	FT	EXEMPT		\$48,069.00
Comm. Dev. Director	FT	EXEMPT		\$76,265.00
Code Enforce. Officer	FT	EXEMPT		\$44,026.00
Account Clerk I	FT	NONEXEMPT		\$38,950.00
Human Res./Payroll	FT	NONEXEMPT		\$36,808.00
Biologist	FT	EXEMPT		\$48,070.00
Airport Manager	FT	EXEMPT		\$57,080.00
Cemetery Foreman	FT	NONEXEMPT	#	24.05/hr
Cemetery Maint.	FT	NONEXEMPT	#	23.02/hr
Bridge Maintenance	FT	NONEXEMPT	#	23.02/hr
Bridge Foreman	FT	NONEXEMPT	#	24.05/hr
Park Foreman	FT	NONEXEMPT	#	24.05/hr
Park Maintenance	FT	NONEXEMPT	#	23.02/hr
Class A Mechanic	FT	NONEXEMPT	#	24.30/hr
Mechanic Foreman	FT	NONEXEMPT	#	24.58/hr
Class A Mechanic	FT	NONEXEMPT	#	24.30/hr
Sanitation Maint.	FT	NONEXEMPT	#	23.64/hr
Sanitation Maint.	FT	NONEXEMPT	#	23.64/hr
Sanitation Maint.	FT	NONEXEMPT	#	23.64/hr
Sanitation Maint.	FT	NONEXEMPT	#	23.64/hr
Sanitation Foreman	FT	NONEXEMPT	#	24.05/hr
Sewer Maint. Foreman	FT	NONEXEMPT	#	24.05/hr
Sewer Maintenance	FT	NONEXEMPT	#	23.64/hr
Sewer Maintenance	FT	NONEXEMPT	#	23.64/hr
Sewer Maintenance	FT	NONEXEMPT	#	23.64/hr
Sewer Maintenance	FT	NONEXEMPT	#	23.64/hr
Street Foreman	FT	NONEXEMPT	#	24.05/hr

Street Maintenance	FT	NONEXEMPT	#	23.02/hr
Street Maintenance	FT	NONEXEMPT	#	23.02/hr
Street Maintenance	FT	NONEXEMPT	#	23.02/hr
Street Maintenance	FT	NONEXEMPT	#	23.02/hr
Street Maintenance	FT	NONEXEMPT	#	23.02/hr
Trainee	FT	NONEXEMPT	#	21.68/hr
Operator Grade II	FT	NONEXEMPT	#	25.87/hr
Operator Grade II	FT	NONEXEMPT	#	25.87/hr
Library Director	FT	EXEMPT		\$73,544.00
Information Service Clerk	FT	NONEXEMPT		\$35,978.00
Information Service Clerk	FT	NONEXEMPT		\$35,978.00
Youth Services	FT	EXEMPT		\$42,389.00
Library Services Clerk	FT	NONEXEMPT		\$36,016.00
Supervisor Library Services Clerk	FT	EXEMPT		\$42,389.00
Library Pages	PT	NONEXEMPT		\$10.00/hr
River Museum Curators	PT	NONEXEMPT		\$8.50-\$10.50/hr
Animal Control Assistants	PT	NONEXEMPT		\$8.25-\$9.00/hr
Water Pollution Lab Tech	PT	NONEXEMPT		\$15.00
City Council Members	PT	NONEXEMPT		\$200/month



COUNCIL ACTION FORM

Date: 6/15/2023

Presented By: El Anfaoui

Subject: Purchasing Policy Agenda Item: 8

Description:

Purchasing Policy (rev 2022) requires approval on an annual basis.

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

Policy Revision

Date

8-18-2022

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A PURCHASING POLICY FOR THE
CITY OF KEOKUK FOR FISCAL YEAR 2023-2024.**

WHEREAS, the City of Keokuk, Iowa has previously adopted a Purchasing Policy in order to establish guidelines to promote efficient use of limited resources and ensure sound financial stewardship; and

WHEREAS, said Purchasing Policy was revised as to Local Preference in August of 2022;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the Purchasing Policy (rev 2022) is hereby approved for fiscal year 2023-2024.

PASSED, APPROVED, AND ADOPTED this 15th day of June 2023

K.A. Mahoney, Mayor

ATTEST:

Celeste El Anfaoui, City Clerk

Purchasing Policy

Pursuant to Resolution No: 115-2022

PASSED 8-18-2022

Keokuk City Council

The intent of the Purchasing Policy is to establish guidelines to promote efficient use of limited resources and ensure sound financial stewardship.

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INTRODUCTION

Purpose

The City of Keokuk Purchasing Policy is hereby created to:

1. Clarify certain procedures and safeguards governing purchases of supplies and services by the **City**.
2. Provide for increased public confidence in the procedures followed in City purchasing decisions.
3. Ensure the fair and equitable treatment of all persons who are involved with the City's purchasing procedures.
4. Provide increased economy in City purchasing activities and maximize the purchasing value of public monies for the City.

Definitions

Emergency Purchase: A purchase of a good or service made when time is of the essence due to a sudden, unforeseen critical situation which requires the immediate purchase of the good or service in order to rectify the critical situation.

Horizontal Infrastructure: Public improvements such as roads, streets, bridges and culverts.

Responsible Bidder: Requirement in public procurement which focuses on the bidder, meaning the bid is submitted by a bidder who has the financial and technical ability to perform and complete the required work as indicated by the bidder's submitted bid materials, references, the City's past experiences with the bidder, and any other relevant factor.

Responsive Bid: Requirement in public procurement which focuses on the bid and is a check to ensure the bidder agrees to all that is required in the plans, specifications and other requirements of the project and timely and completely responds to the bid as required by the City.

Responsive. Responsible Bidder: The bidder who provides a bid which complies with all applicable specifications set forth by the City, and which undertakes to fulfill the specifications in a manner recognized as "responsible" under the law, and at the lowest price among the competing bids.

Vertical Infrastructure: Public improvements such as buildings, parking facilities, utilities, and trails.

Purchasing Responsibilities

City Council

1. Adopt the annual operating budget to determine levels of expenditure by fund, department, and program, including capital expenditures.
2. Review, adopt, approve, and/or award capital purchases over \$15,000.
3. Review, adopt, approve, and/or award contractual services over \$5,000.
4. Review, adopt, approve, and/or award purchases of new and used equipment over \$15,000.

City Administrator

1. Ensure budgeted levels for each fund are not exceeded.
2. Approve all purchases between \$5,000 and \$15,000.
3. Present purchasing recommendations to the Council for purchases over \$15,000.
4. Approve purchases of new and used equipment \$5,000 - \$15,000 which has been approved for purchase that year in the City's capital projects. Notify Council of purchase at next regularly scheduled meeting.
5. Coordinate purchases between departments.
6. Ensure compliance with City of Keokuk purchasing policy and local, state and federal laws.

City Clerk

1. Monitor expenditures and advise City Administrator of monthly expenditure rates.
 - a. Design and maintain any and all necessary purchasing forms.
 - b. Maintain a list of City personnel authorized to make purchases.

Department Heads

1. Inform all personnel in their department of these purchasing policies.
2. Ensure budgeted levels for line items are not exceeded.
3. Plan purchases (including budgeted items) in order to allow the department sufficient time to obtain proposals or quotations, determine best vendor, and issue contracts.
4. Submit requisitions to the Finance Department.
5. Approve purchases less than \$5,000.

Staff-level Employees

1. All employees must be authorized by their department head to **make** purchases prior to exercising the authority to purchase.
 - a. Certain employees may be granted a standing purchasing limit by their Department Head. Employees will not be granted a standing purchasing limit that exceeds the limit of their Department Head.
 - b. Employees also may be given approval by their department head on a case-by-case basis to make certain purchases.
2. Employees who have been approved to make minor purchases are encouraged to make such purchases from local vendors within the City limits.
3. When making purchases, employees are to put their signature and department name on the invoice. All invoices need to be turned in to the employees' respective departments on a **daily** basis.

