

AGENDA
CITY COUNCIL MEETING
December 21, 2023
501 Main Street
5:30 P.M.

1. Call to Order.
2. Pledge of Allegiance:
3. Roll Call.
4. Mayor's Correspondence:
5. Citizen's Request.
6. Consent Agenda.
 - Minutes of the Regular City Council meeting & Council Workshop of December 7, 2023;
 - Cash Receipts & Treasurer's Report for November 2023;
 - Resolution approving a Liquor License for Rascal's Pub & Grub, Inc., 820 Main Street, Class C Retail Alcohol License with Outdoor Services – effective January 2, 2024, 8-month term to expire September 9, 2024;
 - Resolution approving a Liquor License for Hy-Vee Food Store, 3111 Main Street, Class E Retail Alcohol License – effective January 2, 2024;
 - Cigarette Permit for West K Mart, 707 Palean Street, effective December 21, 2023-June 30, 2024;
 - Motion to pay bills and transfers listed in Register No.'s 5379-5380;
7. Consider resolution appointing Shelley Oltmans to the Southeast Iowa Regional Planning Commission (SEIRPC) Board of Directors.
8. Consider resolution authorizing the Mayor, Kathie Mahoney & City Clerk Celeste El Anfaoui to sign all checks issued by the City.
9. Consider resolution for gates at the Keokuk Railroad Bridge.
10. Consider resolution approving the Keokuk Municipal Airport FY 2025 FAA 5-year Capital Improvement Program.
11. Consider resolution approving a contract with Midwest Municipal Consulting LLC for a City Administrator for the City of Keokuk.
12. Motion to approve setting budget review sessions.
13. Boards & Commissions:
14. Council Liaison Reports:
15. Staff Reports:
16. New Business:
17. Adjourn Meeting.

MINUTES
CITY COUNCIL MEETING
December 7, 2023
501 Main Street
5:30 P.M.

The City Council of the City of Keokuk met in regular session on December 7, 2023, at 501 Main Street. Mayor Kathie Mahoney called the meeting to order at 5:30 p.m. There were seven council members present, two absent. Carissa Crenshaw, Shelley Oltmans (entered meeting at 5:43 p.m.), John Helenthal, Steve Andrews, Dan Tillman, Roger Bryant, and Michael Greenwald were present. Tyler Walker and Roslyn Garcia were absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Celeste El Anfaoui, Public Works Director Brian Carroll, Community Development Director Pam Broomhall, Water Pollution Control Manager Tom Wills, and Police Chief Zeth Baum.

MAYOR'S CORRESPONDENCE: Informed of upcoming local events.

CITIZEN'S REQUEST: Jim Rauner expressed concerns over fenced off city sidewalk, Joe Shuman gave thanks to all who assisted with the City of Christmas.

Motion made by Greenwald, second by Bryant to approve the following agenda, including the consent agenda. (6) AYES, (0) NAYS. Motion carried.

- Minutes of Infrastructure/Sanitation/Waste Treatment Committee of November 15, 2023;
- Minutes of the Regular City Council meeting & Council Workshop of November 16, 2023;
- **RESOLUTION NO. 341-2023:** Approving a Liquor License for West K Mart, 707 Palean Street, Class B Retail Alcohol License – effective December 8, 2023;
- **RESOLUTION NO. 342-2023:** Approving an Urban Revitalization Tax Exemption for the following:
 - Alex Derr, 1956 Hilton Rd., single family dwelling;
 - John & Janet Boyle, 434 Belknap Place, single family dwelling;
 - Sheila Sapp, 808 Johnson St. Rd., garage;
- Motion to pay bills and transfers listed in Register No.'s 5376-5378;

Mayor Mahoney opened the public hearing at 5:36 p.m. on amendment to the Fiscal Year 2023-2024 annual budget. A public hearing notice was published in the Daily Gate City on November 21, 2023.

COMMENTS: O'Donnell gave overview of budget amendment.

No further comments were received, Mayor Mahoney closed the public hearing at 5:36 p.m.

Motion made by Greenwald, second by Andrews to approve the following proposed **RESOLUTION NO. 343-2023:** "A RESOLUTION AMENDING THE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2024." (6) AYES, (0) NAYS. Motion carried.

Motion made by Crenshaw, second by Helenthal to approve the following proposed **RESOLUTION NO. 344-2023:** "A RESOLUTION APPROVING AQUATIC CENTER MANAGEMENT AGREEMENT WITH HOERNER YMCA." (7) AYES, (0) NAYS. Motion carried. Mark Smidt, CEO of the Hoerner YMCA answered questions regarding pool operations.

Motion made by Greenwald, second by Oltmans to approve the following proposed **RESOLUTION NO. 345-2023**: “A RESOLUTION OF SUPPORT AND FINANCIAL COMMITMENT FOR THE MAIN STREET PROGRAM IN KEOKUK, IOWA.” (7) AYES, (0) NAYS. Motion carried.

Motion made by Oltmans, second by Crenshaw to approve the following proposed **RESOLUTION NO. 346-2023**: “A RESOLUTION SETTING SNOW EMERGENCY ROUTES.” (7) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, second by Greenwald to approve the following proposed **RESOLUTION NO. 347-2023**: “A RESOLUTION ACKNOWLEDGING THE CANVAS OF VOTES FOR THE 2023 MUNICIPAL ELECTION HELD NOVEMBER 7, 2023.” (7) AYES, (0) NAYS. Motion carried.

Motion made by Oltmans, second by Greenwald to approve the following proposed **RESOLUTION NO. 348-2023**: “A RESOLUTION APPROVING A LEASE AGREEMENT WITH ROQUETTE AMERICA AT THE SIDC.” (5) AYES, (2) ABSTAIN – Crenshaw & Helenthal, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Oltmans to approve the following proposed **RESOLUTION NO. 349-2023**: “A RESOLUTION FOR PROFESSIONAL SERVICES AMENDMENT NO. 1 SOUTH 18TH STREET RECONSTRUCTION PROJECT.” (7) AYES, (0) AYES. Motion carried.

Motion made by Greenwald, second by Helenthal to approve Union Depot change order #3. (7) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Oltmans to approve Union Depot change order #4. (7) AYES, (0) NAYS. Motion carried.

Motion made by Oltmans, second by Bryant to approve amendment 1 final payment to be divided into four equal payments. (7) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSIONS: First notification for Rena Mackie to the Rand Park Pavilion Commission, 5-year term to expire 10/22/2029. Second notification for Lawrence Barrett to the Grand Theatre Commission, 3-year term to expire 11/5/2026.

Motion made by Oltmans, second by Helenthal to approve Final notification for Philip Caropreso to the Veterans Memorial Commission, 5-year term to expire 6/1/2027. Mayoral Appointments: Kimber Tinder to Keokuk Civil Service Commission, fulfilling a 6-year term to expire 4/1/2024. Reappointment of Judy McDonald to the Keokuk Convention & Tourism, 3-year term to expire 12/31/2026. (7) AYES, (0) NAYS. Motion carried.

COUNCIL LIAISON REPORTS: Bryant updated on Great River Regional Waste Authority.

STAFF REPORTS: Wills reported on WWTP; Broomhall informed of resignation of Devon Dade from the City Planning Commission, and expressed well wishes to O'Donnell and family; Carroll updated on SIDC and echo in Council Chambers; Baum reported on Keokuk Police Department taking part in Shop with a Cop this past Saturday.

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

**MINUTES
COUNCIL WORKSHOP
December 7, 2023
IMMEDIATELY FOLLOWING REGULAR
MEETING**

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

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

Cole gave overview of Clean Energy Districts of Iowa Proposal and Council agreed to enter agreement with no donation.

Mayor presented Council with 2 proposals for hiring of City Administrator.

Meeting Adjourned at 6:25 p.m.

**CASH RECEIPTS
NOVEMBER 2023**

General Fund	\$	885,120.14
Park Maint/Improv. Total	\$	1,900.00
Road Use Tax	\$	109,584.08
Employee Benefit Total	\$	235,407.04
Emergency Tax Levy Total	\$	8,931.15
Sales Tax - Human Development Total	\$	170,870.01
Tax Increment Financing Total	\$	4,119.15
Economic Development Total	\$	14,712.00
Library Trust Total	\$	19.90
Mary E. Tolmie Fund Total	\$	1,921.53
Debt Service Total	\$	224,456.79
Perpetual Care Total	\$	1,000.00
WPC Maint/Operation Total	\$	232,312.74
WPC Improvement Reserve Total	\$	4.89
Solid Waste Total	\$	83,053.96
Municipal Bridge Total	\$	30,145.27
Internal Service Fund Total	\$	18,475.68
TOTAL	\$	2,022,034.33

TREASURER'S REPORT
CALENDAR 11/2023, FISCAL 5/2024

FUND	ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	LIABILITY	END BALANCE
001	GENERAL	1,683,926.18	885,120.14	777,163.64	4,031.63	1,795,914.31
002	PARK MAINT/IMPROV	252,672.38	1,900.00	5,570.49	.00	249,001.89
087	PUBLIC WKS EQUIP REP	12,800.78	.00	.00	.00	12,800.78
110	ROAD USE	1,385,452.44	109,584.08	115,055.27	3,723.08-	1,376,258.17
112	EMPLOYEE BENEFIT	1,573,264.01	235,407.04	14,873.81	.00	1,793,797.24
119	EMER - TAX LEVY	248,836.72	8,931.15	.00	.00	257,767.87
121	SALES TAX - HUMAN DEV	1,269,017.78	170,870.01	.00	.00	1,439,887.79
122	SALES TAX - INFRASTRUCT	.00	.00	.00	.00	.00
125	TAX INCREMENT FINANCING	411,126.49	4,119.15	4,356.33	.00	410,889.31
160	ECONOMIC DEVELOPMENT	189,311.80	14,712.00	3,418.00	.00	200,605.80
167	LIBRARY TRUST	105,510.13	19.90	.00	.00	105,530.03
168	GRAND THEATRE RESERVE	1,051.17	.00	.00	.00	1,051.17
169	MARY E TOLMIE FUND	89,687.81	1,921.53	.00	.00	91,609.34
182	SWIMMING POOL RESERVE	1,070.00	.00	.00	.00	1,070.00
199	AMERICAN RESCUE PLAN	863,431.60	.00	22.00	.00	863,409.60
200	DEBT SERVICE	804,661.88	224,456.79	190,631.00	.00	838,487.67
301	CAPITAL IMPROV PROJECTS	5,181,387.96	.00	10,872.90	.00	5,170,515.06
302	RIVERFRONT BARGE	.00	.00	.00	.00	.00
303	CAP EQUIP PURCHASES	515,774.50-	.00	30,484.98	.00	546,259.48-
304	CAPITAL PROJECT	10,263.26	.00	8,371.58	.00	1,891.68
500	PERPETUAL CARE	510,070.29	1,000.00	.00	.00	511,070.29
610	WPC MAINT/OPERATION	1,127,537.83	232,312.74	206,092.52	1,637.91	1,155,395.96
611	WPC IMPR RESERVE	1,220,544.28	4.89	.00	.00	1,220,549.17
612	SEWER MAINT EQUIP REPL	577,527.69-	.00	.00	.00	577,527.69-
613	WAT POL CONTR CAP	793,216.00	.00	.00	.00	793,216.00
614	SEWER IMPROV RESERVE	38,639.18	.00	.00	.00	38,639.18
617	CDBG SWR POINT REPAIR	1,157,219.40	.00	.00	.00	1,157,219.40
670	SOLID WASTE	138,261.83	83,053.96	77,781.96	.28	143,534.11
671	SOL WAS EQUIP PRELACE	.00	.00	.00	.00	.00
672	CAP PROJ REMEDIAL	.00	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	2,094,350.42	30,145.27	43,155.89	525.68	2,081,865.48
810	INTERNAL SERVICE FUND	18,714.48	18,475.68	60,984.10	.00	23,793.94-
Report Total		20,088,723.91	2,022,034.33	1,548,834.47	2,472.42	20,564,396.19

RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR RASCAL’S PUB & GRUB, INC. FOR A CLASS C RETAIL ALCOHOL LICENSE WITH OUTDOOR SERVICE, EFFECTIVE JANUARY 2, 2024, TERM OF 8 MONTHS

WHEREAS, Application has been made by Rascal’s Pub & Grub, Inc. for a Class C Retail Alcohol License with Outdoor Service for Rascal’s Pub & Grub, Inc., 820 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, Rascal’s Pub & Grub, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Retail Alcohol License with Outdoor Service for Rascal’s Pub & Grub, Inc., 820 Main Street, effective January 2, 2024, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21ST day of December 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K.A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR HY-VEE FOOD STORE, 3111 MAIN STREET, CLASS E RETAIL ALCOHOL LICENSE

WHEREAS, Application has been made by Hy-Vee, Inc., for a Class E Retail Alcohol License for Hy-Vee Food Stores, 3111 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, Hy-Vee, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class E Retail Alcohol License for Hy-Vee Food Store, 3111 Main Street, effective January 2, 2024, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 21st day of December 2023.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

STATE OF IOWA
RETAIL
CIGARETTE/TOBACCO/NICOTINE/VAPOR PERMIT

City Number 2023-15

*In accordance with laws of the state of Iowa, and the action of
the City Council of Keokuk Iowa
(City)*

Business Location Name: West K Mart

Business Location Address: 707 Palean Street

Keokuk, IA 52632

Ownership Type: LLC

Legal Owner Name: Keokuk Mart LLC

Legal Owner Mailing Address: 707 Palean Street

Keokuk, Iowa 52632

Type of Sales: Over the Counter

*Is hereby authorized to sell cigarettes, tobacco, nicotine and vapor products
at the business location address above*

in the City of Keokuk County of Lee, Iowa.

This permit is nontransferable, is effective from December 22, 20 23 and

automatically expires on June 30, 2024, unless suspended or revoked.

In Testimony Whereof, I have caused the seal of the said

City Keokuk to be hereunto affixed. Done at Keokuk,

in the State of Iowa, this 7th day of September, 20 23.

Issued By: Amy Blanton, Deputy City Clerk

City Mayor or Deputy City Clerk

PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF DECEMBER 21, 2023.

REGISTER NO. 5379

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 881.00
KEOKUK MUNICIPAL WATER WORKS	MONTHLY SEWER/GARBAGE BILLING	\$ 2,352.50
GRAY QUARRIES, INC	ROADROCK	\$ 213.82
JIM BAIER, INC	PARTS/LABOR	\$ 2,905.35
HARTRICK'S LUMBER	SUPPLIES	\$ 981.88
ACCESS SYSTEMS	MAINTENANCE AGREEMENT	\$ 173.31
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 56.67
IDEAL READY MIX COMPANY, INC	CONCRETE SAND	\$ 3,952.07
HICKEY CONTRACTING COMPANY	LIBRARY JOB	\$ 500.00
TASKE FORCE, INC.	TEMPORARY HELP	\$ 915.75
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 231.94
MCFARLAND-SWAN OFFICE CITY	SUPPLIES	\$ 1,832.99
ALLIANT	ELECTRIC BILL	\$ 43,644.58
CENTURY LINK	SERVICE	\$ 1,028.32
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/LIFE INSURANCE	\$ 1,118.05
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE	\$ 13,001.80
LEE COUNTY RECORDER/REGISTRAR	RECORDINGS	\$ 22.00
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 182.14
TRUCK REPAIR, INC	PARTS	\$ 617.76
SHOEMAKER & HAALAND	ENGINEERING SERVICES	\$ 16,853.32
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$ 1,160.00
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$ 1,189.00
SOUTHEASTERN COMMUNITY COLLEGE	SAFETY TRAINING CLASSES	\$ 1,495.00
HILL PRINTING	GARBAGE CALENDARS	\$ 367.50
KEOKUK AREA CONVENTION AND	HOTEL/MOTEL SUPPORT	\$ 34,500.00
RAIRDEN'S AUTO SALVAGE AND	TOWING SERVICE	\$ 100.00
YOUNGGREN SHOES	WORK BOOTS	\$ 200.00
KNAPHEIDE TRUCK EQ CENTER	PARTS	\$ 249.06
LEE COUNTY AUDITOR	2023 ELECTIONS	\$ 3,306.82
FAMILY DISCOUNT SHOES	WORK BOOTS	\$ 120.00
TERMINAL SUPPLY CO.	PARTS/MATERIALS/FREIGHT	\$ 683.35
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 104.65
AT&T MOBILITY	POLICE CELL PHONE SERVICE	\$ 760.44
AUTOZONE	PARTS/SUPPLIES	\$ 278.01
CAPITAL ONE	LIBRARY SUPPLIES	\$ 151.23
MEDIACOM	SERVICE	\$ 496.49
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 6,500.00
MUNICIPAL EMERGENCY SERVICES	FIRE DEPT MATERIALS	\$ 303.50
HILL'S PET NUTRITION SALES, INC	ANIMAL CONTROL SUPPLIES	\$ 109.45
LEXISNEXIS RISK SOLUTIONS	POLICE DEPT LEASE AGREEMENT	\$ 146.83
STACEY J. HAWKINS	TREE TRIMMING SERVICES	\$ 675.00
QC ANALYTICAL SERVICES, LLC	WPC BIOSOLIDS	\$ 605.00

REGISTER NO. 5380

EMPLOYEE BENEFIT SYSTEMS	INSURANCE	\$ 230,600.14
SCHUMACHER ELEVATOR COMPANY	LIBRARY ELEVATOR MAINTENANCE	\$ 464.49
RELIABLE PEST SOLUTIONS	PEST CONTROL SERVICES	\$ 196.00
HEMPEN INDUSTRIAL SERVICES, INC	VACUUM SERVICES @ WPC	\$ 4,170.00
NSI LAB SOLUTIONS	WPC LAB SUPPLIES	\$ 405.00
CARD SERVICES	LIBRARY SUPPLIES	\$ 183.50
MACQUEEN EQUIPMENT, INC.	PARTS/FREIGHT	\$ 29.33
KLINGNER & ASSOCIATES, P.C.	PROFESSIONAL SERVICE	\$ 6,895.61
VERIZON WIRELESS	CELL PHONE SERVICE	\$ 91.63
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$ 1,298.52
BESTDRIVE BRAHLER'S	PARTS	\$ 764.00
WINDSTREAM	SERVICE	\$ 492.44
RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$ 24.90
AMWELL	WPC SUPPLIES/MATERIALS/FREIGHT	\$ 5,599.00
ARMSTRONG TRACTOR LLC	PARTS	\$ 727.59
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 51.31
ICONNECTYOU	SERVICE	\$ 909.54
UNITED SYSTEMS, INC.	LABOR/MATERIALS @ SEIDC	\$ 3,546.68
ANDERSON, LARKIN & CO, PC	PROGRESS BILLING 2023 AUDIT	\$ 9,750.00
FP MAILING SOLUTIONS	LIBRARY POSTAGE METER	\$ 107.82
JANICE LINDNER	REIMBURSE GRAND THEATER	\$ 66.13
JAMES F. DENNIS	PROFESSIONAL SERVICES	\$ 16,623.50
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 600.00
QUARTIX INC.	CREDIT MEMO	\$ (579.42)
ASCAP	GRAND THEATER REPORT	\$ 81.12
ADVANTAGE ARCHIVES, LLC	LIBRARY ANNUAL SUBSCRIPTION	\$ 1,160.00
GLOCK PROFESSIONAL, INC	POLICE TRAINING COURSE	\$ 250.00
GREATAMERICA FINANCIAL SVCS.	POLICE DEPT LEASE AGREEMENT	\$ 246.08
CARRIE MILLER	PORTABLE TOILET RENTAL	\$ 80.00
ASCENT AVIATION GROUP INC	AIRPORT FUEL	\$ 29,160.72
LIVE VOICE	ANSWERING SERVICE	\$ 422.93
SHARED IT INC	IT SERVICES	\$ 767.11
VERTICAL COMMUNICATIONS	SERVICE	\$ 150.00
EXCEL IT SERVICES	LIBRARY IT SERVICES	\$ 312.75
SCHRAGIS LLC	GIS MAINTENANCE	\$ 600.00
CIVICPLUS LLC	MUNICODE PAGES	\$ 4,481.00
MIDWEST FABRICATION & WELDING	AIRPORT QUOTE	\$ 9,212.25
W&S CONTRACTING	DEMO	\$ 4,000.00
SUPREME RADIO COMMUNICATIONS	LABOR/EQUIPMENT POLICE VEHICLE	\$ 690.08
LOST BOY DIGITAL, LLC	ANNUAL WEBSITE HOSTING	\$ 360.00
FORT MADISON CHAMBER	LEE COUNTY LEADERSHIP	\$ 600.00
JOYCE SAPP	REIMBURSE GRAND THTR PURCHASES	\$ 191.42
		\$ 480,749.75



COUNCIL ACTION FORM

Date: 12-21-2023

Presented By: El Anfaoui

Subject: SEIRPC Board Appointment Agenda Item: 7

Description:

Southeast Iowa Regional Planning by-laws state that terms for the Board of Directors are annual and appointed each calendar year. Cole O'Donnell has served on the SEIRPC Board of Directors, but is no longer with the city. Shelley Oltmans has expressed interest in serving on the Board of Directors.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☒

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends approval.

