

City of Knoxville
City Council Meeting
Monday, April 4, 2016 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

3. Consent Agenda

3.I. Approve City Council Minutes Of March 21, 2016

Documents: [COUNCIL MINUTES 032116.PDF](#)

3.II. Accept Airport Commission Minutes Of February 13, 2016

Documents: [AIRPORT COMMISSION MINUTES 021316.PDF](#)

3.III. Accept Housing Board Minutes Of February 15, 2016

Documents: [HOUSING BOARD MINUTES 021516.PDF](#)

3.IV. Accept Library Board Of Trustees Minutes Of March 16, 2016

Documents: [LIBRARY BOARD MINUTES 031616.PDF](#)

3.V. Approve Garbage Hauler And Recycling Licenses For: Midwest Sanitation, ABS Sanitation, Waste Management Of Iowa And Brown's Sanitation

3.VI. Approve February 2016 Financials

Documents: [FEBRUARY FINANCIALS.PDF](#)

4. Item Agenda

4.I. Public Hearing- Rezoning Request

- A. Open Hearing
- B. Filing of Affidavit of Publications- 02/25/16
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.I.i. Approve Resolution Approving Development Agreement Between The City Of Knoxville, Iowa And Knoxville VA, LLC

Documents: [RES 041716 DEV AGMT.PDF](#), [AGREEMENT.PDF](#)

4.I.ii. Approve First Consideration, Possible Waive Second And Third Consideration And Adopt An Ordinance Amending The Zoning Ordinances Of The City Of Knoxville, Iowa 2009

Documents: [ORD 1603 REZONING.PDF](#)

4.II. Reading Of National Library Week Proclamation April 10-16

Documents: [NLW 2016 PROCLAMATION.PDF](#)

4.III. Discussion With The Grand Theater Foundation Regarding Future Downtown Events

Documents: [04042016 CITY COUNCIL MEETING REQUEST.PDF](#)

4.IV. Approve Special Event Application For Knoxville Bike Night

Documents: [BIKE NIGHT APPLICATION.PDF](#)

4.V. Discussion Regarding Repairs To Second Street Alley

4.VI. Discussion/Possible Action Regarding Request From IMPACT Community Action Partnership

4.VII. Approve Street Closure Request For May 2, 2016 Public Library Bus Museum Event

Documents: [STREET CLOSURE REQUEST.PDF](#)

4.VIII. Hearing On Tobacco Violation Of Casey's General Store #1610

Documents: [CASEYS 1610.PDF](#)

4.IX. Hearing On Tobacco Violation Of Hy-Vee Wine And Spirits

Documents: [HY-VEE WINE.PDF](#)

4.X. Hearing On Tobacco Violation Of Casey's General Store #1827

Documents: [CASEYS 1827.PDF](#)

4.XI. Hearing On Tobacco Violation Of Round Window Liquor

Documents: [ROUND WINDOW.PDF](#)

4.XII. Hearing On Tobacco Violation Of Knoxville 66

Documents: [KNOXVILLE 66.PDF](#)

4.XIII. Hearing On Tobacco Violation Of Kline's Quick Time

Documents: [KLINES QUICK TIME.PDF](#)

4.XIV. Approve Request For Proposals For Knoxville Comprehensive And Strategic Plan

Documents: [2016 COMPREHENSIVE AND STRATEGIC PLAN RFP.PDF](#)

4.XV. Approve Resolution Accepting Bid, Awarding Contract And Approving Certificate Of Insurance For The 2016 City Sidewalk Contract

Documents: [RES 041816 AWARD CONTRACT SIDEWALK CONTRACT.PDF](#)

4.XVI. Discussion/Possible Action For Waiver Of Residency Requirement For Knoxville Fire And Rescue Members

Documents: [KFD RESIDENCY WAIVER .PDF](#), [KFD ROSTER.PDF](#)

4.XVII. Discussion/Possible Action Regarding Agreement Between The City Of Knoxville And Knoxville Senior Board

Documents: [SENIOR CENTER MEMO.PDF](#), [COUNCIL PROPOSAL.PDF](#),
[LEASE.PDF](#)

4.XVIII. 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

March 21, 2016

The City Council of the City of Knoxville, Iowa convened in regular session Monday, March 21, 2016 at 6:15 p.m. in the City Hall Council Chambers. Mayor Brian Hatch presided and the following Council Members were present: Dawn Allspach-Kline, Rick Kingery, James Lane, Cal Stephens and Craig Kelley. Staffs present were City Manager Aaron Adams, City Clerk Heather Ussery, Deputy Clerk Jodi Bellon, 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 Stephens; seconded by Allspach-Kline to approve the consent agenda as follows, all ayes.

1. Approve City Council Minutes of March 7, 2016
2. Accept Tourism Commission Minutes of March 1, 2016
3. Accept Water Board Minutes of March 8, 2016
4. Approve Class C Liquor License for Dut's American Legion
5. Approve Class C Liquor License for Dingus' Inc.

Mayor Hatch read a proclamation declaring the month of April Sexual Assault Awareness Month.

A discussion was held with LISCO regarding fiber infrastructure. Vice President of Sales and Marketing, Linda Stallone discussed the proposal given to the former council. Motion by Allspach-Kline; seconded by Kingery to accept handout into record, all ayes. Council stated they would like a work session scheduled to have presentations from both LISCO and Mediacom.

A discussion regarding repairs to Second Street alley was pulled from the agenda. Will be placed on April 4, 2016 agenda.

A discussion was held regarding a request from IMPACT Community Action Partnership. Motion by Lane; seconded by Stephens to remove discussion from table, all ayes. Nancy Hulkan was present to discuss the request for \$10,420. Motion by Kingery; seconded by Lane to accept handout into record, all ayes. Motion by Allspach-Kline; seconded by Lane to table discussion until further information is given, all ayes.

A discussion was held regarding a request for advertising with KNIA/KRLS. Jarrod Lee with KNIA played two sample recordings of what the advertising could pertain. After discussion council decided they didn't want to move forward with the request.

A discussion as held regarding the dog park. Motion by Allspach-Kline; seconded by Lane to accept handout of insurance into record, all ayes. Attorney Stuyvesant stated he would prepare a lease agreement between the City of Knoxville and Knoxville Lion's Club for a one year term.

Mayor Hatch announced now is the time and place for a public hearing directing the sale of property. Filing of affidavits was 3/11/16. Under written comments there were none. Under oral comments there were none. Motion by Lane; seconded by Kingery to close the hearing, all ayes. Motion by Stephens; seconded by Allspach-Kline to approve resolution directing the sale of an interest in real property, all ayes.

Mayor Hatch announced now is the time and place for a public hearing for the closure of a portion of Attica Road. Filing of affidavits was 3/11/16. 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 table first consideration,

possible waive of second and third consideration and adoption of an ordinance closing a portion of a street located within the corporate limits of the City of Knoxville, Iowa, all ayes.

Mayor Hatch announced now is the time and place for a public hearing. Filing of affidavits was 3/11/16. Under written comments there were none. Under oral comments there were none. Motion by Kelley; seconded by Lane to close the hearing, all ayes. Motion by Lane; seconded by Stephens to approve resolution approving farm lease between the City of Knoxville, Marion County, Iowa and Cory J. Moore as amended, all ayes.

City Manager Adams updated Council on the bid results for the 2016 sidewalk contract. Previously there were no bids received, Adams stated staff will be rebidding the project.

Motion by Kelley; seconded by Stephens to set a public hearing for April 4, 2016 at 6:15 p.m. for a rezoning request for Knoxville VA LLC, all ayes.

Motion by Lane; seconded by Allspach-Kline to approve payment of claims, ayes: Kelley, Lane, Stephens, Allspach-Kline, nays: Kingery.

81476	MARION COUNTY SHERIFF	GARNISHMENT	284.93
81477	AFLAC	AFLAC-ACC/PRE	196.79
81478	I.U.P.A.T. DC81	UNION DUES	726.73
81479	COLLECTION SERVICES CENTER	CHILD SUPPORT	1,606.02
81480	ICMA RETIREMENT TRUST	ICMA	1,972.43
81481	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	65.28
81482	COLONIAL LIFE	COLONIAL LIFE	22.85
81483	ABC PEST CONTROL	MONTHLY PEST CONTROL	38.85
81484	BAKER & TAYLOR	40 BOOKS	1,585.35
81485	CENTER POINT LARGE PRINT CREDIT BUREAU SERVICES OF	6 LP'S	207.30
81486	IOWA	DEBT COLLECTION	20.76
81487	GRITTERS ELECTRIC INC	PREP MOTOR (ELEVATOR)	196.55
81488	GUMDROP BOOKS	17 CHILDREN'S BOOKS	256.36
81489	ILA/IASL	7 SETS HS BOOK AWARD STICKERS	14.00
81490	DAN KAERCHER	2 PROGRAMS;HIDDEN TREASURES	300.00
81491	KNOXVILLE WATER WORKS	217 S 2ND ST-GEBHARDT HOUSE ELEVATOR MAINTENANCE	41.51
81492	KONE INC	CONTRACT	289.86
81493	MEDIACOM	MONTHLY INTERNET	75.90
81494	MENARDS	LED FLOOD LIGHT	69.99
81495	QUALITY SCENT	MONTHLY DEODORIZING	24.00
81496	QUILL CORPORATION	OPERATING SUPPLIES	50.34
81497	HOLLY SHELFORD	REFRESHMENTS CHESS CLUB	35.38
81498	THE BOOK FARM, INC.	2 CHILDREN'S BOOKS	29.90
81499	THE OFFICE CENTER	ENVELOPES BOOKWHERE ONLINE	22.54
81500	WEBCLARITY SOFTWARE INC	SUBSCRIPTION	267.00
81501	XEROX CORPORATION	COPIER RENTAL	217.98
81502	ACCO UNLIMITED CORPORATION	CHLORINE AND ACID	890.06
81503	AGSOURCE	MONTHLY POOL AND SPA TESTING UNION CONTRACT INSURANCE	67.50
81504	AHLERS AND COONEY PC	RENEW	75.00
81505	JIM ALLARD	I&I REIMBURSEMENT	26.47
81506	ARAMARK UNIFORM SERVICES ASSOCIATED COMPUTER	10 MAT SERVICE	112.00
81507	SYSTEMS	CIK PEACE OF MIND	1,540.00

