

City of Knoxville
City Council Meeting
Wednesday, September 4, 2019 at 5:00 p.m.
Municipal Building Council Chambers

1. Call To Order

MEMBERS PRESENT:

Mayor Brian Hatch ____, Council Member Megan Suhr ____, Council Member John Gotta ____, Council Member James Lane ____, Council Member Rick Kingery ____, Council Member Dylan Morse ____.

2. Citizen/Public Comments
Discussion

3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of August 19, 2019

Documents:

[8-19-19 MINUTES.PDF](#)

3.II. Accept Housing Board Meeting Minutes Of July 15, 2019

Documents:

[LRHA MTG MINUTES.PDF](#)

3.III. Set A Public Hearing For September 16, 2019 At 6:15 P.m. For A Zoning Map Amendment Under Chapter 9-1-3 And Chapter 9-2-2 To Change The Zoning Classification From M-1 Service Commercial/Light Industrial To C-1 Residential-Commercial

3.IV. Approve Resolution Approving A Federal-Aid Agreement Between The City Of Knoxville, Iowa And The Iowa Department Of Transportation

Documents:

[RES 09-21-19 DOT AGREEMENT.PDF](#)

4. Item Agenda

4.I. Approve Resolution Accepting Work And Approving Final Cost For The Youngs Park Improvement Project

Documents:

[RES 09-20-19 FINAL WORK YOUNGS PARK.PDF](#)

4.II. Discussion/Possible Action Regarding Traffic Control Changes At S. Roche & W. Robinson Intersection

4.III. 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

August 19, 2019

The City Council of the City of Knoxville, Iowa convened in regular session Monday, August 19, 2019 at 6:15p.m. in the City Hall Council Chambers. Mayor Brian Hatch presided and the following Council Members were present: Megan Suhr, James Lane, Rick Kingery and Dylan Morse via conference call. Staffs present were City Manager Aaron Adams, Assistant City Manager Heather Ussery, City Clerk Tricia Kincaid, Police Chief Dan Losada, Fire Chief Cal Wyman, Rec Center Director Brandon Nemmers and Planning/Zoning Administrator Bill Mettee.

Mayor Hatch asked for Citizen/Public Comments regarding items not on the agenda, there were none.

Motion by Kingery; second by Lane to approve the consent agenda as follows, all ayes.

1. Approve City Council Meeting Minutes of August 5, 2019.
2. Approve City Council Special Session Minutes of August 12, 2019.
3. Accept Airport Commission Meeting Minutes of June 22, 2019.
4. Accept Airport Commission Meeting Minutes of July 6, 2019.
5. Accept Water Board Minutes of August 13, 2019.
6. Accept Library Board Meeting Minutes of August 14, 2019.
7. Accept Alex Latchman as a Reserve Police Officer.
8. Accept July CSO Report.
9. Accept 2019 Knoxville Nationals Activity Report.
10. Accept Resignation of John Gotta from Board of Adjustment.
11. Approve June 2019 Financials.
12. Set a Public Hearing for September 3, 2019 at 6:15 p.m. for a Zoning Map Amendment Under Chapter 9-1-3 And Chapter 9-2-2 to Change the Zoning Classification from M-1 Service Commercial/Light Industrial to C-1 Residential/Commercial.

Motion by Morse, second by Lane to Approve Appointment of John Gotta to the Knoxville City Council; all ayes.

Mayor Hatch administered the Oath of Office to Council Member John Gotta.

Motion by Morse, second by Lane to Approve a Resolution to Guarantee Local Match for the Central Iowa Housing Trust Fund; Morse, Suhr, Gotta and Lane, ayes. Kingery, No.

Motion by Suhr, second by Lane to Approve Change Order #12, in the amount of \$6,138.75 for the Knoxville Public Library Expansion Project; all ayes.

Motion by Suhr, second by Morse to Approve Change Order #13, a credit of \$2,282.75 to not install tile on a wall for the Knoxville Public Library Expansion Project; all ayes.

Motion by Suhr, second by Lane to Approve Change Order #14, in the amount of \$1,502.15 for the Knoxville Public Library Expansion Project; all ayes.

Motion by Suhr, second by Lane to Approve Change Order #15, in the amount of \$2,964.37 for the Knoxville Public Library Expansion Project; all ayes.

Motion by Lane, second by Gotta to Approve Site Plan for 513 N Brobst Street; all ayes.

Motion by Lane, second by Suhr to accept a handout from Dan Forslund with Scooters Coffee.

