

**AGENDA
CITY COUNCIL MEETING
July 17, 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 July 3, 2025;
 - Cash Receipts & Treasurer's Report for June 2023;
 - Resolution Approving a Liquor License for Chintz's, 1310 Main Street, Class C Retail Alcohol License – effective July 24, 2025;
 - Re-appointment of Katherine Marion and Renee Tatroe to the Keokuk Public Library Board, terms to expire July 1, 2031;
 - Re-appointment of Damon Cackley and Richard Beaird to the Depot Commission, terms to expire June 1, 2029;
 - Special Event Permit for United Way of the Great River Region, 21st Annual Back to School Festival, Friday August 8, 2025, 1 p.m. to 8 p.m. at Trinity United Methodist Church, 2330 Plank Road;
 - Sidewalk Display Permit for The Athletic Center, 521 Main Street;
 - Motion to pay bills and transfers listed in Register No.'s 5483-5485;
7. Motion to approve the second 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.
8. Consider resolution setting a public hearing for the Keokuk Municipal Airport Terminal Rehabilitation Project.
9. Consider resolution approving officer training reimbursement agreement with the Keokuk Police Department.
10. Consider resolution to submit to the electors a public measure to reduce the number of City Council Members to Five (5) Comprising Four (4) Ward Representatives and One (1) At-Large Member.
11. Consider resolution approving the purchase of a 2025 Freightliner Garbage Truck.
12. Motion to approve Special Event Permit for Brian Jobe, Rockin' On The River Festival, Saturday, August 23, 2025, 10 a.m. to 12 a.m. at the Rand Park Pavilion requesting BYOB.
13. Council Liaison Reports:
14. Staff Reports:
15. New Business:
16. Adjourn Meeting.

MINUTES
CITY COUNCIL MEETING
July 3, 2025
501 Main Street
5:30 P.M.

The City Council of the City of Keokuk met in regular session on July 3, 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: City Administrator Jim Ferneau, City Clerk Celeste El Anfaoui, Public Works Director Brian Carroll, Police Chief Zeth Baum, Water Pollution Control Manager Tom Wills, and Code Enforcement/Housing Casey Barnes.

MAYOR'S CORRESPONDENCE: Informed of upcoming area events and 4th of July celebrations.

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

- Minutes of the Regular Council meeting of June 19, 2025;
- **RESOLUTION NO. 243-2025:** Approving a Liquor License for Walmart Supercenter #1431, 300 North Park Drive, Class E Retail Alcohol License – effective July 21, 2025;
- **RESOLUTION NO. 244-2025:** Approving a Liquor License for Arrowhead Bowl, 3535 Main Street, Class C Retail Alcohol License – effective August 1, 2025;
- Motion to pay bills and transfers listed in Register No.'s 5480-5482;

Motion made by Greenwald, second by Crenshaw to Amend the previously introduced language of Ordinance Title 19-Plats and Subdivisions to reflect revised language.

Motion made by Greenwald, second by Bryant 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.

Roll Call Vote: AYES – Crenshaw, Cackley, Dade, Tillman, Mullin, Walker, Andrews, Bryant, and Greenwald. (9) AYES, (0) NAYS. Motion carried.

Motion made by Walker, second by Crenshaw to approve the following proposed **RESOLUTION NO. 245-2025:** “A RESOLUTION APPROVING A CONTRACT TO DEMOLISH 1728 J STREET.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Dade to approve the following proposed **RESOLUTION NO. 246-2025:** “A RESOLUTION APPROVING PURCHASE OF SMARTS VR TRAINING SYSTEM.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Walker, second by Greenwald to approve the following proposed **RESOLUTION NO. 247-2025:** “A RESOLUTION APPROVING \$25,000 PAYMENT TO MBRME FOR COMPLETION OF DEVELOPMENT PROJECT ON THE 600 BLOCK OF MAIN STREET.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Tillman to approve the following proposed **RESOLUTION NO. 248-2025**: “A RESOLUTION APPROVING THE MAYOR TO SIGN MEMORANDUM OF UNDERSTANDING (MOU) AGREEMENT BETWEEN THE CITY OF KEOKUK AND ImOn.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Tillman, second by Dade to approve the following proposed **RESOLUTION NO. 249-2025**: “A RESOLUTION APPROVING AMENDMENT FOR TIMEA STREET ENGINEERING.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Tillman, second by Bryant to approve the following proposed **RESOLUTION NO. 250-2025**: “A RESOLUTION APPROVING ROAD MAINTENANCE AGREEMENT CLOSEOUT WITH ITC MIDWEST, LLC.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Walker, second by Greenwald to approve the following proposed **RESOLUTION NO. 251-2025**: “A RESOLUTION APPROVING LEASE AGREEMENT WITH RIVER’S EDGE WELLNESS, PLLC FOR SUITE 103 AT THE SOUTHEAST IOWA DEVELOPMENT CENTER.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Tillman to approve the following proposed **RESOLUTION NO. 252-2025**: “A RESOLUTION APPROVING THE APPOINTMENT OF JAMES FERNEAU AS CITY ADMINISTRATOR AND AUTHORIZING THE APPROVAL AND EXECUTION OF THE EMPLOYMENT CONTRACT.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Dade, second by Bryant to approve the following proposed **RESOLUTION NO. 253-2025**: “A RESOLUTION AUTHORIZING THE MAYOR TO SIGN SUPPLEMENTAL AGREEMENT BETWEEN THE CITY OF KEOKUK AND THE IOWA DEPARTMENT OF TRANSPORTATION.” (9) AYES, (0) NAYS. Motion carried.

Motion made by Greenwald, second by Dade to approve the following proposed **RESOLUTION NO. 254-2025**: “A RESOLUTION AUTHORIZING THE MAYOR TO SIGN DEMOLITION CONTRACT FOR A SINGLE-FAMILY DWELLING LOCATED AT 1103 ORLEANS AVENUE.” (9) AYES, (0) AYES. Motion carried.

COUNCIL LIAISON REPORTS: Mayor Mahoney reported that the Road of Honor project is now complete and noted that the ribbon-cutting ceremony was an outstanding success.

