

City of Knoxville
City Council Meeting
Monday, June 1, 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

3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of May 18, 2020

Documents:

[05-18-20 COUNCIL MINUTES.PDF](#)

3.II. Accept Housing Meeting Minutes Of April 20, 2020

Documents:

[HOUSING MINUTES.PDF](#)

3.III. Approve Class C Liquor License For Atlantic & Pacific Pub

3.IV. Approve Class C Liquor License For Dollar General Store #6820

3.V. Approve Class C Liquor License For Knoxville 66

3.VI. Approve Reappointment Of Kirsten Meyers To Planning & Zoning Commission

Documents:

[PLANNING AND ZONING COMMISSION.PDF](#)

3.VII. Approve Designation Of City Official Newspaper As The Des Moines Register

4. Item Agenda

4.I. Approve Appointment Of Police Chief Aaron Fuller

4.II. Approve Resolution Authorizing And Approving A Loan Agreement, Providing For The Sale And Issuance Of General Obligation Corporate Purpose Bonds, Series 2020A, And Providing For The Levy Of Taxes To Pay The Same

4.III. Discussion And Possible Action Regarding Vacating And Sale Of A Portion Of North Attica Road Lying North Of East Marion Street

4.IV. Approve Payment Of Claims

5. Reports

- A. Mayor's Report
- B. City Manager's Report

6. Adjourn To Closed Session According To Section 21.5 (J) (Real Estate) Of The Iowa Code

6.I. Closed Session

7. Reconvene In Open Session And Council Action As Needed

8. Adjourn To Closed Session According To Section 21.5(I) (Personnel) Of The Iowa Code

8.I. Closed Session

9. Reconvene In Open Session And Council Action As Needed

10. Adjourn

Motion _____ Second _____

Vote _____ Time _____

Tricia Kincaid, City Clerk

COUNCIL MINUTES

May 18, 2020

The City Council of the City of Knoxville, Iowa convened in regular session Monday, May 18, 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, Interim Police Chief Corey Derby, Fire Chief Cal Wyman and Water Reclamation Superintendent Pat Murphy.

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

1. Approve City Council Meeting Minutes of May 4, 2020
2. Accept Water Board Meeting Minutes of May 12, 2020
3. Approve February 2020 financials
4. Approve March 2020 financials
5. Accept April 2020 CSO Report
6. Approve Resolution to approve tax abatement application for construction of a new single-family dwelling.

Mayoral Reading of National EMS Week Proclamation.

Mayoral Reading of National Public Works Week Proclamation.

Motion by Suhr, seconded Plum to Approve Resolution setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2020A and authorizing the use of a preliminary official statement in connection therewith; all ayes.

Motion by Gotta, seconded by DeJong to approve Resolution approving an agreement between the City of Knoxville, Iowa and Black Oak Pumping for biosolids hauling; all ayes.

Motion by Suhr, seconded by Plum to approve pay application #1 for the Roche Street Culvert Replacement Project; all ayes.

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

90150	ABSOLUTE SCIENCE	SUMMER READING PROGRAM 2020	\$200.00
90151	ALLIED OIL & TIRE COMPANY	5 GAL HYDRAULIC OIL	\$239.20
90152	AMERICAN FENCE COMPANY	WALK IN GATE	\$2,502.00
90153	APPEARANCE MATTERS	WINDOW CLEANING	\$395.00
90154	ATOMIC TERMITE & PEST CONTROL	MONTHLY SPRAY OF CITY HALL	\$80.00
90155	KEEPITSAFE, INC.-LIVEVAULT	90 DAY RETENTION	\$228.18
90156	BOUND TREE MEDICAL LLC	AED BATTERY	\$286.86
90157	BROWN'S SANITATION	12YD ROLL OFF	\$1,357.60
90158	CENTRAL IOWA DISTRIBUTING INC	DISPENSERS AND SANITIZER	\$219.00
90159	CREATIVE LANDSCAPING	PROPERTY MOWED 905 ROBINSON	\$96.00
90160	KEVIN DELONG	FLOWERS FOR POTS BY CHAPEL	\$18.00
90161	DENT ELIMINATORS	TINT FOR DTF VEHICLE	\$350.00
90162	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND	\$14,984.38
90163	FIRE RECOVERY EMS	EMS BILLING FOR APRIL	\$3,476.66
90164	GALLS INC	UNIFORMS SUPPLIES FOR WEPPLER	\$525.79
90165	GRAINGER PARTS	FILTERS	\$298.32
90166	GRITTERS ELECTRIC INC	600 VOLT CC TD FUSE/WORK	\$368.12

90167	HUBES GARAGE	FRONT ROTOR/BRAKE PADS	\$563.04
90168	IDEAL READY MIX CO	CONCRETE FOR PAD	\$1,648.75
90169	IOWA FLUID POWER	FOUR WAY VALVE	\$1,146.80
90170	IOWA LAW ENFORCEMENT ACADEMY	MMPI FOR WEPPLER	\$200.00
90171	J & B CONCRETE INC	CONCRETE FOR PAD	\$1,260.72
90172	JOURNAL EXPRESS	MEETING FOR 4/6/20	\$323.12
90173	KARL CHEVROLET	UPFIT ON 2020 EQUINOX	\$2,073.00
90174	KEYSTONE LABORATORIES INC	APRIL TESTING	\$1,206.00
90175	KNOXVILLE HOSPITAL & CLINICS	APRIL MEDS	\$74.92
90177	KNOXVILLE FARM & HOME INC	SAW KIT/SAW BLADES	\$1,786.14
90178	KNOXVILLE WATER WORKS	SEWER RENT COLLECTION	\$4,408.96
90179	JASON KOLLUM	SUMMER READING PROGRAM	\$250.00
90180	KONE INC	ELEVATOR MAINTENANCE	\$207.00
90181	LOGAN CONTRACTORS SUPPLY INC	MASTIC ONE PLEXI MELT	\$9,450.00
90182	MARTIN MARIETTA AGGREGATES	ROAD STONE	\$580.93
90183	CHRIS MASON	SHELTER REFUND	\$35.00
90184	MIDWEST OFFICE TECHNOLOGY INC	COPIER CHARGES	\$436.50
90185	MINUTEMAN INC.	WINDOW ENVELOPES	\$218.75
90186	ETHAN MURRA	BOOT ALLOWANCE	\$50.00
90187	NATIONAL PAPER & SAN SUPPLY	CLEANING GLOVES	\$73.21
90188	OFFICE DEPOT	BIN/HOOKS/SHELVING/SIGN/PENS	\$246.71
90189	OVERALL BUDDIES	PROGRAM ONLINE	\$50.00
90190	PETE FARMS PERFORMANCE	BOOMTRUCK ENGINE REPAIR	\$1,196.00
90191	PLUMB SUPPLY COMPANY	FIRE HOSE ENDS	\$32.26
90192	PRAXAIR DISTRIBUTION INC	EMS OXYGEN	\$584.48
90193	RACEWAY TIRE & EXHAUST	TIRE FOR CAR 32	\$584.72
90194	SUZANNE RAWLEY	SHELTER HOUSE REFUND	\$35.00
90195	RED LION RENEWABLES LLC	WWTP	\$5,332.26
90196	ROMAR	OIL	\$88.78
90197	MIKE SCHNEIDER	ONLINE PROGRAM 2020	\$225.00
90198	SCISWA	CONTRABAND DISPOSAL	\$10.00
90199	SMITH FERTILIZER & GRAIN INC	TOMAHAWK 2.5GAL	\$63.35
90200	MARY SNELLER	SHELTER HOUSE REFUND	\$40.00
90201	SPAHN & ROSE LUMBER	PLEXIGLASS	\$112.25
90202	WILLIAM STUCK	VIRTUAL SHOW	\$200.00
90203	STUYVESANT,BENTON & JUDISCH	MONTHLY RETAINER	\$2,000.00
90204	SUNNY SLOPE GREENHOUSE	FLOWERS	\$747.80
90205	TK CONCRETE INC	ROCHE ST CULVERT PAY APP #1	\$82,095.74
90206	TOMPKINS INDUSTRIES INC	COUPLER	\$373.90
90207	TRUE VALUE HARDWARE INC.	PAINT	\$211.13
90208	UNITYPOINT CLINIC-	RANDOM DRUG TEST	\$42.00
90209	US CELLULAR	CELLPHONE	\$297.23
90210	VAN WALL EQUIPMENT	DECK SPINDLE ASSEMBLY	\$267.90

90211	VERIZON	HOT SPOT	\$80.02
90212	VISA	90 DAY BACKUP	\$4,592.12
90213	WALMART COMMUNITY	NEIGHBOR HELPING NEIGHBOR	\$673.09
90214	JOE WEPPLER	BOOT REIMBURSEMANT	\$123.55
90215	WINDSTREAM	ALARM LINE	\$149.84
90216	XEROX CORPORATION	MARCH COPIER RENTAL	\$111.20

Mayor's Report: Congratulations to Chief Losada on his retirement and looking forward to hearing who the next Chief will be.

City Manager's Report: We will be bringing a new Chief for Council approval at the next meeting.

Fire Chief Cal Wyman: I would like to thank the men and women of the Fire Department. They work extremely hard day in and day out. It's nice to have a week to recognize that. We were awarded a grant from CDBG to upgrade the EOC.

Motion by DeJong, seconded by Morse to adjourn at 6:36 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
April 20, 2020

Present: Chairman, Don Croghan, Board Member(s) Teresa Higginbotham & Executive Director Susan Swartzendruber, Secretary for the Board.

Present via Zoom: Jerrold Jordan, Annie Leonard & Brent Hanna.

Absent: None.

Motion by Teresa Higginbotham with second by Brent Hanna to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of March 16, 2020, the Occupancy Report and Stop Loss Monitoring Report.

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

Discussion/Resolution to implement a change to existing Personnel Policy to include a 2-week sick leave/paid leave for regular full-time and for regular part-time employees, an equivalent to hours worked in a 2-week period during COVID-19, expiring 12/31/2020. Eligibility guidelines must be met. Resolution made by Brent Hanna with second by Teresa Higginbotham. All voted aye.

Brief update on COVID-19's impact on both existing programs and on staff.

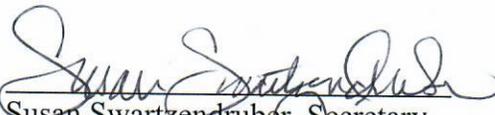
Discussion/Resolution to write off uncollectible debts made by Jerrold Jordan with second by Annie Leonard. While debts will be written off the books, per FA guidance, the HA will continue to collect on debts listed.

Discussion of monthly financial statements. Motion by Jerrold Jordan with second by Annie Leonard to approve the March monthly financial statements. All voted aye.

Motion by Annie Leonard and second by Teresa Higginbotham to adjourn the meeting. All voted aye.



Don Croghan, Board Chairman



Susan Swartzendruber, Secretary

ADVISORY BOARD/COMMISSION
APPLICATION FORM



Individuals serving on Boards and or Commissions play an important role in advising the City Council on matters of interest to our community and its future. Most applicants must reside within the City limits of Knoxville.

After a vacancy has been announced, the Council reviews all applications during a work session. The appointment is made at the next formal City Council meeting. Appointees serve as unpaid volunteers.

Return the application to Mayor, City of Knoxville, 305 S. Third Street, Knoxville, Iowa 50138.

This application is a public document and as such can be reproduced and distributed for the public. This application will be considered for three (3) months only and automatically considered for any vacancy during that time.

ADVISORY BOARD/COMMISSION NAME PLANNING + ZONING TERM April 2020 - March 2025

NAME KIRSTEN MEYERS HOME ADDRESS 214 W. South, Knoxville

Is your home address (listed above) within the corporate limits of Knoxville? Yes No

How long have you been a resident of Knoxville? 28 years

Occupation PROFESSIONAL photographer + REALTOR Employer TREASURED PORTRAITS, INC + Summit REALTY

Telephone Number (Home) 641-828-7816 Business 641-828-8120

Cell Phone 641-891-7726 Email Address tportraits@treasuredportraits.com

Experience and/or activities which you feel qualify you for this position Volunteer work 1-3

- ① Rotary member since 1994 - present PAST Board of Directors 2 terms
- ② Knoxville Hospital Foundation Board ORIGINAL member Sept. 2003 - Dec 2011
- ③ City of Knoxville PLANNING + ZONING Commission member 2015 - Present

In 1993, opened my business on the Square in a rental property. Built new commercial construction (on the Square) Building for my business in 2004. LEARNED A LOT in the process.

What is your present knowledge of this advisory Board/Commission? _____

We review, discuss + send our advice along to City Council on major P+Z issues. We contracted a company to help us write the Comprehensive

PLAN for Knoxville + over saw it every step of the way to make

Knoxville even a more desirable place to live + grow + implementing zoning areas + rules.

What contributions do you feel you can make to this advisory Board/Commission (or state reason for applying)?

IN APRIL 2017, I RECEIVED MY REAL ESTATE LICENCE AND HAVE BEEN HELPING MY CUSTOMERS BUY + SELL PROPERTIES IN MARION COUNTY. I FEEL THE KNOWLEDGE I HAVE GAINED THROUGH THIS AND BEING ON P+Z SINCE 2015 MAKES ME AN ASSET FOR P+Z.

Specific attention should be directed to a possible conflict of interest. Please list any present affiliations you have with agencies, which may apply for funding from the City. Affiliation means being a board member or employee of the agency. Other types of affiliation must be examined on a case-by-case basis by the City Attorney's Office.

You should know that Section 362.5 of the Code of Iowa generally prohibits, with certain important exceptions, a member of a city board or commission from having an interest in a city contract. A copy of Section 362.5 is attached. If you have any questions, please contact the City Manager's Office at 641-828-0550.

If you are uncertain whether or not a potential conflict of interest exists, please list the agency and the City may contact the City Attorney's office.

If you are not selected, do you want to be notified? Yes No

Do you currently serve on another City of Knoxville Board or Commission? Yes No

It has been Council policy not to permit an individual to serve on two (2) Boards or Commissions at the same time.

Signature of Applicant Kristen Meyers Date MAY 22, 2020

Misrepresentations on this application will constitute just cause for removal as an appointee.

If you fail to answer all questions on the application, you may not be considered for appointment.