Motion by Lane, second by Kingery to Approve Site Plan for Scooters Coffee; all ayes.

Motion by Suhr, second by Lane to Approve purchase of a new Fire Alarm Panel for the Recreation Center in the amount of \$7,985.00; all ayes.

Motion by Suhr, second by Lane to Approve payment of claims; all ayes.

88546	AFLAC	AFLAC-ACC/PRE	\$310.13
88547	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$2,260.93
88548	ICMA RETIREMENT TRUST	ICMA	\$1,139.59
88549	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	\$46.08
88622	DELTA DENTAL OF IOWA	R. THOMPSON PREMIUMS	\$25.73
88623	ABS SANITATION	JUNE 2019 SERVICE	\$82.00
88624	ALLIANT ENERGY	AIRPORT BUILDINGS	\$68.71
88625	HAWKEYE EXTERMINATORS	MERCY ONE SPRAY	\$74.90
88626	KNOXVILLE AVIATION	AIR STUDY/MERCY CREW QTRS	\$1,155.24
88627	MC CLURE ENGINEERING CO	ENGINEERING SERVICES	\$11,379.30
88628	MIDAMERICAN ENERGY COMPANY	AIRPORT BUILDING	\$116.68
88629	MIDWEST SANITATION SERVICE	DONE DEAL PORT-O-LET	\$951.27
88630	MYERS ELECTRICAL & PLUMBING	TERMINAL STOVE WIRING	\$388.73
88631	ROZENDAAL DRAIN CLEANING	DRAIN CLEANING	\$176.55
88632	SHILLING SEPTIC SERVICE	SEPTIC PUMP/DISPOSAL	\$900.00
88633	SPAHN & ROSE LUMBER	HANAR DOOR REPAIRS	\$65.84
88634	TITAN MACHINERY	SERVICE CUB CADET	\$1,492.75
88635	STEVEN UITERMARKT	TEAR OUT/REPLACE CONCRETE	\$5,800.00
88636	VAN RYSWYK P&H INC	FREON & LABOR	\$174.88
88637	ALLIANT ENERGY	EAST ELEMENTARY	\$71.17
88638	ASI SIGNAGE INNOVATIONS	DONOR WALL SIGNAGE & INST.	\$3,049.21
88639	BAKER & TAYLOR	INV 2034662299	\$1,501.79
88640	BEST BUY CREDIT SERVICES	TVS FOR LIBRARY	\$1,969.94
88641	BOOK PAGE	ANNUAL SUBSCRIPTION	\$348.00
88642	CENTER POINT LARGE PRINT	INV 1704231	\$129.42
88643	CENTRAL IOWA DISTRIBUTING INC	JANITORIAL SUPPLIES	\$159.80
88644	DELL MARKETING LP	DELL COMPUTERS	\$1,475.84
88645	DEMCO INC	SPINE LABELS	\$110.40
88646	THE DES MOINES REGISTER	ANNUAL SUBSCRIPTION	\$744.45
88647	FEH ASSOCIATES, INC.	FURNITURE, FIXTURE, EQUIP.	\$936.00
88648	HY-VEE INC	REFRESHMENTS FOR PROGRAM	\$20.39
88649	LAURA KEYES	HERSHEY CHOCOLATE COMPANY	\$320.00
88650	KNOXVILLE WATER WORKS	WATER @ GEBHARDT HOUSE	\$47.54
88651	KOCH OFFICE GROUP	INV 341934	\$205,128.63
88652	HEATHER LIBBY	SPRAY PAINT REIMBURSEMENT	\$57.35
88653	LIBRARY FURNITURE INTERNATIONAL	INV 6528	\$74,884.00
88654	MENARDS	STORAGE SHELVES	\$437.94
88655	MIDAMERICAN ENERGY COMPANY	213 E MONTGOMERY	\$1,683.91
88656	MIDWEST ALARM SERVICES	FIRE ALARM	\$652.31

