

AGENDA
COUNCIL WORKSHOP
May 7, 2020
5:30 P.M.

- (1) Wage and Salary Policy.
- (2) Aquatic Center 2020 Season.
- (3) Review council meeting agenda.



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: May 4, 2020
RE: Wage and Salary Compensation Policy

After our last discussion, I have developed some options for wage and salary increases. Those options are highlighted in the attached proposed policy. Please note that I have eliminated language where the employees would receive the base salary increase or CPI which ever is less. All options relate to the employee receiving the BSI as set by the council.

As to the wage scales, there are also several options. Those being:

- Have additional analysis completed on the following positions to determine if an adjustment of scales is warranted:
 - Police Chief
 - Fire Chief
 - WPC Superintendent
 - Public Works Director
 - Community Development Director
- Provide market adjustments in multiple years.
- Provide a larger market adjustment in this year.
- Use salary increase incentives to increase market adjustments.

With any system that uses evaluations as benchmarks for raises or bonuses, the determining factors are subjective. If the Council decides to adopt an incentive system, I suggest a review process that allows the employee to appeal evaluations to a higher authority (council committee).

Non-union Employees Wage and Salary Policy

Purpose

To establish fair and equitable wage scales, salary ranges and guidelines for wage and salary increases for non-union employees.

Policy

Non-exempt Non-union Employees

1. Non-exempt non-union employees of the City of Keokuk will be paid wages according to the Non-exempt Non-union Employee Wage Schedule, a copy of which is attached hereto, based upon the title of their position within the City.
2. New hires shall be given an annual salary commensurate with qualifications and experience but shall not receive less than the minimum nor more than the maximum for the salary range of their position.
3. The Non-Exempt Non-union Employee Wage Schedule ranges will increase annually by the December to December change in CPI for All Urban Consumers: US City Average- All Items.
4. Non-exempt non-union employees shall receive an annual base salary increase (BSI), unless the employee has reached the maximum range. The BSI shall be determined by the City Council and shall be independent of any and all wage increases negotiated by any and all bargaining units recognized by the City of Keokuk.
 - a. Create wage matrix where employees move to next step. These steps would provide an annual increase of 2.5% - 3.0%. Movement in the range can be guaranteed or based on annual evaluation.
 - b. Employees receive BSI based on evaluation.
 - c. Employees receive BSI and receive an additional 1-2% based on evaluation.
5. Non-exempt non-union employees that have reached the maximum range shall annually receive the annual CPI increase for their range.
6. All wage scales shall be reviewed once every three (3) years to ensure wages are comparable and competitive with similar positions in both the public and private sectors.

Exempt Non-union Employees

1. Exempt non-union employees of the City of Keokuk will be paid salaries according to the Exempt Non-union Employee Salary Schedule, a copy of which is attached hereto, based upon the title of their position within the City.

2. New hires shall be given an annual salary commensurate with qualifications and experience but shall not receive less than the minimum nor more than the maximum for the salary range of their position.
3. The Exempt Non-union Employee Salary Schedule ranges will increase annually by the December to December change in CPI for All Urban Consumers: US City Average- All Items.
4. Exempt non-union employees shall receive an annual base salary increase (BSI), unless the employee has reached the maximum range. The BSI shall be determined by the City Council and shall be independent of any and all wage increases negotiated by any and all bargaining units recognized by the City of Keokuk.
 - a. Employees receive BSI based on evaluation.
 - b. Employees receive BSI and receive an additional 1-2% based on evaluation.
 - c. Annual increase for each employee is set by committee of the council with recommendation by City Administrator based on annual evaluation.
 - d. Employees receive BSI and bonus as outlined in paragraph 6.
5. Exempt non-union employees that have reached the maximum range shall annually receive the annual CPI increase for their range.
6. Exempt non-union employees may receive an annual merit bonus of up to \$1,500 upon a favorable annual performance review and availability of funding under the City budget. Said review shall be performance based for each employee and conducted by the City Administrator. The City Administrator shall determine the recipients, amounts and timing of merit bonuses; provided, that no merit bonuses shall be given in the event monies for the same are not available under the City budget. The City Administrator must advise the City Council in executive session before awarding the bonuses.
7. All salary ranges shall be reviewed once every three (3) years to ensure ranges are comparable and competitive with similar positions in both the public and private sectors.

Position Title	Total	Skill Level	Grade	Salary Survey Data		Keokuk Current Actual Salary	Proposed Salary Range (50th)		Equal to 5% Above Bottom	Increase to 5% Above	3% Market + 3% Increase	Percent From Bottom
				50th Percentile								
Directors and Senior Managers												
Police Chief	780	750+	11	75,759.00	95,043.00	76,511.00	70,439.97	98,615.96	\$ 73,961.97		\$ 4,590.66	15%
Fire Chief	770			75,617.00	98,303.00	76,511.00	70,439.97				\$ 4,590.66	15%
				75,688.00	96,673.00							
WPC Superintendent	735	700 to 745	10	63,899.00	83,726.00	76,511.00	65,831.75	92,164.45	\$ 69,123.34		\$ 4,590.66	23%
Director of Public Works	710	(45 points)		79,670.00	93,906.00	71,000.00	65,831.75				\$ 4,260.00	14%
				71,784.50	88,816.00							
Assistant Chief of Police	690	660 to 695	9			61,971.00	61,525.00	86,135.00	\$ 64,601.25	\$ 2,630.25	\$ 3,718.26	7%
Community Development Dir.	685					58,662.00	61,525.00			\$ 5,939.25	\$ 3,519.72	5%
Assistant Fire Chief	665					61,971.00	61,525.00			\$ 2,630.25	\$ 3,718.26	7%
Supervisors and Advanced Technical												
Parks, Bridge, Cem. & San. Man.	590	550 to 595	7	61,380.80	75,394.00	59,406.00	54,883.75	76,837.25	\$ 57,627.94	\$ (1,778.06)	\$ 3,564.36	15%
City Clerk	575			55,018.26	67,244.54	45,361.00	54,883.75			\$ 12,266.94	\$ 2,721.66	5%
Police Captain	565			58,510.50	77,753.50	57,840.00	54,883.75				\$ 3,470.40	12%
Streets/Vehicle Maint. Manager	575			61,380.80	75,394.00	54,980.00	54,883.75		\$ 2,647.94	\$ 3,298.80		6%
Sewer Manager	550			61,380.80	75,394.00	56,795.33	54,883.75		\$ 832.61	\$ 3,407.72		10%
				59,534.23	74,236.01							
WPC Chemist	545	500 to 545	6			52,662.00	47,725.00	66,815.00	\$ 50,111.25		\$ 3,159.72	17%
WPC Chief Operator	540			52,615.50	73,834.00	54,845.00	47,725.00				\$ 3,290.70	22%
Sergeant	520			53,809.60	69,270.00	55,102.00	47,725.00				\$ 3,306.12	22%
WPC Biologist	490	450 to 495	5			40,234.00	41,500.00	58,100.00	\$ 43,575.00	\$ 3,341.00	\$ 2,414.04	5%
Engineering Tech	460					46,730.00	41,500.00				\$ 2,803.80	19%
						44,736.00	41,500.00				\$ 2,684.16	14%
Communications Supervisor	450					42,094.00	41,500.00		\$ 1,481.00	\$ 2,525.64		8%
Deputy City Clerk	450			42,836.00	54,917.00	41,041.00	41,500.00		\$ 2,534.00	\$ 2,462.46		5%
Administrative and Technical												
Code Enforcement Officer	435	400 to 445	4	42,197.00	46,904.00	36,523.00	36,602.50	51,243.50	\$ 38,432.63	\$ 1,909.63	\$ 2,191.38	6%
PW/Planning Secretary	380	365 to 395	3	33,514.44	45,116.40	35,619.00	33,275.00	46,585.00	\$ 34,938.75		\$ 2,137.14	13%
WPC Secretary	370	(30 points)				35,632.00	33,275.00				\$ 2,137.92	14%
Accounting Clerk	360	330 to 360	2	31,722.50	41,334.50	29,205.00	30,250.00	42,350.00	\$ 31,762.50	\$ 2,557.50	\$ 1,752.30	5%
Data Entry Clerk	335					33,604.00	30,250.00				\$ 2,016.24	18%
						32,136.00	30,250.00				\$ 1,928.16	13%
Payroll/HR Clerk	335			39,800.80	49,344.20	31,451.00	30,250.00		\$ 311.50	\$ 1,887.06		10%

\$ 87,065.85	Total Increase
\$ 64,865.63	GF Increase
\$ 41,074.00	Total Budgeted
\$ 45,991.85	Total Market Increase
\$ 26,562.99	GF Market Increase



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: May 4, 2020
RE: Aquatic Center 2020 Season

Staff is seeking input from the Council on the possibility of not having a 2020 season for the aquatic center. This possible action is prompted by several issues:

1. We are unsure when large social gatherings will be permitted. Even as Governor Reynolds begins to lift closure orders, additional conditions are set for opening businesses. Chief among these conditions is the limit of no more than ten people in a gathering. If this condition is not lifted well into June or later the season will cut short.
2. There are discussions that schools will begin the school year in the last week of July or first week of August. This further shortens the season, reduces attendance, and shorts us on lifeguards.
3. We are already short on lifeguards for the season. As of today, we have only confirmed six guards. Minimum number needed to run the aquatic center is twelve with eighteen be optimal.

The cost of starting the pool is significant in the amount of chemical needed. The cost of startup and operation of a shortened season will outweigh the benefit of having the center open. Should the center not open, staff would recommend that allocated operating funds be used to perform several much-needed maintenance items. A closed season would give us the opportunity to sand blast and paint the pool bottom.

There has been a lot of discussion on my list serve on the opening of facilities. Several communities have already made the decision to not open in 2020 while others are waiting until May 15th to see if conditions change. This date is considered a drop-dead date to get the pools ready for a Memorial Day weekend opening. However, we will need to decide how to proceed soon so as to order chemicals.

AGENDA
CITY COUNCIL MEETING
May 7, 2020
500 N. 20th Street
6:30 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor's Correspondence:
5. Citizen's Request.
6. Consent Agenda.
 - Minutes of the Council Workshop & regular City Council meeting of April 16, 2020;
 - Liquor License for Chintz's, 1310 Main Street, effective May 20, 2020 – Class C Liquor License;
 - Liquor License for Walgreens #05886, 1215 Main Street, effective May 22, 2020 – Class E Liquor License with Class B Wine Permit and Sunday Sales;
 - Sidewalk Display Permit for Lucky's Irish Pub & Grub, 528 Blondeau Street, Dan's Pawn and Gun, LLC, 602 Main Street, Joystick, 714 Main Street;
 - Motion to pay bills and transfers listed in Register No.'s 5140-5142;
7. (a) A public hearing on the proposed amendment to Fiscal Year 2019-2020 budget. A public hearing notice was published in the Daily Gate City on April 24, 2020.

(b) Consider resolution on the proposed amendment to Fiscal Year 2019-2020 budget.
8. Motion to approve initial reading of an ordinance amending code section 2.74.020 Civic Theater Commission Membership-vacancies-appointments code.
9. Consider resolution committing to accept property known as Armory Road from the State of Iowa.
10. Consider resolution approving CARES Act Grant offer.
11. Consider resolution awarding technical service to Southeast Iowa Regional Planning Commission for CDBG Housing Rehabilitation Grant if awarded.
12. Consider resolution to adopt administrative plan 2020 for the CDBG owner-occupied housing sustainability rehabilitation grant from the Iowa Department of Economic Development.
13. Boards & Commissions.
14. Staff Reports:
15. New Business:
16. Adjourn meeting.

**MEETING MINUTES
COUNCIL WORKSHOP
April 16, 2020
5:30pm**

Present in person: Richardson, O'Connor, Dade, Helenthal (5:34 p.m.), Greenwald and Bryant. Present by phone: Altheide, Payne, Andrews and Dunek.

Absent: None

Staff present in person: O'Donnell, Ludwig.

Staff present by phone: Broomhall, Hinton, Rose, R. Helenthal and Weis

- 1) Heard a presentation of Keokuk Pathways and Greenways Plan by University of Iowa School of Urban and Regional Planning.
- 2) Discussed Compensation Plan.
- 3) Adjourned at 6:29 p.m.

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

The City Council of the City of Keokuk met in regular session on April 16, 2020 at 500 N. 20th Street. Mayor Thomas L. Richardson called the meeting to order at 6:30 p.m. There were nine council members present, none absent. Mike O'Connor, Devon Dade, John Helenthal, Michael Greenwald, and Roger Bryant were present in person. Linda Altheide, Ron Payne, Steve Andrews and Susan Dunek were present by phone.