Note: Items that are budgeted are still subject to the procedures set forth in this document.

POLICY

Public Improvement Projects

State requirements will be followed for all public improvement projects for horizontal and vertical infrastructure. Iowa Code Chapter 26 should be consulted to ensure that the City is complying with the current competitive bid thresholds. The minimum thresholds for horizontal and vertical infrastructure into the foreseeable future as of the date of this policy are as follows:

Horizontal Infrastructure		
Amount	Approval Required	Procurement Method
Up to \$46,999	City Administrator	Request for Quotes or Request for Proposal
\$47,000 and Greater	City Council	Competitive Bid

Vertical Infrastructure		
Amount	Approval Required	Procurement Method
Up to \$54,999	City Administrator	Request for Quotes or Request for Proposal
\$55,000 to \$134,999	City Council	Competitive Quote
\$135,000 and Greater	City Council	Competitive Bid

Process for Competitive Bids

1. City Engineer prepares plans and specifications and calculates the estimated total cost of the project.
2. If the estimated total cost of a public improvement project exceeds the competitive bid threshold, the City Council shall approve a resolution to approve construction of the improvement, to set a public hearing and to direct advertisement bids.
3. City Council holds a public hearing on the plans, specifications, form of contract and estimated cost of the project.
4. **Advertisement for Bids.** If the estimated total cost of a public improvement project exceeds the competitive bid threshold, the City shall advertise for sealed bids for the proposed public improvement by posting a notice to bidders not less than thirteen and not more than forty-five days before the date for filing bids in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity.

5. **Bid Opening-** Bids shall be opened by an appropriate representative of the City. The amount of each bid shall be announced, and other relevant information shall be recorded along with the name of each bidder.
6. **Bid Evaluation** - Bids shall be evaluated based on the requirements set forth in the Notice to Bidders, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose.
7. **Award** - The contract shall be awarded or rejected by the City Council with reasonable promptness. Award may be made to the lowest, responsible bidder who submits a responsive bid. The City reserves the right to reject all bids, accept a higher bid for any practical reason (after stating said reason in writing).

Additional details regarding the requirements of bids for public improvements are found in Chapter 26 of the Iowa Code.

Process for Competitive Quotes

1. Engineer prepares plans and specifications and calculates the estimated total cost of the project.
2. Staff provides plans and specifications to at least two contractors regularly engaged in the required work.
3. Notification is provided to the contractors designating a time, place, and manner for returning quotations, which may be received by fax, email or in-person. These quotations are not required to be sealed.
4. Engineer or other assigned staff member may make a recommendation to the City Council to award the contract to the party submitting the lowest responsive, responsible quote, or to reject all quotes.
5. Council considers and approves a resolution awarding the quote.
6. If the work can be performed by employees of the City, the City may file a competitive quotation for the work to be performed in the same manner as a contractor. For purposes of comparing the City's quote to a contractor's quote, the amount of estimated sales tax and fuel tax in the contractor's quote must be deducted from the contractor's quote. If no quotes are received from any contractor, or if the City's estimated cost to do the work is less than the lowest responsive, responsible quote, the City may authorize its employees to perform the work.

Additional details regarding the requirements of bids for public improvements are found in Chapter 26 of the Iowa Code.

Goods and Services

Purchases Exceeding \$46,000

Contracts for goods or services exceeding \$46,000 shall be awarded by the City Council through competitive bidding or a competitive quote process (some exclusions to City Council approval are contained in this policy). When deemed legal by the city attorney, a competitive quote process may be approved by the city administrator.

Process for Obtaining Council Approval

1. All purchases or service contracts totaling more \$46,000 shall require a separate agenda item.

2. All purchases or service contracts shall be accompanied by a written recommendation from the City Administrator or appropriate department head for award.

Purchasing Between \$15,000 and \$35,000

Purchases of goods or services greater than \$15,000 but less than \$35,000 will require at least three documented attempts to receive price quotes and require the Department Head to submit applicable documentation to the Administration Office. Quotes may be solicited in person, by telephone, from websites, or in writing, but the solicitation must be documented in writing for the purchase to be authorized. A purchase order must be approved by council before ordering.

Purchases under \$15,000

Purchases of goods or services totaling less than \$15,000 shall not require multiple quotes if the prices are considered to be reasonable. Informal quotes are encouraged. No purchase order is required, however if the purchase is over \$5,000 must be approved by administration.

General Procedures for Competitive Bidding for Purchases Not Qualifying as Public Improvement Projects

1. **Invitation for Bids** - An invitation for bids shall be mailed or emailed to those vendors on the established vendor list that have indicated an interest in bidding on City product or service contracts being bid and shall be posted on the City's web page at least 7 days in advance (when available) of the due date for submission of bids. Items requiring publication in the newspaper will also be published at least 4 days in advance of the due date for submission of bids. The notice shall be filed with the City Clerk and shall be open to public inspection. Bid bonds may be required if determined by the City Administrator.
2. **Bid Opening**- Bids shall be opened by an appropriate representative of the city. The amount of each bid shall be announced, and other relevant information shall be recorded along with the name of each bidder.
3. **Bid Evaluation** - Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose.
4. **Award** - The contract shall be awarded or rejected with reasonable promptness. Award may be made to the lowest responsible bidder who submits a responsive bid. The City reserves the right to reject all bids, accept a higher bid for any practical reason (after stating said reason in writing), and/or enforce local preference.

Local Preference

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

1. The goods or services offered by a vendor located within the City limits or the State of Iowa must be equal to or exceed the minimum specifications required.
2. For projects/purchases \$99,999.00 or less, the amount of the quotation of the vendor located within the City of Keokuk is not more than .75% or \$1,500, whichever is less, greater than the amount of the low quotation of the vendor located outside of the City limits.
- b3. For projects/purchases \$100,000 or more, the amount of the quotation of the vendor located within the City of Keokuk is not more than 2% or \$3,000, whichever is less, greater than the amount of the low quotation of the vendor located outside of the City limits.

-3-4 Local preference does not apply to public improvement projects pursuant to Chapter 26 of the Iowa Code.

Reoccurring Purchases

For services or products that are required more than once a year, the aggregate total of the purchases will be used to determine the purchasing procedures that should be followed.

Reoccurring purchases will not be subject to the competitive sealed bid process, unless requested by the City Administrator.

Real Estate Acquisition

1. An appraisal is required:
 - a. Unless there are other means available to determine a fair value; or
 - b. The acquisition price is less than \$50,000.
2. The City Council must approve all contracts for property acquisition.

Vendor List

1. The City shall maintain a list of vendors who have expressed an interest in being notified of City bid contracts. The list shall be maintained by the City Clerk and organized by type of product or service.
2. The City of Keokuk shall comply with and shall only do business with contractors and vendors who comply with all Federal and State laws, executive orders, and rules and regulations that govern public contracts.
3. The City Administrator has the discretion to bar any vendor who has failed to comply with a previous quote, bid, or contract with the City. Any such vendor shall be sent a written notice of the decision, and the decision to bar a vendor from participating in City purchases may be appealed to the City Council.

Sole Source Purchasing

The Mayor, City Council, City Administrator, or Department Heads are the only authorities empowered to exempt the purchase of goods from competitive selection processes when after a good faith review of the available sources, one of the following applies:

1. One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good; or
2. The procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, could most satisfactorily provide the good; or
3. Applicable law requires, provides for, or permits use of a sole source procurement; or
4. The federal government or other provider of funds for the goods being purchased (other than the state of Iowa) has imposed clear and specific restrictions on the use of the funds in a way that restricts the procurement to only one vendor; or
5. The procurement is an information technology device that is systems software or an upgrade, or compatibility is the overriding consideration, or the procurement would prevent voidance or termination of a warranty, or the procurement would prevent default under a contract or other obligation.
6. Review and concurrence by the City Attorney that the item is a justified Sole Source Procurement.