88657	MIDWEST COMPUTER PRODUCTS	EPSON PROJECTOR & MOUNT	\$915.00
88658	NATIONAL BUSINESS	WHITE BOARDS FOR STUDY ROOMS	\$539.60
88659	OVER DRIVE, INC	FY20 BRIDGES E-BOOK SUB.	\$1,335.95
88660	QUILL CORPORATION	INV 8952886	\$436.49
88661	RAMAEKER SCREEN PRINTING	MAGNETS	\$189.61
88662	SCHOOL OUTFITTERS	FURNITURE FOR STUDY ROOM	\$931.07
88663	SCI COMMUNICATIONS INC	TRANSFER PHONES FROM EAST ELEM	\$1,186.03
88664	SPAHN & ROSE LUMBER	AC PLYWOOD	\$147.90
88665	STATE LIBRARY OF IOWA	FY20 STATEWIDE DATABASE SUB.	\$524.78
88666	SWANK MOVIE LICENSING USA	ANNUAL MOVIE LICENSE SUB.	\$418.00
88667	THE HOME DEPOT PRO	VACUUM BAGS	\$15.70
88668	THE LIBRARY CORPORATION	BARCODE LABELS	\$390.00
88669	ROSLIN THOMPSON	PANTHER SCULPTURE	\$113.52
88670	KATHY WILSON	PROGRAM SEPT. 17, 2019	\$175.00
88671	XEROX CORPORATION	COPIER LEASE	\$170.97
88672	AHLERS AND COONEY PC	LEGAL SERVICES	\$630.00
88673	ATOMIC TERMITE & PEST CONTROL	MONTHLY PEST CONTROL	\$80.00
88674	BOUND TREE MEDICAL LLC	INV 83299323	\$765.57
88675	BROWN'S SANITATION	WWTP	\$1,037.60
88676	CHRISTNER CONTRACTING INC	LIBRARY PAY APP #16	\$107,532.96
88677	CITY OF KNOXVILLE	COBRA	\$327.96
88678	DIAMOND VOGEL PAINTS	WHITE STREET PAINT	\$516.40
88679	ECONO SIGNS LLC	SAND BAGS	\$65.84
88680	ELECTRICAL ENGINEERING &	ASCO VALVES	\$715.65
88681	EMPLOYEE BENEFIT SYSTEMS	RANDY PUYEAR - COBRA	\$1,211.04
88682	EMSLRC	BLS CARDS	\$80.00
88683	FIRE RECOVERY EMS	JULY EMS BILLING	\$3,874.39
88684	GALLS INC	NAME PLATES	\$21.93
88685	GRITTERS ELECTRIC INC	FUSES	\$414.00
88686	IDEAL READY MIX CO	CONCRETE	\$403.75
88687	IOWA PARK & RECREATION ASSOC	IPRA MEMBERSHIP	\$170.00
88688	WINDSTREAM	ALARM LINE	\$148.93
88689	JETCO, INC	6 MONTH FLOW METER CALIB.	\$393.80
88690	JOHNSON CONTROLS	FIRE ALARM PANEL REPAIR	\$789.00
88691	JOURNAL EXPRESS	MEETING MINUTES 7-1-19	\$304.82
88692	KEYSTONE LABORATORIES INC	MONTHLY TESTING	\$2,046.20
88693	KNIA KRLS INC	PUBLIC SAFETY MESSAGE	\$89.75
88694	KNOXVILLE HOSPITAL & CLINICS	JULY MEDICATIONS	\$277.40
88695	KNOXVILLE AVIATION	Aug-19	\$3,467.91
88697	KNOXVILLE FARM & HOME INC	FAN	\$1,515.69
88698	KONE INC	ELEVATOR MAINTENANCE	\$200.01
88699	KYLE LARSON RACING	NATIONALS VENDOR REIMBURSEMENT	\$105.00
88700	LISCO	PHONE/INTERNET	\$2,198.39