STAFF REPORTS: Ferneau provided an update on new training requirements for newly elected officials and appointed board members.

Motion made by Tillman, second by Bryant to adjourn the meeting at 6:20 p.m.

CASH RECEIPTS
JUINE 2025

General Fund	\$	3,887,365.70
Park Maint./Improv. Total	\$	75.00
Road Use Tax	\$	561,219.99
Employee Benefit Total	\$	60,740.48
Sales Tax - Human Development Total	\$	96,912.15
Economic Development Total	\$	25,752.95
Library Trust Total	\$	10,777.74
American Rescue Plan Total	\$	266,320.73
Debt Service Total	\$	564,206.51
Capital Improv. Project Total	\$	2,988,049.11
Cap Equipt Purchase Total	\$	785,800.00
WPC Maint/Operation Total	\$	246,440.01
WPC Improvement Reserve Total	\$	3.81
Sewer Maint. Equipt. Repl Total	\$	577,527.69
Solid Waste Total	\$	386,947.31
Municipal Bridge Total	\$	19,047.96
Internal Service Fund Total	\$	63,288.81
TOTAL	\$	10,540,475.95

TREASURER'S REPORT

CALENDAR 6/2025, FISCAL 12/2025

FUND	ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	LIABILITY	END BALANCE
001	GENERAL	1,720,644.11	3,887,365.70	1,614,541.89	9,625.64	4,003,093.56
002	PARK MAINT/IMPROV	98,094.76	75.00	4,544.00	.00	93,625.76
087	PUBLIC WKS EQUIP REP	12,800.78	.00	.00	.00	12,800.78
110	ROAD USE	1,479,346.60	561,219.99	119,756.36	494.36	1,921,304.59
112	EMPLOYEE BENEFIT	1,897,725.32	60,740.48	1,346,086.73	.00	612,379.07
119	EMER - TAX LEVY	211,960.22	.00	.00	.00	211,960.22
121	SALES TAX - HUMAN DEV	1,761,735.68	96,912.15	700,000.00	.00	1,158,647.83
122	SALES TAX - INFRASTRUCT	.00	.00	.00	.00	.00
125	TAX INCREMENT FINANCING	968,584.89	.00	570,384.50	.00	398,200.39
160	ECONOMIC DEVELOPMENT	344,596.45	25,752.95	326,470.73	.00	43,878.67
167	LIBRARY TRUST	134,224.40	10,777.74	.00	.00	145,002.14
168	GRAND THEATRE RESERVE	1,051.17	.00	.00	.00	1,051.17
169	MARY E TOLMIE FUND	97,568.85	.00	.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-	266,320.73	.00	.00	.00
200	DEBT SERVICE	680,492.30	564,206.51	1,232,767.41	.00	11,931.40
301	CAPITAL IMPROV PROJECTS	1,849,879.02	2,988,049.11	302,243.07	.00	4,535,685.06
302	RIVERFRONT BARGE	.00	.00	.00	.00	.00
303	CAP EQUIP PURCHASES	769,255.99-	785,800.00	14,361.24	.00	2,182.77
304	CAPITAL PROJECT	14,617.17-	.00	4,192.50	.00	18,809.67-
500	PERPETUAL CARE	517,495.29	.00	.00	.00	517,495.29
610	WPC MAINT/OPERATION	1,961,291.66	246,440.01	847,432.68	5,513.33-	1,354,785.66
611	WPC IMPR RESERVE	993,884.49	3.81	838.63	.00	993,049.67
612	SEWER MAINT EQUIP REPL	577,527.69-	577,527.69	.00	.00	.00
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	310,488.52	386,947.31	147,764.34	989.10-	548,682.39
671	SOL WAS EQUIP PRELACE	.00	.00	.00	.00	.00
672	CAP PROJ REMEDIAL	.00	.00	.00	.00	.00
690	MUNICIPAL BRIDGE	1,891,027.23	19,047.96	74,497.92	6,722.71-	1,828,854.56
810	INTERNAL SERVICE FUND	9,835.11	63,288.81	60,853.60	.00	12,270.32
<hr/>						
Report Total		16,690,702.89	10,540,475.95	7,366,735.60	3,105.14-	19,861,338.10

RESOLUTION NO.

**A RESOLUTION APPROVING A CLASS C RETAIL ALCOHOL LICENSE
WITH OUTDOOR SERVICE FOR CHINTZ’S**

WHEREAS, Application has been made by Chintz’s Corp. for a Class C Retail Alcohol License with Outdoor Service for Chintz’s, 1310 Main Street; **AND**

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

WHEREAS, such an investigation has been conducted.

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

THAT, Chintz’s Corp. has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Retail Alcohol License with Outdoor Service for Chintz’s, 1310 Main Street, effective July 24, 2025, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 17th day of July 2025.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
K. A. Mahoney, Mayor

ATTEST: _____
Celeste El Anfaoui, City Clerk



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

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

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

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

1. APPLICANT INFORMATION

Applicant: United Way of the Great River Region
Name/Event: 21st Annual Back to School Festival
Coordinator: Mike Greenslaugh
Mailing Address: PO Box 251 Keokuk IA 52632 (515 Main Street)
Daytime Phone #: 319-5241-4504 Evening Phone #: 319-795-2349
Email Address: director@unitedwaygrr.org

2. EVENT INFORMATION

Type of Event:
Backpack give away program to prepare students for start of school - see
Days/Dates of Event: Friday August 8, 2025 press release attached
Time(s) of Event: (Include Set Up/Tear Down Time)
1 PM to 8 PM (Event time: 4 PM to 7 PM)
Event Location:
Trinity United Methodist Church 2330 Plank Road Keokuk
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 :) *see event map*
- ☐ Temporarily install structure in street right-of-way. *Plank Road after Burke Street*
- ☐ Permanently install structure in street right-of-way. *up to Washington Street*
- ☐ Use of City Park (specify park :)
- ☐ Parade (attach map of route and indicate streets to be closed)
- ☐ Walk/Run (attach map of route and indicate streets to be closed)
- ☐ Banner (specify location :)
- ☐ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft.
- ☐ Fireworks (specify location :)
- ☐ Other (please specify :)

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

- ☒ Street barricades *at least enough for 2 areas of closing*
- ☐ Emergency "No Parking" Signs
- ☐ Other (please specify :)

5. **SOUND SYSTEMS** *NA*

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 ☐ No If yes, how many? 1 porta potty

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

Contact Person: Mike Greenslaugh

Address: 515 Main Street Keokuk

Daytime Phone: 319-524-4504

Evening Phone: 319-795-2349

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**

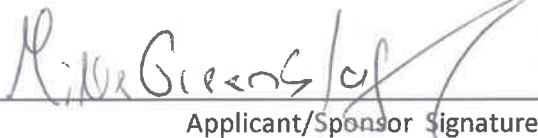
Applicant shall obtain and maintain a general liability insurance policy naming the City of Keokuk as additional insured using form IL7305 so as not to waive Owner's Governmental Immunity when conducting an **event on public property**. For **events** requiring an **alcohol license**, the minimum amount 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.