*A sole source procurement shall be avoided unless clearly necessary and justifiable.

Prohibited Purchases

The following purchases cannot be made from City funds:

1. The purchase of any illegal substance or services.
2. Gambling related purchases.
3. Purchases made for a direct or indirect personal benefit or interest to a City officer or employee (or a City officer or employee's immediate family). This provision may be waived if a written competitive bid process is publicly noticed and opened. At the time of providing a bid, all officers and employees must identify any conflicts they may have which would necessitate the process noted.
4. Any purchase not done in accord with Iowa law or these policies.

Purchases Not Subject to Competitive Sealed Bidding

Purchases made under the following circumstances shall not require competitive sealed bidding:

1. Emergency Purchases in excess of \$2,500 must receive the approval of the City Administrator or the Mayor. In absence of both, approval must be given by two council members.
2. When the purchase is of an emergency nature, but only while the emergency condition exists. The situation resulting in the emergency must be fully documented and attached to the purchase requisition. The City Administrator shall review and evaluate any such emergency purchases as soon after the purchase as time permits. Disciplinary action against the responsible parties may be imposed in cases of poor organization or planning resulting in the emergency purpose.
3. When the price is prescribed by law.
4. When the method of acquisition is prescribed by law.
5. When the supplier is the sole source.
6. When the good or service is available from another governmental entity or a contract with the State of Iowa at a price deemed less than commercially available.
7. Certain professional services described in the Professional Services Section.
8. In the case of repairs of heavy equipment or vehicles when the extent of repair cannot be determined, or when specifications cannot practically be prepared.
9. When used equipment is purchased.
10. When equipment is preapproved by the City Administrator and is purchased through an auction.

Professional Services

In an effort to maintain ongoing contractual relationships, the City of Keokuk shall not require competitive bidding for certain types of professional services. The City Council must consider all contracts for professional services which exceed \$5,000. Unless otherwise required by State or Federal Law or other requirements specific to projects (funding requirements), the following professional service providers may not be subject to competitive bidding:

- | | |
|------------------------------------|-------------------------|
| 1. Attorneys representing the City | 5. Architects/Designers |
| 2. Certified Grant Administrators | 6. Technicians |
| 3. Financial Advisors | 7. Engineers |
| 4. Consultants | |

Change Orders

Change orders are issued to address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract document or changes/modifications that are recommended after a contract is awarded.

1. Change orders under \$5,000 may be approved by the City Administrator.
2. Approval for change orders over \$5,000 must be considered by the City Council, unless the project is still within budget or it is in the best interest of the City for a change order to be implemented prior to the next regularly scheduled meeting of the City Council. In such circumstances, the City Administrator shall have the authority to authorize the change and will notify the City Council of the action.

Iowa Preference

A resident bidder is a person or entity authorized to transact business in the state and having a place of business for transacting business within the state at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for a public improvement, however, if another state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country. When a contract for a public improvement must be awarded to the lowest responsible bidder, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.



COUNCIL ACTION FORM

Date: 6-15-2023

Presented By: El Anfaoui

Subject: Hotel/Motel Allocations Agenda Item: 9

Description:

Allocations of Hotel Motel tax as requested during the budget process.

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

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

Amount Budgeted: \$234,640

Actual Cost: \$234,640

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

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION APPROVING ALLOCATION OF FUNDS FROM THE
HOTEL/MOTEL TAX BASED ON AN AMOUNT ESTIMATED FOR FY2023-2024**

WHEREAS, the City Council has developed a budget for the 2023–2024 fiscal period; and

WHEREAS, the City Council has requested \$10,000 be allocated in the slush fund making the grand total allocated to hotel/motel \$234,640.00 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 2023-2024 are as follow:

(a)	Convention and Tourism Bureau.....	\$ 138,000.00
(b)	Façade Grants.....	\$ 5,000.00
(c)	Keokuk Fine Arts Council.....	\$ 12,500.00
(d)	Keokuk Art Center.....	\$ 7,140.00
(e)	Main Street Keokuk.....	\$ 40,000.00
(f)	Rand Park Pavilion.....	\$ 7,500.00
(g)	Historic Preservation.....	\$ 5,000.00
(h)	Rollin’ on the River	\$ 3,500.00
(i)	Oakland Cemetery Initiative.....	\$ 1,000.00
(j)	KPLAY	\$ 5,000.00
	TOTAL	\$ 224,640.00

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; and

FURTHER THAT, The Council requests, at minimum, a semi-annual update from each organization receiving the funds allocated above.

Passed & Approved this 15th day of June 2023.

K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 6/15/2023

Presented By: El Anfaoui

Subject: Investment Policy Agenda Item: 10

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

Revised by City Attorney Jim Dennis

Annual Approval

Date

2019

2020, 2021, 2022

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION APPROVING THE INVESTMENT POLICY FOR FISCAL YEAR
2023-2024 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 2023-2024 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 repurchase 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 the 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 should 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 15th day of June 2023.

K.A. Mahoney, Mayor

Attest: _____

Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 6/15/2023

Presented By: El Anfaoui

Subject: Petty Cash Agenda Item: 11

Description:

Annual approval of Petty cash 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

Annual Approval

Date

6/2021, 6/2022

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PETTY CASH AND CHANGE FUNDS
FOR THE FISCAL YEAR 2023-2024**

**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 2023-2024:

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 15th day of June 2022.

K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 6/15/2023

Presented By: O'Donnell

Subject: Urban Renewal Project Resolution Agenda Item: 12

Description:

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

KEDC-\$60,000

Southeast Iowa Regional Port Authority- \$3,500

SID Center Operations- \$90,365

Keokuk Neighborhood Initiative-\$10,000

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

Approve FY 23 Operating Budget

Date

5/18/2023

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

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, 2023; and

WHEREAS, the amount of funds to be advanced for the Project is currently estimated at \$167,487.

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, 2023.

**ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF
KEOKUK, STATE OF IOWA, this 15th day of June 2023.**

K.A. Mahoney, Mayor

ATTEST:

Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: June 15, 2023

Presented By: O'Donnell

Subject: Letter of Engagement- Ahlers & Cooney Agenda Item: _____

Description:

Green Oaks Development's proposal to renovate 619-629 Main St will require a Development Agreement. This will be a rather complex agreement with the property transfer, grants and incentives. Ahlers & Cooney have completed other such agreements for the city and are more than qualified to do the same for this project. Billing will be by the hour so no cost estimate is given.

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:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

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MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION APPROVING ENGAGEMENT LETTER WITH
AHLERS & COONEY, P.C.**

WHEREAS, MBMRE, LLC d/b/a Green Oak Development has submitted a proposal for the rehabilitation of 619, 623, 625, and 629 Main St; and

WHEREAS, the City of Keokuk, Iowa owns said buildings and requires a development agree with MBMRE, LLC d/b/a Green Oak Development; and

WHEREAS, Ahlers & Cooney, P.C. has the require knowledge and expertise to complete said development agreement.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA; that the engagement letter with Ahlers & Cooney P.C. is hereby approved.

PASSED, APPROVED, AND ADOPTED this 15th day of June 2023

K.A. Mahoney, Mayor

Attest: Celeste El Anfaoui, City Clerk



Ahlers & Cooney, P.C.

