

City of Knoxville  
City Council Meeting  
Tuesday, January 3, 2017 at 6:15 p.m.  
Municipal Building Council Chambers

1. Call To Order

**MEMBERS PRESENT:**

Mayor Brian Hatch \_\_\_\_, Council Member Dawn Allspach-Kline \_\_\_\_, Council Member Rick Kingery \_\_\_\_, Council Member James Lane \_\_\_\_, Council Member Cal Stephens \_\_\_\_, Council Member Craig Kelley \_\_\_\_

2. Citizen/Public Comments  
Discussion

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3. Consent Agenda

3.I. Approve City Council Minutes Of December 19, 2016

Documents:

[COUNCIL MINUTES 121916.DOCX](#)

3.II. Accept Library Board Of Trustees Minutes Of December 21, 2016

Documents:

[LIBRARY MINUTES 122116.PDF](#)

3.III. Designate Official Legal Newspaper For The City Of Knoxville-Knoxville Journal Express

3.IV. Mayoral Appointment Of Mayor Pro Tem Dawn Allspach-Kline

3.V. Affirmation Of City Attorney Bob Stuyvesant

3.VI. Schedule 2017 City Council Meetings

Documents:

[2017 COUNCIL MEETINGS.PDF](#)

4. Item Agenda

4.I. Approve Resolution Authorizing City Manager And City Clerk To Execute Proxy For Agreement Regarding The Revised Iowa Risk Management Agreement With Iowa Communities Assurance Pool

Documents:

[RES 010117 ICAP PROXY.PDF](#)

4.II. Approve Payment Of Claims

5. Reports

A. Mayor's Report

B. City Manager's Report

6. Adjourn

Motion \_\_\_\_\_ Second \_\_\_\_\_

Vote \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Heather Ussery, City Clerk

# COUNCIL MINUTES

## December 19, 2016

The City Council of the City of Knoxville, Iowa convened in regular session Monday, December 19, 2016 at 6:15p.m. in the City Hall Council Chambers. Mayor Brian Hatch presided and the following Council Members were present: James Lane, Cal Stephens, Rick Kingery and Dawn Allspach-Kline. Staffs present were City Manager Aaron Adams, City Clerk Heather Ussery, Police Chief Dan Losada and Fire Chief Jim Mitchell.

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

Motion by Kingery; seconded by Allspach-Kline to approve the consent agenda as follows, all ayes.

1. Approve City Council Minutes of December 7, 2016
2. Accept Airport Commission Minutes of November 12, 2016
3. Accept Water Board Minutes of December 13, 2016
4. Approve Appointment of Representatives to Central Iowa Regional Transportation Planning Alliance(CIRTPA)
5. Approve Class C Liquor License for One Eleven Public House

Mayor Hatch announced now is the time and place for a public hearing amending zoning ordinances. Filing of affidavits was 12/09/16. Under written comments there were none. Under oral comments there were none. Motion by Lane; seconded by Allspach-Kline to close the hearing, all ayes.

Motion by Stephens; seconded by Lane to approve first consideration, waive second and third consideration and adopt an ordinance amending the code of ordinances for the City of Knoxville, Iowa, 2009 by amending provisions pertaining to water discharge, all ayes.

Motion by Lane; seconded by Stephens to approve first consideration, waive second and third consideration and adopt an ordinance amending the code of ordinances for the City of Knoxville, Iowa, 2009, all ayes.

Mayor Hatch announced now is the time and place for a public hearing directing the sale of an interest in real property. Filing of affidavits was 12/09/16. Under written comments there were none. Under oral comments there were none. Motion by Allspach-Kline; seconded by Lane to close the hearing, all ayes.

Motion by Lane; seconded by Stephens to approve resolution directing the sale of an interest in real property to Jeff Sinnard in the amount of \$500, all ayes.

Mayor Hatch announced now is the time and place for a public hearing directing the sale of an interest in real property. Filing of affidavits was 12/09/16. Under written comments there were none. Under oral comments there were none. Motion by Allspach-Kline; seconded by Lane to close the hearing, all ayes.

Motion by Lane; seconded by Stephens to approve resolution directing the sale of an interest in real property to Jeff Sinnard in the amount of \$2,000, all ayes.

Motion by Allspach-Kline; seconded by Stephens to approve resolution approving plat of survey, all ayes.

City Manager Aaron Adams gave a preliminary budget presentation.

Motion by Lane; seconded by Allspach-Kline to approve payment of claims; all ayes.

