

City of Knoxville  
City Council Meeting  
Monday, April 19, 2021 at 6:15 p.m.  
Knoxville Public Library

1. Call To Order

**MEMBERS PRESENT:**

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

2. Citizen/Public Comments  
Discussion

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3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of April 5, 2021

Documents:

[04-05-2021 COUNCIL MINUTES.PDF](#)

3.II. Accept Water Board Meeting Minutes Of April 13, 2021

Documents:

[WATER BOARD MINUTES.PDF](#)

3.III. Accept Jerrold Jordan's Resignation From The Planning And Zoning Board

3.IV. Approve March 2021 CSO Report

Documents:

[CSO REPORT.PDF](#)

3.V. Approve Marshall Cockhren And Jason Koons As Reserve Police Officers

Documents:

[RESERVE OFFICERS.PDF](#)

3.VI. Set A Public Hearing For May 3, 2021 At 6:15 P.m. To Amend The Zoning Code Ordinance Pertaining To Front Decks

3.VII. Set A Public Hearing For May 3, 2021 At 6:15 P.m. To Amend The Zoning Code Ordinance Pertaining To Swimming Pools

4. Item Agenda

4.I. Mayoral Reading Of National Volunteer Week Proclamation

Documents:

[VOLUNTEER WEEK PROCLAMATION.PDF](#)

4.II. Public Hearing - Maximum Property Tax Dollars For Fiscal Year 2021/2022

- A. Open Hearing
- B. Filing of Affidavit of Publications- 04/09/2021
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.II.i. Approve Resolution Approving Fiscal Year 2021/2022 Maximum Property Tax Dollars

Documents:

[RES 04-17-21 MAX LEVY.PDF](#)

4.III. Set A Public Hearing For May 3, 2021 At 6:15 P.m.to Approve Fiscal Year 2021/2022 Budget

4.IV. Public Hearing - Offer To Purchase Property At 614 E Washington

- A. Open Hearing
- B. Filing of Affidavit of Publications- 04/14/21
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.IV.i. Approve Resolution Directing The Sale Of An Interest In Real Property Following The Public Hearing

4.V. Approve Resolution Approving A 5-Year Agreement With Knoxville Economic Development Commission

4.VI. Approve Resolution Approving Agreement Between The City Of Knoxville, Iowa And Knoxville Economic Development Commission

Documents:

[KEDC PROPOSED GRANT.PDF](#)

4.VII. Discussion And Possible Action Regarding Camping At 601 N Sherman

Documents:

[CAMPING REQUESTS.PDF](#)  
[CAMPGROUND REGULATIONS.PDF](#)

4.VIII. Review And Discussion Of VA Campus Redevelopment Project Status And Consideration/Approval Of Joint Agreement Consenting To Establishment Of County Urban Renewal Area, Such Area To Include VA Campus Site

4.IX. 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:

4.X. Discussion And Possible Action Regarding Edwards Park

Documents:

[BOB EDWARDS PARK.PDF](#)

4.XI. Approve Payment Of Claims

5. Reports

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

6. Adjourn

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Vote \_\_\_\_\_ Time \_\_\_\_\_

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

# COUNCIL MINUTES

## April 5, 2021

The City Council of the City of Knoxville, Iowa convened in regular session Monday, April 5, 2021 at 6:15p.m. at the Knoxville Public Library. Mayor Brian Hatch presided and the following Council Members were present: Megan Suhr, John Gotta, Dylan Morse and Justin Plum. Staffs present were Interim City Manager Heather Ussery, City Clerk Tricia Kincaid, Police Chief Aaron Fuller and Fire Chief Cal Wyman.

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

1. Approve City Council Meeting Minutes of March 15, 2021
2. Accept Airport Commission Meeting Minutes of January 16, 2021
3. Accept Airport Commission Meeting Minutes of February 20, 2021
4. Accept Housing Board Meeting Minutes of February 15, 2021
5. Accept Housing Board Meeting Minutes of February 18, 2021
6. Accept Water Board Meeting Minutes of March 9, 2021
7. Accept Library Board Meeting Minutes of March 17, 2021
8. Approve Garbage Haulers and Recycling License for ABS Sanitation
9. Approve Garbage Haulers and Recycling License for Maxim Trucking
10. Approve Garbage Haulers and Recycling License for Midwest Sanitation
11. Approve Class C Liquor License for Dingus Lounge
12. Approve Class C Liquor License for Marion County Fair Association
13. Approve Class C Liquor License for New Star
14. Approve reappointment of Merle Vickroy to the Knoxville Water Board
15. Accept Jerrold Jordan's Resignation from the Housing Board
16. Approve appointment of Curt Schwanebeck to the Housing Board
17. Approve March 2021 SRO Report
18. Set a Public Hearing for April 19, 2021 at 6:15 p.m. to approve Proposed Property Tax Levy for Fiscal Year 2021/2022

Mayoral Reading of National Library Week Proclamation

Motion by Morse, seconded by Plum to approve Resolution Proposing the Disposal of an interest in real property; all ayes.

Glen and Marilyn Lyons along with Ron Zantingh spoke in regard to the redevelopment of the location where East Elementary currently is.

Motion by Suhr, seconded by Plum to table the action of approving resolution approving agreement between the City of Knoxville, Iowa and Knoxville Economic Development Commission; all ayes.

Motion by Morse, seconded by Gotta to approve 2021 Goal Setting Report; all ayes.

Motion by Morse, seconded by Plum to approve Concept 1 Master Plan of the VA Development; all ayes.

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

91668	AFLAC	AFLAC-DIS/POST	\$341.87
91669	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$1,848.78
91670	ICMA RETIREMENT TRUST	ICMA	\$125.00
91671	MUNICIPAL FIRE & POLICE	MFPRSI	\$21,983.17
91672	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	\$53.76

91673	CITY OF KNOXVILLE	SLF FND BEN-F	\$9,252.58
91674	DELTA DENTAL OF IOWA	DELTA DENTAL	\$557.78
91675	PLIC-SBD GRAND ISLAND	LIFE INSURANCE	\$577.37
91676	EMPLOYEE BENEFIT SYSTEMS	HEALTH FAM BEN	\$36,558.30
91677	ABC PEST CONTROL	MONTHLY SPRAY	\$39.85
91678	ALIBRIS	30 BOOKS	\$399.90
91679	BAKER & TAYLOR	BOOKS	\$2,850.59
91680	CENGAGE LEARNING	BOOKS/SERIES	\$310.54
91681	CENTER POINT LARGE PRINT	FICTION SERIES BOOKS	\$129.42
91682	DEMCO INC	BOOK SUPPLIES	\$400.36
91683	ESPINOZA/VANESSA	WRITERS PANEL	\$100.00
91684	FRIENDS OF THE GRIMES	ADVENTURE PASS SOFTWARE	\$225.00
91685	HIBBAH JARMAKANI	WRITERS PANEL	\$100.00
91686	SHALINI JASTI	WRITERS PANEL	\$100.00
91687	GEORGE KHAL	WRITERS PANEL	\$100.00
91688	MICROMARKETING LLC	KAMALA'S WAY	\$123.93
91689	OVERDRIVE,INC	EBOOKS & AUDIO	\$533.71
91690	QUILL CORPORATION	SUPPLIES	\$365.61
91691	EYAD SAID	WRITERS PANEL	\$100.00
91692	SALMA SALAMA	WRITERS PANEL	\$100.00
91693	SCHOLASTIC INC EDUCATION	MULTIPLE COPY BOOKS	\$325.16
91694	HOLLY SHELFORD	CRAFT SUPPLY REIMBURSEMENT	\$70.91
91695	SHRED-IT, STERICYCLE INC	SHREDDER BINS	\$57.25
91696	STACI STANTON	DIY SUPPLIES	\$10.69
91697	THE BOOK FARM, INC.	BOOK	\$15.99
91698	THE IOWA WRITERS' FOUNDATION	ADMIN FEE WRITER PANEL	\$350.00
91699	TRANE US INC	HVAC SERVICE REPAIR	\$752.00
91700	US CELLULAR	HOTSPOTS	\$270.15
91701	XEROX CORPORATION	COPIER LEASE	\$111.20
91702	VISA	INVESTIGATOR COMPUTER	\$1,463.82
91703	AFLAC	AFLAC-DIS/POST	\$341.87
91704	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$1,848.78
91705	ICMA RETIREMENT TRUST	ICMA	\$125.00
91706	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	\$53.76
91707	ABS SANITATION	JAN/FEB MONTHLY SERVICE	\$124.00
91708	ALLIANT ENERGY	GAS SERVICE	\$826.27
91709	ARTHUR J GALLAGHER & CO	GENERAL LIABILITY POLICY	\$2,410.00
91710	ATWOOD ELECTRIC INC	UNDERGROUND WIRE REPAIR	\$2,141.17
91711	KNOXVILLE AVIATION	DISH NETWORK REIMBURSEMENT	\$208.52
			\$173,971.7
91712	MANATTS INC	RUNWAY RETAINAGE 15/33	3
91713	MC CLURE ENGINEERING CO	RUNWAY PROJECT SERVICES	\$12,041.76
91714	MIDAMERICAN ENERGY COMPANY	ELECTRIC SERVICE	\$275.20

91715	SUMMIT COMPANIES	ANNUAL FIRE INSPECTION	\$64.00
91716	ACCO UNLIMITED CORPORATION	ACID AND TUBING	\$102.90
91717	ADT SECURITY SERVICES	ANNUAL SECURITY CAMERA	\$638.02
91718	AHLERS AND COONEY PC	PROFESSIONAL SERVICES	\$350.00
91719	ALLIANT ENERGY	800 S PARK LANE	\$7,413.17
91720	ATOMIC TERMITE & PEST CONTROL	MONTHLY SPRAY	\$80.00
91721	JORDAN BEAL	EMT PROGRAM REIMBURSEMENT	\$250.00
91722	BOUND TREE MEDICAL LLC	EMS SUPPLIES	\$1,496.63
91723	RICHARD BREESE	CDL REGISTRATION/FEE	\$64.00
91724	DARREL BROWN	HEALTH INS REIMBURSEMENT	\$345.32
91725	BRUENING ROCK PRODUCTS INC	66.98 TON ROAD STONE	\$753.55
91726	CANON FINANCIAL SERVICES INC.	COPIER CONTRACT CHARGE	\$128.80
91727	CENTRAL IOWA DISTRIBUTING INC	JANITORIAL SUPPLIES	\$870.00
91728	COMMUNITY 1ST CREDIT UNION	NEW CD ACCOUNT	\$5.00
91729	CREATIVE LANDSCAPING	WEED CONTROL & FERTILIZER	\$626.91
91730	THE DES MOINES REGISTER	FEBRUARY MEETING MINUTES	\$767.47
91731	ELECTRONIC ENGINEERING	RADIO PROGRAMING 936	\$76.38
91732	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND	\$7,510.04
91733	EXCEL MECHANICAL CO INC	BOILER WORK	\$2,421.00
91734	FIRE RECOVERY EMS	FEBRUARY BILLING	\$3,374.93
91735	GRITTERS ELECTRIC INC	OVERLOAD RELAY REPLACEMENT	\$529.40
91736	OWEN HABERMAN	ROCK FOR FRONT OF STATION	\$103.65
91737	HUBES GARAGE	2017 TAHOE BRAKE PADS	\$578.80
91738	INFRASTRUCTURE TECHNOLOGIES	SLA FOR IT PIPES PLATFORM	\$1,600.00
91739	INTOXIMETERS	PDT DRY GAS REGULATOR	\$263.50
91740	IOWA MEDICAID ENTERPRISE	APRIL GEMT PAYMENT	\$2,135.47
91741	JOHNSON CONTROLS	FIRE ALARM INSPECTION	\$1,564.10
91742	KEYSTONE LABORATORIES INC	MONTHLY TESTING - FEBRUARY	\$1,220.00
91743	KNIA KRLS INC	PUBLIC SAFETY AD	\$94.25
91744	KNOXVILLE HOSPITAL & CLINICS	FEBRUARY MEDS	\$57.05
91745	KNOXVILLE WATER WORKS	SEWER RENT COLLECTION	\$4,166.66
91746	KONE CHICAGO	MAINTENANCE CONTRACT	\$330.66
91747	LEAVITT SIGNS & GRAPHICS	TRAILER GRAPHICS	\$990.00
91748	LUBE TECH	55 GALLON 10 W 30	\$1,277.41
91749	MC CORKLE SEED & CHEMICAL	25 LBS GRASS SEED	\$140.00
91751	MIDAMERICAN ENERGY COMPANY	STREET LIGHTING	\$12,213.81
91752	MIDWEST OFFICE TECHNOLOGY INC	CONTRACT CHARGE	\$325.69
91753	MOTOR INN OF KNOXVILLE	2018 TAHOE A/C SYSTEM REPAIR	\$1,521.13
91754	NAPA	COMMAND TRAILER WIRING	\$24.48
91755	NATIONAL PAPER & SAN SUPPLY	PAPER TOWELS	\$346.92
91756	O'REILLY AUTOMOTIVE INC	COMMAND TRAILER WIRING	\$233.23
91757	OFFICE DEPOT	OFFICE SUPPLIES	\$89.13
91758	PEAK SOFTWARE SYSTEMS INC	POINT OF SALE MODULE	\$1,428.72

91759	PITNEY BOWES	LEASE CHARGES	\$372.90
91760	PRAXAIR DISTRIBUTION INC	EMS OXYGEN	\$801.30
91761	RACEWAY TIRE & EXHAUST	TIRE REPAIR #32	\$18.00
91762	RAMAEKER SCREEN PRINTING	STAFF SAFETY SHIRTS	\$144.00
91763	ROMAR	BRAKE PADS - 2 VEHICLES	\$200.03
91764	SANDRY FIRE SUPPLY	FIRE SUPPLIES	\$12.19
91765	K & L THOMPSON, LLC	SERVICE FOR 937	\$707.85
91766	SNYDER & ASSOCIATES INC	2021 STREET IMPROVEMENTS	\$4,715.00
91767	SPAHN & ROSE LUMBER	PLYWOOD	\$488.40
91768	STUYVESANT, BENTON & JUDISCH	MONTHLY RETAINER	\$2,000.00
91769	SUDS ENTERPRISES, LLC	CAR WASH COUPONS	\$160.00
91770	SUMMIT COMPANIES	ANNUAL EXTINGUISHER SERVICE	\$695.05
91771	US CELLULAR	GPS CELL	\$53.19
91772	VERIZON	PD CELL PHONES	\$610.92
91773	WALL STREET JOURNAL	YEARLY SUBSCRIPTION	\$233.94
91774	WALNUT HILL DESIGN	SERGEANT PATCHES	\$30.00
91775	WATCH GUARD VIDEO	IN CAR VIDEO SYSTEM	\$5,808.40
91776	WEX BANK	POLICE	\$6,919.93
91777	ZERO 9 HOLSTERS	4 PIECE HARDWARE KIT	\$17.00

Mayor's Report: There is a tentative date of April 24<sup>th</sup> for a kick-off for demolition of the VA Campus buildings. There will be a small ceremony and decommissioning of the chapel along with a guided tour of the outside of the buildings.

Interim City Manager Report: Thank you staff for attending the goal setting meetings.

Fire Chief Wyman: ISO press release that we were given a rating of 4 which is good for this size of community. There are training events that will be hosted here May 1<sup>st</sup> and 2<sup>nd</sup>, there will be close to 100 firefighters coming from across the state.

Motion by Morse, seconded by Plum to adjourn the matting at 7:45 p.m.; all ayes.

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Brian Hatch, Mayor

ATTEST:

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Tricia Kincaid, City Clerk

Regular Meeting  
Knoxville Water Works  
Board of Trustees  
April 13, 2021

The Board of Trustees of the Knoxville Water Works met in a regular session at 5:30 P.M. on April 13, 2021 at the Water Works office. The meeting was called to order by Acting Chairman Dwight Sommar, with Trustee Kathy Caviness present.

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

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

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 March 9, 2021 regular Board
2. Approval of the audited claims.
3. Approval of the financial reports for March.

Summary of receipts for March-

Operating Funds = \$	149,499.59
Trust Funds = \$	<u>4,060.00</u>
\$	153,559.59

Summary of disbursements for March-

Operating Funds = \$	100,663.96
Trust Funds = \$	<u>930.00</u>
\$	101,593.93

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

Business insurance coverages with Iowa Community Assurance Pool (ICAP) were reviewed and discussed. Trustee Sommar motioned to approve the business insurance coverages with ICAP. Trustee Caviness seconded.

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



The General Manager reported to the Board on various operational and personnel issues.

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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Dwight Sommar  
Acting Chairman

Attest:

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Brian W. Bailey  
Secretary and General Manager

## March 2021 CSO Report

In March of 2021, the Community Service Officer, Meredith Clark worked 125 hours on Code Enforcement issues and 75 hours in Police Department Records. Part time Community Service Officer, Patrick Marti, worked 75 hours this month. CSO's followed up on citizen complaints regarding Junk / abandoned vehicles on private and city property. CSO's were unable to chalk tires for a portion of the month, therefore 3- hour parking along the city square was not enforced nor were 48- hour parking violations throughout the city of Knoxville. CSO's are planning another "Operation Clean Sweep" that will begin on May 17, 2021. This will cover the entire city of Knoxville and is predicted to be complete in July of 2021. Meredith Clark will meet with the Chamber this month to discuss local business resources available to assist residents in code compliance issues.

Debris Storage = 18

Exterior Walls = 2

Junk Vehicles = 4

Abandoned Vehicles= 0

Mandatory Garbage = 2

Snow on Sidewalks = 0

Vehicle parked in yard =4

Camper living =1

Citations Issued =2

Court dates = 0

Junk/Abandoned vehicles Impounded =0

Properties Inspected =25

Property owners/ Residents Contacted =31

(through phone calls, door hangers, letters, emails, personal visits)

Work hired out =0

### Breakdown of Parking Citations

Three- hour parking on square violations =23

Parking over sidewalk = 0

Twenty-four-hour parking violations =1

Improper Parking= 2

Right of way parking =1

Front yard parking =5

## Tricia Kincaid

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**From:** Aaron Fuller  
**Sent:** Wednesday, April 14, 2021 4:25 PM  
**To:** Tricia Kincaid  
**Subject:** Council meeting agenda.

Tricia,

Can you add this to the council agenda for next Monday?

*Marshall Cockhren and Jason Koons applied to be reserve officers for our department. They have both completed their 20-hour ride time and a comprehensive background check has been conducted on both of them. No issues were found during their background checks. I am requesting the council accept both Marshall and Jason as Knoxville Police Department Reserve Police Officers. Once accepted by the council, they will undergo the same firearms training and less lethal weapon training that a certified full-time police officer has to complete before being allowed to ride in uniform with certified full-time certified police officers. The date of their acceptance also starts an 18-month clock for them to complete all reserve training modules mandated by the State of Iowa and Iowa Law Enforcement Academy.*

*The acceptance of Marshall and Jason will bring our reserve police department force to four reserve officers. It is our goal to bring on three more reserve officers before the end of this year, which will bring out total to seven. At that time, we will reassess our reserve police force needs. I would like to bring our reserve police force to approximately 15-officers over the next 2.5 years, which we will need should the sheriff's office no longer choose to work the races, specifically Nationals.*

*These actions will be budget neutral (other than training led by certified full-time police officers) for the City and Police Department since the reserves have their own funding sources.*

All the best,

**Aaron Fuller**

Chief of Police  
Knoxville Police Department  
305 S. 3<sup>rd</sup> Street  
Knoxville, IA 50138  
641-828-0541

# Proclamation

**WHEREAS**, the hundreds of citizen volunteers in Knoxville form the backbone of our local community, and

**WHEREAS**, local volunteers devote thousands of hours each year in Knoxville toward important community projects, various social services, health and nutrition programs, education, civic progress, community events, and service to the youth, elderly, and disabled persons of this community, among countless other endeavors that benefit mankind, and

**WHEREAS**, local volunteers freely dedicate their time, money, and personal commitment to helping others; often doing so without thanks or gratitude, and

**WHEREAS**, the Knoxville community and the City of Knoxville have greatly benefited from the efforts and energies of volunteers, and

**WHEREAS**, April 18-24, 2021 as been designated as “National Volunteer Week”, designed to show appreciation to devoted volunteers for all the time and effort they give to all aspects of the community.

**NOW THEREFORE BE IT RESOLVED**, that I, Brian Hatch, Mayor of the City of Knoxville, hereby issue this Proclamation recognizing “National Volunteer Week” from April 18-24, 2021. I urge all residents, schools, businesses, service clubs, governments, and other organizations that have benefited from the critical efforts of our local volunteers to express their thanks and appreciation to those who provide this “backbone”. Your community is extremely grateful, we thank you for your energy and dedication, and Knoxville is a much better place because of you.

Dated on this 5<sup>th</sup> day of April, 2021.

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City Clerk

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Mayor

RESOLUTION NO. 04-17-21

RESOLUTION APPROVING FISCAL YEAR 2021/2022 MAXIMUM PROPERTY TAX DOLLARS

WHEREAS, the City Council of the City of Knoxville have considered the proposed FY2021/2022 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on city web site and/or social media accounts if applicable,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on April 19, 2021,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Knoxville that the maximum property tax dollars for the affected tax levies for FY 2021/2022 shall not exceed the following total:

Total maximum levy for affected property tax levies – \$3,011,400

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY 2021/2022 represents an increase of greater than 2% from the Maximum Property Tax dollars requested for current FY 2020/2021.

Roll Call Vote:

\_\_\_\_\_ - YEA/NAY

\_\_\_\_\_ - YEA/NAY

\_\_\_\_\_ - YEA/NAY

\_\_\_\_\_ - YEA/NAY

\_\_\_\_\_ - YEA/NAY

PASSED AND APPROVED by the City Council this 19th day of April 2021.

\_\_\_\_\_  
Brian J. Hatch, MAYOR

ATTEST:

\_\_\_\_\_  
Tricia Kincaid, CITY CLERK

## ***KNOXVILLE ECONOMIC DEVELOPMENT AUTHORITY PROPOSED MUNICIPAL AGREEMENT***

In recent years, KEDC has worked to promote and develop new housing in Knoxville. KEDC, for example, has built and sold 3 houses in Deer Run, as well as 4 houses on N Harlan.

In addition, KEDC has acquired 8 single family lots in Deer Run, some of which it intends to sell to individuals and independent home builders, and others which it intends to develop itself.

KEDC is also considering the possibility of acquiring additional undeveloped land for housing purposes in the Deer Run area.

Most recently, KEDC has proposed the acquisition of 10 lots from the City of Knoxville on the former East Elementary School site. KEDC intends to offer some of these lots for sale and develop the others.

KEDC has also, over the past few years, explored the feasibility of building multi-family rental housing on a number of different locations within the city.

KEDC has received, over the past few years, grants from the City of Knoxville to assist with this work. To continue this relationship with the City and to provide some funding certainty to both parties, KEDC is requesting that the City enter into a 5-year funding agreement with KEDC at \$50,000 per year.

KEDC would use these funds to assist in their housing development endeavours. KEDC would continue to collaborate with City Staff to ensure that this work is undertaken and that our joint objectives to develop new housing in Knoxville are advanced by the effort.

## Tricia Kincaid

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**From:** Max Smith <Max@sfgiowa.com>  
**Sent:** Thursday, April 1, 2021 1:25 PM  
**To:** Tricia Kincaid  
**Subject:** Request to meet with City Council.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

My name is Max Smith.

I am requesting to clarify or have permission on the following items.

- I am requesting clarifications to make provisions on my property at 601 North Sherman for camping during Marion County Fair Special Events and Special Events from Knoxville City that include the provisions listed below. If it is allowable I might consider using the property for regular race events held at the Knoxville track but have no plans for that today.
- I will supply water and electrical hook ups and no sewer connections. I will contract with a Septic Tank Company to pump out Campers as needed when needed.
- I intend to seed all camping spots to grass. I will Maintain a road way through the camp ground for campers and emergency vehicles to travel. It will not be paved. It will have dust control applied as needed to suppress any dust issues to neighboring properties.
- There will be no setbacks from the property lines. It will look the same as my surrounding neighbors. I will build no buildings or stationary objects near those property lines. The only thing close to the property lines will be the hook ups and vehicles with wheels on them.
- My intent is start out with 30 to 40 hookups the first year and see how it works out. I am running out of time to get much done this year. I intend to build all the camping spots for "oversized" high in campers and not cater to small units. I am looking for the customer who wants more space and not pack them in like some sites are today.

I am confused if the City Council has oversight or the planning and zoning board on my above questions. Please advise to me right away if I am asking questions to the right group of people.

Sincerely,

*Max Smith*

Council Letter  
City of Knoxville  
April 19, 2021

**Agenda Item:** Discussion/possible action regarding camping regulations at 601 North Sherman.

**Background:** The City of Knoxville recently amended City Code allowing for a minimum lot size of 4.5 acres for commercial and private camping areas. Along with a minimum lot size requirement the following are required per Knoxville City Code:

F. Commercial and private camping areas. Campgrounds shall meet the following criteria:

1. Minimum Size: Each campground established after the effective date of this subsection F. shall have a minimum size of 4.5 acres.
2. Setbacks: All campgrounds shall maintain a fifty-foot (50') front yard setback and a twenty-five foot (25') buffer yard from all other property lines.
3. Water, Trash And Sewage Disposal: Each campground must maintain water supply, trash and sewage disposal, and water and toilet facilities in compliance with all City ordinances.
4. Site Plan Review: Campgrounds shall be subject to site plan review procedures. (1983 Code § 11-1-20C; Ord. 17-07, 12-18-2017; Ord. 20-13, 9-21-2020)

City staff has had numerous conversations with the property owner at 601 North Sherman regarding City Code requirements for campgrounds. The property owner's request is to add some amenities of a campground, but not all required by code. The property owner requested to come before City Council and be waived of the requirements to provide sewage disposal, water and toilet facilities, a paved roadway as well as maintain required setbacks from all other property lines.

**Policy Question:** Should the City Council waive the campground code requirements for the location at 601 North Sherman?

**Recommendations:** Staff recommendation would be to require property owner to abide by all campground regulations outlined in Knoxville City Code.

**Supporting Documents:** Request from property owner.



ORDINANCE NO. 21-02

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

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

SECTION 1. Title 4, Chapter 1, Section 15 of the Code of Ordinances of the City of Knoxville, Iowa is repealed and the following adopted in lieu thereof:

4-1-15: AMBULANCE / EMS FEES: The following fees are hereby adopted as Ambulance / EMS fees for the Fire Department:

Treatment No Transport	\$250.00
Loaded Mileage – per mile	\$17.00
BLS Non Emergent	\$1,000.00
BLS Emergent	\$1,000.00
ALS Intercept	\$250.00
ALS Non Emergent	\$1,200.00
ALS Emergent	\$1,200.00
ALS2 Base	\$1,300.00
Specialty Care Transport	\$1,600.00
Event Standby - per hour	\$150.00

SECTION 2. The Code of Ordinances of the City of Knoxville, Iowa is amended by adding a new Section 4-1-16, entitled FIRE / HAZARDOUS MATERIAL FEES, which is hereby adopted to read as follows:

4-1-16: FIRE / HAZARDOUS MATERIAL FEES: The following fees are hereby adopted as Fire / Hazardous Material fees for the Fire Department:

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 5 gal	\$250.00
Structure Fire	\$750.00
Fire Alarm 1 <sup>st</sup> alarm	Warning
Fire Alarm 2 <sup>nd</sup> , 3 <sup>rd</sup> /year	\$100.00
Fire Alarm 4 <sup>th</sup> /year	\$250.00
Copy of Paperwork	\$25.00
Insufficient Funds for Check	\$25.00
Event Standby Per Hour (Fire)	\$250.00

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4. 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 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after July 1, 2021 and after publication as provided by law.

PASSED by the City Council this 19th day of April, 2021, and APPROVED this 19th day of April, 2021.

ATTEST:

\_\_\_\_\_  
Brian J. Hatch, MAYOR

\_\_\_\_\_  
Tricia Kincaid, CITY CLERK



# MEMORANDUM

To : Interim City Manager Heather Ussery

From: Fire Chief Cal Wyman

Subject: Fire/EMS Response Fees

Date: 03/30/2021

\* \* \* \* \*

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. With this fee structure we have changed our mileage to continue to try and catch up with other services without a large jump at once. With adding Critical Care Paramedics, we are able to adjust our ALS2 and Specialty Care Transport rates to reflex a higher level of care we can now provide. On Fire billing we noticed that we did not have a fee for event standbys when we have a couple request for those, we did not have a fee we could charge.

New purposed EMS fees:

Treatment No transport	\$250.00
Loaded Mileage-per mile	\$17.00
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	\$1300.00
Specialty Care Transport	\$1600.00
Event Standby per hour (EMS)	\$150.00



## MEMORANDUM

### New proposed Fire/Hazardous Material fees:

Motor Vehicle Incidents	\$400.00 Level 1
	\$500.00 Level 2
Extrication	\$275.00
Vehicle Fire	\$300.00
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 1 <sup>st</sup> alarm	Warning
False Alarm 2 <sup>nd</sup> , 3 <sup>rd</sup> /year	\$100.00
False Alarm 4 <sup>th</sup> and above/year	\$250.00
Copy of Paperwork	\$25.00
Insufficient funds for check	\$25.00
Event Standby Per hour (Fire)	\$250.00

**Council Letter**  
**City of Knoxville**  
**Monday, April 19, 2021**

**Agenda Item:** Edwards Park Discussion and Possible Action

**Background:** The City acquired this property from the Bob Edwards family in 1979. Over the years the pond that sits on the property has silted in to the point that there is minimal water depth. The City had an estimate back in 2011 for dredging and reshaping of the area at the cost of \$341,943. Since I have taken over the parks, we have removed brush and trees from this area to spruce it up. I have had numerous discussions with adjacent property owners about the future of the park and some of them have expressed interest in acquiring this property. This piece of property is tucked away on Woodland Dr. and has no parking or amenities on site. Parks seasonal staff mows this property and removes brush and trees from time-to-time. The city would need to maintain an easement through the property for storm-sewer if the land would change hands. I have spoken to Penni Sommar who is part of the Bob Edwards family and she is fine with the City discussing the future of this property. She would like the rock that sits at the park and potentially would like to place Bob's name somewhere else in the City if the park would happen to go away.

**Policy Question:** What is the future of this property?

**Budget Impact:** Staff time

**Recommendation:** Give adjacent property owners opportunity to purchase the land and if none are interested, market the property for housing.






**Supporting Documents:** Beacon overview of property, Engineer's Estimate from 2011



**Overview**



**Legend**

- Parcels**
-  Parcel
-  BLL
-  Survey Townships
-  911 Roads
-  Corporate Limits

<b>Parcel ID</b>	0931105000	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	City of Knoxville(Bob Edwards Park)
<b>Sec/Twp/Rng</b>	1-75-20	<b>Class</b>	R		305 S 3rd
<b>Property Address</b>		<b>Acreeage</b>	n/a		Knoxville, IA 50138-
	KNOXVILLE				
<b>District</b>	KNOXVILLE INC KNOXVILLE				
<b>Brief Tax Description</b>	WESTRIDGE OUTLOT 9, 10,11				
	<b>(Note: Not to be used on legal documents)</b>				

Before starting any construction projects, contact the Marion County Zoning department about Building Permit requirements.

Date created: 4/13/2021  
Last Data Uploaded: 4/13/2021 2:51:24 AM

Developed by  **Schneider**  
GEOSPATIAL

Engineer's Conceptual Opinion of Construction Costs  
 Edwards Park Pond  
 Knoxville, IA  
 V&K No: XXXXX  
 Date Prepared: May 5, 2011  
 Updated:

Item Number	Bld Item	Unit	Unit Price	Quantity	Project Total
<b>1. GENERAL</b>					
1.1	CONSTRUCTION SURVEY	LS	\$ 2,500.00	1.00	\$ 2,500.00
1.2	TRAFFIC CONTROL	LS	\$ 500.00	1.00	\$ 500.00
<b>2. CLEARING, EXCAVATION, AND EMBANKMENT</b>					
2.1	CLEARING AND GRUBBING	UNITS	\$ 35.00	277.00	\$ 9,695.00
2.2	REMOVAL OF PIPE CULVERTS, 24 IN. AND LESS	LF	\$ 15.00	100.00	\$ 1,500.00
2.3	BORROW, CONTRACTOR SUPPLIED	CY	\$ 10.00	2500.00	\$ 25,000.00
2.4	POND DREDGING	CY	\$ 24.00	5900.00	\$ 141,600.00
2.5	MATERIALS/COMPACTION TESTING	LS	\$ 1,500.00	1.00	\$ 1,500.00
2.6	REMOVAL OF EXISTING PAVEMENT RUBBLE	LS	\$ 10,000.00	1.00	\$ 10,000.00
<b>3. TRENCH, BACKFILL, &amp; TUNNELLING</b>					
	NOT USED				
<b>4. SEWERS &amp; DRAINS</b>					
4.1	STORM SEWER, 36 IN. RCP	LF	\$ 107.00	210.00	\$ 22,470.00
4.2	APRON, 36 IN. RCP w/FOOTING	EA	\$ 3,000.00	1.00	\$ 3,000.00
<b>5. WATER MAINS &amp; APPURTENANCES</b>					
	NOT USED				
<b>6. STRUCTURES FOR SANITARY &amp; STORM</b>					
6.1	TYPE SW-401, 84 IN. DIA.	EA	\$ 6,000.00	2.00	\$ 12,000.00
6.2	TYPE SW-403	EA	\$ 8,000.00	1.00	\$ 8,000.00
<b>7. STREETS &amp; RELATED WORK</b>					
	NOT USED				
<b>8. TRAFFIC SIGNALS</b>					
	NOT USED				
<b>9. SITework &amp; LANDSCAPING</b>					
9.1	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 4,000.00	0.50	\$ 2,000.00
9.2	EROSION CONTROL	LS	\$ 3,000.00	1.00	\$ 3,000.00
9.3	RIP RAP, CLASS 'E'	TON	\$ 30.00	100	\$ 3,000.00
9.4	EROSION STONE	TON	\$ 30.00	274	\$ 8,220.00
9.5	STONE, MACADAM	TON	\$ 22.00	370	\$ 8,140.00
9.6	WETLANDS	LS	\$ 10,000.00	1	\$ 10,000.00
Subtotal of Construction Costs:					\$ 272,125.00
Contingency (15%):					\$ 40,818.75
Soil Borings:					\$ 4,000.00
Engineering Design:					\$ 25,000.00
Construction Admin/Observation:					\$ -
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$ 341,943.75</b>

NOTE: This estimate is preliminary in nature. Final bid items and quantities are subject to final design.

Given or Assumptions

- 1 Major Tree sizes varied from 6" to 27" with approximately 40 trees in these size ranges and many saplings not counted.
- 2 Contractor supplied borrow assumes approximately 1300 CY for a 10' additional dam structure upstream of the current dam structure and 1200 CY to backfill the area occupied by the concrete rubble.
- 3 Dredge tailing may be able to be used to back fill part of the area occupied by the pavement rubble.
- 4 Erosion stone included to provide a 6' bank liner around the ponds water surface edge.
- 5 Pond depth 10' at dam.