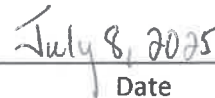
_____ Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

9. **AGREEMENT**

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

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


Applicant/Sponsor Signature


Date

DEPARTMENT APPROVALS

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

POLICE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

FIRE DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

PUBLIC WORKS DEPARTMENT

Signature: _____ Date: _____

Recommended Conditions: _____

OTHER

Signature: _____ Date: _____

Recommended Conditions: _____

CITY ADMINISTRATOR APPROVAL (City Council Approval)

City Administrator Signature Date Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____

Date of City Council Approval (if required): _____



United Way of the
Great River Region



PRESS RELEASE

For Immediate Release

Contact Information: Mike Greenslaugh director@unitedwaygrr.org

Phone: 319-524-4504

###

Back to School Festival
Friday, August 8 4 PM to 7PM
Trinity United Methodist Church

We are pleased to announce the **21st Annual Back to School Festival** will be held on Friday, August 8 from 4:00 PM to 7:00 PM at Trinity United Methodist Church. The Back to School Festival unites community partners to help students and families prepare for the upcoming school year.

"Community partners and sponsors make it possible to grow the event each year and increase the number of backpacks we can distribute to the tri-state area," says Mike Greenslaugh, Executive Director at United Way. "United is the way, every backpack we hand out is more than just school supplies—it's a message to each child that their community believes in them and is united behind their success."

The event is free and open to the public regardless of income or school district. Backpacks with selected school supplies will be distributed to students pre-kindergarten through high school. Students and families will have the opportunity to visit area agencies and organizations as well as enjoy games, activities, and food.

Want to get involved? This event would not be possible without the dedication of volunteers. Volunteer opportunities include packing backpacks with school supplies, event planning, and helping on August 8th. To become an event sponsor, make a donation and for more information, feel free to contact United Way at 319-524-4504 or director@unitedwaygrr.org for more information.

###

BACK TO SCHOOL SUMMER FESTIVAL AUGUST 8, 2025 4:00 – 7:00 PM
TRINITY UNITED METHODIST CHURCH 2330 PLANK ROAD, KEOOKUK IOWA

WASHINGTON STREET

TRASH TRUCK



DAY CARE PICK UP
AREA ONLY
Until 6:00 PM

FOOD

GAMES

GAMES

GAMES

Bouncy
House

Water
Station

FACE
Tattoos

GAMES

ICE CREAM
Sandwiches

DAY CARE AREA
CLOSED NO ENTRY



Participant Exit Only →

BACKPACK GIVEAWAY
Downstairs Fellowship Hall

BOOKS

Participants exit upstairs
for outdoor activities.

AGENCY INFO TABLES

PICNIC TABLES



AGENCY INFO TABLES

PICNIC TABLES

DAY CARE AREA
CLOSED NO ENTRY

Porta
potty
Volunteer Sign In
for Outside
stations only



Backpack & Meal Ticket Pick Up Enter Here

Registration and Line Up

Volunteer
Parking

LIMITED Participant PARKING
(additional parking High School parking lot)

Agency
Parking



FIRE TRUCK

KPD

LEE CO SHERIFF

LEE COMM

KVEC
Traffic

PLANK ROAD

Additional
PARKING
(High
School
Parking Lot)
→



Commercial General Liability Classification Schedule

Customer Number: 1000082208

Policy Number: A266231 08

Policy Period: 04/01/2025 to 04/01/2026

at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:

United Way of The Great River Region
PO Box 251
Keokuk, IA 52632-0251

Agency Name and Address:

LJ INSURANCE
515 MAIN STREET
KEOKUK, IA 52632
319-524-4223

14872

Commercial General Liability Classifications

Loc	Class Code	Description	Exposure	Premium Basis	Rate	Premium	Coverage
1	48558	Social Gatherings and Meetings - on premises not owned or operated by the insured - Not-For-Profit only	4	Locations	14.485 Included	\$58 Included	Prem/Ops Prod/Co
1	61227	Buildings or Premises - office - Not-For-Profit only	100	Area	98.138 Included	\$10 Included	Prem/Ops Prod/Co
2	61227	Buildings or Premises - office - Not-For-Profit only	600	Area	98.138 Included	\$59 Included	Prem/Ops Prod/Co
3	61227	Buildings or Premises - office - Not-For-Profit only	150	Area	98.138 Included	\$15 Included	Prem/Ops Prod/Co

Commercial General Liability Coverage Declarations

Customer Number: 1000082208

Policy Number: A266231 08

Policy Period: 04/01/2025 to 04/01/2026

at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:

United Way of The Great River Region
PO Box 251
Keokuk, IA 52632-0251

Agency Name and Address:

LJ INSURANCE
515 MAIN STREET
KEOKUK, IA 52632
319-524-4223

14872

Insured is a(n) Non-Profit Organization

Limits of Insurance

General Aggregate Limit (other than Products/Completed Operations) \$2,000,000

Products/Completed Operations Aggregate Limit \$2,000,000

Each Occurrence Limit \$1,000,000

Personal and Advertising Injury Liability Limit \$1,000,000

Damage to Premises Rented to You Limit \$100,000

Medical Expense Limit, Any One Person \$5,000

See attached Forms Schedule for forms and endorsements applicable to this coverage.