83137	A-1	REPAIRS AT RENTAL HOUSE	93.56
83139	ALLIANT ENERGY	1545 HIGHWAY 14	159.75

83140	ATWOOD ELECTRIC INC	REPAIR ON AIRPORT BEACON	782.71
83141	BILL'S SERVICE AND REPAIR	INSTALL ENGINE HEATER ON PLOW	644.39
83142	COAST TO COAST STORE	SUPPLIES FOR TERMINAL	89.96
83143	DISH NETWORK	DISH SERVICES	118.89
83144	FRIDLINGTON CONSTRUCTION	REPLACE WINDOW SILLS	125.00
83145	ISLEY WELDING & REPAIR	BOX BLADE SIDES FOR SNOW PLOW	1,831.00
83146	MIDAMERICAN ENERGY COMPANY	1545 HIGHWAY 14-AIRPORT	82.84
83147	AFLAC	AFLAC-ACC/PRE	258.77
83148	COLLECTION SERVICES CENTER	CHILD SUPPORT	1,363.26
83149	ICMA RETIREMENT TRUST	ICMA	1,953.39
83150	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	69.12
83151	CITY OF KNOXVILLE	SLF FND BEN-F	11,865.72
83152	DELTA DENTAL OF IOWA	DELTA DENTAL	539.96
83153	COLONIAL LIFE	COLONIAL LIFE	22.85
83154	PLIC-SBD GRAND ISLAND	LIFE INSURANCE	636.19
83155	EMPLOYEE BENEFIT SYSTEMS	HEALTH SGL BEN	22,453.14
83156	1000BULBS.COM	25 TRAFFIC LIGHT BULBS	56.27
83157	ABS SANITATION	MONTHLY GARBAGE SERVICE	48.00
83158	AGSOURCE	MONTHLY POOL AND SPA TESTING	67.50
83159	AMERIHEALTH CARITAS IOWA	RESCUE OVERPAYMENT- CARRUTHERS	25.30
83160	JP MORGAN CHASE	10 MAT SERVICE	117.60
83161	KEEPITSAFE, INC.-LIVEVAULT	LIVEVAULT 90 DAY	129.04
83162	DAVID BALOG	DMACC TESTING FEE	225.00
83163	BARCO MUNICIPAL PRODUCTS INC	4 STREET NAME SIGNS	303.77
83164	BINN'S & SONS TREE SERVICE LLC	TREE REMOVAL	900.00
83165	BLUE TARP FINANCIALS, INC	GREASE GUN	42.99
83166	BOUND TREE MEDICAL LLC	3 DEFIB QUICK PATCHES	78.00
83167	BROWN'S SANITATION	WWTP 12 YD ROLL OFF	804.97
83168	BSN SPORTS	2 SPALDING BASKETBALLS	134.38
83169	CENTRAL IOWA DISTRIBUTING INC	3 CASES DISINFECTING WIPES	444.20
83170	CHAMNESS TECHNOLOGY, INC	LAND APPLICATION OF BIOSOLIDS	11,000.00
83171	CITY OF KNOXVILLE	RANDY PUYEAR PREMIUMS	287.66
83172	COAST TO COAST STORE	4 BULBS FOR LIGHTS ON SQUARE	78.94
83173	DAN'S PLUMBING	FURNACE REPAIR @ STREET SHOP	129.95
83174	COREY DERBY	HOTEL 2 NIGHTS	180.86
83175	DORSEY & WHITNEY LLP	LEGAL SVCS THRU 11/30/16	1,059.00
83176	DRIPEZE	SANDBLAST	75.00
83177	ELECTRICAL ENGINEERING &	MISC PARTS-GENERATOR	1,528.45
83178	ELECTRONIC ENGINEERING	PORTABLE RADIO BATTERY	141.95
83179	RANDY EMAL	NOVEMBER INSURANCE PREMIUM	606.50
83180	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND REQUEST	10,895.80
83181	EMS BILLING SERVICES	EFT'S	5,526.17
83182	EXCEL MECHANICAL CO INC	DECTRON SERVICE	235.00
83183	G&B CONCRETE INC	ALLEY WORK	500.00
83184	HAWKEYE PAVING CORP	2016 STREET IMPROVEMENTS #5	163,655.9
83185	INDEPENDENT SALT	350 TON SALT	7
83186	INDEPENDENT'S SERVICE CO	VINYL TOURISM SIGN	24,317.78
83187	WINDSTREAM	PHONE BASE/FAX	249.11
83188	ISLEY WELDING & REPAIR	HYD HOSE WELDING	1,620.55
			151.50