88701	LOGAN CONTRACTORS SUPPLY INC	ULTRABOND	\$399.63
88702	MARION COUNTY HUMANE SOCIETY	15 ANIMALS	\$1,360.50
88703	MARION COUNTY SHERIFF	CELLEBRITE LICENSE	\$616.66
88704	TMAC MOTORSPORTS INC	NATIONALS VENDOR REIMBURSEMENT	\$105.00
88705	MENARDS	PLYWOOD & STAIN	\$191.81
88706	MIDAMERICAN ENERGY COMPANY	301 W RENO ST DEPT	\$504.35
88707	MODERN MARKETING	PUBLIC EDUCATION	\$559.56
88708	MOTOR INN OF KNOXVILLE	LAMP - CAR #34	\$190.48
88709	MUNICIPAL PIPE TOOL CO INC	LINING PROJ. PAY APP. 4	\$60,155.52
88710	CROSSROADS 5/92 NAPA	CAB AIR FILTERS	\$63.50
88711	NORRIS ASPHALT PAVING INC	COLD PATCH	\$863.35
88712	O'REILLY AUTOMOTIVE INC	AC CHARGE	\$57.97
88713	PRAXAIR DISTRIBUTION INC	MEDICAL OXYGEN	\$558.11
88714	PFM FINANCIAL ADVISORS LLC	INV. 13 2019 RETAINER	\$10,000.00
88715	QUALITY STRIPING, INC	HIGHWAY 14 REPAINTING	\$7,585.42
88716	RACEWAY TIRE & EXHAUST RAILROAD MANAGEMENT	936 TIRES	\$574.04
88717	COMPANY	SEWER PIPE CROSSING	\$235.41
88718	RICO ABREU RACING INC	NATIONALS VENDOR REIMBURSEMENT	\$105.00
88719	ROMAR	MOTOR OIL	\$170.38
88720	SANDRY FIRE SUPPLY	NOZZLES	\$593.15
88721	SCHOOL OUTFITTERS	BULLETIN BOARD	\$311.61
88722	K & L THOMPSON, LLC	INV 13733	\$784.99
88723	SNYDER & ASSOCIATES INC	I/I PROJECT ENGINEERING	\$1,050.00
88724	SPAHN & ROSE LUMBER	SHELF BRACKET	\$94.26
88725	SUDS ENTERPRISES, LLC	20 CAR WASH COUPONS	\$160.00
88726	THE FIRE STORE	BLADE	\$240.80
88727	TRUE VALUE HARDWARE INC.	ROPE	\$42.46
88728	US CELLULAR		\$319.36
88729	VAN METER & ASSOCIATES	HOW - TRAINING	\$140.00
88730	VERIZON	VOICE/DATA PLAN	\$298.06
88733	VULCAN INDUSTRIES INC	ASCO VALVES	\$921.00
88734	WALMART COMMUNITY	MONITOR & USB'S	\$286.96
88746	VISA	ICMA REGISTRATION	\$5,073.78
13169113	MASSMUTUAL	HARTFORD	\$68.52
13169114	IRS WITHHOLDING PAYMENTS	FED/FICA TAX	\$22,846.70
13169115	TOTAL ADMINISTRATIVE SERVICES	FLEX- MEDICAL	\$1,124.94
13169116	TOTAL ADMINISTRATIVE SERVICES	WATER DEPT TASC	\$272.30
13169117	TOTAL ADMINISTRATIVE SERVICES	R. THOMPSON TASC	\$40.00
13169118	KNOXVILLE RECREATION CENTER	MONTHLY BANK CHARGES	\$258.47
13169119	TREASURER-STATE OF IOWA	SEWER SALES TAX	\$5,343.00

Under Mayors Report: Library Open House is Saturday, August 24, 2019 at 10:00 a.m. Thank you to everyone involved during Nationals, was another successful year.

Under City Managers Report: Knoxville Leadership Academy is filling up for the fall session. There are a few more openings, those interested are encouraged to sign up soon. Also, upcoming election for City Council, papers can be pulled at City Hall or the Courthouse between August 26th and September 19th, but need to be turned in at the Courthouse.

Police Chief Dan Losada, Nationals report, activity was up 75%. We will have another Reserve Officer at the next council meeting. Officer Dykstra graduated the academy last Friday, he will be out patrolling on his 6 weeks. Operation Clean Sweep is done. Those properties that had issues, they are going back to follow up. Fire Chief Cal Wyman, Fired/Rescue helped out 6 nights at the track. 10 calls a night on average. The Pancake Breakfast went well, higher attendance this year.

Motion by Lane; second by Morse to adjourn at 7:14 p.m.; all ayes.

Brian Hatch, Mayor

ATTEST:

Tricia Kincaid, City Clerk

MINUTES

Low Rent Housing Agency of Knoxville
Location: Conference Room of the Housing Agency
July 15, 2019

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

Absent Board Member(s): Annie Leonard.

Motion by Jerrold Jordan with second by Brent Hanna to accept the consent agenda. The consent agenda included the minutes of the Annual Board Meeting of June 24, 2019, minutes of the regular Housing Board Meeting of June 24, 2019, the occupancy report, and the stop loss monitoring report. All voted aye.

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

Resolution by Jerrold Jordan with second by Brent Hanna to accept the PHAS score rating for March 31, 2018. This score rates the Public Housing program. The Housing Agency received a 78 out of a 100 possible points and is considered a high performer. All voted aye.