SIDEWALK DISPLAY PERMITS 2025-2026

07/17/2025 Council Meeting

The Athletic Center
521 Main Street

PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF JULY 17, 2025.

REGISTER NO. 5483

AMI PIPE & SUPPLY	PARTS/SUPPLIES	\$ 32.45
BARCO MUNICIPAL PRODUCTS, INC.	PARTS/SUPPLES	\$ 1,783.25
BEARING HEADQUARTERS CO.	PARTS	\$ 399.71
KEOKUK MUNICIPAL WATER WORKS	GARBAGE/SEWER BILLING	\$ 3,327.50
GATE CITY PUBLISHING	PUBLICATIONS	\$ 732.09
KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$ 510.00
HARTRICK'S LUMBER	SUPPLIES	\$ 212.87
RIVER CITY PARTS, INC.	PARTS	\$ 124.80
KERR FABRICATORS, INC.	FAB WORK ALUM ANGLE-BRIDGE	\$ 19.30
ACCESS SYSTEMS	SERVICE	\$ 192.87
MICROBAC LABORATORIES, INC	WPC TEST SAMPLES	\$ 2,281.50
TASKE FORCE, INC.	SERVICE	\$ 17,681.25
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 769.42
MCFARLAND-SWAN OFFICE CITY	SUPPLIES	\$ 160.95
ALLIANT	SERVICE	\$ 44,544.47
PETTY CASH-KEOKUK LIBRARY	SUPPLIES CRAFT PROGRAM	\$ 11.24
THE CARDBOARD BOX	UPS CHARGES WWTP	\$ 29.94
CENTURY LINK	SERVICE	\$ 762.45
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES WPC	\$ 982.18
MEYERS PLUMBING	PARTS/LABOR VARIOUS DEPT.	\$ 2,704.90
SHOEMAKER & HAALAND	ENGINEERING SERVICE	\$ 1,827.00
VAN METER INDUSTRIAL	PARTS/SUPPLIES-CREDIT ON ACCOUNT	\$ (25.09)
LJ INSURANCE INC	AIRPORT INSURANCE	\$ 13,879.00
GENERAL TRAFFIC CONTROLS, INC.	TRAFFIC LIGHT EQUIPMENT	\$ 328.00
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 1,542.45
ENDERLE HEATING & A/C COMPANY	PARTS/LABOR VARIOUS DEPT.	\$ 2,106.49
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$ 384.00
DOWNEY'S FIRE EQUIPMENT	ANNUAL EXTINGUISHER INSPECT.	\$ 3,320.56
HILL PRINTING	SUPPLIES	\$ 214.69
KEOKUK ART CENTER	HOTEL/MOTEL SUPPORT	\$ 6,426.00
KEOKUK FINE ARTS COUNCIL	HOTEL/MOTEL SUPPORT	\$ 11,250.00
MSKI	TIF FUNDING ALLOCATION	\$ 65,000.00
HOERNER YMCA	5ADULT MEMBERSHIPS KPD	\$ 1,963.50
TRI STATE WINDOW & POOL, INC	12GALLONS LIQUID CHLORINE WWTP	\$ 72.00
PER MAR SECURITY SERVICES	SERVICE	\$ 156.50
RAIRDEN'S AUTO SALVAGE &	SERVICE	\$ 120.00
NIEMANN FOODS, INC./ACE	PARTS/SUPPLIES	\$ 55.66
U.S. CELLULAR	SERVICE	\$ 711.51
FASTENAL COMPANY	SUPPLIES	\$ 758.40
USA BLUE BOOK	SUPPLIES	\$ 364.73

REGISTER NO. 5484

AT&T MOBILITY	SERVICE	\$ 722.32
FERGUSON ENTERPRISES LLC #1657	CREDIT ON ACCOUNT	\$ (470.20)
CAPITAL ONE	SUPPLIES	\$ 1,172.66
O'REILLY AUTOMOTIVE INC.	PARTS	\$ 1,149.36
MEDIACOM	SERVICE	\$ 206.34
LCL FARMS INC.	BIO SOLID SPREADING JULY 2025	\$ 6,500.00
MES SERVICE COMPANY, LLC	DYNA FIT SUSPENDERS KFD	\$ 179.67
HILL'S PET NUTRITION SALES,INC	ANIMAL CONTROL SUPPLIES	\$ 30.32
IOWA DEPT.OF NATURAL RESOURCES	PERMIT FEE MUNICIPAL AIRPORT	\$ 175.00
IMI EQUIPMENT, LLC	PARTS	\$ 1,111.90
LEXISNEXIS RISK DATA	SERVICE	\$ 151.23
STEELE ROOFING & CONSTRUCTION	CONTRACT WORK	\$ 14,995.00
EMPLOYEE BENEFIT SYSTEMS	INSURANCE PREMIUM AUG.2025	\$ 247,516.08
KEOKUK HISTORIC PRESERVATION	HOTEL/MOTEL SUPPORT	\$ 4,500.00
RAILROAD MANAGEMENT COMPANY	SEWER PIPELINE CROSSING RENT	\$ 4,384.53
ZETH BAUM	REIMB.TRAVEL EXPENSES	\$ 11.62
RELIABLE PEST SOLUTIONS	SERVICE KEOKUK PUBLIC LIBRARY	\$ 14.90
BRITE-WAY WINDOW SERVICE	WINDOW CLEANING AT CITY HALL	\$ 130.00
KEDC	TIF FUNDING ALLOCATION	\$ 5,000.00
CARD SERVICES	RENEW YEARLY WEBSITE LIBRARY	\$ 557.05
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 1,447.50
MIDWAY FREIGHTLINER,INC.QUINCY	CREDIT ON ACCOUNT	\$ (28.13)
WEST CENTRAL FS INC.	BULK OIL	\$ 2,643.30
INTERSTATE BATTERIES OF	BATTERIES	\$ 980.70
IOWA DEPARTMENT OF	TRANSPORT AIRMETER/BEAM MACHNE	\$ 100.00
VERIZON WIRELESS	SERVICE	\$ 772.82
IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	\$ 849.35
ACCO	POOL CHEMICALS/SUPPLIES	\$ 1,905.07
RAND PARK PAVILION	HOTEL/MOTEL SUPPORT	\$ 6,750.00
NFPA	2025-2026 MEMBERSHIP KFD	\$ 225.00
RNJ'S DISTRIBUTION INC.	WATER + FUEL SURCHARGE	\$ 56.50
SOUTHEAST IOWA REGIONAL	TIF FUNDING ALLOCATION	\$ 3,500.00
LIBERTY UTILITY IOWA	SERVICE	\$ 4,086.39
RICHARD MOORE	REIMB. SUPPLIES FARM&HOME PARK	\$ 336.89
LYNCH DALLAS, PC.	PROFESSIONAL SERVICES	\$ 1,115.00
ARMSTRONG TRACTOR LLC	MOWER	\$ 1,959.54
ROLAND MACHINERY COMPANY	PARTS STREET DEPT.	\$ 53.37
LABCONCO CORP.	LAB SUPPLIES - WPC	\$ 142.95
CINTAS CORP	SERVICE	\$ 1,931.30
COMMERCIAL CONTRACTING	AUTO LOCKS PARKS RESTROOMS	\$ 2,425.00
ICONNECTYOU	SERVICE	\$ 877.45
QUINCY MEDICAL GROUP	SERVICE	\$ 15.40
LAKE COOPER FOUNDATION	HOTEL/MOTEL SUPPORT	\$ 4,500.00