83189	JEO CONSULTING GROUP, INC	PROF SVCS THROUGH 11/18/16	1,103.75
83190	KADETH, INC	IT SERVICES-SEPT 2016	13,537.41
83191	KEYSTONE LABORATORIES INC	MONTHLY TESTING	1,276.70
83192	KNOXVILLE AVIATION	JANUARY CONTRACTUAL SERVICES	3,467.91
83193	KNOXVILLE FARM & HOME INC	1 GAL SEAFOAM TREATMENT	400.19
83194	MARION CO ENVIRONMENTAL HEALTH	YEARLY POOL INSPECTION	441.00
83195	MARION COUNTY RECORDER	CEMETERY DEED-HEDRICK	14.00
83196	MEDICAP PHARMACY	EMPLOYEE FLU SHOT	35.00
83197	MENARDS	TRIM FOR DOOR	44.12
83198	MID-IOWA SOLID WASTE EQUIPMENT	BROOMS,FILTER,BAH CURTAIN SET	801.98
83199	MIDAMERICAN ENERGY COMPANY	0 STREET LIGHTING 56%	6,486.00
83200	MIDWEST OFFICE TECHNOLOGY INC	COPIER MAINTENANCE CONTRACT	30.00
83201	CROSSROADS 5/92 NAPA	6 GAL OIL	505.76
83202	BRANDON NEMMERS	IPRA CLIVE-MILEAGE REIMB	72.42
83203	NORRIS ASPHALT PAVING INC	2.5 TON COLD PATCH	355.25
83204	O'HALLORAN INTERNATIONAL INC	REAR END OF INT'L TRUCK	1,496.31
83205	O'REILLY AUTOMOTIVE INC	ITEMS FOR STREET SHOP	152.72
83206	OTTUMWA COURIER	ADVERTISING-OTTUMWA COURIER	50.00
83207	PITNEY BOWES	POSTAGE METER RENTAL	225.00
83208	PLUMB TECH MECHANICAL INC.	ANNUAL BOILER CHECK	1,002.77
83209	PUBLIC FINANCIAL MANAGEMENT	2016-17 RETAINER FEE	8,000.00
83210	RACEWAY TIRE & EXHAUST	DIAGNOSTICS & FUSE-2014 IMPALA	78.89
83211	SECRETARY OF STATE	AUGUSTIN NOTOARY RENEWAL	30.00
83212	SHELL	4 TIRES FOR PICK UP	851.46
83213	SNYDER & ASSOCIATES INC	CONSTRUCTION PERMIT FEE	100.00
83214	SOUTH CENTRAL IOWA SOUTHEASTERN EMERGENCY EQUIP	DUMP OLD EVIDENCE	10.00
83215	EQUIP	MEDICAL SUPPLIES	614.70
83216	STERLING CODIFIERS INC	2017 HOSTING FEE	500.00
83217	STRAUSS SAFE AND LOCK COMPANY	COMBINATION LOCK	796.20
83218	THE KNOX COMPANY	REPAIR SENTRA LOK DEVICE	268.00
83219	TK CONCRETE INC	INTAKE REPAIR	4,550.00
83220	TNEMEC COMPANY INC	COAL TAR PAINT	134.66
83221	TNT LANDSCAPING, LLC	BROOM FOR VIN TRAC	820.00
83222	TRUE VALUE HARDWARE INC.	2 GAL PRIMER	116.14
83223	US CELLULAR	A937 & A938 CELL PHONES	591.12
83224	UTILITY EQUIPMENT CO	MANHOLE COVERS	1,887.12
83225	VAN MAANEN ELECTRIC INC.	CRIMPS & WIRE ON SNOWFLAKES	185.82
83226	VANCO SERVICES LLC	PROGRAM FEE	12.10
83227	VERIZON	WWTP HOT SPOT	160.04
83228	WALMART COMMUNITY	4 TERABIT HARD DRIVE	646.61
13168604	MASSMUTUAL	HARTFORD	62.36
13168605	IRS WITHHOLDING PAYMENTS	FED/FICA TAX	22,357.63
13168606	TOTAL ADMINISTRATIVE SERVICES	FLEX- MEDICAL	717.27
13168607	KNOXVILLE RECREATION CENTER	MONTHLY BANK CHARGES	201.60
13168608	TREASURER-STATE OF IOWA	SEWER SALES TAX	5,921.00

<u>FUND NAME</u>	<u>TOTAL</u>
GENERAL	84,936.52
ROAD USE TAX	52,548.18
EMPLOYEE BENEFITS	606.50
GO BOND PROJECTS	163,655.97
SEWER UTILITY	29,409.08
AIRPORT UTILITY	7,444.01
SELF FUND HEALTH INS	11,218.46

Under Mayor's Report; Mayor Hatch reminded Council the first meeting in January will be on Tuesday, January 3, 2017.

Under City Manager's Report, City Manager Adams stated city hall would be closed on December 26<sup>th</sup> and 27<sup>th</sup> and January 2<sup>nd</sup> in observance the holidays. Adams updated council on the settlement, which was settled at \$6,000.

Motion by Allspach-Kline; seconded by Lane to adjourn at 7:25pm, all ayes.

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Brian Hatch, Mayor

ATTEST:

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Heather Ussery, City Clerk

**Library Board of Trustees Meeting  
December 21, 2016**

The Knoxville Public Library Board of Trustees met at the library on Wednesday, December 21, 2016 at 8:00 a.m. Members present were Jean McKay, Harv Sprafka, Dave Garcia, Mary Lane, Pat Wilson, Bob Leonard, and Scott Ziller.

