

AGENDA
CITY COUNCIL MEETING
June 19, 2025
501 Main Street
5:30 P.M.

1. Call to Order.
2. Pledge of Allegiance:
3. Roll Call.
4. Mayor's Correspondence:
5. Citizens' Request.
6. Consent Agenda.
 - Minutes of the Regular Council meeting of June 5, 2025;
 - Minutes of the Keokuk Civil Service Commission of June 11, 2025;
 - Certified List for the Keokuk Fire Department for Promotion to the rank of Lieutenant;
 - Resolution Approving a Liquor License for The Bar, 914 Main Street, Class C Retail Alcohol License – effective immediately;
 - Resolution Approving a Liquor License for Casey's #2595, 326 Main Street, Class E Retail Alcohol License – effective July 1, 2025;
 - Resolution Approving a Liquor License for The Hawkeye, 105 N. Park Drive, Class C Retail Alcohol License – effective July 7, 2025;
 - Resolution Approving a Liquor License for MOD Convenience Store, 3345 Main Street, Class E Retail Alcohol License – effective July 22, 2025;
 - Cash Receipts & Treasurer's Report for May 2025;
 - Approve Cigarette/Tobacco Licenses for July 1, 2025-June 30, 2026;
 - Resignation of Richard Meredith from the Veteran's Memorial Commission effective immediately;
 - Appointment of Larry Loney to the Veteran's Memorial Commission, fulfilling a term to expire June 1, 2029;
 - Special Event Permit for Southside Boat Club, July 3, 2025, Fireworks, Hubinger Landing 6 p.m. to 11:00 p.m.
 - Motion to pay bills and transfers listed in Register No.'s 5477-5479;

OLD BUSINESS

7. Motion to remove from table

Motion to approve the third & final reading of an Ordinance amending Section 9.28.040 dealing with parking regulations for the Northerly side of South 18th Street from Main Street to Carroll Street.

NEW BUSINESS

8.
 - (a) Now is the time and place for a public hearing to repeal Title 19 Plat and Subdivisions of the Keokuk Municipal Code and adopt a new Title 19 Subdivisions.. A public hearing notice was published in the Daily Gate City on June 6, 2025.
 - (b) Motion to approve the initial reading of Ordinance repealing Title 19 Plats and Subdivisions and enacting in lieu thereof a new Ordinance Title 19 Subdivision of the Keokuk Municipal Code.
9.
 - (a) Now is the time and place for a public hearing on a request to amend Title 20, of the Keokuk Municipal Code by adding adaptive reuse of special use buildings in residential zoning districts. A public hearing notice was published in the Daily Gate City on June 6, 2025.

(b) Motion to approve the initial reading of Ordinance amending Title 20, by adding adaptive reuse regulations of Sections 20.20.020, 20.28.020, 20.32.020; adding subsection (30) adaptive reuse of Special Use Building to Section 20.68.040 special uses designated and adding Section 20.68.090 establishing purpose and standards for adaptive reuse of Special Use Building.

10. Consider resolution setting Fiscal Year 2025-2026 salaries for personnel of the City of Keokuk effective July 1, 2025.
11. Consider resolution approving allocation of funds from the Hotel/Motel Tax based on an amount estimated for FY2025-2026.
12. Consider resolution approving the petty cash and change funds for the Fiscal Year 2025-2026.
13. Consider resolution approving the Investment Policy for Fiscal Year 2025-2026 for the City of Keokuk.
14. Consider resolution allocating Economic Development Funds for Fiscal Year 2025-2026.
15. Consider resolution authorizing fund transfers for the Fiscal Year 2025.
16. A motion to authorize the Mayor to sign a contract with Spark Consulting to assist the Historic Preservation Commission with a Planning for Preservation Project.
17. Council Liaison Reports:
18. Staff Reports:
19. New Business:
20. Adjourn Meeting.

MINUTES
CITY COUNCIL MEETING
June 5, 2025
501 Main Street
5:30 P.M.

The City Council of the City of Keokuk met in regular session on June 5, 2025, at 501 Main Street. Mayor Kathie Mahoney called the meeting to order at 5:30 p.m. There were nine council members present, none absent. Carissa Crenshaw, Dorothy Cackley, Devon Dade, Dan Tillman, Jeff Mullin, Tyler Walker, Steve Andrews, Roger Bryant, and Michael Greenwald were present. Staff in attendance: Interim City Administrator Jim Ferneau, City Clerk Celeste El Anfaoui, Public Works Director Brian Carroll, Community Development Director Pam Broomhall, Police Chief Zeth Baum, and Water Pollution Control Manager Tom Wills.

MAYOR'S CORRESPONDENCE: Informed of upcoming area events, swore in James Ferneau as Interim City Administrator.

CITIZENS' REQUEST: Lamount Walker expressed concerns regarding the ADA-compliant sidewalk on South 18th Street and its impact on his property; Jennifer Lawler of Lawler Chiropractic, voiced concerns about one-sided parking on South 18th Street and how it may affect her clients and business operations; Erika Barrett provided an update on the Historic Preservation Commission, including current grant funding and future projects; Christopher Dodge inquired about homelessness within the city and what actions are being taken to provide assistance.

Motion made by Dade, second by Tillman to approve the agenda, including the consent agenda. (9) AYES, (0) NAYS. Motion carried.

- Minutes of the Regular Council meeting & Council Workshop of May 15, 2025;
- **RESOLUTION NO. 221-2025:** Approving a Liquor License for Casey's #2636, 3530 Main Street, Class E Retail Alcohol License – effective July 1, 2025;
- Approve Cigarette/Tobacco Licenses for July 1, 2025-June 30, 2026;
- Approve a Device Retail Permit for Davenport Tobacco & Vape Inc. DBA Greenleaf Tobacco & Vape, 3360 Main Street, Suite 5, permit to expire June 30, 2026;
- Sidewalk Display Permit for Angelini's Pizza Inc, 1006-1008 Main Street to expire April 2026;
- Resignation of Terry Brackelsberg from the Keokuk Veterans Memorial Commission, effective May 13, 2025;
- Approve a Special Event Permit for City of Hamilton (Tommy Buckert) Flags Over the Mississippi, June 14, 2025 (rain date June 15) 3rd & Main to Bridge, 11 a.m. to 4 p.m.;
- Approve a Special Event Permit for Main Street Keokuk, Inc., Summer Fun & Fundraiser, Saturday, June 21, 2025, N. 5th Street between Main Street and alley, 8 a.m. to 10 p.m.;
- Motion to pay bills and transfers listed in Register No.'s 5474-5476;

Motion made by Greenwald, second by Tillman to table the third & final reading of an Ordinance amending Section 9.28.040 dealing with parking regulations for the Northerly side of South 18th Street from Main Street to Carroll Street. (9) AYES, (0) NAYS. TABLED

Motion made by Bryant, second by Tillman to approve the following proposed **RESOLUTION NO. 222-2025**: “A RESOLUTION AMENDING ENGINEERING FEES FOR SHOEMAKER & HAALAND FOR GRAND AVENUE FROM NORTH 17TH STREET TO BOULEVARD ROAD RECONSTRUCTION PROJECT.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Tillman, second by Bryant to approve the following proposed **RESOLUTION NO. 223-2025**: “A RESOLUTION TO PURCHASE A TRACTOR AND TWO MOWERS.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Dade to approve the following proposed **RESOLUTION NO. 224-2025**: “A RESOLUTION APPROVING A CONTRACT FOR TRANSPORTATION SERVICES WITH SOUTHEAST IOWA REGIONAL PLANNING COMMISSION.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Crenshaw, second by Tillman to approve the following proposed **RESOLUTION NO. 225-2025**: “A RESOLUTION OF SUPPORT FOR A WORKFORCE HOUSING TAX CREDIT (WHTC) APPLICATION TO BE SUBMITTED TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY (IEDA) BY MAIN STREET KEOKUK, INC.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Walker, second by Crenshaw to approve the following proposed **RESOLUTION NO. 226-2025**: “A RESOLUTION APPOINTING UMB BANK, N.A. OF WEST DES MOINES, IOWA TO SERVE AS PAYING AGENT, NOTE REGISTRAR, AND TRANSFER AGENT, APPROVING THE PAYING AGENT AND NOTE REGISTRAR AND TRANSFER AGENT AGREEMENT AND AUTHORIZING THE EXECUTION OF THE AGREEMENT.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Tillman, second by Walker to approve the following proposed **RESOLUTION NO. 227-2025**: “A RESOLUTION APPROVING AND AUTHORIZING A FORM OF LOAN AGREEMENT AND AUTHORIZING A FORM OF LOAN AGREEMENT AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF \$5,500,000 GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2025, AND LEVYING A TAX TO PAY SAID NOTES; APPROVAL OF THE TAX EXEMPTION CERTIFICATE AND CONTINUING DISCLOSURE AND CERTIFICATE.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Dade to approve the following proposed **RESOLUTION NO. 228-2025**: “A RESOLUTION APPROVING A CONTRACT TO RECONSTRUCT THE ALLEY AT NORTH 6TH STREET.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, second by Walker to approve the following proposed **RESOLUTION NO. 229-2025**: “A RESOLUTION APPROVING VEHICLE PURCHASE FOR THE KEOKUK POLICE DEPARTMENT.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Bryant, second by Tillman to approve the following proposed **RESOLUTION NO. 230-2025**: “A RESOLUTION SETTING THE TIME AND PLACE TO CONDUCT A PUBLIC HEARING TO REPEAL TITLE 19 PLAT AND SUBDIVISIONS OF THE KEOKUK MUNICIPAL CODE AND ADOPT A NEW TITLE 19 SUBDIVISIONS. (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Walker to approve the following proposed **RESOLUTION NO. 231-2025**: “A RESOLUTION SETTING THE TIME AND PLACE TO CONDUCT A PUBLIC HEARING ON A REQUEST TO AMEND TITLE 20, OF THE KEOKUK MUNICIPAL CODE BY ADDING ADAPTIVE REUSE OF SPECIAL USE BUILDINGS IN RESIDENTIAL ZONING DISTRICTS. (9) AYES, (0) NAYS. Motion carried.

Motion made by Crenshaw, second by Tillman to approve the following proposed **RESOLUTION NO. 232-2025**: “A RESOLUTION AUTHORIZING THE MAYOR TO SIGN DEMOLITION CONTRACT FOR A SINGLE-FAMILY DWELLING LOCATED AT 623 S. 3RD STREET.” (9) AYES, (0) NAYS. Motion carried.

COUNCIL LIAISON REPORTS: Bryant reported that Great River Regional Waste Authority will no longer be taking disposal from contractors, and they will have to drive to Ft. Madison to dump.

STAFF REPORTS: Ferneau informed that a resolution to memorialize transfers approved during budget will be on the next agenda.

NEW BUSINESS: Cackley informed of Flags over Mississippi event.

Motion made by Tillman, second by Dade to adjourn the meeting at 6:32 p.m.

CITY OF KEOKUK

CIVIL SERVICE COMMISSION


June 11, 2025

The Keokuk Civil Service Commission met on June 11th, 2025, at 3:24 p.m. at Keokuk City Hall Keokuk, Iowa. Commissioners present for the meeting were Heather Sisk and Shirlee Laubersheimer. Also present was Clerk Celeste El Anfaoui. The purpose of the meeting was to certify promotional level test results for the Keokuk Fire Department. The Keokuk Fire Department Lieutenant promotional testing took place on May 21st, 2025. We hereby certify the following list of candidates (listed in order by highest score) eligible for promotion to the rank of Lieutenant in the Keokuk Fire Department.

1. James Burton
2. Damon Cackley
3. Jason Crew
4. Chance Nye
5. Eli Riddle
6. Matt Eaton

With no further business, the meeting adjourned at 3:25 p.m.

Respectfully submitted by:


Heather Sisk


Shirlee Laubersheimer

**CIVIL SERVICE COMMISSION
CITY OF KEOKUK
June 11, 2025**

AS A RESULT OF THE **FIRE DEPARTMENT** PROMOTIONAL EXAMINATION CONDUCTED ON May 21, 2025 THE CIVIL SERVICE COMMISSION HEREBY SUBMITS THE FOLLOWING AS ELIGIBLE FOR PROMOTION TO THE RANK OF:

LIEUTENANT

James Burton
Damon Cackley
Jason Crew
Chance Nye
Eli Riddle
Matt Eaton

Dated at Keokuk, Iowa this 11th day of June, 2025



Heather Sisk, Commissioner
Keokuk Civil Service Commission



Shirlee Laubersheimer, Commissioner
Keokuk Civil Service Commission

RESOLUTION NO.

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

WHEREAS, Application has been made by PB & G Enterprises LLC for a Class C Retail Alcohol License for The Bar 914, 914 Main; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT The Bar 914 meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Retail Alcohol License for The Bar 914, 914 Main, effective immediately, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

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

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

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

WHEREAS, such an investigation has been conducted.

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

THAT, Casey's Marketing Company has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class E Retail Alcohol License for Casey's General Store #2595, 326 Main Street, effective July 1, 2025, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

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

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

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

WHEREAS, such an investigation has been conducted.