81508	ATOMIC TERMITE & PEST CONTROL	MONTHLY PEST CONTROL	70.00
81509	BACKUP SOLUTIONS INC	LIVE VAULT 90 DAY RETENTION	275.00
81510	VANWALL EQUIPMENT	JD Z997R ZTRACK MOWER	10,093.49
81511	BROWN'S SANITATION	WWTP 12 YD ROLL OFF 2/22/16	1,321.27
81512	CAPITAL CITY CENTRAL IOWA DISTRIBUTING INC	BACK UP LIGHT LENS	32.09
81513	INC	SOLENOID	99.64
81514	CITY OF KNOXVILLE	RANDY PUYEAR PREMIUMS	143.83
81515	CREATIVE LANDSCAPING	15 BAGS FERTILIZER	270.00
81516	COREY DERBY	CLOTHING REIMBURSEMENT	108.99
81517	EMS BILLING SERVICES	ELECTRONIC FUNDS TRANSFER	6,054.05
81518	EXCEL MECHANICAL CO INC	ROOFTOP UNIT REPAIR	124.50
81519	GRITTERS ELECTRIC INC	REPLACE BEARING IN HEATER	73.00
81520	GROUP SERVICES INC	3 MO SELF FUND INS FEE	2,608.50
			166,882.5
81521	HAWKEYE PAVING CORP	CBD STREET IMPROVEMENTS	2
81522	HEIMAN FIRE EQUIPMENT INC	(2) PISTON INTAKE VALVES	2,475.21
81523	IAWEA IA COMMUNITIES ASSURANCE	SPRING MEETING-MURPHY	40.00
81524	POOL	ADD 2016 BOBCAT TOOLCAT 5600	282.60
81525	IMFOA	IMFOA SPRING CONF-BELLON	250.00
81526	IOWA DEPT OF PUBLIC HEALTH	RADIOACTIVE MATERIAL RENEWAL	250.00
81527	IOWA LEAGUE OF CITIES	MLA-LANE	130.00
81528	WINDSTREAM	ALARM LINE	64.06
81529	KLINE'S QUICK TIME	REFILL PROPANE TANK	21.99
81530	KNIA KRLS INC	RADIO AD	147.00
81531	KNOXVILLE AVIATION MARION COUNTY HUMANE SOCIETY	MARCH CONTRACTUAL SERVICES	3,467.91
81532	SOCIETY	MONTHLY SERVICE CHARGE	760.25
81533	MARTINEZ & MARTINEZ, INC	LIQUOR LICENSE REIMBURSEMENT	154.38
81534	MC CORKLE HARDWARE INC	ICE MELT	447.50
81535	MERIDIAN HEALTH PLAN OF IA MIDAMERICAN ENERGY COMPANY	RESCUE OVERPAYMENT-L.CHURCH	79.34
81536	COMPANY	301 W RENO ST ST DEPT	466.91
81537	MOTOR INN OF KNOXVILLE	2016 CHEVY EQUINOX	22,132.95
81538	CROSSROADS 5/92 NAPA	OIL & OIL FILTER	49.59
81539	NATIONAL PAPER & SAN SUPPLY	2 BOXES TRI-FOLD TOWELS	69.10
81540	NORRIS ASPHALT PAVING INC	7.36 TON COLD PATCH	1,067.20
81541	O'REILLY AUTOMOTIVE INC	5 GALLON OIL	165.82
81542	OFFICE DEPOT	6 OFFICE CHAIRS	900.70
81543	PEAK SOFTWARE SYSTEMS INC	MAINTENANCE CONTRACT THRU 9/7	668.00
81544	PLUMB TECH MECHANICAL INC.	REPLACE BACKFLOW PREVENTER	2,248.89
81545	QUILL CORPORATION	SELF INKING STAMP	31.58
81546	RACOM CORPORATION INC	FCC LICENSE RENEWAL	75.00
81547	SCOTT MERRIMAN INC	1,000 CITATION BOOKS	572.05
81548	SHELL SOUTHEASTERN EMERGENCY EQUIP	REPLACE BATTERIES R317	337.80
81549	EQUIP	MEDICAL SUPPLIES	605.13
81550	SUDS ENTERPRISES, LLC	20 CAR WASH COUPONS	210.00
81551	TREASURED PORTRAITS INC	HEADSHOT-KELLEY	75.00
81552	UNITYPOINT CLINIC-	RANDOM DRUG TEST	37.00

81553	US CELLULAR	A937 & A938 CELL PHONES	334.71
		TROUBLESHOOT CLARIFIER	
81554	VAN BERKUM PARTNERS	STARTER	86.50
81555	VERIZON	WWTP HOT SPOT	160.04
81556	VULCAN INDUSTRIES INC	2 SOLENOID VALVES	884.00
81557	WALMART COMMUNITY	3 DRAWER FILE CABINET	431.11
81558	WEST SIDE MECHANICS	REPLACE VALVES ON E311	3,554.38
1316848			
0	MASSMUTUAL	HARTFORD	61.63
1316848			
1	IRS WITHHOLDING PAYMENTS	FED/FICA TAX	20,024.99
1316848	TOTAL ADMINISTRATIVE		
2	SERVICES	FLEX- MEDICAL	717.27
1316848			
3	KNOXVILLE RECREATION CENTER	MONTHLY BANK CHARGES	327.89
1316848			
4	TREASURER-STATE OF IOWA	SEWER SALES TAX	3,916.00

<u>FUND NAME</u>	<u>TOTAL</u>
GENERAL	45,412.60
ROAD USE TAX	6,767.70
EMPLOYEE BENEFITS	1,975.33
GO BOND PROJECTS	166,882.52
EQUIPMENT REPLACEMENT	32,097.00
SEWER UTILITY	11,664.93
AIRPORT UTILITY	3,467.91

Under Mayor's Report, Mayor Hatch stated the governor would be signing the Iowa Flag Day proclamation Tuesday, March 22nd.

Under City Manager's Report, City Manager Adams announced Iowa Flag Day celebrations will be March 29th at 3:30 p.m. at the Library. Also the housing study results will be presented on March 31st at 10:30am at Marion County Public Health.

Motion by Lane; seconded by Kelley to adjourn at 7:35 pm, all ayes.

Brian Hatch, Mayor

ATTEST:

Heather Ussery, City Clerk

KNOXVILLE AIRPORT COMMISSION MEETING – February 13, 2016

The Knoxville Airport Commission met in regular session on February 13, 2016 at 7 a.m. with Airport Commission Chairman, Wayne Westberg presiding. Members present were Dixie Brown, Ella Crawford, Loren Steenhoek, and Airport Manager Dan Van Donselaar. Larry Smith 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: Martin - 5 months and FTAC. Dixie Brown moved and Ella Crawford seconded motion to approve this report. Motion carried.

Airport Project List: Discussion only.

Update on Taxiway A and Apron Reconstruction Project and Update on West Taxi Lane Reconstruction Project: Airport Manager, Dan Van Donselaar, reported Taxiway A is done except for grass seeding. West Taxi Lane final project cost was lowered \$29,788.25 due to the unaccepted finished project. Grading and grass seeding are left to complete with low areas in the concrete also being addressed.

Other New Business: Airport proposed budget was accepted by the City Council.

Claims: Wayne Westberg moved and Loren Steenhoek seconded a motion to approve the claims. Motion carried.

Airport Managers Report and Safety Checklist: Everything is in working order with exception to the taxiway lights. Dixie Brown moved and Ella Crawford seconded a motion to accept this report. Motion carried.

Loren Steenhoek moved and Wayne Westberg seconded a motion adjourn at 7:30 a.m. Motion carried.

Wayne Westberg, Airport Commission Chairman

ATTEST:

Janet Westberg, Secretary

MINUTES
Housing Board
February 15, 2016

Present: Board Vice-Chairman Jody Mansueto and Board members Brent Hanna and Teresa Higginbotham (via telephone speakerphone). Also present was Executive Director Janice Kerner, Secretary for the Board.

Absent: Board Chairman Don Croghan and Board Member(s) Jerrold Jordan.

Motion by Brent Hanna with second by Teresa Higginbotham to accept the consent agenda. The consent agenda included the minutes of the regular Housing Board Meeting of January 18, 2016, the occupancy report, and the stop loss monitoring report. All voted aye.

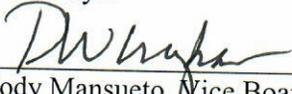
Motion by Brent Hanna with second by Teresa Higginbotham to approve the payment of claims. All voted aye.

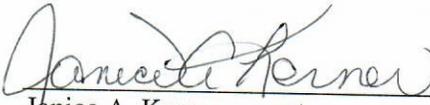
Resolution 02-2-15-2016 to adopt a Public Housing/Administrative Budget for the fiscal year starting April 1, 2016 was moved for adoption by Teresa Higginbotham with second by Brent Hanna. All voted aye.

Briefly discussed the contractor on the former project 003 siding project had made contact with the office and had discussed possible solutions for getting the project complete. He is coming to the office next week to start the process of developing a solution to the stalled project.

Motion by Brent Hanna with second by Teresa Higginbotham to accept the December 2015 fee accountant financial statements. All voted aye.

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


Jody Mansueto, Vice Board Chairman


Janice A. Kerner, secretary

**Board of Trustees Meeting
March 16, 2016**

The Knoxville Public Library Board of Trustees met at the library at 8:00 AM Wednesday, Mar. 16, 2016. Members present were Dave Garcia, Jean McKay, Pat Wilson, Mary Lane, Bob Leonard, and Scott Ziller. Harv Sprafka was absent.

The meeting was called to order by Dave Garcia. Mary Lane moved, Pat Wilson seconded to approve the minutes of the February 17, 2016 meeting as mailed. Motion passed unanimously.

There was no correspondence.

Roslin gave the breakdown for circulation for February. Total circulation was 5,959 items. Computer usage for the month was 1,088 with 458 recorded uses of wireless. The Early Literacy AWE station had 37 uses. The meeting room usage and outreach programs (Homebound delivery + Headstart visits) was 39 times, with a total attendance of 371. There were a total number of 4,208 visits to the library with an average of 150 visits each day. Additional activities are planned for school Spring Break. The library nominated Paul Herrmann, our tech guy, for the Chamber's IMPACT Volunteer award and Paul was ecstatic to have won. Roslin was going to attend Legislative Day at Des Moines today and is coordinating with Rep. Greg Heartsill's staff about the signing of the Proclamation for Iowa Flag Day and Dixie Gebhardt Week by Gov. Branstad. Roslin is also working on having the mayor sign a proclamation for National Library Week April 10 – 16. Dan Kaercher will have two programs on March 29 to celebrate Iowa Flag Day. Preparations are underway for the Summer Reading Program "On Your Mark, Get Set, READ."

Under Media Strategy Plan, all events shall be planned and publicized in a timely manner to the regular channels: radio and newspaper, as well as Facebook. Advertisements have been placed for part-time help in April.

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

Under Unfinished Business, Roslin reported that the Amperage interviewed 44 people for the feasibility study. A final report will be presented in April.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, April 20, 2016 at 8:00 AM at the Knoxville Public Library.

Roslin Thompson, secretary

City of Knoxville
Bank Reconciliation-February 2016

		Bank		
		Balance	Investments	Total
<u>Iowa State Savings Bank</u>				
Checking	369	\$4,200,926.25		\$4,200,926.25
<u>Great Southern Bank</u>				
General Fund Pool	53755000350		42,296.32	\$42,296.32
Debt Service/Capital Projects	53755000369		514,449.85	\$514,449.85
Sewer Utilities	53755000377		738,057.73	\$738,057.73
Equipment Replacement	53755000385		211,064.58	\$211,064.58
Police Retirement	53755000393		65,791.93	\$65,791.93
Police Dept Trust	53755000407		12,557.31	\$12,557.31
Library Gift & Memorial	53755000415		6,859.47	\$6,859.47
Rescue & Fire Donation	53755000423		8,932.54	\$8,932.54
<u>Wells Fargo Bank</u>				
General Fund Pool	008-4312909		78,601.43	\$78,601.43
Perpetual Care	6990785435		99,583.23	\$99,583.23
IPAIT	11460 11461		1,159,244.13	\$1,159,244.13
<u>MM Total</u>			1,778,194.39	
Calculated balance		4,200,926.25	2,937,438.52	7,138,364.77
	Less O/S checks	57,905.91		57,905.91
	Petty Cash	295.00	-	295.00
	Add: Reconciling Item (Deposit in Transit)			-
Total Calculated bank balance		4,143,315.34	2,937,438.52	7,080,753.86
Book Balance				7,080,753.86
Difference				0.00

Approved By:



ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	POLICE TOTAL	1,374,550.00	94,936.29	1,000,350.68	72.78
	FIRE TOTAL	107,763.00	9,362.78	72,621.09	67.39
	RESCUE TOTAL	561,625.00	53,112.14	396,444.16	70.59
	ANIMAL CONTROL TOTAL	18,100.00	2,270.50	13,742.25	75.92
	PUBLIC SAFETY TOTAL	2,062,038.00	159,681.71	1,483,158.18	71.93
	ROADS, BRIDGES, SIDEWALK	640,000.00	36,323.66	567,976.93	88.75
	STREET LIGHTING TOTAL	38,428.00	2,948.74	23,324.70	60.70
	TRAFFIC CONTROL & SAFETY	35,251.00	1,669.78	24,763.29	70.25
	PUBLIC WORKS - GENERAL T	.00	404.70	2,791.98	.00
	PUBLIC WORKS-RUT TOTAL	27,866.00	2,499.58	20,771.37	74.54
	PUBLIC WORKS TOTAL	741,545.00	43,846.46	639,628.27	86.26
	LIBRARY TOTAL	346,076.00	24,935.15	240,879.55	69.60
	PARKS TOTAL	76,820.00	469.10	33,714.41	43.89
	RECREATION TOTAL	453,404.00	29,466.48	304,659.21	67.19
	POOL TOTAL	62,584.00	2,788.00	31,108.38	49.71
	CEMETERY TOTAL	197,551.00	12,320.33	127,180.39	64.38
	CULTURE & RECREATION TOT	1,136,435.00	69,979.06	737,541.94	64.90
	ECONOMIC DEVELOPMENT TOT	225,260.00	24.02	416,372.34	184.84
	HOUSING & URBAN RENEWAL	33,000.00	.00	20,739.95	62.85
	PLANNING & ZONING TOTAL	89,341.00	5,812.81	62,898.25	70.40
	COMMUNITY & ECONOMIC DEV	347,601.00	5,836.83	500,010.54	143.85
	ROADS, BRIDGES, SIDEWALK	.00	.00	.00	.00
	MAYOR/COUNCIL/CITY MGR T	192,163.00	8,422.75	104,113.85	54.18
	CLERK/TREASURER/ADM TOTA	91,140.00	5,490.75	74,335.93	81.56
	LEGAL SERVICES/ATTORNEY	12,000.00	1,000.00	7,302.10	60.85
	CITY HALL/GENERAL BLDGS	151,716.00	10,659.95	180,538.45	119.00
	TORT LIABILITY TOTAL	34,000.00	.00	30,574.53	89.93
	OTHER GENERAL GOVERNMENT	.00	.00	150.00	.00
	GENERAL GOVERNMENT TOTAL	481,019.00	25,573.45	397,014.86	82.54
	DEBT SERVICE - 3 TOTAL	.00	.00	.00	.00
	DEBT SERVICE-2002 SEWER	.00	.00	.00	.00
	DEBT SERV-2000 GO BOND T	.00	.00	.00	.00
	DEBT SERVICE - 6 TOTAL	.00	.00	.00	.00
	DEBT SERV-2003C SEWER TO	.00	.00	.00	.00
	DEBT SERV-2005 A SEWER T	.00	.00	.00	.00
	DEBT SERV-2005 B GO BOND	.00	.00	.00	.00

CITY OF KNOXVILLE
 BUDGET REPORT
 CALENDAR 2/2016, FISCAL 8/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	DEBT SERVICE TOTAL	500,000.00	.00	242,494.31	48.50
	2007 CAP LOAN TOTAL	.00	.00	.00	.00
	2007A GO REF TOTAL	164,585.00	.00	12,292.50	7.47
	2008 SEWER REVENUE TOTAL	.00	.00	.00	.00
	2010B SEWER BOND TOTAL	.00	.00	.00	.00
	2010 C GO BOND TOTAL	262,855.00	.00	21,427.50	8.15
	2010 D GO BOND TOTAL	86,336.00	.00	8,168.00	9.46
	2012A GO BOND TOTAL	183,110.00	.00	6,555.00	3.58
	2013 A GO BOND TOTAL	357,540.00	.00	16,270.00	4.55
	STORM WATER TOTAL	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,554,426.00	.00	307,207.31	19.76
	POLICE TOTAL	29,000.00	3,303.75	23,285.75	80.30
	FIRE TOTAL	.00	.00	150,783.75	.00
	RESCUE TOTAL	30,000.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALK	325,000.00	9,999.99	207,167.99	63.74
	PUBLIC WORKS-RUT TOTAL	.00	.00	.00	.00
	LIBRARY TOTAL	39,200.00	40.83	25,649.87	65.43
	PARKS TOTAL	24,117.00	.00	.00	.00
	RECREATION TOTAL	6,250.00	.00	.00	.00
	CEMETERY TOTAL	24,000.00	.00	.00	.00
	COMMUNITY BEAUTIFICATION	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL	.00	.00	7,503.00	.00
	PLANNING & ZONING TOTAL	.00	.00	.00	.00
	MAYOR/COUNCIL/CITY MGR T	.00	.00	.00	.00
	CLERK/TREASURER/ADM TOTA	.00	.00	.00	.00
	CITY HALL/GENERAL BLDGS	3,500.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	3,753,267.00	125,553.23	365,248.30	9.73
	LOCAL OPTION TAX TOTAL	180,000.00	.00	5,363.76	2.98
	SEWER/SEWAGE DISPOSAL TO	22,000.00	.00	113,818.00	517.35
	CAPITAL PROJECTS TOTAL	4,436,334.00	138,897.80	898,820.42	20.26
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00
	SEWER CLEANING TOTAL	2,000.00	.00	.00	.00
	CAPITAL IMPROVEMENTS TOT	.00	.00	39,653.75	.00
	SEWER BONDS TOTAL	163,995.00	.00	161,973.36	98.77
	SEWER/SEWAGE DISPOSAL TO	1,519,433.00	58,852.35	665,789.84	43.82
	PUBLIC WORKS - SEWER TOT	46,760.00	3,842.71	31,381.42	67.11
	SEWER PLANT REPLACEMENT	148,000.00	1,000.00	70,620.78	47.72
	I & I IMPROVEMENTS TOTAL	76,200.00	.00	1,613,560.90	2,117.53
	AIRPORT TOTAL	358,176.00	14,110.44	658,614.69	183.88
	OTHER BUSINESS TYPE TOTA	.00	.00	.00	.00
	INTERNAL SERVICE TOTAL	160,000.00	.00	54,756.82	34.22
	ENTERPRISE FUNDS TOTAL	2,474,564.00	77,805.50	3,296,351.56	133.21

CITY OF KNOXVILLE
BUDGET REPORT
CALENDAR 2/2016, FISCAL 8/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	TRANSFERS TOTAL	1,785,223.00	63,928.23	511,425.84	28.65
	TRANSFER OUT TOTAL	1,785,223.00	63,928.23	511,425.84	28.65
	TOTAL EXPENSES	15,019,185.00	585,549.04	8,771,158.92	58.40

FUND	LAST MONTH ENDING BAL	REVENUES	EXPENSES	CHANGE IN LIAB	ENDING BALANCE	
001	GENERAL	794,360.93	112,774.04	198,701.27	.00	708,433.70
005	URBAN DEVELOPMENT	57,559.69	.00	.00	.00	57,559.69
110	ROAD USE TAX	409,864.04	76,054.41	32,233.54	.00	453,684.91
111	I-JOBS	3,090.93	.00	.00	.00	3,090.93
112	EMPLOYEE BENEFITS	95,461.82	2,769.22	59,274.34	.00	38,956.70
117	MFPRSI	308,565.15	1,044.08	14,568.83	.00	295,040.40
119	EMERGENCY	776.19	.00	.00	.00	776.19
121	LOCAL OPTION SALES TAX	1,144,453.54	71,777.23	.00	.00	1,216,230.77
125	FIVE STAR TIF	75,710.07	13.62	.00	.00	75,723.69
126	HIGHWAY 14 SOUTH TIF	.00	.00	.00	.00	.00
127	WESTRIDGE TIF	30,917.62	5.56	.00	.00	30,923.18
128	WALMART TIF	.00	.00	.00	.00	.00
129	PARK LANE TIF	4,212.58	.76	.00	.00	4,213.34
130	COBBLESTONE TIF	1,132.55	.00	.00	.00	1,132.55
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.	2,578.77	112.32	.00	.00	2,691.09
167	POLICE DEPARTMENT TRUST	10,992.84	29.42	139.53	.00	10,882.73
168	FIRE/RESCUE DONATIONS	8,308.47	990.00	.00	.00	9,298.47
169	LIBRARY GIFT & MEMORIAL	16,531.38	20.00	.00	.00	16,551.38
170	RECREATION DONATIONS	4,832.74	.00	.00	.00	4,832.74
171	AULD PARK PLAYGROUND TRST	34,171.13	3.12	.00	.00	34,174.25
172	PARKS	.00	.00	.00	.00	.00
173	K-9 UNIT PROGRAM	8,044.69-	.00	.00	.00	8,044.69-
200	DEBT SERVICE	444,717.01	2,774.49	.00	.00	447,491.50
301	2003 CDBG HOUSING REHAB	.00	.00	.00	.00	.00
302	CEMETERY ROADS	53,396.88	.02	.00	.00	53,396.90
303	CDBG CHILD CARE PROJECT	.00	.00	.00	.00	.00
304	BIKE TRAIL PROJECT	217,651.26	.00	3,325.00	.00	214,326.26
305	SIDEWALKS AND ALLEYS	.00	.00	.00	.00	.00
306	GO BOND PROJECTS	330,577.78	.00	122,228.23	.00	208,349.55
307	ENTRANCE SIGNS	3,658.84	.66	.00	.00	3,659.50
308	CAPITAL PROJECTS - 8	.00	.00	.00	.00	.00
309	CAPITAL PROJECT SEWER-9	.00	.00	.00	.00	.00
310	CAPITAL PROJECT SEWER 10	.00	.00	.00	.00	.00
312	CAPITAL PROJECT SEWER-12	.00	.00	.00	.00	.00
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	108,219.89	1,750.00	40.83	.00	109,929.06
316	CAPITAL PROJECTS-REC	7,000.00	.00	.00	.00	7,000.00
398	EQUIPMENT REPLACEMENT	872,439.38	.00	13,303.74	.00	859,135.64
399	BUILDING REPLACEMENT	65,237.50	1.11	.00	.00	65,238.61
500	PERPETUAL CARE	266,424.63	10.04	.00	.00	266,434.67
501	LIBRARY-REAVER TRUST	500.00	.00	.00	.00	500.00
610	SEWER UTILITY	1,493,770.80	173,021.18	127,623.29	.00	1,539,168.69
611	SEWER REVENUE SINKING	403,719.14	63,928.23	.00	.00	467,647.37
612	SEWER PLANT REPLACEMENT	.00	.00	.00	.00	.00
615	SEWER REVENUE BOND RSRV	808,960.00	.00	.00	.00	808,960.00
616	SEWER RENTAL DEPOSITS	.00	.00	.00	.00	.00
618	2002 SEWER BOND	.00	.00	.00	.00	.00
619	2003 SEWER BOND	.00	.00	.00	.00	.00
621	2005 GO BOND (SRF)	.00	.00	.00	.00	.00
640	AIRPORT IMPROVEMENTS	982,860.78-	.00	6,197.45	.00	989,058.23-

CITY OF KNOXVILLE
TREASURER'S REPORT
CALENDAR 2/2016, FISCAL 8/2016

FUND	LAST MONTH ENDING BAL	REVENUES	EXPENSES	CHANGE IN LIAB	ENDING BALANCE
650 I/I LOAN	.00	.00	.00	.00	.00
651 I&I IMPROVEMENT FUND	.00	.00	.00	.00	.00
652 SEWER CLEANING FUND	.00	.00	.00	.00	.00
653 CAPITAL IMPROVEMENTS	.00	.00	.00	.00	.00
654 SEWER BOND FUND	.00	.00	.00	.00	.00
658 INVALID ACCOUNT BREAK	.00	.00	.00	.00	.00
660 AIRPORT UTILITY	208,113.51-	20,785.00	7,912.99	.00	195,241.50-
820 SELF FUND HEALTH INS	110,757.95	17,879.41	.00	.00	128,637.36
821 SELF INSURED PROPERTY INS	.00	.00	.00	.00	.00
Report Total	7,120,558.98	545,743.92	585,549.04	.00	7,080,753.86

**Friends of the Library
Bank Reconciliation**

FRIENDS OF THE LIBRARY BANK RECONCILIATION			
Month <u>February</u>		Year <u>2016</u>	
CHECKING	Account # <u>83006119</u>		
Beginning Balance:			<u>3181.45</u>
	Add: Deposits		<u>215.00</u>
	Less: Checks Written		<u> </u>
Ending Balance			<u>3396.45</u>
SAVINGS	Account # <u>3623048588</u>		
Beginning Balance:			<u>3044.38</u>
	Add: Deposits		<u> </u>
	Interest		<u>.07</u>
	Less: Withdrawals		<u> </u>
Ending Balance			<u>3304.45</u>
Prepared by: <u>Cheyl Hull, treasurer</u>			

RESOLUTION NO. 04-17-16

RESOLUTION APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF
KNOXVILLE, IOWA AND KNOXVILLE VA, LLC

WHEREAS, Knoxville VA, LLC has filed an application for rezoning from R-1 to C-2 for property located in the City of Knoxville, Marion County, Iowa and legally described as follows, to-wit:

Lot 2 of Lot B Hammann Subdivision of the City of Knoxville, Iowa; and

WHEREAS, Knoxville VA, LLC intends to develop this property along with allowing certain improvements to be constructed on the adjoining property; and

WHEREAS, in consideration of the proposed development plans of Knoxville VA, LLC and the City's desire to ensure that the adjoining lot is not sold as a separate lot nor shall an additional commercial building be constructed on said lot, it is necessary to enter into a Development Agreement establishing these agreements; and

WHEREAS, the Council and Staff has reviewed the proposed Development Agreement and believes it is in the best interest of the City to enter into said agreement.

NOW, THEREFORE, be it resolved by the City Council of the City of Knoxville, Iowa that the Development Agreement with Knoxville VA, LLC is hereby approved and the Mayor and City Clerk are hereby authorized to sign said Development Agreement in behalf of the City.

PASSED AND APPROVED by the Council this 4th day of April 2016.

Brian J. Hatch, MAYOR

ATTEST:

Heather Ussery, CITY CLERK

DEVELOPMENT AGREEMENT

This agreement is entered into this ____ day of April, 2016, by and between the City of Knoxville, Iowa (hereinafter referred as 'City') and Knoxville VA, LLC, (hereinafter referred to as 'Owner').

WHEREAS, on or about the 7th day of March, 2016 Owner filed an Application for Rezoning from R-1 to C-2 of property located in the City of Knoxville, Marion County, Iowa and legally described as follows, to-wit: Lot 2 of Lot B Hammann Subdivision of the City of Knoxville, Marion County, Iowa; and,

WHEREAS, Owner also is the Owner of an adjoining lot which is currently zoned C-2 and said lot is legally described as follows, to-wit: Lot 1 of Lot B Hammann Subdivision of the City of Knoxville, Marion County, Iowa; and,

WHEREAS, it is anticipated that some of the improvements related to the construction of a commercial building on Lot 1 by Owner will result in some of those improvements being constructed on Lot 2 as described above; and,

WHEREAS, due to the location of Lot 2 and the zoning in the area, it is the intent of the parties to this agreement that Lot 2 shall not be sold as a separate lot nor shall an additional commercial building be constructed on said lot.

NOW, THEREFORE, it is agreed as follows:

1. The City will complete the rezoning of Lot 2 from R-1 Single Family Residential District to C-2 General Commercial District per the application filed by Owner.
2. The City will allow certain improvements (parking areas) to be constructed on Lot 2 as part of the construction of the commercial building on Lot 1 after the rezoning.
3. Owner agrees that upon the signing of this agreement that Owner will not, in the future, build a commercial building on Lot 2 nor will the Owner sell Lot 2 as a separate building lot.

Executed in Knoxville, Marion County, Iowa on the date first set forth above.

CITY OF KNOXVILLE, IOWA

KNOXVILLE VA, LLC

Brian J. Hatch, MAYOR

Josh Hausman, MANAGER

Heather Ussery, CITY CLERK

ORDINANCE NO. 16-03

AN ORDINANCE AMENDING THE ZONING ORDINANCES OF THE
CITY OF KNOXVILLE, IOWA 2009

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

SECTION 1. The official zoning map referred to in Title 9, Chapter 2, Section 2, Paragraph A of the City Zoning Code is amended by changing from R-1 Single Family Residential District to C-2 General Commercial District to the real estate described as follows:

Lot 2 of Lot B Hammann Subdivision of the City of Knoxville, Marion County, Iowa

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

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

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

PASSED by the City Council this ____ day of _____, 2016, and APPROVED this ____ day of _____, 2016.

ATTEST:

Brian J. Hatch, MAYOR

Heather Ussery, CITY CLERK

National Library Week 2016 Proclamation

WHEREAS, libraries are not just about what we have for people, but what we do for and with people;

WHEREAS, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools;

WHEREAS, libraries are evolving in order to serve their communities and to continue to fulfill their role in leveling the playing field for all who seek information and access to technologies;

WHEREAS, libraries and librarians open up a world of possibilities through innovative STEAM programing, Makerspaces, job-seeking resources and the power of reading;

WHEREAS, libraries and librarians are looking beyond their traditional roles and providing more opportunities for community engagement and deliver new services that connect closely with patrons' needs;

WHEREAS, libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that I, Brian Hatch, Mayor of Knoxville, proclaim National Library Week, April 10-16, 2016. I encourage all residents to visit the library this week and explore what's new at your library, and engage with your librarian. Because of you, Libraries Transform.

March 23, 2016

To Members of the Knoxville City Council and City Staff:

I was hoping to be added to the Agenda for the April 4th City Council Meeting.

With Bike Nite approaching, I've also heard talk of other Downtown events scheduled for summer Fridays... which is very exciting! We at the Grand Theater would like to offer perspective regarding those events' potential impact on parking, and our business overall. From past financial records, I can tell you that Bike Nite, specifically, has impacted the Theater's business substantially. In a business so dependent on Friday, Saturday, Sunday traffic, to take a Friday night off the books – even just one a month – can be seriously detrimental.

I'm not now, nor would I ever ask that events be moved or in any way prohibited from the Downtown Square, just that the City remain respectful of our need for parking (particularly for older patrons) when approving the needed permits for events and promotions Downtown.

Thank you, and I look forward to speaking with you soon.

Dylan Morse
President
Grand Theater Foundation

SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR Knoxville Bike Nite
ADDRESS 801 South Roche PHONE 641-891-9461

2. EVENT TYPE:

- Parade Festival Assembly Street Closure Block Party
 Rally Marches Walks Fund Raisers
 City Property Rental Other _____

3. EVENT CONTACT PERSON(S) Larry Kline PHONE 641-891-9461
ADDRESS 801 South Roche E-MAIL branson@iowatelecom.net

4. ON-SITE CONTACT PERSON(S) Larry Kline PHONE 641-891-9461

LOCATION DURING EVENT On Square

5. EVENT LOCATION Square

6. PARKING AND TRAFFIC PLAN Close 3 Sides, Not Main

STREET CLOSURE YES NO LOCATION(S): Note on attached site plan.

7. EVENT DATE May 6th EVENT START TIME 6 pm EVENT END TIME 10 pm

8. SET UP TIME 5 pm TAKE DOWN TIME 10-10:30 pm

9. RAIN DATE/TIME None

10. SIZE OF EVENT (estimated number of people on-site at one time)

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> 1 - 25 | <input type="checkbox"/> 701 - 900 | <input type="checkbox"/> 5,001 - 7,000 |
| <input type="checkbox"/> 26 - 100 | <input type="checkbox"/> 901 - 1,000 | <input type="checkbox"/> 7,001 - 9,000 |
| <input type="checkbox"/> 101 - 200 | <input checked="" type="checkbox"/> 1,001 - 1,500 | <input type="checkbox"/> 9,001 - 10,000 |
| <input type="checkbox"/> 201 - 300 | <input type="checkbox"/> 1,501 - 1,700 | <input type="checkbox"/> 10,001 - 15,000 |
| <input type="checkbox"/> 300 - 500 | <input type="checkbox"/> 1,701 - 2,000 | <input type="checkbox"/> 15,001 - 20,000 |
| <input type="checkbox"/> 500 - 700 | <input type="checkbox"/> 2,001 - 5,000 | <input type="checkbox"/> over 20,000 |

11. PORTABLE TOILETS: NUMBER OF TOILETS BEING PROVIDED _____

LOCATION(S) OF TOILETS Sandals Courthouse, Red Rock Grill
Kline's Quick Time

12. TYPES OF ACTIVITIES/VENUES Bike Show, Food, Bands
& Beer Tent.

12a. NON-FOOD VENDORS, CONCESSIONAIRES, RIDES (name, address, phone for each)

12b. FOOD VENDORS (name, address, phone for each)

Captain Cookin - Steve Coon 828-7392

12c. TENTS

13. UTILITIES TO BE USED (LIST EQUIPMENT TYPES)

Electric

13a. ELECTRICAL SOURCE

Courthouse

13b. WATER SOURCE

None

14. ALCOHOLIC BEVERAGES SERVED? LICENSE CLASS

Class B

ALCOHOLIC BEVERAGE LICENSE OBTAINED?

YES

NO

15. SECURITY

We have our own

HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL?

YES

NO

16. SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:

Brown's

17. SITE PLAN ATTACHED.

YES NO

18. INDEMNITY AGREEMENT SIGNED AND ATTACHED.

YES NO

19. INSURANCE CERTIFICATE ATTACHED.

YES NO

20. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ 100.00)

YES NO

21. PERMIT FEE INCLUDED AMOUNT \$100.00
If no, proof of non-profit status must included.

YES NO

I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.

Signature

Larry W. Klein

Date

INDEMNITY AGREEMENT

In consideration for the granting of permission by the City of Knoxville, Iowa to the undersigned for the use of the following described property:

For the following purpose only:

On the following date(s):

The undersigned agrees to defend, indemnify and hold harmless the City of Knoxville, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

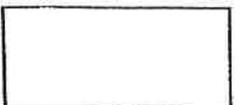
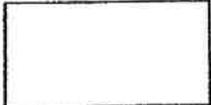
The undersigned further agrees upon receipt of notice from the City of Knoxville to defend at its own expense the City of Knoxville, its agents, officers and employees from any action or proceeding against the City of Knoxville, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Knoxville, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

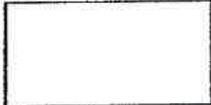
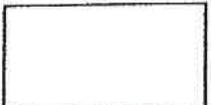
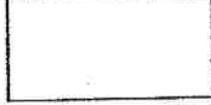
Dated this 16th day of Feb, 2016.

Organization: Knoxville Bike Nite
By: Larry N. Klein
Title: Co-Chair

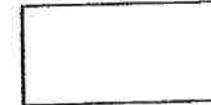
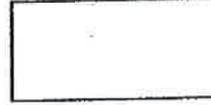
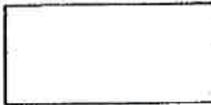
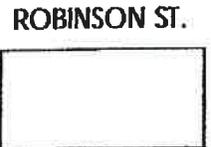
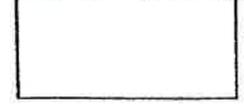
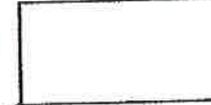
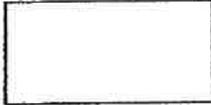
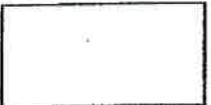
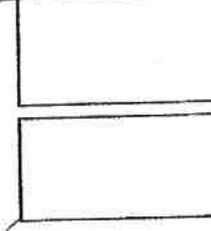
CITY OF KNOXVILLE
Downtown Street Map



MARION ST.



MAIN ST.



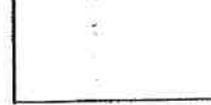
MONTGOMERY ST.



FIRST ST.



SECOND ST.



THIRD ST.



FOURTH ST.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Knoxville Insurance PO Box 553 1514 N. Lincoln Knoxville IA 50138	CONTACT NAME: Sandra Clark PHONE (A/C, No, Ext): (641) 842-6558 E-MAIL ADDRESS: sclark@knoxvilleinsuranceinc.com FAX (A/C, No): (641) 842-5521
	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Speciality Underwriters INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED L&R Enterprises DBA: Knoxville Bike Nite 402 E. Main St. Knoxville IA 50138	NAIC #

COVERAGES **CERTIFICATE NUMBER MASTER 2016** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CSU0081310	4/1/2016	10/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			CSU0081311	04/01/2016	10/01/2016	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER (641) 828-0511 City of Knoxville City Clerk Heather Ussery 305 S. 3rd St. Knoxville, IA 50138	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sandra Clark/SANDY
---	--

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Knoxville Public Library
213 E. Montgomery St.
Knoxville, IA 50138
641-828-0585

Mayor and City Council
Knoxville, IA 50138

March 22, 2016

RE: Street Closing Request May 2, 2016

The Knoxville Public Library will be hosting a bus museum (BUS-eum) from Traces, a non-profit group, on Monday, May 2, 2016 from 10 a.m. to 1 p.m. The bus will contain an exhibit called "At Home in the Heartland: How Iowans Got To Be 'Us,'" with exhibits and programs both inside and outside the library. The bus is 8 feet wide x 44 feet long and would need to be packed along the curb on the passenger-side.

For safety reasons, we are requesting that the one block in front of the library on East Montgomery St. and the one block on Second Street in front of the Dixie Gebhardt house be closed to traffic on that day. Barriers can be set out at 6 a.m. and taken down by 2 p.m. Thank you.

Respectfully,

Roslin Thompson
Knoxville Public Library Director

CC: City Clerk

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:

Casey's General Store #1610
License No. 1516-02
203 S. Lincoln
Knoxville, IA 50138

:
:
:
:
:
:
:
:
:
:
:

**ORDER ACCEPTING
ACKNOWLEDGEMENT/SETTLEMENT
AGREEMENT – 1ST VIOLATION**

On this ____ day of April, 2016, in lieu of a public hearing on the matter, the Knoxville City Council approves the attached Acknowledgment/Settlement Agreement between the above-captioned permittee and the City of Knoxville.

THEREFORE, the Knoxville City Council FINDS that the above-captioned permittee has remitted to the "City of Knoxville" a civil penalty in the amount of three hundred (\$300.00) for a violation that occurred on December 19, 2015. Be advised that this sanction will count as a first violation of Iowa Code section 453A.2(1), pursuant to Iowa Code section 453A.22(2)(a).

IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

MAYOR, City of Knoxville



CASEY'S GENERAL STORES, INC.

P.O. Box 3001 • One Convenience Blvd., Ankeny, Iowa 50021-8045 • 515-965-6100

Sender's Direct-Dial Telephone Number: 515-446-6822
E-mail Address: amy.costello@caseys.com
Fax Number: 515-965-6160

March 7, 2016

Robert L. Stuyvesant
Stuyvesant, Benton & Judisch
1005 Highway 5
Carlisle, IA 50047

RE: Civil Penalty Imposed on
Casey's General Store, Inc.
203 S. Lincoln
Knoxville, IA 50138

Dear Mr. Stuyvesant:

Enclosed herewith please find the signed Acknowledgment/Settlement Agreement, as well as Casey's check in the amount of \$300. Said amount was assessed as a penalty against the Knoxville, Iowa #2 Casey's General Store for an alleged sale of tobacco to a minor that reportedly occurred on or about December 19, 2015.

It is my understanding that the payment of this penalty will result in the closure of this case. If my understanding is incorrect or you have further matters you need to discuss, please feel free to contact me at my direct-dial number of 515-446-6822.

Sincerely,

Amy M. Costello
Legal Counsel

AMC/pag
Enclosures

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:	:	
	:	
Casey's General Store #1610	:	
License No. 1516-02	:	ACKNOWLEDGEMENT/SETTLEMENT
203 S. Lincoln	:	AGREEMENT
Knoxville, IA 50138	:	1ST VIOLATION
	:	

I (we) hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Complaint in the above case. I (we) hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. I (we) hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. I (we) understand that the violation on December 19, 2015 will count as an official "First Violation" of Iowa Code section 453A.2 pursuant to Iowa Code section 453A.22. I (we) have enclosed a check for the amount of \$300.00 made payable to the City of Knoxville to settle the above-referenced complaint.

Casey's Marketing Company _____
 By: Amiyah M. Costello _____
 Amiyah M. Costello

Date: 3/7/16 _____

NOTE: This must be signed by an individual licensee or permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

If you decide to sign this ACKNOWLEDGMENT/SETTLEMENT AGREEMENT and Waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Knoxville", should be returned to: Robert L. Stuyvesant, PO Box 517, Carlisle, Iowa 50047

VDR 219319 CK NO 2746050

Memo	Invoice Date	Invoice Number	Amount	Discount	Net Amount
1610	03/03/16	CK REQ	300.00	.00	300.00

300.00 .00 300.00

Detach Before Depositing

WARNING: ORIGINAL DOCUMENT IS PRINTED IN BLUE INK.

Date
03/04/16



CASEY'S GENERAL STORES
P.O. BOX 3001
ANKENY, IOWA 50021-8045



36-1901
1012

Check No.
2746050

Amount
\$300.00

PAY

*****THREE HUNDRED DOLLARS & NO CENTS

TO THE ORDER OF
CITY OF KNOXVILLE
305 SOUTH 3RD ST
KNOXVILLE IA 50138

Bruce J. Johnson

WARNING: ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON REVERSE SIDE.

⑈ 2746050⑈ ⑆ 101219017⑆ ⑈ 5008001294⑈

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:	:	
	:	
Hy-Vee Inc.	:	
5820 Westown Parkway	:	
West Des Moines, IA 50266	:	
	:	
Re: Hy-Vee Wine & Spirits	:	ORDER ACCEPTING
Permit #1516-06	:	ACKNOWLEDGEMENT/SETTLEMENT
813 N. Lincoln, Suite #1	:	AGREEMENT – 1ST VIOLATION
Knoxville, IA 50138	:	
	:	

On this ____ day of April, 2016, in lieu of a public hearing on the matter, the Knoxville City Council approves the attached Acknowledgment/Settlement Agreement between the above-captioned permittee and the City of Knoxville.

THEREFORE, the Knoxville City Council FINDS that the above-captioned permittee has remitted to the “City of Knoxville” a civil penalty in the amount of three hundred (\$300.00) for a violation that occurred on December 19, 2015. Be advised that this sanction will count as a first violation of Iowa Code section 453A.2(1), pursuant to Iowa Code section 453A.22(2)(a).

IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

MAYOR, City of Knoxville



A Helpful Smile In Every Aisle

March 3, 2016

Robert L. Stuyvesant
PO Box 517
Carlisle, IA 50047

Re: Sale of Tobacco to Minor
Hy-Vee Wine & Spirits
Knoxville, Iowa

Dear Mr. Stuyvesant:

Enclosed herewith please find duly executed Acknowledgment/Settlement Agreement for the above-referenced together with check payable to the City of Knoxville in the amount of \$300.00 representing payment in full of the mandatory civil penalty for a first violation of Iowa Code Section 453A.2. Please confirm satisfaction in writing. Thank you.

Sincerely,

HY-VEE, INC.

Andrea M. Smook
Assistant General Counsel

AMS:jlj
Enclosures

Hy-Vee, Inc.
5820 Westown Parkway, West Des Moines, Iowa 50266
Phone: (515) 267-2800

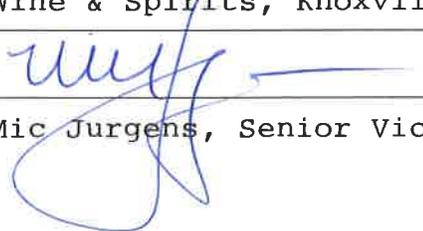
BEFORE THE KNOXVILLE CITY COUNCIL

IN RE: :
: :
Hy-Vee Inc. :
5820 Westown Parkway :
West Des Moines, IA 50266 :
: :
Re: Hy-Vee Wine & Spirits : **ACKNOWLEDGEMENT/SETTLEMENT**
Permit #1516-06 : **AGREEMENT**
813 N. Lincoln, Suite #1 : **1ST VIOLATION**
Knoxville, IA 50138 :
: :
:

I (we) hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Complaint in the above case. I (we) hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. I (we) hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. I (we) understand that the violation on December 19, 2015 will count as an official "First Violation" of Iowa Code section 453A.2 pursuant to Iowa Code section 453A.22. I (we) have enclosed a check for the amount of \$300.00 made payable to the City of Knoxville to settle the above-referenced complaint.

Hy-Vee, Inc. d/b/a Hy-Vee
Wine & Spirits, Knoxville, IA

by


Mic Jurgens, Senior Vice President

Date: 3/2/16

NOTE: This must be signed by an individual licensee or permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

If you decide to sign this ACKNOWLEDGMENT/SETTLEMENT AGREEMENT and Waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Knoxville", should be returned to: Robert L. Stuyvesant, PO Box 517, Carlisle, Iowa 50047



Hy-Vee, Inc.
5820 Westown Parkway
West Des Moines, IA 50266
(515) 267-2800

VENDOR NUMBER: 020288-00
PAYABLE TYPE: EXPENSE
CHECK DATE: 03/02/16
VOID 90 DAYS AFTER ISSUE DATE

CHECK NUMBER **1429603**

Wells Fargo Bank, N.A.
115 Hospital Drive
Van Wert, OH 45891

56-382/412

PAY *Three Hundred and NO/100 Dollars*

*****300.00

**TO THE
ORDER OF:** CITY OF KNOXVILLE
305 S THIRD STREET
KNOXVILLE, IA 50138-2287


TREASURER

⑈ 1429603⑈ ⑆041203824⑆ 9600099662⑈

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:	:	
	:	
Casey's General Store #1827	:	
License No. 1516-03	:	
1007 N. Lincoln St.	:	ORDER ACCEPTING
Knoxville, IA 50138	:	ACKNOWLEDGEMENT/SETTLEMENT
	:	AGREEMENT – 1ST VIOLATION
	:	

On this ____ day of April, 2016, in lieu of a public hearing on the matter, the Knoxville City Council approves the attached Acknowledgment/Settlement Agreement between the above-captioned permittee and the City of Knoxville.

THEREFORE, the Knoxville City Council FINDS that the above-captioned permittee has remitted to the “City of Knoxville” a civil penalty in the amount of three hundred (\$300.00) for a violation that occurred on December 19, 2015. Be advised that this sanction will count as a first violation of Iowa Code section 453A.2(1), pursuant to Iowa Code section 453A.22(2)(a).

IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

MAYOR, City of Knoxville



CASEY'S GENERAL STORES, INC.

P.O. Box 3001 • One Convenience Blvd., Ankeny, Iowa 50021-8045 • 515-965-6100

Sender's Direct-Dial Telephone Number: 515-446-6822
E-mail Address: amy.costello@caseys.com
Fax Number: 515-965-6160

March 7, 2016

Robert L. Stuyvesant
Stuyvesant, Benton & Judisch
1005 Highway 5
Carlisle, IA 50047

RE: Civil Penalty Imposed on
Casey's General Store, Inc.
1007 N. Lincoln Street
Knoxville, IA 50138

Dear Mr. Stuyvesant:

Enclosed herewith please find the signed Acknowledgment/Settlement Agreement, as well as Casey's check in the amount of \$300. Said amount was assessed as a penalty against the Knoxville, Iowa #3 Casey's General Store for an alleged sale of tobacco to a minor that reportedly occurred on or about December 19, 2015.

It is my understanding that the payment of this penalty will result in the closure of this case. If my understanding is incorrect or you have further matters you need to discuss, please feel free to contact me at my direct-dial number of 515-446-6822.

Sincerely,

Amy M. Costello
Legal Counsel

AMC/pag
Enclosures

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:	:	
	:	
Casey's General Store #1827	:	
License No. 1516-03	:	ACKNOWLEDGEMENT/SETTLEMENT
1007 N. Lincoln St.	:	AGREEMENT
Knoxville, IA 50138	:	1ST VIOLATION
	:	

I (we) hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Complaint in the above case. I (we) hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. I (we) hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. I (we) understand that the violation on December 19, 2015 will count as an official "First Violation" of Iowa Code section 453A.2 pursuant to Iowa Code section 453A.22. I (we) have enclosed a check for the amount of \$300.00 made payable to the City of Knoxville to settle the above-referenced complaint.

Casey's Marketing Company _____
Amy M. Costello _____
Amy M. Costello, Legal Counsel

Date: 3/7/16

NOTE: This must be signed by an individual licensee or permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

If you decide to sign this ACKNOWLEDGMENT/SETTLEMENT AGREEMENT and Waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Knoxville", should be returned to: Robert L. Stuyvesant, PO Box 517, Carlisle, Iowa 50047

VDR 219319 CK NO 2746051

Memo	Invoice Date	Invoice Number	Amount	Discount	Net Amount
1827	03/03/16	CK REQ	300.00	.00	300.00
			300.00	.00	300.00

Detach Before Depositing

WARNING: ORIGINAL DOCUMENT IS PRINTED IN BLUE INK.

Date
03/04/16



CASEY'S GENERAL STORES
P.O. BOX 3001
ANKENY, IOWA 50021-8045



36-1901
1012

Check No.
2746051

Amount
\$300.00

PAY

***THREE HUNDRED DOLLARS & NO CENTS

TO THE
ORDER
OF
CITY OF KNOXVILLE
305 SOUTH 3RD ST
KNOXVILLE IA 50138

WARNING: ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON REVERSE SIDE.

⑈ 2746051 ⑈ ⑆ 101219017⑆ ⑈ 5008001294⑈

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:

Round Window Liquor
License No. 1516-01
703 W. Pleasant St.
Knoxville, IA 50138

:
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:
:
:
:
:
:
:
:

**ORDER ACCEPTING
ACKNOWLEDGEMENT/SETTLEMENT
AGREEMENT – 1ST VIOLATION**

On this ____ day of April, 2016, in lieu of a public hearing on the matter, the Knoxville City Council approves the attached Acknowledgment/Settlement Agreement between the above-captioned permittee and the City of Knoxville.

THEREFORE, the Knoxville City Council FINDS that the above-captioned permittee has remitted to the “City of Knoxville” a civil penalty in the amount of three hundred (\$300.00) for a violation that occurred on December 19, 2015. Be advised that this sanction will count as a first violation of Iowa Code section 453A.2(1), pursuant to Iowa Code section 453A.22(2)(a).

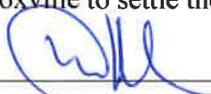
IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

MAYOR, City of Knoxville

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE: :
: :
Round Window Liquor : :
License No. 1516-01 : **ACKNOWLEDGEMENT/SETTLEMENT**
703 W. Pleasant St. : **AGREEMENT**
Knoxville, IA 50138 : **1ST VIOLATION**

I (we) hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Complaint in the above case. I (we) hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. I (we) hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. I (we) understand that the violation on December 19, 2015 will count as an official "First Violation" of Iowa Code section 453A.2 pursuant to Iowa Code section 453A.22. I (we) have enclosed a check for the amount of \$300.00 made payable to the City of Knoxville to settle the above-referenced complaint.



Terri Kool, pres. _____

Date: 2-26-16

NOTE: This must be signed by an individual licensee or permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

If you decide to sign this ACKNOWLEDGMENT/SETTLEMENT AGREEMENT and Waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Knoxville", should be returned to: Robert L. Stuyvesant, PO Box 517, Carlisle, Iowa 50047

ROUND WINDOW LIQUOR
703 W PLEASANT ST
KNOXVILLE, IA 50138

14287
72-1677739

DATE 2-26-16

PAY TO THE
ORDER OF

City of Knoxville

\$ 300.00

Three hundred + 00/100

DOLLARS

Security features
included.
Details on back.



LEIGHTON STATE BANK

MEMO

[Signature]

MP

⑈014287⑈ ⑆073916778⑆ 466409⑈

BOLD TRADITIONAL

18363

CSOI CORP.
(515) 961-6470
101 SOUTH JEFFERSON
INDIANOLA, IA 50125



18363
CHECK NO.

Mar 18, 2016
DATE

*****\$300.00
AMOUNT

Memo:

Three Hundred and 00/100 Dollars

PAY
TO THE
ORDER
OF:

CITY OF KNOXVILLE
305 S 3RD STREET
KNOXVILLE, IA 50138

TAX ID# 421454421

Christine Adams
AUTHORIZED SIGNATURE

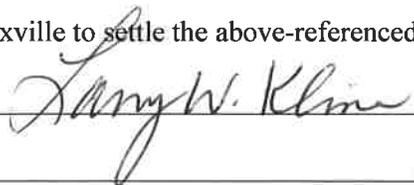
Security features. Details on back.

⑈018363⑈ ⑆073902096⑆ 010 544 9⑈

BEFORE THE KNOXVILLE CITY COUNCIL

IN RE:	:	
	:	
Kline Oil Co. Inc.	:	
Kline's Quick Time	:	ACKNOWLEDGEMENT/SETTLEMENT
License No. 1516-11	:	AGREEMENT
402 East Main	:	1ST VIOLATION
Knoxville, IA 50138	:	
	:	

I (we) hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Complaint in the above case. I (we) hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. I (we) hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. I (we) understand that the violation on December 19, 2015 will count as an official "First Violation" of Iowa Code section 453A.2 pursuant to Iowa Code section 453A.22. I (we) have enclosed a check for the amount of \$300.00 made payable to the City of Knoxville to settle the above-referenced complaint.



Date: 3-24-16

NOTE: This must be signed by an individual licensee or permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

If you decide to sign this ACKNOWLEDGMENT/SETTLEMENT AGREEMENT and Waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Knoxville", should be returned to: Robert L. Stuyvesant, PO Box 517, Carlisle, Iowa 50047



KLINE'S QUICK TIME
 C-STORE, QUICK LUBE, CAR WASH, TOWING
 402 EAST MAIN ST.
 KNOXVILLE, IA 50138

26271

72-282/739

DATE 3-29-16

CHECK ARMOR

PAY
 TO THE
 ORDER OF

City of Knoxville \$ 300⁰⁰/₁₀₀
Three hundred DOLLARS



Iowa State
 Savings Bank

Knoxville, Iowa 50138 Phone 641/828-8000

Security
 Features
 Details on
 Back.

FOR _____

Larry W. Kline

⑈02627⑈ ⑆07390282⑆ 082296⑈



Request for Proposals

Joint Comprehensive and Strategic Plan Update

**305 S Third Street
Knoxville, Iowa 50138
(641) 828-0550**

NOTICE TO BIDDERS

The City of Knoxville, Iowa is seeking proposals from qualified firms/ providers of consultant services to perform a joint update of the Knoxville Comprehensive Plan and Knoxville Strategic Plan. The City of Knoxville will accept proposals from firms interested in providing the requested services. Proposals must be received by no later than 3:00 P.M. local time on _____, at:

City Hall
Attention: City Clerk
Comprehensive and Strategic Plan RFP
305 South 3rd Street
Knoxville, Iowa 50138

The contract will be awarded with a predetermined amount of funds available. The final scope of work is not to exceed \$60,000, payable over Fiscal Years 2016-17 and 2017-18. The project is expected to commence in January 2017 with completion by December 2017.

If there are any questions regarding this request for proposals, please contact Lauren Dietz, Interim Zoning Administrator, in writing at ldietz@knoxvilleia.gov. Answers will be provided either by email or on the City website, and will be accessible to all interested firms.

Proposal documents are available by accessing the City's web site at <http://www.knoxvilleia.gov/Bids.aspx> or by contacting the City Clerk at 641-828-0550.

The City retains the right to amend the request for proposals at any time.

Brian Hatch, Mayor

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VIII. Submission of Responses	7
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I. General Information

The City of Knoxville is located in south central Iowa, 25 miles southeast of Des Moines. As of the 2010 U.S. Census, the population within city limits is 7,313. Knoxville's population has been steadily declining over the past two decades—the only city within Marion County to lose population over that time period.

The last Comprehensive Plan update was in 1999, and since that time the City has experienced minimal residential growth and modest commercial growth. The existing 5-year Strategic Plan was implemented in 2008

The goal of this process is the development of a 20-year Comprehensive Plan and corresponding 5-year Strategic Plan.

Recent plans and studies that have been adopted and/or utilized by the City of Knoxville that should be considered or incorporated as part of these updates include:

- 2013 Laborshed Report
- 2014 Technology Action Plan
- 2014 Citizen Survey
- 2015 Pavement Management Study
- 2015 Rail Port Study
- 2015 IDOT Transportation Engineering Assistance Program (TEAP) Study
- 2015 Knoxville Trails Master Plan
- 2015 Young's Park Master Plan
- 2016 City Hall/Public Safety Facility Study
- Any relevant regional plans/studies

Copies of most of these plans, as well as the current Comprehensive and Strategic Plans are available on the City's website at www.knoxvilleia.gov, or can be provided upon request.

II. Comprehensive Plan Content

The Comprehensive Plan portion of the project would include assembling and analyzing data regarding all of the existing conditions within the City of Knoxville and utilizing that data to develop policies, actions, and an implementation plan to guide future development and decision making within the community with a 20-year time horizon. It is anticipated the new Comprehensive Plan would cover the following content:

1. Community Assessment
2. Demographics/Economic Overview
 - a. Population, housing and demographic trends, and projections
3. Employment/Economy
 - a. Employment trends
 - b. Economic trends and forecasts, actions for an economic development plan
4. Natural Resources and Stormwater Management
 - a. Potential inclusion of an action plan for a new municipal stormwater utility
5. Land Use
 - a. Existing land use, future land use plan, with an appropriate balance of commercial and residential uses. This plan should include policies and action steps for implementation to guide future development and land use decisions, including proposals and policy for land annexation.
6. Housing
7. Transportation
8. Parks & Recreation
9. Public Facilities
10. Implementation

The City considers citizen input essential. The Comprehensive Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue through the development of the plan.

City staff will maintain a project web page on the City's website to communicate the project schedule, upcoming meeting dates, and links to various contact persons. The consultant shall provide web-ready graphics and maps as they are produced.

III. Strategic Plan Content

The Strategic Plan portion of the project will include extensive strategic planning sessions with the Mayor and City Council, along with City Administrative staff, to determine the vision, mission statement, core beliefs, and action items for the City of Knoxville to focus on for the next 5 years.

IV. Proposal Format

Please limit the total length of the proposal to a **maximum of twenty (20) pages**. The content of the proposal shall include:

- A. Letter of Transmittal
- B. Executive Summary
- C. Brief organizational profile, including background and experience of the firm and key staff on the project
- D. Previous project summaries for similar projects in size and scope, including reference contact information, for a minimum of three (3) projects. (The City reserves the right to contact any references provided or otherwise obtained).
- E. Proposed Operation Plan, including an explanation of technical approaches and a detailed outline of the proposed services for executing the requirements of the proposed scope of services
- F. Anticipated Project Schedule
- G. Project management, including:
 - a. Project organizational chart including key staff to be assigned
 - b. Location of office from which the management of the project will be performed
 - c. Summary/matrix of key personnel's shared project experience
- H. Appendices (not counted toward the 20-page requirement)
 - a. Signature/Certification
 - i. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address, and telephone number of the individual(s) with the authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
 - b. Resumes of person(s) who will be performing the work
- I. A proposed work task plan, detailing specific tasks within each phase. The City reserves the right to negotiate work tasks prior to finalizing a contract with the selected firm.

Proposals must contain 9 paper copies and one electronic copy (flash drive or CD). The proposals shall be retained by the City of Knoxville and will not be returned.

V. Selection Process

A work session of the City Council and Planning & Zoning Commission may be scheduled to interview qualified firms. The Planning & Zoning Commission will discuss proposals at their next meeting and provide a recommendation to the City Council, to be approved at a subsequent regular meeting of the Council.

VI. Anticipated RFP Timeline

Submittal deadline:	3:00 p.m., _____
Interviews:	May/June 2016
City Council Consultant Selection	May/June 2016
Approval of Final Contract	July 2016

VII. Evaluation Criteria

The City will evaluate proposals based on a variety of factors:

- Firm's Experience with projects of similar size, scope, and complexity
- Firm's experience in meeting similar project goals
- Firm's experience in incorporating active public participation in similar projects
- Firm's proposed project timeline
- Firm's references

Based on the materials submitted, the City may invite any or all firms to make a presentation on their proposal.

VIII. Submission of Responses

- A. Acceptance/Rejection/Modification to Responses:
The City of Knoxville reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The City reserves the right to split or to make the award in any manner deemed most advantageous to the City at its sole and exclusive discretion.
- B. Economy of Preparation:
Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.
- C. Cost of Preparation:
The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

- D. Ownership:
Submitted materials become the property of the City and will not be returned.

- E. Public Records:
Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

IX. Due Date

The proposal with 9 complete copies and one electronic copy (flash drive or CD) will be received at the Office of the City Clerk no later than 3:00 p.m., _____. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

City of Knoxville
Attention City Clerk
Comprehensive and Strategic Plan RFP
305 S. 3rd Street
Knoxville, IA 50138

Each response shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Clerk at the address specified above. If submitted other than by mail, it shall be delivered in person or by courier to the Office of the City Clerk. Proposals submitted by mail must be received in the Office of the City Clerk by the time specified herein.

RESOLUTION NO. 04-18-16

**RESOLUTION ACCEPTING BID, AWARDING CONTRACT AND APPROVING
THE CERTIFICATE OF INSURANCE FOR THE 2016 CITY SIDEWALK
CONTRACT**

WHEREAS, the City Council of the City of Knoxville, Iowa previously approved the 2016 City Sidewalk Contract in the City of Knoxville, Iowa; and

WHEREAS, staff has received one (1) bids for the 2016 City Sidewalk Contract with the bid being received from TK Concrete, Inc. in the amount of \$412,495;

WHEREAS, staff recommends that the City award the 2016 City Sidewalk Contract to TK Concrete, Inc in the amount of \$412,495 and he further recommends that the City Council authorize the Mayor and City Clerk to enter into the contract and to approve the certificate of insurance.

NOW, THEREFORE, Be It Resolved by the City Council of the City of Knoxville, Iowa that bid from TK Concrete, Inc. in the amount of \$412,495 for the 2016 City Sidewalk Contract is hereby approved as is the certificate of insurance and the Mayor and City Clerk are hereby authorized to enter into a contract with TK Concrete, Inc. for the 2016 City Sidewalk Contract.

Passed and approved this 4th day of April 2016.

Brian Hatch, Mayor

Attest:

Heather Ussery, City Clerk

Council Letter

City of Knoxville

April 4, 2016

Agenda Item: Shall the City Council to discuss and possibly approve waiving the residency requirement for the current PRN employees

Background: Knoxville Fire Department has historically established a paid-on-call, PRN, part-time and full-time positions. The current ordinance identifies a residency requirement of 2 miles within the current City limits, unless waived by the Council. The paid-on-call position basically replaced the title of volunteer. Since 2008, we began staffing an ambulance 24 hours a day 6 days of the week. At that time there was not enough volunteers/paid-on-call members to fill the staffed shifts. So, two (2) full-time positions and the “PRN” positions were created. Prior to the ordinance change, in May 2015, every new member was approved by the Council. Since then we have hired (2) PRN employees that live outside the 2 mile limit.

Budget Impact: This will not impact the current budget.

Recommendations: Fire Chief Jim Mitchell recommends the Council waive the residency requirement for Kevin Fallis and Jamey Robinson. Both of these individuals are certified as Paramedics and contribute greatly to our organization.

Supporting Documents: The current Knoxville Fire Department roster.

KNOXVILLE FIRE DEPARTMENT MEMBERSHIP ROSTER

Knoxville Fire	#	Position
Jim Mitchell	300	Fire Chief
Ben Truetken	301	Deputy FireChief
Greg Higginbotham	302	DeputyEMSCchief
Brian Houser	303	Fire - Captain
Paula Beaman	304	EMS - Captain
Chris Camden	305	Fire Lieutenant
OPEN	306	EMS Lieutenant
Richard Hall	323	Fire
Colton Rinehart	324	Fire/EMT
John Mitchell	325	Cadet
Winfrey-Balog, Jenn	326	Fire/EMT prob.
Dalton Roland	327	Fire/EMT prob.
Pearson, Nick	328	Fire/EMT
Austin Rinehart	329	Fire/EMT
Kevin Fallis	330	PS/Fire PRN
Mike Merrill	336	Fire/EMT-I
Jason Ford	345	EMT/Fire PRN
Megan Anderson	346	EMT/Probie
Jamey Robinson	349	PS/Fire PRN
Austin Henry	350	Fire/EMT PRN
Mike Forschler	363	PS/Fire/PRN

Cadets

	370	
	371	
	372	
Joe Mitchell	373	Cadet
Josh Rawlings	374	Cadet
	375	

03/24/2016

COUNCIL LETTER
CITY OF KNOXVILLE
April 4, 2016

AGENDA ITEM: Separate the Senior Board from the City, enter into a lease with the Senior Center, and begin an annual \$30,000 appropriation to the Senior Center.

BACKGROUND: To increase its eligibility for certain grant opportunities and to allow more flexibility to engage in revenue generating activities, the Senior Board is requesting separation from the City. Operating as a City Board, the Senior Board can not engage in revenue generating activities such as subleasing and any revenues generated through such activities would need to go to the City.

Additionally, the City cannot enter into a lease agreement with one of its own Boards. An independent entity from the City would allow the Senior Center to carry out revenue generating activities. Separating the Senior Board from the City would allow for a lease to be established between the new Senior Center entity and the City.

The proposal also requests that Senior Center funds currently held by the City be remitted to the Board at the time of separation. This may not be possible legally.

POLICY QUESTION: Should the City Council approve a separation of the Senior Board, lease of City Hall facilities, and a \$30,000 appropriation as requested by the Senior Board?

BUDGET IMPACT: The terms of the lease requested are largely unchanged to the unwritten agreement currently observed by the City and Senior Board. Continuation of this arrangement would be expected to have minimal budget impact.

Granting an appropriation of \$30,000 would be a new and unbudgeted expense for the City.

RECOMMENDATION: Staff would recommend a separation of the Senior Board to allow it the flexibility of continuing revenue generating activities and to expand those opportunities through grant applications.

The Knoxville Senior Citizen Board proposes the following changes in regards to its relationship with the City of Knoxville:

The City of Knoxville shall adopt an ordinance amending the code of ordinances of the City of Knoxville, Iowa, 2009 by repealing title 2 chapter 4 pertaining to the Senior Citizen Center Board. All funds currently held on behalf of the Knoxville Senior Citizen Board shall immediately be released to the control of the Knoxville Senior Center Board (EI#).

The City of Knoxville shall enter into a lease agreement (attached) with the Knoxville Senior Center Board of Directors President. Currently there is no lease agreement in place.

To ensure continuity of services to the older adult population of Knoxville, the City of Knoxville shall provide an annual stipend of \$30,000.00 per year to the Knoxville Senior Center. This amount would be paid quarterly with an annual adjustment for inflation. This amount would be used to offset operating costs and the salary of a Senior Center Administrator, to be hired at a later date.

The mission of the Knoxville Senior Center is to empower adults 55+ for personal independence, healthy aging, social connection, and life-long learning and to promote a community where these adults are engaged and supported and have access to diverse opportunities to enhance their overall wellness.

The Knoxville Senior Center is currently developing a business plan to relocate the Senior Center to a larger location in order to provide expanded activities and opportunities to both the older adult community as well as the Knoxville community as a whole. We believe that the above proposed changes are necessary in order for this plan to move forward smoothly.

1. Names. This lease is made by the City of Knoxville, Landlord, and the Knoxville Senior Center, Tenant.

2. Premises Being Leased. Landlord is leasing to Tenant and Tenant is leasing from Landlord the following premises: 308 East Montgomery, Knoxville, Iowa 50138.

Part of Building Only. Specifically, Tenant is leasing the basement of the building.

Shared Facilities. Tenant and Tenant's employees and customers may use the following additional facilities in common with other tenants, employees, and customers: Hallways, stairways, and elevators.

3. Term of Lease. This lease begins on April 1, 2016 and ends on April 1, 2019. Tenant may end the lease with the Landlord at any point prior to the end of term with 30 days' notice. Upon the demolition of the current premises, the Landlord may terminate this lease with 30 days' notice.

4. Rent. Tenant will pay rent of \$0.00 per month. Tenant will pay this rental amount for the entire term of the lease.

5. Option to Extend Lease . Landlord grants Tenant the option to extend this lease for an additional three years. To exercise this option, Tenant must give Landlord written notice on or before April 1, 2019. Tenant may exercise this option only if Tenant is in substantial compliance with the terms of this lease. Tenant will lease the premises on the same terms as in this lease.

6. Security Deposit. Tenant has deposited \$0.00 with Landlord as security for Tenant's performance of this lease. Landlord will refund the full security deposit to Tenant within 30 days following the end of the lease if Tenant returns the premises to Landlord in good condition (except for reasonable wear and tear) and Tenant has paid Landlord all sums due under this lease. Otherwise, Landlord may deduct any amounts required to place the premises in good condition and to pay for any money owed to Landlord under the lease.

7. Improvements by Landlord . Tenant accepts the premises in "as is" condition. Landlord need not provide any repairs or improvements before the lease term begins.

8. Improvements by Tenant. Tenant may make alterations and improvements to the premises after obtaining the Landlord's written consent, which will not be unreasonably withheld. At any time before this lease ends, Tenant may remove any of Tenant's alterations and improvements, as long as Tenant repairs any damage caused by attaching the items to or removing them from the premises.

9. Tenant's Use of Premises. Tenant will use the premises for the following business purposes: used as a senior center. Tenant may also use the premises for purposes reasonably related to the main use.

10. Landlord's Representations. Landlord represents that:

- A. At the beginning of the lease term, the premises will be properly zoned for Tenant's stated use and will be in compliance with all applicable laws and regulations.
- B. The premises have not been used for the storage or disposal of any toxic or hazardous substance and Landlord has received no notice from any governmental authority concerning removal of any toxic or hazardous substance from the property.

11. Utilities and Services. Landlord will pay for the following utilities and services:

- Electricity
- Gas
- Heat
- Air-Conditioning

These utilities and services listed above will be reimbursed to the Landlord at the rate of 29%. Landlord will submit an invoice to the Tenant of these charges, and tenant will make payment within 30 days of receipt by the Tenant.

- Water

Tenant will only pay for up to \$150.00 of the water utility bill.

12. Maintenance and Repairs

- A. Landlord will maintain and make all necessary repairs to: (1) the roof, structural components, exterior walls, and interior common walls of the premises, and (2) the plumbing, electrical, heating, ventilating, and air-conditioning systems.
- B. Landlord will regularly clean and maintain (including snow removal) the parking areas, yards, common areas, and exterior of the building and remove all litter so that the premises will be kept in an attractive condition.
- C. Tenant will clean and maintain Tenant's portion of the building so that it will be kept in an attractive condition.

13. Insurance

- A. Landlord will carry fire and extended coverage insurance on the building.
- B. Tenant will carry public liability insurance; this insurance will include Landlord as an insured party. The public liability coverage for personal injury will be in at least the following amounts:
 - \$_____ per occurrence.
 - \$_____ in any one year.
- C. Landlord and Tenant release each other from any liability to the other for any property loss, property damage, or personal injury to the extent covered by insurance carried by the party suffering the loss, damage, or injury.
- D. Tenant will give Landlord a copy of all insurance policies that this lease requires Tenant to obtain.

14. Taxes

- A. Landlord will pay all real property taxes levied and assessed against the premises.
- B. Tenant will pay all personal property taxes levied and assessed against Tenant's personal property.

15. Subletting and Assignment. Tenant may sublet any part of the premises without the written consent of Landlord.

16. Damage to Premises

A. If the premises are damaged through fire or other cause not the fault of Tenant, Tenant will owe no rent for any period during which Tenant is substantially deprived of the use of the premises.

B. If Tenant is substantially deprived of the use of the premises for more than 90 days because of such damage, Tenant may terminate this lease by delivering written notice of termination to Landlord.

17. Notice of Default. Before starting a legal action to recover possession of the premises based on Tenant's default, Landlord will notify Tenant in writing of the default. Landlord will take legal action only if Tenant does not correct the default within ten days after written notice is given or mailed to Tenant.

18. Quiet Enjoyment. As long as Tenant is not in default under the terms of this lease, Tenant will have the right to occupy the premises peacefully and without interference.

19. Eminent Domain. This lease will become void if any part of the leased premises or the building in which the leased premises are located are taken by eminent domain. Tenant has the right to receive and keep any amount of money that the agency taking the premises by eminent domain pays for the value of Tenant's lease, its loss of business, and for moving and relocation expenses.

20. Holding Over. If Tenant remains in possession after this lease ends, the continuing tenancy will be from month to month.

21. Disputes

Litigation. If a dispute arises, either party may take the matter to court.

Mediation and Possible Litigation. If a dispute arises, the parties will try in good faith to settle it through mediation conducted by the Knoxville City Council. The parties will share the costs of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, either party may take the matter to court.

Mediation and Possible Arbitration. If a dispute arises, the parties will try in good faith to settle it through mediation conducted by

_____.

a mediator to be mutually selected.

The parties will share the costs of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, it will be arbitrated by

_____.

an arbitrator to be mutually selected.

Judgment on the arbitration award may be entered in any court that has jurisdiction over the matter. Costs of arbitration, including lawyers' fees, will be allocated by the arbitrator. Landlord need not participate in mediation or arbitration of a dispute unless

Tenant has paid the rent called for by this lease or has placed any unpaid rent in escrow with an agreed upon mediator or arbitrator.

22. Additional Agreements. Landlord and Tenant additionally agree that:

_____.

23. Entire Agreement. This is the entire agreement between the parties. It replaces and supersedes any and all oral agreements between the parties, as well as any prior writings.

24. Successors and Assignees. This lease binds and benefits the heirs, successors, and assignees of the parties.

25. Notices. All notices must be in writing. A notice may be delivered to a party at the address that follows a party's signature or to a new address that a party designates in writing. A notice may be delivered:

- (1) in person
- (2) by certified mail, or
- (3) by overnight courier.

26. Governing Law. This lease will be governed by and construed in accordance with the laws of the state of Iowa.

27. Counterparts. This lease may be signed by the parties in different counterparts and the signature pages combined will create a document binding on all parties.

28. Modification. This lease may be modified only by a written agreement signed by all the parties.

29. Waiver. If one party waives any term or provision of this lease at any time, that waiver will only be effective for the specific instance and specific purpose for which the waiver was given. If either party fails to exercise or delays exercising any of its rights or remedies under this lease, that party retains the right to enforce that term or provision at a later time.

30. Severability. If any court determines that any provision of this lease is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this lease invalid or unenforceable and shall be modified, amended, or limited only to the extent necessary to render it valid and enforceable.

LANDLORD

Name of Entity: City of Knoxville

By: _____

Dated: _____

Printed Name: _____

Title: _____

Address: _____

TENANT

Name of Business: Knoxville Senior Center

By: _____

Dated: _____

Printed Name: _____

Title: _____

Address: _____