Attorneys at Law

100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231

Phone: 515-243-7611

Fax: 515-243-2149

www.ahlerslaw.com

Nathan J. Overberg

515.246.0329

noverberg@ahlerslaw.com

June 1, 2023

Sent via email: codonnell@cityofkeokuk.org

Cole O'Donnell
City Administrator
City of Keokuk
501 Main Street
Keokuk, Iowa 52632

RE: Engagement Letter – MBMRE, LLC d/b/a Green Oak Development Agreement

Dear Cole:

The purpose of this Engagement Agreement (“Agreement”) is to disclose and memorialize the terms and conditions under which Ahlers & Cooney, P.C. will represent the City of Keokuk, Iowa (the “City”) in connection with a development agreement with MBMRE, LLC d/b/a Green Oak Development in the Twin Rivers Urban Renewal Area (the “Development Agreement”), in accordance with Iowa Code Chapter 403.

SCOPE OF ENGAGEMENT

We agree to perform the following services for the fees we charge under this Agreement:

1. Prepare the Development Agreement, per the terms provided to us by the City;
2. Prepare proceedings to be used for setting the date of a public hearing on the Development Agreement, and proceedings for the date fixed for the public hearing and adoption of the Development Agreement;
3. Answer questions and advise City staff and the Council throughout the adoption process for the Development Agreement; and
4. Complete a transcript file record related to the adoption of the Development Agreement.

Our duties under this Agreement are limited to those expressly set forth above. Absent a separate engagement agreement regarding one or more of the following services, the services provided and the fees charged hereunder do not include:

1. Preparing the legal descriptions to be used in the Development Agreement;
2. Defending any legal challenges to or arising out of the Development Agreement;
3. Confirming or calculating any potential tax increment anticipated within the Urban Renewal Area, or pursuant to a given project, or otherwise acting in a financial advisory role;
4. Administering the Development Agreement after the adoption of the Development Agreement (and after completion of the transcript file on the Development Agreement);
or
5. Any bond (finance) related services.

It is not anticipated that it will be necessary for us to personally attend Council meetings in order to accomplish our work. We will be coordinating our services with you and other City staff, as directed by the City. In the event that public hearings or litigation should occur in the course of this matter, we would expect the same to be handled by the City Attorney, unless special arrangements are made for our participation.

ATTORNEY-CLIENT RELATIONSHIP

As confirmed by the execution of this Agreement, the City will be our client and an attorney-client relationship will exist between us for purposes of providing the services listed above. Our services are limited to those contracted for in this letter and the City's execution of this Agreement will constitute an acknowledgement of those limitations. The Firm's engagement under this Agreement will end when the Development Agreement is adopted/approved by the Council and our final invoice has been paid.

FEES

The attorneys working in the economic development practice area of the firm, including Nathan Overberg and Jenna Sabroske, will be the attorneys chiefly responsible for providing you with these legal services. However, if efficient and appropriate, we may call on other attorneys and legal assistants from time to time. The fees will be based on the hours worked by firm personnel at their hourly rates in effect at the time the work is performed. Mr. Overberg's current hourly rate is \$330 and Ms. Sabroske's rate is \$250. Work performed by other attorneys will be billed at their current hourly rate (currently ranging from \$200-\$425 per hour). Work by legal assistants is currently billed at \$135-\$150 per hour. Our rates are generally adjusted on an annual basis, as of January 1st of each year.

It is difficult to estimate the total cost for the work, because we charge by the hour and there are many variables that impact the number of hours spent on the work. Expenses will be billed at the amount incurred. Our statement for services and expenses will be due and payable upon receipt of the invoice, which in most instances, is monthly. Should you have any questions about a statement or a fee, please do not hesitate to call. We do reserve the right to withdraw from representation for any reason, including failure to pay the monthly statement in accordance with

this policy. If, for any reason, the City terminates the engagement governed by this Agreement before the completion of the services described herein, we will bill the City for the services rendered as of the date of termination based on the hourly rates of those who provided services.

RECORDS

At the City's request, any documents furnished by the City will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the above referenced project will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other material retained by us after the termination of this Agreement.

APPROVAL

Please carefully review the terms and conditions of this Agreement. **If this Agreement accurately reflects the terms of this particular engagement, please obtain approval by the City Council, and execute, date, and return to me the enclosed copy of this Agreement. Please retain the original for your file.**

If you have questions regarding any aspect of the above or our representation, please do not hesitate to contact me. As always, we appreciate the opportunity to represent the City and we look forward to working with you on this project.

Ahlers & Cooney, P.C.

Sincerely,

By:


Nathan J. Overberg

Accepted and approved on behalf of the City Council of the City of Keokuk, Iowa*

By: _____ Dated: _____

Title: _____

*Authorized by action of the governing body, approved on _____, 2023.



COUNCIL ACTION FORM

Date: 6/15/23

Presented By: Brian Carroll, P.W.D.

BC

Subject: Rand Park Tool Shed Siding

Agenda Item: _____

Description:

The public works department received two estimates to replace the siding on the Rand Park tool shed at the flower garden with metal siding. The work will consist of removal of the existing wood trim around windows, wrapping the building with moisture barrier, installing new galvanized panels and wrapping garage door and entry door with aluminum coil stock. The low estimate was submitted by Dansco, of Keokuk, IA in the amount of \$16,485.

I would therefore recommend that the Council consider the attached resolution to enter into a contract with Dansco of Keokuk, IA in the amount of \$16,485.00 to replace the siding on the tool shed at the Rand Park Flower Garden.

FINANCIAL

Is this a budgeted item?

YES ☐

NO ☒

Line Item #: 110-430-6310

Title: Park & Recreation

Amount Budgeted: \$0

Actual Cost: \$16,485

Under/Over: \$16,485

Funding Sources:

General Fund

Departments:

Is this item in the CIP?

YES ☐

NO ☒

CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

Award a contract to Dansco of Keokuk, IA to replace the siding on the Rand Park tool shed with metal siding for a total cost of \$16,485.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____
TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION AWARDED CONTRACT TO
REPLACE SIDING ON RAND PARK TOOL SHED**

WHEREAS the siding on the tool shed at the Rand Park Flower Garden has been deteriorating for years and has become an eyesore; and

WHEREAS two estimates were received to replace the existing wood siding with metal siding; and

WHEREAS the low estimate of \$16,485 was submitted by Dansco of Keokuk, IA

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that a contract be awarded to Dansco, of Keokuk, IA in the amount shown above.

Passed this 15th day of June 2023

Mayor – Kathie Mahoney

Attest – Celeste El Anfaoui

ESTIMATE

From

dansco

3197957200

danscoroofing@gmail.com

602 main st

keokuk, IA

52632

To

Brian Carroll

319-524-3272

Keokuk Rand Park maintenance tool shed

1501, Stripe Street

Keokuk, IA

52632

Estimate Number

45

Date

May 30, 2023

Item

Quantity

Price

Total

Galvanized Pro-Rib Steel Panel

1

\$16,485.00

\$16,485.00

remove wood trim around windows

building to be wrapped with moisture barrier

install new galvanized panels, solid color with white corners and trim

garage door and entry door to be wrapped with aluminum coil stock

Total:

\$16,485.00

Subject: Keokuk Rand Park Equipment Shed

Job: 3562

To: Brian Carroll

Email: bcarroll@cityofkeokuk.org

Date: 5/24/2023



Proposal for requested work:

CCS will provide all labor, equipment and material necessary to complete the equipment shed project as described by Brian. This will include:

- Prep metal for building
- Install Pro-metal on walls of building (color to be determined)
- Install soffit and fascia around exterior of building
- Work to be completed during normal business hours
- Clean up of all job related materials

Total: \$ 20,925.00



COUNCIL ACTION FORM

Date: June 15, 2023

Presented By: O'Donnell

Subject: Set Public Hearing- Development Agreement Agenda Item: _____

Description:

Prior to acting on the development agreement with Green Oaks Development a public hearing must be held. Staff recommends July 6, 2023 at 5:30 PM.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

--

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION SETTING PUBLIC HEARING ON DEVELOPMENT
AGREEMENT WITH MBMRE LLC D/B/A GREEN OAK
DEVELOPMENT**

WHEREAS, MBMRE, LLC d/b/a Green Oak Development has submitted a proposal for the redevelopment of 619, 623, 625 and 629 Main St, Keokuk, Iowa; and

WHEREAS, the City Council of Keokuk, Iowa desires to enter into a development agreement with Green Oaks Development; and

WHEREAS, prior to approval of said agreement a public hearing must be held.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, a public hearing shall be held on July 6, 2023, at 5:30 PM in the City Council Chambers, Keokuk City Hall, 501 Main St, Keokuk, Iowa.

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

PASSED, APPROVED, AND ADOPTED this 15th day of June 2023.

K.A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: June 9, 2023

Presented By: Broomhall

Subject: Set public hearing zoning amendment Agenda Item: 16

Description:

Several zoning amendments were discussed at the June 1, 2023 council meeting/workshop concerning ground floor dwellings and front yard setbacks.

A public hearing is required for all zoning amendments

The City Planning Commission will meet June 26, 2023 as required to review and make recommendations to the City Council concerning the proposed amendments, these recommendation will be made available to the City Council prior to the July 6 public hearing.

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 public hearing for July 6, 2023

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

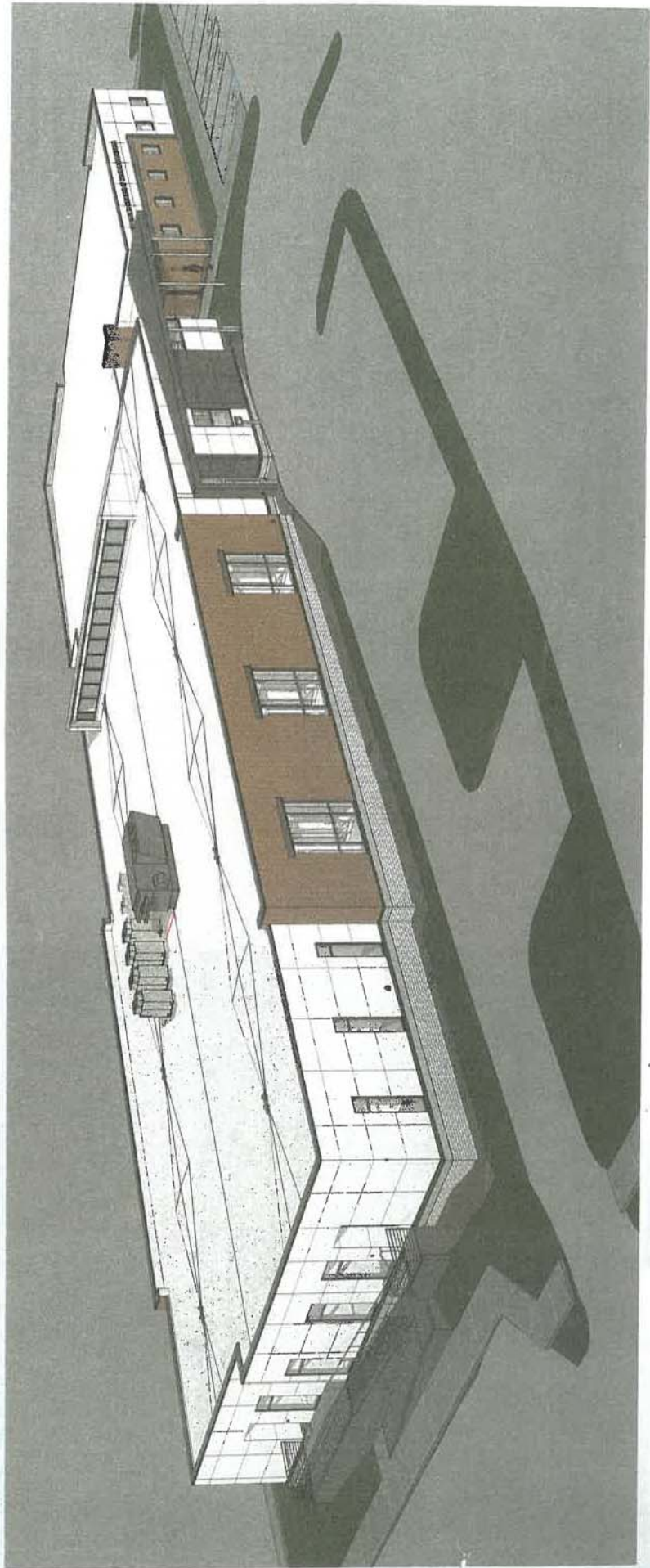
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MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]



RESOLUTION NO.
A RESOLUTION SETTING A PUBLIC HEARING ON ZONING
AMENDMENT TO CHAPTER 20 OF THE KEOKUK MUNICIPAL CODE

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

THAT a public hearing be scheduled for 5:30 p.m., July 6, 2023, in the City Council Chambers, 501 Main Street, on proposed amendments to Chapter 20 of the Keokuk Municipal Code regarding ground floor dwellings as a special use permit in a C-2, General Commercial and C-3, Central Commercial Districts and front yard setbacks in a C-2, General Commercial and C-3, Central Commercial Districts.

Passed and Approved this 15th day of June 2023.

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: June 9, 2023

Presented By: Broomhall

Subject: Encroachment Permit Application Agenda Item: 17

Description:

The City Council adopted an Encroachment policy for temporary and permanent encroachment within public right of way. Permanent encroachment applications are required to have city council approval.

Hotel Iowa would like to place various items such as trash receptacle, benches, flower planter, outdoor seating etc. A five foot clear path is required on all public sidewalks for pedestrians.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

--

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

Resolution to allow a permanent encroachment at 401 Main Street

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

THAT, the Keokuk City Council has reviewed a request from Kevin Kuckelman for Hotel Iowa, 401 Main Street to for a permanent encroachment as on the sidewalk along North 4th Street to install seasonal outdoor seating and flowerpots, trash receptacle and park benches and semi-permanent planter box.

WHEREAS the permanent encroachment is hereby approved per submitted plans and required rules and regulations per the City of Keokuk and to provide required insurance certificate/special endorsement releasing the City of Keokuk, it elected officials, officers, and employees from liability.

Passed & Approved this 15th day of June 2023.

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



ENCROACHMENT PERMIT APPLICATION

City Hall

501 Main Street

Planning & Zoning

319-524-2050 Ext. 2209

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

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

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

1) GENERAL INFORMATION

Address/Location of Encroachment 401 MAIN STREET - 4th STREET Sidewalk
Name of Applicant: HOTEL IOWA - KEVIN J. KUCKELMAN
Address: 401 MAIN ST. Phone: (319) 795-3486
Signature of Applicant: Kevin J. Kuckelman Date: 5-31-23
Name of Property Owner: HISTORIC HOTEL IOWA Phone: (319) 524-1451
Signature of Property Owner: Kevin J. Kuckelman Date: MAY 31, 2023
Type of Permit Requested: PERMANENT TEMPORARY VERTICAL
Length of Time Requested for Permit: _____

2) ENCROACHMENT INFORMATION

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

- 1.) INSTALL SEMI PERMANENT PLANTER BOX TO COVER AREA
WHERE TREE WAS REMOVED
- 2.) SEASONAL INSTALL OUT DOOR SEATING AND FLOWER
POTS FACING 4th STREET ADJACENT TO ENTRY
OF BUILDING
- 3.) PERMANENT INSTALLATION OF TRASA RECEPTACLE
AND PARK BENCHES (2) AT 4th STREET ENTRANCE
OF BUILDING -

(SEE DRAWING)

PLEASE MAKE SURE THE FOLLOWING ITEMS ARE INCLUDED, WERE APPLICABLE.