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

THAT, Matlick, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Retail Alcohol License with Catering, & Outdoor Service for The Hawkeye, 105 N. Park Drive, effective July 7, 2025, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed & Approved this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS E RETAIL ALCOHOL LICENSE FOR
MOD CONVENIENCE STORE INC.**

WHEREAS, Application has been made by MOD Convenience Store Inc. for a Class E Retail Alcohol License for MOD Convenience Store, 3345 Main Street; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT, MOD Convenience Store, Inc. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class E Retail Alcohol License for MOD Convenience Store, 3345 Main Street, effective July 22, 2025, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk

**CASH RECEIPTS
MAY 2025**

General Fund	\$	789,349.38
Road Use Tax	\$	111,466.04
Employee Benefit Total	\$	320,454.32
Sales Tax - Human Development Total	\$	142,075.45
Tax Increment Financing Total	\$	7,518.02
Economic Development Total	\$	10,724.00
Library Trust Total	\$	449.00
Mary E. Tolmie Fund Total	\$	2,013.85
Debt Service Total	\$	253,418.00
Capital Project Total	\$	72,700.45
Perpetual Care Total	\$	375.00
WPC Maint/Operation Total	\$	291,187.14
WPC Improvement Reserve Total	\$	4.02
Solid Waste Total	\$	89,341.87
Municipal Bridge Total	\$	3,286.37
Internal Service Fund Total	\$	59,995.40
TOTAL	\$	2,154,358.31

TREASURER'S REPORT

CALENDAR 5/2025, FISCAL 11/2025

FUND	ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	LIABILITY	END BALANCE
001	GENERAL	1,631,376.63	789,349.38	698,085.40	1,996.50-	1,720,644.11
002	PARK MAINT/IMPROV	104,792.26	.00	6,697.50	.00	98,094.76
087	PUBLIC WKS EQUIP REP	12,800.78	.00	.00	.00	12,800.78
110	ROAD USE	1,500,754.52	111,466.04	132,878.94	4.98	1,479,346.60
112	EMPLOYEE BENEFIT	1,593,421.42	320,454.32	16,150.42	.00	1,897,725.32
119	EMER - TAX LEVY	211,960.22	.00	.00	.00	211,960.22
121	SALES TAX - HUMAN DEV	1,619,660.23	142,075.45	.00	.00	1,761,735.68
122	SALES TAX - INFRASTRUCT	.00	.00	.00	.00	.00
125	TAX INCREMENT FINANCING	961,066.87	7,518.02	.00	.00	968,584.89
160	ECONOMIC DEVELOPMENT	333,872.45	10,724.00	.00	.00	344,596.45
167	LIBRARY TRUST	133,775.40	449.00	.00	.00	134,224.40
168	GRAND THEATRE RESERVE	1,051.17	.00	.00	.00	1,051.17
169	MARY E TOLMIE FUND	95,555.00	2,013.85	.00	.00	97,568.85
182	SWIMMING POOL RESERVE	1,070.00	.00	.00	.00	1,070.00
199	AMERICAN RESCUE PLAN	266,320.73-	.00	.00	.00	266,320.73-
200	DEBT SERVICE	876,182.80	253,418.00	449,108.50	.00	680,492.30
301	CAPITAL IMPROV PROJECTS	2,248,886.21	.00	399,007.19	.00	1,849,879.02
302	RIVERFRONT BARGE	.00	.00	.00	.00	.00
303	CAP EQUIP PURCHASES	757,356.32-	.00	11,899.67	.00	769,255.99-
304	CAPITAL PROJECT	19,167.17-	72,700.45	68,150.45	.00	14,617.17-
500	PERPETUAL CARE	517,120.29	375.00	.00	.00	517,495.29
610	WPC MAINT/OPERATION	1,852,708.77	291,187.14	184,774.79	2,170.54	1,961,291.66
611	WPC IMPR RESERVE	1,017,615.25	4.02	23,734.78	.00	993,884.49
612	SEWER MAINT EQUIP REPL	577,527.69-	.00	.00	.00	577,527.69-
613	WAT POL CONTR CAP	185,837.94	.00	.00	.00	185,837.94
614	SEWER IMPROV RESERVE	31,570.28	.00	.00	.00	31,570.28
617	CDBG SWR POINT REPAIR	1,157,219.40	.00	.00	.00	1,157,219.40
670	SOLID WASTE	282,746.24	89,341.87	61,598.99	.60-	310,488.52
671	SOL WAS EQUIP PRELACE	.00	.00	.00	.00	.00
672	CAP PROJ REMEDIAL	.00	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	1,913,350.42	3,286.37	26,148.67	539.11	1,891,027.23
810	INTERNAL SERVICE FUND	9,945.76	59,995.40	60,106.05	.00	9,835.11
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	Report Total	16,673,968.40	2,154,358.31	2,138,341.35	717.53	16,690,702.89

Council Meeting Agenda June 19, 2025
CIGARETTE PERMITS 2025-2026

Murphy USA #7077
3450 Main Street

Make It Yours
KEOKUK
I O W A

**SPECIAL EVENTS APPLICATION &
HOLD HARMLESS AGREEMENT**

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

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

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

1. APPLICANT INFORMATION

Applicant: Southside Boat Club
Name/Event: July 3rd Fireworks
Coordinator: Shannon Huffman (Trustee)
Mailing Address: P.O. Box 674 625 Mississippi Drive Keokuk IA 52632
Daytime Phone #: 2174307268 Evening Phone #: 2174307268
Email Address: southsideboatclub@gmail.com

2. EVENT INFORMATION

Type of Event:
Fireworks
Days/Dates of Event:
July 3rd Alternate dates due to weather July 5th or 6th
Time(s) of Event: (Include Set Up/Tear Down Time)
6 PM - 11 PM
Event Location:
Up river next to boat club @ Hubinger Landing
Will event require an alcohol license or require modification of an existing license? Yes ☒ No

3. REQUEST INFORMATION (Check All Applicable Lines)

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

- ☐ Temporarily park in a "No Parking" area (specify location :)
- ☐ Temporarily close a street for a block party (specify street :)
- ☐ Temporarily install structure in street right-of-way.
- ☐ Permanently install structure in street right-of-way.
- ☒ Use of City Park (specify park :) *Hubinger Landing - south edge of volleyball court*
- ☐ Parade (attach map of route and indicate streets to be closed)
- ☐ Walk/Run (attach map of route and indicate streets to be closed)
- ☐ Banner (specify location :)
- ☐ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft.
- ☒ Fireworks (specify location :) *see above Type C fireworks*
- ☐ Other (please specify :)

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

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

5. SOUND SYSTEMS

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

Duration of event: _____

Please indicate if the following will be used:

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

6. SANITATION

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

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

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

Contact Person: Jesse Lynn (VP)

Address: 3689 Argyle Rd Keokuk, IA

Daytime Phone: 319 795 6810

Evening Phone: Same

7. SECURITY

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

____ Number of Off-Duty Police Officers

Names:

8. INSURANCE

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

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

Working on getting paperwork. It will be the
Insurance (Pekin)
Same coverage that we used last 2 years.

9. AGREEMENT

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

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

Shannon Huffman

Applicant/Sponsor Signature

6-16-25

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/17/2025

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

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

PRODUCER Ramsey Financial Services PO Box 340 Nauvoo IL 62354		CONTACT NAME: Wm. Corey Ramsey PHONE (A/C, Ho, Ext): (217) 453-2241 E-MAIL ADDRESS: wcramsey@ramseyfinancial.net FAX (A/C, No): (217) 453-2999	
INSURED Lewis & Shannan Huffman 140 Main St Carthage IL 62321-1214		INSURER(S) AFFORDING COVERAGE INSURER A: Pekin Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		005642069	10/01/2025	10/01/2026	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Personal Liability	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					PRODUCTS - COMP/OP AGG \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				COMBINED SINGLE LIMIT (Ea accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
						PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

CANCELLATION

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

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DEPARTMENT APPROVALS

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

POLICE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

FIRE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

PUBLIC WORKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

OTHER

Signature: _____ Date: _____

Recommended Conditions: _____

CITY ADMINISTRATOR APPROVAL (City Council Approval)

City Administrator Signature

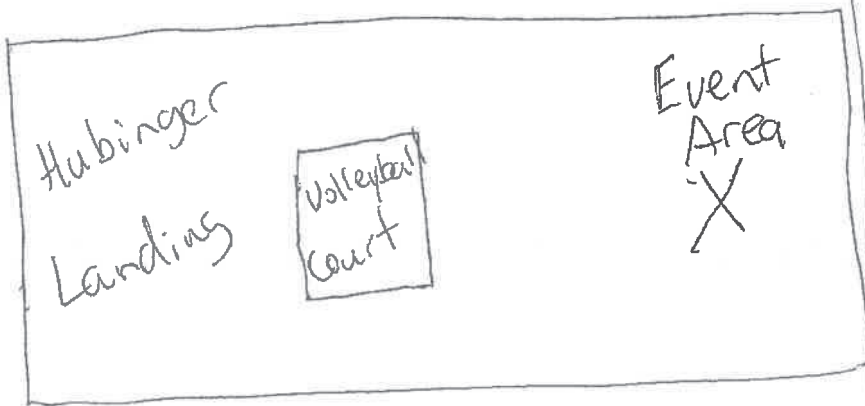
Date

Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____

Date of City Council Approval (if required): _____

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



Southside
Boat
Club

Mississippi River

PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND
ACKNOWLEDGED FOR THE PURPOSE OF PAYING BILLS FOR JUNE 19, 2025.

REGISTER NO. 5477

BARCO MUNICIPAL PRODUCTS, INC.	PAINT, TRAFFIC STRIPING YELLOW	\$	460.71
KEOKUK MUNICIPAL WATER WORKS	GARBAGE/SEWER BILLING	\$	2,840.00
GATE CITY PUBLISHING	PUBLICATIONS	\$	820.91
PANTHER UNIFORMS, INC	UNIFORM FIRE DEPT.	\$	532.06
GRAY QUARRIES, INC	CM9 ROAD ROCK STREET DEPT.	\$	248.28
JIM BAIER, INC	PARTS	\$	308.18
HARTRICK'S LUMBER	SUPPLIES	\$	310.11
RIVER CITY PARTS, INC.	PARTS	\$	45.00
SHERWIN-WILLIAMS CO.	SUPPLIES/PAINT	\$	241.78
ACCESS SYSTEMS	SERVICE	\$	220.29
KONE INC.	SERVICE	\$	5,874.96
S. J. SMITH WELDING SUPPLY	RENTAL	\$	18.43
TASKE FORCE, INC.	TEMP HELP	\$	7,932.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$	163.72
MCFARLAND-SWAN OFFICE CITY	SUPPLIES	\$	4,147.94
ALLIANT	SERVICE	\$	33,853.75
PETTY CASH-KEOKUK LIBRARY	SUPPLIES	\$	10.00
THE CARDBOARD BOX	UPS CHARGES	\$	37.40
MONICA WINKLER	MILEAGE REIMBURSEMENT	\$	126.70
HACH COMPANY	WPC LAB SUPPLIES	\$	1,048.19
CENTURY LINK	SERVICE	\$	703.05
GREAT RIVER REGIONAL WASTE	SERVICE	\$	4,687.38
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES WPC	\$	1,356.00
SHOEMAKER & HAALAND	ENGINEERING SERVICE	\$	185.01
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$	1,160.00
ELECTRIC PUMP	WWTP, SCADA COMPUTER/SOFTWARE	\$	22,203.16
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$	2,424.40
SOUTHEASTERN COMMUNITY COLLEGE	SAFETY TRAINING CLASSES	\$	778.00
GATE CITY SEED COMPANY	BRUSH KILLER BRIDGE DEPT.	\$	24.99
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$	711.00
HILL PRINTING	2500 LETTERHEAD	\$	840.62
KEOKUK AREA CONVENTION AND	HOTEL/MOTEL SUPPORT	\$	31,050.00
JUNIOR LIBRARY GUILD	BOOKS KEOKUK PUBLIC LIBRARY	\$	283.18
SECRETARY OF STATE	NOTARY PUBLIC RENEW X 2	\$	60.00
KIRKWOOD COMMUNITY COLLEGE	WW COLLECTION OPER.& MAINT.	\$	175.00
YOUNGGREN SHOES	SAFETY SHOES DOUG SEABOLD V.M.	\$	129.99
NIEMANN FOODS, INC./ACE	PARTS/SUPPLIES	\$	547.46
IOWA PRISON INDUSTRIES	SIGNS STREET DEPT.	\$	458.92
U.S. CELLULAR	SERVICE	\$	711.51
RON SYMMONDS	TOOL ALLOWANCE FY2024-2025	\$	112.32
MIDWEST BREATHING AIR L.L.C.	BREATHING AIR COMPRESSOR KFD	\$	1,099.60

