

City of Knoxville
City Council Meeting
Monday, March 2, 2020 at 6:15 p.m.
Municipal Building Council Chambers

1. Call To Order

MEMBERS PRESENT:

Mayor Brian Hatch ____, Council Member Megan Suhr ____, Council Member John Gotta ____, Council Member 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 February 17, 2020

Documents:

[02-17-20 COUNCIL MINUTES.PDF](#)

3.II. Approve Work Session Meeting Minutes Of February 17, 2020

Documents:

[02-17-20 WORK SESSION.PDF](#)

3.III. Accept Library Board Meeting Minutes Of February 19, 2020

Documents:

[LIBRARY MINUTES.PDF](#)

3.IV. Accept Housing Board Meeting Minutes Of January 20, 2019

Documents:

[HOUSING MINUTES.PDF](#)

3.V. Accept Airport Commission Meeting Minutes Of January 21, 2020

Documents:

[AIRPORT COMMISSION.PDF](#)

3.VI. Approve January 2020 Financials

Documents:

[JANUARY FINANCIALS.PDF](#)

3.VII. Accept 2019 Brooks Garden Annual Report

Documents:

[BROOKS GARDEN ANNUAL REPORT.PDF](#)

3.VIII. Approve Reappointment Of Pennie Sommar To The Civil Service Board

Documents:

[SOMMAR CIVIL SERVICE.PDF](#)

3.IX. Approve Reappointment Of David Hoke To The Civil Service Board

Documents:

[HOKE CIVIL SERVICE.PDF](#)

3.X. Set Date For Beggars' Night As Saturday, October 31, 2020

4. Item Agenda

4.I. Approve Resolution Approving An Agreement Between The City Of Knoxville, Iowa And The Marion County Humane Society Related To Animal Shelter And Control Services

Documents:

[RES 02-16-20 HUMANE SOCIETY.PDF](#)
[HUMANE SOCIETY AGREEMENT.PDF](#)

4.II. Discussion Regarding Police Chief Recruitment

4.III. Approve Payment Of Claims

5. Reports

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

6. Adjourn

Motion _____ Second _____

Vote _____ Time _____

Tricia Kincaid, City Clerk

COUNCIL MINUTES

February 17, 2020

The City Council of the City of Knoxville, Iowa convened in regular session Monday, February 17, 2020 at 6:15p.m. in the City Hall Council Chambers. 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, Assistant City Manager Heather Ussery, City Clerk Tricia Kincaid, Police Chief Dan Losada and Fire Chief Cal Wyman.

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

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

1. Approve City Council Meeting Minutes of February 4, 2020
2. Approve Special Meeting Minutes of January 30, 2020
3. Accept Water Board Minutes of February 11, 2020
4. Approve Class C Liquor License for Dollar General Store #3540
5. Approve Class C Liquor License for Hy-Vee Food Store
6. Approve Resolution Accepting Easement for the Highway 14 Resurfacing Project in the City of Knoxville, Iowa
7. Accept January 2020 CSO Report

Mayor Hatch announced now is the time and place for a public hearing for the Fiscal Year 2020/2021 City Budget. The hearing was opened at 6:18 p.m., the affidavit of publication was filed on 2/6/2020. City Manager Aaron Adams explained that this was a two-part process that was new this year and with the already approved tax levy and approval of this, it will finalize and adopt the budget which will then be submitted to the state. There were no written comments or objections and no oral comments or objections. Motion by Suhr; seconded by Gotta to close the hearing at 6:29 p.m., all ayes.

Motion by Suhr; seconded by Morse to approve Resolution Adopting the 2020-21 Budget for the City of Knoxville, Iowa, all ayes.

Motion by Suhr; seconded by Morse to table the Resolution Approving an Agreement Between the City of Knoxville, Iowa and the Marion County Humane Society Related to Animal Shelter and Control Services. Page two of the Agreement was excluded from the council packet and will need to be reviewed before further action is done, all ayes.

Motion by Gotta; seconded by Plum to approve Resolution Approving final plans, specifications, Form of Contract and Estimate of cost for the 2020 Roche Street Culvert Replacement Project. Assistant City Manager Heather Ussery explained that since the storm water utility was implemented a portion of that revenue has been set aside for this project. There is a larger culvert that is being installed besides what is there now. There is infrastructure that has to be moved due to the increase in size, all ayes.

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

89588	AFLAC	AFLAC-DIS/POST	\$310.13
89589	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$1,928.62
89590	ICMA RETIREMENT TRUST	ICMA	\$1,099.59
89591	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	\$53.76
89650	ALLIED OIL & TIRE COMPANY	5 GAL HYD OIL X8	\$362.64
89651	AMERICAN RED CROSS	2020 FACILITY FEES	\$300.00

89652	KEEPIPSAFE, INC.-LIVEVAULT	90 DAY RETENTION	\$230.51
89653	BOUND TREE MEDICAL LLC	BSI ISOLATION KITS	\$261.47
89654	BROWN'S SANITATION	YOUNGS PARK	\$606.00
89655	CENTRAL IOWA DISTRIBUTING INC	REC CENTER SUPPLIES	\$875.40
89656	CENTRAL IOWA FASTENERS	PLOW BOLTS	\$85.92
89657	CITY OF KNOXVILLE	RANDY PUYEAR PREMIUMS	\$327.96
89658	CREATIVE LANDSCAPING	18 PROPERTIES SNOW REMOVAL	\$1,060.00
89659	D.J.GONGOL & ASSOCIATES INC.	WEAR PLATES, NUTS, ORINGS	\$1,370.40
89660	DANKO EMERGENCY EQUIP	TURN OUT GEAR PATCH	\$68.00
89661	ELECTRICAL ENGINEERING &	RESENT CLOCK ON GENERATOR	\$432.50
89662	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND	\$6,421.78
89663	FINISH LINE LAUNDRY LLC	MONTHLY MAT CLEANING	\$140.00
89664	FIRE SERVICE TRAINING BUREAU	FIRE SCHOOL REGISTRATION	\$105.00
89665	GWORKS	W-2 FORMS	\$128.39
89666	HUBES GARAGE	SERVICE ON 2018 TAHOE	\$47.26
	IOWA LAW ENFORCEMENT		
89667	ACADEMY	290TH BASIC TRAINING TUITION	\$6,650.00
89668	IOWA LEAGUE OF CITIES	ECIC DUES	\$120.00
89669	IMFOA	MEMBERSHIP DUES	\$50.00
89670	WINDSTREAM	ALARM LINE	\$150.20
89671	JETCO, INC	REVERSING STARTERS	\$2,207.00
89672	JOHNSON CONTROLS	FIRE ALARM PANEL WORK	\$1,073.00
89673	KADETH, INC	IT SUPPORT	\$1,163.14
89674	KEYSTONE LABORATORIES INC	MONTHLY POOL AND SPA TESTING	\$46.60
89675	KNIA KRLS INC	PUBLIC SAFETY PACKAGE	\$89.75
89676	KNOXVILLE HOSPITAL & CLINICS	RANDOM DRUG TESTING	\$36.00
89677	KNOXVILLE AVIATION	DAN VAN DONSELAAR	\$3,467.91
89679	KNOXVILLE FARM & HOME INC	BROADCAST SPEAKER	\$1,236.73
89680	KONE INC	ELEVATOR MAINTENANCE	\$200.01
89681	LIFE FITNESS	KIT HANDSET, THUMB CONTROLS	\$492.67
89682	LUBE TECH	MOBILE 600	\$292.68
89683	MARION COUNTY HUMANE SOCIETY	MONTHLY SERVICE CHARGE	\$1,010.50
89684	MARTIN MARIETTA AGGREGATES	DE-ICING SAND	\$985.27
89685	MICHAEL TODD AND COMPANY INC	FREIGHT FOR PLOW MARKER	\$9.33
89686	MIDWEST OFFICE TECHNOLOGY INC	COPIER MAINTENANCE	\$354.10
89687	NAPA	5 GAL HYDRAULIC FLUID	\$269.43
89688	NATIONAL PAPER & SAN SUPPLY	PAPER TOWELS	\$158.31
89689	O'HALLORAN INTERNATIONAL INC	MIRROR BRACKET	\$69.06
89690	O'REILLY AUTOMOTIVE INC	ANTIFREEZE	\$87.90
89691	OFFICE DEPOT	OFFICE SUPPLIES FOR REC CENTER	\$54.52
89692	PELLA COMMUNITY AMBULANCE	ALS TIER SERVICES	\$125.00
89693	PLUMB TECH MECHANICAL INC.	REPLACE INDUCER MOTOR	\$843.74
89694	PROVANTAGE LLC	UPS BATTERY REPLACEMENT	\$475.00

89695	RACOM CORPORATION INC	REPAIR RADIO IN 937	\$935.00
89696	RED LION RENEWABLES LLC	WWTP SOLAR	\$1,236.33
89697	ROMAR	SMALL ENGINE REPAIR PARTS	\$101.47
89698	K & L THOMPSON, LLC	SERVICE ON 937	\$755.36
89699	SNYDER & ASSOCIATES INC	WW DISINFECTION FACILITY PLAN	\$3,552.00
89700	SPAHN & ROSE LUMBER	SIDE BOARDS FOR TRUCK 28	\$37.34
89701	STRYKER SALES CORPORATION	LUCUS SERVICE CONTRACT	\$1,081.20
89702	TRUE VALUE HARDWARE INC.	50 AMP DUAL PLUG	\$57.96
89703	UNITYPOINT CLINIC-	RANDOM DRUG TESTING	\$42.00
89704	US CELLULAR	CELL PHONE	\$323.90
89705	VAN WALL EQUIPMENT	QUICK COUPLER FOR SKID LOADER	\$79.66
89706	VERIZON	HOT SPOT INTERNET	\$80.04
89708	VISA	NATIONAL APA CONFERENCE	\$4,995.44
89709	WALMART COMMUNITY	CRAFT SUPPLIES	\$245.17
89710	ZERO 9 HOLSTERS	15 PORTABLE RADIO HOLDERS	\$767.75
13169206	MASSMUTUAL	HARTFORD	\$105.42
13169207	IRS WITHHOLDING PAYMENTS	FED/FICA TAX	\$21,137.34
13169208	TOTAL ADMINISTRATIVE SERVICES	FLEX- MEDICAL	\$1,329.96
13169209	TOTAL ADMINISTRATIVE SERVICES	WATER DEPT TASC	\$254.61
13169210	KNOXVILLE RECREATION CENTER	MONTHLY BANK CHARGES	\$311.16
13169212	TREASURER-STATE OF IOWA	SEWER SALES TAX	\$5,729.00

Under Mayor's Report - None

Under City Manager Report - None

Police Chief Dan Losada, this past Friday there was a hiring event at City Hall, five went through the interview process. One will hopefully be hired soon. Chief Losada handed his formal letter announcing his retirement on May 15, 2020, which is on Law Enforcement Memorial Day to City Manager Aaron Adams.

Motion by Suhr; seconded by DeJong to adjourn at 7:00 p.m., all ayes.

Brian Hatch, Mayor

ATTEST:

Tricia Kincaid, City Clerk

COUNCIL PROCEEDINGS

The City Council of the City of Knoxville, Iowa convened in a Work Session on Monday, February 17, 2020 at 5:00 p.m. Mayor Brian Hatch presided and the following Council members were present: Megan Suhr, John Gotta, Dylan Morse, Justin Plum and Jyl DeJong. The following staff members were present: City Manager Aaron Adams, Assistant City Manager Heather Ussery and City Clerk Tricia Kincaid, Police Chief Dan Losada, Fire Chief Cal Wyman, Parks and Recreation Director Brandon Nemmers and Library Director Roslin Thompson.

City Manager Aaron Adams started the meeting requesting councils' thoughts on Projects and Priorities and looking to the future. Questions on the trails came up now that the County has control of the VA grounds and possible options of connecting to that area. City Parks and their current state were also discussed.

Motion by Gotta seconded by Morse to adjourn at 6:13 p.m., motion carried unanimously.

Brian Hatch, Mayor

ATTEST:
Tricia Kincaid, City Clerk

**Board of Trustees Meeting
February 19, 2020**

The Knoxville Public Library Board of Trustees met at the library at 8:15 AM Wednesday, Feb. 19, 2020. Members present were Bob Leonard, Scott Ziller, Jean McKay, Mary Lane, Pat Wilson, Dave Garcia, and Harv Sprafka.

The meeting was called to order by Dave Garcia. Mary Lane moved, Pat Wilson seconded to approve the minutes of the January 15, 2020 meeting as mailed. Motion passed unanimously.

Under Correspondence, Roslin said that a bid had been submitted for window cleaning from Appearance Matters. It is a locally owned company and the bid was low at \$395 per cleaning of exterior windows at the new building. Bob Leonard moved, Scott Ziller seconded that the company be hired to clean windows. Motion passed.

Roslin gave the monthly report for January. Total circulation was 5,119 items. Computer usage for the month was 468 with 650 recorded uses of wireless. The Early Literacy AWE station had 112 uses. The meeting room and outreach programs totaled 34 times, with a total attendance of 599. There were a total number of 2,186 visits to the library. Activities are planned for the spring break, as well as the lifelong learning series.

The board discussed the possibility of signing a contract for library services with Pleasantville if their library was closed. The matter was tabled until a later date. Marion County trustees will have a training in April. The Friends group will have a book sale April 16 – 18. Legislative Day is March 10. The Chamber will host a reception for organizations that had a ribbon-cutting ceremony last year, of which the library was one. Library trustees are invited to the event on Feb. 27 at Pine Knolls.

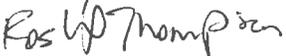
Under Media Strategy Plan, all events shall be planned and publicized in a timely manner. Roslin had a press release for the new display of military insignia on temporary loan.

Jean McKay moved, Pat Wilson seconded that the financial report for January be approved. Motion was unanimous. Scott Ziller moved, Mary Lane seconded the city trust report for January be accepted. Motion was unanimous. Pat Wilson moved, Mary Lane seconded the approval for payment of bills for February. Motion passed unanimously, and a copy is attached to the minutes.

Under New Business, Roslin said that a previous tenant had expressed a desire to move back into the Gebhardt house apartment. A lease will be drawn up and the tenant contacted. Kim DeSocio could not be present at this meeting for the board to approve final mural designs. The matter was tabled until another meeting can be called.

Dave Garcia announced that he was retiring from the library board, with this being his last meeting. A search will begin for another trustee whose term runs until June 30, 2024.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, March 18, 2020 at 8:15 AM at the Knoxville Public Library.


Roslin Thompson, secretary

MINUTES

Low Rent Housing Agency of Knoxville
Location: Conference Room of the Housing Agency
January 20, 2020

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

Absent: Board Members: None.

Motion by Brent Hanna with second by Annie Leonard to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of December 16, 2019, Public Hearing minutes of December 16, 2019, the Occupancy Report and Stop Loss Monitoring Report.

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

Motion by Annie Leonard with second by Jerrold Jordan to accept the mileage rate update paid for private vehicle use by employees to the 2020 IRS rate of \$.57.5 cents per mile. All voted aye.

Discussion and motion to revise the 2018 CFP budget made by Brent Hanna with a second by Annie Leonard. All voted aye. Teresa Higginbotham entered at this time.

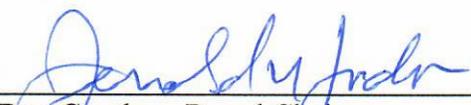
Discussion and motion to approve continuation of existing 28E Agreement with State of Iowa DIA made by Jerrold Jordan with a second by Annie Leonard. All voted aye. Executive Director will sign agreement. This agreement will be reviewed annually.

Discussion of operating budget for fiscal year ending March 31, 2021. Board reviewed budget spreadsheets and agreed it was ready to send to Fee Accountant for preparation. Final Budget will be reviewed at the April meeting.

Discussion and motion to approve vacation carryover for all employees with vacation in excess of the allowable 80-hour carryover, as stated in policy. This affected only one employee this year who was in excess of 47.40 hours. Motion by Jerrold Jordan to approve the carryover with a second by Annie Leonard. All voted aye.

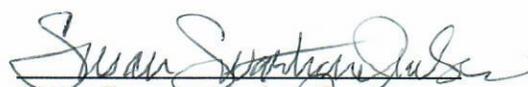
Motion by Brent Hanna with second by Teresa Higginbotham to accept the December 2019 financial statements. All voted aye to approve December 2019 financial statements.

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



Don Croghan, Board Chairman

VICE
JERROLD W. JORDAN



Susan Swartzendruber, Secretary

KNOXVILLE AIRPORT COMMISSION – January 21, 2020

The Knoxville Airport Commission met in regular session on January 21, 2020, 6 p.m. with Commission Chairman, Wayne Westberg presiding. Members present were Larry Smith, Dixie Brown, Ella Crawford and Airport Manager, Dan Van Donselaar. Loren Steenhoek was excused.

Wayne Westberg moved and Dixie Brown seconded a motion to waive reading and approval of the minutes of the previous meeting. Motion carried.

Hangar Currency: The following are behind in their rent: Leifert – 3 months; Martin – 3 months and FTAC. Ella Crawford moved and Larry Smith seconded a motion to accept this report. Motion carried.

Airport Project List: Discussion only.

Update on Runway 15/33 Project: Discussion only.

Update on Air Methods new crew quarters: The sewer, water and electric trenching should be finished this week, weather pending.

Ella Crawford made a motion and Dixie Brown seconded to consider approval of Amendment No. 9 with Mc Clure for design/bidding/construction admin/observation for Construct Hangar project (Iowa DOT Project No. 91200OXV300) pending certification of city budget on March 31, 2020. Motion carried.

Claims: Larry Smith moved and Ella Crawford seconded a motion to approve the claims. Motion carried.

Airport Manager Report & Safety Checklist: All is in working order. There was discussion on airport farm rent agreement. Wayne Westberg moved and Dixie Brown seconded a motion to approve this report. Motion carried.

Larry Smith moved and Ella Crawford seconded a motion to adjourn at 7:09 p.m. Motion carried.

Wayne Westberg, Airport Commission Chairman

ATTEST:

Janet Westberg, Secretary

City of Knoxville
Bank Reconciliation - January 2020

		Bank		
		Balance	Investments	Total
<u>Iowa State Savings Bank</u>				
Checking	369	\$10,150,995.41		\$10,150,995.41
<u>Great Southern Bank</u>				
General Fund Pool	53755000350		44,606.29	\$44,606.29
Debt Service/Capital Projects	53755000369		542,545.96	\$542,545.96
Sewer Utilities	53755000377		778,365.94	\$778,365.94
Equipment Replacement	53755000385		222,591.63	\$222,591.63
Police Retirement	53755000393		69,385.07	\$69,385.07
Police Dept Trust	53755000407		13,243.11	\$13,243.11
Library Gift & Memorial	53755000415		7,162.20	\$7,162.20
Rescue & Fire Donation	53755000423		9,420.24	\$9,420.24
<u>Wells Fargo Bank</u>				
General Fund Pool	008-4312909		79,065.37	\$79,065.37
Perpetual Care	6990785435		100,130.96	\$100,130.96
IPAIT	11460 11461		1,208,709.76	\$1,208,709.76
<u>MM Total</u>			1,866,516.77	
Calculated balance		10,150,995.41	3,075,226.53	13,226,221.94
	Less O/S checks	115,039.87		115,039.87
	Petty Cash	295.00	-	295.00
	Add: Reconciling Item (Deposit in Transit)			-
Total Calculated bank balance		10,035,955.54	3,075,226.53	13,111,477.07
Book Balance				13,111,477.07
Difference				0.00

Approved By:



BUDGET REPORT
CALENDAR 1/2020, FISCAL 7/2020

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	POLICE TOTAL	1,638,310.00	137,637.59	981,600.62	59.92
	FIRE TOTAL	212,510.00	22,809.30	114,978.49	54.10
	RESCUE TOTAL	682,865.00	65,570.28	428,332.72	62.73
	ANIMAL CONTROL TOTAL	20,100.00	860.50	9,523.50	47.38
	PUBLIC SAFETY TOTAL	2,553,785.00	226,877.67	1,534,435.33	60.08
	ROADS, BRIDGES, SIDEWALK	762,608.00	187,123.54	736,082.96	96.52
	STREET LIGHTING TOTAL	35,000.00	2,506.75	18,145.83	51.85
	TRAFFIC CONTROL & SAFETY	42,700.00	357.98	23,790.34	55.72
	PUBLIC WORKS-RUT TOTAL	26,335.04	1,975.20	15,688.17	59.57
	PUBLIC WORKS TOTAL	866,643.04	191,963.47	793,707.30	91.58
	LIBRARY TOTAL	390,527.00	43,283.46	276,174.12	70.72
	PARKS TOTAL	136,421.00	5,929.64	65,859.49	48.28
	RECREATION TOTAL	473,172.00	48,225.16	307,696.90	65.03
	POOL TOTAL	33,025.00	3,037.42	27,584.35	83.53
	CEMETERY TOTAL	214,565.00	10,780.92	106,805.98	49.78
	CULTURE & RECREATION TOT	1,247,710.00	111,256.60	784,120.84	62.84
	ECONOMIC DEVELOPMENT TOT	90,000.00	24.89	78,463.42	87.18
	HOUSING & URBAN RENEWAL	5,000.00	30.00	5,526.00	110.52
	PLANNING & ZONING TOTAL	156,377.00	10,502.69	85,401.75	54.61
	COMMUNITY & ECONOMIC DEV	251,377.00	10,557.58	169,391.17	67.39
	ROADS, BRIDGES, SIDEWALK	.00	14.00	14.00	.00
	MAYOR/COUNCIL/CITY MGR T	160,622.00	12,365.03	116,149.81	72.31
	CLERK/TREASURER/ADM TOTA	98,938.00	8,843.40	46,794.01	47.30
	LEGAL SERVICES/ATTORNEY	12,000.00	1,000.00	8,855.00	73.79
	CITY HALL/GENERAL BLDGS	199,178.00	18,783.56	122,383.10	61.44
	TORT LIABILITY TOTAL	35,000.00	41,658.37	41,658.37	119.02
	OTHER GENERAL GOVERNMENT	.00	.00	371.25	.00
	GENERAL GOVERNMENT TOTAL	505,738.00	82,664.36	336,225.54	66.48
	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	50.00	95,343.75	18.14

BUDGET REPORT
CALENDAR 1/2020, FISCAL 7/2020

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	DEBT SERVICE TOTAL	2,408,001.00	50.00	344,448.49	14.30
	POLICE TOTAL	37,000.00	.00	36,284.00	98.06
	FIRE TOTAL	490,000.00	7,495.00	72,495.00	14.79
	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	406.65	1,243,583.57	224.80
	PARKS TOTAL	.00	.00	13,445.13	.00
	CAPITAL PROJECTS TOTAL	2,685,000.00	.00	296,378.37	11.04
	LOCAL OPTION TAX TOTAL	40,000.00	.00	208,635.60	521.59
	CAPITAL PROJECTS TOTAL	3,920,200.00	7,901.65	2,010,358.12	51.28
	SEWER BONDS TOTAL	444,450.00	.00	47,055.00	10.59
	SEWER/SEWAGE DISPOSAL TO	1,202,617.00	96,428.65	564,556.59	46.94
	PUBLIC WORKS - SEWER TOT	49,778.16	3,680.93	29,752.35	59.77
	SEWER PLANT REPLACEMENT	72,000.00	1,285.00	12,405.00	17.23
	I & I IMPROVEMENTS TOTAL	940,000.00	28,981.88	619,576.26	65.91
	AIRPORT TOTAL	3,870,950.00	51,691.95	155,759.90	4.02
	STORM WATER TOTAL	150,000.00	9,815.00	83,072.46	55.38
	INTERNAL SERVICE TOTAL	115,000.00	14,553.76	85,591.56	74.43
	ENTERPRISE FUNDS TOTAL	6,844,795.16	206,437.17	1,597,769.12	23.34
	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	837,708.50	9,017,036.91	44.98

TREASURER'S REPORT
CALENDAR 1/2020, FISCAL 7/2020

FUND		LAST MONTH ENDING BAL	REVENUES	EXPENSES	CHANGE IN LIAB	ENDING BALANCE
001	GENERAL	1,913,331.50	257,588.67	366,796.61	188.48-	1,803,935.08
005	URBAN DEVELOPMENT	3,056.59	.00	30.00	.00	3,026.59
110	ROAD USE TAX	454,590.35	99,428.49	179,094.52	.00	374,924.32
111	I-JOBS	3,090.93	.00	.00	.00	3,090.93
112	EMPLOYEE BENEFITS	247,541.23	4,866.46	59,712.42	.00	192,695.27
117	MFPRSI	401,157.65	1,411.89	14,357.61	.00	388,211.93
119	EMERGENCY	776.19	.00	.00	.00	776.19
121	LOCAL OPTION SALES TAX	416,163.99	79,131.33	.00	.00	495,295.32
125	FIVE STAR TIF	416,744.69	556.69	.00	.00	417,301.38
127	WESTRIDGE TIF	31,708.17	.00	.00	.00	31,708.17
128	WALMART TIF	.00	.00	.00	.00	.00
129	PARK LANE TIF	29,569.91	275.16	.00	.00	29,845.07
130	ERIC DRIVE TIF	4,079.43	.00	.00	.00	4,079.43
131	FOX POINTE TIF	.00	.00	.00	.00	.00
132	3M TIF	51,467.57	.00	.00	.00	51,467.57
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	14,372.47	230.77	3,328.52	.00	11,274.72
168	FIRE/RESCUE DONATIONS	13,832.53	14.78	.00	.00	13,847.31
169	LIBRARY GIFT & MEMORIAL	20,310.95	301.24	.00	.00	20,612.19
170	RECREATION DONATIONS	.00	.00	.00	.00	.00
171	AULD PARK PLAYGROUND TRST	34,325.31	3.35	.00	.00	34,328.66
172	PARKS	.00	.00	.00	.00	.00
173	K-9 UNIT PROGRAM	.00	.00	.00	.00	.00
200	DEBT SERVICE	1,046,243.79	7,038.91	50.00	.00	1,053,232.70
302	CEMETERY ROADS	53,283.38	108.76	.00	.00	53,392.14
304	BIKE TRAIL PROJECT	1,051,847.04	.00	.00	.00	1,051,847.04
305	SIDEWALKS AND ALLEYS	1.47	.04	.00	.00	1.51
306	GO BOND PROJECTS	300,761.13	.00	.00	.00	300,761.13
307	ENTRANCE SIGNS	3,805.10	5.08	.00	.00	3,810.18
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	48,880.00	1,180.00	406.65	.00	49,653.35
316	CAPITAL PROJECTS-REC	1,714.88	.00	.00	.00	1,714.88
398	EQUIPMENT REPLACEMENT	1,173,559.32	1,349.23	7,495.00	.00	1,167,413.55
399	BUILDING REPLACEMENT	428.77	1.19	.00	.00	429.96
500	PERPETUAL CARE	283,746.33	674.80	.00	.00	284,421.13
501	LIBRARY-REAVER TRUST	.00	.00	.00	.00	.00
610	SEWER UTILITY	2,643,010.81	202,576.11	130,376.46	.00	2,715,210.46
611	SEWER REVENUE SINKING	345,079.57	.07	.00	.00	345,079.64
615	SEWER REVENUE BOND RSRV	730,615.00	.00	.00	.00	730,615.00
640	AIRPORT IMPROVEMENTS	402,750.21	.00	3,183.19	.00	399,567.02
660	AIRPORT UTILITY	71,621.03-	4,630.00	48,508.76	.00	115,499.79-
740	STORM WATER	656,624.72	23,950.12	9,815.00	.00	670,759.84
820	SELF FUND HEALTH INS	387,318.05	20,856.45	14,553.76	.00	393,620.74
821	SELF INSURED PROPERTY INS	.00	.00	.00	.00	.00
Report Total		13,243,194.46	706,179.59	837,708.50	188.48-	13,111,477.07

**Friends of the Library
Bank Reconciliation**

FRIENDS OF THE LIBRARY				
BANK RECONCILIATION				
Month <u>January</u>		Year <u>2020</u>		
CHECKING	Account # <u>83006119</u>			
Beginning Balance:			<u>3352.68</u>	
	Add: Deposits		<u> </u>	
	Less: Checks Written		<u> </u>	
Ending Balance			<u>3352.68</u>	
SAVINGS	Account # <u>31623048588</u>			
Beginning Balance:			<u>3047.96</u>	
	Add: Deposits		<u> </u>	
	Interest		<u>.07</u>	
	Less: Withdrawals		<u> </u>	
Ending Balance			<u>3048.03</u>	
Prepared by: <u>Cheryl Hult, Treasurer</u>				

MEMORANDUM

Date: March 2, 2020
To: Mayor, City Council, City Manager, Assistant City Manager, City Clerk,
and Parks and Recreation Director
From: Harvey E. Sprafka 
Subject: 2019 Brooks Garden Annual Report

This is my annual financial report for Brooks Garden, as well as events and park usage last year, and plans for the 2020 growing season at the pocket park.

At the beginning of last year, the Brooks Garden account had \$825.90.

The following is a list of donors last year and expenditures for 2019:

INCOME

Knoxville Federated Garden Club	\$100.00
Eta Lambda Sorority	100.00
Anonymous Donors	<u>120.00</u>
Total	\$320.00
Plus	825.90 = \$1,145.90

EXPENDITURES

Flowers	\$296.25
LED Christmas Lights	128.76
Misc. Garden Material	<u>31.39</u>
Total	\$456.40

As of this date, there is \$589.50 in the Brooks Garden account.

There was an increase of expenditures this past year because of expenses for new LED lights, due to the growth of the seven trees in the park and the age of lights since the park's creation in 2010. The cost of flowers, however, was about the same as previous years. Depending on the variety and number of plants, an annual cost for flowers for the three flower beds is approximately \$250 to \$300.

We continue to enjoy public financial support from the Knoxville community. There was a slight increase in revenues and I expect we'll receive similar amounts this year.

Last July the Knoxville Federated Garden Club held their annual "Sitting Pretty" contest at Brooks Garden. Area gardeners plant and arrange containers for judging color, creativity, plants used and attractiveness. Holding the contest at the small park was well received by club members, participants and visitors. At the conclusion of the contest, garden club officers asked me if they could hold this year's event at the pocket park, again. I, of course, said yes immediately.

2019 was the first full year of the "Little Library" at the park. It has proved to be very popular and has great usage. The support of the small library has been very gratifying, too. Patrons take, return, and replace books. A couple of former residents gave me several boxes of books for the library.

As I did last year, I left the white lights on the ornamental trees lighted after the Christmas Season until March 1. Each year I string the trees with lights in time for Knoxville's November celebration, "Living Windows." I relight them on Thanksgiving night through January 6. The multi-colored lights on the park's Christmas tree were turned off on January 7.

I am currently making plans in selecting flower types and creating designs for the park's three flower beds this summer. In a few weeks, I'll be doing some selective pruning on the trees and shrubs at the park, as well as cleaning up refuse that has blown into the park during the winter months.

Soon the park will be colorful with tree and shrub blossoms and then spring flowers will appear.

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 Civil Service Board TERM _____

NAME Pennie Sommar HOME ADDRESS 1005 N. Harlan, Knoxville, Iowa 50138

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

How long have you been a resident of Knoxville? 38 this time(native)

Occupation Vice President Employer Marion County State Bank

Telephone Number (Home) _____ Business _____

Cell Phone 641-891-4779 Email Address psommar@marioncountybank.com

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

Served on the Board for the last several years

Active in numerous Community Boards i.e.: Rotary, Heritage Foundation, BRAVO Concert Series, Knoxville Alumni Board and currently serving on the Vote Yes Board for the School Bond Issue.

I am a member of St. Anthony's Catholic Church where I serve as a money counter and take care of all the altar linens

Serve on the School Districts STEM Council as well as the Facilities Committee

Have granddaughters active in the Knoxville Schools District so attend numerous School activities.

What is your present knowledge of this advisory Board/Commission? Having already served on the Board I think I'm well advised and have enjoyed my time of service

What contributions do you feel you can make to this advisory Board/Commission (or state reason for applying)? I would like to continue to be of service

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  Date 2/24/20

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.

ADVISORY BOARD/COMMISSION
APPLICATION FORM



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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.

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ADVISORY BOARD/COMMISSION NAME Civil Service TERM _____

NAME David Hoke HOME ADDRESS 309 C. MARION

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

How long have you been a resident of Knoxville? 20 yrs

Occupation VP marketing Employer marion County Bank

Telephone Number (Home) 891.3967 Business 828.8000

Cell Phone ✓ Email Address dhoke@marioncountybank.com

Experience and/or activities which you feel qualify you for this position Near 15 yrs

on the board so far! I work a lot w/multiple
community groups. I care very much for our
police force.

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

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

Leadership. Common Sense. Listening. Relationships w/current Police force and City Hall.

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.

↳ Civil Service

Signature of Applicant D L Hoke Date 2/26/20

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.

RESOLUTION NO. 02-16-20

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF KNOXVILLE, IOWA
AND THE MARION COUNTY HUMANE SOCIETY RELATED TO
ANIMAL SHELTER AND CONTROL SERVICES

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

WHEREAS, the City of Knoxville and the Marion County Humane Society entered into an Agreement on the 5th day of May 2008 whereby the Humane Society would provide animal shelter and control services for stray animals located in the City limits; and

WHEREAS, City Staff has entered into discussions with the Humane Society to enter into a new Agreement for the same services; and

WHEREAS, City Staff has reviewed the proposed Agreement and now recommends that City Council enter into said Agreement with the Humane Society.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Knoxville, Iowa that the Agreement between the City of Knoxville and the Marion County Humane Society 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 17th day of February,
2020.

Brian J. Hatch, MAYOR

ATTEST:

Tricia Kincaid, CITY CLERK



AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2020 by and between the City of Knoxville, a governmental unit of the State of Iowa, (hereinafter referred to as "City"), and the Marion County Humane Society, a non-profit corporation that provides animal shelter and control services (hereinafter referred to as "MCHS").

WITNESSETH

In consideration of the mutual covenants and Agreements hereinafter set forth, the City and MCHS agree as follows:

- 1) MCHS has provided the City with a copy of its Organizational Charter, the Minutes and/or Resolutions showing who has the power to execute a contract on its behalf. MCHS agrees that it will provide the City with any Amendments to these documents and will also provide the City with the Resolution approving this contract and any future contracts between the City and MCHS.
- 2) The City previously budgeted the sum of \$20,000 for payment to MCHS for use during the 2019-2020 fiscal year. The City currently has approximately \$11,000 left from this budgeted amount as of the date of this Agreement. The City agrees that upon the parties entering into this Agreement that the City will issue a check to MCHS for the balance in that account. In conjunction therewith, MCHS will no longer charge the City a per animal fee.

In consideration of MCHS no longer charging the City a per animal fee, the City agrees to pay MCHS an annual fee beginning July of 2020 and each July thereafter until either party terminates this Agreement. The payment in July of 2020 shall be in the sum of \$25,000, that sum will be \$30,000 in July 2021 and for each July thereafter the sum shall increase by 2%.

In return, MCHS agrees to no longer charge a per animal fee, to provide all services currently in place and as set out in paragraph #3 of this agreement and as set out in paragraph #3 of the previous Agreement. MCHS will also continue to collect any fines for animals at large.

- 3) MCHS agrees to provide the following services:
 - a) Provide an animal shelter for animals collected or impounded which will comply in all respects with Iowa Administrative Code Chapter 20, Iowa Department of Agriculture Section 20.2 (1) entitled Housing Facilities, Section 20.2 entitled Housing Facilities, and Section 20.2 (2) entitled Primary Enclosures.
 - b) Provide adequate personnel to comply with mandates of this Agreement and all applicable ordinances, statutes, and administrative rules for the certification and registration as an animal welfare shelter under the Iowa Department of Agriculture.

- c) Accept all animals from the City for shelter as defined by Knoxville Municipal Code 6-4A and B within the corporate limits of the City for holding in its shelter for the period of time required by pertinent ordinance, statute, or administrative rules for return to owner upon owner's payment of costs as established by MCHS, and upon compliance with licensing and vaccination requirements of the City. Animals found to be sick or diseased with an infectious or contagious condition which constitutes a health hazard to other animals or humans, may be disposed of by euthanasia within a shorter period of time if approved by a licensed veterinarian. Animals suffering by reason of injury or severe illness may be disposed of by euthanasia without prerequisite approval by a licensed veterinarian. Be responsible for all veterinary care and/or disposal costs for animals delivered by the City.
 - d) Provide the forms, means, procedures and personnel at the shelter for adoption of suitable animals and to require all persons adopting said animals to show compliance with applicable City ordinances, policies, statutes, and administrative rules relating to animal health and welfare.
 - e) Provide procedures for the humane euthanasia of sick, diseased and unclaimed animals according to standards established by Iowa Code, Section 162.2, Subsection 15, relating to euthanasia.
 - f) Provide a facility to quarantine and confine animals involved in bite cases as directed by the Marion County Health Department.
- 4) This Agreement shall have a term of twenty-four (24) months, effective the first day of July 2020. It shall renew automatically, unless written notice is given by either party of intent to terminate the Agreement sixty (60) days prior to the renewal. Notice of intent to renegotiate the terms of the Agreement shall also be provided by either party sixty (60) days prior to the renewal.
- 5) For termination with reasonable cause, either party may terminate this Agreement effective immediately upon the provision of written notice of termination for cause. Reasonable cause shall include:
- a) Material violation of this Agreement.
 - b) Any act exposing the other party to liability to others for personal injury or property damage.
- 6) MCHS agrees that the rights and obligations of MCHS under this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of the MCHS. The City shall not assign its rights or obligations under this Agreement.
- 7) MCHS represents that it will use due diligence and make all reasonable effort to fully comply with the terms set forth in this Agreement and fulfill the expectations implied therein. In the event that the City determines that there is a default under the Agreement and/or that the expectations are not being fulfilled, the City shall give a written notice to

MCHS of said default or lack of fulfillment, along with a Notice that said Agreement shall be terminated within thirty (30) days if said default or breach is not remedied.

City of Knoxville

Mayor

The Marion County Humane Society

Executor Director

ATTEST:

City Clerk

Excutive Director