

City of Knoxville  
City Council Meeting  
Monday, May 4, 2020 at 6:15 p.m.  
Teleconference

1. Call To Order

**MEMBERS PRESENT:**

Mayor Brian Hatch \_\_\_\_, Council Member Megan Suhr \_\_\_\_, Council Member John Gotta \_\_\_\_, Council Member Dylan Morse \_\_\_\_, Council Member Justin Plum \_\_\_\_, Council Member Jyl DeJong \_\_\_\_\_.

2. Citizen/Public Comments  
Discussion

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3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of April 20, 2020

Documents:

[04-20-20 COUNCIL MINUTES.PDF](#)

3.II. Accept Housing Board Meeting Minutes Of March 16, 2020

Documents:

[HOUSING MINUTES.PDF](#)

3.III. Accept Library Board Meeting Minutes Of April 15, 2020

Documents:

[LIBRARY MINUTES.PDF](#)

4. Item Agenda

4.I. Mayoral Reading Of Police Week Proclamation

Documents:

[POLICE WEEK PROCLAMATION.PDF](#)

4.II. Public Hearing - General Obligation Street Improvement Loan Agreement

- A. Open Hearing
- B. Filing of Affidavit of Publications- 04/30/2020
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.II.i. Approve Resolution Taking Additional Action On Proposal To Enter Into A General Obligation Street Improvement Loan Agreement

Documents:

4.III. Discussion And Possible Action Regarding Donated Leave Policies

4.IV. Approve Payment Of Claims

5. Reports

A. Mayor's Report

B. City Manager's Report

6. Adjourn

Motion \_\_\_\_\_ Second \_\_\_\_\_

Vote \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Tricia Kincaid, City Clerk

# COUNCIL MINUTES

## April 20, 2020

The City Council of the City of Knoxville, Iowa convened in regular session Monday, April 20, 2020 at 6:15p.m. via teleconference. Mayor Brian Hatch presided and the following Council Members were present: Megan Suhr, John Gotta, Dylan Morse, Justin Plum and Jyl DeJong. Staffs present were City Manager Aaron Adams, City Clerk Tricia Kincaid, Police Chief Dan Losada, Fire Chief Cal Wyman, Library Director Roslin Thompson and Streets Supervisor Kevin DeLong.

Motion by Morse; seconded by Suhr to approve the consent agenda as follows, all ayes.

1. Approve City Council Meeting Minutes of April 6, 2020
2. Accept Airport Commission Meeting Minutes of February 8, 2020
3. Accept Housing Board Meeting Minutes of February 17, 2020
4. Accept Water Board Meeting Minutes of April 14, 2020
5. Approve Reappointment of Wayne Westberg to the Airport Commission Board
6. Accept Joseph Weppler as Police Officer
7. Accept March 2020 CSO Report

Mayoral Reading of National Library Week Proclamation

Motion by Suhr, seconded by Gotta to Approve Resolution setting the Date for Public Hearing on Proposal to Enter into a General Obligation Street Improvement Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,200,000.00; all ayes.

Motion by Plum, seconded by Gotta to approve the installation of the new EOC system in a sum not to exceed \$20,000. City Manager Aaron Adams explained the City RFID lock system would increase security of the City Hall building and Fire Department and would likely be reimbursed for up to 85% of the cost by FEMA for these locks. Gotta, Morse, Plum and DeJong, Ayes, Suhr, No.

Motion by Morse; seconded by DeJong to approve payment of claims; all ayes.

90016	CAYLER CONSULTING LLC	POLICE CHIEF RECRUITMENT	\$375.00
90017	CENTRAL IOWA DISTRIBUTING INC	HAND DRYERS	\$1,947.00
90018	CITY OF KNOXVILLE	COBRA FOR RANDY PUYEAR	\$327.96
90019	LSQ FUNDING GROUP, L.C.	RENEWAL FOR SECURED CLOUD	\$153.00
90020	KEVIN DELONG	BOOT ALLOWANCE	\$144.44
90021	JANICE DITTMER	PASS REFUND	\$169.17
90022	RANDY EMAL	OCT 2019-MARCH 2020 PREMIUMS	\$3,699.85
90023	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND	\$15,286.87
90024	FIRE RECOVERY EMS	EMS MARCH BILLING	\$3,445.63
90025	GALLS INC	WOMENS SS SHIRT	\$106.52
90026	GRAINGER PARTS	WALL BASE MOLDING	\$2,004.29
90027	TODD HOFFMAN	BOOT REIMBURSEMENT	\$50.00
90028	HUBES GARAGE	SERVICE ON 2018 DODGE	\$38.80
90029	IA MEDICAID ENTERPRISE	GEMT PAYMENT LOCAL SHARE	\$37,107.62
90030	IOWA DEPT OF PUBLIC SAFETY	LINE CHARGE	\$978.00
90031	IOWA EMERGENCY VEHICLE	EQUIPMENT INSTALL ON 20 TAHOE	\$733.00