REGISTER NO. 5478

USA BLUE BOOK	SUPPLIES	\$	676.63
FRANK MILLARD & CO., INC.	PARTS/LABOR @ LIBRARY	\$	5,314.00
AT&T MOBILITY	SERVICE	\$	722.32
FERGUSON ENTERPRISES LLC #1657	CREDIT ON ACCOUNT	\$	(470.20)
DOUBLE A" GLASS L.L.C. "	PARTS & LABOR	\$	3,394.00
PETE BENSON	TOOL ALLOWANCE 2024-2025	\$	50.00
CAPITAL ONE	SUPPLIES KEOKUK PUBLIC LIBRARY	\$	95.61
DISCOUNT TIRE & SERVICE	TIRES MOWER PARKS DEPT.	\$	306.00
POLYDYNE, INC.	CLARIFLOC CE-2441 WWTP	\$	11,783.82
FIRE SERVICE TRAINING BUREAU	RE-CERTIFICATION FIRE DEPT.	\$	25.00
O'REILLY AUTOMOTIVE INC.	PARTS	\$	810.31
STANLEY CONSULTANTS INC.	PROFESSIONAL SERVICES	\$	9,850.00
MEDIACOM	SERVICE	\$	740.61
LCL FARMS INC.	BIO SOLID SPREADING JUNE 2025	\$	6,500.00
HARRISON MONUMENTS, INC.	PLAQUE LETTERING	\$	100.00
MES SERVICE COMPANY, LLC	SCBA REPAIR KFD	\$	92.90
IMI EQUIPMENT, LLC	JD DRIVE SHAFT & PARTS AIRPORT	\$	1,831.89
EMPLOYEE BENEFIT SYSTEMS	INSURANCE PREMIUM	\$	238,207.20
SCHUMACHER ELEVATOR COMPANY	QT MAINT.KEOKUK PUBLIC LIBRARY	\$	478.41
LEE COUNTY TREASURER	LIENS NUISANCE HOUS ABATEMENT	\$	10.00
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$	14.90
BRITE-WAY WINDOW SERVICE	WINDOW CLEANING @ CITY HALL	\$	130.00
CARD SERVICES	SUPPLIES KEOKUK PUBLIC LIBRARY	\$	1,248.64
KEOKUK VETERINARY HOSPITAL	SERVICE ANIMAL CONTROL	\$	129.00
MACQUEEN EQUIPMENT, INC.	PARTS STREET CLEANING	\$	411.12
TWO RIVERS VETERINARY CENTER	SERVICE ANIMAL CONTROL	\$	491.50
MIDWAY FREIGHTLINER, INC. QUINCY	CREDIT ON ACCOUNT	\$	(28.13)
KLINGNER & ASSOCIATES, P.C.	PRJ#21-2010 LANDFILL MONITORNG	\$	3,226.96
INTERSTATE BATTERIES OF	BATTERIES	\$	476.85
IOWA DEPARTMENT OF	AIRMETER BILL.REPORT REPAIRS	\$	79.00
VERIZON WIRELESS	SERVICE	\$	772.78
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$	47.88
DANNY GLASGOW JR.	ROOF REPLACEMENT SEWER/ACO BLD	\$	32,659.00
ACCO	POOL PARTS & CHEMICALS	\$	1,628.73
IOWA LAW ENFORCEMENT ACADEMY	2 OFFICERS TRAINING	\$	9,600.00
DARKSIDE TINT & GRAPHIX	SHIRTS FOR GEO.M.VERITY	\$	960.00
RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$	40.50
OVERDRIVE, INC.	SUPPLIES KEOKUK PUBLIC LIBRARY	\$	11,282.96
LYNCH DALLAS, PC.	PROF.SERVICES GENERAL LEGAL	\$	1,695.00
ARMSTRONG TRACTOR LLC	TRACTOR & MOWERS BRIDGE DEPT.	\$	40,297.10
AVAILABLE MATERIAL HANDLING	2005 TOYOTA FORKLIFT WWTP	\$	13,350.00
CINTAS CORP	SERVICE	\$	2,432.49
RICOH USA, INC.	SERVICE KEOKUK PUBLIC LIBRARY	\$	67.63

REGISTER NO. 5479

COMMERCIAL CONTRACTING	CONTRACT WORK	\$	60,450.00
ICONNECTYOU	SERVICE	\$	148.44
MEMORIAL HOSPITAL	CO-PAY KPD	\$	15.00
MIDWEST INDUSTRIAL SERVICES	LABOR/EQUIP.4PLATFORMS/HANDRAILS	\$	10,163.00
LEE COUNTY FIREFIGHTER'S	MEMBERSHIP DUES KEO.FIRE DEPT.	\$	100.00
IOWA PUMP WORKS, INC.	MACHINE WORK @ WWTP	\$	5,293.75
RADIO KEOKUK	ADVERTISING MAY 2025	\$	500.00
MARTIN EQUIPMENT	PARTS STREET DEPT.	\$	4,304.81
JAMES F. DENNIS	PROFESSIONAL SERVICES	\$	10,140.58
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$	600.00
IOWA ONE CALL	SERVICE	\$	218.20
GREATAMERICA FINANCIAL SVCS.	AGREEMENT KPD	\$	246.08
ASCENT AVIATION GROUP INC	FUEL @ AIRPORT	\$	17,755.23
LIVE VOICE	ANSWERING SERVICE	\$	406.48
SHARED IT INC	IT SERVICES	\$	2,476.14
VERTICAL COMMUNICATIONS INC.	SERVICE KEOKUK POLICE DEPT.	\$	150.00
SCOTT'S ULTRA CLEAN LLC	JANITORIAL SERVICE KPD & LIBRARY	\$	1,925.00
KANOPY INC.	LIBRARY AGREEMENT	\$	1,000.00
EXCEL IT SERVICES	LIBRARY IT SERVICES	\$	642.94
SchraGIS Solutions	GIS MAINTENANCE	\$	300.00
ESO SOLUTIONS, INC	SERVICE KEOKUK FIRE DEPT.	\$	12,296.66
IWORQ	INTERNET SOFT.MAN.2025-2026	\$	6,500.00
BRIAN CARROLL	REIMB.TRAVEL EXP.WASHINGTON DC	\$	395.66
INFOSEND, INC	FIREWORKS LETTER 2025 INSERTS	\$	452.29
ELITE LAWN AND LANDSCAPE LLC	NUISANCE PROPERTIES	\$	2,100.00
HEY BRUCE INC.	MOWING/EQUIP.MAIN.@ AIRPORT	\$	742.50
JONES CONTRACTING CORP.	S.18TH ST.RECONST.RIDGE-MAIN	\$	92,923.03
MEGAN BAUM	KPD CAR WASHES MARCH-JUNE 2025	\$	750.00
BOLTON & MENK, INC.	MAIN ST & N 7TH TRAFFIC	\$	1,794.50
TEST INC.	WPC BIOSOLIDS	\$	490.00
PORTA-BUBS LLC	SINGLE & HANDICAP UNIT @BRIDGE	\$	970.00
ROGER BRYANT	2 GARDEN BENCHES GRAND THEATRE	\$	600.00
1738 180TH STREET	CRAFT/CHAT KEOKUK PUBLIC LIB.	\$	200.00
GRABER SERVICES, LTD.	PARTS	\$	145.14
C&S SOLUTIONS INC.	PARTS/LABOR/MATERIAL/SHIPPING	\$	4,004.90
ABC FIRE EXTINGUISHER SALES &	FIRE EXTING./SERV.CHG KFD	\$	487.39
		\$	772,162.13



COUNCIL ACTION FORM

Date: June 19, 2025

Presented By: Brian Carroll, P.W. Director *BC*

Subject: No Parking South 18th Street Agenda Item: _____

Description:

The public works department is requesting that no parking be allowed on the northerly side of South 18th Street from Main Street to Carroll Street. This was determined to be necessary when council decided to narrow South 18th Street for cost savings.

I would therefore recommend that no parking be allowed on the northerly side of South 18th Street between Main Street and Carroll Street.

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

Initial reading passed

2nd reading passed

Date _____

May 1, 2025

May 15, 2025

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☒ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

ORDINANCE NO.

**AN ORDINANCE AMENDING SECTION 9.28.040
DEALING WITH PARKING REGULATIONS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY, IOWA THAT:

Section 1: The Municipal Code be amended by adding the following subsection to section 9.28.040, Prohibited parking on certain streets, to read as follows:

9.28.040 Prohibited parking on certain streets.

(64) The Northerly side of South 18th Street from Main Street to Carroll Street.

Section 2: All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: After second reading and passage of this ordinance the same shall remain on file with the City Clerk for ten (10) days before it shall come on for final adoption and thereafter upon such final adoption as evidenced by resolution to that effect this Ordinance shall be published once in the Daily Gate City, a newspaper of general circulation and after such final adoption take effect from the date of publication.

Initial reading by the Council on this 1st day of May 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui

ROLL CALL: CRENSHAW – AYE WALKER – ABSENT MULLIN – ABSENT
CAKLEY – AYE DADE – AYE ANDREWS – ABSENT TILLMAN – AYE
BRYANT – AYE GREENWALD – AYE

AYES – 6

NAYS – 0

ABSENT – 3

Second reading by the Council on this 15th day of May 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui

ROLL CALL: CRENSHAW – AYE WALKER – AYE MULLIN – AYE
CACKLEY – AYE DADE – AYE ANDREWS – AYE TILLMAN – AYE
BRYANT – AYE GREENWALD – AYE

AYES – 9

NAYS – 0

ABSENT – 0

Third/Final reading by the Council on this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui

ROLL CALL: CRENSHAW – WALKER – MULLIN –
CACKLEY – DADE – ANDREWS – TILLMAN –
BRYANT – GREENWALD –

AYES –

NAYS –

ABSENT –



COUNCIL ACTION FORM

Date: _____

Presented By: Broomhall

Subject: Hold public hearing and first reading of new Subdivision Ordinance Agenda Item: 8 a & b

Description:

The Planning Commission has met several times to discuss the proposed changes, on April 28, 2025 they recommended approving and forwarding the proposed ordinance to the City Council. The council must hold public hearings to allow interested parties to be heard before any changes become effective.

The purpose of this Ordinance is to create a subdivision ordinance to comply with Chapter 354 Iowa Code and to protect the health, welfare, and public safety of the City of Keokuk, Iowa

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

Set public hearing

Set public hearing

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

ORDINANCE NO.

AN ORDINANCE REPEALING TITLE 19 PLATS AND SUBDIVISIONS AND ENACTING IN LIEU THEREOF A NEW ORDINANCE TITLE 19 SUBDIVISION OF THE KEOKUK MUNICIPAL CODE

WHEREAS, after publication of notice, the Planning Commission held a public hearing on April 28, 2025, to review proposed new Title 19, Subdivision, after which the Planning Commission recommended approval to the Keokuk City Council.

WHEREAS, the City Council, after holding a public hearing on June 19, 2025, and consideration of the report from the City Planning Commission hereby makes the following amendments to the Keokuk Municipal Code.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY, IOWA, THAT:

Section 1 **Purpose.** The purpose of this Ordinance is to create a subdivision ordinance to comply with Chapter 354 Iowa Code and to protect the health, welfare, and public safety of the City of Keokuk, Iowa

Section 2. **Amendment.** Repeal Title 19 Plats and Subdivisions and enact in lieu thereof Title 19 Subdivision to the Keokuk Municipal Code, City of Keokuk, Iowa as follows:

Title 19 SUBDIVISION

Chapter 19.04 GENERAL PROVISIONS

Sections:

19.04.010 Title.

This title shall be known, referred to and cited as the " Subdivision Ordinance for the City of Keokuk, Iowa." Herein, this title may be referred to as this title or this ordinance.

19.04.020 Purpose.

This purpose of this title is to provide for the harmonious development of Keokuk and the area within two miles from the boundaries of the city:

- To provide for accurate, clear and concise legal descriptions of real estate in order to prevent, wherever possible, land boundary disputes or real estate title problem;
- To encourage orderly development of the City and provide for the regulation and control of the extension of public improvements, public services, and utilities, the improvement of land, and the

design of subdivisions, that are consistent with the City's Comprehensive Plan and other specific community plans;

- To provide for a balance between the use rights of individual landowners and the economic, social, recreational, and environmental concerns of the public when the City is developing or enforcing its land use regulation; and
- To provide the population and traffic which will tend to create conditions favorable to health, safety, convenience, and prosperity.

19.04.030 Jurisdiction and Applicability of Regulations.

These Regulations govern the review and approval of any plat for subdivision of any area of land within the City or within two (2) miles of the corporate limits of the City of Keokuk, IA within Lee County, except if the City waives its right to review a subdivision within two (2) miles of the corporate limits via resolution of the City Council. While Keokuk has the right to review subdivisions within two (2) miles of the corporate limits, Lee County has primary jurisdiction over subdivisions outside city limits.

In any instance where an existing lot or tract is to be divided into 2 or more separate lots or tracts, this action shall constitute a subdivision, subject to the regulations of this Ordinance, unless specified herein.

1. In accordance with Chapter 354 of *Iowa Code*, when land is divided for the establishment of public right-of-way (such as road or utilities) by a government agency, this shall not constitute a subdivision.
2. When an existing tract(s) or portion thereof is to be surveyed or otherwise given a legal description in order for a portion of the tract(s) to be transferred to and combined with an adjoining tract for the purpose of enlarging or reducing the size of the tract, this Plat of Survey shall not be considered a 'subdivision' and shall be exempt from being regulated as a subdivision under the regulations in this Ordinance, unless the portion of the tract(s) to be transferred is either greater than 10,000 square feet, or greater than 50 percent of the total size of the enlarged tract, whichever is less. Said Plat of Survey shall be referred to as a "Lot Line Adjustment" and shall be so clearly marked. Before any person records a Lot Line Adjustment, said adjustment and the resulting tract(s) shall be reviewed and approved by the Community Development Director for conformance with the zoning ordinance and any other applicable city ordinances.

19.04.040 Relation to other Ordinances and Regulations.

Whenever this Ordinance imposes different requirements or standards than are required by other rules, regulations, ordinances, deed restrictions or covenants lawfully adopted by any other government or private entity with legal jurisdiction over the property(ies) in question, the most restrictive standards shall prevail.

Zoning Ordinance Standards

Whenever a subdivision is proposed within the jurisdiction of the Keokuk Zoning Ordinance, that subdivision shall comply with all applicable requirements of that Ordinance, including those that apply to property throughout the city, as well as those that are specific to the Zoning District in which it is located. If the subdivision involves the establishment of a use that is not permitted in the District it is currently located in (i.e. residential or commercial), or the size and dimensions of the proposed lots do not comply with the minimum standards of that District, then no official action shall be taken by the City on the proposed subdivision until the property has been rezoned to a District where such uses, size, and dimensions are allowed.