MAYOR'S CORRESPONDENCE: Gave update on city operations while under Coronavirus restrictions.

CITIZEN'S REQUEST: Question through Facebook about re-opening businesses after Coronavirus. O'Donnell said it would be up to Governor Reynolds. There may be further restrictions before it is finished, and future council meetings may be all electronic.

Noting a correction to the time of adjournment of the workshop from 6:35 to 6:25 p.m. motion made by Helenthal, second by Dade to approve the agenda, including the consent agenda. (9) AYES, (0) NAYS. Motion carried.

- Minutes of the Council Workshop & regular City Council meeting of April 2, 2020;
- Cash Receipts & Treasurer's Report for March 2020;
- **RESOLUTION NO. 71-20:** Approving a Liquor License for B.P.O. Elks, Keokuk Lodge #106, 2200 Lincoln Avenue, effective April 17, 2020 – Class A Liquor License with Sunday Sales;
- **RESOLUTION NO. 72-20:** Approving a Liquor License for MOD Convenience Store, 3345 Main Street, effective April 25, 2020 – Class C Beer Permit with a Class B Wine Permit and Sunday Sales;
- **RESOLUTION NO. 73-20:** Approving a Liquor License for Black Sails LLC, 1324 Main Street, effective May 1, 2020 – Class C Liquor License with Outdoor Service & Sunday Sales;
- **RESOLUTION NO. 74-20:** Approving a Liquor License for Hy-Vee Gas, 3001 Main Street, effective May 6, 2020 – Class C Beer Permit with Class B Native Wine Permit and Sunday Sales;
- Sidewalk Display Permit for Off the Rack Consignment & Boutique, 514 Main Street;
- Resignation of Lisa Jeffers from the Civil Service Commission, effective immediately;
- Motion to pay bills and transfers listed in Register No.'s 5137-5139;

Mayor Richardson opened the public hearing opened at 6:38 p.m. on the matter of the adoption of the proposed Amendment No. 5 to the Amended and Restated Twin Rivers Urban Renewal Plan. The consultation report was placed on file for consideration by the Council.

Heard comments. Mayor Richardson then closed the public hearing at 6:39 p.m.

RESOLUTION NO. 75-20: “A RESOLUTION ADOPTING AMENDMENT NO. 5 TO THE AMENDED AND RESTATED TWIN RIVERS URBAN RENEWAL PLAN.” (9) AYES, (0) NAYS. Motion carried.

Mayor Richardson opened the public hearing at 6:43 p.m. on the sale of city owned property at 827 Bank Street. A public hearing notice was published in the Daily Gate City on April 7, 2020.

Heard comments. Mayor Richardson then closed the public hearing at 6:44 p.m.

RESOLUTION NO. 76-20: “A RESOLUTION DISPOSING OF MUNICIPALLY OWNED REAL PROPERTY LOCATED AT 827 BANK STREET, KEOKUK, IOWA.” (9) AYES, (0) NAYS. Motion carried.

Mayor Richardson opened the public hearing at 6:48 p.m. to apply for a Community Development Block Grant funds for the Housing Sustainability Program through the Iowa Department of Economic Development. A public hearing notice was published in the Daily Gate City on April 7, 2020.

COMMENTS: Sara Hecox of SEIRPC presented the information on the Community Development Block Grant funds for the Housing Sustainability Program through the Iowa Department of Economic Development.

She gave a summary of Community Development and Housing Needs of LMI Persons, Other Community Development and Housing Needs and Planned or Potential Activities to Address Housing and Community Needs. The grant may be available this fall in the mapped area.

No further comments were received. Mayor Richardson closed the public hearing at 6:57 p.m.

RESOLUTION NO. 77-20: “A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A CDBG HOUSING REHABILITATION GRANT APPLICATION THROUGH IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT.” (9) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 78-20: “A RESOLUTION AUTHORIZING CONSIDERATION OF ACQUISITION OF REAL ESTATE AND POTENTIAL USE OF POWER OF EMINENT DOMAIN.” (9) AYES, (0) NAYS. Motion carried.

RESOLUTION NO. 79-20: “A RESOLUTION ADOPTING WATER AND SEWER BILLING ADJUSTMENT POLICY.” (9) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSIONS: O’Donnell reported a vacancy on the Airport Zoning Commission.

Approved the final report on nominations: City Planning Commission, Larry Wallingford, 5-year term to expire 5/14/2025. (9) AYES, (0) NAYS. Motion carried.

STAFF REPORTS: O’Donnell reported on the following: Covid-19 and related issues, projected revenues, possible new revenue for airport projects.

There being no further business, Mayor Richardson adjourned the meeting at 7:12 p.m.

RESOLUTION NO.

WHEREAS, Application has been made by DDBC, Inc. for a Class C Liquor License for Chintz's, 1310 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, DDBC, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Liquor License for Chintz's, 1310 Main Street, effective May 20, 2020 be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 7th day of May, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

RESOLUTION NO.

WHEREAS, Application has been made by Walgreen Co. for a Class E Liquor License with a Class B Wine Permit and Sunday Sales for Walgreens #05886, 1215 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, Walgreen Co. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class E Liquor License with a Class B Wine Permit and Sunday Sales for Walgreens #05886, 1215 Main Street, effective May 22, 2020 be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 7th day of May, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

SIDEWALK DISPLAY PERMITS 2020-2021

Lucky's Irish Pub & Grub
528 Blondeau Street

Dan's Pawn and Gun, LLC
602 Main Street

Joystick
714 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 MAY 7, 2020.

REGISTER NO. 5140

AMI PIPE & SUPPLY	SUPPLIES	\$ 164.30
BEARING HEADQUARTERS CO.	AIRPORT GATE PARTS	\$ 51.93
KEOKUK MUNICIPAL WATER WORKS	MARCH SEWER/GARBAGE BILLING	\$ 1,865.00
GATE CITY PUBLISHING	PUBLICATIONS	\$ 675.13
KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$ 162.50
GRAY QUARRIES, INC	ROADROCK	\$ 1,970.07
HARTRICK'S LUMBER	SUPPLIES	\$ 55.79
ERIC E. SUTER	SERVICE CALL	\$ 65.00
KRICHEL'S ANIMAL HOSPITAL	SERVICE ANIMAL CONTROL	\$ 18.00
LAWSON PRODUCTS, INC.	SUPPLIES	\$ 46.47
J & S ELECTRONICS BUSINESS,INC	MAINTENANCE AGREEMENT	\$ 328.57
KONE INC.	LABOR/MATERIALS	\$ 8,237.00
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 52.50
IDEAL READY MIX COMPANY, INC	CONCRETE	\$ 3,204.00
HICKEY CONTRACTING COMPANY	LABOR/MATERIALS	\$ 15,878.00
JERRY'S WELDING	LABOR	\$ 42.00
KEYSTONE LABORATORIES, INC.	TEST SAMPLES	\$ 214.70
MEYERS DRIVEWAY & SEPTIC TANK	WINDSOR HEIGHTS LIFT STATION	\$ 51,300.00
ELECTRONIC APPLICATIONS CO.INC	BATTERY	\$ 310.40
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 299.27
MCFARLAND-SWAN OFFICE CITY	SUPPLIES	\$ 2,211.56
ALLIANT	ELECTRIC BILL	\$ 41,148.20
CENTURY LINK	SERVICE @ GRAND	\$ 172.49
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$ 998.34
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE SERVICES	\$ 8,254.53
PILOT GROVE SAVINGS BANK	RENT	\$ 3,500.00
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 52.96
LINDNER AVIATION, INC.	AIRPORT MANAGER/MAINT/SUPPLIES	\$ 3,725.43
G WORKS	TAX FORMS	\$ 396.05
IOWA DEPT. OF PUBLIC SAFETY	TERMINAL BILLING	\$ 300.00
MEYERS PLUMBING	LABOR/MATERIAL BRIDGE SHOP	\$ 90.43
SHOEMAKER & HAALAND	ENGINEERING SERVICES	\$ 1,499.50
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$ 725.00
VAN METER INDUSTRIAL	PARTS/SUPPLIES	\$ 311.61
RESERVE ACCOUNT	REFILL POSTAGE	\$ 500.00
SOUTHEASTERN COMMUNITY COLLEGE	CLASSES	\$ 658.00
CONNECTION INSURANCE	INSURANCE	\$ 61,150.21
ENDERLE HEATING & A/C COMPANY	REPAIRS @ DEPOT	\$ 155.25
FORT MADISON DAILY DEMOCRAT	LIBRARY SUBSCRIPTION RENEWAL	\$ 108.00
SHOTTENKIRK, INC	PARTS	\$ 149.94
MSKI	GRANTS 423 MAIN/30N4TH	\$ 2,534.65

REGISTER NO. 5141

R.L. HOENER COMPANY	PARTS/FREIGHT @ AIRPORT	\$ 572.32
TRI-STATE WINDOW & POOL, INC	LABOR/MATERIALS @ CEMETERY	\$ 1,680.00
SEIRPC	EPA BROWNFIELD CONTRACT	\$ 660.00
PER MAR SECURITY SERVICES	SECURITY MONITORING @ DEPOT	\$ 1,140.00
PATTERSON PLUMBING & HEATING	LABOR @ POLICE DEPT	\$ 77.00
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$ 113.09
L & W QUARRIES	WASHED CHIPS	\$ 1,739.21
YOUNGGREN SHOES	SAFETY BOOTS	\$ 240.00
PIPER JAFFRAY & CO.	DISSEMINATION AGENT FY2019	\$ 1,250.00
NIEMANN FOODS, INC./ACE	SUPPLIES	\$ 699.49
J & M DISPLAYS, INC	FIREWORKS DISPLAY 4TH OF JULY	\$ 10,000.00
RANDY WINN	REIMB.HEALTH INSURANCE PREMIUM	\$ 335.00
IOWA PRISON INDUSTRIES	SIGNS/FREIGHT	\$ 2,118.60
CHEMSEARCH	SUPPLIES	\$ 172.70
TERMINAL SUPPLY CO.	SUPPLIES/PARTS/FREIGHT	\$ 72.14
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 539.16
JAMES K. NEFF	LABOR/MATERIALS	\$ 2,658.44
REXCO EQUIPMENT, INC	LABOR/TRAVEL BRIDGE DEPT	\$ 781.06
AUTOZONE	PARTS/SUPPLIES	\$ 139.64
ADVANCED RADIATOR, INC.	PARTS/LABOR	\$ 635.91
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 1,155.41
DOUBLE A" GLASS L.L.C. "	PARTS	\$ 36.13
IAFC MEMBERSHIP	IAFC MEMBERSHIP	\$ 215.00
PAUL S. KELLY SR.	REPAIRS	\$ 290.00
WAL-MART COMMUNITY/GEGRB	SUPPLIES	\$ 211.82
TOTAL SOLUTIONS, INC.	IT ENG/OFFSITE BACKUP	\$ 2,701.50
BNSF RAILWAY COMPANY	LEASE APPLICATION	\$ 600.00
POLYDYNE, INC.	POLYMER - WPC	\$ 9,427.24
O'REILLY AUTOMOTIVE INC.	PARTS	\$ 2,180.76
PETERS HEATING & AIR	LABOR/REPAIRS @ GRAND THEATER	\$ 1,084.94
EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$ 1,212.08
MEDIACOM	SERVICE	\$ 427.93
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 17,000.00
GRAINGER	PARTS WPC	\$ 101.95
MUNICIPAL EMERGENCY SERVICES	FIRE/POLICE SUPPLIES	\$ 407.00
BRIAN DEPRIEST	REIMBURSEMENT	\$ 103.98
IMI EQUIPMENT, LLC	PARTS	\$ 391.52
VISA	CARD SERVICES	\$ 1,550.74
TRI-STATE TOOLS	TOOLS	\$ 431.68
FIREPROGRAMS	ANNUAL BILLING FIRE DEPT	\$ 4,536.00
BRITE-WAY WINDOW SERVICE	SERVICE KEOKUK PUBLIC LIBRARY	\$ 16.00
SOUTHEAST IOWA REGIONAL	RTA AGREEMENT	\$ 2,125.00
SCP SCIENCE	WPC SUPPLIES	\$ 353.12
EMILY ROHLFS	XEROX SCANNER	\$ 565.98
CARD SERVICES	LIBRARY SUPPLIES/MATERIALS	\$ 837.46