90032	ITPIPES	SERVICE AGREEMENT FOR SOFTWARE	\$1,600.00
90033	JOSH'S CONSTRUCTION	LINING FOR MANHOLES	\$12,600.00
90034	JOURNAL EXPRESS	3/2 COUNCIL MEETING	\$261.34
90035	CHELSEA KINGERY	SOCCER REFUND	\$60.00
90036	KNOXVILLE AVIATION	MONTHLY CONTRACTUAL SERVICES	\$3,467.91
90038	KNOXVILLE FARM & HOME INC	PUMP	\$1,438.42
90039	LISCO	PHONE/INTERNET	\$2,220.39
90040	MAINSTAY SYSTEMS INC	IOWA SYSTEM APRIL-JUNE	\$177.00
90041	MARION COUNTY AUTO BODY	COWL VENT COVERS FOR 2004 FORD	\$75.00
90042	MARTIN MARIETTA AGGREGATES	PEA GRAVEL	\$254.27
90043	MATERIAL HANDLING INNOVATIONS	HOIST INSPECTIONS	\$501.76
90044	MC CORKLE HARDWARE INC	GRASS SEED	\$152.00
90045	MENARDS	ROLLER COVERS	\$26.64
90046	MIDAMERICAN ENERGY COMPANY	2817 W LARSON ST	\$102.74
90047	MIDWEST OFFICE TECHNOLOGY INC	COPIER CHARGES	\$354.10
90048	MOTOR INN OF KNOXVILLE	2020 CHEVY EQUINOX	\$23,445.00
90049	NAPA	LATEX GLOVES	\$16.44
90050	NATIONAL PAPER & SAN SUPPLY	PAPER TOWELS	\$91.30
90051	O'REILLY AUTOMOTIVE INC	RETAINER CLIPS	\$3.99
90052	OFFICE DEPOT	OFFICE CHAIR	\$174.99
90053	ONE BEAT FOREMOST	AHP VENT COVID 19	\$5,112.23
90054	KAYLA PENA	SOCCER REFUND	\$30.00
90055	PIERCE FENCE CO	DOG PARK FENCE	\$35,309.55
90056	QUILL CORPORATION	INK CARTRIDGES	\$27.78
90057	RACEWAY TIRE & EXHAUST	TIRES	\$1,314.66
90058	RAMAEKER SCREEN PRINTING	AREA CLOSED SIGNS	\$300.00
90059	RED LION RENEWABLES LLC	WWTP	\$3,484.31
90060	SCI COMMUNICATIONS INC	100 ACCESS CARDS	\$568.93
90061	K & L THOMPSON, LLC	NEW BATTERIES FOR TRUCK 26	\$440.70
90062	DANELLE SLAY	SOCCER REFUND	\$30.00
90063	SPAHN & ROSE LUMBER	4x8 PLYWOOD	\$83.68
90064	SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION	\$377.50
90065	TK CONCRETE INC	2018 SIDEWALK PAY APP #10	\$39,928.04
90066	TRUE VALUE HARDWARE INC.	HYDRAULIC CEMENT	\$193.59
90067	UNITED HEALTHCARE	RESCUE OVERPAYMENT - BURNETT	\$494.79
90068	MANDY VANDERLINDEN	SOCCER REFUND	\$30.00
90069	VERIZON	VOICE/DATA PLAN	\$297.58
90070	VILLAGE CLEANERS	ALTERATIONS PANTS AND SHIRTS	\$92.25
90072	VISA	ALARM SYSTEM	\$3,355.08
90073	WALMART COMMUNITY	COVID 19 RESPONSE ITEMS	\$308.37
90074	WEX BANK	POLICE	\$5,007.68
90075	WINDSTREAM	ALARM LINE	\$150.04

Mayor's Report: Mayor Hatch wanted to remind citizens about the Covid-19 neighbor helping neighbor program, anyone at risk, home bound and have needs, urged to reach out to the hotline, 641-820-0679. Also want to thank Chief Wyman and his staff, all healthcare workers and first responders out there every day. Thank you to the school district after receiving some bad news that school is done for the year yet continuing to give our kids learning opportunities.