Resolution by Brent Hanna with second by Jerrold Jordan to accept the SEMAP score rating. This score rates the Housing Choice Voucher program. The Housing Agency received a 92% and is considered a high performer. Teresa Higginbotham entered at this time. All voted aye.

Discussion/Resolution to approve the Declaration of Trust for the 2018 Operating Funds was made by Brent Hanna with second by Jerrold Jordan. All voted aye.

Discussion/Motion to approve the 2017 CFP final budget. Motion made by Jerrold Jordan to accept the 2017 CFP final budget with second by Teresa Higginbotham. All voted aye.

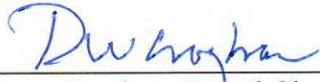
There was a line item on the agenda for budget revision. However; it's not back from the fee accountant yet. Will again place it on next month's agenda.

Discussion and Resolution to approve updated General Depository Agreement. Housing Agencies are required to select depositories of its funds with financial institutions whose deposits or accounts are insured by FDIC or NCUSIF. Brent Hanna made the Resolution to approve the updated General Depository Agreement with second by Teresa Higginbotham. All voted aye.

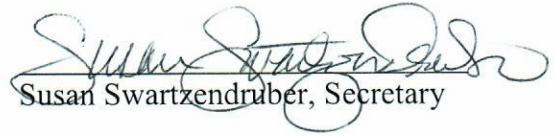
Brief discussion on HAP usage. HAP usage is steady and in the \$65-70,000 range monthly. However; our overall numbers (UML's) are holding steady and not increasing significantly. If fully funded, our HA could serve up to 263 families monthly.

Motion by Jerrold Jordan with second by Teresa Higginbotham to approve the monthly financial statements for May 2019 for both programs. All voted aye.

Motion by Brent Hanna with second by Teresa Higginbotham to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Susan Swartzendruber, Secretary

RESOLUTION NO. 09-21-19

RESOLUTION APPROVING A FEDERAL-AID AGREEMENT
BETWEEN THE CITY OF KNOXVILLE, IOWA AND THE
IOWA DEPARTMENT OF TRANSPORTATION

BE IT ENACTED by the City Council of the City of Knoxville, Iowa:

WHEREAS, the City of Knoxville is in the process of developing and completing the following described project, to wit: Competine Creek Trail, Phase II from near Knoxville Hospital to S. 5th Street in the City of Knoxville, Marion County, Iowa; and,

WHEREAS, the City has received federal funding through the Iowa Transportation Alternatives Program (Iowa's TAP), which is funded by the Surface Transportation Block Grant Program (STBG), as codified in Section 133 of Title 23, United States Code (U.S.C.), which are hereinafter referred to as STBG funds; and,

WHEREAS, in consideration of receiving said funds it is necessary for the City and the Iowa Department of Transportation to enter into a Federal-Aid Agreement for a Iowa Transportation Alternatives Program (Iowa's TAP) Project; and,

WHEREAS, City staff has reviewed said agreement and is recommending to the Council that the City enter into said Federal-Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Knoxville, Iowa that the Iowa Department of Transportation Federal-Aid Agreement for Project # TAP-U-4040(611)-81-63 for the development and completion of the Competine Creek Trail, Phase II from near Knoxville Hospital to S. 5th Street Project between the City and the Iowa Department of Transportation is hereby approved and the Mayor and City Clerk are hereby authorized to enter into said agreement on behalf of the City.

Passed and approved by the City Council this 4th day of September, 2019

ATTEST:

Brian J. Hatch, MAYOR

Tricia Kincaid, CITY CLERK

RESOLUTION NO. 09-20-19

**RESOLUTION ACCEPTING WORK AND APPROVING
FINAL COST FOR THE YOUNGS PARK IMPROVEMENT PROJECT**

WHEREAS, as a final step in a capital improvement project, the City Council is required to pass a Resolution accepting the completed work; and,

WHEREAS, this project included a new skatepark, playground structure, bathroom facility and underground infrastruce replacement; and,

WHEREAS, the work was reviewed by the City Staff and meets the requirements of the plans and specifications for the project; and

WHEREAS, the City Council and Staff have determined that the capital improvements project known as the “Young’s Park Improvement Project” is ready to be accepted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Knoxville, Iowa that the capital improvements project known as the “Young’s Park Improvement Project” is hereby accepted by the City of Knoxville, Iowa in the amount of \$1,389,858.50.

PASSED AND APPROVED by the Council this 3rd day of September 2019.

Brian Hatch, Mayor

ATTEST:

Tricia Kincaid, City Clerk