SUBMITTAL INFORMATION

- ✓ **SITE PLAN MUST BE SUBMITTED:** showing proposed encroachments, building outline and dimensions, property lines and dimensions, driveways, and all easements and utilities that are in the vicinity of the proposed encroachments.
- ✓ **PICTURE/ILLUSTRATION:** including dimensions of proposed encroachment including special features.
- ____ **FORMS:** Copy of Insurance Certificate or Special Endorsement Form – releasing the City, its elected boards, officers, agents, and employees from liability or the above mentioned as being additional insured.
- ____ **HEALTH CERTIFICATE** (if applicable – selling food or drink) with expiration date: _____

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

Kevin J. Kuchma
Signature of Applicant

5-31-23
Date

DEVELOPMENT DEPARTMENT REVIEW

Conditions or explanation: _____

Community Development Director

Date

Public Works

Date

• TEMPORARY / VERTICAL ENCROACHMENT APPROVAL:

APPROVED

☐

DENIED

☐

Authorized Signature Date

OFFICE USE ONLY

Permit Type: _____

Fee: \$ _____

Dates Allowed: _____

Paid: _____ / _____ / _____

Zoning District: _____

Historic District: _____

5) DEFINITIONS

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

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

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

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

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

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

6) APPLICATION PROCEDURE AND FEES

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

Permanent Encroachment Permit

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

Temporary Encroachment Permit

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

Vertical Encroachment Permit

Non-refundable permit fee: *Vertical - **\$50**, no renewal required unless otherwise specified.

The Development Department may request any additional information for review prior to consideration by the City Council.

A vertical encroachment will go to the Development Department for review and then will be forwarded to the City Council for approval; this takes approximately 7-14 days.

Encroachment Permit

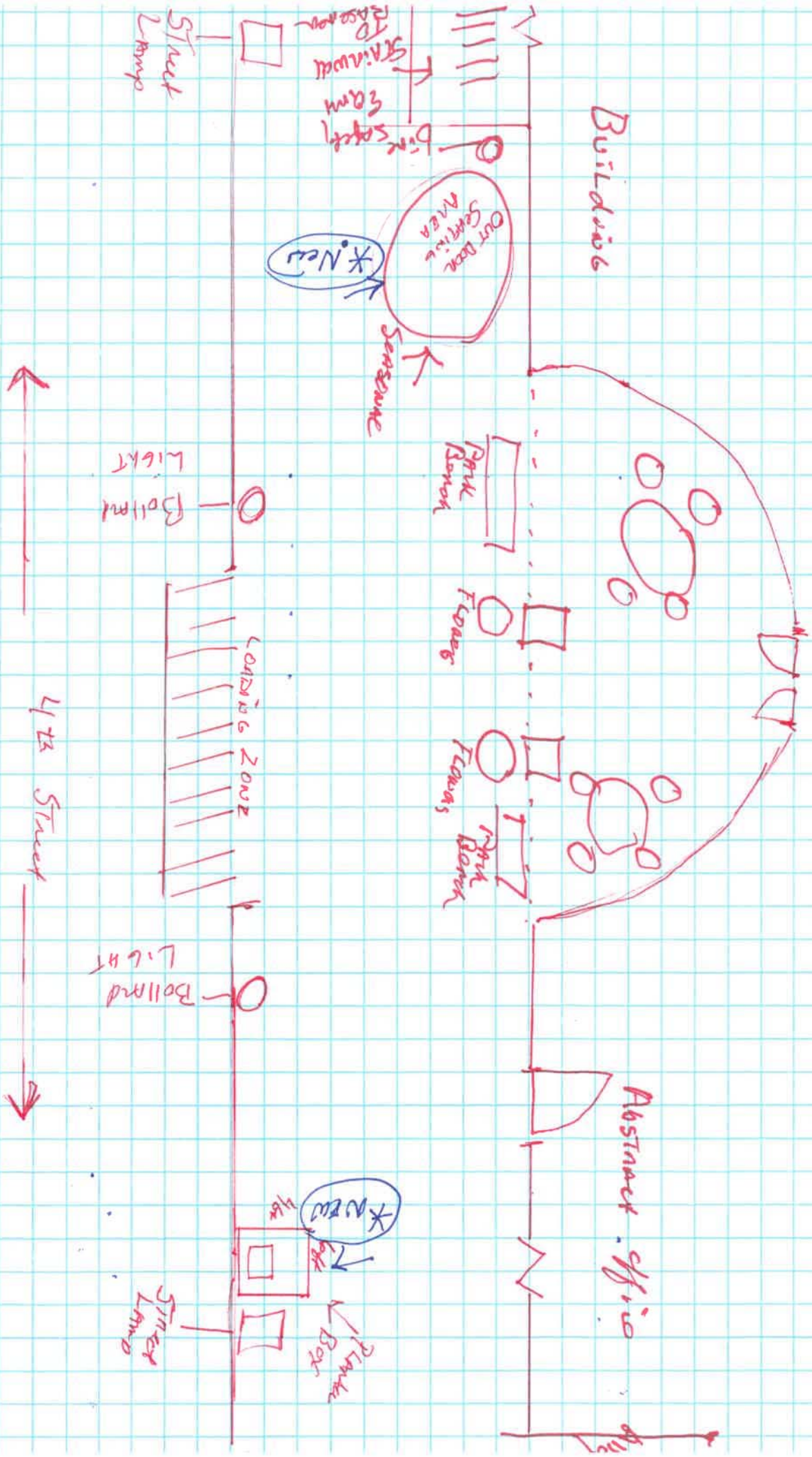
The Application for Encroachment is being Requested for the Following REASONS

- ① CONTINUE AND UPGRADE PLACEMENT OF OUTDOOR EQUIPMENT TO ENHANCE TENANT EXPERIENCE
- ② Add. Seating And Flower Box To Enhance Appearance of Sidewalk And provide Another Area for Flowers. ALSO COVERS SQUARE OPEN Sidewalk Area Where A Dead Tree Needed to be Removed
- ③ Add Summer (Seasonal) PATIO Furniture in Small Area Shaded from 3:30 p.m. UNTIL SUNSET to Enhance Tenant Experience

ENCROACHMENT REQUEST

MAY 2023

1. CONTINUE USE of Sidewalk for New Replacement Bench Seating "PARK BENCH" X 2
2. CONTINUE USE of Sidewalk for New Replacement TRASH RECEPTACLE WHICH HOTEL IOWA EMPTIES AND MAINTAINS
3. CONTINUE SEASONAL USE of FLOWER POTS BY 4th STAIR ENTRY TO BUILDING
4. PROPOSED INSTALL PAINTED WOODEN BOX 6ft Wide X 4ft Deep And 2.5ft TALL to include Small bench for Seating And Planter Box. To be PAINTED "HUNTER GREEN" TO MATCH City Streetscape. COVERS Trip Hazard Where Tree Was Removed.
5. SEASONAL Small OUTDOOR Seating Area With FURNISHINGS Secured for Safety Adjacent to Building to the South East of Main Entryway







COUNCIL ACTION FORM

Date: 6/15/23

Presented By: Brian Carroll, P.W.D.

BC

Subject: Pavement Assessment

Agenda Item: _____

Description:

The public works department received an agreement from PublicWorks1 to provide the city with a pavement and sign assessment to gather data to populate the pavement management software. This will allow the public works department to move forward with a repair and replacement plan for the city streets.

I would therefore recommend that the Council consider the attached resolution to enter into a contract with PublicWorks1 in the amount of \$20,000.00 to execute the pavement assessment.

FINANCIAL

Is this a budgeted item?

YES ☐

NO ☒

Line Item #: 110-211-6499

Title: Other Contractual

Amount Budgeted: \$0

Actual Cost: \$20,000

Under/Over: (\$20,000)

Funding Sources:

Road Use Tax

Departments:

Is this item in the CIP?