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION APPOINTING SHELLEY OLTMANS TO THE
SOUTHEAST IOWA REGIONAL PLANNING COMMISSION (SEIRPC)
BOARD OF DIRECTORS**

WHEREAS, the City of Keokuk, Iowa is a member of the Southeast Iowa Regional Planning Commission (SEIRPC); and

WHEREAS, as a member of SEIRPC, the City Council for Keokuk, Iowa appoints one member of the Board of Directors for SEIRPC.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that Shelley Oltmans shall be appointed to the Board of Directors of SEIRPC for a term commencing on January 1, 2024, and ending on January 1, 2025.

PASSED, APPROVED, AND ADOPTED this 21st day of December 2023.

K. A. Mahoney, Mayor

Attest: _____

Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 12-21-2023

Presented By: Mahoney

Subject: Authorized signers Agenda Item: 8

Description:

A resolution authorizing the Mayor and City Clerk to sign all legal checks issued by the City of Keokuk.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☒

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Kathie Mahoney authorized

Date

1-6-2022

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION AUTHORIZING THE MAYOR, KATHIE MAHONEY &
CITY CLERK CELESTE EL ANFAOUI TO SIGN ALL CHECKS ISSUED
BY THE CITY.**

WHEREAS, City Administrator Cole O'Donnell has resigned from his position;
and

WHEREAS, a second signer on accounts held by the City of Keokuk is needed
until a permanent City Administrator is hired.

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

THAT, Kathleen A. Mahoney, Mayor of the City of Keokuk, and Celeste
M. El Anfaoui, City Clerk of the City of Keokuk, be and hereby are authorized to
place their signatures on all legal checks issued by the City of Keokuk, and that
both signatures shall appear on all checks.

Passed & Approved this 21st day of December 2023

K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: December 21, 2023

Presented By: B. Carroll, PWD

BL

Subject: Bridge Safety

Agenda Item: _____

Description:

Two years ago the Federal Railroad Administration (FRA) inspected the Keokuk Railroad Bridge and laid out safety concerns that the City of Keokuk needs to address. The FRA understands the safety improvements take time and can be costly. The City is working diligently to correct the safety issues and have received a quote to install 2 single swing gates on each end of the swing portion of the train bridge. The new gates will be electronic and are meant to keep pedestrians from walking out on the rails, which is a safety regulation per the FRA. Total cost for the new gates is \$24,995 submitted by Pierce Fence Company, Pierce Fabrication Co. & Steel Works, P&L Locating Services.

FINANCIAL

Is this a budgeted item?

YES ☒

NO ☐

Line Item #: 690-850-6320

Title: Service Property Maintenance

Amount Budgeted: \$50,355.32

Actual Cost: \$24,995.00

Under/Over: \$24,360.32

Funding Sources:

Bridge Department

Departments:

Bridge

Is this item in the CIP? YES ☐

NO ☒

CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

That the City enter into a contract with Pierce Fence Company, Pierce Fabrication Co. & Steel Works, P&L Locating Services to install two single swing gates on each end of swing portion of the rail bridge and weld hinges directly to bridge columns.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

A RESOLUTION FOR GATES AT THE KEOKUK RAILROAD BRIDGE

WHEREAS the Federal Railroad Administration (FRA) inspected the Keokuk Railroad Bridge two years ago and made safety recommendations that the City has been working to address; and

WHEREAS the City received a bid from Pierce Fence Company, Pierce Fabrication Co. & Steel Works, P&L Locating Services to install two single swing gates on each end of the swing portion of the rail bridge and weld hinges directly to bridge columns; and

WHEREAS the new gates will be electronic and are meant to keep pedestrians from walking out on the rails; and

WHEREAS the total cost for the new gates will be \$24,995.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that a contract be awarded to Pierce Fence Company, Pierce Fabrication Co. & Steel Works, P&L Locating Services to install gates at the railroad bridge for a total cost of \$24,995.

PASSED, APPROVED, AND ADOPTED this 21st day of December 2023.

Mayor – K.A. Mahoney

Attest – Celeste El Anfaoui

Pierce Fence Company, Pierce Fabricaton Co. & Steel Works, P&L Locating Services

702 W. Main St.
 Ottumwa, IA 52501 US
 (641) 682-3646
 jpierce@piercefenceco.com
 www.piercefenceco.com

**Estimate**

ADDRESS
 City of Keokuk
 501 Main St.
 Keokuk, IA 52632

ESTIMATE 1832
 DATE 12/11/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Fence	Train Bridge Gates----	1	24,995.00	24,995.00
		Install 2, single swing gates on each end of swing portion of train bridge --Weld hinges directly to bridge columns			
		INSTALLATION LABOR AND MATERIAL TO INSTALL (2) SINGLE SWING GATE ACTUATOR SYSTEMS (CBOX W/ 1050 BOARD, 1000LBS, 20' A/C CHARGER 404C, AXI/A RECEIVER - THIS INCLUDES MOUNTING THE ACTUATOR ARMS TO THE GATES AND BRIDGE SUPPORTS, MOUNTING CONTROL BOX ON EACH SIDE, INSTALL A PUSH BUTTON STATION FOR THE BRIDGE HOUSE TO CONTROL THE GATES AND ALSO INSTALL (2) MAGLOCKS TO KEEP THE GATES CLOSED WHEN NECESSARY. WE WILL ALSO PROVIDE A DISCONNECT SWITCH FOR THE MAG LOCKS TO DISENGAGE THE LOCKING FEATURE FOR IF THE GATES NEED TO BE MOVED MANUALLY. EXCLUSIONS: WIRE, CABLE, ELECTRICAL, TRENCHING, CONDUIT, INSTALLING CONDUIT, PULLING WIRE, MAIN POWER SUPPLY			

We look forward to working with you!

SUBTOTAL 24,995.00
 TAX 0.00

***THE PERMIT IS THE RESPONSIBILITY OF THE HOMEOWNER. Dirt that customer wants hauled away will be added to bill at a rate of \$15.00 per hole. Any holes that has to be hand dug due to utilities will be added to bill at a rate of \$25.00 per hole. This Proposal Cannot Be Withdrawn. **READ CONTRACT FOR FURTHER INFORMATION**

TOTAL **\$24,995.00**

Accepted By

Accepted Date

Pierce Fence Company

Commercial: Terms and Conditions

By signing this proposal, the customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, the customer is authorizing Pierce Fence Company to complete the work. Unless stated, the fence does not include a warranty. Customer is financially responsible for cancellation fees and costs of special-order materials if the customer elects to cancel after signing. Service and handling charge of 1.5% per month-18% per annum applies to delinquent accounts not paid within 45 days of completion. Customer assumes full responsibility for location of property pins (If applicable) and inaccurately placed pins and stakes. Customer understands that Pierce Fence Co. may adjust the fence based on the proposal approved by customer and/or in consideration of existing utilities that do not reflect the actual location of the proposed fence. Customer agrees to defend, hold harmless and indemnify Pierce Fence Co. against claims, liabilities and expenses for trespass and damage arising out of location of said fence if property pins are not accurate. Customer assumes full responsibility for damage to marked and unmarked underground utilities, telephone, T.V., cable or sprinkler systems if they elect to have Pierce Fence Co. install on or over them the customer agrees to defend, hold harmless and indemnify Pierce Fence Co. against all claims, liabilities and expenses as a result of damage to these utilities and property. If the contract price is not paid when due, customer agrees to allow Pierce Fence Co. to trespass on to their property and remove fence at Pierce Fence Company's discretion. Furthermore, customer agrees to indemnify and hold harmless Pierce Fence Co. for any damage done to the property as a result of removal of the fence. All modifications shall be in writing and shall be affixed to the original bid. Time stated for installation is purely estimated. Customer agrees and accepts that Pierce Fence Co. will not extend discounts or credits for any delays. Changes to the fence due to varying ground conditions are not the responsibility of Pierce Fence Co. Customer to carry fire, tornado and other necessary insurance. This proposal cannot be withdrawn by customer after acceptance of proposal. Pierce Fence Co. has the right to reject any bid. Legal and related fees accrued in an effort to collect on this account for whatever reason will be the responsibility of the customer. By signing this proposal, customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Balance due within 45 days of substantial completion. Service and handling charge of 5% per month-60% per annum will apply to delinquent accounts past 45 days. Customer acknowledges that this is page two of two and has received page one.

*****FENCE PERMIT IS RESPONSIBILITY OF THE CUSTOMER. BEFORE ANY WORK CAN BE SCHEDULED, WE WILL NEED A COPY PROVIDED TO US*** CONTACT YOUR LOCAL CITY HALL AND ASK ABOUT REQUIREMENTS**

By signing below, I acknowledge and agree with all stated herein inclusive of both pages one and two of this proposal.

Customer signature:

Date:

Title: _____

Customer printed name:

Jason Schmitt



COUNCIL ACTION FORM

Date: 12/21/23

Presented By: Brian Carroll, PWD *BC*

Subject: FAA Five Year Capital Improvement Agenda Item: _____

Description:

Attached is a submittal of the Five-Year FAA Airport Improvement Program for the Keokuk Municipal Airport submitted by McClure for fiscal year 2025. The City of Keokuk commits to provision of funds as a local match for each project awarded a grant.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: 001-280-6710 Title: Capital Equipment Airport

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Airport

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

That the Council approve the attached resolution for the FY 2025 FAA Five-Year Capital Improvement Program at the Keokuk Municipal Airport.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION APPROVING THE KEOKUK MUNICIPAL AIRPORT FY 2025
FAA 5-YEAR CAPITAL IMPROVEMENT PROGRAM**

WHEREAS the submittal of the FY 2025 Five-Year Capital Improvement Program has been submitted to the City of Keokuk by McClure for approval prior to further handling; and

WHEREAS the City of Keokuk commits to provision of funds as a local match for each project awarded a grant.

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the FY 2025 FAA 5-Year Capital Improvement Program for the Keokuk Municipal Airport be approved.

PASSED, APPROVED, AND ADOPTED this 21st day of December 2023.