Floodplain Development Ordinance Standards

In any instance where a subdivision contains land that falls within the jurisdiction of the Keokuk Floodplain Development Ordinance, the subdivision and its individual lots shall be designed to ensure that the minimum requirements of that ordinance can be complied with when those lots are developed.

Iowa Department of Natural Resources – Storm Water and Erosion Control

The developer shall be responsible for complying with any and all applicable requirements by the Iowa Department of Natural Resources concerning stormwater and erosion for construction projects.

19.04.050 Fees Established.

The City Council shall from time to time establish by resolution a schedule of reasonable fees, sufficient to recover incurred costs, to be charged for the review of plats and associated improvements under these Regulations. All fees for reviewing plats shall be paid in full prior to City Council acceptance of the preliminary or final plat.

19.04.060 General Platting Requirements.

The survey procedure and monumentation used in creating a subdivision plat shall follow Chapters 354 and 355 of the *Iowa Code*

No subdivision plat or street dedication within the City or within the two (2) miles of the corporate limits of the City shall be filed for record with the County Recorder, or filed by the Recorder, until a final plat and/or Improvement Agreement has been approved in accordance with this Chapter.

19.04.070 Variances.

Where in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this title would result in extraordinary hardship for the subdivider a variance can be requested. Reasons for a variance may include things such as unusual topography or other such not self-inflicted conditions or that these conditions would result in inhibiting the achievement of the objectives of this title. The city planning commission may make a recommendation to the City Council to vary, modify or waive the requirements so that substantial justice may be done and public interest secured; provided that such variance, modification or waiver will not have the effect of nullifying the intent and purpose of this title or interfering with carrying out the comprehensive plan of the city. Approval of such variances and waivers recommended to the City Council may be granted only by the affirmative vote of two-thirds of the members of the City Council.

19.04.080 Amendments

This Ordinance may be amended from time to time through official action by the City Council following a public hearing. Prior to such action, the Planning and Zoning Commission shall make a recommendation of amendments to the City Council. Notice of the City Council public hearing shall be given not less than 4 days nor more than 20 days prior to the hearing, in a newspaper of general circulation in the community.

19.04.090 Penalties.

If the owner, or an agent acting on their behalf, knowingly sells or attempts to sell land by reference to a subdivision plat before such plat has been approved by the City Council or knowingly violates any regulations outlined within this ordinance, this shall constitute a municipal infraction, as defined by Chapter 364.22 of *Iowa Code*. Accordingly, whenever such an infraction has occurred, the offender shall be fined not more than \$750 for the first offense, and not more than \$1,000 for each subsequent offense, or shall be imprisoned for not more than 30 days for each offense. Nothing contained herein shall prevent the City of Keokuk from taking such other lawful action as is necessary to prevent or remedy any violation. In any case of a violation, the subdivision is considered invalid and shall not be recorded.

19.04.100 Severability.

Should any section or provision of this ordinance be declared by the Courts to be invalid or unconstitutional, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be invalid or unconstitutional.

Chapter 19.08 DEFINITIONS

For this title certain words and terms are defined in this chapter.

"Alley" means a right of way designed to be used as a secondary means of access to the side or rear of abutting property whose principal frontage is on some other right of way.

"Block" means an area of land bounded by streets, highways, and/or public parks, cemeteries, railroad rights-of-way, exterior boundaries of the subdivisions, shorelines of waterways, or corporate boundaries.

"Bond" means any form of security including a letter of credit, a cash deposit, surety bond, performance bond, maintenance bond, collateral, property or instrument of credit in an amount and form satisfactory to the City Council.

"Building line" means a line on a plat between which line and a right-of-way no building or structure may be erected.

"City" means City of Keokuk, Iowa.

"County" means Lee County, Iowa.

"Cul-de-sac" means a minor street with only one outlet and culminated by a turnaround.

"Easement" means a grant by the property owner of the use, for a specific purpose, of a strip of land by the general public, a corporation, or a certain person or persons.

"Escrow agreement/account" means an agreement or account (as the context determines), between the subdivider and the city whereby a percentage of the sale price of each lot in the subdivision, when sold, shall be deposited in escrow as a guarantee for the installation of the required improvements, the percentage to be determined by the agreement.

"Lot" means a tract of land represented and identified by number or letter designation on an official plat or subdivision for the purpose, whether immediate or future, of transfer of ownership or of building development or of use. "Lot Line Adjustment" means an existing tract or portion thereof to be surveyed or otherwise given a legal description for a portion of the tract to be transferred to and combined with an adjoining tract for the purpose of enlarging or reducing the size of affected tracts.

"Major street" means a street intended to move traffic at a moderate to high speeds for the movement of traffic to and from neighborhoods, activity centers, major traffic generators, major industrial areas, and/or as a route for traffic between communities and that accommodates a medium to high degree of mobility.

"Minor street" means a street not designated as a major street and that is designed for low to moderate speeds and low intensity traffic volumes intended to provide access to private property, and also to move traffic to and from low traffic generating areas.

"Performance bond" means a surety bond, cash deposit or escrow agreement made out to the city in an amount equal to the full cost of the improvements which are required by this title, the cost being estimated, and

the surety bond, cash deposit or escrow agreement being legally sufficient to secure to the city that the improvements will be constructed in accordance with this title.

“Planning and Zoning Commission” means the appointed commission designated by the governing body for the purpose of this title.

“Public Improvements” means changes to land necessary to prepare it for building sites including, but not limited to, grading, filling, street paving, curb paving, sidewalks, walkways, water mains, sewers, drainageways and other public works and appurtenances.

“Street” means that portion of the right-of-way available and improved for vehicular traffic and, where curbs are laid, the portion from back to back of curbs. Street shall not include alleys.

“Resubdivision” means any subdivision of land which has previously been included in a recorded plat. In appropriate context, it may be a verb referring to the act of preparing a plat of previously subdivided land.

“Right-of-way” means all property dedicated or intended for public or private use for access to abutting lands or subject to public easements therefor, and whether designated as a street, highway, thoroughfare, parkway, throughway, expressway, road, avenue, boulevard, lane, place, circle, or however otherwise designated.

“Strip, Control or Reserve” means land so situated within a subdivision or left remaining outside a subdivision which effectively controls development of land by blocking access thereto. This practice is prohibited by Iowa Law.

“Subdivider” means any person, individual, firm, partnership, association, corporation, estate, trust or any other group including any agent thereof or combination acting as a unit, dividing or proposing to divide land so as to constitute a subdivision as defined in this chapter.

“Subdivision” means the division of any tract of land into two or more tracts or lots for the purpose, whether immediate or future, for transfer of ownership, for building development, for use, or for any change in existing right-of-way lines or public easements. The term, when appropriate to the context, relates to the process of subdividing or to the land subdivided, or the resubdivision of land divided or platted into lots or tracts or other divisions of land, or if a new right-of-way/street is involved, any division of land.

“Tract” means a lot or other parcel or division of land, for the purpose, whether immediate or future, of transfer of ownership or of building development or of use.

“Use” means the purpose or activity for which the land, structure(s) and/or building(s) is designed, suitable, arranged, or intended, or for which it is occupied or maintained.

Chapter 19.12

PRE-APPLICATION CONFERENCE AND SUBDIVISION CLASSIFICATION

Sections:

19.12.010 Purpose.

Any Subdivider intending to divide land within the terms of this ordinance shall schedule a Pre-Application Conference to inform City staff of a possible future subdivision; to facilitate City staff review of the effect and feasibility of a proposed subdivision in relation to the City's existing and proposed infrastructure systems; and to inform the Subdivider of the requirements of the Regulations.

19.12.020 Procedure.

The Subdivider shall contact the city to request a Pre-Application Conference with the Community Development Director and other appropriate city staff and shall provide a sketch plan for the area of land proposed to be divided at the Pre-Application Conference. Neither the developer nor the City shall be bound by any comments, recommendations, determinations, or decisions of City staff offered or made during the Pre-Application Conference process.

19.12.030 Sketch Plan Contents.

A sketch plan shall include a map or sketch showing the location of the subdivision including:

1. The general location, areas and dimensions of any lots to be platted by the proposed subdivision;
2. The general location, width and dimensions of any highways, streets, alleys, and other ways existing or proposed to be reserved or dedicated for public use on or abutting the area of proposed subdivision;

Additional information that would be beneficial for the pre-application conference but is not required includes:

1. The general location of any existing or proposed public infrastructure including water mains, sanitary sewer mains, storm sewer mains, facilities and other infrastructure; and
2. The location, width and character of all existing or proposed utilities or utility easements on or abutting the proposed subdivision.

19.12.040 Review and Considerations.

The Community Development Director shall review and comment upon the sketch plan, taking into consideration the requirements of the Regulations and the best use of the tract or parcel proposed to be divided and giving particular attention to the following:

1. The locations and layout of any proposed streets or other public ways;
2. The arrangement and size of any lots to be platted by the proposed subdivision;
3. The layout of any proposed public infrastructure;
4. The pattern of surface water drainage on the area of land proposed to be divided; and
5. The potential for any additional development of abutting lots, or areas of land.

19.12.050 Classification of Subdivisions.

The Community Development Director shall issue an oral or written determination as to the classification of a proposed subdivision within 30 days of the conclusion of the Pre-Application Conference process. All subdivisions will be classified as either a Minor or Major Subdivision.

1. A subdivision may be classified as a Minor Subdivision only if both of the following conditions are met:
 - a. The proposed subdivision will plat no more than four lots, which will be legally platted after recording of the subdivision and each of which will front on an existing right of way, not including alleys; and
 - b. The proposed subdivision does not require construction of any public improvements or utilities (apart from private driveways and service lines), and does not adversely affect the remainder of the parcel (i.e. not resulting in the parent parcel being landlocked or no longer complying with minimum zoning standards);
2. Any subdivision not meeting both conditions for classification as a Minor Subdivision shall be classified as a Major Subdivision.
3. A Major Subdivision shall follow the preliminary plat requirements and then the final plat requirements. A Minor Subdivision may only follow the final plat requirements.

19.12.060 Name of Subdivision.

Prior to the drafting of a Preliminary or Final Plat, the Subdivider shall consult with the Lee County Auditor's Office, to confirm that the proposed subdivision name does not duplicate the name of any existing subdivisions in Lee County. The name is to be easily identifiable and distinct from other subdivision names in Lee County.

Chapter 19.16

PRELIMINARY PLAT REQUIREMENTS - MAJOR SUBDIVISION

Sections:

19.16.010 Procedure.

In obtaining final approval of a proposed major subdivision by the city Planning and Zoning Commission and the City Council, the subdivider shall submit six (6) copies of a preliminary plat along with a completed application using forms supplied by the city, and the associated fee to the Community Development Director according to the procedure specified in accordance with this title. This fee shall be non-refundable if the subdivider withdraws the application at any stage in the review process, and resubmission of a previously withdrawn plat shall constitute a new application and shall be submitted in accordance with the specified procedures for an initial application.

19.16.020 Preliminary Plat Contents.

The preliminary plat shall be clearly marked "preliminary plat" with a preferred scale of the plat of one (1) inch equals one hundred (100) feet. A different scale may be used if it is necessary in order to convey sufficient detail. In addition to the information required by Section 354.6 and 355.8 of the *Iowa Code*, the following information shall be provided.

1. Title, scale, north point and date;
2. Proposed name of the subdivision which shall not duplicate or resemble existing subdivision names in the county and be easily identifiable;
3. The name and contact information (address, phone number, email address) of the owner, the name and contact information (address, phone number, email address) of the subdivider if different, the name, address and profession of the person preparing the plat, and the name and contact information for any agent, firm, etc. which may be acting on behalf of the owner;
4. A key map showing the general location of the proposed subdivision in relation to surrounding development;
5. The names and locations of adjacent subdivisions and the names of record owners and location of adjoining parcels of unplatted land. Platted right-of ways/streets or alleys shall not be counted for the 200-foot measurement;
6. The location of property lines, streets and alleys, easements, buildings, building lines, utilities, watercourses, floodplains, tree masses and other existing features affecting the plat;
7. Existing and proposed zoning of the property to be subdivided, plus adjoining properties;
8. Existing and proposed contours at vertical intervals of not more than two feet if the general slope of the site is less than 10% and at vertical intervals of not more than five feet if the general slope is 10% or greater;
9. The boundary of the area being platted, shown as a dark line with the appropriate length of boundary lines and the approximate location of the property in reference to known section lines;
10. The layout, numbers and approximate dimensions of proposed lots;
11. The location, width and dimensions of all rights-of-way/streets and alleys proposed to be dedicated for public use;
12. The proposed names for all streets in the area being platted;
13. The location of existing and proposed utility systems, including sanitary and storm sewers, other drainage facilities, water lines, gas mains, electric utilities and other facilities;
14. Proposed easements, showing locations, widths, purposes and limitations;
15. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes, or shown for such purpose in the Comprehensive Plan or other adopted plan;
16. A statement by a registered land surveyor that the Preliminary Plat was prepared by or under his or her supervision, the surveyor's signature, Iowa registration number or seal, and certification of accuracy. As an alternative, a Preliminary Plat may be prepared where a registered land surveyor certifies that the

perimeter boundary of the subdivision was prepared under his or her supervision, and all other intermediate lot lines may be prepared by an engineer licensed in the State of Iowa;

17. A grading plan and a plan for soil erosion and sediment control and storm water management and run-off control;
18. Any other pertinent information as necessary.