YES ☐

NO ☒

CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

Authorize the public works director to enter into an agreement with PublicWorks1 in the amount of \$20,000 to assess streets and signs for the purpose of populating the pavement management software.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION AUTHORIZING AN AGREEMENT FOR
STREET & SIGN ASSET & DATA TRACKING SERVICES**

WHEREAS the public works department has received an agreement from PublicWorks1 to assess streets and signs at a cost of \$20,000; and

WHEREAS PublicWorks1 will gather data which will be used to populate the pavement management software which was previously purchased

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the public works director be authorized to enter into an agreement with PublicWorks1 for the amount specified above.

PASSED this 15th day of June 2023.

Mayor – K.A. Mahoney

Attest – Celeste El Anfaoui

PublicWorks1 Agreement

For Asset & Data Tracking Services

Keokuk here after known as (“Customer”), enters into THIS SERVICE (S) AGREEMENT (“Agreement”) with PublicWorks1 Inc. (“PW 1”) with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. Data Tracking Services

PW 1 will send staff member(s) onsite to track requested street-level imagery, assets, and GPS data points utilizing our Trimble MX7 high resolution camera and / or a pavement condition assessment if requested. The price in Appendix A is based on the mileage provided by the Customer.

2. Customer Responsibility

Customer agrees to provide the time, implementing personnel to assist in scheduling and completing the onsite assessment, and to implement iWorQ’s service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the implementation team. iWorQ can provide project management and implementation documents upon request.

3. Customer Data & Software Terms of Access

Customer acknowledges that an iWorQ Service(s) Agreement is required in conjunction with this agreement for a term of 3 years, and that customer is authorized to access and track the converted PW 1 data in the associated iWorQ software applications.

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 6. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Street Level imagery is provided through iWorQ. Street Level imagery (360 Degree JPG) will not be downloadable through iWorQ. PW1 will make the imagery publicly available.

4. Billing:

PW 1 will invoice Customer after the team has come onsite and completed the data collection and/or assessment. The invoice will be generated and sent 2 weeks after the fieldwork has been completed. PW 1 will send the invoice by mail and by email to the address listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

5. TERMINATION:

Either party may terminate this agreement, after the initial 3-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Termination will discontinue all application(s) and or service(s) under this Agreement; PW1 will provide customer with an electronic copy of all of Customer's data, if requested by the Customer. Backups will be completed within 3-5 business days.

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2500; and all provisions of this Agreement will continue.

6. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

7. ACCEPTABLE USE:

Customer represents and warrants that the applications and services will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of applications and services.

8. MICELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

9. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell _____ Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell _____ Email _____

10. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Office Phone _____ Cell _____ Email _____

PO# _____ (if required) Tax Exempt ID # _____

11. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____ Effective Date: _____

Printed Name _____

Title _____

Office Number _____ Cell Number: _____

PublicWorks1 Service(s) Agreement

APPENDIX A

PublicWorks1 Price Proposal

Keokuk	Centerline Miles: 130 or Less
509 Main Street, Keokuk, Iowa 52632	Prepared by: Todd Mattson and Joel Perkins

Service & Travel Fees

<u>PublicWorks1 Services</u>	<u>Package Price</u>	<u>Billing</u>
Pavement Condition Assessment- Windshield Survey - Pavement Condition Assessment using distress severity and extent - A pavement distress identification based on remaining service life (RSL), and the SHRP distress (alligator, transverse, edge, patching and potholes, longitudinal). - A condition for each segment, and a network pavement condition distribution is part of the deliverable - A recommended treatment for each pavement segment -A complete data set entered into the iWorQ Pavement Management application (Purchase of the software is required) - The information and data required for budgeting and planning is part of the deliverable	\$20,000	One-Time
Data Collection and Asset Conversion Package includes: -Trimble MX7 Image Collection -Data Conversion -Presented/Delivered Data Shapefile for the following assets: 1. <i>Signs</i>	Included	One-Time
Services Total (This amount will be invoiced once)	\$20,000	One-Time Total

NOTES & SERVICE(S) DESCRIPTION

- I. Invoice for the Service(s) will be sent out on the first day that our crews work on the project.
- II. This Agreement has been provided at the Customer's request and is valid until 06/30/2023.
- III. This cost proposal cannot be disclosed or used to compete with other companies.



COUNCIL ACTION FORM

Date: June 15, 2023

Presented By: O'Donnell

Subject: Council Resignation Agenda Item: _____

Description:

Council Member Altheide has moved from the 2nd Ward and is resigning from the City Council effective June 16, 2023.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

--

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☒ NO ACTION REQUIRED ☐

Additional Comments:

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MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]



COUNCIL ACTION FORM

Date: June 15, 2023

Presented By: O'Donnell

Subject: Filling Vacancy by Appointment Agenda Item: _____

Description:

The timing of Council Member Altheide's resignation is such that the Ward 2 seat must be filled prior to the General Election in November. The best course of action is to fill by appointment. (see attached memo) The seat will then be on the November ballot, though the seat was up for election this year anyway.

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:

Staff recommends filling Ward 2 seat by appointment.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☒ NO ACTION REQUIRED ☐

Additional Comments:

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MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: June 12, 2023
RE: Council Vacancy

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

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

- The appointment must be made within sixty (60) days of the vacancy and shall be until the next city general election (November 2023).
- If an appointment is not made within sixty (60) days, a special election will be called.
- A public notice announcing the intent to fill by appointment must be published no less than four (4) and no more than twenty (20) days prior to the meeting where the appointment will occur.
- A majority of the entire council (five members) must vote to make the appointment.
- Within fourteen (14) days after publication or fourteen (14) days after the appointment, a petition can be filed by residents of the ward to hold a special election. If so, then appointment is temporary.
- A valid petition must have one thousand (1,000) signatures or a number of signatures equal to fifteen percent (15%) of the voters who voted for the candidates for the office at the preceding regular election where the seat was on the ballot.

Should you choose a special election:

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

Previous council vacancies have been filled by appointment. Interested residents have submitted their names and background information. The Council then held a work session where each interested resident was asked a series of questions, Council scored the responses, and the scores were averaged. At the next regular meeting, Council appointed the candidate with the highest average score.



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: June 12, 2023
RE: Committee Nominations

VETERANS MEMORIAL COMMISSION (Second notification. No vote required.)
(5 YEAR TERM)

William Smith

Term to expire 06/01/28

John Shields

Term to expire 06/01/28

Kimberly Phillips

Term to expire 06/01/28



TO: Mayor and Council

FROM: Cole S. O'Donnell

DATE: June 12, 2023

RE: Administrator's Report

1. Elkem Site Selection Request: LCEDG received a site selection request and submitted the Elkem property. Last week, a request for additional information was made and LCEDG, along with many of our partners in the project, submitted the information. We believe that the site meets most all of the desired attributes. It is hoped that the site will make it to the next step of a visit. As the information on the company looking for a site is confidential, not much is known, other than they desire rail access and would be a high-water user.

AGENDA
COUNCIL WORKSHOP
June 15, 2023
IMMEDIATELY FOLLOWING REGULAR MEETING

1. Discussion on Zoning Amendment.

Proposed Zoning Code Changes

Add Ground floor dwellings as special use to 20.40.020 C-2 use regulations

20.40.020 - Use regulations. (C-2 General Commercial)

A building or premises shall be used only for the following purposes:

25. Ground floor and below grade dwellings in as provided in Section 20.68.020 (28).

Add Ground floor dwellings as special use to 20.44.020 C-3 use regulations

20.44.020 - Use regulations. (C-3 Central Commercial)

A building or premises shall be used only for the following purposes:

20. Ground floor and below grade dwellings in as provided in Section 20.68.020 (28).

Amend Section 20.60.040 by adding language concerning front yard setbacks for commercial buildings.