REGISTER NO. 5485

DOUG EWING PHOTO	PHOTO SERVICE FOR RD OF HONOR	\$ 200.00
RADIO KEOKUK	ADVERTISING	\$ 1,375.00
JAMES F. DENNIS	PROFESSIONAL SERVICES	\$ 6,499.36
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 600.00
IOWA ONE CALL	SERVICE	\$ 140.70
GREATAMERICA FINANCIAL SVCS.	SUPPLIES KPD	\$ 246.08
LEXIPOL LLC	ANNUAL LAW ENFORCEMENT	\$ 15,521.50
AIRNAV, LLC	RENEWAL BASIC LISTING AIRPORT	\$ 72.00
LIVE VOICE	ANSWERING SERVICE + HOLIDAY	\$ 436.43
SHARED IT INC	IT SERVICES VARIOUS DEPTS.	\$ 2,575.33
VERTICAL COMMUNICATIONS INC.	SERVICE	\$ 150.00
NAPA AUTO PARTS	PARTS VEH.MAINT & SANITATION	\$ 306.20
SCOTT'S ULTRA CLEAN LLC	JANITORIAL @ LIBRARY AND KPD	\$ 1,925.00
SchraGIS Solutions	GIS MAINTENANCE	\$ 300.00
BURLINGTON FIRE DEPARTMENT	FY26 ANNUAL EMS TRAINING	\$ 900.00
W&S CONTRACTING	DEMO @ 623 S. 3RD STREET	\$ 6,250.00
HENNIGES AUTOMOTIVE, INC	FRANCHISE FEE REBATE	\$ 8,297.90
HEY BRUCE INC.	MOWING & EQUIP MAINT.@ AIRPORT	\$ 997.50
DAN'S OVERHEAD DOORS & MORE	SERVICE HANGAR DOOR @ AIRPORT	\$ 2,360.00
MOTLEY FITNESS KEOKUK CORP.	6 MEMBERSHIPS KPD EXP.7/1/2026	\$ 2,076.00
JONES CONTRACTING CORP.	S.18TH ST RECONST.RIDGE-MAIN	\$ 436.76
CENGAGE LEARNING INC./GALE	KEOKUK PUBLIC LIBRARY	\$ 300.68
MH LOGISTICS CORP	PARTS	\$ 927.90
BOLTON & MENK, INC.	PROFESSIONAL SERVICES	\$ 5,193.50
BO BALENTINE	REIMB.TRAVEL EXPENSES	\$ 60.00
LEE COUNTY ECONOMIC	TIF FUNDING ALLOCATION	\$ 30,000.00
Accounts Payable Total		\$ 600,549.56



COUNCIL ACTION FORM

Date: July 17, 2025

Presented By: Broomhall

Subject: Amendment & first reading of new Subdivision Ordinance Agenda Item: 7

Description:

The Planning Commission held multiple meetings to review the proposed changes and, on April 28, 2025, recommended approving the ordinance and forwarding it to the City Council for consideration.

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

The council held a public hearing on June 19, 2026, Interim City Administrator Jim Ferneau suggested adding street lighting to design criteria section of the new code, city council members agreed to the suggestion. Following the public hearing, the proposed Subdivision Ordinance was amended to include additional language as follows: 19.28.100 Electric Distribution and Street Lighting: All improvements shall be designed and installed to meet the standards set forth by Alliant Energy, or any other subsequent provider to the City of Keokuk.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Held public hearing

Initial Reading Passed

Date

June 19, 2025

July 3, 2025

Recommendation:

Approve 2nd reading

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.

19.28.100 Electric Distribution and Street Lighting:

All improvements shall be designed and installed to meet the standards set forth by Alliant Energy, or any other subsequent provider to the City of Keokuk.

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 3rd day of July 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

Second reading by the Council on this 17th day of July 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: July 17, 2025

Presented By: Brian Carroll, PWD *BC*

Subject: Airport Terminal Rehab Project Agenda Item: _____

Description:

Sealed bids were received by the City of Keokuk, Iowa, in Lee County, Iowa, for the construction of certain Keokuk Municipal Airport improvements and work incidental thereto on an improvement project described in general as "Keokuk Municipal Airport: Terminal Rehabilitation" in accordance with the Plans and Specifications will be presented to the City of Keokuk and considered at a meeting presided over by the City Council, to be held at the City Hall Council Chambers at 501 Main Street, at 5:30pm on the 7th of August 2025. At such time and place, the City of Keokuk shall also hold a Public Hearing on the proposed Plans, Specifications, form of Contract and estimate of cost for the construction of said improvements hereinafter described in accordance with the provisions of Chapter 384, Code of Iowa, at 5:30pm on the 7th of August, 2025 at 501 Main Street. At the hearing, the City of Keokuk will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed form of Contract, and the estimate of the cost for the project.