Mayor – K. A. Mahoney

Attest – Celeste El Anfaoui

December 6, 2022



Mr. Brian Carroll
Public Works Director
Keokuk Municipal Airport
501 Main Street
Keokuk, IA 52632

**RE: Federal FY 25 CIP Application Package
Keokuk Municipal Airport**

Dear Brian,

Enclosed for your review and comment is a copy of the Federal FY 25 CIP application package. After your review and approval please print out one (1) copy and sign/date each ACIP data sheet then email a scanned copy of the signed application materials to the following agencies, or mail one signed copy to the Iowa DOT at the below address by **December 20, 2023**. Pre-applications will be prioritized and presented for the Iowa Transportation Commission approval and will be submitted to the FAA in February of 2023.

Iowa DOT	Federal Aviation Administration
Shane Wright Program Manager Iowa Department of Transportation Modal Transportation Bureau-Aviation 800 Lincoln Way Ames, Iowa 50010 shane.wright@iowadot.us	Jeff Deitering, P.E. Airport Planning Engineer - Iowa Federal Aviation Administration jeff.deitering@faa.gov Junior Lindsay, C.M. Airport Planning Engineer - Iowa Federal Aviation Administration junior.e.lindsay@faa.gov

In addition, I would greatly appreciate a scanned copy sent to me at ssmith@mcclurevision.com for our records. Please contact me at your earliest convenience at 515.964.1229 if you have any questions on the information provided.

Sincerely,

McClure

A handwritten signature in cursive script that reads "Scott Smith".

Scott Smith, P.E.
Project Manager

Enclosures

RESOLUTION NO. _____

RESOLUTION APPROVING SUBMITTAL OF FY 2025 FAA 5-YEAR CAPITAL
IMPROVEMENT PROGRAM
(CITY COMMITS TO PROVISION OF FUNDS AS LOCAL MATCH)

BE IT HEREBY RESOLVED by the City Council of the City of Keokuk, Iowa, hereby
authorizes submittal of the FY2025 FAA 5-Year Capital Improvement Program and the
City commits to provision of funds as local match for each project awarded a grant.

PASSED AND APPROVED this _____ day of December, 2023.

Mayor

City Clerk

FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

Please attach the following documents with your application.

- ☒ Sponsor Identification Sheet for the Airport
- ☒ Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- ☒ Five-Year CIP
- ☒ Long-Range Needs Assessment
- ☒ Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- ☒ Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- ☒ Verification of completed land acquisition or signed purchase agreement
- ☒ Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- ☐ If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- ☒ If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- ☐ If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- ☐ For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
 - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
 - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
 - 3) Justification for the project.
- ☒ System for Award Management (SAM) registration is up to date (www.sam.gov)

Please e-mail this form with supporting documents identified in the checklist to shane.wright@iowadot.us.

Attn.: Program Manager
Aviation Bureau
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

E-mail: shane.wright@iowadot.us
FAX: 515-233-7983
Phone: 515-239-1048

AIRPORT SPONSOR IDENTIFICATION SHEET

***** PLEASE ONLY SUBMIT IT YOU HAVE CHANGES FROM PREVIOUS YEAR. *****

Airport Name: Keokuk Municipal Airport

Airport sponsor(s) Name: City of Keokuk Iowa

Contact Person: Brian Carroll

Title: Public Works Director

Email Address: bcarroll@cityofkeokuk.org

Physical Mailing Address: 501 Main Street

P.O. Box (if applicable):

City: Keokuk

State: Iowa

ZIP Code: 52632

Phone: 319-524-2050

U.S. Congressional District Number: 2

Tax Identification Number: 42-6004829

Dun and Bradstreet Number (DUNS): 0778790210000

You must have a current System for Award Management (SAM) registration to receive a grant.
Register at: <https://www.sam.gov>

Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at jeff.deitering@faa.gov.

**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)**

Attach additional sheets if necessary.

Airport Name, LOCID, City, State:	Keokuk Municipal Airport, EOK, Keokuk, Iowa		
Prepared By:	City of Keokuk	Sponsor Email:	keokukairport@cityofkeokuk.org
Date Prepared:	November 2023	Sponsor Signature:	
Sponsor Phone:	319-524-2050	Printed Name:	Brian Carroll

FY	Detailed Project/Scope Description	Fund Source	Amount
FY2025	Renovate Terminal (BIL - ATP)	Federal	
		BIL (ATP)	\$304,000
		State	
		Local	\$16,000
		Total	\$320,000
FY2026	Construct 4-Unit T-Hangar - Design Only (State GAVI)	Federal	
		BIL	
		State	\$43,350
		Local	\$7,650
		Total	\$51,000
FY2027	Construct 4-Unit T-Hangar - Phase I (Sitework/Paving) (State GAVI)	Federal	
		BIL	
		State	\$109,166
		Local	\$19,265
		Total	\$128,430
FY2028	Reconstruct Taxiways A & D Lighting - Design Only	Federal	\$86,175
		BIL	
		State	
		Local	\$9,575
		Total	\$95,750
FY2028	Construct 4-Unit T-Hangar - Phase II (Foundations/Building) (State GAVI)	Federal	
		BIL	
		State	\$300,000
		Local	\$96,700
		Total	\$396,700
FY2029	Reconstruct Taxiways A & D Lighting - Bidding & Construction	Federal	\$650,003
		BIL	
		State	
		Local	\$72,223
		Total	\$722,225



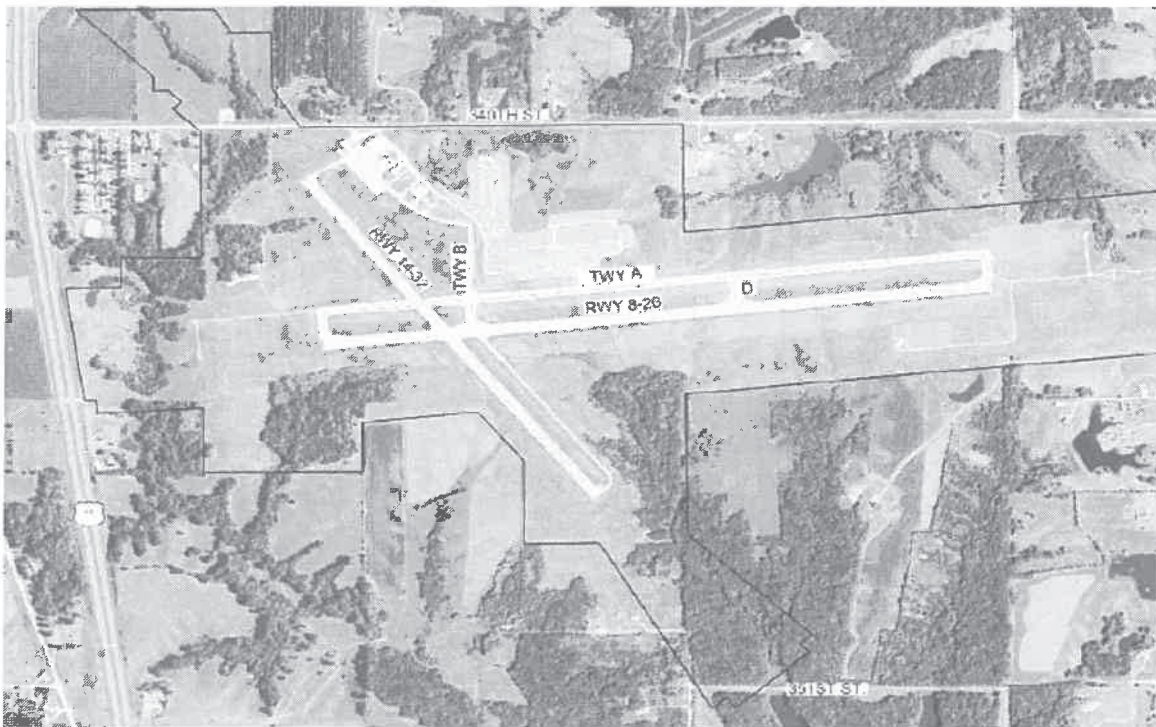
**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)**
Attach additional sheets if necessary.

Airport Name, LOCID, City, State:	Keokuk Municipal Airport, EOK, Keokuk, Iowa		
Prepared By:	City of Keokuk	Sponsor Email:	keokukairport@cityofkeokuk.org
Date Prepared:	November 2021	Sponsor Signature:	
Sponsor Phone:	319-524-2050	Printed Name:	Brian Carroll

FY	Detailed Project/Scope Description	Fund Source	Amount
FY2030	Rehabilitate Taxiways A, B & D	Federal	\$286,900
		BIL	\$290,000
		State	
		Local	\$354,100
		Total	\$641,000
FY2030	Rehabilitate Runway 14/32	Federal	\$324,450
		BIL	
		State	
		Local	\$36,050
		Total	\$360,500
FY2030	Acquire Snow Removal Equipment	Federal	\$324,450
		BIL	
		State	
		Local	\$36,050
		Total	\$360,500
FY2030	Improve Fuel System (State AIP)	Federal	
		BIL	
		State	\$108,150
		Local	\$20,600
		Total	\$128,750
FY2030	Reconstruct\Relocate Taxiway C and MITL System (Increase Runway 14/32 Separation from 200' to 240')	Federal	\$741,600
		BIL	
		State	
		Local	\$82,400
		Total	\$824,000
FY2030	Reconstruct Apron and Taxiway E	Federal	\$1,537,538
		BIL	
		State	
		Local	\$170,838
		Total	\$1,708,376

FEDERAL AVIATION ADMINISTRATION**CIP DATA SHEET**CAPITAL IMPROVEMENT PROGRAM (CIP)
AIRPORTS DIVISION - CENTRAL REGION**SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION**

Airport Name, LOCID, City, State:	Keokuk Municipal Airport, EOK, Keokuk, Iowa		
AIP Project Type:	Reconstruct Taxiways A & D Lighting - Design Only		
Local Priority:	4	Fed. Share: (AIP):	\$86,175
FFY Requested:	FY2028	Fed. Share: (BIL-AIG):	
NEPA Determination:		State Share:	
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.		Local Share:	\$9,575
		Total Project Cost:	\$95,750

Scope:**Justification:**

The lighting system for Taxiways A, and D, have served their useful life and are in need of replacement. The project will replace the existing edge lights and direct buried cable with new LED lights and a conduit system for the cable.