REGISTER NO. 5142

ALEX AIR APPARATUS, INC.	FIRE DEPT EQUIPMENT/FREIGHT	\$ 45,336.50
DONNELSON TIRE & SERVICE	TIRES	\$ 1,384.00
MACQUEEN EQUIPMENT, INC.	PARTS/FREIGHT	\$ 664.72
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 127.25
WEST CENTRAL FS INC.	AIRPORT FUEL	\$ 755.37
KLINGNER & ASSOCIATES, P.C.	PROFESSIONAL SERVICES	\$ 2,540.72
VERIZON WIRELESS	CELLULAR SERVICE	\$ 124.53
WINDSTREAM	SERVICE	\$ 1,166.86
RELIANT FIRE APPARATUS, INC.	PARTS	\$ 1,331.97
HAMILTON CONCRETE PRODUCTS CO.	SUPPLIES	\$ 120.00
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 13,876.94
DOUG SEABOLD	REIMB. TOOL ALLOWANCE	\$ 106.99
DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$ 442.25
INTERSTATE BILLING SERVICE, INC	PARTS	\$ 223.55
TSS	DRUG TESTING SERVICES	\$ 116.00
MIDWEST VETERINARY SUPPLY, INC	KEOKUK ANIMAL SERVICES SUPPLY	\$ 190.77
SOUTHEAST IOWA GARAGE DOOR	LABOR/MATERIAL @ SEWER DEPT	\$ 1,491.10
VISA	CARD SERVICES	\$ 297.36
KEOKUK MILLS, LLC	TARGETED JOBS TAX CREDIT	\$ 2,277.56
DELTA GLOVES	POLICE DEPT SUPPLIES	\$ 100.19
SMITH & SON	FIRE DEPT SUPPLIES	\$ 53.00
STERICYCLE COMSOL	ANSWERING SERVICE	\$ 344.73
STEW HANSEN DODGE CITY	POLICE VEHICLE	\$ 25,127.00
KNOWBE4 INC	SECURITY SUBSCRIPTION	\$ 1,489.95
KEOKUK BROADCASTING, INC.	ADVERTISING	\$ 300.00
JAMES F. DENNIS LAW FIRM	PROFESSIONAL SERVICES	\$ 6,467.10
JOSEPH FIERCE	GRAND THEATER JANITORIAL	\$ 306.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 450.00
JEREMIAH BOLLIN	CLEAN VARIOUS PROPERTIES	\$ 145.00
CARL'S LOCKS & KEYS	SERVICE CALL @ LIBRARY	\$ 73.50
SCHICKEDANZ CONSTRUCTION	PAY #10 SEIDC CENTER/ELEVATOR	\$ 212,077.18
BLUE TOP EXCAVATING	SHOOTING RANGE PAY #4	\$ 45,628.13
CASEY BARNES	HOUSING BOOKS	\$ 35.59
MCCLURE ENGINEERING CO	KEOKUK AIRPORT APPRAISAL	\$ 2,990.00
FOSTER COACH SALES, INC	FIRE DEPT SUPPLIES	\$ 1,563.83
MATT MAERZ	CDL	\$ 25.00
COMMERCIAL APPRAISERS OF	AIRPORT APPRAISAL	\$ 8,000.00
JIM TOLER	PURCHASE CEMETERY LOTS	\$ 72.50
		\$ 664,992.92

56-533

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2020 - AMENDMENT #1

To the Auditor of LEE County, Iowa:

The City Council of Keokuk in said County/Countries met on <== ENTER HEARING DATE
 ,at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to
 publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against
 the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave
 final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any.
 thereupon, the following resolution was introduced.

RESOLUTION No. <== ENTER RESOLUTION NUMBER

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE : 2020
 (AS AMENDED LAST ON N/A.)

Be it Resolved by the Council of the City of Keokuk <== ENTER PUBLICATION/POSTING DATE

Section 1. Following notice published
 and the public hearing held, the current budget (as previously amended) is amended as set out
 herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property 1	5,032,243	0	5,032,243
Less: Uncollected Property Taxes-Levy Year 2	0	0	0
Net Current Property Taxes 3	5,032,243	0	5,032,243
Delinquent Property Taxes 4	0	0	0
TIF Revenues 5	1,313,779	18,711	1,332,490
Other City Taxes 6	2,750,799	0	2,750,799
Licenses & Permits 7	145,265	0	145,265
Use of Money and Property 8	205,137	29,176	234,313
Intergovernmental 9	4,678,237	-1,006,929	3,671,308
Charges for Services 10	5,923,900	-4,960	5,918,940
Special Assessments 11	0	0	0
Miscellaneous 12	933,249	650,534	1,583,783
Other Financing Sources 13	21,000,000	-21,000,000	0
Transfers In 14	5,563,735	1,210,125	6,773,860
Total Revenues and Other Sources 15	47,546,344	-20,103,343	27,443,001
Expenditures & Other Financing Uses			
Public Safety 16	5,424,748	254,320	5,679,068
Public Works 17	2,185,923	-71,000	2,114,923
Health and Social Services 18	0	0	0
Culture and Recreation 19	1,831,133	31,025	1,862,158
Community and Economic Development 20	631,560	141,498	773,058
General Government 21	897,387	808,650	1,706,037
Debt Service 22	1,659,231	61,103	1,720,334
Capital Projects 23	3,580,000	1,922,967	5,502,967
Total Government Activities Expenditures 24	16,209,982	3,148,563	19,358,545
Business Type / Enterprises 25	27,447,598	-20,676,738	6,770,860
Total Gov Activities & Business Expenditures 26	43,657,580	-17,528,175	26,129,405
Transfers Out 27	5,563,735	1,210,125	6,773,860
Total Expenditures/Transfers Out 28	49,221,315	-16,318,050	32,903,265
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29	-1,674,971	-3,785,293	-5,460,264
Beginning Fund Balance July 1 30	11,368,560	8,078,807	19,447,367
Ending Fund Balance June 30 31	9,693,589	4,293,514	13,987,103

Passed this day of
(Day) (Month/Year)

 Signature
 City Clerk/Finance Officer

 Signature
 Mayor

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET**

The City Council of Keokuk in LEE County, Iowa
will meet at 520 N 20th St, Keokuk
at 6:30 PM on 5/7/2020
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property 1	5,032,243		5,032,243
Less: Uncollected Property Taxes-Levy Year 2	0		0
Net Current Property Taxes 3	5,032,243	0	5,032,243
Delinquent Property Taxes 4	0		0
TIF Revenues 5	1,313,779	18,711	1,332,490
Other City Taxes 6	2,750,799		2,750,799
Licenses & Permits 7	145,265		145,265
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Intergovernmental 9	4,678,237	-1,006,929	3,671,308
Charges for Services 10	5,923,900	-4,960	5,918,940
Special Assessments 11	0		0
Miscellaneous 12	933,249	650,534	1,583,783
Other Financing Sources 13	21,000,000	-21,000,000	0
Transfers In 14	5,563,735	1,210,125	6,773,860
Total Revenues and Other Sources 15	47,546,344	-20,103,343	27,443,001
Expenditures & Other Financing Uses			
Public Safety 16	5,424,748	254,320	5,679,068
Public Works 17	2,185,923	-71,000	2,114,923
Health and Social Services 18	0		0
Culture and Recreation 19	1,831,133	31,025	1,862,158
Community and Economic Development 20	631,560	141,498	773,058
General Government 21	897,387	808,650	1,706,037
Debt Service 22	1,659,231	61,103	1,720,334
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Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29	-1,674,971	-3,785,293	-5,460,264
Beginning Fund Balance July 1 30	11,368,560	8,078,807	19,447,367
Ending Fund Balance June 30 31	9,693,589	4,293,514	13,987,103

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Revenues: Increases from insurance reimbursements sale of property. Decreases from delay of Rand Park Tunnel.
Expenditures: Increases from non-Budgeted capital projects and capital project over runs. Decreases from delay of Rand Park Tunnel Project. DUE TO COVID-19 PRECAUTIONS THE PUBLIC HEARING WILL BE STREAMED VIA FACEBOOK LIVE AND WWW.RADIOKEOKUK.COM. COMMENTS TAKEN BY TEXT AT 319-844-4929 OR THROUGH FACEBOOK LIVE COMMENT SECTION.

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Jean Ludwig

City Clerk/ Finance Officer Name



COUNCIL ACTION FORM

Date: May 7, 2020

Presented By: O'Donnell

Subject: Theater Commission Membership Agenda Item: _____

Description:

Sec. 2.74.020 of the Municipal Code sets the number of members for the Theater Commission at fifteen (15). The Commission has been operating under bylaws that set a minimum of nine (9) and no more than fifteen (15). The ordinance modifies the number of members to match the bylaws.

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: _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CODE SECTION 2.74.020
CIVIC THEATER COMMISSION MEMBERSHIP –VACANCIES-APPOINTMENTS CODE**

WHEREAS, by Ordinance No 1599 Section 12, 1994, the City Council of the City of Keokuk passed ordinance 2.74.020, the Membership-Vacancies-Appointments of the Civic Theater Commission providing that the Commission shall consist of fifteen (15) members: and

WHEREAS, the City Council is now informed that the Commission is requesting that the number of commission members shall consist of nine (9) but no more than fifteen (15); members and

WHEREAS, the City Council of the City of Keokuk finds said request to be in the best interest of the City and the Commission;

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

SECTION 1. Section 2.74.020 of the Keokuk Municipal Code, entitled, “Memberships-Vacancies-Appointments” is hereby amended to read as follows:

The Commission shall consist of Nine (9) but no more than fifteen (15) members, all citizens of the City, appointed by the City Council. The Mayor shall designate the first chairperson and the Commission shall choose its chairperson every year thereafter. Members shall serve without compensation but may receive their actual expenses. The original Commissions shall be appointed as follows: five for one year, five for two years, and five for three years; and thereafter members shall be appointed for three-year terms.

SECTION 2. SEVERABILITY CLAUSE – If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the ____ day of _____, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

THOMAS L. RICHARDSON, MAYOR

ATTEST:

JEAN LUDWIG, CITY CLERK

Passed by the Council on the ____ day of _____, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

ROLL CALL: ALTHEIDE - _____ PAYNE - _____ DADE - _____
HELENTHAL - _____ ANDREWS - _____ GREENWALD - _____ BRYANT - _____
_____ DUNEK - _____ O'CONNOR - _____

AYES - _____ NAYS - _____ ABSENT - _____

Second and Third/Final Passage by the Council this the ____ day of _____, 2020.

CITY OF KEOKUK, LEE COUNTY, IOWA

THOMAS L. RICHARDSON, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

ROLL CALL: ALTHEIDE - _____ PAYNE - _____ DADE - _____
HELENTHAL - _____ ANDREWS - _____ GREENWALD - _____ BRYANT - _____
_____ DUNEK - _____ O'CONNOR - _____

AYES - _____ NAYS - _____ ABSENT - _____



COUNCIL ACTION FORM

Date: April 30, 2020

Presented By: Broomhall

Subject: Armory Road Agenda Item: _____

Description:

The Executive Council of Iowa will be meeting regarding conveying property (Armory Road) to the City of Keokuk. A resolution from the City Councils intent to accept the property has been requested for their meeting.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

RESOLUTION NO.

**A RESOLUTION COMMITTING TO ACCEPT PROPERTY KNOWN AS ARMORY
ROAD FROM THE STATE OF IOWA**

WHEREAS, the State of Iowa, acting through the Armory Board and Executive Council of Iowa, granted the City of Keokuk an easement signed June 10, 1985 for the purpose of constructing, reconstructing and maintaining a street, locally known as Armory Road and legally described as

A tract of land located in the Northeast Quarter (1/4) of Section twenty three (23), T65-N-R5W of the Fifth (5th) P.M., Keokuk Township, Lee County, Iowa, more particularly described and located by starting at the intersection of the west and north lines of Boulevard Road, a legally platted and publicly used street in the City of Keokuk, Iowa in said Northwest Quarter (1/4) of Section twenty three (23) and going east fifty and eight-tenths (50.8) feet along the north line of said Boulevard Road to the point of beginning, thence continuing east on the same line sixty (60) feet to the stone on north line of said Boulevard Road, thence north along east line of land owned by the State of Iowa a distance of seven hundred thirty one and seven-tenths (731.7) feet, thence west fifty (50) feet, thence south four hundred fifty six and seven-tenths (456.7) feet, thence west ten (10) feet, thence south two hundred seventy five (275) feet to the point of beginning all in said Northeast Quarter (1/4) of Section Twenty-Three (23) in the City of Keokuk, and

WHEREAS, the State of Iowa is proposing to convey said property to the City of Keokuk.

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

THAT, this resolution serves as a commitment to accept said property and dedicate as a public right of way.

Passed this 7th day of May, 2020.

Thomas L. Richardson, Mayor

Attest: _____

Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: May 7, 2020

Presented By: O'Donnell

Subject: CARES Airport Grant Agenda Item: _____

Description:

As part of the CARES Act passed by Congress, we are to receive \$30,000 in relief funds for the airport. These funds will be used for operational cost. We must approve the grant documents in order to receive the 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: _____

RESOLUTION NO. _____

A RESOLUTION APPROVING CARES ACT GRANT OFFER

WHEREAS, the COVID-19 pandemic has caused widespread economic hardship; and

WHEREAS, the United States Congress has recognized this hardship and passed the CARES Act; and

WHEREAS, said Act provides for grant payments to airports to assist in meeting expenses; and

WHEREAS, the City of Keokuk, Iowa owns and operates the Keokuk Municipal Airport.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that it approves the CARES Act Grant Offer.

PASSED, APPROVED, AND ADOPTED this 7th day of May, 2020.

Mayor – Thomas L. Richardson

ATTEST:

Jean Ludwig

Application for Federal Assistance SF-424

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
---	---

*3. Date Received: NA	4. Applicant Identifier: EOK (Keokuk Municipal) Keokuk, IA
--------------------------	---

*5a. Federal Entity Identifier: 190050	*5b. Federal Award Identifier:
---	--------------------------------

State Use Only:

6. Date Received by State:	7. State Application Identifier:
----------------------------	----------------------------------

8. APPLICANT INFORMATION:

*a. Legal Name: City of Keokuk

*b. Employer/Taxpayer Identification Number (EIN/TIN): 42-6004829	*c. Organizational DUNS: 07-787-9021
--	---

d. Address:

*Street 1: 2504 340th Street
Street 2: _____
*City: Keokuk
County: _____
*State: IA
Province: _____
*Country: USA: United States
*Zip / Postal Code 52632

e. Organizational Unit:

Department Name:	Division Name:
------------------	----------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Cole
Middle Name: _____
*Last Name: O'Donnell
Suffix: _____

Title: City Administrator

Organizational Affiliation:

*Telephone Number: (319) 524-2050 x 111 Fax Number:

*Email: codonnell@cityofkeokuk.org

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106 _____

CFDA Title:

Airport Program

***12. Funding Opportunity Number:**

NA _____

*Title:

NA _____

13. Competition Identification Number:

NA _____

Title:

NA _____

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Any purpose for which airport funds may be lawfully used, as found in the Office of Airports Revenue Use Policy, except airport development or land acquisition.

Attach supporting documents as specified in agency instructions.



COUNCIL ACTION FORM

Date: April 24, 2020

Presented By: Broomhall

Subject: Award technical services to SEIRPC Agenda Item: _____

Description:

The City of Keokuk sent out a request for proposals for technical services for CDBG Housing Sustainability program. Southeast Iowa regional Planning Commission was the sole respondent.

This is a requirement for local governments submitting applications for CDBG funding is to procure technical services, it is recommended that this process is completed prior to submitting an grant application. Technical services is to ensure compliance with CDBG program requirements.

The grant (if received) will pay for these services.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

RESOLUTION NO.

A RESOLUTION AWARDED TECHNICAL SERVICE TO SOUTHEAST IOWA REGIONAL PLANNING COMMISSION FOR CDBG HOUSING REHABILITATION GRANT IF AWARDED

WHEREAS, the City of Keokuk solicited proposals to provide technical services for the CDBG, Owner Occupied Housing Rehabilitation, and

WHEREAS, Southeast Iowa Regional Planning Commission (SEIRPC) was the sole respondent to said request

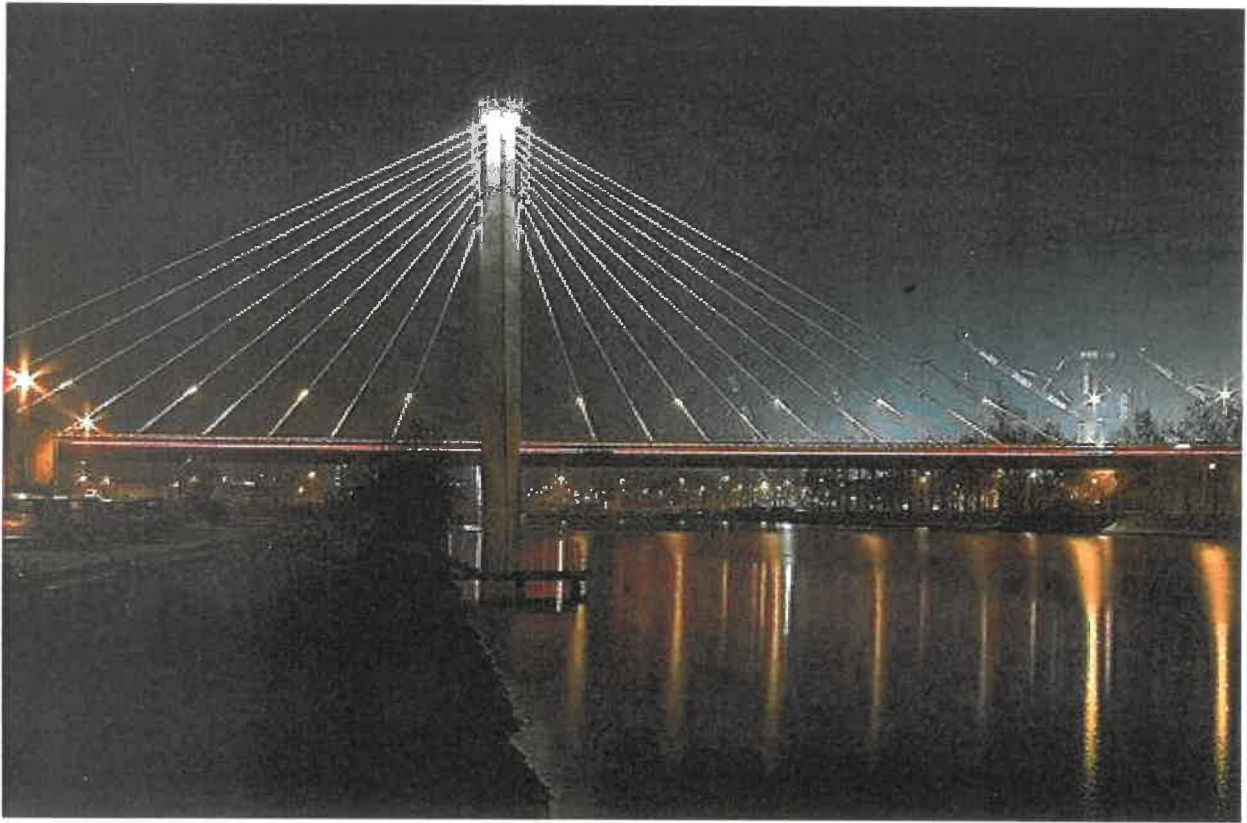
BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA;

THAT, the City Council hereby accepts the proposal from SEIRPC to provide technical services if the CDBG, Owner Occupied Housing Rehabilitation grant is awarded.

Passed and Approved this 7th day of May, 2020.

Thomas L. Richardson, Mayor

Attest: _____
Jean Ludwig, City Clerk



**Statement of Qualifications
To
Provide Technical Services
For the
Housing Sustainability Program
For
The City Keokuk**

**Southeast Iowa Regional Planning Commission
211 North Gear Avenue, Suite 100
West Burlington, IA 52655
319-753-5107**



**Statement of Qualifications
To
Provide Technical Services
For the
Housing Sustainability Program
For
The City Keokuk**

- I Transmittal Letter
- II. Statement of Qualifications
- III. Organization Background
- IV. Key Staff
- V. Contractors
- VI. References



April 6, 2020

Keokuk City Offices
Attn: Jean Ludwig, City Clerk
601 Main Street, 3rd Floor
Keokuk, IA 52632

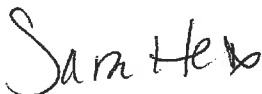
RE: Technical Services for Housing Sustainability Grant

Dear Ms. Ludwig,

We are pleased to provide a Statement of Qualifications for our organization in response to your request. Southeast Iowa Regional Planning Commission has provided technical support for many communities within the Southeast Iowa Region. SEIRPC is qualified to perform all elements of your request for the Housing Sustainability Grant/Owner Occupied Rehabilitation Program and is familiar with the Community Development Block Grant funded by the Iowa Economic Development Authority. To date SEIRPC has provided technical services for over 140 homeowners through this program.

Our qualified staff has many years of experience with administering housing grants and lead services. Our fees would be \$4,000 for technical services and \$1,500 for lead hazard reduction carrying costs for a total of \$5,500 per homeowner receiving grant funds. We look forward to working with you and ask you to select us for your technical services. If you have any questions, please contact us.

Sincerely,



Sara Hecox
Housing Administrator

II. STATEMENT OF QUALIFICATIONS



OWNER OCCUPIED REHABILITATION

In the past, SEIRPC has had the opportunity to assist many communities in southeast Iowa. Over two million dollars were awarded to these communities to rehabilitate over 140 homes. These communities received funding from the Iowa Economic Development Authority's Housing Fund to rehabilitate these homes. Homeowners qualify for the program if they are income eligible, live in a targeted neighborhood, and the property meets minimum rehab standards. SEIRPC works with the homeowners to determine if they are income qualified and completes the required verifications. SEIRPC also performs inspections, prepares the bid write up and legal notices (including notifying MBE and WBE), ensures compliance with lead-based paint requirements, performs contractor clearances, performs federal Section 106 clearance process, and prepares all of the required closing documentation for the pre-construction meeting. SEIRPC works closely with the Iowa Economic Development Authority on the implementation of this program. SEIRPC submits draws, manages disputes, retains records and reports, and implements other federal requirements for this program.



Before

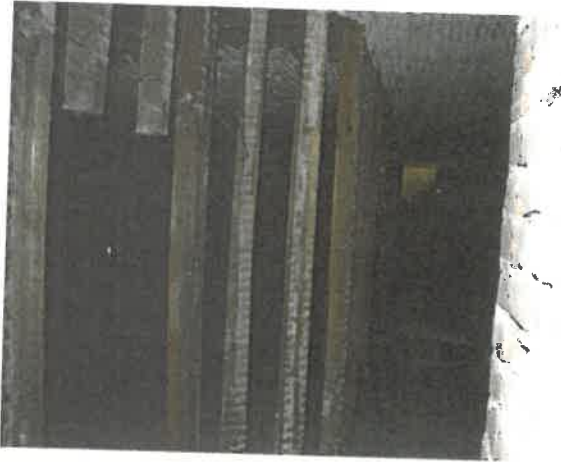


After

HOUSING TRUST FUNDS

SEIRPC administers the Mediapolis Housing Trust Fund and the Great River Housing Trust Fund. The housing trust funds are funded by the Iowa Finance Authority. (IFA). Administration would include income verifications for homeowners, bid write ups, inspections, draws, and reporting to IFA. The Mediapolis Housing Trust Fund is available to those individuals living in Mediapolis and the Great River Housing Trust Fund is available to anyone living in Des Moines, Henry, Lee, or Louisa County. Both of these programs provide homeowners with financial assistance for down payment assistance and owner occupied rehabilitation. New programs that are being offered by the Great River Housing Trust Fund are upper story rehabilitation, project financing, and developer assistance. These new funds will either be in the form of a forgivable loan, low interest loan or a combination of both. The Great River Housing Trust Fund has the flexibility to create programs around the demands and needs of the of the region.

II. STATEMENT OF QUALIFICATIONS



Before



After

UPPER STORY REHABILITATION
The Southeast Iowa Regional Planning Commission has assisted developers with providing funding so they can create upper story living units on 2nd and 3rd floors of existing downtown buildings. Funding for these projects have come from the Iowa Economic Development Authority as well as local cities. To date 157 units have been created in Burlington, Fort Madison, Wayland, and Mount Pleasant. SEIRPC is currently working with developers on 66 additional units. SEIRPC provides general administration for these projects as well as technical services for lead. SEIRPC also works with the Iowa Economic Development Authority and the Iowa State Historical Society on the Section 106 Clearance process.

OUR CLOSE GEOGRAPHIC LOCATION WILL REDUCE COSTS

The Southeast Iowa Regional Planning Commission is located in West Burlington, IA. This is approximately 40 miles from Keokuk. Our close proximity and availability reduces travel times and makes us readily available. This reduces project cost.

FAMILIARITY WITH FUNDING SOURCES

SEIRPC has worked with the Iowa Economic Development Authority on housing programs since 2002. The Community Development Block Grant (CDBG) is a familiar program for SEIRPC. SEIRPC has completed many projects under the CDBG program for the cities of Morning Sun, Keokuk, Fort Madison, Burlington, Winfield, West Burlington, and Wayland. The success of these previous programs proves SEIRPC is qualified to perform all elements listed in your request for proposal.

III. ORGANIZATION BACKGROUND

Southeast Iowa Regional Planning Commission
211 North Gear Avenue, Suite 100
West Burlington, IA 52655
(319) 753-5107 Fax: (319) 754-4763
www.seirpc.com
Tax ID #42-1013986



501 (c) (6)

Southeast Iowa Regional Planning Commission is a regional association of local governments (cities, counties and school districts) within the four-county southeast Iowa region. The four counties consist of Des Moines, Henry, Lee, and Louisa Counties. SEIRPC was formed in 1973 under Chapters 28E and 473A of the Code of Iowa for the general purpose of promoting intergovernmental cooperation and strengthening local governmental units. Specifically, SEIRPC has the power and duty to make comprehensive studies and plans for the development of the area it serves that will guide the unified development of the area and that will eliminate planning duplication and promote economy and efficiency in the coordinated development of the area and the general welfare, convenience, safety, and prosperity of its people. SEIRPC provides many services to the region such as; grant writing, grant administration, regional transit authority, housing, revolving loan funds, land use planning, and transportation planning.

SEIRPC has grown significantly throughout its years of operation. Currently SEIRPC has 39 employees with 23 of those employees being bus drivers for SEIBUS.



SEIRPC has a board of 19 members. Four members represent each of the four counties and three representatives. The current board members are Brent Schleisman, Chairman; Dr. Michael Ash, Vice Chairman; Hans Trousil, Treasurer; Mark Huston, Secretary; Gary Folluo; Matt Rinker; Robert Beck; Greg Moeller; Kirk Miller; Donna Preston; David Varley; Carolyn Farley; Brett Shafer; Barb Smidt; Randy Griffin; Cole O-Donnell; Brad Quigley; Angela Shipley; Christine Plunkett.

IV. KEY STAFF



Sara Hecox
Housing Administrator
(319) 753-4311
shecox@seirpc.com

Sara Hecox has been with Southeast Iowa Planning Commission for over 14 years. She will be responsible for the day to day operations associated with the grant. Sara develops new housing programs; inspects progress, quality, and code and regulation compliance for all projects; interacts with internal and external contacts regarding project information and needs; performs assigned project management tasks in order to develop the scope and budget, approve completion and payments, and maintains records; submits requests for bids, and evaluates proposals. She also communicates with all contractors for projects and coordinates all grant applications with member communities.

Mike Norris
Lead Inspector
(319) 753-4307
mnorris@seirpc.com

Mike Norris has been with the Southeast Iowa Regional Planning Commission for over 15 years. He is a certified Lead Inspector with the Iowa Department of Public Health. He received his certification in 2018. In addition to lead inspections, Mike prepares work specifications, communicates with contractors, and inspects construction progress of CDBG programs to ensure quality control. He also performs the lead assessment and the lead testing/reporting. Mike is familiar with the Iowa Minimum Rehabilitation Standards and HUD's Lead Based Paint Standards. Enclosed is a copy of Mike's Lead Safety certificate with his certification number.

Steven Stransky
Planner/Inspector
(319) 753-4316
sstransky@seirpc.com

Steven Stransky has been with the Southeast Iowa Regional Planning Commission for over 2 years. Steven prepares work specifications, communicates with contractors, and inspects construction progress of CDBG programs to ensure quality control. Steven is familiar with the Iowa Minimum Rehabilitation Standards and HUD's Lead Based Paint Standards. He also works with the State Historical Society with their Section 106 process.

SARA HE COX

EMPLOYMENT

8/05 - Present SE Iowa Regional Planning Commission Burlington, IA
Housing Administrator

- Develops new housing programs; inspects progress, quality, and code and regulation compliance for all projects; interacts with internal and external contacts regarding project information and needs; performs assigned project management tasks in order to develop the scope and budget, approve completion and payments, and maintains records; submits requests for bids, evaluates proposals, communicates with all contractors for projects; and coordinates all grant applications with member communities.

2/05 – 8/05 Big River Resources West Burlington, IA
Assistant Accountant

- Prepare end of the month reports, responsible for Big River Resources Cooperative, develop multiple cost accounting reports, Accounts Payable and Accounts Receivable, maintain inventory and prepare journal entries.

11/02 – 2/05 Transportation Security Administration Burlington, IA
Lead Security Screener

- Responsible for Federal security screening for passenger air transportation, identified and distributed workloads and tasks among employees, implemented screening procedures according to TSA standards, discovered and dealt with threats to security, provided professional customer service, resolved complaints, researched and developed activities to enhance transportation security.

8/01 - 11/02 Burlington Trailways West Burlington, IA
Accountant

- Prepared financial statements, Accounts Receivable and Accounts Payable, restructured grant work for the Iowa Department of Transportation, influenced budget planning, profit/loss analysis, responsible for accounting work for 20 depots, developed various cost accounting reports, assisted with payroll.

EDUCATION

1998-2000 Western Illinois University Macomb, IL
Bachelor of Business/Accounting

1996-1998 Southeastern Community College West Burlington, IA
Associates Degree

COMPUTER SKILLS

Microsoft Word, Excel, Access, Power Point and Publisher
QuickBooks

VOLUNTEER EXPERIENCE

Junior Women's League
Student Mentor (2002 - 2004)
Young Professionals
Burlington Habitat for Humanity Board
Parent Teacher Organization

REFERENCES

Available upon request

STEVEN STRANSKY

AICP CANDIDATE

CONTACT



618.292.3422



stevenstransky@outlook.com

PROFESSIONAL EXPERIENCE

Regional Planner

Southeast Iowa Regional Planning Commission

West Burlington, Iowa

May 2018-Present

- Write grant applications for federal, state & local grants, securing over \$500,000 in awards
- Analyze & visualize data for reports, maps, & surveys
- Design maps for economic development & recreation
- Develop TIF district and land use plan
- Lead bi-state highway coalition legislative advocacy
- Manage traffic counting program for vehicles & pedestrians
- Research FAA airspace regulations and write airport zoning update
- Lead bicycle & pedestrian plan update process

EDUCATION

Master of Urban & Regional Planning. 2018

Ball State University
Muncie, Indiana

BA Global Studies & Political Science. 2015

University of Illinois Springfield
Springfield, Illinois

SOFTWARE

SKILLS

- Adobe InDesign, Illustrator, & PhotoShop
- ArcGIS Pro, Map, Collector
- ESRI Business & Community Analyst
- SketchUp
- Microsoft Excel, PowerPoint, Word

27D Paralegal Specialist/SPC Rank

Iowa Army National Guard

Iowa City, Iowa

July 2018-Present

- Assist with administrative paperwork related to the Uniform Code of Military Justice for a medical unit

Community Planning Graduate Assistant

Madison County Council of Governments

Anderson, Indiana

August 2017-May 2018

- Analyze & compare community socioeconomic data
- Research and write sections of comprehensive and downtown revitalization plans
- Create land use and economic development maps

PLANNING

SKILLS

- Grant writing
- Data analysis & visualization
- Coalition building
- Meeting facilitation
- Mapmaking
- Plan writing

Geographic Information Systems Intern

Village of Wilmette

Wilmette, Illinois

May 2017-August 2017

- Identify sewer & water infrastructure with paper maps & internal descriptions
- Geolocate identified infrastructure into municipal geodatabases



Iowa Department of Public Health

Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA
Director

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

May 9, 2019

Steven Stransky
211 N Gear Avenue SUITE 100
West Burlington, IA 52655

Dear Steven Stransky

The department has reviewed the information you submitted and determined that you have met the requirements for certification in the state of Iowa as a Sampling Technician. Your certification number is: LEAD-SAMP10082.

Your certification will expire on May 6, 2022. By that date, you must renew your certification in order to perform any lead professional certification activities. To renew your certification, you will need to have completed the appropriate refresher course. Refresher courses are valid if taken within 3-years from the date that you renew.

Please keep a copy of your certification on your person or in an easily retrievable area at the work site. If you submitted your application online or with a valid email address, the certification is being provided to you electronically. You may choose to either print these documents or have them available on your phone or other electronic device for display if requested.

You can find the certification requirements and work practice standards for all lead professionals in Iowa Administrative Code 641 - Chapter 70, which is at: <http://www.idph.iowa.gov/LPP> under "Resources". You must be currently certified to perform work that requires certification.

Bureau of Environmental Health Services
Lead Professional Certification
Phone: 800-972-2026
E-mail: Lead.Bureau@idph.iowa.gov



**IOWA DEPARTMENT
OF PUBLIC HEALTH**
Steven Stransky
Sampling Technician

Certification Number: LEAD-SAMP10082
Expiration Date: May 6, 2022

MICHAEL S. NORRIS

6339 Madison Avenue, Burlington, Iowa 52601

norris.michael.s@gmail.com

319-759-4634

EXPERIENCE **SOUTHEAST IOWA REGIONAL PLANNING COMMISSION WEST BURLINGTON, IA**

Executive Director, 2010 – Present

- Chief executive of regional planning commission serving 104,000 population and four counties in Iowa (Des Moines, Henry, Lee, Louisa), with 35 employees.
- Management Affiliation: Executive Director of Great River Housing, Inc., a certified Iowa Local Housing Trust Fund.
- Management Affiliation: Executive Director of Southeast Iowa Housing, Inc., a non-profit developer of affordable housing.
- Management Affiliation: Administrator of Southeast Iowa Economic and Port Authority.
- Lead the provision of regional services and projects, including: housing development, planning, transportation planning, economic development, business loans, public transit system SEIBUS, grant writing and regional initiatives.
- Communicate with four counties, 31 cities as member governments.
- Responsible to a 19-member board of directors from public and private sectors.
- Cultivate regional relationships with leaders in industry, finance, economic development, education, and local, state and federal agencies.
- Co-developer of Homes for Iowa project and incorporator and Vice President of Homes for Iowa, Inc. a statewide offender training and home building program.
- Develop and manage agency budgets of \$2.3 million+ annually.
- Led agency to secure \$25 million of outside funding 2011-present.
- Achieved positive organizational net income annually, 2011-present.
- Facilitated over \$2 million in revolving business loans, 2011-present
- Led SEIBUS to provide nearly 1 million rides in southeast Iowa, 2004-present.
- Established school trade class home building projects for Central Lee High School and Southeastern Community College.
- Created and implemented staff reorganization plan, saving agency \$200,000 in first year, over \$1.5 million to present.
- Housing Inspector for state and federal programs; Certified Lead Sampling Technician in State of Iowa

Assistant Director, 2007 – 2010

- Managed Planning Department and SEIBUS transit service, including staff of four planners and public transit staff.
- Led organization in absence of Executive Director.
- Managed SEIBUS to provide nearly 600,000 rides in southeast Iowa.

MICHAEL S. NORRIS
6339 Madison Avenue, Burlington, Iowa 52601
norris.michael.s@gmail.com
319-759-4634

- Coordinated efforts to secure \$19 million in flood recovery infrastructure grants for southeast Iowa, 2009-2010.

Transportation Planning Department, 2003 –2007

- Served as planner and department director.
- Led regional public transit service development, capital procurement and fare structure design of SEIBUS.
- Implemented new regional transportation planning services (traffic counting, comprehensive grant writing, Geographic Information Systems, traffic impact studies).
- Administered the Region 16 Transportation Improvement Program, totaling \$2.5 million plus annually in federal transportation funds, 2003-2006.

OTHER

COMMITTEES AND MEMBERSHIPS

- Burlington Noon Kiwanis, member (2011 – present)
- City of Burlington Enterprise Zone Commission, board member (2010 –2014)
- City of Fort Madison Enterprise Zone Commission, board member (2009 –2014)
- Great River Region Partnership, member and chair (2010 - 2016)
- Highway 34 Coalition, board member (2007 –2017)
- Burlington Most Beautiful Competition, Organizer (2012 –2016)
- Iowa Association of Regional Councils, board member, vice chair, chair (2010 – present)
- Iowa DOT Bicycle and Pedestrian Advisory Committee (2012 – 2019)
- Iowa DOT Freight Advisory Committee, Ex-Officio (July 2012 – present)
- Iowa DOT Strategic Highway Safety Plan Committee (2017 – 2019)
- University of Iowa School of Urban and Regional Planning Advisory Board, board member / president (2012 – present)
- Fort Madison Economic Development Corp., Ex-officio board member (2010 – present)
- Lee County Economic Development Group, Ex-officio board member (2010 – present)
- Keokuk Economic Development Corp., Ex-officio board member (2010 – present)
- Young House Family Services, board member and president (2015- present)
- Des Moines County Community Foundation, board member, (April 2016 – present)
- Burlington Neighborhood SURGE Committee, (2015 – 2019)
- Homes for Iowa, Inc. board member and vice president (2019 – Present)

MICHAEL S. NORRIS

6339 Madison Avenue, Burlington, Iowa 52601

norris.michael.s@gmail.com

319-759-4634

EDUCATION UNIVERSITY OF IOWA

IOWA CITY, IOWA

Master of Science, Urban and Regional Planning, 2001-2003
Graduate College (Graduate Certificate in Transportation Studies)

Bachelor of Science, Geography, 1997-2001
College of Liberal Arts (Emphasis in Environmental Studies)

Iowa Lead Safety Training, Inc.
Lead Safety Training Program

4725 Merle Hay Road | Des Moines, IA 50322
515-331-1690

Certificate of Training

This Is To Certify That

MICHAEL S NORRIS
SEIRPC
211 N GEAR AVE SUITE 100
WEST BURLINGTON, IA 52655
Certification #: IA-0718-SAMP-1305



Has successfully completed the 20-hour **Sampling Technician Initial** training course
(Iowa Department of Public Health approval number IA-2010-0013)
held in **Des Moines** on **July 9-11, 2018** with a test score of **99%**



A handwritten signature in black ink, appearing to read "Jamie L Papian", written over a horizontal line.

Jamie L Papian
Accredited Training Provider

V. CONTRACTORS



A meeting will be held for contractors to help understand the CDBG program. All Contractors will have to complete the Safe Hazard Work Practice Course. The contractor will be the general contractor and will find subcontractors as needed for each project. SEIRPC encourages local contractors to bid on all projects. The following are a few contractors SEIRPC has worked with in the past:

Commercial Contracting Services
21 South 9th Street
Keokuk, IA 52632

Walker's Construction Services LLC
1028 Carroll Street
Keokuk, IA 52632

M & H Construction
11652 Sperry Road
Sperry, IA 52650

Twitchell Construction
PO Box 17
Keokuk, IA 52623

VI. REFERENCES



Kasi Howard, City Clerk
City of New London
112 West Main Street
New London, IA 52645
319-367-7702

Beverly Conrad, City Clerk
City of Wayland
218 West Main Street
Wayland, IA 52654
319-256-3276

Kelly Fry, City Clerk
City of West Burlington
122 Broadway
West Burlington, IA 52655
319-753-5451

Eric Tysland, Community Development Director
City of Burlington
400 Washington Street
Burlington, IA 52601
319-753-8124



COUNCIL ACTION FORM

Date: April 24, 2020

Presented By: Broomhall

Subject: Adopt CDBG Administrative Plan Agenda Item: _____

Description:

A requirement for local governments submitting applications for CDBG funding is to adopt an administrative plan that will guide all aspects necessary for administrative and financial procedures.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

RESOLUTION NO.

**A RESOLUTION OF THE CITY OF KEOKUK TO ADOPT
ADMINISTRATIVE PLAN 2020 FOR THE CDBG OWNER-OCCUPIED
HOUSING SUSTAINABILITY REHABILITATION GRANT FROM THE
IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT**

WHEREAS, it has been determined that the maintenance of the City’s housing stock is of public concern, and;

WHEREAS, it has been determined through planning and generally accepted research that there exists a need to improve the quality of the housing stock within our community, and;

WHEREAS, the City is applying for a CDBG Owner-Occupied Housing Sustainability Rehabilitation Grant through the Iowa Dept. of Economic Development to rehabilitate 6 homes; it is necessary to adopt an “Administrative Plan” which outline the policies and procedures for the administration and management of said grant program.

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

THAT, the City Council hereby approves the Housing Sustainability Owner-Occupied Rehabilitation Administration Plan 2020.

Passed this 5th day of May, 2020.

Thomas L. Richardson, Mayor

Attest: _____
Jean Ludwig, City Clerk

CITY OF KEOKUK

HOUSING SUSTAINABILITY GRANT

ADMINISTRATIVE PLAN 2020

Approved: May 7, 2020

I. Program Overview

The City of Keokuk (further known as the community) is applying for a Community Development Block Grant (CDBG) for Housing Sustainability. The primary goals and objectives of the community's housing sustainability program is to preserve and/or stabilize the community's housing stock that is affordable to low and moderate income persons and to make the housing, those constructed prior to January 1, 1978, at least temporarily "Lead Safe". The community will complete major rehabilitation to 6 Low to Moderate Income households located within the community. The CDBG is funded by the Iowa Economic Development Authority (IEDA) which makes this rehabilitation program possible for the homeowners. The community understands and will follow all requirements outlined and described in the City's CDBG and IEDA program guidance.

II. Fair Housing & Non-discrimination

The community will ensure that CDBG assistance is made available on a non-discriminatory basis without regard to race, color, religion, sex, disability, familial status, age or national origin. The community will make efforts to affirmatively further fair housing. This will include marketing efforts, on-going outreach efforts with community organizations, development of local ordinances, community sponsored training on fair housing or other related activities.

The community will also develop Affirmative Marketing which is understanding the market demographics and underserved populations and extending marketing efforts beyond current or usual efforts. Taking extra effort to directly market to underserved populations living in the housing market area helps ensure that knowledge of housing opportunities and information on how to apply is reaching the underserved households.

- Direct efforts might be *minority or specialized* publications i.e. magazine, social media, newspaper, radio or television or building relationships with organizations, churches, agencies or businesses who work directly with an underserved population.
- Consider the use of alternate advertising formats i.e. by translation to a language used by a minority population; providing alternate formats i.e. braille, large print, audio tapes, electronic methods, etc.
- Periodically review the special marketing efforts and evaluate successes and failures. Determine how to expand on areas needing improvement.

III. Program Assistance

CDBG assistance will be provided as a five-year receding forgivable loan. The property must remain the applicant's principal residence for five years following the project acceptance date for the loan to be forgiven. The community will file a lien/security interest against the property in the amount of CDBG assistance. This lien may be filed in junior position to a conventional loan. The maximum amount of assistance to an individual rehabilitation project from the community's program funds is \$24,999 plus lead hazard reduction costs

up to \$4,500. The maximum assistance level is on the hard costs of rehabilitation (materials, labor and the contractor's overhead and profit) and lead hazard reduction, not the administrative costs, lead hazard reduction carrying costs, or temporary relocation costs necessary to complete the project.

The community may, at its option, release the mortgage lien (and subsequent conditions of the assistance) against the assisted property when there are extenuating circumstances that would warrant or justify the community's decision to do so, regardless of the age of the forgivable loan.

The community's release of a mortgage lien would be handled on a case-by-case basis with consideration given to the individual circumstances of that assisted property owner, or their representative, seeking the release. The community will gather sufficient information necessary to support and to document the assisted property owner's inability to pay the amount owed to the community and the reason(s) for such a request. Consideration will be given to such issues as:

- The value of the property at the time of the request to release the mortgage lien and its impact on the settlement of any primary mortgage debt that may exist
- Who will inherit the property (should the request to release the mortgage lien be related to the death of an assisted property owner), including other estate settlement issues; and
- Any insurance settlements.

IV. Application, Selection and Income Verification Process

Should the community need to select new program participants during the contract period, the community will use the same marketing, application and selection processes described in the approved application to IEDA and/or outlined in IEDA program guidance.

The community, through its marketing efforts to attract potential applicants, will indicate how to access the program (i.e., forms they need to fill out, where to get them, etc.), any time constraints for application submission, and where completed forms need to be submitted and who will be responsible for receiving them. Income verification will be completed in accordance with 24 CFR 5.609 (Part 5 Annual Income). Income verifications are valid for 12 months from the date verification is completed. In order to be eligible for the program, all households must be below the HUD 80% Low to Moderate Income level by county.

V. File Documentation

The city will keep all the necessary documents on file for this project. In addition, the city will also keep the following items for each program participant:

- Income verification documents
- Ownership verification documents
- Property inspection documents (initial and final)
- Construction documents (specifications, contracts, and related items)

- Final acceptance of work (signed by homeowner)
- CDBG environmental review documents
- Lead based paint related documents

VI. Procurement

Marketing to contractors will be essential to the success of the housing sustainability program. Generating and securing contractor interest in the program must be a priority.

Marketing to contractors can be accomplished using the local newspaper and social media. In addition to using those resources, the community might also:

- Contact local homebuilders associations, construction trades organizations, unions, etc.;
- Contact the Iowa Department of Public Health to obtain information on contractors that have been trained in safe work practices;
- Scan local telephone books (business directories, yellow pages, etc.);
- Contact the IEDA's recommended plan review rooms and clearinghouses;
- Obtain information on contractors based on the community's building permit issuance data;
- Contact local construction materials and equipment suppliers;
- Contact local lenders active in construction financing; and
- Contact other communities nearby that have, or have had, similar programs.

With the community's efforts to solicit and attract contractors for participation in the program, nondiscrimination, equal opportunity and fair housing issues cannot be overlooked. The community will also make a good faith effort to solicit and attract the interest of minority and female owned businesses that might participate in the community's housing sustainability program. Invitations to bid on the community's projects need to be sent to the IEDA's recommended clearinghouses and plan review rooms.

When marketing to contractors, the community will be aware of certain issues specifically of interest or concern to contractors and tailor its marketing efforts to address these issues to the extent practical. This may include, but not be limited to:

- The contractor's ability to make a profit;
- The contractor's location and/or proximity to the community;
- Federal, state or local requirements and/or restrictions that will affect them (e.g., licensing; training, including safe work practices as applicable; insurance coverage; OSHA requirements; contract conditions; warranties; etc.); and
- Their ability to be paid in a timely fashion.

From the community's contractor marketing efforts, a list of potential contractors can be compiled and referenced as individual projects are undertaken.

The procurement of contractors for individual rehabilitation projects (including any lead hazard reduction activity), or various components of rehabilitation projects, where projects are broken down into components, will be undertaken by the community. Contractors will be procured through a competitive sealed bids procurement process.

Upon completion of the final work write-up and bid documents, the community will publicly advertise for bids in at least one local newspaper of general circulation. In addition to publicly advertising, all known area contractors should be notified, in writing, inviting them to bid on the community's projects as they are undertaken. Invitations to bid should also be sent to the IEDA recommended plan review rooms and area clearinghouses.

The community's publicly advertised bidding process will allow sufficient time for contractors to compile and submit their bids. Bids will be opened publicly at a specified date, time and place. The lowest, responsible bidder will be awarded the contract subject to bid verification and acceptability. A responsible bidder is a contractor that has met the requirements of Contractor's bids. Contractor's bids submitted in pencil will not be accepted.

Following the opening of all bids, the community will perform a verification of the bids received (i.e., to ensure true itemized bids submittal, to verify and to recalculate the contractor's figures, to consider any alternate bids sought after and received, etc.). A bid tabulation (summary) sheet will then be prepared by the community reflecting all bids received. All contractors submitting bids must also include a non-collusion affidavit and Intent to Comply with Section 3 Requirements with their submissions. Contractors Clearances will be uploaded for IEDA approval and checked on www.sam.gov to make sure they have not been disbarred.

The successful bidder(s) will be notified, in writing, of the community's intent to award them a contract. All unsuccessful bidders will also be notified, in writing, by the community.

VII. Financial management

In order to keep payments timely and ensure contractor participation, the community will pay the contractor and then will be reimbursed by the Iowa Economic Development Authority. All payments made must be approved by the community. All general administration, technical assistance fees and lead paint carrying costs will be invoiced to the community and drawn directly from the IEDA and made to the community, which will pay the entity performing these duties.

The community must request CDBG funds at least every six months including both rehabilitation costs and grant administration costs within the period.

All payments to contractors are to be based on work completed at the time of the payment request. With all payment requests received by the community, the community's rehabilitation technician will make an inspection to verify that work (work for which payment

is sought) has been completed. No payment requests will be honored prior to the community conducting an inspection.

All materials, supplies and equipment purchased by the contractor(s) (including subcontractors) for a particular rehabilitation project must be satisfactorily installed prior to the community making payment for those items on that project. Payment requests for materials, supplies and equipment stockpiled on a job site and not yet installed will not be honored until the contractor (or subcontractor) has satisfactorily installed them.

Contractors may be paid lump sum at the completion of projects, or may seek partial payments throughout construction with a final payment request at the completion of the project. The community will withhold twenty percent (20%) from all partial payment requests received from contractors. This twenty percent (20%) withholding may be reduced to a lesser amount if the community requires participating contractors to be bonded. All withholding from partial payment requests will be paid to the contractor with the final payment request.

In addition to a required inspection prior to making payment to contractors, the community must receive fully executed lien waivers from contractors for all materials and supplies and labor costs for which payment is being sought.

All lien waivers received from contractors (partial and final lien waivers) need to be reviewed and checked against the "Project Subcontractors / Suppliers" list that submitted by the contractor prior to the start of construction.

VIII. Program Implementation-

a. Initial property inspections

Initial inspection will be made by the rehabilitation technician. The homeowner will be notified prior to the inspection. Based on this inspection, a work write-up will be made to determine the scope of work. The initial inspection will be conducted in order to verify the presence and condition of all allowable rehab items allowed by IEDA.

b. Project specifications

From the data and information gathered by the rehabilitation technician during the initial inspection, a work write-up (or project specifications as they are often referred to) will be generated. The work write-up is part of the bid documents needed for the procurement of a contractor.

c. Initial cost estimates

A written cost estimate will be prepared of the hard costs of construction for each project following the initial inspection and formulation of a work write-up. The initial cost estimate will also be depicted in itemized form. The community's cost estimate ~ will be identified as such, be signed (or initialed) by the rehabilitation technician, and dated. The community's cost estimates must be included in individual project files.

d. Section 106 historic review (required for federally funded projects)

Assisted properties may be of historical significance. Historic preservation requirements may have an impact on the community's work write-up (the original work write-up and/or the final, revised work write-up following any lead hazard reduction need determination if target housing). The community will seek clearance from the Historic Preservation Specialist of the Iowa Economic Development Authority by using approved forms and procedures, for each property assisted under the community's housing sustainability program.

e. Pre-construction conference

Prior to the start of construction, the community will hold a pre- construction conference with the property owner and the contractor. At the pre-construction conference, the final work write-up will be reviewed to ensure a thorough understanding of the work to be accomplished. All contracts and paperwork related to the rehabilitation work will be signed by all parties before work commences. Additional topics to be discussed at the pre-construction contract include, but are not limited to:

- Timing and coordination of the sequence of the work (especially when and where lead hazard reduction activity or rehabilitation work that disturbs painted surfaces, known or presumed to be lead based paint, are to be accomplished, and/or if the project entails multiple contracts covering various components of the entire project)
- Temporary relocation issues, as applicable (i.e., conveyance of the details of the community's temporary relocation offering, responsibilities, timing and coordination, packing and moving, storage, secured property owner non-access to work area(s) during interior lead hazard reduction work, specialized cleaning and clearance testing and the community's authorization of re- occupancy following completion and successful clearance testing)
- Safe work practices in general, as applicable.

f. Change orders

During the course of construction, the community may find it necessary to change the work write-up on any given project. Changes occur with any addition to or with any deletion of items to be accomplished, or with any other change that may occur to the original, as-bid, work write-up that alters the scope of work in any way. Change orders are needed for any and all substitutions that are made to the project as well, even if the dollar value of that work item remains unaffected. Change orders are also needed for time extensions to a rehabilitation construction contract. Any and all changes to the contract work write-up requires a fully executed change order signed by all parties to the contract.

g. Final inspection

Upon completion of the project the community will conduct a final inspection of the rehabilitation work accomplished on that project. The final inspection will be conducted by the rehabilitation technician and in the presence of the property owner. It is desired that the contractor attends the final inspection to make note of and to clarify any unfinished and/or questioned work. The final inspection is made to ensure that all work was completed and was accomplished in accordance with the work write-up and any change orders that were issued, and to ensure that work was accomplished in a satisfactory manner. Final payment will not be made to the rehabilitation work until all paperwork related to rehabilitation is signed by all parties.

h. Any other program activities

Any other program activities will be determined by the community and the administrative agent.

IX. Roles and Responsibilities

Role of the city, CDBG grant administrator, rehabilitation committee or community development official, and any others that will be involved in the management of the city's housing sustainability program are described below.

Responsibilities of Parties:

Community - The overall authority for the implementation and administration of the community's housing sustainability program is with the community itself. This responsibility rests with the chief elected officials of the community. The primary responsibility of the community is to ensure that the program is carried out in accordance with its contract with the IEDA, and to ensure compliance with all applicable state and federal requirements governing the program funds associated with the community's housing sustainability program.

Rehabilitation Committee or Community Development Coordinator - The community may establish a local oversight committee if needed or have the community development coordinator handle this duty. Responsibilities would include but not limited to:

- Final approval authorization of all applications for assistance;
- Individual rehabilitation construction contracts approval authorization;
- Grievance and dispute resolution responsibilities;
- Representation during final inspection;
- Long-term monitoring responsibilities to ensure that assisted properties remain the principal places of residence to the assisted property owners for the prescribed period tied to the community's financial assistance; and
- Oversight of any recaptured funds received from any five-year receding forgivable loans that go into default.

CDBG Grant Administrator - The community will contract with a Grant Administrator for the housing sustainability grant. The primary responsibilities of the Grant Administrator include, but are not limited to:

- Initial marketing of the program and application intake
- Verifying and ranking applications received
- Initial inspections, work write-ups and cost estimates
- Section 106 Historic Review
- Lead Safe Work Practice Compliance
- Contractor procurement and Section 3 Compliance

- Preconstruction Meetings (contract, contractor clearance, notice to proceed, and other document signing)
- Temporary relocation (as applicable). See Exhibit A for policy guide.
- Construction supervision (inspections, change orders, contractor payments, lead hazard oversight, etc.)
- Project completion, final inspection(s), clearance testing and final visual assessment (as applicable) and final acceptance
- Draws with IEDA
- Grievance and dispute resolution responsibilities; and

Progress reporting to the IEDA and community.

X. Lead based paint requirements

The community will comply with HUD's lead hazard reduction requirements through the duration of the program. Assisted target housing (Housing constructed before Jan. 1, 1978) involving interior rehabilitation that disturbs painted surfaces (known or presumed to be lead based paint) and/or lead hazard reduction activity, may entail temporary relocation of the occupants and their belongings.

Upon completion of the interior lead-based paint related work, specialized cleaning procedures of the affected interior work areas must occur (in accordance with HUD guidelines) and prior to the community conducting the required clearance testing and final visual assessment.

Clearance testing and a final visual assessment must follow the completion of all lead-based paint related work. Clearance testing must be accomplished in accordance with the Iowa Department of Public Health's requirements found at 641-Chapter 70 of the Iowa Administrative Code. Clearance testing results must meet the applicable IDPH standards. If clearance testing fails to meet the applicable IDPH standards, the affected work areas must be re-cleaned by the contractor responsible for this and clearance testing must be re-conducted. This process continues until the project meets IDPH clearance testing standards, including the final visual assessment.

The community will use the "Notification of Lead Based Paint Hazard Reduction Completion and Final Visual Risk Assessment and Clearance Testing Results" form to document its clearance testing results as well as to notify the property owner as required. This form serves as the required notification as well as the IDPH (641-Chapter 70 IAC) required report.

The clearance test and final visual assessment will serve as the "final" final inspection for assisted target housing that includes any interior lead-based paint related work. Assisted target housing involving any interior rehabilitation that disturbs painted surfaces (known or presumed to be lead-based paint) and/or any interior lead hazard reduction activity will effectively entail two final inspections.

XI. Appeal/ Complaint Procedure

From time to time homeowners may have disagreements with decisions about the program. This may include application decisions, contractor complaints, and other related issues. Residents should contact the program administrator with complaints or concerns at the following number (319) 753-4311 and ask for Sara Hecox.

Step 1: Any grievances or disputes arising between a property owner and the contractor will initially be mediated by the community's Grant Administrator and/or rehabilitation technician. It is the grieving (or disputing) party's obligation to contact the community's Grant Administrator and/or rehabilitation technician with a detailed account of the issue comprising the grievance or dispute. The Grant Administrator and/or rehabilitation technician will make a determination of resolution on the issue brought to their attention and convey to both the property owner and the contractor a course of action to be taken, in what time frame, and by whom.

Step 2: Should either party contest the community's Grant Administrator's and/or rehabilitation technician's initial decision, a request for an appeal hearing by the community's Rehabilitation Committee or Community Development Coordinator may be made. This request must be made in writing. A date, time and place for this appeal hearing will be set and a resolution to the issue will be determined for all parties involved. A course of action with what time frame will be noted in writing,

Step 3: Should either party contest the Rehabilitation Committee or Community Development Coordinator's decision, a request to appeal this decision may be made to the community's city council. The decision of the community's city council conveyed, in writing, to both parties. The determination will convey a course of action to be taken, in what time frame, and by whom. The decision of the community's city council will be final and binding on all parties.

Step 4: In the event that the grievance or dispute remains unresolved to the satisfaction of either party, the right to file legal action remains the last and only recourse available to the grieving or disputing party.

Should a grievance or dispute arise between either the property owner or the contractor and the community's program administrator and/or rehabilitation technician, the procedure to follow is the same as described above, except that Step 1 would be omitted.

Written grievances or disputes that are received by the IEDA directly (or indirectly) from a property owner, the contractor or a representative of the property owner or contractor will be forwarded to the community for resolution. Resolution is to follow the above described process.

XII. Program Amendments

The overall authority for the implementation and administration of the community's housing sustainability program is with the community itself. This responsibility rests with the chief

elected officials of the community. The primary responsibility of the community is to ensure that the program is carried out in accordance with its contract with the IEDA, and to ensure compliance with all applicable state and federal requirements governing the program funds associated with the community's housing sustainability program.

If the community finds that any amendments need to be made to the administrative plan, it shall contact the administrative entity and explain the issue. The administrative entity will provide the community with the corrective action and establish the action as an amendment to the administrative plan. Any amendments to this administrative plan must be approved by the city council.

XIII. Conflicts of Interest

The community must follow federal requirements regarding conflicts of interest that may arise during the implementation of the rehabilitation program. The city will refer to 24. CFR.570.611 (CDBG regulations on conflicts of interest) should a potential conflict of interest arise and follow guidance provided in these regulations.

Exhibit A Temporary Relocation Policy Guide

The following relocation policies shall be followed:

1. Relocation shall be required under the following circumstances:
 - a. When the residence is undergoing work that disturbs area that have or are presumed to have lead based paint.
 - b. When safe access to, and use of, sleeping area, bathrooms and kitchen facilities is not available for period of at least eight (8) consecutive hours.
 - c. When occupancy of the residence is not reasonable due to the presence of lead hazards, excessive noise, excessive airborne particles, electrical hazards, lack of heat, lack of running water, plumbing issues, lack of ingress/egress or any other reasons as verified by the program administrative entity and rehabilitation technician.
 - d. NOTE: Households participating in the program in which all occupants are sixty-two (62) years of age or older are NOT required to leave the home if there will be safe access to sleeping area, bathroom and kitchen facilities and if each occupant of the home signs an Elderly Waiver of Relocation form.
2. Contractors will be required to provide a minimum of five (5) working day's notice prior to relocation being required.
3. Contractors shall notify residents within not more than one (1) working day of when the home has been certified for re-occupancy by the program administrative entity and rehabilitation technician.
4. All relocation units will be selected by the program administrator in consultation accessible and must be constructed after January 1, 1978. All units will be inspected by the program administration entity and rehabilitation technician prior to being approved for relocation. Units should be in as close a proximity to the permanent residence as feasible.
5. It is anticipated that temporary relocation will typically be for duration of five (5) to ten (10) working days. A provision will be placed in all rehabilitation contracts deducting temporary relocation costs from payments due the contractor beginning immediately after the fifteenth (15th) working day or relocation.
6. The City will, through the CDBG program, cover the following relocation related expenses:
 - a. Cost of lodging at local hotel (lodging determined by city)
 - b. Cost of storage of essential household goods as needed.
 - c. Per diem cost of food at local restaurants. (\$25 per person per day)
 - d. Cost of utilities (if applicable)
 - e. Cost of moving, (if applicant is incapable of moving without assistance).
 - f. Aggregate relocation cost shall be capped at \$1,500 per household.
 - g. Payments will be based upon actual costs incurred within not later than 20 days of the local government's receipt of proper expense documentation.

Pam Broomhall Community Development Director
Staff Report

1. The attached letter was sent to property owners Gary & Lana Smith, 1520 Ridge regarding an issue with the septic tank, waste is draining into Ridge Street. Public Works Director, Robert Helenthal investigated the nearest sewer main, which runs in the alley between Ridge and Palean; Robert will explain his findings regarding this matter.

The property owners received a quote from Meyers Driveway & Septic (also attached). After receiving the quote Mrs. Smith phoned to asked if the City of Keokuk could run the sewer line closer to their residence as they could not afford to replace the septic or install a sewer line to the main.

2. Fence rules and regulations – City Council members may have received a request from Dalton Job, 1817 Plank Road to amend the fence ordinance. Job submitted the attached application for a fence permit, that would be placed approximately 10' into the public right of way. The City of Keokuk could not issue the permit as submitted.

The Municipal Code states that a fence may be constructed up to but not over the property or lot line. The permit was established to mainly keep fences out of the right-of-way that could possibly interfere with utilities and clear vision at intersections. Many residents are not aware that from their property line to the street is approximately 16/17 feet. The City Council cannot make an exception to this matter, the City Planning Commission would review amendments and make recommendations to the City Council.

3. As you are very aware the City of Keokuk owns 4 buildings in the 600 block of Main Street. To stabilize these structures bids were taken to repair the side wall of 625 Main that was exposed after demolition of 629 Main. The low bid for that work came from Custom Brick & Stone for \$59,950.00. After being advised of the front wall pulling away on 619 Main and major roof leaks in 619 and 623 Main the City Council requested quotes on these repairs versus cost to demolish the structures.

Please be advised that these are not detailed quotes:

Stabilize front façade of 619 Main Street: \$14,980.00 – this would entail removing metal awning and installing 4 rods and plates into the structure as advised by structural engineer.

Roof repair – most of the leaking is coming from areas that need flashed, the quote to replace flashing and repair a few areas on 619 and 623 Main is \$8,614.00

Demolish 619, 623 and 625 Main - \$300,000.00

4-21-20

Pam Broomhall and to all this concerns

Hi! I'm Oana Smith I live at 1520 Ridge St. in Keokuk IA. I have lived here for 15 year Oct. I used to live at 1506 Ridge St. I lived there for 10 years renting. We received a letter from the city on our septic leaking in the road this has been like for years. Way before I moved in this home. It was like this when I lived next door. I'm figuring 20 plus years. They put a line in the septic for a over flow. I called pam to see what I had to do to fix the problem. I called Glenn Meyers he came. The city Robert came to they came up with putting a pump to run to the sewer. Running it through my daughters land across the street. Its going to cost 12,000 to 15,000 I ask Glenn what about a septic he said would cost alot more than that. I'm not understanding if they could run a line from a pump why they could just hook us up to the sewer. I had to have a Electrician come he said it was going to cost for sure 1000 if not more it all depends what he runs into. I know its asking alot. to be hooked up to the City. I can't afford this my husband is the only one working I've been layed off cause of Covid 19. I have my daughter and her 2 kids living with us. 3 years ago there was a City man here testing

The leaking he said it was mostly water
I never received a letter or anything. He told
my husband he don't know why we wasn't
hooked up to the City he said it was right
across the street on Hilton road. I called
and ask about hooking us up to City lines, she
said they couldn't do that. There are
3 houses that are not hooked up to City
on this block. Its a $\frac{1}{2}$ block if I could
hook up on Hilton. Running it through my
daughters land to the Alley is a $\frac{1}{2}$ block
I know money is tight we all are there
I've been stressed about this and depressed
ever since I received the prices. I hope
you will consider this and check out
if this could be done. This is bad timing
and a lot of money I don't have. I really
appreciate you taking the time to read
my letter and see if this could be done.
I really would appreciate you if you
could look in this for me and consider
what I'm asking.

Thank You
for your time
Dorice Smith

New Sewer line

Subject: New Sewer line
From: Glen Meyers <glrivesetank@qwestoffice.net>
Date: 4/20/2020, 4:16 PM
To: Glen Meyers <glrivesetank@qwestoffice.net>

4-21-2020

Meyers Driveway & Septic

P.O. Box 488

Keokuk Iowa 52632

Mr & Mrs Smith

1520 Ridge Street

Keokuk Iowa 52632

Total to install new lift station for pumping sewage from home to
Sanitary Sewer in alley of Carroll street. Estimated price includes
all permits equipment and labor to perform project.

Estimated Total 12,000.00 - 15,000.00

Thank You

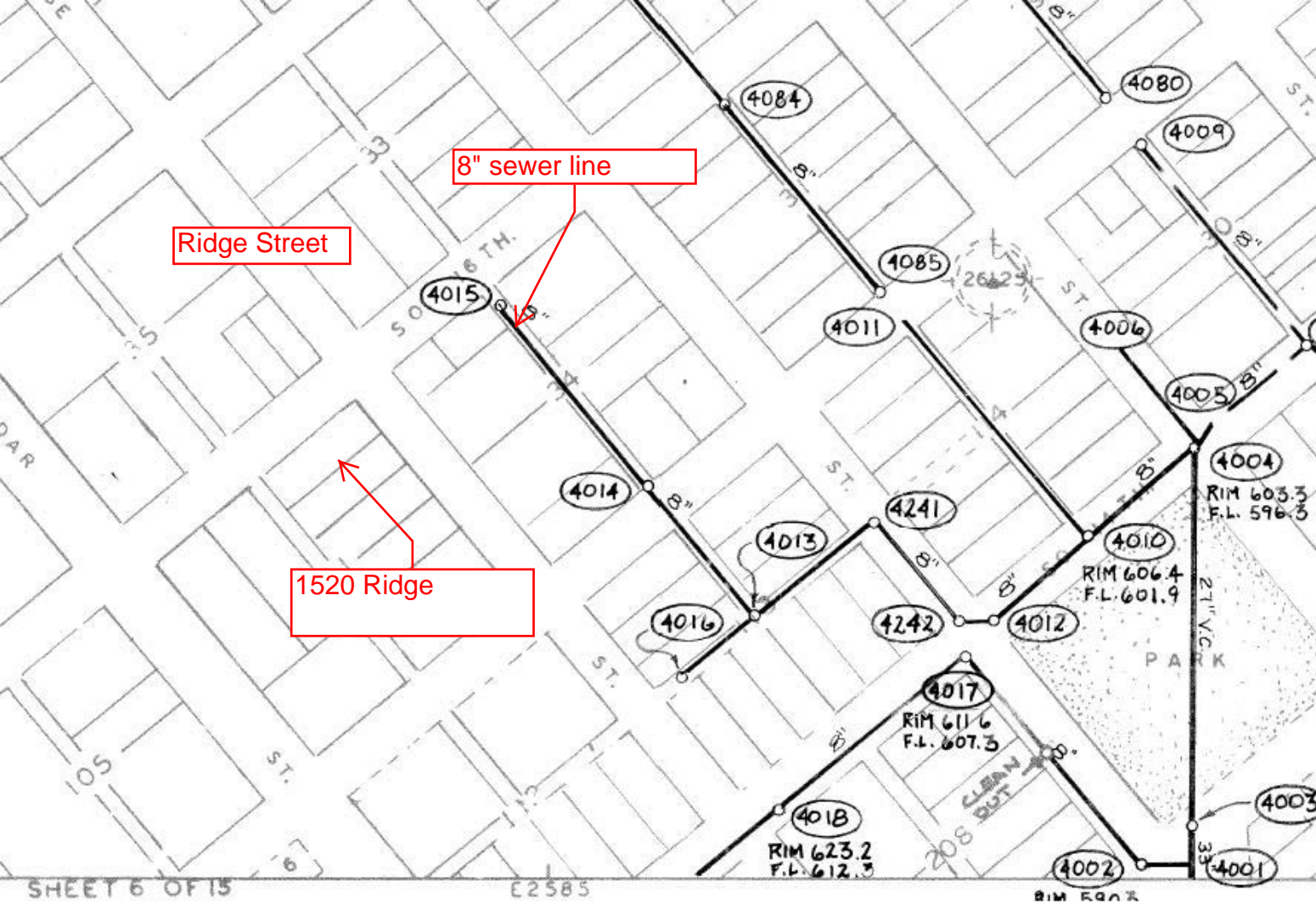

Owner

1-319-524-7329

Ridge Street

8" sewer line

1520 Ridge



City of Keokuk Fence Permit

All fences shall be built in conformance with Section 20.60.030(6) *Fence Requirements* of the Keokuk Zoning Code and shall conform to the construction standards of the City Building Code. No fence shall be erected, constructed, and/or maintained without first submitting a minor site plan to the City Planning Department for approval. The location, height, and type of fence shall be described and shown in this application.

Applicants Information

Name: Dalton Job Phone: 217-617-6719

Address: 1817 Plank Rd. Keokuk IA. 52632

Description of Fence: wood Privacy 6'
(height, material and type, i.e. wood/vinyl, privacy, chain link etc.)

Applicant hereby certifies that they have read this application, the fence rules and regulations on the following page, and confirms the fence at the above location will be constructed to meet all applicable code requirements and will be constructed as described in this application and attached site plan. All information in this permit is deemed accurate.

Applicant Signature:  Date: 4-20-20

Staff Approval: _____ Date: _____

Submittal requirements – Applicant must provide a site plan on a separate sheet of paper or may use an aerial photo printed from www.beacon.schneidercorp.com with the following information: Indicate lot size, all structures on the lot, location of streets/alley, public sidewalks. Show proposed fence location, length of each section of fence, gate location and width of gates. Any fence found to be constructed in violation of the code requirements or found to be located over an easement or property line may be required to be removed at the owner's expense. All information in this permit is deemed accurate.

Disclaimer from www.beacon.schneidercorp.com: The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed. No warranty, expressed or implied, is provided for the data herein, or its use. Lee County digital cadastral data are a representation of recorded plats and surveys for use within the Geographic Information System for purposes of data access and analysis. These and other digital data do not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership or use.



City Planning Department ~ City Hall ~ 601 Main Street, 3rd floor ~ Keokuk, IA 52632 ~ (319) 524-2050



City of Keokuk

Fence Requirements

Fence Requirements: In order to maintain consistency in the application of this Code, the following provisions have been established to maintain safety standards for the general public.

- A. No fence shall be erected within any street or alley right-of-way, except as a requirement by other safety codes, (ie. Atop certain retaining walls), and approved by the city. Any private fence must maintain a minimum gate opening width of thirty-six inches.
- B. Maximum height of rear and side yard fence lines is six (6) feet, and no fence line that extends beyond the front building line shall be constructed above four (4) feet.
- C. No fence line shall be constructed in the front yard that is more than 75 percent solid or opaque. Clear vision must not be completely obstructed by such fence. It shall have a minimum height of thirty (30) inches and a maximum height of four (4) feet.
- D. All fences may be constructed up to, but not over the property or lot line.
- E. In any residential District, no fence shall be constructed within the clear zone.
- F. All fences shall conform to the construction standards of the Building Code.
- G. Fences constructed for protection on school grounds, parks, and playgrounds and for commercial or industrial properties located in M (Industrial) or C (Commercial) Districts may be constructed to a height of no more than eight (8) feet, excluding backstops or similar recreational uses as determined by the Development Department.
- H. It is unlawful for any person to erect, construct and/or maintain any electrically charged fence within the City limits, except when used by an existing farm operation for the well being of livestock and is located no closer than 75 feet to the property line.
- I. It is unlawful for any person to erect, construct and/or maintain any fence containing barb wire in the City limits, except:
 - a) Any lot, parcel and/or tract of land located in an “M-1” Light Industrial, “M-2” Heavy Industrial District may be allowed to construct one foot of barbed wire fencing above the top line of an eight (8) foot chain link fence.
 - b) Any fence meeting the criteria stated in subsection (a) of this section will have to maintain a fifteen (15) foot wide landscaped buffer zone between such fence and any lot, tract and/or parcel of land zoned for commercial or residential uses.
- J. No fence shall be erected, constructed, and/or maintained without first submitting a fence permit along with a minor site plan to the Development Department for approval.





TO: Mayor and City Council
FROM: Cole S. O'Donnell
DATE: May 4, 2020
RE: Administrator's Report

1. COVID-19: This past week Governor Reynolds relaxed certain restrictions for certain businesses so that they could reopen. In response, I have reopened city offices to the general public with restrictions on the number of people allowed in the office at one time, enforcement of social distancing policies, and requesting visitors wear masks. Other city facilities remain closed to the public including fire, playgrounds, basketball courts, tennis courts, pickleball courts, and skate facilities.

It was also announced last week that the Nauvoo pageants are cancelled for 2020. These events are a major source of hotel occupancy in Keokuk. Without the pageants we can expect further reduction in hotel/motel tax and sales tax revenues. We will know more when quarterly projections on sales tax are released.

Staff is access FEMA for possible assistance with cost related to COVID-19. Our costs have been minimal, mostly supplies. We have had two employees access the CARES Act emergency leave having been ordered to quarantine by doctors after exhibiting possible symptoms or being exposed to known cases. We will seek reimbursement for their wages, if applicable.

2. Riverfront Trail: We will be applying for an additional grant through the Iowa DOT for the Riverfront Trail. Currently, we have secured more than 50% of the cost through donations and grants. The additional funds would further reduce our direct cost.
3. Summer Help: Our use of prisoners from Mount Pleasant has ceased during the COVID crisis. We are trying to hire additional summer help, but the pool of available temp workers is rather small. We plan to reallocate personnel prior to Memorial Day to assist in mowing and trimming the cemetery. We will try to keep up with mowing and care of the parks and cemetery through the season, but without additional help there may be times were things do not look as well as they could.