The lack of information under any item specified herein, or improper information supplied by the Subdivider, shall be cause for delay in approval of a Preliminary Plat.

19.16.030 Accompanying Material.

In addition to the preliminary plat application, review fee, and plat, the Preliminary Plat shall be accompanied by the following materials:

1. Copies of any proposed protective covenants or restrictions to be imposed upon the owners and occupants of property within the subdivision.
2. Engineering and design plans association with infrastructure improvements as outlined in Chapter 19.20 of this ordinance.
3. Statement from private and/or public utility providers concerning the current availability of gas, electricity, sewer, and water infrastructure, as well as any improvements that will be necessary for these systems to serve the proposed subdivision.
4. Depending on the location of the subdivision, the city may request the subdivider obtain input on the proposed subdivision from school district officials, units of governments, and other appropriate officials, as necessary.

19.16.040 Planning and Zoning Commission Review and Action.

The Community Development Director shall provide a copy of the Preliminary Plat to the following departments/entities for review: City Administrator, Public Works Director, Fire Chief, Planning and Zoning Commission members, utility providers, and any other persons as necessary to review the plat. The Planning and Zoning Commission shall examine the preliminary plat, any comments from other departments/entities, and shall examine other information as it deems necessary or desirable to ascertain whether the plat conforms to the ordinances of the City, conforms to the Comprehensive Plan, and conforms to other duly adopted plans of the City. The Planning and Zoning Commission shall, within sixty (60) days of the filing of the plat, hold a public hearing and forward a recommendation regarding the plat to the City Council. If the recommendation is to disapprove or modify the plat, the reasons shall be set forth in writing and be provided to the Subdivider.

19.16.050 City Council Review and Action.

The City Council shall examine the preliminary plat, comments from other departments/entities, the Planning and Zoning Commission recommendation, and other information as it deems necessary or desirable. Upon the examination, the City Council shall ascertain whether the plat conforms to the ordinances and standards of the City, conforms to the Comprehensive Plan and other duly adopted plans of the City, and will be conducive to the orderly growth and development of the City to protect the public health, safety and welfare. Following the examination, the City Council may approve, approve subject to conditions, or disapprove the preliminary plat. If the decision of the governing body is to disapprove of the plat, or to approve the plat subject to conditions, the reasons shall be set forth in writing in the official records of the council minutes, and the decisions shall be provided to the Subdivider. Action on the preliminary plat by the governing body shall be taken within sixty (60) days of the official submission of the complete preliminary plat application.

19.16.060 Preliminary plat—Next Steps after approval.

Once a Preliminary Plat is approved by the City Council for a Major Subdivision, the subdivider may prepare and submit the final plat for that subdivision subject to the following stipulations:

1. The subdivider may submit a final plat that covers the entirety of the area included on the approved Preliminary Plat or it may be split into multiple phases with one Final Plat submitted for each phase.
2. The Final Plat shall be prepared in accordance with the specifications of Chapter 19.24 Final Plat Requirements and in conformance with the approved preliminary plat.
3. If a Final Plat has not been submitted within one (1) year of the date on which the Preliminary Plat was approved, it shall be considered null and void. The subdivider may make a request to the City Council for a one (1) year extension prior to the one (1) year deadline of Final Plat submittal. The number of extensions request is not limited by the chapter. The application shall be reviewed by the Community Development Director. A recommendation shall be made to the City Council to approve or deny the request.
4. Installation and construction of improvements shall be completed prior to the submission of a Final Plat. The subdivider shall furnish all design and engineering plans with the Community Development Director prior to construction of improvements. These plans shall be designed by a professional engineer register in the State of Iowa in accordance with Chapters 19.20 and 19.28.

Chapter 19.20

COMPLETION OF PUBLIC IMPROVEMENTS

19.20.010 Subdivider Responsibility.

The subdivider shall, at their expense, install and construct all improvements required by this Title before the final plat of any area shall be approved by the Council and recorded. All required improvements shall be installed and constructed in accordance with Chapter 19.28 established for the improvements by the City, as shown on the approved preliminary plat.

19.20.020 Performance Bond.

In lieu of the requirement that the Improvements shall be completed prior to the approval of the Final Plat, the Subdivider and the City may enter into an agreement on terms acceptable to the City, for the City to complete the Improvements intended to be publicly owned and maintained. The agreement shall include, at a minimum, the following terms and conditions:

1. The Improvements shall be constructed in accordance with Chapter 19.28 Design Standards.
2. The Improvements shall be completed within two (2) years of the date of City Council approval of the agreement.
3. The number of building permits and certificates of occupancy to be issued prior to the completion of the Improvements shall be limited as specified in the agreement.
4. Surety, in one or more of the following financial instruments shall be provided in a form acceptable to the City Council. The amount of the surety shall be one-hundred and twenty percent (120%) of the opinion of probable construction cost in the form of: Surety bond or escrow agreement/account.

19.20.030 Maintenance Bond Required.

The subdivider of the land being platted shall provide the City with a maintenance bond deemed satisfactory to the City, to ensure that for a period of two (2) years from the date of acceptance of any improvement, the owner and subdivider shall be responsible to maintain the improvement in good repair.

19.20.040 Subdivision Improvement Plan Submittal Requirements.

The subdivider shall submit all plans, specifications, and documents required by Chapter 19.28 to the Community Development and Public Works Directors for review and approval at the time of preliminary plat submission. All plans and specifications shall be designed by a Licensed Engineer. A Storm Water Discharge Permit from the Iowa Department of Natural Resources (DNR), including an Erosion and Sediment Control Plan, whenever

applicable must be submitted prior to construction. Construction shall not proceed until the above documents have been delivered and a pre-construction conference has occurred with representation from the Public Works Department, the developers Engineering Consultant, and the Contractor at least 7 days prior to construction starting.

19.20.050 Inspection.

Prior to the acceptance of any public improvements by the City, the subdivider shall schedule an inspection with the Public Works Department to ensure that the improvements have been completed in accordance with this ordinance. Upon completion of this inspection, the subdivider shall provide certification signed by a professional engineer licensed in the State of Iowa that the improvements were constructed in accordance with the submitted plans and specifications and with the requirements of this Title and shall be submitted with the Final Plat.

Chapter 19.24

FINAL PLAT REQUIREMENTS – ALL SUBDIVISIONS

Sections:

19.24.010 Procedure.

In order to obtain final approval of a proposed minor or major subdivision by the city Planning and Zoning Commission and the City Council, the subdivider shall submit six (6) copies of a final plat along with an application form and fee to the Community Development Director according to the procedure specified in accordance with this Title. This fee shall be non-refundable if the subdivider withdraws the application at any stage in the review process, and resubmission of a previously withdrawn plat shall constitute a new application and shall be submitted in accordance with the specified procedures for an initial application.

19.24.020 Final Plat Contents.

The final plat shall be clearly marked “final plat” with a preferred scale of the plat of one (1) inch equals one hundred (100) feet. A different scale may be used if it is necessary in order to convey sufficient detail. In addition to the information required by Section 354.6 and 355.8 of the *Iowa Code*, the following information shall be provided.

1. The name of the subdivision;
2. Name or names of the owner and subdivider;
3. Scale, and a graphic bar scale, north arrow and date of each sheet;
4. All monuments to be of record, as required by *Iowa Code* Chapter 409;
5. Sufficient survey data to positively describe the bounds of every lot, block, right-of-way, easement or other area shown on the plat, building lines, as well as the outer boundaries of the divided lands;
6. All distance, bearing curve and other survey data, as required by *Iowa Code* Chapter 409;
7. The legal description of the area being platted;
8. All adjoining properties shall be identified, and where the adjoining properties are a part of a recorded subdivision, the name of that subdivision shall be shown. If the subdivision platted is a resubdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. Resubdivision shall be labeled as such in a subtitle following the name of the subdivision wherever the name appears on the plat;
9. Street names and clear delineation of public alleys;
10. Block and lot numbers;
11. Accurate dimensions for any property to be dedicated or reserved for public use, and the purpose for which such property is dedicated or reserved for public use;
12. The purpose of any easement shown on the plat shall be confined to only those easements pertaining to public utilities, including gas, electric, telecommunications, water, sewer; easements for ingress and egress; and the drainage easements as are deemed necessary for the orderly development of the land encompassed within the plat;

13. All interior excepted parcels, clearly indicated and labeled, “not a part of this survey (or subdivision)”;
14. A strip of land (i.e. a control or reserve strip), shall not be reserved by the subdivider;
15. The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot; and
16. A statement by a registered land surveyor that the plat was prepared by or under the surveyor’s direct personal supervision; signed, dated by, and bearing the surveyor’s Iowa registration number or seal; and, a sealed certification of the accuracy of the plat by the registered land surveyor who drew the plat.

The lack of information under any item specified herein, or improper information supplied by the Subdivider, shall be cause for delay in approval of a Final Plat.

19.24.030 Accompanying Material.

In addition to the final plat application, plat fee, plat, and the requirements of Section 354.11 of the *Iowa Code*, Final Plats shall be accompanied by the following material:

1. Copies of final protective covenants or restrictions to be imposed upon the owners and occupants of property within the subdivision.
2. A certificate by the City Public Works Director that all required improvements have been satisfactorily completed in accordance with the construction plans as approved and in substantial compliance with the approved preliminary plat (only for Major Subdivisions).

19.24.040 Procedures for Review of Final Plat.

The Community Development Director shall provide a copy of the Final Plat to the following departments/entities for review: City Administrator, Community Development Director, Public Works Director, Police Chief, Fire Chief, Planning and Zoning Commission members, and any other person(s) as necessary to review the plat.

19.24.050 Planning and Zoning Commission Review and Action – Major Subdivisions.

The Planning and Zoning Commission shall examine the final plat and any comments from other departments/entities and shall examine other information as it deems necessary or desirable to ascertain whether the plat conforms to the ordinances of the City and conforms to the Comprehensive Plan and other duly adopted plans of the City. The Planning and Zoning Commission shall, within sixty (60) days of the filing of the final plat of a Major Subdivision, hold a public hearing and forward a recommendation regarding the final plat to the City Council. If the recommendation is to disapprove or modify the plat, the reasons shall be set forth in writing and be provided to the Subdivider.

19.24.060 City Council Review and Approval – All Subdivisions.

The City Council shall examine the final plat, comments from other departments/entities, and the comments from the Planning and Zoning Commission recommendation and other information as it deems necessary or desirable. Upon the examination, the City Council shall ascertain whether the plat conforms to the ordinances and standards of the City, conforms to the Comprehensive Plan and other duly adopted plans of the City, and will be conducive to the orderly growth and development of the City to protect the public health, safety and welfare. Following the examination and after holding a public hearing for major subdivisions, the City Council may approve, approve subject to conditions, or disapprove the final plat. If the decision of the governing body is to disapprove of the plat, or to approve the plat subject to conditions, the reasons shall be set forth in writing in the official records of the council minutes, and the decisions shall be provided to the Subdivider. Action on the final plat by the governing body shall be taken within sixty (60) days of the official submission of the complete final plat application. The passage of a resolution by the City Council accepting any Final Plat found to be in conformance with the provisions of the *Iowa Code* and this ordinance, whether for Major or Minor Subdivision, shall constitute final approval of the subdivision.

19.24.070 Final Plat Recording.

The Subdivider shall follow the procedures below to record a Final Plat:

1. Following notification of City Council approval, the Subdivider shall complete the steps necessary for submitting the Final Plat documents to the Office of the County Recorder within ninety (90) days of the City Council approval or the Final Plat approval shall automatically expire without further action of the City Council.
2. Required items at the time of recording by the Lee County Recorder's office will include, but may not be limited to Certificate of Proprietor, Certificate of Mortgagee, Attorney's Opinion, Resolution approving final plat, Approval of Subdivision name from County Auditor's office, Certificate of Treasurer, original signed 4 copies of the final plat.
3. Prior to expiration of the ninety (90) day limit, the Subdivider may make application to the City Council for a ninety (90) day extension. The number of extensions requested is not limited by this Chapter. The application shall be reviewed by the Development Department. A recommendation shall be made to City Council to approve, conditionally approve, or deny the request. If the Final Plat expires prior to recording, the Final Plat shall not be recorded until City Council acts on an extension requested in accordance with this Chapter.
4. Following recording of the Final Plat documents, the Subdivider shall transmit a copy of the recorded Final Plat drawing to the City Clerk.

Chapter 19.28

DESIGN STANDARDS

Sections:

19.28.010 Conformance to plans.

The arrangement, character, extent, width, grade and location of all streets and the general nature and extent of the lots and uses proposed shall conform to the Comprehensive Plan of the city; provided, the plan has been adopted by the city; and, shall conform to other plans, including, but not limited to a major street plan, a storm & sanitary sewer system plan, a trails, bike, and pedestrian plan, or a parks and open space plan; provided, the plan has been adopted by the city.

The construction of all streets, utilities, sidewalks, and all other public infrastructure to be dedicated to the public shall be designed and constructed according to this chapter and the most recent version of the Iowa Statewide Urban Design Specifications (SUDAS).

19.28.020 Land Suitability.

No land shall be divided under the terms of this ordinance if it has poor drainage, adverse soil conditions, adverse geological formations, unsatisfactory topography, or other conditions likely to be harmful to the public health, safety or general welfare, unless such unsuitable conditions are corrected to the satisfaction of the City.