Date of Approved ALP with Project Shown	3/4/2011
Environmental Determination	5-6.4.f
Date of Pavement Maintenance Program	June 2018

SPONSOR SIGNATURE BLOCK

Signature:		Date:	
Printed Name:	City of Keokuk	Title:	Public Works Director
Phone Number:	319-524-2050	Email:	keokukairport@cityofkeokuk.org

OPINION OF PROBABLE PROJECT COST**PROJECT:** Reconstruct Taxiways A & D Lighting - Design Only**AIRPORT:** Keokuk Municipal Airport, EOK, Keokuk, Iowa**DATE:** November 2023

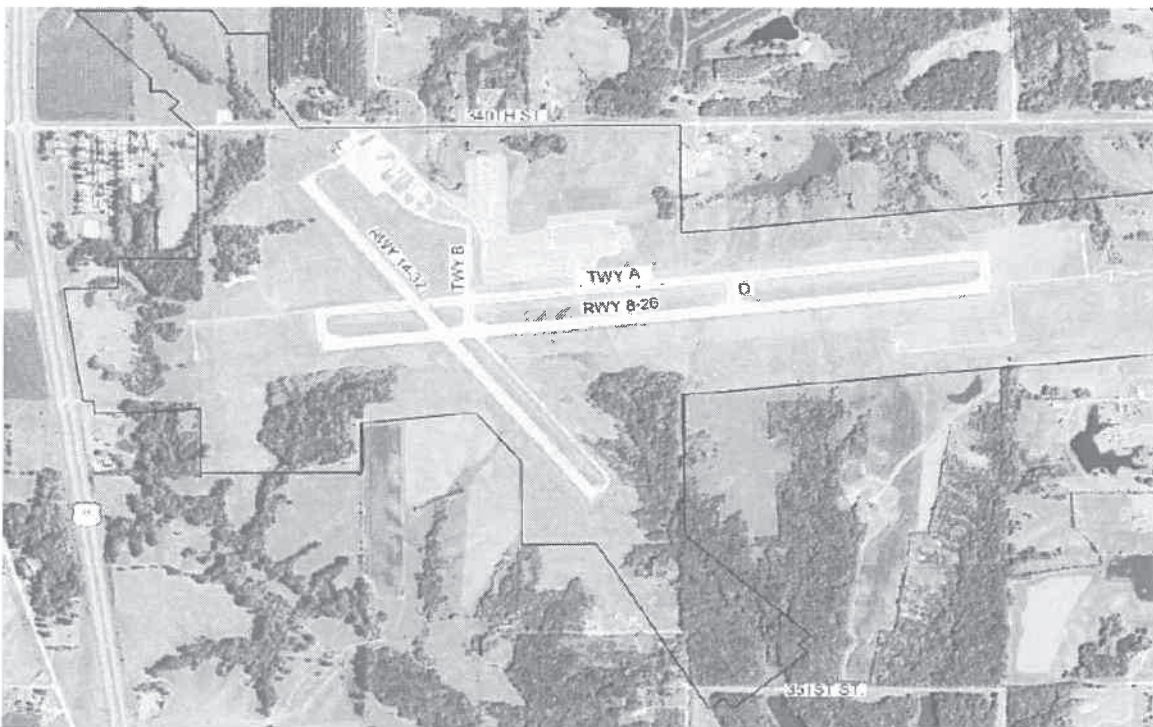
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	COST/UNIT	COST
GP-50-1	CONSTRUCTION STAKING	1	LS	\$15,000.00	\$15,000.00
GP-105-1	MOBILIZATION	1	LS	\$50,000.00	\$50,000.00
GP-105-2	TRAFFIC CONTROL	1	LS	\$25,000.00	\$25,000.00
P-156-2	STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PREPARATION AND MANAGEMENT	1	LS	\$7,500.00	\$7,500.00
T-901-1	SEEDING AND FERTILIZING	8	AC	\$3,000.00	\$24,000.00
T-908-1	MULCHING	8	AC	\$3,000.00	\$24,000.00
L-105-2	REMOVE TAXIWAY LIGHTS	134	EA	\$300.00	\$40,200.00
L-105-3	REMOVE CONSTANT CURRENT REGULATOR	1	LS	\$2,500.00	\$2,500.00
L-105-4	REMOVE DIRECT BURIED CABLE	1	LS	\$8,000.00	\$8,000.00
L-108-1	NO. 8 AWG, 5kV, L-824, TYPE C, INSTALLED IN TRENCH, DUCT BANK OR CONDUIT	18,900	LF	\$3.00	\$56,700.00
L-108-2	SYSTEM TESTING	1	LS	\$1,500.00	\$1,500.00
L-109-1	L-828 CONSTANT CURRENT REGULATOR, 15KW, DRY TYPE, STYLE 1, 3-STEP	1	LS	\$20,000.00	\$20,000.00
L-109-2	MISC. VAULT MODIFICATIONS	1	LS	\$15,000.00	\$15,000.00
L-110-1	2" SCHEDULE 40 PVC CONDUIT IN TRENCH	17,700	LF	\$3.25	\$57,525.00
L-110-2	(1) 2" SCHEDULE 80 PVC CONDUIT, DIRECTIONAL BORED	1,060	LF	\$25.00	\$26,500.00
L-115-1	ELECTRICAL JUNCTION STRUCTURES	20	EA	\$800.00	\$16,000.00
L-115-2	COMPOSITE HANDHOLE (DIVIDED)	2	EA	\$1,500.00	\$3,000.00
L-125-1	L-861T (LED) MEDIUM INTENSITY TAXIWAY EDGE LIGHT	134	EA	\$950.00	\$127,300.00
L-125-2	INSTALL L-858 AIRPORT GUIDANCE SIGN ON CONCRETE BASE	13	EA	\$5,000.00	\$65,000.00
L-125-3	LOCATION AND PROTECTION OF EXISTING CABLES AND TEMPORARY CIRCUITS	1	LS	\$10,000.00	\$10,000.00
L-125-4	SPARE PARTS	1	LS	\$10,000.00	\$10,000.00
TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST					\$604,725.00
GEOTECHNICAL INVESTIGATION					N/A
TOPOGRAPHIC SURVEY					\$10,000.00
DESIGN PHASE ENGINEERING					\$85,000.00
BIDDING PHASE					N/A
CONSTRUCTION ADMIN/OBSERVATION					N/A
SPONSOR ADMINISTRATION					\$750.00
QA MATERIAL TESTING (EST.)					N/A
FAA INSTRUMENT APPROACH PROCEDURE DEVELOPMENT					N/A
FAA FLIGHT INSPECTION					N/A
TOTAL ESTIMATE OF PROBABLE PROJECT COST					\$700,475.00

FEDERAL AVIATION ADMINISTRATION
CIP DATA SHEET

CAPITAL IMPROVEMENT PROGRAM (CIP)
AIRPORTS DIVISION - CENTRAL REGION

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION

Airport Name, LOCID, City, State:	Keokuk Municipal Airport, EOK, Keokuk, Iowa		
AIP Project Type:	Reconstruct Taxiways A & D Lighting - Bidding & Construction		
Local Priority:	6	Fed. Share: (AIP):	\$650,003
FFY Requested:	FY2029	Fed. Share: (BIL-AIG):	
NEPA Determination:		State Share:	
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.		Local Share:	\$72,223
		Total Project Cost:	\$722,225

Scope:

Justification:

The lighting system for Taxiways A, and D, have served their useful life and are in need of replacement. The project will replace the existing edge lights and direct buried cable with new LED lights and a conduit system for the cable.

Date of Approved ALP with Project Shown 3/4/2011
Environmental Determination 5-6.4.f
Date of Pavement Maintenance Program June 2018

SPONSOR SIGNATURE BLOCK

Signature:		Date:	
Printed Name:	City of Keokuk	Title:	Public Works Director
Phone Number:	319-524-2050	Email:	keokukairport@cityofkeokuk.org

OPINION OF PROBABLE PROJECT COST**PROJECT:** Reconstruct Taxiways A & D Lighting - Bidding & Construction**AIRPORT** Keokuk Municipal Airport, EOK, Keokuk, Iowa**DATE:** November 2023

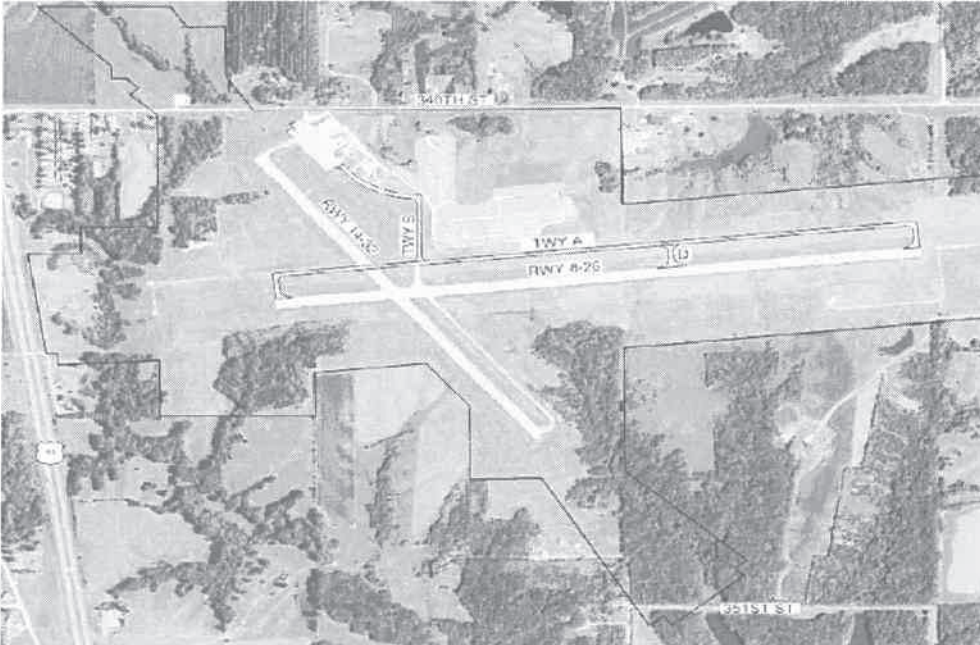
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	COST/UNIT	COST
GP-50-1	CONSTRUCTION STAKING	1	LS	\$15,000.00	\$15,000.00
GP-105-1	MOBILIZATION	1	LS	\$50,000.00	\$50,000.00
GP-105-2	TRAFFIC CONTROL	1	LS	\$25,000.00	\$25,000.00
P-156-2	STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PREPARATION AND MANAGEMENT	1	LS	\$7,500.00	\$7,500.00
T-901-1	SEEDING AND FERTILIZING	8	AC	\$3,000.00	\$24,000.00
T-908-1	MULCHING	8	AC	\$3,000.00	\$24,000.00
L-105-2	REMOVE TAXIWAY LIGHTS	134	EA	\$300.00	\$40,200.00
L-105-3	REMOVE CONSTANT CURRENT REGULATOR	1	LS	\$2,500.00	\$2,500.00
L-105-4	REMOVE DIRECT BURIED CABLE	1	LS	\$8,000.00	\$8,000.00
L-108-1	NO. 8 AWG, 5kV, L-824, TYPE C, INSTALLED IN TRENCH, DUCT BANK OR CONDUIT	18,900	LF	\$3.00	\$56,700.00
L-108-2	SYSTEM TESTING	1	LS	\$1,500.00	\$1,500.00
L-109-1	L-828 CONSTANT CURRENT REGULATOR, 15KW, DRY TYPE, STYLE 1, 3-STEP	1	LS	\$20,000.00	\$20,000.00
L-109-2	MISC. VAULT MODIFICATIONS	1	LS	\$15,000.00	\$15,000.00
L-110-1	2" SCHEDULE 40 PVC CONDUIT IN TRENCH	17,700	LF	\$3.25	\$57,525.00
L-110-2	(1) 2" SCHEDULE 80 PVC CONDUIT, DIRECTIONAL BORED	1,060	LF	\$25.00	\$26,500.00
L-115-1	ELECTRICAL JUNCTION STRUCTURES	20	EA	\$800.00	\$16,000.00
L-115-2	COMPOSITE HANDHOLE (DIVIDED)	2	EA	\$1,500.00	\$3,000.00
L-125-1	L-861T (LED) MEDIUM INTENSITY TAXIWAY EDGE LIGHT	134	EA	\$950.00	\$127,300.00
L-125-2	INSTALL L-858 AIRPORT GUIDANCE SIGN ON CONCRETE BASE	13	EA	\$5,000.00	\$65,000.00
L-125-3	LOCATION AND PROTECTION OF EXISTING CABLES AND TEMPORARY CIRCUITS	1	LS	\$10,000.00	\$10,000.00
L-125-4	SPARE PARTS	1	LS	\$10,000.00	\$10,000.00
TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST					\$604,725.00
GEOTECHNICAL INVESTIGATION					N/A
TOPOGRAPHIC SURVEY					N/A
DESIGN PHASE ENGINEERING					N/A
BIDDING PHASE					\$10,000.00
CONSTRUCTION ADMIN/OBSERVATION					\$100,000.00
SPONSOR ADMINISTRATION					\$750.00
QA MATERIAL TESTING (EST.)					\$6,750.00
FAA INSTRUMENT APPROACH PROCEDURE DEVELOPMENT					N/A
FAA FLIGHT INSPECTION					N/A
TOTAL ESTIMATE OF PROBABLE PROJECT COST					\$722,225.00

FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

CIP DATA SHEET

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Keokuk Municipal Airport, EOK, Keokuk, Iowa		
AIP Project Type:	Rehabilitate Taxiways A, B & D		
Local Priority:	7	Fed. Share: (AIP):	\$286,900
FFY Requested:	FY2030	Fed. Share: (BIL-AIG):	\$290,000
NEPA Determination:		State Share:	
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.		Local Share:	\$354,100
		Total Project Cost:	\$641,000
Scope: 			
Justification: Taxiways highlighted are exhibiting initial signs of ASR, joint spalling, and have areas that are in need of new joint sealant. Taxiways will be inspected for need of partial depth patching, full depth patching, and joint resealing and to be treated to remove protruding vegetation.			
Date of Approved ALP with Project Shown		3/4/2011	
Environmental Determination		5-6.4.f	
Date of Pavement Maintenance Program		June 2018	
SPONSOR SIGNATURE BLOCK			
Signature:		Date:	
Printed Name:	City of Keokuk	Title:	Public Works Director
Phone Number:	319-524-2050	Email:	keokukairport@cityofkeokuk.org

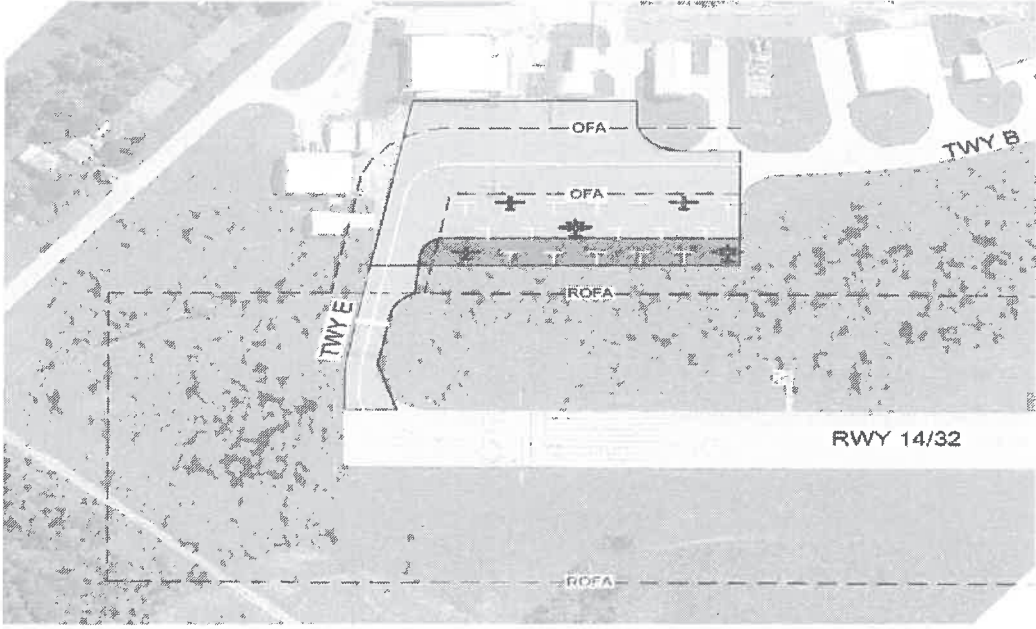
OPINION OF PROBABLE PROJECT COST**PROJECT:** Rehabilitate Taxiways A, B & D**AIRPORT** Keokuk Municipal Airport, EOK, Keokuk, Iowa**DATE:** November 2023

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	COST/UNIT	COST
GP-50-1	CONSTRUCTION STAKING	1	LS	\$5,000.00	\$5,000
GP-105-1	MOBILIZATION	1	LS	\$40,000.00	\$40,000
GP-105-2	TRAFFIC CONTROL	1	LS	\$10,000.00	\$10,000
P-101-1	PCC CRACK FILLING, ROUT AND SEAL	2,500	LF	\$10.00	\$25,000
P-101-2	PCC JOINT CLEANING AND SEALING (TAXIWAY A)	37,500	LF	\$3.00	\$112,500
P-101-3	PCC JOINT CLEANING AND SEALING (TAXIWAY B)	20,000	LF	\$3.00	\$60,000
P-101-4	PCC JOINT CLEANING AND SEALING (TAXIWAY D)	4,000	LF	\$3.00	\$12,000
P-101-5	PAVEMENT MARKING REMOVAL	20,000	SF	\$1.50	\$30,000
P-501-1	FULL DEPTH PCC SLAB REPLACEMENTS	100	SY	\$300.00	\$30,000
P-501-2	FULL DEPTH PCC PATCHING	750	SF	\$60.00	\$45,000
P-501-3	PARTIAL DEPTH PATCHING	750	SF	\$70.00	\$52,500
P-620-1	PAVEMENT MARKINGS (WATERBORNE)	20,000	SF	\$3.00	\$60,000
TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST					\$482,000
	SPONSOR ADMINISTRATION				\$500
	GEOTECHNICAL				\$7,500
	TOPOGRAPHIC SURVEY				\$10,000
	ENGINEERING DESIGN				\$50,000
	BIDDING SERVICES				\$12,500
	CONSTRUCTION ADMIN/OBSERVATION (EST.)				\$75,000
	QA MATERIAL TESTING (EST.)				\$3,500
	FAA INSTRUMENT APPROACH PROCEDURE DEVELOPMENT				N/A
	FAA FLIGHT INSPECTION				N/A
TOTAL ESTIMATE OF PROBABLE PROJECT COST					\$641,000

FEDERAL AVIATION ADMINISTRATION

 CAPITAL IMPROVEMENT PROGRAM (CIP)
 AIRPORTS DIVISION - CENTRAL REGION

CIP DATA SHEET

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Keokuk Municipal Airport, EOK, Keokuk, Iowa		
AIP Project Type:	Reconstruct Apron and Taxiway E		
Local Priority:	8	Fed. Share: (AIP):	\$1,537,538
FFY Requested:	FY2030	Fed. Share: (BIL-AIG):	
NEPA Determination:		State Share:	
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.		Local Share:	\$170,838
		Total Project Cost:	\$1,708,376
Scope: 			
Justification: Taxiway E has severe weathering and raveling present as well as medium to low severity block cracking. The most recent pavement summary done by the Iowa DOT shows a pavement condition index of 18. At this range it is recommended that the pavement be reconstructed. Limited pavement construction records exist for the Terminal Apron. Along with Runway 14-32 and Taxiway B, the Terminal Apron is assumed to be one of the first areas of the airport to be paved. It is estimated that the Terminal Apron was originally constructed of concrete in the 1950s. The northern 3/4 of the apron received a 3" asphalt overlay in approximately 2000. The asphalt overlay is exhibiting significant pavement distresses such as medium reflective cracking. Given the age of the overlay, the design life has been exceeded. The Iowa DOT shows a pavement condition index of 41-50. Reconstruction is being proposed as well as an expansion to the existing apron as it is justified using the Apron Sizing Calculations Spreadsheet attached.			
Date of Approved ALP with Project Shown		3/4/2011	
Environmental Determination		5-6.4.f	
Date of Pavement Maintenance Program		June 2018	
SPONSOR SIGNATURE BLOCK			
Signature:		Date:	
Printed Name:	City of Keokuk	Title:	Public Works Director
Phone Number:	319-524-2050	Email:	keokukairport@cityofkeokuk.org

OPINION OF PROBABLE PROJECT COST**PROJECT:** Reconstruct Apron and Taxiway E**AIRPORT:** Keokuk Municipal Airport, EOK, Keokuk, Iowa**DATE:** November 2023