The meeting was called to order by Dave Garcia. Mary Lane moved, Pat Wilson seconded to approve the minutes of the November 16, 2016 meeting as mailed. Motion passed unanimously.

Under Correspondence, Roslin read Christmas cards from several vendors and friends of the library. She said that the staff had received some sweet treats from patrons. An anonymous donor dropped \$100 into the donation box praising the library staff for their service.

Roslin gave the librarian's report for November 2016. Total circulation was 3,500 printed materials, 1,389 non-print materials, while electronic materials (Bridges and Freegal) numbered 588 items. Computer usage was 719. One of the AWE computers was out of service. Recorded use of wireless was 1,376 (average of 49 each day). The meeting room usage and outreach service was 28 times with a total attendance of 569. Living Windows was a success due to good weather. Total number of visits for November was 4,221.

Roslin reported on the calendar of events for December and January. The Middle School band will play holiday music at the library today. Special programs are planned during the school break such as Lego Hour, a cookie and gingerbread decorating program, and a Magic Show with Frosty. Charles "Chuck" Walter, the oldest POW living in Marion County, will talk about his experiences during WW2 on Friday, the 23<sup>rd</sup>. 3M approved a grant of \$2,500 for the upcoming Summer Reading Program. Three new DELL computers have been installed.

Under Media Strategy Plan, Roslin said she had reached out to the radio and newspaper, as well as several organizations and individuals regarding library events. Programs will be posted to Facebook. Flyers promoting events have been printed and posted.

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

Under Old Business, Harv Sprafka reported on the Capital Campaign. He had requested a special fund from the Rotary Club and is awaiting approval. The campaign will pick up after the New Year.

Under New Business, Roslin presented edited versions of job descriptions for library positions. The last time most of them had been reviewed was 2006. Mary Lane moved, seconded by Harv Sprafka to accept the job descriptions as presented.

The Summer Feed program was also discussed. Holly Shelford sits on the committee, which proposed using the library as a site for feeding the children during summer months. Most of it would be ideal outside in the green space. The board supported the proposal.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, January 18, 2017 at 8:00 AM at the Knoxville Public Library.

Roslin Thompson, secretary

## 2017 Council Meetings

January 3<sup>rd</sup>

January 16<sup>th</sup> (Martin Luther King Jr Day)

February 6<sup>th</sup>

February 20<sup>th</sup> (Presidents Day)

March 6<sup>th</sup>

March 20<sup>th</sup>

April 3<sup>rd</sup>

April 17<sup>th</sup>

May 1<sup>st</sup>

May 15<sup>th</sup>

June 5<sup>th</sup>

June 19<sup>th</sup>

July 3<sup>rd</sup>

July 17<sup>th</sup>

August 7<sup>th</sup>

August 21<sup>st</sup>

September 5<sup>th</sup> (Tuesday Meeting)

September 18<sup>th</sup>

October 2<sup>nd</sup>

October 16<sup>th</sup>

November 6<sup>th</sup>

November 20<sup>th</sup>

December 4<sup>th</sup>

December 18<sup>th</sup>



**RESOLUTION NO. 01-01-17**

**RESOLUTION AUTHORIZING CITY MANAGER AND  
CITY CLERK TO EXECUTE PROXY FOR THE AGREEMENT REGARDING  
THE REVISED IOWA RISK MANAGEMENT AGREEMENT FOR THE  
IOWA COMMUNITIES ASSURANCE POOL**

WHEREAS, the City Council of the City of Knoxville, Iowa is a member of the Iowa Communities Assurance Pool; and

WHEREAS, the Iowa Communities Assurance Pool requires the City of Knoxville, Iowa designate an individual and alternate be appointed to represent the City of Knoxville, Iowa as liaison between the Iowa Communities Assurance Pool and the City of Knoxville, Iowa.

NOW, THEREFORE, Be It Resolved by the City Council of the City of Knoxville, Iowa that Heather Ussery, City Clerk, be designated as the primary contact and Aaron Adams, City Manager, be designated as the alternate contact to represent the City of Knoxville, Iowa with the Iowa Communities Assurance Pool for the purposes of relating risk reduction and loss control information, and any other or instructions concerning the obligations of the City of Knoxville, Iowa, by signing the Iowa Risk Management Agreement and the rules and regulations established thereunder, to the same extent and with like effect as the signers, to the same extent as the signed could do if personally present and the signers do hereby ratify and confirm and adopt all action done or taken by the individual or alternate and authorize execution of the Proxy.

Passed and approved this 3<sup>rd</sup> day of January, 2017.

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Brian J. Hatch, Mayor

Attest:

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Heather Ussery, City Clerk