If land is found to be unsuitable for any of the reasons cited in this section, the City Council shall state its reasons in writing and afford the subdivider an opportunity to present data attesting to its suitability. As necessary, the subdivider may take any such action that would result in the land attaining suitable conditions for development, provided that such action does not conflict with any applicable local, state, or federal regulations.

19.28.030 Blocks.

1. The lengths, widths, and shapes of all blocks shall be determined with due regard to:
 - a. Provision of adequate building sites suitable to the special needs of the type of use being proposed;
 - b. Zoning requirements as to lot sizes and dimensions within the corporate limits of the city;
 - c. Needs for convenient access, circulation, control, and safety of street traffic;
 - d. Limitations and opportunities of topography.
2. Block lengths shall not exceed one thousand (1,000) feet or be less than five hundred (500) feet except where the topography of the platted area requires blocks of greater length.

3. Block widths shall preferably be such as to allow for two (2) tiers of lots, unless exceptional conditions are, in the opinion of the Community Development Director, such as to render this requirement undesirable.
4. In blocks over seven hundred fifty (750) feet in length between street lines, the city Planning and Zoning Commission may require a right-of-way of not less than fifteen (15) feet in width to be dedicated for a crosswalk or sidewalk within the public right of way or easements.

19.28.040 Lots.

1. The lot size, width, depth, shape, and orientation shall be appropriate for the location of the subdivision, and for the type of development and use contemplated.
2. Lot dimensions and areas shall conform to the requirements of the zoning ordinance, where applicable, but in no case shall a lot for residential purposes in a new subdivision be less than fifty (50) feet wide at the building line, nor less than six thousand (6,000) square feet in area. However:
 - a. Any lot not to be served by a sanitary sewage system shall have sufficient area to allow for a satisfactory drain field. No subdivision to be served by septic systems shall be approved by the governing body until they have obtained approval for such system by the County Health Department.
 - b. Where unusual soil conditions or other physical factors exist which may impair the health and safety of the residents of the neighborhood in which a subdivision may be located, upon recommendation of the state board of health, the city Planning and Zoning Commission may require a larger lot size or width than the minimum required by the subdivision or zoning ordinance, if deemed necessary.
 - c. Depths and widths of lots or properties reserved, or laid out for commercial, business, or industrial purposes, should be adequate to provide for the off-street service and parking facilities required in the zoning regulations.
3. Corner lots shall have sufficient width to permit appropriate building setback from, and orientation to both streets on which they abut.
4. Within the corporate limits of the city, all lots shall abut on a publicly dedicated street.
5. Double frontage and reverse frontage lots shall be avoided, except where essential to provide separation of residential development from highways or primary thoroughfares, or to overcome specific disadvantages of topography and orientation. A planting screen easement of at least ten (10) feet, and across which there shall be no right of access, shall be provided along the line of lots abutting such highways, and primary thoroughfares, or other disadvantageous use.
6. Side lot lines shall be substantially at right angles, or radial to street lines.

19.28.050 Streets.

1. All streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and in their relation to the proposed uses of the land to be served by such streets.
2. Minor streets shall be so laid out that their use by through traffic will be minimized.
3. Reserve strips controlling access to rights-of-way/streets or alleys shall be prohibited.
4. All street intersections should encourage safe traffic flow.
5. Street jogs with center line offsets of less than 125 feet shall be prohibited, except where topography or other physical conditions make such jogs unavoidable.
6. Tangents shall be introduced between reversed curves on all arterial streets (see table of minimum standards).
7. When connecting street lines deflect from each other at any one point by more than ten (10) degrees, they shall be connected by a curve with a radius adequate to ensure clear sight distances.
8. Streets shall be laid out so as to intersect with one another as closely to right angles as possible and no street shall intersect any other street at less than sixty (60) degrees.
9. Property lines at street intersections shall be rounded. The Planning and Zoning Commission may permit comparable cutoffs or chords in place of rounded corners.
10. Street right-of-way widths shall be as specified in subsection 16.

11. Half streets shall be prohibited, except where essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations, and where the Planning and Zoning Commission finds it will be practicable to require the dedication of the other half when the adjoining property is subdivided. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract.
12. Cul-de-sacs designed to be permanent, shall not be longer than five hundred (500) feet from the intersection of the origin through the center of the circle to the end of the right-of-way, and shall be provided at the closed end with a turnaround having an outside pavement diameter of at least eighty (80) feet and a right-of-way diameter of at least one hundred (100) feet. Center islands shall be prohibited.
13. No street names shall be used which will duplicate or be confused with the names of existing streets. Existing street names shall be continued wherever possible. Street names shall be subject to final approval by the City Council.
14. Street grades shall be established in accordance with this Code. The top of a building foundation should be higher than the center line of an approved street directly adjoining the same, if possible, for drainage.
15. No more than two (2) streets shall intersect at the same location.
16. *Fire apparatus access roads* will in accordance with Appendix "D" of the city of Keokuk's currently adopted version of the *International Fire Code*.
17. The minimum standards for street design shall be as follows:

Street and alley type	Minimum right-of-way width (lot line to lot line in feet)	Minimum street width (back to back) in feet	Maximum gradient in percent	Minimum gradient in percent
Regional arterial (major street)	120		4%	0.5%
City arterial (major street)	100		4%	0.5%
Collector (major street)	80	32	6%	0.5%
Industrial (minor street)	80	32 to 45	6%	0.5%
Local streets (minor street)	66	32	6%	0.5%
Cul-de-sac (minor street)	100	32	6%	0.5%
Alley	20	12	6%	0.5%

19.28.060 Water mains and fire hydrants.

1. The subdivider shall connect with the public water system and provide a water connection for each lot with service pipe installed to the property line in accordance with the city water department standards. Procedures and supervision shall be at the subdividers' expense, as the council and commission may require.
2. The minimum size of water mains shall be six inches in diameter. Water main size, material, and depth shall be for each subdivision shall be approved by the Public Works Director.
3. Fire hydrants shall be required for all subdivisions. Fire hydrants shall be installed at spacings of no more than four hundred fifty (450) feet in single-family residential districts and no more than three hundred (300) feet in all other districts. Fire hydrants brands and specifications shall be approved by Public Works, Waterworks, and the Fire Department

19.28.070 Sewers.

Sanitary Sewers.

1. Where a public sewer is reasonably accessible, the subdivider shall provide a connection with the existing sewer line and extend the sewer infrastructure so that it is accessible to each lot in the subdivision and shall be required to make the sewer accessible to each lot in the subdivision. Sanitary sewer services shall be stubbed into each lot. Sewer systems shall be approved by the council and the Iowa Department of Natural Resources, and the construction shall be subject to the supervision of the Public Works Director. All sanitary sewers shall be designed and installed per SUDAS Design Manual and SUDAS Standard Specifications.
2. Where sanitary sewers are not available, sufficient area to allow for a satisfactory drain field shall be provided. Other facilities as approved by the City Council, Lee County Health Department, and/or the Iowa Department of Natural Resources must be provided for the adequate disposal of sanitary wastes. No subdivision to be served by septic systems shall be approved by the governing body until they have obtained approval for such a system by the County Health Department.
3. Adequate provisions shall be made for the disposal of stormwaters, subject to the approval of the council and to the supervision of the Public Works Director.
4. All sanitary sewers shall be designed and installed per SUDAS Design Manual and SUDAS Standard Specifications.

Storm Sewers.

1. Adequate provisions shall be made for the drainage of stormwater of every subdivision, subject to the approval of the City Council and the Public Works Director.
 - a. The system shall be adequate to serve the platted area with intakes capable of handling a five (5) year storm and the storm pipes capable of handling a ten (10) year storm without overtopping street curbs or ponding in yard areas other than retention/detention areas specifically designed for that purpose.
 - b. The subdivider shall provide evidence that a one-hundred-year frequency design storm will not flood the lowest floor elevation of proposed construction or the lowest floor elevations of existing downstream development(s). All improvements shall meet the approval of the city Public Works Director in direct consultation with the Community Development Director.
2. A complete grading/drainage plan shall be prepared by an engineer/architect licensed in Iowa that shall indicate the grade and size of all storm sewers and drainage ways. Drainage calculations shall also be submitted for review.
3. The subdivider shall provide site improvements to ensure that surface water drainage will have no greater impact on downstream properties after full development. This shall include provisions for storm water retention/detention facilities such as slotted vane drain(s) or catch basin systems that limit the amount of initial discharge of surface water or equivalents.
4. Natural waterways shall be maintained and protected.
5. Where a natural watercourse intersects a street, a bridge or culvert shall be installed for the full width of the right-of-way and shall be constructed in accordance with the city standards and specifications adopted by the council subject to the rights of adjoining property owners if applicable.
6. Where driveway culverts are to be installed on arterial, collector, and local streets, they shall have a minimum length of twenty feet, extend a minimum of four feet beyond the outer edge of each shoulder, and shall be constructed in accordance with the standards and specifications adopted by the council.
7. Whenever drainage ditches are used, such ditches shall retain natural topographic characteristics and be so designed that they do not present a hazard to health, safety, life or property.
8. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in any low spot.
9. Drainage easements shall be furnished whenever any stream, surface watercourse, or storm sewer is in the area being subdivided

10. No lot shall be platted in such a way that future development would be likely to obstruct the flow of stormwater drainage.

19.28.080 Monuments.

Permanent monuments shall be set at each corner and all angles of the perimeter of the subdivision and at the corner of each block within the subdivision, and at the corner of each lot. All monuments shall meet the requirements of Section 355.6 of the Code of Iowa. All official benchmarks, monuments or triangulation stations shall be preserved in precise location.

19.28.090 Sidewalks.

Sidewalks shall be installed along both sides of all new or existing streets in and adjacent to a subdivision. Sidewalks shall be Portland cement concrete at a depth of 5 inches, with a minimum width of four feet, while five feet is encouraged.

Any required sidewalk shall be constructed to the Standards set forth by the Design and improvement Standards for the City and shall contain curb cuts meeting ADA specifications as adopted in the building code.

Section 3. Repealer. All other sections of this Ordinance in conflict with these provisions shall be repealed.

Section 4. Severability. If any section, provisions or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall have no effect on the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date. This Ordinance shall be in full force and effect from and after its final passage, approval and publication of the ordinance as provided by law.

Initial reading by the Council on this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

K. A. Mahoney, Mayor

Attest: _____

Celeste El Anfaoui

ROLL CALL: CRENSHAW – WALKER – MULLIN – CACKLEY – DADE –
ANDREWS – TILLMAN – BRYANT – GREENWALD –

AYES –

NAYS –

ABSENT –



COUNCIL ACTION FORM

Date: June 16, 2025

Presented By: Broomhall

Subject: Hold public hearing and first reading of zoning amendment Adaptive reuse Agenda Item: 9 a & b

Description:

A public hearing is required to amend the Zoning Code. The amendment will give the Board of Adjustment authority to allow for adaptive reuse of existing special use building in residential districts that are functionally obsolete in order to improve the economic feasibility of a property by considering uses that are not otherwise permitted, but which, if properly designed and managed, would not create unacceptable impacts on surrounding properties or the immediate vicinity in general.

The City Planning Commission at their regular meeting of April 28, 2025 reviewed and recommended adding Adaptive reuse of special use buildings within residential districts as a special use.

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

Set public hearing

Date

June 5, 2025

Recommendation:

Hold public hearing and approve 1st reading.

Required Action

ORDINANCE ☒ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

ORDINANCE NO.

ORDINANCE AMENDING TITLE 20, BY ADDING ADAPTIVE REUSE OF A SPECIAL USE BUILDING TO USE REGULATIONS OF SECTIONS 20.20.020, 20.28.020, 20.32.020; ADDING SUBSECTION (30) ADAPTIVE REUSE OF SPECIAL USE BUILDING TO SECTION 20.68.040 SPECIAL USES DESIGNATED, AND ADDING SECTION 20.68.090 ESTABLISHING PURPOSE AND STANDARDS FOR ADAPTIVE REUSE OF SPECIAL USE BUILDINGS

WHEREAS, after publication of notice, the Planning Commission held a public hearing on April 28, 2025, to review proposed amendments to Title 20 Zoning, after which the Planning Commission recommended approval to the Keokuk City Council.

WHEREAS, the City Council, after holding a public hearing on June 19, 2025, and consideration of the report from the City Planning Commission hereby makes the following amendments to the Keokuk Municipal Code.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, LEE COUNTY, IOWA, THAT:

Section 1. Subsection 9 is added to Section 20.20.020, (R-1, Single Family Dwelling District of the Keokuk Municipal Code to read as follows:

(9) Adaptive Reuse of a special use building as provided in Section 20.68.040 (30)

Section 2. Subsection 4 is added to Section 20.28.020, (R-3 Two-Family Dwelling District) of the Keokuk Municipal Code to read as follows:

(4) Adaptive Reuse of a special use building as provided in Section 20.68.040 (30)

Section 3. Subsection 9 is added to Section 20.32.020, (R-4, Multiple Dwelling District) of the Keokuk Municipal Code to read as follows:

(9) Adaptive Reuse of a special use building as provided in Section 20.68.040 (30)

Section 4. Subsection 30 is added to Section 20.68.020, Designated Special Use of the Keokuk Municipal Code to read as follows:

(30) Adaptive Reuse of special use building as provided in Section 20.68.090.

Section 5. Add Section 20.68.090 establishing standards and procedures for Adaptive Reuse of Special Use Building to read as follows:

20.68.090 – Adaptive reuse of special use building.