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 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 PUBLIC HEARING FOR KEOKUK MUNICIPAL
AIRPORT TERMINAL REHABILITATION PROJECT**

WHEREAS the City Council of Keokuk, IA has determined that there is a need to improve the Terminal Building at the Municipal Airport; and

WHEREAS funding for this work is being provided by the FAA at 95% funding with a 5% local match; and

WHEREAS the local match for the total project is estimated at \$16,000; and

WHEREAS McClure Engineering has been retained to complete the plans, specifications, and estimate of costs for the project; and

WHEREAS the City Council sets the Public Hearing and Award of Contract for Thursday, August 7, 2025.

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that dates and times be set for the public hearing, and award of contract for the Airport Terminal Rehabilitation Project.

Passed this 17th day of July 2025

Mayor – Kathie Mahoney

Attest – Celeste El Anfaoui



COUNCIL ACTION FORM

Date: 7/17/25

Presented By: Chief Baum

Subject: Training Agreement-Newlan Agenda Item: 9

Description:

The hiring of Brandon Newlan as a police officer will require his attendance of the Iowa Basic Law Enforcement Academy tentatively scheduled for September 2, 2025 with graduation scheduled for December 19th, 2025. The tuition cost of the academy is \$6,750, which will be taken out of the line item noted below. The total investment into Newlan will be approximately \$29,725.52 which will come out of various line items, all of which are budgeted expenditures (salary, hiring process, etc). \$29,725.52 is the recoup-able amount should Newlan violate the terms of the agreement. It should be noted that the amount to be recouped is prorated per Iowa Code, dependent on the length of service completed post certification. The proration is: less than 1 year-100%, more than 1 year but less than 2 years-75%, more than 2 years but less than 3 years-50%, more than 3 years but less than 4 years-25%. The employment agreement is complete at 4 years of service post certification.

*This employment agreement is contingent on passing the medical requirements set forth by the state of Iowa

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: 001-110-6413 Title: Agencies

Amount Budgeted: \$27,000.00

Actual Cost: \$6,750.00

Under/Over: \$20,250.00

Funding Sources:

Departments:

Police _____

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

--

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.
RESOLUTION APPROVING OFFICER TRAINING REIMBURSEMENT
AGREEMENT

WHEREAS, the City of Keokuk, Iowa has approved employment of Brandon Newlan as a Police Officer; and

WHEREAS, the City of Keokuk, Iowa will invest considerable time and funds in Officer Newlan's training.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KEOKUK, STATE OF IOWA: that approves the Officer Training Reimbursement Agreement with Brandon Newlan.

PASSED, APPROVED, AND ADOPTED this 17th day of July, 2025.

K.A. Mahoney, Mayor

ATTEST:

Celeste El Anfaoui, City Clerk

**CITY OF KEOKUK
OFFICER TRAINING REIMBURSEMENT AGREEMENT**

This agreement is entered into by the City of Keokuk, Iowa, hereinafter referred to as "City" and Brandon Newlan, hereinafter referred to as "Employee".

THE INTENT OF THIS AGREEMENT IS TO PROVIDE FOR THE TRAINING OF Brandon Newlan AS A POLICE OFFICER, AND TO SPECIFY THE CONSIDERATION THAT Brandon Newlan PROVIDES THE CITY IN RETURN FOR THE TRAINING. IT SHALL NOT BE CONSTRUED IN ANY WAY AS AN EMPLOYMENT AGREEMENT WHICH WOULD PROFFER A PROPERTY RIGHT OR INTEREST ON Brandon Newlan.

1. The City and the Employee agree that the Employee will attend the Iowa Law Enforcement Academy at the expense of the City to receive certification as a Law Enforcement Officer in accordance with the Academy's training requirements. The training at the academy is scheduled to begin as soon as the Employee is accepted for the training class. The City shall pay the expense of training and shall pay the Employee's regular wages during this training. The Employee agrees that he/she will be responsible for reimbursing the City in accordance with the rules for reimbursement as stated hereinafter in this Agreement. The expenses which the Employee agrees to reimburse include the City's expenditure for the Employee's pre-employment physical MMPI, Hepatitis B series shots, new bulletproof vest, mileage, food, lodging and tuition while attending the Academy. All of these reimbursable costs are referred to as "total training expenses." The Employee will not be responsible for reimbursing the City for any time spent by the Employee performing services such as dispatching, filing, patrol work, or other work assigned by the City. An estimate of the "total training expenses" mentioned above are listed hereafter in Paragraph No. 21. "Total training expenses" will be based on the actual cost incurred by the City. as these costs become known.
2. Employee may, at the City's option, be required to work for the Keokuk Police Department while attending the training program, and may be required to patrol, dispatch, operate computer system, perform clerical tasks, or do other duties as assigned by the Chief of Police or the Chief's designee. The hours expended by Employee in attendance at the training course and service to the police department, other than drive time to and from the training course, shall be subject to the same limitations and compensatory time policies as apply to all police officers of the City.
3. Employee shall have a probationary period consistent with the Personnel Policy and State Law.
4. Employee shall serve as a full-time police officer of the City, after graduation from the Iowa Law Enforcement Academy and meeting all criteria needed to receive proper certification.

5. In consideration for providing for this training, Employee agrees to work for the City as a police officer for at least five (5) years from the date when the Employee graduates from the Iowa Law Enforcement Academy and has met all criteria needed to receive certification.
6. In the event the Employee does not successfully complete the training program, Employee shall be released from employment with the City, and Employee shall reimburse the City for its "total training expenses" incurred to that date in accordance with the terms set forth in Paragraph 10.
7. In the event the Employee voluntarily resigns from the Keokuk Police Department without having served as a certified police officer for at least five years, the employee shall reimburse the City for total training expenses incurred per the following Schedule:

The amount of reimbursement shall be determined as follows:

- (1.) If a law enforcement officer resigns less than one year following completion of approved training, one hundred percent (100%) of the total training expenses.
 - (2.) If a law enforcement officer resigns less than two years but more than one year after the completion of approved training, seventy-five percent (75%). If the officer begins employment with another law enforcement agency in Lee County or in a county adjacent to Lee County, or Iowa Highway Patrol, within this time period, one hundred percent (100%).
 - (3.) If a law enforcement officer resigns less than three years but more than two years after completion of approved training, fifty percent (50%). If the officer begins employment with another law enforcement agency in Lee County or in a county adjacent to Lee County, or Iowa Highway Patrol, within this time period, one hundred percent (100%).
 - (4.) If a law enforcement officer resigns less than four years but more than three years after completion of the approved training, twenty-five percent (25%). If the officer begins employment with another law enforcement agency in Lee County or in a county adjacent to Lee County, or Iowa Highway Patrol, within this time period, one hundred percent (100%).
8. If the Employee is dismissed during the probationary period or properly terminated by the City without having served as a certified officer for at least five years, the employee shall reimburse the City for the "total training expenses" incurred according to the schedule as defined in paragraph 7. If the employee is dismissed for any other reason, such as reduction in force, the employee shall not be required to pay the City for any unpaid training costs owed.

9. At the end of four years of service as a certified police officer, the amount owed for training expenses by Employee shall be zero dollars.
10. Payment of any training costs owed to the City by Employee shall be made in consecutive monthly payments in accordance with the following schedule:

Minimum monthly payment	Annual Percentage Rate
\$250.00 -	Four (4) %

The first payment shall be due thirty (30) days after the Employee's termination, and on the same date each month thereafter. Interest shall commence with the employee's date of termination and shall be calculated on the unpaid principal balance to the date of each installment paid with payments being credited first to accrued interest and then to the reduction of principal.

11. If Employee is killed or permanently and totally disabled as defined by Chapter 85 or Chapter 411 of the Iowa Code, while in the employ of the City, any training expenses shall cease.
12. This agreement may be amended or canceled only upon written agreement of both the City and the Employee.
13. Employee shall notify City of the employee's place of residence while in the employment of the City and/or until such time as the debt for total training expenses is satisfied in full.
14. If reimbursement is not made in accordance with this agreement, the Employee understands that the City at its Option may seek Employee's decertification as an Iowa Law Enforcement Officer.
15. This agreement is for the purposes of bona fide employment and not for the purpose of achieving certification for the officer by way of "sponsorship" through the academy.
16. This Agreement is to be governed by the laws of the State of Iowa. The parties hereto agree that any action, suit, or proceeding based upon any matter, claim, or controversy arising under this Agreement shall be brought solely in the State Courts located in South Lee County, Iowa. The parties hereto irrevocably waive objection to the venue of the above-mentioned Courts, including any claim that such action, suit, or proceeding has been brought in an inconvenient forum. Both parties hereby expressly acknowledge and agree that nothing contained in this Agreement shall be construed to require the parties to submit to mandatory arbitration or mediation in the event of a breach or dispute hereunder.

17. If any section, subsection, term, or provision of this Agreement or the application thereof to the Employee, the City, or a particular circumstance shall, at any extent, be invalid or unenforceable, the remainder of said section, subsection, term, or provision of this Agreement or the application of same to the Employee, the City, or particular circumstances other than that for which it was held valid or invalid or enforceable, shall not be affected thereby and each remaining section, subsection, term, or provision of this Agreement shall be valid and enforceable to the fullest extent of the law.
18. The persons signing this Agreement warrant and represent that they have the authority to sign as, or on behalf of, the party for whom they are signing.
19. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.
20. Both the Employee and the City hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding the reimbursement of "total training expenses" by the Employee, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or consideration have been solicited. No waiver, change, modification, or amendment of this Agreement shall be binding upon either party hereto unless in writing and signed by both the Employee and the City. The waiver by either party hereto of a breach of any subsequent breach of that provision or of any other provision or condition in this Agreement.

21. TRAINING EXPENSE AND REIMBURSEMENT SCHEDULE AND EMPLOYEE ACKNOWLEDGEMENT FORM

The following are the estimated training costs for EMPLOYEE for training at the _____ Iowa Law Enforcement Academy _____ from ____ 9/5/2025 _____ to ____ 12/19/2025 _____.

Required tuition/training courses cost	\$ <u>6,750.00</u>
Required training supplies and duty gear, PT clothing, bullet proof Vest	\$ <u>987.00</u>
Meals	\$ <u>1,700.00</u>
Physical	\$ <u>1,325.00</u>
Polygraph	\$ <u>100.00</u>
MMPI	\$ <u>300.00</u>
Wages at ILEA	\$ <u>15,327.00</u>
Mileage	\$ <u>3,236.52</u>

Pursuant to the Agreement, EMPLOYEE agrees to reimburse CITY in the following amount:

TOTAL AGREED REIMBURSEMENT AMOUNT **\$ 29,725.52**

EXECUTION OF AGREEMENT

Executed this _____ day of ____ July _____, 2025 ____.

EMPLOYEE:

CITY OF KEOKUK:

[Signature]

By: _____
Mayor

[Printed Name]

STATE OF IOWA)
) SS
COUNTY OF LEE)

I, Brandon Newlan, being first duly sworn on oath, do depose and state that I have read the attached OFFICER TRAINING REIMBURSEMENT AGREEMENT, that I have been provided the opportunity to ask questions about the terms of the Agreement, that my questions regarding the terms of the Agreement have been fully and sufficiently answered, and that I am now satisfied that I understand the terms of the Agreement, specifically and expressly including my obligations as set forth therein.

_____ Employee Date _____

Signature _____

_____Brandon Newlan_____

Print Name

SUBSCRIBED AND SWORN to before me by _____Brandon
Newlan_____ this _____day of _____, 2025_____.

Notary Public in and for said
County and State



COUNCIL ACTION FORM

Date: 7/17/2025

Presented By: Mahoney

Subject: Resolution to Submit Public Measure for Council Reduction Agenda Item: 10

Description:

This resolution proposes submitting a public measure to the voters of Keokuk to reduce the size of the City Council from its current structure (nine members) to five total members: four elected by ward and one elected at-large.

The proposed change is intended to increase efficiency, streamline decision-making, and align with current population and governance needs. If approved by voters at the November 4th, 2025 election, the new structure would take effect beginning with the next regular city election held in 2027.