20.60.040 Front yards.

The front yards established in this title shall be adjusted in the following cases:

(1) In any R or C-1 district, where forty percent or more of the frontage on the same side of a street between two intersection streets is developed with buildings that have observed a front yard greater in depth than required in this title, new buildings shall not be erected closer to the street than the average front yard so established by the existing buildings;

Delete Section 20.60.100 (e) Minimum Residential Structures (prohibiting ground floor dwellings

(e) Prohibiting ground floor and below grade dwellings units within a specific area.

- (1) In an ordinance enacted on January 21st, 1998, the city council of Keokuk established the official boundaries of an area designated as the original tax abatement district.
- (2) This district was established to enhance and encourage retail and commercial activity in the area known as "Main Street."
- (3) Residential living on the ground floor or below grade in this area is and can be detrimental to that purpose.
- (4) Residential potential above the first floor is to be encouraged and often is complimentary to retail activity.

No dwelling or multiple dwelling, as defined in Title 20, shall be permitted within the district designated as the original tax abatement district that is on the first floor or below grade of any existing building, or any new or remodeled building. The boundaries of said district are shown in the map labeled Keokuk Tax Abatement District 1991 which was established by ordinance on January 21st of 1988 and renewed three years later by the city council of Keokuk. A door or doors that allow access either by stairs or elevator to dwellings or multiple dwellings shall be allowed with appropriate vestibule area permitted. Said vestibule space shall include no occupied living space but may allow provision for mail and/or newspaper and package delivery.

Dwellings or multiple dwellings that exist and are occupied on the effective date of the ordinance codified in this chapter are exempt until such time as they shall become unoccupied. At the time the dwelling or multiple dwelling become vacant they will become subject to this regulation.

- (e) Prohibiting ground floor and below grade dwellings units within a specific area.
 - (1) In an ordinance enacted on January 21st, 1998, the city council of Keokuk established the official boundaries of an area designated as the original tax abatement district.
 - (2) This district was established to enhance and encourage retail and commercial activity in the area known as "Main Street."
 - (3) Residential living on the ground floor or below grade in this area is and can be detrimental to that purpose.
 - (4) Residential potential above the first floor is to be encouraged and often is complimentary to retail activity.

No dwelling or multiple dwelling, as defined in Title 20, shall be permitted within the district designated as the original tax abatement district that is on the first floor or below grade of any existing building, or any new or remodeled building. The boundaries of said district are shown in the map labeled Keokuk Tax Abatement District 1991 which was established by ordinance on January 21st of 1988 and renewed three years later by the city council of Keokuk. A door or doors that allow access either by stairs or elevator to dwellings or multiple dwellings shall be allowed with appropriate vestibule area permitted. Said vestibule space shall include no occupied living space but may allow provision for mail and/or newspaper and package delivery.

Dwellings or multiple dwellings that exist and are occupied on the effective date of the ordinance codified in this chapter are exempt until such time as they shall become unoccupied. At the time the dwelling or multiple dwelling become vacant they will become subject to this regulation.

Amend 20.68.020 Special uses – Designated, by adding subsection (28) ground floor/below grade dwellings in C-2 and C-3 Special Uses

(28) Ground floor and below grade dwellings in C-2 General Commercial and C-3 Central Commercial District provided the following standards are met as indicated on an application containing the following information:

This section establishes adaptive reuse, development and design standards and procedures for ground floor or below grade dwelling units within a C-2, General Commercial and C-3, Central Commercial Zoning District.

(a) Permit Required.

No dwelling or multiple dwellings, as defined in Title 20, shall be permitted within a C-2 and C-3 zoning district that is on the first floor of any existing or new building unless a special use permit is obtained through the Board of Adjustment.

(b) Development and Design Standards

- (1) Site, floor and elevation plans shall be reviewed and approved by the Architectural Design Committee.
- (2) An allowable use other than residential must account for a floor area equal to at least 50% of the total ground-floor area of all buildings on the property, unless otherwise granted an exception by the Board of Adjustment. In this instance, the term ‘property’ shall refer to either an individual lot, or multiple adjoining lots under common ownership, which all constitute part of the same development project.
- (3) Upper story residential units shall be a component of a development project;
- (4) Mixed use development projects along the Main Street District corridor shall maintain a commercial appearance that is consistent with the historic character of the District.
- (5) Whenever the front wall of the building corresponds with or is within 10 feet of the front lot line, and one or more residential units are situated in the portion of the building that is directly adjacent to the front wall, the following shall apply:
 - a) Window and door glazing for residential units on the ground floor/below grade shall be translucent, i.e., tinted, glass block, etc.
- (6) A commercial awning or canopy shall be installed at windows/doors for ground floor dwellings.

Amend table 20.60.090 - Table of height and area requirements by removing “same as R-4” and adding 1-F – 6,500, 2-F – 4,350 and M-F – 750

20.60.090 Table of height and area requirements.

Height and area requirements shall be as specified in the following table:

District		Maximum Height of Building (stories) (feet)	Minimum Depth of Front Yard (feet)	Minimum Width of Side Yard (feet)	Minimum Depth of Rear Yard (feet)	Minimum Lot Area Per Family (square feet)	Minimum Lot Width (feet)	Minimum Lot Area (square feet)
R-1 single-family residential	2 ½	35	30	6	25	12,500	75	12,500
R-2 single-family residential	2 ½	35	25	5	25	7,000	50	7,000
R-3 two-family residential	2 ½	35	25	5	25	1-F 6,000 2-F 3,000	50	1-F 6,000 2-F 6,000
R-4 apartment residential	3	45	25	5 ¹	25 ²	1-F 6,000 2-F 3,000 M-F 1,500 ⁷		1-F 6,000 2-F 6,000 M-F 7,000
F-1 townhouse	2	30	25	20 ⁸	25	1-F 6,500 2-F 4,350 M-F 4,350 ⁹	100	1-F 6,500 2-F 8,700 3-F 13,050
F-2 condominium	2	30	25	20 ⁸	25	1-F 6,500 2-F 4,350 M-F 4,350 ⁹	100	1-F 6,500 2-F 8,700 3-F 13,050
C-1 local commercial	2 ½	40	25	³	25	1-F 6,000 2-F 3,000 M-F 750	—	—
C-2 general commercial	3	40	25	³	25	1-F 6,000 2-F 3,000 M-F 750	—	—
C-3 central business	8	50	None	³	⁶	Same as R-4	—	—

C-4 planned commercial			See special regulations as contained in Chapter 20.48.					
M-1 light industrial	4	50	25	⁴	25	—	—	—
M-2 heavy industrial	8	100	25	⁵	25	—	—	—

Notes:

Superscript references in the table above refer to the following additions and modifications to regulations. Other additions and modifications of the height and area requirements are set forth in Sections 20.60.010 through 20.60.080.

1. For buildings less than three stories in height. For three-story buildings each side yard shall be not less than eight feet.
2. For buildings less than three stories in height. For three-story buildings each rear yard shall be not less than thirty feet.
3. No side yard required for nonresidential buildings except that on a lot abutting a residential district there shall be a side yard of not less than five feet on the side of the lot abutting the residential district. Side yards for dwellings shall be not less than five feet.
4. No side yards required except that on a lot abutting on a residential district there shall be a side yard of not less than ten feet on the side of the lot abutting the residential district and that an industrial/residential buffer shall be installed, buffers can include fencing of at least six feet in height, screening walls, landscaped berms or other dense landscaping.
5. No side yards required except on the side of the lot abutting a residential district there shall be a side yard of not less than twenty feet.
6. No rear yards required except that on a lot abutting a residential district there shall be a rear yard of not less than twenty feet.
7. Plus minimum lot area of two thousand five hundred square feet.
8. Between buildings or a building and property line.
9. Limit often dwelling units per building.

(Ord. 1377 § 2 (part), 1983)

(Ord. No. 1917, § 2, 3-15-12)