City Manager's Report: Aaron Adams stated the sidewalk project has been completed. The Trail project is continuing to move forward. The Roche Street Culvert project will be starting in the next week to week and a half. There is the anticipated May 4<sup>th</sup> Highway 14 work to begin. Lot of projects moving forward despite the somewhat limited circumstances.

Police Chief Dan Losada: Thank you for hiring the new Officer. Normally they would be brought forward to be sworn in, however tomorrow they will be sworn in with the Mayor. They will be introduced to council when we start having meetings again in the council chambers.

Fire Chief Cal Wyman: With the Covid-19 we continue to work with the hospital, Public Health and the Marion County Emergency Management Agencies. Things are still changing daily, trying to stay abreast of everything. Due to what the residents have done that's why we are seeing a lower count here than in other areas.

Motion by Gotta, seconded by DeJong to adjourn to closed session at 6:59 p.m.; all ayes.

Motion by Suhr, seconded by Plum to reconvene in open session at 7:23 p.m.

Motion by Gotta, seconded by Morse to adjourn at 7:24 p.m.

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Brian Hatch, Mayor

ATTEST:

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Tricia Kincaid, City Clerk

## MINUTES

Low Rent Housing Agency of Knoxville  
Location: Conference Room of the Housing Agency  
March 16, 2020

Present: Vice Chairman, Jerrold Jordan, Board Member(s) Annie Leonard, Brent Hanna and Teresa Higginbotham. Also present was Executive Director Susan Swartzendruber, Secretary for the Board.

Absent: Board Members: Chairman, Don Croghan.

Motion by Brent Hanna with second by Annie Leonard to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of February 17, 2020, the Occupancy Report and Stop Loss Monitoring Report.

Motion by Annie Leonard with second by Brent Hanna to approve the payment of claims. All voted aye.

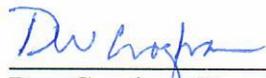
Discussion of operating budget for fiscal year ending March 31, 2020. Resolution to approve budget made by Annie Leonard with second by Brent Hanna. All voted aye.

Discussion of Executive Director's employment contract and possible increase in wages. The Board agreed that another 1-year contract should be signed. There is a place on the contract for the Executive Director and the Chairman to sign in the presence of a notary. Ms. Swartzendruber agreed to sign the contract with Mr. Croghan. Motion made by Brent Hanna with second by Annie Leonard to provide a salary increase in accordance with operating budget, to begin on April 1, 2020. All voted aye. Board recommendation is for the ED's contract to align with operating budget discussion moving forward.

Teresa Higginbotham entered at this time.

Discussion of monthly financial statements. Motion by Brent Hanna with second by Annie Leonard to approve the February 2020 monthly financial statements. All voted aye.

Motion by Brent Hanna and second by Annie Leonard to adjourn the meeting. All voted aye.



\_\_\_\_\_  
Don Croghan, Board Chairman



\_\_\_\_\_  
Susan Swartzendruber, Secretary

**Library Board of Trustees Meeting**  
**April 15, 2020**

The Knoxville Public Library Board of Trustees met on-line on Wednesday, April 15, 2020 at 8:30 a.m. This is due to the restrictions placed statewide because of the COVID-19 pandemic. Members present were Jean McKay, Pat Wilson, Mary Lane, Harv Sprafka, Bob Leonard, Scott Ziller, and Lindsey Carlson.

The meeting was called to order by Pat Wilson. Bob Leonard moved, Jean McKay seconded to approve the minutes of the March 18, 2020 meeting as mailed. Motion passed unanimously.

There was no correspondence.

Roslin gave the librarian's report for March 2020. The library closed on March 16 following the emergency proclamation from the Governor's office regarding the closure of schools and businesses. The city manager recommended the library and recreational center to be closed for safety reasons too. As of now, the library will remain closed until April 30. Circulation numbers reflect the closure with little circulation of physical items and more of electronic items since the library is promoting those resources more. 2,885 printed items were checked out from March 1 – 16, 849 non-print, and 1,686 other materials. Bridges and Kanopy are gaining numbers in particular. Library programs are being moved on-line as much as possible.