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	COST/UNIT	COST
GP-50-1	CONSTRUCTION STAKING	1	LS	\$7,500.00	\$7,500
C-102-1	SWPPP PREPARATION AND MANAGEMENT	1	LS	\$5,000.00	\$5,000
C-102-2	INSTALLATION AND REMOVAL OF SILT FENCE	1,000	LF	\$7.00	\$7,000
C-105-1	MOBILIZATION	1	LS	\$120,000.00	\$120,000
C-105-2	TRAFFIC CONTROL	1	LS	\$5,000.00	\$5,000
P-101-1	12" ± AAC PAVEMENT REMOVAL	11,500	SY	\$8.00	\$92,000
P-152-1	EXCAVATION	300	CY	\$35.00	\$10,500
P-152-2	TRIM, SHAPE, AND COMPACT SUBGRADE	14,144	SY	\$5.00	\$70,720
P-208-1	10" GRANULAR SUBBASE	14,144	SY	\$12.00	\$169,728
P-208-2	GEOTEXTILE FABRIC	14,144	SY	\$2.00	\$28,288
P-501-1	6" PORTLAND CEMENT CONCRETE PAVEMENT	14,144	SY	\$60.00	\$848,640
P-620-1	PAVEMENT MARKING (WATERBORNE)	3,100	SF	\$5.00	\$15,500
D-705-1	SUBDRAIN	1,500	LF	\$25.00	\$37,500
D-705-2	SUBDRAIN CLEANOUT STRUCTURES	8	EA	\$1,500.00	\$12,000
D-705-3	SUBDRAIN OUTLET	2	EA	\$1,500.00	\$3,000
T-901-1	SEEDING/MULCHING	1	AC	\$5,000.00	\$5,000
T-905-1	TOPSOIL STRIP/SPREAD	250	CY	\$20.00	\$5,000
L-105-1	REMOVE TAXIWAY LIGHTS	6	EA	\$250.00	\$1,500
L-105-2	SALVAGE GUIDANCE SIGN	2	EA	\$2,000.00	\$4,000
L-125-1	L-861T (LED) MEDIUM INTENSITY TAXIWAY EDGE LIGHT	13	EA	\$1,100.00	\$14,300
L-125-2	INSTALL L-858 AIRPORT GUIDANCE SIGN ON CONCRETE BASE	2	EA	\$5,000.00	\$10,000
TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST					\$1,442,376
GEOTECHNICAL INVESTIGATION					\$8,000
TOPOGRAPHIC SURVEY					\$10,000
DESIGN PHASE ENGINEERING					\$100,000
BIDDING PHASE					\$10,000
CONSTRUCTION ADMIN/OBSERVATION					\$130,000
SPONSOR ADMINISTRATION					\$500
QA MATERIAL TESTING (EST.)					\$7,500
FAA INSTRUMENT APPROACH PROCEDURE DEVELOPMENT					N/A
FAA FLIGHT INSPECTION					N/A
TOTAL ESTIMATE OF PROBABLE PROJECT COST					\$1,708,376

Apron Size Calculations for Transient Aircraft

Airport
 Location

Existing Apron
 # square yards →

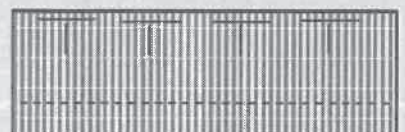
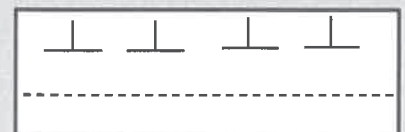
Calculations are based upon guidance established within Appendix 5 to AC 150/5300-13. User may calculate size of apron based upon total annual ops or user may develop an estimate of annual operations based upon number of based aircraft.

	Based Aircraft	OR	Total Annual Ops
1. Calculate the total annual operations			
Enter number of based aircraft →	<input type="text" value="15"/>		
Enter number of operations per aircraft ¹ →	<input type="text" value="250"/>		
Total Annual Operations →	<input type="text" value="3,750"/>		<input type="text" value="4,250"/>
2. Busiest Month (% of Annual Ops) ²			
Enter % of Annual Ops that occur in busiest month →	<input type="text" value="20"/>		
Busiest Month Operations →	<input type="text" value="750"/>		<input type="text" value="850"/>
3. Busiest Day (10% > Avg Day)			
Enter Busiest Month (e.g. August) →	<input type="text" value="Aug"/>		
Avg Day Busy Month →	<input type="text" value="24"/>		<input type="text" value="27"/>
Busiest Day 10% > avg. day →	<input type="text" value="27"/>		<input type="text" value="30"/>
4. # Itinerant Aircraft			
Enter % of Itinerant Operations ³ →	<input type="text" value="50"/>		
# Itinerant Aircraft operations →	<input type="text" value="13"/>		<input type="text" value="15"/>
# Itinerant Aircraft Landing Operations →	<input type="text" value="7"/>		<input type="text" value="8"/>
Enter % of Itinerant Operations on ground →	<input type="text" value="100"/>		
# Itinerant AC on ground (assume 50%) →	<input type="text" value="7"/>		<input type="text" value="8"/>
5. Apron area			
# square yards per aircraft ⁴ →	<input type="text" value="1385"/>		
Apron Area (sq yds) →	<input type="text" value="9,215"/>		<input type="text" value="10,443"/>
6. Planned Apron (10% >)			
# square yards →	<input type="text" value="10,136"/>		<input type="text" value="11,488"/>

NOTES:

- Ops/Based Aircraft:
 Small GA-250 Med GA-350 Reliever-450 Busy Reliever-750
- Amount of activity can be determined from fuel sales or from actual operations counts. For example if month with highest fuel sales accounts for 20% of annual sales, use 20% of annual as busy month. If actual traffic counts available, use those.
- Assume 50% of operations are itinerant if no records are available.
- Planning areas shown assume 10' clearance between wingtips. Taxilane @ edge places taxilane on edge of apron.
- Users requiring assistance or reasonable accommodation may contact the FAA Central Region at 816-329-2600.

Apron Area		w/Taxilane
Group I		960
Group II		1,385





COUNCIL ACTION FORM

Date: December 21, 2023

Presented By: _____

Subject: Hiring Midwest Municipal Consulting, L.L.C. Agenda Item: 11

Description:

The Personnel Committee is recommending hiring Midwest Municipal Consulting, L. L. C. out of Ankeny, Iowa to conduct a search for the City Administrator for the City of Keokuk. The Cost is \$15, 000.00.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends approval.

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION AWARDDING CONTRACT WITH MIDWEST MUNICIPAL
CONSULTING LLC TO COMPLETE A SEARCH FOR A CITY
ADMINISTRATOR FOR THE CITY OF KEOKUK**

WHEREAS the City of Keokuk will be hiring Midwest Municipal Consulting, L.L.C for the search process to find candidates for the position of City Administrator; and

WHEREAS two (2) proposals were received to conduct the search process for a city administrator; and

WHEREAS the low bid was received from Midwest Municipal Consulting, L.L.C, Ankeny, Iowa in the amount of \$15, 800.00; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that a contract be awarded to Midwest Municipal Consulting, L.L.C in the amount of \$15,800.00 to complete a search for the City of Keokuk City Administrator.

PASSED, APPROVED, AND ADOPTED this 21st day of December 2023.

Mayor – K.A. Mahoney

Attest – Celeste El Anfaoui



CITY ADMINISTRATOR EXECUTIVE SEARCH PROPOSAL



Midwest Municipal Consulting, L.L.C.

Elizabeth A. Hansen, Founder and President
1210 NE 29th Street, Ankeny IA 50021
515-391-9816

December 3, 2023

Introduction and Eligibility

Midwest Municipal Consulting, LLC represents municipalities, non-profit organizations, and businesses in the Midwest. Our professional team specializes in short and long-term goal setting and community visioning, strategic, action, capital improvement and equipment replacement planning, and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Is the mission of your community to provide high-quality services that meet the needs of your residents? We bring experience and professionalism and can customize our support to meet your individual needs and concerns.

Our executives and facilitators are certified professionals in Human Resource Management from the National Society of Human Resources (SHRM-CP). They have been community leaders; leading searches such as these for decades. We know that executives play a critical role in how services are provided to the public and how local government and non-profit organization resources are utilized. We take pride in working with our clients to find the best possible fit for your community and organization. We find exceptionally talented individuals with a commitment to serving the public, and our placements will be some of the best and brightest in their fields.

Primary Contact and Services

Midwest Municipal Consulting, LLC
Elizabeth Hansen, President, and Founder
1210 NE 29th Street, Ankeny, IA 50021
515-391-9816 Office
Ehansen.mmc@gmail.com
www.midwestmunicipalconsulting.com

A native of the Midwest, Ms. Hansen has over 18 years of experience in local government management, including working as a City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada, and Windsor Heights, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities, and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest. She has a master's in public administration from the University of South Dakota and a bachelor's degree in Paralegal Studies from the National American University in Sioux Falls, South Dakota.

Hansen was named Manager of the Year in 2014 by the Iowa City/County Management Association, and in 2007 she became the first recipient of the organization's Emerging Leader award. Ms. Hansen is also a Credentialed City Manager from the International City/County Manager's Association (ICMA-CM), a Certified Municipal Clerk in the State of Iowa, and a Certified Human Resource Professional from the National Society of Human Resource Management (SHRM-CP).

Ms. Hansen brings years of experience collaborating closely with elected officials and department directors in many city planning settings. Her search process is based on prior experience and on a proven search methodology. The goal of this process is two-fold.

First, maximize your input while minimizing your time investment until we have a small, select pool of final candidates. Second, to provide you with the benefit of my expertise as you select a candidate who best matches your needs.

Assisting Midwest Municipal Consulting is Kandi Reindl-Sullivan. Ms. Reindl-Sullivan is a native of Iowa, Ms. Sullivan has over 29 years of experience in local government, recently retiring from the City of Des Moines, Iowa as Assistant to the City Manager. Over the years at the City of Des Moines, her responsibilities included City Manager's Office liaison to the police and fire departments, staff to the City's Legislative Subcommittee, staff to the Metropolitan Advisory Council (MAC), and was Coordinator for the City's Special Events Team.

Assisting Midwest Municipal Consulting is Denise Hoy. Hoy is a native of Iowa with 35 years of experience in local government, most recently retiring from the City of Ankeny, Iowa where she served as the City Clerk. Her previous experience includes City Administrator/Clerk for the City of Ely, Iowa, and the City of Conrad, Iowa. Ms. Hoy has served on several boards and commissions during her 35-year career including the International Institute of Municipal Clerks Board of Directors, Iowa League of Cities Board of Directors, State City Finance Committee, Golden Circle Municipal Finance Officers Board Member, and Past President for the Iowa Municipal Finance Officers Association. Hoy has also mentored several cities over the years.

Scope – Proposed Strategy		
Task		Fee
Phase I: Learn the Community's Needs	We learn the community's needs through interviews with key city employees, elected and/or appointed officials, and any identified leaders in the community, such as the School Superintendent, chamber, developers, and other citizens selected by the Council. Appropriate compensation has been determined. The outcome of all is shared with the Mayor and City Council members.	\$2,600
Profile the Position and Marketing Strategy	Based on the above input, I collaborate with the Mayor and City Council members to delineate the skills, knowledge, and abilities a successful candidate must possess, along with the important traits, attitudes, and values. I do this by way of several informal meetings with city delegates to identify their thoughts on the critical strengths and characteristics they seek in a new leader. These meetings enable us to learn the City's requirements for the position, such as experience, education, and training, as well as management and communication style. We then discuss the challenges the city is facing and the goals	\$2,000

	for the next three to five years. I develop a position profile that includes a comprehensive job description, an overview of the community, the key opportunities and challenges facing the candidate, and the selection criteria established for the search.	
Phase II: Tap the Candidate Pool	<p>I tap the candidate pool in a variety of ways.</p> <ol style="list-style-type: none"> 1) I distribute the position profile to candidates and others who may be interested or helpful. 2) My personal contacts with City Managers/Administrators and City Clerks throughout the state and region tend to be the most fruitful source of top applicants. 3) I seek out and encourage top-level people to apply for the position who may not be looking for employment or who may be reluctant to apply directly to the city. 4) I review my files to find candidates who I know already meet your specifications and contact people in local governments who may know suitable candidates for the position. 	\$2,300
Screen, Evaluate, and Interview	Upon receipt of applications, I will screen pre-quality candidates for you. I do this by reviewing the applications and narrowing the candidate pool based on the extent of the match with the specified criteria. This narrowed pool is then further reduced through written samples, one-on-one meetings, or telephone interviews with the candidates. A written report of backgrounds, strengths, accomplishments, writing samples, and reference results is provided.	\$2,900
Background Checks	For candidates who pass the screening stage above, I conduct complete and thorough background investigations on their employment, education, criminal and general background. We also make inquiries to individuals who are working with or have worked with the applicant. After background checks are completed, we screen down the top three to five candidates (number of finalists you desire).	\$2,300
Phase III: Narrow the Field	Once the finalists have been determined, they are invited to attend an on-site evaluation/interview for one or two days. At this time, they are given a tour of the city, and meetings with selected community leaders, staff, and City officials are arranged. We will provide scheduling and logistics support. I will also collaborate with you to develop appropriate interview questions and travel arrangements for the on-site interviews.	\$2,700
Make Offer	We work with you and your City Attorney to help structure an offer that meets the City's needs. I may assist the City with the development of an employment contract, if necessary.	\$1,000

References

Recent Midwest Municipal Consulting executive search experience includes:

City/Pop	Position	Contact	Number
Ottumwa (24,321)	City Administrator (2020)	Tom Lazio	(641) 683-0600
West Liberty (3,736)	City Manager (2020)	Lee Geertz	(319) 627-2418
Griswold (1,036)	City Manager (2020)	Carmen Sorenson	(712) 249-2198
West Liberty (3,736)	Police Chief (2021)	Lee Geertz	(319) 627-2418
West Liberty (3,736)	City Manager (2021)	Lee Geertz	(319) 627-2418
Center Point (2,555)	City Administrator (2021)	Paula Freeman-Brown	(319) 310-0568
Carroll (10,103)	Parks & Recreation Director (2021)	Mike Pogge-Weaver	(712) 775-7505
Washington (7,266)	City Administrator (2021)	Jaron Rosein	(319) 321-5365
Humboldt (4,792)	City Administrator (2021)	Gloria Christensen	(515) 332-3435
Woodbine (1,488)	City Administrator (2021)	Kristina Kelly	(712) 647-2550
Garner (4,792)	City Administrator (2021)	Kelly White	(641) 923-2588
Denison (8,337)	City Manager (2022)	Terry Crawford	(712) 263-3143
Anamosa (5,484)	City Manager (2022)	Jeremy Hoyt	(319) 480-3467
Carroll (10,103)	Library Director (2022)	Mike Pogge-Weaver	(712) 775-7505
Carroll (10,103)	City Manager (2022)	Jeff Cayler	(712) 214-1657
Jefferson (4,136)	City Administrator (2023)	<u>David Morain</u>	(515) 370-5421
Lake View (1,117)	City Administrator (2023)	<u>Kay Cates</u>	(712) 830-2891
Urbana (1,458)	City Administrator (2023)	<u>Mitch McDonough</u>	(319) 350-6310

Proposed Recruitment Timeline

Here is a proposed tentative search timeline:

December	City Council approved a contract with a consulting firm to hire City Manager
February	Confidential Interviews with Department Heads, Mayor and City Council and any focus groups
March	Update the Job Description, and Prepare a Profile for the Position
March	Council approves Job Description, and Profile
March	Prepare advertisements and a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.
April	Deadline for applications and Screening of Candidates
April	Council Personnel Committee to meet. MMC to provide a ranked list of finalists ranked for review. Reduce semi-finalists to 7-10 to enter the screening process.
April	Invite semi-finalists to complete Written Sample, Closed Session Authorization, Background Release, and Transcripts
April	Council Personnel Committee to meet to reduce to 3-5 Finalists. Select candidates for interview and to confirm dates/times of interview. Confirm contract/offer details. MMC to Send a packet of Information to Candidates for Formal Interviews. Education Verification, Criminal Background Checks – Finalists. Call to Candidate References and Coordinate Interviews.

April	If necessary, Council Special Session – Closed Session to narrow search to 3-5 finalists and confirm interview day event.
May	Formal Interviews. Additional elements of the interview process may include: <ul style="list-style-type: none"> • Tour provided by City. • Interviews by Department Heads. • Interviews to be conducted by community leaders (from boards, chamber, EDC, business, and volunteers. • Public open house and formal presentations. • Comment cards provided and collected at each event. • Finalist does public presentation and final interview with City Council. • Comment cards provided to the Mayor and Council before deliberation. Closed Session to deliberate and direct the consultants to negotiate wage and other details of an employment offer (and contract, if necessary).
May	Extend offer of employment. May include consultant to draft agreement. City Attorney reviewed and amended the agreement for execution.
May	City Council to approve the offer of employment (contract) at Council Meeting.
June/July	City Manager to start, depending on 30-day or 60-day notice requirement per the previous contract

Professional Fee and Payment Policy


Midwest Municipal Consulting will conduct the search and provide all the related services outlined above for a flat fee of **\$15,800** plus expenses, which includes the cost of advertising and mileage. Normally expenses do not exceed **\$1,500**. The city will pay for the costs associated with bringing finalists into the community to interview.

It normally takes 90-120 days to complete a candidate search and fill a position at this level. Fees are payable in three equal payments, with the first one-third payment due at the signing of the agreement; one-third due after Phase II, and the final payment due at the time the offer of employment is accepted.

If for some reason the City chooses to re-advertise the position, the City shall pay a flat fee of \$5,000, plus expenses.

Approval to Proceed

If the above proposal meets with your approval and is accepted, please sign below, and return one original to me. This proposal can be honored for the next 30 days. Thank you.


KA Mahoney, Mayor

Elizabeth A. Hansen, President, and Founder
Midwest Municipal Consulting, LLC

KEOKUK CITY ADMINISTRATOR PROPOSED TENTATIVE SEARCH TIMELINE

December	City Council approved a contract with a consulting firm to hire City Administrator
February 19	Confidential Interviews with Department Heads, Mayor, and City Council, and any focus groups
March 1	Update the Ordinance, Job Description, and Prepare a Profile for the Position
March 7	Council approves Ordinance, Job Description, and Profile
March 18	Prepare advertisements and a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.
April 12	Deadline for applications and Screening of Candidates
April 15	Provide a list of finalists ranked by the consultant for review by the Council Personnel Committee and any other delegates. Select 7-10 semi-finalists to provide screening materials.
April 21	Screening Materials due.
April 22	Send a packet of Information to Candidates for Formal Interviews Finalists were reduced to 3-5. Select interview candidates and confirm dates/times of interview.
April 23 – May 7	Education Verification, Criminal Background Checks - Finalists Call Candidate References and Coordinate Interviews
May 13	Formal Interviews. Additional elements of the interview process may include: <ul style="list-style-type: none"> • Tour provided by City. • Interviews by Department Heads. • Interviews to be conducted by community leaders (from boards, chamber, EDC, business, and volunteers. • Public open house and formal presentations. • Comment cards provided and collected at each event. • Finalist does public presentation and final interview with City Council. • Comment cards provided to the Mayor and Council before deliberation. Closed Session to deliberate and direct the consultants to negotiate wage and other details of an employment offer (and contract, if necessary).
May 13	Extend offer of employment. May include consultant to draft agreement. City Attorney reviewed and amended the agreement for execution.
May 16	City Council to approve the offer of employment (contract) at Council Meeting.
June/ July	City Administrator to start, depending on 30-day or 60-day notice requirement per the previous contract



Midwest Municipal Consulting, L.L.C.
1210 NE 29th Street
Ankeny, IA 50021

INVOICE

Date	Invoice #
12/13/2023	121323

Bill To
City of Keokuk Attn: Mayor KA Mahoney 501 Main Street Keokuk, IA 52632

P.O. No.	Terms	Project
	Net 10	13-Dec

Quantity	Description	Rate	Amount
33.00%	Executive Search Services	\$15,800.00	\$5,267.00
		Total	\$5,267.00

Thank you for your business!
Elizabeth A. Hansen



COUNCIL ACTION FORM

Date: Dec 21, 2023

Presented By: El Anfaoui

Subject: Setting Budget Review Sessions Agenda Item: 9

Description:

As part of the budget process, meetings to review department requests need to be scheduled. The dates for the meetings are as follows:

January 24, 2023 from 5PM to 7PM

January 27, 2023 from 8AM to 12PM

February 3, 2023 from 8AM to 12PM

The sessions will be held at City Hall and are open to the public.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☒ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]



TO: Mayor and Council
FROM: Mayor Mahoney
DATE: December 21, 2023
RE: Committee Nominations

**RAND PARK PAVILION COMMISSION (Second notification. No vote required.)
(5-YEAR TERM)**

Rena Mackie

Term to expire 10/22/2029

**GRAND THEATRE COMMISSION (Third/final notification. Vote required.)
(3 YEAR TERM)**

Lawrence Barrett

Term to expire 11/05/2026

**CITY PLANNING COMMISSION
Resignation**

Devon Dade

Effective 12/31/2023

AGENDA
COUNCIL WORKSHOP
December 21, 2023
IMMEDIATELY FOLLOWING REGULAR MEETING

1. Great River Housing Trust Fund.
2. Digester Cleaning WWTP.