1. *Purpose.* The purpose of this section is to allow for adaptive reuse of existing special use building in residential districts that are functionally obsolete in order to improve the economic feasibility of a property by considering uses that are not otherwise permitted, but which, if properly designed and managed, would not create unacceptable impacts on surrounding properties or the immediate vicinity in general.

2. Definitions.

- a. “*Adaptive reuse*” means the process as permitted and regulated by the zoning ordinance as a special use permit, of changing the use of an existing special use building located in a residential district when no other permitted uses in the zoning district are suitable, which would otherwise cause the building to fall into abandonment if not repurposed. A legal nonconforming use is prohibited as an adaptive reuse.
- b. “*Event Venue*” means A public or privately owned structure or place where people assemble for private social events not open to the general public. Examples include wedding ceremonies, wedding rehearsals, or wedding parties. Food and drink may or may not be served. The event venue is permanent in nature and is not a temporary use.

3. *Procedures.* Any request for adaptive reuse of existing special use building shall be reviewed by the Board of Adjustment

4. *Circumstances.* The Board of Adjustment may allow a use in a residential zone that is not specifically allowed in that zone if it is necessary to encourage adaptive reuse of a building under the following circumstances:

- a. It is unlikely that the primary building on the subject property could be preserved if only uses permitted in the underlying zone were allowed.
- b. Allowing a different use would preserve the character of the building and immediate vicinity.
- c. The use would not have a detrimental effect upon surrounding properties or the immediate vicinity.
- d. The adaptive reuse shall have no greater negative impact on the neighborhood than what the original use, if continued, could have under the terms of the ordinance.

5. *Uses.* The following uses may be considered for adaptive reuse of an existing special use permit in a residential district:

- a. Dwelling units. Density based on underlying zoning plus one additional dwelling unit;
- b. Event Venue;
- c. Other uses not listed above if determined through the review process to be compatible with surrounding properties and the immediate vicinity.

6. *Review Criteria.* The following criteria shall be used as the basis for determining compatibility with surrounding uses and approving, denying, or conditionally approving a request to allow the adaptive reuse of a nonresidential building in a residential district:

- a. The adaptive reuse would promote or aid in the preservation or rehabilitation of the primary building.
- b. No significant adverse impacts to public safety.
- c. Compliance with building and fire codes.
- d. Proposed management and operational procedures to minimize and mitigate potential impacts.
- e. Other factors not specified herein would create adverse impacts to the immediate vicinity.
- f. Any proposal that would adversely affect properties in the immediate vicinity shall be denied. The Board of Adjustment shall retain the right to revoke a permit issued under this section that fails to comply with any conditions of approval of said permit, or which operates in a manner inconsistent with representations made in the application.

Section 6. Severability.

If any section, provision or part of the ordinance codified in this chapter shall be adjudged to be 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 7. Repealer Clause.

All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 8. Effective Date.

This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Initial reading by the Council on this 19th day of June 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui

ROLL CALL: CRENSHAW – WALKER – MULLIN – CACKLEY – DADE –
ANDREWS – TILLMAN – BRYANT – GREENWALD –

AYES –

NAYS –

ABSENT –



COUNCIL ACTION FORM

Date: 6/19/2025

Presented By: El Anfaoui

Subject: Position/Wage/Salary Resolution Agenda Item: 10

Description:

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

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: By Department Title: Wages

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Annual Approval

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION SETTING FISCAL YEAR 2025-2026 SALARIES FOR
PERSONNEL OF THE CITY OF KEOKUK EFFECTIVE JULY 1, 2025**

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

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

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

The following positions, salaries, and wages be adopted for the Fiscal Year 2025-26.

PASSED AND APPROVED THIS 19TH DAY OF JUNE 2025

K.A. Mahoney, MAYOR

Celeste El Anfaoui, CITY CLERK

TITLE/POSITION	FT/PT	BASE PAY
		2025-2026
Police Chief	FT	\$107,934.75
Asst. Police Chief	FT	\$96,582.15
Police Captain	FT	\$84,486.23
Police Captain	FT	\$84,486.23
Police Captain	FT	\$84,486.15
Police Captain	FT	\$84,486.23
Police Sergeant	FT	\$80,485.37
Police Sergeant	FT	\$80,485.37
Police Sergeant	FT	\$80,485.37
Police Sergeant	FT	\$80,485.37
Police Detective	FT	\$74,186.81
Police Detective	FT	\$74,186.81
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 1st Class	FT	\$74,973.36
Officer 3rd Class	FT	\$61,440.23
Officer 3rd Class	FT	\$61,440.23
Comm. Supervisor	FT	\$56,998.15
Data Entry Clerk I	FT	\$44,148.51
Data Entry Clerk I	FT	\$41,617.17
Animal Control Officer	FT	\$44,238.92
Fire Chief	FT	\$104,235.86
Asst. Fire Chief	FT	\$85,473.52
Asst. Fire Chief	FT	\$85,473.52
Asst. Fire Chief	FT	\$85,473.52
Fire Lieutenant	FT	\$69,876.45
Fire Lieutenant	FT	\$69,876.45
Fire Lieutenant	FT	\$69,876.45
Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85

Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85
Firefighter 1st Class	FT	\$64,592.85
Firefighter 2nd Class	FT	\$58,953.30
Firefighter 3rd Class	FT	\$51,836.28
Firefighter 3rd Class	FT	\$51,836.28
Mayor	PT	\$16,212.00
Interim City Administrator	FT	\$135,000.00
Street/Vehicle Maint. Mgr.	FT	\$70,939.26
WPC Superintendent	FT	\$89,432.60
WPC Chief Operator	FT	\$70,560.00
Public Works Director	FT	\$101,479.61
Bridge,Cemetery, Park, Sanitation Mgr.	FT	\$76,651.31
Sewer Maintenance Manager	FT	\$68,109.14
Engineering Tech I	FT	\$60,295.73
Engineering Tech	FT	\$57,722.49
WPC Chemist	FT	\$67,949.28
City Clerk	FT	\$72,694.44
Admin. Secretary	FT	\$45,958.82
Deputy City Clerk	FT	\$58,508.57
Comm. Dev. Director	FT	\$84,082.16
Code Enforce. Officer	FT	\$48,538.67
Human Res./Payroll	FT	\$46,093.32
Biologist	FT	\$52,997.18
Airport Manager	FT	\$62,930.70
Cemetery Foreman	FT	26.52/hr
Cemetery Maint.	FT	25.38/hr
Bridge Maintenance	FT	25.38/hr
Bridge Foreman	FT	26.52/hr
Park Maintenance	FT	25.38/hr
Park Foreman	FT	26.52/hr
Class A Mechanic	FT	26.79/hr
Mechanic Foreman	FT	27.10/hr
Class A Mechanic	FT	26.79/hr
Sanitation Maint.	FT	26.06/hr
Sanitation Maint.	FT	26.06/hr
Sanitation Maint.	FT	26.06/hr
Sanitation Maint.	FT	26.06/hr
Sanitation Foreman	FT	26.52/hr
Sewer Maint. Foreman	FT	26.52/hr
Sewer Maintenance	FT	26.06/hr
Sewer Maintenance	FT	26.06/hr
Sewer Maintenance	FT	26.06/hr

Sewer Maintenance	FT	26.06/hr
Street Foreman	FT	26.52/hr
Street Maintenance	FT	25.38/hr
Street Maintenance	FT	25.38/hr
Street Maintenance	FT	25.38/hr
Street Maintenance	FT	25.38/hr
Street Maintenance	FT	25.38/hr
Operator Grade I	FT	24.86/hr
Operator Grade II	FT	28.52/hr
Plant Maintenance	FT	29.61/hr
Trainee	FT	23.90/hr
Library Director	FT	\$81,082.26
Information Service Clerk	FT	\$39,665.75
Information Service Clerk	FT	\$39,665.75
Youth Services	FT	\$46,733.87
Library Services Clerk	FT	\$39,707.64
Supervisor Library Services Clerk	FT	\$46,733.87
Library Pages	PT	\$10.00/hr
River Museum Curators	PT	\$8.50-\$10.50/hr
Animal Control Assistants	PT	\$8.25-\$9.00/hr
Water Pollution Lab Tech	PT	\$15.00
City Council Members	PT	\$200/month



COUNCIL ACTION FORM

Date: 6-19-2025

Presented By: El Anfaoui

Subject: Hotel/Motel Allocations Agenda Item: 11

Description:

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

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

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

Amount Budgeted: \$157,626

Actual Cost: \$157,626

Under/Over: _____

Funding Sources:

Hotel/Motel Tax Revenue _____

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Annual Approval

Date

6/16/23, 6/20/24

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION APPROVING ALLOCATION OF FUNDS FROM THE
HOTEL/MOTEL TAX BASED ON AN AMOUNT ESTIMATED FOR FY 2025-
2026**

WHEREAS, the City Council has developed a budget for the 2025–2026 fiscal period; and

WHEREAS, the City Council has requested the grand total allocated to hotel/motel \$157,626.00 now, therefore,

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

THAT, the new allocation of funds from the Hotel/Motel Tax based on an amount estimated for FY 2025-2026 are as follow:

(a)	Convention and Tourism Bureau.....	\$124,200.00
(b)	Keokuk Fine Arts Council.....	\$ 11,250.00
(c)	Keokuk Art Center.....	\$ 6,426.00
(f)	Rand Park Pavilion.....	\$ 6,750.00
(g)	Historic Preservation.....	\$ 4,500.00
(j)	Lake Cooper Foundation	\$ 4,500.00
	TOTAL	\$ 157,626.00

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

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

FURTHER THAT, The Council requests, at minimum, a semi-annual update from each organization receiving the funds allocated, with the exception of Convention and Tourism Bureau as stated above.

Passed & Approved this 19th day of June 2025.

K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 6/19/2025

Presented By: El Anfaoui

Subject: Petty Cash Agenda Item: 12

Description:

Annual approval of Petty cash funds.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☒

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Annual Approval

Date

6/2021, 6/2022, 6/2023, 6/2024

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION APPROVING THE PETTY CASH AND CHANGE FUNDS FOR
THE FISCAL YEAR 2025-2026**

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

THAT, the City Council approves the following Petty Cash and Change Funds for fiscal year 2025-2026:

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

Passed & Approved this 19th day of June 2025.

K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 6/19/2025

Presented By: El Anfaoui

Subject: Investment Policy Agenda Item: 13

Description:

Annual Approval of Investment Policy.(rev. 2019)

FINANCIAL

Is this a budgeted item? YES ☐ NO ☒

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Revised by City Attorney Jim Dennis

Annual Approval

Date

2019

2020, 2021, 2022, 2023, 2024

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

A RESOLUTION APPROVING THE INVESTMENT POLICY FOR FISCAL YEAR 2025-2026 FOR THE CITY OF KEOKUK

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

THAT, the City Council hereby approves the Investment Policy for fiscal year 2025-2026 for the City of Keokuk.

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

(Includes City Council, Library Board and Airport Commission)

SECTION I - SCOPE OF INVESTMENT POLICY

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

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

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

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

1. The Mayor and City Council.
2. All depository institutions or fiduciaries for public funds of the City Council.
3. The auditor engaged to audit any fund for the Keokuk City Council.

SECTION 2 - DELEGATION OF AUTHORITY

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

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

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

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

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

SECTION 3 - OBJECTIVE OF INVESTMENT POLICY

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

1. **SAFETY:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **LIQUIDITY:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **RETURN:** Obtaining a reasonable return is the third investment objective.

SECTION 4 - PRUDENCE

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

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

SECTION 5 - INSTRUMENTS ELIGIBLE FOR INVESTMENT

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

1. Interest bearing savings accounts and interest-bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the City of Keokuk. Deposits in any financial institution shall not exceed the sum approved by separate resolution of the Keokuk City Council.
2. Obligations of the United States government, its agencies, and instrumentalities.
3. Certificates of Deposit and other evidence of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12B.
4. Interest bearing accounts in the Iowa Public Agency Investment Trust, a jointly sponsored program for members of the Iowa League of Cities, The Iowa State Association of Counties, and the Iowa Association of Municipal Utilities.

SECTION 6 - PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

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

1. Reverse repurchase agreements.
2. Futures and options contracts.

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

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City of Keokuk fails to produce requested transaction records when requested by this public body within a reasonable time, the City of Keokuk shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7 - INVESTMENT MATURITY LIMITATION

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

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

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

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

SECTION 8 - DIVERSIFICATION

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

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury Bills or cash on hand shall be used at all times.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9 - SAFEKEEPING AND CUSTODY

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

SECTION 10 - ETHICS AND CONFLICT OF INTEREST

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

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

SECTION 11 - REPORTING

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

SECTION 12 - INVESTMENT POLICY REVIEW AND AMENDMENT

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

Passed & Approved this 19th day of June 2025.

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: 6/19/2025

Presented By: El Anfaoui

Subject: Economic Development Allocations Agenda Item: 14

Description:

Allocations of Economic Development funds as requested during the budget process.

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: 160-521-6380 Title: General Econ Development

Amount Budgeted: \$103,500

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

Budget Approved

Date _____

4/28/2025

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 ALLOCATING ECONOMIC DEVELOPMENT
FUNDS FOR FISCAL YEAR 2025–2026**

WHEREAS, WHEREAS, the City Council of the City of Keokuk, Iowa, has developed a budget for the 2025–2026 fiscal year; and

WHEREAS, the City Council has approved an allocation of \$103,500.00 to be paid from Economic Development funds, with a portion of these expenses potentially being reimbursed through Tax Increment Financing (TIF) funding;

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

THAT, the following allocations from Economic Development funds for FY 2025–2026 are hereby approved:

(a)	Main Street Keokuk Inc.....	\$65,000.00
(b)	Keokuk Economic Development Corp (KEDC)....	\$5,000.00
(c)	Lee County Economic Development Group.....	\$30,000.00
(f)	Southeast Iowa Reg. Port Authority.....	\$3,500.00
	TOTAL	\$ 103,500.00

AND BE IT FURTHER RESOLVED THAT, each organization receiving funds shall, at a minimum, provide an annual update to the City Council.

Passed & Approved this 19th day of June 2025.

K.A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: June 19, 2025

Presented By: Jim Ferneau

Subject: Annual Transfers Agenda Item: 15

Description:

The Transfer Resolution and attached Exhibit A authorize the City Clerk to transfer between money between funds that were contemplated within the FY2025 budget. There is a fund transfer we are seeking approval for that will close out the American Rescue Plan Act (ARPA) fund account. There is a fund transfer that will close out the negative balance that has existed in the Sewer Maintenance Equipment Replacement fund for several years, covered by Sewer Operating Funds. There is also a transfer from the General Fund to Fund 303, where SID Center costs are incurred, to cover the majority of the debt that has built up in this fund over a period of years.

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:

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Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

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MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

Meeting No. Paper No. Seconded By: _____

Introduced By:

**A RESOLUTION AUTHORIZING FUND TRANSFERS FOR THE
FISCAL YEAR 2025**

WHEREAS, Iowa Administrative Code (“IAC”) Sections 545-2.1 through 2.5 address City Finance budget amendments and fund transfers; and

WHEREAS, IAC Section 545-2.5 requires that all transfers of money between funds in the City budget forms must be approved by a fund transfer resolution of the City Council as defined in the IAC Section 545-2.1 to allow for transfers between funds; and

WHEREAS, the City Clerk has presented the list of each transfer to be completed in the fiscal year 2025 on the Exhibit A, incorporated herein, which includes a clear statement of the reason or purpose for transfer, the name of the fund from which the transfer is originating, the name of the fund into which the transfer is to be received, and the dollar amount to be transferred; and

WHEREAS, the transfers must be approved and completed in accordance with IAC 545-2.5;

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

Section 1. That the fund transfers listed and described in Exhibit A in the fiscal year 2025 are hereby approved and the City Clerk is hereby authorized and directed to complete the approved fund transfers.

Section 2. That the City Clerk is hereby authorized and directed to administer, as necessary, the approved fund transfers including any necessary cash transfers.

APPROVED and ADOPTED this 19th day of June, 2025.

ATTEST:

Celeste El Anfaoui
City Clerk

Kathy Mahoney
Mayor

Exhibit A
City of Keokuk
Fiscal Year 5 Fund Transfers

						1st Half	2nd Half
Fund initiating transfer:		Fund receiving transfer:		Amount:			
Employee Benefit	112-910-6910	General Fund	001-910-4830	\$ 2,369,852.00		\$ 1,184,926.00	\$ 1,184,926.00

Purpose:

To reimburse budgeted expenditures captured in the general fund for health insurance, retirement, FICA where the revenue from the Police & Fire retirement, FICA & IPERS, and other employee benefits tax levy is required to be deposited into a special revenue fund.

Fund initiating transfer:		Fund receiving transfer:		Amount:			
Employee Benefit	112-910-6910	Road Use Tax	110-910-4830	\$ 312,785.00		\$ 156,392.50	\$ 156,392.50

Purpose:

To reimburse budgeted expenditures captured in the road use tax fund for health insurance, retirement, FICA where the revenue from FICA & IPERS, and other employee benefits tax levy is required to be deposited into a special revenue fund.

Fund initiating transfer:		Fund receiving transfer:		Amount:			
Local Option Sales Tax	121-910-6910	General Fund	001-910-4830	\$ 140,000.00		\$ 70,000.00	\$ 70,000.00

Purpose:

To reimburse budgeted expenditures captured in the general fund for human development expenditures.

Fund initiating transfer:		Fund receiving transfer:		Amount:			
Local Option Sales Tax	121-910-6910	General Fund	001-910-4830	\$ 560,000.00		\$ 280,000.00	\$ 280,000.00

Purpose:

To reimburse budgeted expenditures captured in the general fund for infrastructure related expenditures.

Fund initiating transfer:		Fund receiving transfer:		Amount:			
Local Option Sales Tax	121-910-6910	General Fund	001-910-4830	\$ 700,000.00		\$ 350,000.00	\$ 350,000.00

Purpose:

To reimburse budgeted expenditures captured in the general fund for property tax relief.

Fund initiating transfer:		Fund receiving transfer:		Amount:			
Tax Increment Financing	125-910-6911	Debt Service	200-910-4831	\$ 1,041,869.00		\$ 520,934.50	\$ 502,934.50

Purpose:

To reimburse budgeted expenditures captured in the debt service fund for the debt payment on tax increment financed projects.

Fund initiating transfer:		Fund receiving transfer:		Amount:			
Tax Increment Financing	125-910-6911	Economic Development	160-910-4830	\$ 62,900.00		\$ 51,750.00	\$ 11,150.00

Purpose:

To reimburse budgeted expenditures captured in the Economic Development Fund for the project costs including economic development agency support, attorney fees, administrative staff costs on tax increment financed projects.

Fund initiating transfer:		Fund receiving transfer:		Amount:		
Tax Increment Financing	125-910-6911	Capital Improvement	301-910-4830	\$	30,000.00	\$ 15,000.00 \$ 15,000.00

Purpose:

To reimburse budgeted expenditures captured in the capital improvement fund for reimbursement of street construction costs.

Fund initiating transfer:		Fund receiving transfer:		Amount:		
Tax Increment Financing	125-910-6911	SID Center Capital Fund	303-910-4830	\$	100,000.00	\$ 76,700.00 \$ 23,300.00

Purpose:

To reimburse budgeted expenditures captured in the SID Center Capital Fund.

Fund initiating transfer:		Fund receiving transfer:		Amount:		
General Fund	001-910-6910	Bridge Fund	690-910-4830	\$	8,500.00	\$ 4,250.00 \$ 4,250.00

Purpose:

To reimburse budgeted expenditures captured in the Bridge fund for transit related services.

Fund initiating transfer:		Fund receiving transfer:		Amount:		
Economic Development	160-910-6910	American Recovery Plan	199-910-4830	\$	326,320.73	\$ 60,000.00 \$ 266,320.73

Purpose:

To Close Out the American Recovery Plan account that was expensed out.

Fund initiating transfer:		Fund receiving transfer:		Amount:		
General Fund	001-910-6910	SID Center Capital Fund	303-910-4830	\$	750,000.00	\$ - \$ 750,000.00

Purpose:

To reimburse account deficit that has grown over past few years for operation of SID Center

Fund initiating transfer:		Fund receiving transfer:		Amount:		
Sewer Operating Fund	610-910-6910	Sewer Maint. Equipment	612-910-4830	\$	577,527.69	\$ - \$ 577,527.69

Purpose:

To reimburse account deficit that has been in existence for several years.

\$ 6,979,754.42 \$ 2,769,953.00 \$ 4,191,801.42



COUNCIL ACTION FORM

Date: June 19, 2025

Presented By: Mayor Mahoney

Subject: Contract with Spark Consulting Agenda Item: _____

Description:

Authorize the Mayor to sign a contract with Rebecca Lawin McCarley, d.b.a. Spark Consulting to assist the Historic Preservation Commission with a Planning for Preservation project. The contract agrees to pay the consultant in an amount not to exceed \$18,575. The city will act as the fiscal agent for the HPC and will be reimbursed in full by the HPC and the state CLG department. The consultant will be paid in quarterly installments, the first of which will be when the contract is signed. The contract is set to expire October 31, 2026.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

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:

Staff recommend approving the motion.

Staff recommend aproving the motion.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

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MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

A CONTRACT FOR CONSULTING SERVICES TO ASSIST THE CITY OF KEOKUK
IN THE PREPARATION OF A PLANNING FOR PRESERVATION PROJECT

This agreement, entered into this 12th day of June 2025, by and between Keokuk Historic Preservation Commission, hereinafter referred to as the Commission and Rebecca Lawin McCarley, d.b.a. SPARK Consulting hereinafter referred to as CONTRACTOR; witnessed:

In order to accomplish the objectives of a Planning for Preservation project the COMMISSION and the CONTRACTOR for considerations and other conditions below, agree as follows:

1. The CONTRACTOR agrees to assist the COMMISSION in the performance of a Planning for Preservation project, as follows:

a. The CONTRACTOR will

- i. Develop a project research design
- ii. Communicate with project director as needed
- iii. Assist in the development and review of publicity related to the project
- iv. Develop and present two training sessions / public meetings in Keokuk
- v. Conduct a review of previous preservation/survey work completed in Keokuk
- vi. Complete basic research on the history of Keokuk to identify historic themes
- vii. Conduct a basic overview survey of the community to identify historic neighborhoods and potential survey areas
- viii. Develop a draft report for the Planning for Preservation project
- ix. Present a final public meeting on the project results in Keokuk
- x. Complete the final report for the Planning for Preservation project

as specified in the attached Contract between the COMMISSION and the Iowa Economic Development Authority through the Iowa State Historic Preservation Office, hereinafter referred to as the State Contract.

b. The COMMISSION will provide suitable people, including commission members and other interested residents of the community, hereinafter referred to as "volunteers," to:

- i. Work with the CONTRACTOR in scheduling and publicizing the public meetings and training sessions for the project
- ii. Provide local coordination and meeting spaces for the public meetings and training sessions
- iii. Assist the consultant in identifying sources on the history of Keokuk, historic buildings/neighborhoods, and historic photographs
- iv. Complete windshield survey work to create an initial list of historic resources in the community that is provided to the CONTRACTOR
- v. Complete additional research on selected properties and document them on Iowa Site Inventory forms, as desired
- vi. Review the draft report and provide comments to the CONTRACTOR
- vii. Complete photographs documenting project activities
- viii. Communicate with the state regarding any questions for the project and complete quarterly reports and any other requirements for the grant

- c. The CONTRACTOR will train the volunteers in the proper techniques for:
 - i. Completing windshield survey work
 - ii. Researching historic resources
 - iii. Completing Iowa Site Inventory forms
- d. The CONTRACTOR will also periodically review the work product produced by the volunteers to determine its quality, and the CONTRACTOR will conduct additional training of the volunteers as necessary to maintain the quality of their work product as required by the State Contract.
- e. The CONTRACTOR will prepare the following products as required by the State Contract:
 - i. Research design
 - ii. Two printed copies and an electronic copy in pdf of the draft report for the Planning for Preservation project
 - iii. Five printed/bound copies and two USB drives with an electronic copy in pdf of the final report for the Planning for Preservation project
 - iv. Historic Architectural and Archaeological Database (HADB) form
- f. The following acknowledgments will be included in all work products created as part of this project:

The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior.

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

- 2. The COMMISSION will pay the CONTRACTOR an amount not to exceed \$18,575 for services and expense reimbursement under this contract. The CONTRACTOR will be paid at a rate of \$80 per hour. The number of hours spent by the CONTRACTOR in fulfilling the terms of this Contract shall be reflected on a billing submitted to the COMMISSION. The billing shall specify hours by date and project phase. The COMMISSION will also reimburse the CONTRACTOR for automobile mileage, meals, lodging, and other expenses necessary to complete the duties and responsibilities of the Contract. The rate of reimbursement for mileage will be \$.39 per mile and \$90 per diem for meals and lodging.
- 3. The terms of this agreement shall begin upon the execution of this contract by the Chief Elected Official (Mayor/Chairman of the County Board of Supervisors) and shall terminate on October 31, 2026.
- 4. The COMMISSION may terminate this agreement at any time by giving notice by certified mail to the CONTRACTOR at 1630 Park Ave SE, Cedar Rapids, Iowa, 52403. In that event, equitable adjustment shall be made for all work completed prior to termination. The

adjustment shall be based upon the number of hours as certified by the CONTRACTOR times the hourly rate, plus expenses.

5. The CONTRACTOR may terminate this agreement by giving a 21-day notice by certified mail to the Chief Elected Official (Mayor). In that event, equitable adjustment shall be made for all work completed prior to termination. The adjustment shall be based on the number of hours worked as certified by the CONTRACTOR times the specified hourly rate, plus expenses.

6. Reproduction and use of the reports and documentation produced from this agreement shall be at the discretion of the COMMISSION.

7. The CONTRACTOR'S obligation and duties under this Contract shall not be assigned without the permission of the COMMISSION.

8. In performing the functions set forth in this agreement, it is understood and agreed that the CONTRACTOR is an independent CONTRACTOR and that all work performed hereunder shall be conducted in a professional and satisfactory manner. Furthermore, the CONTRACTOR shall hold harmless the COMMISSION for any injury or damage caused by the acts or omissions of the CONTRACTOR on employees or agents and the CONTRACTOR agrees to indemnify the COMMISSION for any such injury or damages.

9. This certification is required by Section 1352, Title 31, U.S. Code. The sub-grantee certifies, to the best of his or her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form 1963 "Disclosure Form to Report Lobbying," in accordance with instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for

making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

IN WITNESS, WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED THIS 12th DAY OF June 2025.

Rebecca Lawin McCarley
d.b.a. SPARK Consulting
CONTRACTOR

Kathie Mahoney
Mayor, City of Keokuk
CHIEF ELECTED OFFICIAL