Under Media Strategy Plan, the library will advertise upcoming events in the usual media channels, especially social media. The mayor will read a proclamation about National Library Week (April 19 – 26) at the city council virtual meeting.

Mary Lane moved, Scott Ziller seconded that the financial report for March be approved. Motion was unanimous. Bob Leonard moved, seconded by Scott Ziller that the city trust report be approved. Motion passed unanimously. Ziller moved, Lane seconded the approval for payment of bills for April. Motion passed unanimously, and a copy is attached to the minutes.

Under Unfinished Business, the policies on collection development, personnel, and the Internet use are tabled until our new board member has had a chance to review them.

Under New Business, Pat Wilson welcomed Lindsey Carlson as the new member of the board. Her term runs from April 6, 2020 until June 30, 2024 to fill in Dave Garcia's term. Roslin will do an orientation session with Lindsey.

Roslin reported that the State Library has left it up to local governing bodies to determine whether to offer curbside delivery or pick-up to their communities. Bob Leonard moved, seconded by Scott Ziller to offer the needed service, but with safety for the staff and patrons in mind. Motion passed.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, May 20, 2020 at 8:00 a.m. at the Knoxville Public Library.

Roslin Thompson, secretary

**WHEREAS**, in 1962 the Congress and President of the United States designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the Knoxville Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Knoxville; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the police department of Knoxville has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; and

**WHEREAS**, since 1791 approximately 24,190 peace officers have lost their lives in the line of duty including 204 in Iowa, 3 in Marion County, and 1 from Knoxville;

**NOW, THEREFORE**, I, Mayor Brian Hatch, call upon all citizens of Knoxville and upon all patriotic, civil and educational organizations to observe the week of May 10 through 16, 2020, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**I FURTHER** call upon all citizens of Knoxville to observe Friday, May 15, 2020, as Peace Officers Memorial Day in honor those peace officers who, through their courageous deeds, have lost their lives or become disabled in the performance of duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Knoxville, Iowa to be affixed.

**DONE** at the City of Knoxville, Iowa this 4th day of May, 2020.

Brian Hatch, Mayor

MINUTES FOR HEARING AND  
ADDITIONAL ACTION ON ENTERING  
INTO A LOAN AGREEMENT

420024-44

Knoxville, Iowa

May 4, 2020

The City Council of the City of Knoxville, Iowa, met on May 4, 2020, at \_\_\_\_\_  
o'clock \_\_.m.

The City Council meeting will be held at the \_\_\_\_\_, in the  
City. However, due to federal and state government recommendations in response to COVID-19  
pandemic conditions, attendance at the meeting will be limited to 10 persons.

The meeting was called to order by the Mayor, and the roll being called, the following  
named Council Members were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place specified for taking action on the proposal to enter into a  
General Obligation Street Improvement Loan Agreement and to borrow money thereunder in a  
principal amount not to exceed \$1,120,000, the City Clerk announced that no written objections  
had been placed on file. Whereupon, the Mayor called for any written or oral objections, and  
there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member \_\_\_\_\_  
introduced the resolution next hereinafter set out and moved its adoption, seconded by Council  
Member \_\_\_\_\_. The Mayor put the question upon the adoption  
of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. 05-23-20

Resolution taking additional action on proposal to enter into a General Obligation Street Improvement Loan Agreement

WHEREAS, the City of Knoxville (the “City”), in Marion County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a General Obligation Street Improvement Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$1,120,000 for the purpose of paying the costs, to that extent, of undertaking street improvements, including the 2020 Highway 14 Improvement Project and the Fiscal Year 2021 Pavement Rehabilitation Program (the “Projects”), and pursuant to law and duly published notice of the proposed action has held a hearing thereon on May 4, 2020; and

WHEREAS, it is now necessary to take additional action with respect to the proposal to enter into the Loan Agreement;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Knoxville, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation bonds or notes be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 4, 2020.

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Mayor

Attest:

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City Clerk

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On motion and vote, the meeting adjourned.

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Mayor

Attest:

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City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
COUNTY OF MARION                   SS:  
CITY OF KNOXVILLE

I, the undersigned, City Clerk of the City of Knoxville, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the public hearing and additional action on the City Council’s intention of entering into a certain loan agreement in the future.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk