City of Knoxville
City Council Meeting
Monday, June 15, 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 June 1, 2020

Documents:

06-01-20 COUNCIL MINUTES.PDF

3.II. Accept Library Meeting Minutes Of April 15, 2020

Documents:

LIBRARY MINUTES.PDF

3.III. Accept Library Special Meeting Minutes Of April 29, 2020

Documents:

SPECIAL MEETING APRIL.PDF

3.IV. Accept Library Special Meeting Minutes Of May 7, 2020

Documents:

SPECIAL MEETING MAY.PDF

3.V. Accept Library Meeting Minutes Of May 20, 2020

Documents:

LIBRARY MEETING MINUTES.PDF

3.VI. Accept Water Board Meeting Minutes Of June 9, 2020

Documents:

WATER BOARD MEETING.PDF

3.VII. Approve April 2020 Financials

Documents:

APRIL FINANCIAL.PDF

3.VIII. Approve Cigarette Permits Effective July 1, 2020 For Kline's Quick Time, New Star, Wal-Mart, Murphy Oil Corporation, Dollar General #3540, Dollar General #6820, Knoxville 66, Hy-Vee Wine & Spirits, Hy-Vee Fast And Fresh Express, Hy-Vee Food, Fareway And Round Window Liquor

3.IX. Approve Class C Liquor License For New Star

3.X. Approve Reappointment Of Patricia Wilson To The Library Board

Documents:

LIBRARY BOARD WILSON.PDF

3.XI. Approve Reappointment Of Bob Leonard To The Library Board

Documents:

LIBRARY BOARD LEONARD.PDF

3.XII. Approve Reappointment Of Lucas Young To Planning & Zoning Commission

Documents:

PLANNING AND ZONING COMMISSION.PDF

4. Item Agenda

4.I. Approve Resolution Setting Salaries/Wages For Appointed Officers And Non Collective Bargaining Unit Employees Of The City Of Knoxville For The Fiscal Year Beginning July 1, 2020

Documents:

RES 06-30-20 WAGES.PDF

4.II. Approve Resolution Approving Plat Of Survey For Parcel A Of Outlot 1, Ridnouer Addition To The City Of Knoxville, Marion County, Iowa

Documents:

PLAT OF SURVEY.PDF
RES 06-28-20 PLAT SURVEY.PDF

4.III. Approve First Consideration, Possible Waive Second And Third Consideration To Adopt An Ordinance Amending The Code Of Ordinances Of The City Of Knoxville, Iowa, By Amending Provisions Pertaining To Sanitary User Charges

Documents:

ORD 20-01 SEWER CHARGES.PDF

4.IV. Approve First Consideration, Possible Waive Second And Third Consideration To Adopt An Ordinance Amending The Code Of Ordinances Of The City Of Knoxville, Iowa By Amending Provisions Pertaining To Ambulance/EMS Fees And By Adding New Provisions Pertaining To Fire/Hazardous Material Fees

Documents:

FEE MEMO 2020.PDF

4.V. Approve Resolution Approving An Agreement Between The City Of Knoxville, Iowa And Fire Recovery EMS, LLC Related To Outside Billing Services For The Knoxville Fire Department

Documents:

RES 06-29-20 FIRE RECOVERY.PDF
FIRE RECOVERY AGREEMENT.PDF

4.VI. Discussion And Possible Action To Set A Public Hearing For July 6, 2020 Regarding A Proposed Addition To Title 9 Of The Knoxville Zoning Code Relating To Commercial Design Guidelines

Documents:

COMMERCIAL DESIGN GUIDELINES CC.PDF

4.VII. Discussion And Possible Action To Set A Public Hearing For July 6, 2020 Regarding The Knoxville Zoning Code Relating To Intents Of Residential Districts As Stated In Title 9 Chapter 6

Documents:

CITY COUNCIL R-ZONES (002).PDF

4.VIII. Discussion And Possible Action To Set A Public Hearing For July 6, 2020 Regarding The Knoxville Zoning Code Relating To Camping In The City Limits

Documents:

CAMPING MEMO.PDF

4.IX. Discussion Regarding A Proposed Addition To Title 8 Of The Knoxville Zoning Code Relating To Rental Inspections

Documents:

RENTAL INSPECTIONS.PDF

4.X. Approve Pay Application #2 For The Roche Street Culvert Replacement Project

Documents:

ROCHE STREET PAY APP 2.PDF

4.XI. Approve Payment Of Claims

5. Reports

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

6. Adjourn

Motion_____ Second_____

Vote _____ Time _____

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Tricia Kincaid, City Clerk

COUNCIL MINUTES
June 1, 2020

The City Council of the City of Knoxville, Iowa convened in regular session Monday, June 1, 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 Aaron Fuller and Fire Chief Cal Wyman.

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

1. Approve City Council Meeting Minutes of May 18, 2020
2. Accept Housing Meeting Minutes of April 20, 2020
3. Approve Class C Liquor License for Atlantic & Pacific Pub
4. Approve Class C Liquor License for Dollar General Store #6820
5. Approve Class C Liquor License for Knoxville 66
6. Approve Reappointment of Kirsten Meyers to Planning & Zoning Commission
7. Approve Designation of City Official Newspaper as the Des Moines Register

Motion by Suhr, seconded Gotta to Approve Appointment of Aaron Fuller as Police Chief; all ayes.

Motion by Morse, seconded by DeJong to 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; all ayes.

Motion by Morse, seconded by Gotta to approve vacating and sale of a portion of North Attica Road lying North of East Marion Street; all ayes.

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

90217	AMERICAN MARKETING AND PUBLISH	TEXTING SERVICE	$1,250.00
90218	BAKER & TAYLOR	110 BOOKS	$1,395.81
90219	DEMCO INC	SUPPLIES	$295.56
90220	ELM USA, INC	PADS FOR CD CLEANER	$50.45
90221	ICE CUBE PRESS	ART OF DISO	$16.17
90222	LIBRARY IDEAS LLC	11 BOOKS	$471.17
90223	QUILL CORPORATION	CELEBRATION BAG	$645.54
90224	HOLLY SHELFORD	SUMMERREADING PROGRAM SUPPLIES	$61.81
90225	SHRED-IT, STERICYCLE INC	SHRED PICK UP SERVICE	$56.75
90226	STACI STANTON	SUPPLIES	$10.70
90227	WEBCLARITY SOFTWARE INC	BOOKWARE SUBSCRIPTION	$277.00
90228	AFLAC	AFLAC-DIS/POST	$305.99
90229	COLLECTION SERVICES CENTER	CHILD SUPPORT	$1,928.62
90230	ICMA RETIREMENT TRUST	ICMA	$1,079.71
90231	MUNICIPAL FIRE & POLICE	MFPRSI	$20,552.53
90232	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	$53.76
90233	CITY OF KNOXVILLE	SLF FND BEN-F	$12,989.26

90234	DELTA DENTAL OF IOWA	DELTA DENTAL	$578.62
90235	PLIC-SBD GRAND ISLAND	LIFE INSURANCE	$670.26
90236	EMPLOYEE BENEFIT SYSTEMS	HEALTH FAM BEN	$34,925.86
90237	ACCURA HEALTHCARE	TRANSPORT REIMBURSEMENT	$944.24
90238	ALEXIS FIRE EQUIPMENT	FINAL PAYMENT FOR E-313	$15,697.00
90239	ALLIANT ENERGY	614 E WASHINGTON	$780.97
90240	AUDITOR OF STATE	AUDIT SERVICES FOR 2019	$27,671.56
90241	THERESE AUGUSTIN	RETIREMENT SUPPLIES REIMB	$119.13
90242	LARRY BAILEY	BOOT REIMBURSEMENT	$76.49
90243	JORDAN BEAL	EMT REIMBURSEMENT	$250.00
90244	MATTHEW BOSTON	HDMI CABLE FOR EOC	$51.25
90245	BOUND TREE MEDICAL LLC	EMS SUPPLIES COVID	$74.03
90246	CAYLER CONSULTING LLC	POLICE CHIEF CONSULTING	$3,722.50
90247	CITY OF KNOXVILLE	RANDY PUYEAR	$327.96
90248	DMACC	EMS ED CLASS	$15.00
90249	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND	$3,831.36
90250	GRAINGER PARTS	LED LIGHT AND MOUNT	$260.56
90251	HY-VEE	BROOKS GARDEN MULCH AND SOIL	$39.94
90252	IA MEDICAID ENTERPRISE	GEMT LOCAL SHARE	$3,178.53
90253	IOWA DEPT OF TRANSPORTATION	AIRMETER BILLING	$55.00
90254	IOWA FLUID POWER	SHIPPING ON VALVES	$64.38
90255	KARL CHEVROLET	LIGHTS PUT ON E-312	$900.00
90256	KNOXVILLE AVIATION	KNOXVILLE AVIATION	$3,467.91
90257	KNOXVILLE PUBLIC HOUSING	OFFSET ON RECORDS	$112.00
90258	MARION COUNTY ENGINEER	TRANSPORTATION FEASIBLITY STUD	$8,440.00
90260	MIDAMERICAN ENERGY COMPANY	STREET LIGHTING	$11,362.88
90261	MIDWEST OFFICE TECHNOLOGY INC	COPIER CONTRACT	$35.95
90262	NATIONAL PAPER & SAN SUPPLY	GARBAGE BAGS	$43.15
90263	NORTHERN TOOL & EQUIPMENT CO	SAFETY VEST X 3, WHEEL FOR VAC	$113.93
90264	O'REILLY AUTOMOTIVE INC	DEF, LIGHT BULB	$27.00
90265	OFFICE DEPOT	WIRELESS KEYBOARD, LABELS	$86.25
90266	RECREATION SUPPLY COMPANY	DIVING TOWER AND LADDER	$13,120.00
90267	LILA SCHIPPERS	SHELTER REFUND	$40.00
90268	JARON SEDLOCK	BOOT REIMBURSEMENT	$50.00
90269	K & L THOMPSON, LLC	CLEAN/WELD SHAFT ON GRIT CLASS	$352.15
90270	SNYDER & ASSOCIATES INC	COMPETINE TRAIL	$8,985.25
90271	THE SHREDDER	ON SITE SHREDDING FROM 2019	$220.00
90272	US CELLULAR	GPS CELL	$52.94
90273	VAN WALL EQUIPMENT	BUSHING AND BEARING FOR TRACTO	$336.65
90274	VERIZON	CELLPHONE APRIL-MAY	$450.45
90275	WEX BANK	FUEL FOR STREETS	$4,173.12

Mayor's Report: Would like to remind listeners of the facilities that will be and have opened. Check out the City website, Facebook pages. Can call City Hall with any questions of openings.

City Manager's Report: Congratulations Chief Fuller. Thank you Mayor and Council for the support there.
Police Chief Fuller: Thank you for the confidence and am looking forward to get started.
Fire Chief Cal Wyman: Thank the Mayor and Council and everyone in the community for their support on the new engine.
Motion by Suhr, seconded by DeJong to adjourn to closed session at 6:47 p.m. according to Section 21.5 (J) (Real Estate) of the Iowa Code; all ayes.
Motion by Morse, seconded by Gotta to reconvene in open session at 7:26 p.m.; all ayes
Motion by Suhr, seconded by Morse to adjourn to closed session at 7:27 p.m. according to Section 21.5(I) (Personnel) of the Iowa Code; all ayes.
Motion by Suhr, seconded by Gotta to reconvene in open session at 7:59 p.m.; all ayes.
Motion by Gotta, seconded by Plum to adjourn at 8:00 p.m.; all ayes.

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Brian Hatch, Mayor

ATTEST:

_____
Tricia Kincaid, City Clerk

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 8:15 a.m. at the Knoxville Public Library.

Roslin Thompson, secretary

Special Board Meeting
April 29, 2020 at 10:00 a.m.
Minutes

The Library Board of Trustees had a special meeting on April 29, 2020 at 10:00 a.m. Scott Ziller and Lindsey Carlson joined via Zoom. Members present were Pat Wilson, Jean McKay, Mary Lane, Bob Leonard, and Harv Sprafka.

Item on the agenda was the re-opening of the building during the pandemic following Governor Kim Reynolds' proclamation on Monday allowing establishments in 77 counties to reopen on a limited basis with public health measures in place. Marion County is one of the counties that can open more places. A library may reopen provided it limits the number of patrons present in the building to 50% of the maximum legal occupancy and must implement reasonable measures to ensure social distancing of employees and patrons, as well as increased hygiene practices.

The board and staff discussed the gradual re-opening of the building keeping in mind the safety of staff and the patrons. The State Library had some guidelines and things to consider before libraries could open. The board set a tentative date of June 1, but wanted to meet again to address some of the concerns. A plan will be released in the coming week.

Under Unfinished Business, the Board reviewed and approved some policies to meet the standards set by the State Library for accreditation. Jean McKay moved, seconded by Mary Lane to approve the by-laws. Motion passed. Harv Sprafka moved, seconded by Bob Leonard to approve the personnel policy. Motion passed. Mary Lane moved, seconded by Jean McKay to approve the collection development policy. Motion passed. Mary Lane moved, seconded by Harv Sprafka to approve the computer and Internet use policy. Motion passed.

The director of the Chamber had requested a waiver from paying rent in May. Scott Ziller moved, seconded by Bob Leonard to allow a waiver on May rent.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, May 20, 2020 at 8:15 a.m. at the Knoxville Public Library.

Roslin Thompson
Secretary

Special Board Meeting
May 7, 2020 at 10:00 a.m.
Minutes

The Library Board of Trustees had a special meeting on May 7, 2020 at 10:00 a.m. Members present were Pat Wilson, Jean McKay, Mary Lane, Bob Leonard, Lindsey Carlson, and Harv Sprafka. Scott Ziller was absent.

Roslin presented a plan for a "phased out" re-opening of the building and services. The State Library has provided guidelines for boards to consider before re-opening with regard for the safety of staff and patrons. After discussion, Mary Lane moved, seconded by Harv Sprafka to approve the plan as outlined. The plan is subject to change based on current COVID-19 restrictions. Motion passed.

Under Unfinished Business, Roslin reported on the accreditation report to the State Library due May 30. The library is accredited at Tier 3 (the highest level) and has to meet required standards. The American Disabilities Act (ADA) worksheet ensures that the library meets ADA standards. Bob Leonard moved, seconded by Mary Lane to approve the ADA worksheet as presented. Motion passed.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, May 20, 2020 at 8:15 a.m. at the Knoxville Public Library.

Roslin Thompson
Secretary

Library Board of Trustees Meeting
May 20, 2020

The Knoxville Public Library Board of Trustees met on Wednesday, May 20, 2020 at 10:00 a.m. Members present were Bob Leonard, Jean McKay, Pat Wilson, Mary Lane, Harv Sprafka, Lindsey Carlson, and Scott Ziller. Hannah VanderVeer and Kevin Stittsworth from the Chamber joined on-line.

The meeting was called to order by Pat Wilson. Hannah and Kevin were invited to speak regarding the Chamber's request to waive rent at the Gebhardt house. Scott Ziller moved, seconded by Bob Leonard to allow a waiver on the June and July rent with a re-assessment later. Motion passed.

Jean McKay moved, Lindsey Carlson seconded to approve the minutes of the April 15, 2020 meeting as mailed. Motion passed unanimously. Mary Lane moved, seconded by Harv Sprafka to approve the minutes of the special meeting on April 29, 2020 as mailed. Motion passed. Mary Lane moved, seconded by Scott Ziller to approve the minutes of the special meeting on May 7, 2020 as mailed. Motion passed.

There was no correspondence.

Roslin gave the librarian's report for April 2020. Statistics will be different due to the closure for the month. Curbside pickup started late April. Circulation numbers reflect the closure with little circulation of physical items but more of electronic items since the library is promoting those resources more. 1,850 printed items, 1,296 non-print or downloadable items, and 218 other materials were checked out. Programming is all on-line as librarians get creative dealing with the pandemic. Partnerships with organizations such as PBS and publishers make virtual programming possible. Heather Libby, the adult services, is reading aloud over the local radio station KNIA/KRLS every week to reach a different audience. Story time, DIY sessions, and Book Club are on-line. The Summer Library Program will all be on-line with no gatherings of more than 10 planned.

The library will re-open on June 1 with adjusted hours and services. Increased hygiene practices such as sneeze guards, masks, and gloves are in place to protect the staff and public. Masks are available at the desk to encourage the public to wear them in the building.

Roslin reported that the roof has indicated several leaking places. The contractor has been informed and responded. Roslin will continue to monitor. The plumbers have been called regarding the broken water heater pump. The mural is in its early stages and should be completed by June 30, 2020.

Under Media Strategy Plan, the library will advertise upcoming events in the usual media channels, especially social media. The Knoxville Journal-Express and Pella Chronicle have merged with the Oskaloosa Herald and the board discussed the importance of local coverage that is accurate and fair.

Harv Sprafka moved, Mary Lane seconded that the financial report for April be approved. Motion was unanimous. Mary Lane moved, seconded by Lindsey Carlson that the city trust report be approved. Motion passed unanimously. Jean McKay moved, Mary Lane seconded the approval for payment of bills for May. Motion passed unanimously, and a copy is attached to the minutes.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, June 17, 2020 at 10:00 a.m. at the Knoxville Public Library.

Roslin Thompson, secretary

Regular Meeting
Knoxville Water Works
Board of Trustees
June 9, 2020

The Board of Trustees of the Knoxville Water Works met in a regular session at 5:30 P.M. on June 9, 2020 at the Water Works office. The meeting was called to order by Chairman Merle Vickroy, with Trustees Dwight Sommar and Kathy Caviness present.

Trustee Sommar motioned and Caviness seconded to approve the agenda as presented.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

A motion was made by Caviness and seconded by Sommar to approve the Consent Agenda items as follows:

1. Approval of the minutes of the May 12, 2020 regular Board Meeting.
2. Approval of the audited claims.
3. Approval of the financial reports for May.

Summary of receipts for May-

Operating Funds	= $	135,182.71
Trust Funds	= $	1,600.00
	$	136,782.71

Summary of disbursements for May-

Operating Funds	= $	118,712.44
Trust Funds	= $	1,535.00
	$	120,247.44

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

Trustee Sommar motioned to set a Public Hearing for June 19, 2020 at 1:00 p.m. to approve plans, specifications, form a contract and estimate of costs for the Water Tower #3 Interior Coating & Exterior Coating Spot Repairs Project. Trustee Caviness seconded.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

After review and discussion, Trustee Sommar motioned to approve Resolution 2020-4 "RESOLUTION ADOPTING A SCHEDULE OF EMPLOYEE BASE COMPENSATION." Trustee Caviness seconded.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

Hunt & Associates, P.C. proposal to perform an Annual Audit was reviewed and discussed. Trustee Sommar motioned to accept the proposal from Hunt & Associates, P.C. to perform our Annual Audit. Trustee Caviness seconded.

Roll Call- AYES: Sommar, Caviness NAYS: None ABSENT: Vickroy

Trustee Sommar made a motion to adjourn the meeting. Trustee Caviness seconded.

Roll Call- AYES: Sommar, Caviness NAYS: None ABSENT: Vickroy

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Merle Vickroy
Chairman

Attest:

_____
Brian W. Bailey
Secretary and General Manager

City of Knoxville
Bank Reconciliation - April 2020

		Bank Balance	Investments	Total
Marion County Bank				
Checking	369	$11,647,090.06		$11,647,090.06
Great Southern Bank				
General Fund Pool	53755000350		44,812.34	$44,812.34
Debt Service/Capital Projects	53755000369		545,052.21	$545,052.21
Sewer Utilities	53755000377		781,961.54	$781,961.54
Equipment Replacement	53755000385		223,619.87	$222,941.37
Police Retirement	53755000393		69,705.59	$69,705.59
Police Dept Trust	53755000407		13,304.29	$13,304.29
Library Gift & Memorial	53755000415		7,195.28	$7,195.28
Rescue & Fire Donation	53755000423		9,463.76	$9,463.76
Wells Fargo Bank				
General Fund Pool	008-4312909		79,080.66	$79,080.66
Perpetual Care	6990785435		100,150.34	$100,150.34
IPAIT	11460 11461		1,211,908.45	$1,211,908.45
MM Total			1,874,345.88	
Calculated balance		11,647,090.06	3,086,254.33	14,733,344.39
	Less O/S checks	105,166.38		105,166.38
	Petty Cash	295.00	-	295.00
	Add: Reconciling Item (Deposit in Transit)			-
Total Calculated bank balance		10,194,794.94	3,086,254.33	14,628,473.01
Book Balance				14,628,473.01
Difference				0.00

Approved By:

TREASURER'S REPORT
CALENDAR 4/2020, FISCAL 10/2020

FUND		LAST MONTH ENDING BAL	REVENUES	EXPENSES	CHANGE IN LIAB	ENDING BALANCE
001	GENERAL	1,561,205.60	857,841.45	394,496.08	.00	2,024,550.97
005	URBAN DEVELOPMENT	2,862.98	.00	27.00	.00	2,835.98
110	ROAD USE TAX	409,481.92	85,168.10	55,638.67	.00	439,011.35
111	I-JOBS	3,090.93	.00	.00	.00	3,090.93
112	EMPLOYEE BENEFITS	99,077.95	296,712.08	74,673.25	.00	321,116.78
117	MFPRSI	366,242.61	80,424.11	21,710.21	.00	424,956.51
119	EMERGENCY	776.19	.00	.00	.00	776.19
121	LOCAL OPTION SALES TAX	632,523.55	68,661.55	114,325.31	.00	586,859.79
125	FIVE STAR TIF	418,291.56	117,842.64	.00	.00	536,134.20
127	WESTRIDGE TIF	31,708.17	.00	.00	.00	31,708.17
128	WALMART TIF	.00	.00	.00	.00	.00
129	PARK LANE TIF	96,115.17	57,210.86	.00	.00	153,326.03
130	ERIC DRIVE TIF	38,706.35	29,953.87	.00	.00	68,660.22
131	FOX POINTE TIF	.00	.00	.00	.00	.00
132	3M TIF	51,467.57	9,911.59	.00	.00	61,379.16
145	URBAN RENEWAL	3,906.28	.00	.00	.00	3,906.28
146	REVOLVING LOAN	115,744.88	.00	.00	.00	115,744.88
162	S.S.M.I.D.	.00	.00	.00	.00	.00
167	POLICE DEPARTMENT TRUST	12,035.03	489.13-	45.28	.00	11,500.62
168	FIRE/RESCUE DONATIONS	14,515.98	14.85	.00	.00	14,530.83
169	LIBRARY GIFT & MEMORIAL	20,633.99	11.28	.00	.00	20,645.27
170	RECREATION DONATIONS	.00	.00	.00	.00	.00
171	AULD PARK PLAYGROUND TRST	34,333.54	.22	.00	.00	34,333.76
172	PARKS	.00	.00	.00	.00	.00
173	K-9 UNIT PROGRAM	.00	.00	.00	.00	.00
200	DEBT SERVICE	1,105,797.57	469,502.92	250.00	.00	1,575,050.49
302	CEMETERY ROADS	53,555.59	54.32	.00	.00	53,609.91
304	BIKE TRAIL PROJECT	1,042,971.04	.00	1,466.00	.00	1,041,505.04
305	SIDEWALKS AND ALLEYS	1.59	.02	.00	.00	1.61
306	GO BOND PROJECTS	300,761.13	.00	35,309.55	.00	265,451.58
307	ENTRANCE SIGNS	3,819.22	3.51	.00	.00	3,822.73
313	2007 CDBG HOUSING REHAB	10,245.05-	.00	.00	.00	10,245.05-
314	2009 CDBG NSP GRANT	19,620.35	.00	.00	.00	19,620.35
315	CAPITOL PROJECT - LIBRARY	33,897.03	1,360.00	.00	.00	35,257.03
316	CAPITAL PROJECTS-REC	1,714.88	.00	.00	.00	1,714.88
398	EQUIPMENT REPLACEMENT	1,168,867.71	350.82	24,378.00	.00	1,144,840.53
399	BUILDING REPLACEMENT	431.70	.08	.00	.00	431.78
500	PERPETUAL CARE	285,316.14	316.03	.00	.00	285,632.17
501	LIBRARY-REAVER TRUST	.00	.00	.00	.00	.00
610	SEWER UTILITY	2,956,823.27	196,074.31	78,530.33	.00	3,074,367.25
611	SEWER REVENUE SINKING	345,079.78	.07	.00	.00	345,079.85
615	SEWER REVENUE BOND RSRV	730,615.00	.00	.00	.00	730,615.00
640	AIRPORT IMPROVEMENTS	340,984.11	.00	121,577.16	.00	219,406.95
660	AIRPORT UTILITY	120,289.44-	1,135.33	6,813.75	.00	125,967.86-
740	STORM WATER	696,642.58	24,543.40	3,360.00	.00	717,825.98
820	SELF FUND HEALTH INS	408,726.71	18,693.64	32,035.48	.00	395,384.87
821	SELF INSURED PROPERTY INS	.00	.00	.00	.00	.00
	Report Total	13,277,811.16	2,315,297.92	964,636.07	.00	14,628,473.01

BUDGET REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	POLICE TOTAL	1,638,310.00	154,273.48	1,353,268.34	82.60
	FIRE TOTAL	212,510.00	14,289.22	161,977.05	76.22
	RESCUE TOTAL	682,865.00	117,441.06	639,979.35	93.72
	ANIMAL CONTROL TOTAL	20,100.00	.00	20,000.00	99.50
	PUBLIC SAFETY TOTAL	2,553,785.00	286,003.76	2,175,224.74	85.18
	ROADS, BRIDGES, SIDEWALK	762,608.00	64,858.16	912,654.87	119.68
	STREET LIGHTING TOTAL	35,000.00	2,394.06	25,475.80	72.79
	TRAFIC CONTROL & SAFETY	42,700.00	216.30	25,439.65	59.58
	PUBLIC WORKS-RUT TOTAL	26,335.04	2,820.49	22,497.58	85.43
	PUBLIC WORKS TOTAL	866,643.04	70,289.01	986,067.90	113.78
	LIBRARY TOTAL	390,527.00	38,506.05	377,642.88	96.70
	PARKS TOTAL	136,421.00	14,885.43	91,352.98	66.96
	RECREATION TOTAL	473,172.00	65,634.86	454,525.59	96.06
	POOL TOTAL	33,025.00	2,593.13	37,508.25	113.58
	CEMETERY TOTAL	214,565.00	15,037.46	142,509.48	66.42
	CULTURE & RECREATION TOT	1,247,710.00	136,656.93	1,103,539.18	88.45
	ECONOMIC DEVELOPMENT TOT	90,000.00	24.05	78,540.79	87.27
	HOUSING & URBAN RENEWAL	5,000.00	27.00	5,716.61	114.33
	PLANNING & ZONING TOTAL	156,377.00	15,803.70	125,978.84	80.56
	COMMUNITY & ECONOMIC DEV	251,377.00	15,854.75	210,236.24	83.63
	ROADS, BRIDGES, SIDEWALK	.00	12.95	26.95	.00
	MAYOR/COUNCIL/CITY MGR T	160,622.00	9,179.80	139,319.84	86.74
	CLERK/TREASURER/ADM TOTA	98,938.00	7,778.06	65,780.73	66.49
	LEGAL SERVICES/ATTORNEY	12,000.00	1,000.00	11,855.00	98.79
	CITY HALL/GENERAL BLDGS	199,178.00	19,815.23	178,349.67	89.54
	TORT LIABILITY TOTAL	35,000.00	.00	41,658.37	119.02
	OTHER GENERAL GOVERNMENT	.00	.00	371.25	.00
	GENERAL GOVERNMENT TOTAL	505,738.00	37,786.04	437,361.81	86.48
	DEBT SERVICE TOTAL	711,475.00	.00	198,635.99	27.92
	2010 C GO BOND TOTAL	278,218.00	.00	11,608.75	4.17
	2010 D GO BOND TOTAL	83,640.00	.00	4,320.00	5.16
	2012A GO BOND TOTAL	188,830.00	.00	1,915.00	1.01
	2013 A GO BOND TOTAL	362,450.00	.00	11,225.00	3.10
	2016A GO REFUNDING BOND	257,800.00	.00	21,400.00	8.30
	2018A GO BOND TOTAL	525,588.00	250.00	95,593.75	18.19

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	DEBT SERVICE TOTAL	2,408,001.00	250.00	344,698.49	14.31
	POLICE TOTAL	37,000.00	24,378.00	71,780.32	194.00
	FIRE TOTAL	490,000.00	.00	72,600.00	14.82
	RESCUE TOTAL	.00	.00	25,427.45	.00
	ROADS, BRIDGES, SIDEWALK	115,000.00	.00	114,109.00	99.23
	LIBRARY TOTAL	553,200.00	.00	1,261,779.89	228.09
	PARKS TOTAL	.00	.00	13,445.13	.00
	CAPITAL PROJECTS TOTAL	2,685,000.00	36,775.55	342,029.92	12.74
	LOCAL OPTION TAX TOTAL	40,000.00	114,325.31	340,312.79	850.78
	CAPITAL PROJECTS TOTAL	3,920,200.00	175,478.86	2,241,484.50	57.18
	SEWER BONDS TOTAL	444,450.00	.00	47,055.00	10.59
	SEWER/SEWAGE DISPOSAL TO	1,202,617.00	59,608.54	747,211.27	62.13
	PUBLIC WORKS - SEWER TOT	49,778.16	5,321.79	42,470.35	85.32
	SEWER PLANT REPLACEMENT	72,000.00	1,000.00	15,840.00	22.00
	I & I IMPROVEMENTS TOTAL	940,000.00	12,600.00	655,143.26	69.70
	AIRPORT TOTAL	3,870,950.00	128,390.91	365,187.71	9.43
	STORM WATER TOTAL	150,000.00	3,360.00	109,087.46	72.72
	INTERNAL SERVICE TOTAL	115,000.00	32,035.48	139,829.60	121.59
	ENTERPRISE FUNDS TOTAL	6,844,795.16	242,316.72	2,121,824.65	31.00
	TRANSFERS TOTAL	1,446,581.00	.00	1,446,581.00	100.00
	TRANSFER OUT TOTAL	1,446,581.00	.00	1,446,581.00	100.00
	TOTAL EXPENSES	20,044,830.20	964,636.07	11,067,018.51	55.21

Friends of the Library
Bank Reconciliation

FRIENDS OF THE LIBRARY			
BANK RECONCILLIATION			
Month April		**Year** 2020	
CHECKING	**Account #** 83006119		
Beginning Balance		3442.68	
	Add: Deposits	—	
	Less: Checks Written	—	
Ending Balance		3442.68	
SAVINGS	**Account #** 3623048588		
Beginning Balance		3048.17	
	Add: Deposits	—	
	Interest	.02	
	Less: Withdrawals	—	
Ending Balance		3048.19	

Prepared by: Cheryl Hull, treasurer

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 Library Board TERM 6 years

NAME Patricia Wilson HOME ADDRESS 1409 Sunrise Dr.

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

How long have you been a resident of Knoxville? 45 years

Occupation Retired Employer _____

Telephone Number (Home) _____ Business _____

Cell Phone 641-891-3652 Email Address pat.terry.wilson@hotmail.com

Experience and/or activities which you feel qualify you for this position I worked as a reading specialist in the Pleasantville Schools for 27 years. I value reading and the pursuit of knowledge as key components to the well-being of a society.

What is your present knowledge of this advisory Board/Commission? I have served

on the Library Board for two six year terms.

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

I feel that my knowledge and experience of the current library operations will allow me to be an asset to the future of this facility.

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 Patricia Wilson Date 6/9/2020

Misrepresentations on this application will constitute just case for removal as an appointee. If you fail to answer all questions on the application, you may not be considered for appointment.

City of KNOXVILLE Iowa

ADVISORY BOARD/COMMISSION APPLICATION FORM

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ADVISORY BOARD/COMMISSION NAME Library Board TERM not sure

NAME _____ HOME ADDRESS 241 Hwy 671

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

How long have you been a resident of Knoxville? NA

Occupation Author Employer KMA/KCLS

Telephone Number (Home) home Business 842-3101

Cell Phone 641-8204-912 Email Address [illegible]

Experience and/or activities which you feel qualify you for this position

I read a lot, I value libraries, I know things, that's what I do.

What is your present knowledge of this advisory Board/Commission? Been on it for years

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

provide honest if sometimes grumpy advise. without libraring democracy is in peril

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.

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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.

None

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

Do you currently serve on another City of Knoxville Board or Commission? ____ Yes X 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 [signature] Date May 10, 2020

Misrepresentations on this application will constitute just case for removal as an appointee. If you fail to answer all questions on the application, you may not be considered for appointment.

P.S If someone younger wants this position you should take them.

ADVISORY BOARD/COMMISSION APPLICATION FORM

City of KNOXVILLE Iowa

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 P & Z TERM _____

NAME Lucas Young HOME ADDRESS 506 S. Conrey St

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

How long have you been a resident of Knoxville? 7 yrs (17 total)

Occupation Sales Employer DeVore Homes

Telephone Number (Home) _____ Business _____

Cell Phone 641-891-7973 Email Address lmjyoung@gmail.com

Experience and/or activities which you feel qualify you for this position

Past/current service on P & Z. A degree in Community & Regional Planning from Iowa State.

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

Currently serve on it.

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

I will give a fair assessment to any proposal but will not be a rubber stamp for city staff.

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.

N/A

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

Do you currently serve on another City of Knoxville Board or Commission? ____ Yes X 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 [signature] Date 6/4/2020

Misrepresentations on this application will constitute just case for removal as an appointee. If you fail to answer all questions on the application, you may not be considered for appointment.

Resolution No, 06-30-20

RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND NON-COLLECTIVE BARGAINING UNIT EMPLOYEES OF THE CITY OF KNOXVILLE FOR THE FISCAL YEAR BEGINNING JULY 1, 2020

WHEREAS, the City Council of the City of Knoxville sets forth the wages of all employees; and

WHEREAS, the City Council desires to establish that the salaries/wages of appointed officers and non-collective bargaining unit employees are reasonable and competitive; and

WHEREAS, the City Council has received and reviewed the following recommended salaries and wages as presented by the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Knoxville, Iowa, meeting in regular session on the 15th day of June, 2020, that the salaries/wages for appointed officers and non-collective bargaining unit employees of the City shall be paid to the following persons named below and the City Clerk is authorized to issue checks, less legally required or authorized deductions from the amounts set out below on a biweekly basis and make such contributions to IPERS, FICA, and/or other purposes as required by law or authorized by the City Council, all of which shall be subject to audit and review by the City Council:

LAST NAME	FIRST NAME	POSITION	BASE WAGE
ADAMS	AARON	CITY MANAGER	$108,441.43
AUGUSTIN	THERESE	OFFICE MANAGER	$24.99/HR
BACUS	TRENTON	FIRE CAPTAIN	$52,175.04
BOSTON	MATT	FIRE LIEUTENANT	$33,732.50
BREESE	RICHARD	ENGINEERING TECH	$27.19/HR
CRAWFORD	OLIVIA	AQUATIC SUPERVISOR	$16.87/HR
CRONIN	DAVID	FIRE CAPTAIN	$49,440.00
DELANEY	TRAVIS	FIRE LIEUTENANT	$33,114.50
DELONG	KEVIN	CEMETERY SUPERVISOR	$32.61/HR
DERBY	COREY	POLICE LIEUTENANT	$32.02/HR
DEVOLL	JEFF	FIRE CAPTAIN	$52,175.04
FULLER	AARON	POLICE CHIEF	$85,000.00
GREENE	CRAIG	BUILDING INSPECTOR	$32.52/HR
HOW	ERIC	POLICE LIEUTENANT	$32.02/HR
JONES	ANGIE	WELLNESS SUPERVISOR	$21.30/HR
KINCAID	TRICIA	CITY CLERK	$24.44/HR
MARTI	PATRICK	CSO II	$13.04/HR
MC CARTY	SPENCER	FIRE LIEUTENANT	$33,114.50
METTEE	BILL	ZONING ADMINISTRATOR	$64,342.22
MURPHY	PATRICK	WASTEWATER SUPERVISOR	$74,758.47
NEMMERS	BRANDON	PARKS & REC DIRECTOR	$81,530.14
NICHOLSON	KACIE	RECEPTIONIST	$13.52/HR
PETERSEN	LAUREN	OFFICE MANAGER	$15.60/HR
SWARTZENDRUBER	KEVIN	JANITOR	$12.58/HR
USSERY	HEATHER	ASSISTANT CITY MANAGER	$74,630.00
WYMAN	CALVIN	FIRE CHIEF	$77,885.58

BE IT FURTHER RESOLVED that the wages of employees covered by the collective bargaining agreement between the City of Knoxville and the Public Professionals and Maintenance Employees, Local 2003, IUPAT AFL-CIO shall be paid as set forth in the Collective Bargaining Agreement for July 1, 2018 to June 30, 2023, and the City Clerk is authorized to issue checks, less legally required or authorized deductions from the amounts set out, all of which shall be subject to audit and review by the City Council.

Passed and adopted this 15th day of June, 2020.

_____

Brian Hatch, Mayor

ATTEST:

_____

Tricia Kincaid, City Clerk

CITY COUNCIL
STAFF REPORT
JUNE 15, 2020

PARCEL A OF OUTLOT 1, RIDNOUER ADDITION – PLAT OF SURVEY

SUMMARY

CASE NUMBER: SUB-20-002

PREPARED BY: Bill Mettee, Planning & Zoning Administrator

MEETING DATES: June 9, 2020 – Planning & Zoning Commission
June 15, 2020 – City Council

REQUEST: Plat of Survey for Parcel A of Outlot 1 of Ridnouer Addition

PURPOSE: To purchase a section of land for future development of accessory structure

Recommendation: The Planning and Zoning Commission recommends approval of the Plat as presented

CITY COUNCIL
STAFF REPORT
JUNE 15, 2020

PARCEL A OF OUTLOT 1, RIDNOUER ADDITION – PLAT OF SURVEY

Owner: John Myers Post 3519 VFW Dep of Iowa
413 S Lincoln
Knoxville, IA 50138

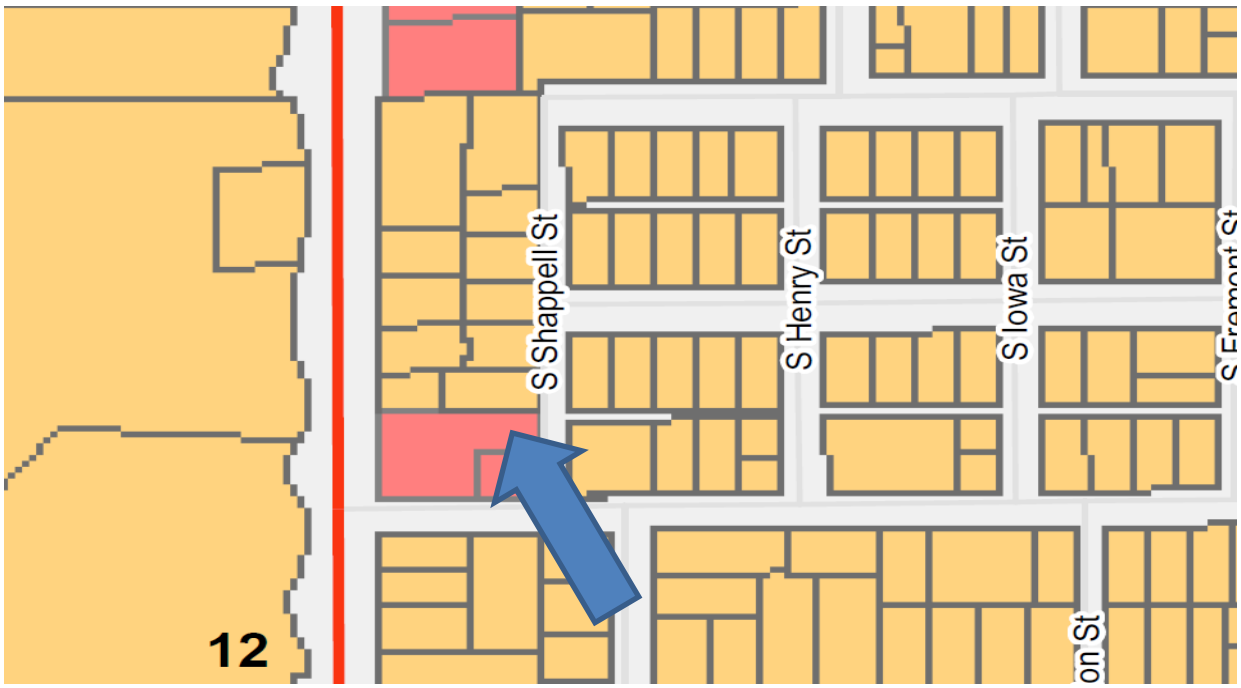
Location: Ridnouer Addition, Outlot 1 Parcel A – Locally known as 413 S Lincoln – North side of W South Street near the intersection with S Lincoln.

Size: The original size of 406 Shappell is 65' x 134' and 8,710 square feet. The original size of the VFW is roughly 148' x 218' and 32,260 square feet. The size of Parcel A is 60' x 88.5' and 5,310 square feet, therefore making 406 Shappell about 14,000 square feet.

Zoning: C-2 General Commercial

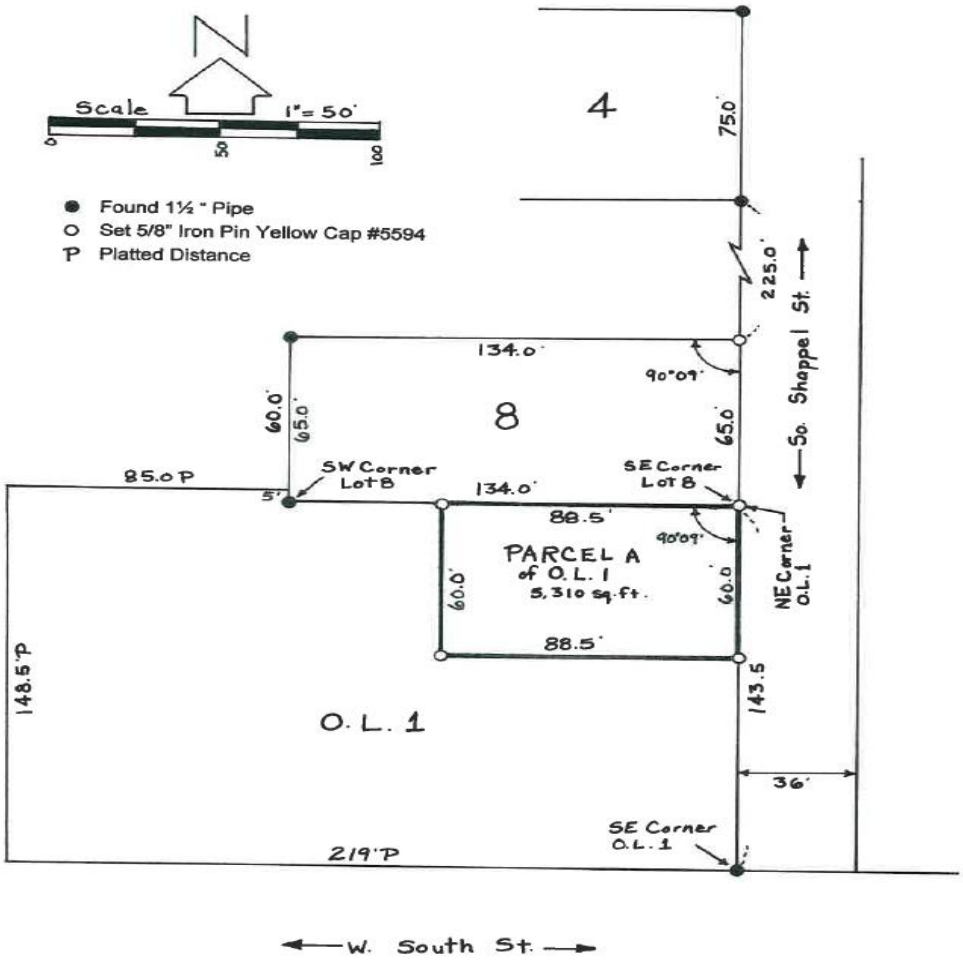
Existing Use: VFW Hall

Surrounding Land Uses
North: R-2 One and Two-Family Residential
South: R-2 One and Two-Family Residential
East: R-2 One and Two-Family Residential
West: R-2 One and Two-Family Residential



Plat Data: The applicant, Nicholas Molitor, requests a Plat of Survey to show a 5,310 square foot addition to his property at 406 Shappell. The addition will make his street frontage 125' wide. In the future, he plans to construct a detached garage on Parcel A. There are two sheds on the VFW property that will be moved before construction begins. With a rear yard setback of 25' in the C-2 district, this addition will not take the VFW building out of conformity because the new setback would be roughly 28' between the building and proposed lot line.

After the Plat is approved, the applicant will then need to combine the lot lines and rezone Parcel A to R-2 to match the applicant's current residence.



Neighboring Property Notices:
At the time this report was written, the City had received nine returned neighboring property forms. Five in favor, one opposed and three without comment.

Staff Recommendation:
The City of Knoxville and the Planning Department recommend approval of the subdivision application as presented.

Planning Commission Recommendation:
At the regular Planning and Zoning Commission meeting on June 9, 2020, the Board voted 7-0 to approve said Plat of Survey

RESOLUTION NO. 06-28-20

RESOLUTION APPROVING PLAT OF SURVEY FOR PARCEL A OF OUTLOT 1, RIDNOUER ADDITION TO THE CITY OF KNOXVILLE, MARION COUNTY, IOWA

BE IT ENACTED BY THE COUNCIL OF THE CITY OF KNOXVILLE, IOWA:

WHEREAS, VFW Post 3519, Owner and Requester, has submitted a proposed Plat of Survey for Parcel A of Outlot 1, RIDNOUER ADDITION to the City of Knoxville, Marion County, Iowa; and

WHEREAS, said designated Plat of Survey of Parcel A of Outlot 1, RIDNOUER ADDITION to the City of Knoxville, Marion County, Iowa is legally described as follows, to-wit:

The North 60.0 ft. of the East 88.5 ft. of Outlot 1 of Ridnouer Addition to the City of Knoxville, Iowa, containing 5,310 sq. ft., more or less.

WHEREAS, said proposed Plat of Survey for Parcel A was reviewed by the Planning and Zoning Commission and was approved at its last meeting; and

WHEREAS, said proposed Plat of Survey has been reviewed by the City Staff and it has been determined that the Plat of Survey for Parcel A, as described above, should be accepted and approved as recommended by the City Staff.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Knoxville that the Plat of Survey for Parcel A, as described above, be and the same is hereby approved and the Marion County Recorder is authorized to record said Plat of Survey.

PASSED AND APPROVED by the City Council this 15th day of June, 2020.

_____

Brian J. Hatch, MAYOR

ATTEST:

_____

Tricia Kincaid, CITY CLERK

ORDINANCE NO. 20-01

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KNOXVILLE, IOWA, BY AMENDING PROVISIONS PERTAINING TO SANITARY USER CHARGES

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

SECTION 1. Title 4, Chapter 2, Paragraph 4, Subparagraph B of the Code of Ordinances of the City of Knoxville, Iowa as it pertains to the User Charge is repealed and the following adopted in lieu thereof:

	User Charge (per 1,000 Gallons)	Base Charge
July 1, 2020 – June 30, 2023	$7.05	$22.89
July 1, 2023 – June 30, 2026	$7.19	$23.35

SECTION 2. REPEALER. All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudicated invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED by the City Council this 15th day of June, 2020, and APPROVED this 15th day of June, 2020.

ATTEST: _____
Brian J. Hatch, MAYOR

_____
Tricia Kincaid, CITY CLERK

MEMORANDUM

To : City Manager Aaron Adams

From: Fire Chief Cal Wyman

Subject: Fire/EMS Response Fees

Date: 06/01/2020

* * * * * * * * * * * * * *

In an effort to stay current with fees for service, I am presenting a new fee structure for city council's consideration. I am attaching the purposed fee structure and am recommending we establish this fee structure. I have also added the annual Fire and Hazardous Material Response fees for consideration. The hazardous material response fees are used by the Iowa fire service for large scale hazardous material responses. I would also recommend that we utilize the established hazardous material responses fees.

New purposed EMS fees:

Treatment No transport	$250.00
Loaded Mileage-per mile	$16.00
BLS Non Emergent	$1,000.00
BLS Emergent	$1,000.00
ALS Intercept	$250.00
ALS Non Emergent	$1200.00
ALS Emergent	$1200.00
ALS2 Base	$1200.00
Specialty Care Transport	$1500.00
Event Standby per hour	$150.00

MEMORANDUM

New purposed Fire/Hazardous Material fees:

Motor Vehicle Incidents	$400.00 Level 1
	$500.00 Level 2
Extrication	$275.00
Vehicle Fire	$300.00
Creating a Landing Zone	$250.00
Haz-Mat Response	$300.00 Level 1
	$500.00 Level 2
Absorbent-per bag	Replacement cost
Foam-per 5gal	$250.00
Structure Fire	$750.00
False Alarm 1st alarm	Warning
False Alarm 2nd, 3rd/year	$100.00
False Alarm 4th and above/year	$250.00
Copy of Paperwork	$25.00
Insufficient funds for check	$25.00

RESOLUTION NO. 06-29-20

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF KNOXVILLE, IOWA AND FIRE RECOVERY EMS, LLC RELATED TO OUTSIDE BILLING SERVICES FOR THE KNOXVILLE FIRE DEPARTMENT

BE IT ENACTED BY THE COUNCIL OF THE CITY OF KNOXVILLE, IOWA:

WHEREAS, the City of Knoxville and the Fire Recovery EMS, LLC previously entered into an Agreement on the whereby Fire Recovery EMS, LLC would act as the City's agent for the purpose of outside billing to collect monies for services rendered by the City of Knoxville Fire Department; and

WHEREAS, City Staff has entered into discussions with the Fire Recovery EMS, LLC to enter into a new Agreement for the same services for a period of three (3) years; and

WHEREAS, City Staff has reviewed the proposed Agreement and now recommends that City Council enter into said Agreement with the Fire Recovery EMS, LLC.

NOW THERFORE BE IT RESOLVED by the City Council of the City of Knoxville, Iowa that the Agreement between the City of Knoxville and the Fire Recovery EMS, LLC be hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute the Agreement on behalf of the City of Knoxville.

PASSED AND APPROVED by the City Council this 15th day of June, 2020.

_____

Brian J. Hatch, MAYOR

ATTEST:

_____

Tricia Kincaid, CITY CLERK

This Agreement is entered into as of 7/1/2020 between City of Knoxville Fire Department, hereinafter referred to as KFD and Fire Recovery EMS, LLC, hereinafter referred to as FR EMS.

WHEREAS, KFD has determined that it is in their best interest to retain the services of an outside billing service to collect monies for services rendered by KFD.

WHEREAS, FR EMS does hereby hold itself as being ready and able to perform a billing service program and has experience and expertise in billing, processing and collecting accounts receivable for medical transportation services as described herein.

NOW, THEREFORE, in consideration of the aforementioned promises and mutual covenants and promises stated herein, the parties hereby agree as follows:

1. KFD hereby appoints FR EMS for the term hereof as its true and lawful billing agent to provide reasonable and necessary billing, bill processing and fee collection for its various medical transportation services (the "Accounts"). FR EMS shall bill for these services under the name and provider number of KFD. Without limiting the generality of the foregoing, FR EMS shall:

    a. Prepare and submit all initial claims and bills for KFD promptly upon receipt thereof.

    b. Review and attempt to collect on all open claims for KFD promptly upon receipt thereof.

    c. Assist KFD in identifying all necessary documentation in order to process and bill the Accounts.

    d. Receive, deposit, and post all payments to a bank account designated by KFD.

    e. Respond to and follow up with all patients, payors and insurance plans and to all messages or inquiries from a patient or third-party payor.

    f. Meet, as needed, with representatives of KFD to discuss results, problems and recommendations.

    g. Except for any confidential and proprietary collection process and methods of FR EMS, provide any KFD-designated collection agency with the data necessary for collection services to be performed when an Account has been determined by parameters chosen by KFD to be appropriate for such a referral.

2. Accounts Receivable Services. FR EMS agrees to expend all commercially reasonable and lawful efforts and resources to collect all Accounts. Any Accounts deemed uncollectable by FR EMS shall be referred to an agency designated by KFD specifically for collection purposes.

3. Reports. FR EMS agrees to provide KFD monthly reports, which shall set forth the status and progress of all outstanding Accounts in a format reasonably acceptable to KFD. FR EMS will also provide such other special reimbursement reports as may be requested or required from time to time by KFD and mutually agreed upon by the Parties.

4. Compliance. FR EMS agrees at all times to perform services hereunder in strict compliance with all applicable state, federal and local laws. Further, coding services shall be performed in accordance with the appropriate payor guidelines and regulatory requirements. In the event that any term of this Agreement violates any state or federal law, the Parties agree to amend this Agreement as appropriate.

   FR EMS will enter into billing system, any and all ambulance trips received from KFD. FR EMS shall abstract, from the documentation provided by KFD, all diagnosis and procedure information necessary to determine the level and type of service provided, any billable diagnostic and therapeutic procedures performed, any billable supplies and ancillary services rendered, and the appropriate diagnosis codes to be billed for all ambulance run information provided to FR EMS by the KFD for that purpose.

   FR EMS shall perform nightly system back-ups and shall have the ability to quickly restore billing system data in the event of a system outage or technology issue.

   FR EMS shall provide electronic billing of Medicare, Medicaid, Insurance claims, including 3rd party payors, when applicable. It is the responsibility of KFD to inform FR EMS of any changes in the company's status that would affect billing.

5. FR EMS will invoice all patients as directed by KFD, in accordance with strict compliance to State and Federal programs.

   Patient invoicing will be done on a billing form specific for KFD.

   Private pay invoicing/collection activities will be conducted on the following standard schedule:

1st invoice	within 3 days of receipt
2nd invoice	30 days after 1st invoice
3rd invoice	30 days after 2nd invoice
Automated phone call	10 days after 3rd invoice
Final notice	20 days after 2nd invoice
Collections or W/O review	20 days after final notice

   An insurance request form accompanies all invoices. Bill schedules may vary based on parameters set by KFD.

   Collection agency or write off if no results from above as pre-determined by KFD.

   All monies received by FR EMS on behalf of KFD will be posted to the patients' accounts on a schedule set forth by KFD. All checks will be made payable to KFD. It is the responsibility of KFD to notify FR EMS of any payments and/or documents pertaining to billing received at KFD relating to the services heretofore described.

6. FR EMS will maintain an 800-phone line for the purpose of customer service. This line will be staffed Monday through Friday from 8:30 am to 7:30 pm Central time. FR EMS will promptly respond to all KFDs' service recipient concerns related to all billing practices conducted herein.

7. FR EMS will submit monthly reports detailing the transports billed from the previous month. It is the responsibility of KFD to verify these reports and provide FR EMS with any missing data. All

reports currently within the software of FR EMS's billing system will be provided to KFD at no additional cost.

FR EMS shall recognize and comply with the right of authorized KFD representatives to review any and all payment records pursuant to claims and/or collection procedures conducted herein. KFD shall have the right to audit such reports at reasonable times.

8. KFD agrees to pay FR EMS in accordance with the following fee schedule for the aforementioned services. FR EMS shall be paid a fee of 5.5 percent (5.5%) of all payments collected.

    a. Payments to FR EMS shall be based upon revenues received and collected (less any refunds processed) in the preceding month. FR EMS will provide a monthly billing to KFD calculating amounts owed to FR EMS based upon the above stated formula.

    b. Failure to pay FR EMS within forty-five (45) days of the monthly invoice may constitute immediate termination of the contract and possible legal action at the cost of KFD.

    c. KFD agrees to provide all necessary supporting documentation required for applicable payors to process a claim.

    d. KFD agrees to ensure all pre/post approvals are obtained for applicable payors.

    e. KFD agrees to take full responsibility for recoupments, overpayments and refunds to payors resulting from audits and overpayments.

    f. KFD agrees to work directly with facilities when collecting on outstanding balances.

    g. If KFD determines it is in their best interest to use a collection agency. KFD will negotiate and maintain its own contract with the collection agency regarding their fees and services

    h. It is the sole determination of KFD as to fees for services that will be charged to its patients and/or facilities.

9. This Agreement shall be effective on the date hereof and shall remain in full force and effect for a term of three (3) years. Thereafter, this Agreement shall be automatically renewed for subsequent one (1) year periods subject to the termination rights herein. All terms and provisions of this Agreement shall continue in full force and effect unless otherwise modified. Notwithstanding anything to the contrary in this Agreement, either party may terminate this Agreement without cause and without penalty at any time by giving the other party sixty (60) days written notice.

10. FR EMS maintains General Liability $1,000,000 per occurrence / $2,000,000 aggregate; Commercial Auto w/hired non-owned coverage $1,000,000; Workers Compensation$500,000/$500,000/$500,000; Professional Liability of $1,000,000; Employment Practices Liability $250,000.

11. If this contract is terminated prior to its completion, KFD allows FR EMS to continue collections efforts for a period of 6-months following the contract termination, unless other arrangements have been agreed to by both parties in writing. KFD understands that they will be responsible to pay FR EMS their commission on their collections during this time period in accordance with section 8.

Proper notice may be given by certified or registered mail to:

Patrick J. Mannix
Chief Executive Officer
Fire Recovery EMS, LLC
3223 N. Wilke Road
Arlington Heights, IL 60004

OR TO:

_____
_____
_____

12. Indemnification. FR EMS agrees to indemnify KFD, its agents, officers, directors, employees, subsidiaries, parents, and affiliates from any and all liabilities, costs, damages, and/or penalties, including reasonable attorneys' fees, resulting from any improper coding of claims and any other violations of this Agreement.

IN WITNESS WHEREOF, the KFD and FR EMS have executed this Agreement.

City of Knoxville Fire Department, IA	**FIRE RECOVERY EMS, LLC**
BY:_____	BY:_____
DATE:_____	DATE:_____

Memorandum

To: City Council
From: Bill Mettee, Planning and Zoning Administrator
Date: June 10, 2020
Subject: Memo on Commercial Design Guidelines

City Council Members:

Currently, the City has no design guidelines for commercial or residential structures. While the newer commercial buildings have done a good job incorporating designs and materials into their buildings, it might be helpful to have something coded.

The City of Oskaloosa adopted their commercial design guidelines last year and while they're not *too* stringent, they do set a standard for minimum guidelines when building new structures – something we can bring to Knoxville.

Metal-sided pole barn structures have their place, but it seems to be too common a proposal here in the City limits without some type of architectural design or material to spruce it up. The attached was some what Oskaloosa adopted with some changes that were discussed with P&Z and to reflect Knoxville.

We don't get many applications for new commercial structures, or even remodels to existing buildings, but having some code on hand should prove helpful for existing business owners and potential new business owners coming to Knoxville.

Regards,

Bill Mettee
Planning & Zoning Administrator

City of Knoxville

Building Materials & Design Guidelines

Effective TBD

The City Council passed Ordinance #### on MM/DD/YYYY which established building materials and design guidelines for the City of Knoxville. These guidelines apply to new development, construction or improvement of a building or property under the following circumstances:

A. **Applicable Land Use Types:** All land use types except residential containing less than three dwelling units and located within an applicable zoning district.

B. **Applicable Zoning Districts:**

- **a.** C-1 Residential – Commercial District
- **b.** C-2 General Commercial District
- **c.** C-3 Planned Commercial Development District
- **d.** C-4 Central Business District
- **e.** M-1 Service Commercial / Limited Industrial District

C. **Applicable Buildings:** All principal use buildings and any accessory use building over ### square feet

D. **Applicable Building Facades:** Any building façade which predominately faces a street. Buildings with multiple streets or skewed placement shall apply these guidelines to all facades which predominately face a street

BUILDING MATERIALS

A. **Acceptable Wall Materials:** All exterior wall materials exposed to view on a street-facing façade shall consist of one or more of the following:

1. Brick
2. Stone, natural or manufactured
3. Block or Concrete Masonry Units, Textured/Non-Smooth Finish
4. Tile, Glazed Porcelain
5. Concrete

6. Glass Panels or Block
7. Structural Wood or Metal
8. Siding, Natural Wood, Engineered Wood, Fiber Cement or Masonry Planks / Panels
9. Stucco, Synthetic Stucco or Exterior Insulation and Finish System (EIFS)
10. Architectural / Decorative Metal Panels with Concealed Fasteners

<u>Prohibited Wall Materials:</u>

1. **Vinyl and Metal Siding**
2. **Corrugated Metal, Fiberglass or Vinyl Panels. Prefinished Metal, Vinyl and Fiberglass may be used on Canopies, Fascia, Soffit, Trim and Upper Accents.**

Memorandum

To: City Council
From: Bill Mettee, Planning and Zoning Administrator
Date: June 10, 2020
Subject: Memo on Residential Zone Intents

City Council Members:

These are simple changes to the Intent sections of each residential district. The previous language was mostly the same among all districts, less a handful of words. The proposed language is cleaner and more detailed. In the grand scheme of things, nothing will change, all the allowable uses will continue to be allowed and not permitted uses will continue that way as well.

Regards,

Bill Mettee
Planning & Zoning Administrator

Proposed Code Amendments

9-6A-1: INTENT:

The R-1 single-family residential district is intended and designed to provide for certain low-density residential area of the city now developed primarily with one-family detached dwellings and areas where similar residential development seems likely to occur. (1983 Code § 11-1-11A)

This district is intended to provide for residential development, characterized by single-family dwellings on large lots with supporting community facilities and urban services. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

9-6B-1: INTENT:

The R-2 one- and two-family residential district is intended and designed for certain medium density residential areas of the city now developed with one-family and two-family dwellings, and areas where similar residential development seems likely to occur. (1983 Code § 11-1-12A)

This district is intended to provide for medium density residential development, characterized by single-family dwellings on moderately-sized lots along with low density multi-unit residential structures such as duplexes and townhouses. It provides regulations to encourage innovative forms of housing development. It adapts to both established and developing neighborhoods, as well as transitions between single-family and multi-family areas. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

9-6C-1 INTENT

The R-3 multi-family residential district is intended to provide for certain medium density residential area of the city now developed with one-family, two-family and multiple-family dwellings and areas where similar residential development seems likely to occur. (1983 Code § 11-1-13A)

This district is intended to provide locations primarily for multiple-family housing, with supporting and appropriate community facilities. It also allows for single-family residential development to permit a mixing of uses that have relatively similar operating and development effects.

9-6D-1: INTENT

The R-4 mobile home park residential district is intended and designed to provide for certain medium density residential areas of the city, which by reason of their design and location, are suitable for mobile home development and which are compatible with surrounding residential areas. (1983 Code § 11-1-14A)

This district recognizes that mobile home development, properly planned, can provide important opportunities for affordable housing. It provides opportunities for mobile home development within planned parks or subdivisions, along with the supporting services necessary to create quality residential neighborhoods.

Memorandum

To: City Council
From: Bill Mettee, Planning and Zoning Administrator
Date: June 10, 2020
Subject: Amendment Relating to Camping

City Council Members:

As we inch closer to the 2020 racing season and Knoxville Nationals, my office has seen its usual uptick in calls about camping/camping hookups throughout the City. In fact, five in the last two months has triggered internal discussion regarding the City's position and code regulations on camping within City limits.

As City Officials, we notice the progress being made and the momentum shifting to so many good things in the Community – hospital and Library expansions, new Middle School and upgrades to existing facilities, shift to solar energy, new homes and most importantly local control of the Veterans Affairs Campus.

With these great things happening, the City is of the opinion that we need to take a harder and closer look at regulations governing camping and camping hookups. Knoxville Nationals is a different animal than many other racing communities such as Oskaloosa, Newton and Brandon, South Dakota. I've spoken with officials from all three communities who stated that camping is not a permitted use within their City limits. While we permit two weeks of loose freedom during the Nationals, there are some things that we can do to curb the constant influx of folks looking to make quick money and adding camping hookups all over town.

The City is proposing three options/solutions:

1. Remove camping as a Special Use from the C-2 General Commercial District. It's currently not a permitted use in residential or industrial districts.
2. Move the camping regulations to an allowable use in any Agricultural zoning district and up the acreage required to a minimum of five acres.
3. Deny all electrical permits for any new camping hookups unless they meet the proposed Agricultural district standards.

I mentioned four instances where I've been approached about new camping locations. They are the following:

1. 406 N Kent – Owned by Logan Van Zante - Zoned C-1 Residential-Commercial. Proposed roughly six new hookups.
2. 204 N Roche – Family Video – zoned C-2 General Commercial. Proposed 4-6 hookups with capabilities for 6-12 hookups.
3. 601 N Sherman – Co-Op – Zoned M-1 Light Industrial. Proposed 60-100 new camping spaces plus hookups during the first year with capabilities of 150-200 afterwards.
4. 1214 W Jackson – Owned by the Sprint Car Hall of Fame – Zoned C-2 General Commercial - previous owner proposed lot split subdivision of 0.80 acres to buy back in order to store and park campers with hookups.
5. 1413 N Lincoln – Owned by AJ Mottet – Zoned R-1 Single-Family Residential – Insider information that the owner wants to put dozens of electrical hookups on the lot. I'm guessing, but probably 100+ could fit. In an ideal world, that lot could be subdivided for two new single-family homes

At some point, the City needs to take a tougher stance on this. It's only gotten worse in my four years here and will continue to worsen. The time is now to revisit this problem.

Regards,

Bill Mettee
Planning & Zoning Administrator

Memorandum

To: City Council
From: Bill Mettee, Planning and Zoning Administrator
Date: June 10, 2020
Subject: Work Session Relating to Rental Inspections

City Council Members:

Rental Inspections in the City of Knoxville is an issue that we've been considering for some time – City Council has previously given staff the direction to move forward in adopting this policy.

The City of Knoxville plans to mirror pretty closely the regulations and codes of the City of Oskaloosa, as they've previously done all the leg work and have been working on this for several years. We've been working closely with their staff, as well as the inspectors that they use – not City staff – to get a better understanding of the processes.

The attached code comes from Oskaloosa with the necessary edits to reflect Knoxville and the attached summary sheet speaks to the benefits of having the Rental Inspection Program in place.

At a work session at Planning and Zoning Commission on March 10, 2020, Jason Van Ausdall spoke about his rental inspection company and the Commission recommended moving forward with rental inspection code and processes necessary.

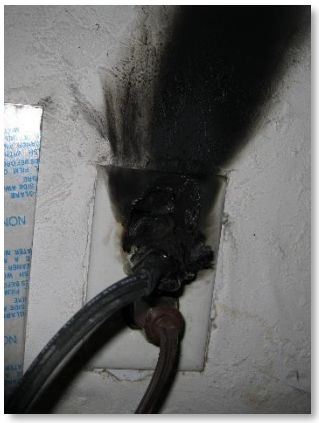
Regards,

Bill Mettee
Planning & Zoning Administrator

Rental Housing Inspection Program

Summary and Purpose:

In an effort to improve the housing quality in Knoxville and to improve the appearance of the community through better maintained properties, the City of Knoxville is working toward a Rental Housing Inspection Program. Through a systematic inspection of rental properties, this program is designed to ensure that Knoxville residents have safe and sanitary rental housing, and to provide a process by which problem properties can be assessed for code violations.

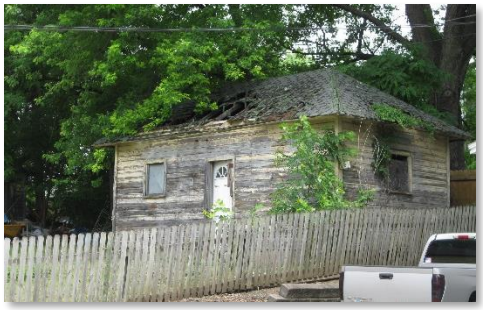


Need:

This program will set up a process to enforce some basic minimum standards to which landlords must adhere if they want to conduct business within Knoxville and will address the "worst of the worst" of rental properties. Problem rental properties can create nuisances for the neighborhood and can depress home values. Poorly maintained rental properties have created unsafe conditions and have led to dangerous fires that have destroyed homes. This is a proactive approach to addressing problems, rather than current reactive approach.

Benefits:

- <u>It creates a level playing field</u>.
  Good landlords that maintain their properties can have a difficult time competing with landlords who do not reinvest and allow their properties to deteriorate.
- <u>It protects property values</u>.
  Dilapidated properties can drag down sale prices or rental rates throughout a neighborhood.
- <u>It can attract a better pool of renters and push out the worst landlords</u>.
  Word will get out that Knoxville wants to be a place where responsible tenants and quality landlords are wanted.
- <u>It can save taxpayers money</u>.
  If rental properties are systematically inspected, there will likely be fewer complaints about blighted and nuisance properties, which will lead to less staff time and fewer court costs.



Registration and Inspection Process:

- All rental housing units within the City of Knoxville will…
  - …need to be registered in order to operate within the city.
  - …need to pass an inspection every three (3) years.
  - …be evaluated for compliance with existing city code Chapters 4, 8, and 9.
  - …have the opportunity to be re-inspected if issues are identified in the initial inspection.
- Registration is proposed to cost $60 per building + $15 per unit annually.
- An inspection criteria checklist will be given to landlords so they know items that will be inspected.
- The program will include a formal process to address tenant complaints.
- Inspection and program management will be the responsibility of a dedicated city staff person.

Some of the key building components that will be inspected to ensure they are safe and workable, include:

- Exterior
  - Foundation, roof, and chimney;
  - Paint, siding, and windows;
  - Steps, balconies, and railings; and
  - Accessory structures.
- Interior
  - Smoke and carbon monoxide detectors;
  - Floors, walls, and ceilings;
  - Plumbing;
  - Electrical and mechanical; and
  - Doors, locks, and emergency exits.

The inspection will ensure that rental properties do not have:

- Rodent or insect infestations;
- Roof or plumbing leaks;
- Dangerous fire hazards;
- Serious structural issues; and
- Accumulated junk or unmaintained yards.

Timeline:

The timeline is subject to Knoxville City Council's decisions. A conceptual timeline is as follows:

- Work Session with Knoxville Planning & Zoning Commission on March 10, 2020.
- Work Session with Knoxville City Council on June 15, 2020.
- All properties must be registered by TBD.
- Scheduling inspections begins by TBD.
- All rental properties in Knoxville have been inspected at least once by TBD

Comments or Questions?

Contact City Council: 641-828-0550

Megan Suhr	Jyl DeJong	Justin Plum
John Gotta	Dylan Morse	Brian Hatch Mayor

Title 8 Chapter 10 - RENTAL HOUSING INSPECTION

- 8-10-1 - Title for Citation.

- This chapter shall be known as the "City of Knoxville, Iowa, Rental Housing Inspection Program," and shall be cited as such, and will be referred to herein as "this chapter."

- 8-10-2 - Purpose of Provisions.

- The purpose of this chapter is to provide for the inspection of residential rental properties within the corporate limits of the City of Knoxville, Iowa, in order to ensure that such properties conform to minimum standards deemed necessary for the protection of the health and safety of the occupants thereof and the occupants of surrounding properties, and to inhibit the spread of urban blight.

- 8-10-3 - Definitions.

- For the purpose of this chapter, certain terms and words are defined. Words used in the present tense shall include the future; the singular shall include the plural, and the plural the singular; and the word "shall" is mandatory, the word "may" is permissive.

1. "DWELLING UNIT" One or more rooms, designed, occupied or intended for occupancy as a separate living quarter.

2. "RENTAL PROPERTY" Any structure that includes a dwelling unit that is being held out or offered for rent or is currently being let for rent and occupied by any person who is not the owner of the premises, except that the following properties shall not be regarded as rental properties under this chapter:

a. Dwellings owned by the local, state, or federal governments.

b. Hotels, as defined by Chapter 137 of the Iowa Code.

c. Dormitory rooms of higher education institutions.

d. Nursing homes, long-term care, and medical care facilities.

e. Church parsonages, and other similar facilities owned by religious institutions, that provide housing for their clergy or other similar staff.

3. "RENTAL UNIT" One dwelling unit within a rental property. If a common area and facilities are provided in a dwelling for the use of the occupants of units therein, such common area and facilities shall constitute a part of each rental unit for the purpose of inspection and compliance with this chapter.

4. "RENT" Any form of payment, including but not limited to cash, services, or other valuable considerations, provided as a condition of occupying a dwelling not owned by the occupant.

5. "OWNER" Person(s) listed as the deed holder as recorded at the Marion County Assessor's Office.

6. "OWNER'S REPRESENTATIVE" A person who is appointed by a rental property owner to provide access to the Inspector to the owner's rental property. The representative must have keys for all portions of the rental property, must be authorized to act on behalf of the owner concerning compliance with the requirements of this chapter, and must be at least 18 years of age.

7. "INSPECTOR" The person(s) designated by the City of Knoxville to conduct the inspections of rental properties and units for this program. The City of Knoxville may contract with an outside entity to conduct these inspection services.

8. "TENANT" Person(s) or family occupying a dwelling unit for rent. Not more than one family or four unrelated persons may occupy a dwelling unit

• 8-10-4 - Registration Requirement.

• All rental properties and rental units within the corporate limits of the City of Knoxville shall be registered with the City by the owner or the owner's representative. The owner or owner's representative shall file a completed registration form (as provided by the City) with the Planning & Zoning Department within thirty days of the property becoming a rental property, and subsequently at the time the rental inspection is due. Registration shall be accompanied by a fee as established by resolution of council and in accordance with the Rental Housing Inspection Administrative Policy.

By registering rental properties and/or rental units, the property owner consents to the City of Knoxville inspector entering and conducting an inspection, as described in 8-10-5. The registration process shall be conducted in accordance with the City of Knoxville's Rental Housing Inspection Program Administrative Policy.

• 8-10-5 - Rental Inspection.

• Each rental property and rental unit shall be inspected by the designated inspector at a frequency stated in the Rental Housing Inspection Program Administrative Policy. The inspections will be conducted to confirm compliance with regulations set forth in Knoxville Municipal Code, Titles 4, 8, and 9. Inspections will be conducted in accordance with the City of Knoxville’s Rental Housing Inspection Program Administrative Policy and in accordance with all state and federal laws pertaining to tenant rights and notification requirements.

• 8-10-6 - Rental Compliance Certificates.

• Each rental property shall obtain a Rental Compliance Certificate from the Planning & Zoning Department. Rental Compliance Certificate shall be issued in accordance with the Rental Housing Inspection Program Administrative Policy. Rental properties without a Rental Compliance Certificate shall be pursued in accordance with 8-10-9—Violations.

• 8-10-7 - Fees.

• All fees associated with this Rental Housing Inspection program shall be established by resolution of the council.

• 8-10-8 - Contact Information.

• All rental properties shall have the name and contact information of the property owner and/or the property owner's representative clearly and visibly posted for tenants.

• 8-10-9 - Violations.

• Rental properties and/or rental units that fail to comply with this chapter, shall be referred to the city building official and attorney for prosecution as a municipal infraction. Failure to comply with this chapter, including but not limited to failure to register a property, may result in the revocation of a certificate of occupancy and/or a requirement to vacate the property.

• 8-10-10 - Appeals Process.

To be determined

June 11, 2020

City of Knoxville
305 South Third Street
Knoxville, IA 50138

RE: PAY APPLICATION #2
ROCHE STREET CULVERT REPLACEMENT
S&A PROJECT NO. – 119.0729

Dear Honorable Mayor and Council:

Enclosed for your review and approval is TK Concrete Inc's Payment Application #2 for the above noted project. Based on project observation, plan quantities, measured quantities, and work completed we recommend approval of Payment Application #2. Work performed during this payment period includes; box culvert excavation, existing box culvert removal, temporary shoring installation, box culvert bedding, and other miscellaneous project items.

If you have any questions or comments, please contact me at any time.

Respectfully,

SNYDER & ASSOCIATES, INC.

Andy G. Burke, P.E.
Project Manager

Enclosure
CC: Tony Vermeer & Kirk Salnave, TK Concrete, Inc.

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APPLICATION FOR PARTIAL PAYMENT NO. 2

PROJECT: Roche Street Culvert Replacement
OWNER: City of Knoxville
CONTRACTOR: TK Concrete, Inc.
ADDRESS: 1608 Fifield Road
Pella, Iowa 50219
DATE: June 10, 2020

S&A PROJECT NO.: 119.0729

START DATE: April 23, 2020
PAYMENT PERIOD: 5/14/20 to 06/10/20

1. CONTRACT SUMMARY:

Original Contract Amount:	$	529,815.00
Net Change by Change Order:	$	-
Contract Amount to Date:	$	529,815.00

CONTRACT PERIOD:

Original Contract Date: March 1, 2020

2. WORK SUMMARY:

Work Performed This Period:	$	31,085.00
Retainage: 5%	$	1,554.25
Subtotal This Period	$	29,530.75
Less Overpayment of Pay Application #1	$	***9,000.00***
AMOUNT DUE THIS APPLICATION:	$	**20,530.75**

Total Work Performed to Date:	$	105,817.50
Retainage: 5%	$	5,290.88
Total Earned Less Retainage:	$	100,526.63

Payment Summary

Pay Application #1	$	70,995.88
Overpayment of Pay Application #1	$	9,000.00
Pay Application #2	$	20,530.75
Total	$	**100,526.63**

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:
(1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

TK Concrete, Inc.
CONTRACTOR

By _____ DATE: 6-11-2020

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGR

By _____ DATE: _____

Digitally signed by Andy Burke
DN: C=US,
E=aburke@snyder-associates.com,
O="Snyder & Associates, Inc",
CN=Andy Burke
Reason: I have reviewed this document
Date: 2020.06.11 09:37:55-05'00'

5. OWNER'S APPROVAL

City of Knoxville
OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

BID ITEM NO	DESCRIPTION	CONTRACT ITEMS QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPLETED WORK TO DATE QUANTITY	COST	COMPLETED WORK THIS PERIOD QUANTITY	COST	PERCENT COMPLETE THIS PERIOD	PERCENT COMPLETE TO DATE
	EARTHWORK										
2.1	Clearing and Grubbing	1	LS	$ 5,500.00	$ 5,500.00	0.50	$ 2,750.00	0.00	$ -	0.00%	50.00%
2.2	Topsoil, On-site	150	CY	$ 50.00	$ 7,500.00	98.00	$ 4,900.00	0.00	$ -	0.00%	65.33%
2.3	Excavation, Class 10	1125	CY	$ 20.00	$ 22,500.00	0.00	$ -	0.00	$ -	0.00%	0.00%
2.4	Subgrade Preparation	341	SY	$ 10.00	$ 3,410.00	0.00	$ -	0.00	$ -	0.00%	0.00%
2.5	Subbase, Modified, 6 Inches	341	SY	$ 20.00	$ 6,820.00	0.00	$ -	0.00	$ -	0.00%	0.00%
2.6	Compaction Testing	1	LS	$ 3,250.00	$ 3,250.00	0.00	$ -	0.00	$ -	0.00%	0.00%
	TRENCH AND TRENCHLESS CONSTRUCTION										
3.1	Trench Compaction Testing	1	LS	$ 2,250.00	$ 2,250.00	0.00	$ -	0.00	$ -	0.00%	0.00%
	SEWERS AND DRAINS										
4.1	Sanitary Sewer Gravity Main, Trenched, PVC, 8 In.	46	LF	$ 150.00	$ 6,900.00	0.00	$ -	0.00	$ -	0.00%	0.00%
4.2	Removal of Sanitary Sewer, 8 In.	46	LF	$ 50.00	$ 2,300.00	0.00	$ -	0.00	$ -	0.00%	0.00%
4.3	Storm Sewer, Trenched, RCP, 15 In.	134	LF	$ 95.00	$ 12,730.00	68.00	$ 6,460.00	0.00	$ -	0.00%	50.75%
4.4	Removal of Storm Sewer, RCP, 15 In.	141	LF	$ 30.00	$ 4,230.00	124.50	$ 3,735.00	0.00	$ -	0.00%	88.30%
4.5	Subdrain, HDPE, 4 In.	220	LF	$ 28.00	$ 6,160.00	0.00	$ -	0.00	$ -	0.00%	0.00%
4.6	Subdrain Cleanout, Type A-1, 6 In.	4	EA	$ 500.00	$ 2,000.00	0.00	$ -	0.00	$ -	0.00%	0.00%
4.7	Subdrain Outlets and Connections	4	EA	$ 400.00	$ 1,600.00	0.00	$ -	0.00	$ -	0.00%	0.00%
	WATER MAIN AND APPURTENANCES										
5.1	Water Main, Trenched, C900 PVC, 8 In.	137	LF	$ 110.00	$ 15,070.00	80.00	$ 8,800.00	0.00	$ -	0.00%	58.39%
5.2	Fitting, 8" x 45° Bend	8	EA	$ 850.00	$ 6,800.00	0.00	$ -	0.00	$ -	0.00%	0.00%
5.3	Fitting, 8" x 6" Reducer	1	EA	$ 850.00	$ 850.00	0.00	$ -	0.00	$ -	0.00%	0.00%
5.4	Water Service Stub	1	EA	$ 1,750.00	$ 1,750.00	0.50	$ 875.00	0.00	$ -	0.00%	50.00%
5.5	Water Main, Insulation	22	LF	$ 150.00	$ 3,300.00	0.00	$ -	0.00	$ -	0.00%	0.00%
5.6	Water Main, Abandon or Remove, 6 In.	127	LF	$ 30.00	$ 3,810.00	127.00	$ 3,810.00	0.00	$ -	0.00%	100.00%
5.7	Water Main, Connection to Existing	2	EA	$ 2,750.00	$ 5,500.00	1.00	$ 2,750.00	0.00	$ -	0.00%	50.00%
	STRUCTURES FOR SANITARY AND STORM										
6.1	Intake, SW-501	1	EA	$ 4,750.00	$ 4,750.00	0.00	$ -	0.00	$ -	0.00%	0.00%
6.2	Intake, SW-503	1	EA	$ 8,250.00	$ 8,250.00	0.00	$ -	0.00	$ -	0.00%	0.00%
6.3	Manhole Adjustment, Major	1	EA	$ 3,500.00	$ 3,500.00	0.00	$ -	0.00	$ -	0.00%	0.00%
6.4	Remove Intake	2	EA	$ 750.00	$ 1,500.00	1.00	$ 750.00	0.00	$ -	0.00%	50.00%
	STREETS AND RELATED WORK										
7.1	Pavement, PCC, 7 In.	293	SY	$ 85.00	$ 24,905.00	0.00	$ -	0.00	$ -	0.00%	0.00%
7.2	Special Subgrade Compaction for Shared Use Path	307	SY	$ 5.00	$ 1,535.00	0.00	$ -	0.00	$ -	0.00%	0.00%
7.3	PCC Pavement Samples and Testing	1	LS	$ 2,500.00	$ 2,500.00	0.00	$ -	0.00	$ -	0.00%	0.00%
7.4	Shared Use Path, PCC, 6 In.	221	SY	$ 65.00	$ 14,365.00	0.00	$ -	0.00	$ -	0.00%	0.00%
7.5	Detectable Warning, Cast Iron	24	SF	$ 50.00	$ 1,200.00	0.00	$ -	0.00	$ -	0.00%	0.00%
7.6	Driveway, Paved, PCC, 6 In.	10	SY	$ 100.00	$ 1,000.00	0.00	$ -	0.00	$ -	0.00%	0.00%
7.7	Temporary Surfacing, 12 In.	150	TON	$ 40.00	$ 6,000.00	18.00	$ 720.00	0.00	$ -	0.00%	12.00%
7.8	Pavement Removal	305	SY	$ 18.00	$ 5,490.00	115.00	$ 2,070.00	0.00	$ -	0.00%	37.70%
	TRAFFIC CONTROL										
8.1	Temporary Traffic Control	1	LS	$ 12,500.00	$ 12,500.00	0.25	$ 3,125.00	0.00	$ -	0.00%	25.00%
8.2	Temporary Barrier Rail	300	LF	$ 37.50	$ 11,250.00	215.00	$ 8,062.50	0.00	$ -	0.00%	71.67%
	SITE WORK AND LANDSCAPING										
9.1	Filter Sock, 12 Inch	410	LF	$ 5.00	$ 2,050.00	0.00	$ -	0.00	$ -	0.00%	0.00%
9.2	Filter Sock, Removal	410	LF	$ 2.50	$ 1,025.00	0.00	$ -	0.00	$ -	0.00%	0.00%
9.3	Rip Rap	262	TON	$ 75.00	$ 19,650.00	0.00	$ -	0.00	$ -	0.00%	0.00%
9.4	Erosion Control Mulching, Hydromulching with Temporary Seed	0.3	AC	$ 7,500.00	$ 2,250.00	0.00	$ -	0.00	$ -	0.00%	0.00%
9.5	Hydroseeding, Fertilizer, Hydromulch, Type 1 Seeding	0.3	AC	$ 12,000.00	$ 3,600.00	0.00	$ -	0.00	$ -	0.00%	0.00%
	MISCELLANEOUS										
11.1	Construction Survey	1	LS	$ 12,000.00	$ 12,000.00	0.25	$ 3,000.00	0.10	$ 1,200.00	10.00%	25.00%
11.2	Mobilization	1	LS	$ 40,000.00	$ 40,000.00	0.40	$ 16,000.00	0.00	$ -	0.00%	40.00%
11.3	Maintenance of Postal Service	1	LS	$ 1,500.00	$ 1,500.00	0.25	$ 375.00	0.25	$ 375.00	25.00%	25.00%
11.4	Maintenance of Solid Waste Collection	1	LS	$ 1,500.00	$ 1,500.00	0.25	$ 375.00	0.25	$ 375.00	25.00%	25.00%
11.5	Concrete Washout	1	LS	$ 2,000.00	$ 2,000.00	0.00	$ -	0.00	$ -	0.00%	0.00%

BID ITEM NO.	DESCRIPTION	CONTRACT ITEMS QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPLETED WORK TO DATE QUANTITY	COST	COMPLETED WORK THIS PERIOD QUANTITY	COST	PERCENT COMPLETE THIS PERIOD	PERCENT COMPLETE TO DATE
	BOX CULVERT										
99.1	Special Backfill	39	CY	$ 65.00	$ 2,535.00	0.00	$ -	0.00	$ -	0.00%	0.00%
99.2	Granular Material for Blanket and Subdrain	72	CY	$ 65.00	$ 4,680.00	54.00	$ 3,510.00	54.00	$ 3,510.00	75.00%	75.00%
99.3	Removal of Existing Structures	1	LS	$ 10,000.00	$ 10,000.00	0.50	$ 5,000.00	0.25	$ 2,500.00	25.00%	50.00%
99.4	Excavation, Class 20	902	CY	$ 25.00	$ 22,550.00	450.00	$ 11,250.00	225.00	$ 5,625.00	24.94%	49.89%
99.5	Precast Concrete Box Culvert, Twin 8'x6'	74	LF	$ 1,250.00	$ 92,500.00	0.00	$ -	0.00	$ -	0.00%	0.00%
99.6	Precast Concrete Box Culvert End Section, Twin 8'x6'	2	EA	$ 22,500.00	$ 45,000.00	0.00	$ -	0.00	$ -	0.00%	0.00%
99.7	Temporary Shoring	1	LS	$ 35,000.00	$ 35,000.00	0.50	$ 17,500.00	0.50	$ 17,500.00	50.00%	50.00%
99.8	Fence, Chain-Link, Vinyl Coated	75	LF	$ 120.00	$ 9,000.00	0.00	$ -	0.00	$ -	0.00%	0.00%
	TOTAL ORIGINAL CONTRACT:				$ 529,815.00		$ 105,817.50		$ 31,085.00	5.87%	19.97%
	CHANGE ORDER 01			**CHANGE ORDER SUMMARY**							
		TOTAL CONTRACT & CHANGE ORDER			$ 529,815.00		$ 105,817.50		$ 31,085.00	5.87%	19.97%