This change would result in long-term cost savings in council compensation and administrative support, while incurring only minor upfront costs for ballot preparation, legal notices, and ward redistricting

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:

Approve the resolution requesting the Lee County Auditor to place the proposed council structure change on the ballot. Upon approval by voters, initiate redistricting of ward boundaries and update related ordinances to reflect the new composition.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

--

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO. _____

**A RESOLUTION TO SUBMIT TO THE ELECTORS A PUBLIC MEASURE TO
REDUCE THE NUMBER OF CITY COUNCIL MEMBERS TO FIVE (5),
COMPRISING FOUR (4) WARD REPRESENTATIVES AND ONE (1) AT-LARGE
MEMBER**

WHEREAS, the City of Keokuk currently operates under a Mayor-Council form of government with seven (7) council members elected from individual wards and two (2) at-large council members, for a total of nine (9) members, pursuant to Iowa Code Chapter 372; and

WHEREAS, the City Council desires to provide the voters of Keokuk the opportunity to consider a streamlined council structure that reflects current governance needs and enhances efficiency; and

WHEREAS, the proposed structure would consist of five (5) council members: four (4) elected by ward and one (1) elected at-large; and

WHEREAS, Iowa Code §§ 372.4 and 372.13 allow changes to the number of council members and ward structure through a public measure approved by voters;

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

1. That the following public measure be submitted to the qualified electors of the City of Keokuk at the next regular city election to be held on November 4th, 2025:

"Shall the City of Keokuk reduce the number of city council members to five (5), with four (4) members elected from wards and one (1) member elected at-large, effective beginning with the next regular city election following approval of this measure?"

2. The City Clerk is directed to certify this resolution to the **Lee County Auditor** and request that the public measure be placed on the appropriate election ballot in accordance with Iowa law.
3. Upon approval by a majority of voters, the City Council shall take all necessary steps to implement the change, including redistricting ward boundaries and amending relevant ordinances.

PASSED, APPROVED, AND ADOPTED this 17th day of July 2025.

K. A. Mahoney, Mayor

Attest: _____
Celeste El Anfaoui, City Clerk



COUNCIL ACTION FORM

Date: July 17, 2025

Presented By: Brian Carroll, PWD *BC*

Subject: Purchase of 2025 Freightliner Garbage Truck Agenda Item: _____

Description:

Purchase of a 2025 Freightliner M2 Plus, Cummins L9 350 HP diesel, Allison 3000 RDS automatic transmission, single axle chassis with dual drive Fontaine conversion, New Way Sidewinder 3.0 20yd automated side loader, frame mounted arm with 1,000 lifting capacity and 12' reach, dual joysticks, hydraulic hopper cover, hopper access ladder, triple camera system, work lights and strobe lights Garbage Truck for \$335,500 as approved in the FY 25-26 Budget. Pricing is per sourcewell contract.

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: 670-840-6710 Title: CAP EQUIP/REFUSE EQUIP REPLACE

Amount Budgeted: \$350,000

Actual Cost: \$335,500

Under/Over: \$14,500

Funding Sources:

Bond

Departments:

Santation

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

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date _____

Recommendation:

Staff recommends approval.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO _____

CITY COUNCIL VOTES

[illegible]

RESOLUTION NO.

**A RESOLUTION TO APPROVING THE PURCHASE OF A 2025
FREIGHTLINER GARBAGE TRUCK**

WHEREAS the council previously approved a 2025 Freightliner M2 Plus side loader garbage truck in the FY 25-26 budget; and

WHEREAS the truck is to be delivered within fourteen to twenty days; and

WHEREAS per sourcewell contract, the purchase price is \$335,500.

NOW THEREFORE; BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA: that the council approve the purchase of a 2025 Freightliner M2 Plus garbage truck for \$335,500.

Passed this 17th day of July 2025

Mayor – Kathie Mahoney

Attest – Celeste El Anfaoui



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: Brian Jobe
Name/Event: Rockin' on The River Festival
Coordinator: Brian Jobe - Gibb Mann Steven Glasgow
Mailing Address: 212 Washington St. ^{APT} #134
Daytime Phone #: 319-670-1255 Evening Phone #: _____
Email Address: briansmarcove@yahoo.com

2. EVENT INFORMATION

Type of Event: Music
Days/Dates of Event: 23rd 8th
August ~~2024~~ 2025 (Saturday)
Time(s) of Event: (Include Set Up/Tear Down Time)
Setup 10am tear down by 12am
Event Location: Rand Park Pavilion

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 :) Just the road directly behind pavilion intersection to intersection

☐ Temporarily install structure in street right-of-way

☐ Permanently install structure in street right-of-way

☒ Use of City Park (specify park :) Round Park

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

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

☐ Banner (specify location :)

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

☐ Fireworks (specify location :)

☐ Other (please specify :)

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

☒ Street barricades

☐ Emergency "No Parking" Signs

☒ Other (please specify :) Dumpster - picnic tables 6 tables

5. SOUND SYSTEMS

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

Duration of event: 12 hrs

Please indicate if the following will be used:

☒ Amplified Sound/Speaker System

☒ Public Address System

☒ Recorded Music

☒ Live Music

6. **SANITATION**

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

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

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

Contact Person: Brian Jobe

Address: 212 Washington #134 Keokuk

Daytime Phone: 319 676 1255

Evening Phone: 319 676 1255

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

9. **AGREEMENT**

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

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



Applicant/Sponsor Signature

7-1-25

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/04/2025

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 SHELTER INSURANCE COMPANIES 137 S RANDOLPH ST MACOMB, IL 61455-2207	CONTACT NAME SHELTER INSURANCE COMPANIES PHONE (A/C, No. Ext): (309) 836-3000 FAX (A/C, No): E-MAIL ADDRESS:
Insured STEVEN GLASGOW 523 EXCHANGE ST KEOKUK, IA 52632-5431	INSURER(S) AFFORDING COVERAGE INSURER A: Shelter Mutual Insurance Company INSURER B: Shelter General Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 23388 23361

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.

INSD LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			14-31-10254917-1	02/03/2025	02/03/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ See Dec \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ E.E. 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

CITY OF KEOKUK
501 MAIN ST
KEOKUK, IA 52632-5449

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

 Katelyn Snell

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

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): _____