

City of Knoxville  
City Council Meeting  
Monday, May 2, 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

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3. Consent Agenda

3.I. Approve City Council Minutes Of April 18, 2016

Documents: [COUNCIL MINUTES 041816.PDF](#)

3.II. Accept Airport Commission Minutes Of March 26, 2016

Documents: [AIRPORT MINUTES 032616.PDF](#)

3.III. Accept Library Board Of Trustees Minutes Of April 20, 2016

Documents: [LIBRARY MINUTES 042016.PDF](#)

3.IV. Approve March 2016 Financial Statements

Documents: [MARCH FINANCIALS.PDF](#)

4. Item Agenda

4.I. National Police Week Proclamation

Documents: [POLICE WEEK PROCLAMATION.DOCX](#)

4.II. National Municipal Clerk Week Proclamation

Documents: [CLERKS WEEK PROCLAMATION.PDF](#)

4.III. Public Hearing- Directing The Sale Of An Interest In Real Property (1103 E. Robinson)

- A. Open Hearing
- B. Filing of Affidavit of Publications- 04/22/16
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

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

Documents: [RES 052716 1103 E ROBINSON.DOCX](#)

4.IV. Approve First Consideration, Possible Waive Second And Third Consideration And 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

Documents: [ORD 1604 SENIOR BOARD.PDF](#)

4.V. Public Hearing- Lease Agreement Between The City Of Knoxville And Knoxville Senior Center

- A. Open Hearing
- B. Filing of Affidavit of Publications- 04/22/16
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.V.i. Approve Resolution Approving Lease Between The City Of Knoxville, Marion County, Iowa And Knoxville Senior Center

Documents: [LEASE.PDF](#)

4.VI. Discussion/Possible Action Regarding Request From The Knoxville Senior Citizen Center Board

Documents: [COUNCIL PROPOSAL SENIOR BOARD.PDF](#)

4.VII. Approve Special Event Application For Knoxville Noon Kiwanis Family Fun Fair

Documents: [FAMILY FUN FAIR APPLICATION.PDF](#)

4.VIII. Approve Special Event Application For Knoxville Farmers Market

Documents: [FARMERS MARKET APPLICATION.PDF](#)

4.IX. Set A Public Hearing For May 16, 2016 At 6:15 P.m. To Consider Adoption Of The 2015/2016 City Of Knoxville Budget Amendment

4.X. Approve Resolution Awarding Sale Of \$2,715.00 General Obligation Corporate Purpose And Refunding Bonds, Series 2016A And Authorizing Call Of Outstanding Bonds

Documents: [SALE AUTH CALL GO CP RFDG \(KNOXVILLE 35-2016\)-V2.PDF](#)

4.XI. Approve Resolution Authorizing Adoption Of Policies And Procedures Regarding Municipal Securities Disclosure

Documents: [PROC AUTH DISCLOSURE POLICIES \(KNOXVILLE 2016\)-V2.PDF](#)

5. Approve Payment Of Claims

6. Reports

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

7. Adjourn

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

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Heather Ussery, City Clerk

# COUNCIL MINUTES

## April 18, 2016

The City Council of the City of Knoxville, Iowa convened in regular session Monday, April 18, 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 and Police Chief Dan Losada.

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

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

1. Approve City Council Minutes of April 4, 2016
2. Accept Tourism Commission Minutes of April 5, 2016
3. Accept Water Board Minutes of April 12, 2016
4. Approve Class C Beer Permit for Casey's General Store #1610
5. Approve Class C Liquor License for Bianchi Boys Pizza and Pasta
6. Accept March CSO Report

A discussion was held regarding repairs to Second Street alley. Bill and Tim McDonald were present and discussed their concerns with the current alley not being accessible from the West and safety concerns with backing into Second Street. Collette McRoberts 105 E. Washington stated she was against the repairs to the West end. McRoberts stated it's been in the state it is currently for over 20 years. Motion by Allspach-Kline; seconded by Kingery to accept hand out into record, all ayes. Council discussed process of vacating an alley with attorney Bob Stuyvesant. Mayor Hatch stated he would contact all property owners along the alley regarding the repairs that could possibly take place.

Motion by Kelley; seconded by Stephens to approve right of way parking at 305 E. Washington, all ayes.

Motion by Lane; seconded by Stephens to approve resolution proposing disposal of an interest in real property by sale, all ayes. Lisa Crabbs, executive director for Habitat for Humanity had a power point presentation for Council on how Habitat has impacted Marion County.

A discussion was held regarding special event application for Knoxville Dragons Car Club, Inc. Council discussed alternative street closures for the event other than Robinson Street. Larry Kline, owner of Kline's Quick Time stated the closure of Main Street would affect his business. Kurt Schwanebeck 816 S. Dayton had another street closure suggestion for the car club. Motion by Allspach-Kline; seconded by Lane to approve special event application for Knoxville Dragons Car Club, Inc and wanted to look further into the alternative street closures, ayes: Lane, Stephens, Allspach-Kline, nays: Kingery, abstained: Kelley.

Motion by Kelley; seconded by Lane to approve resolution approving lease between the City of Knoxville, Marion County, Iowa and Knoxville Lions Club, all ayes.

Motion by Lane; seconded by Stephens to approve first consideration, waive second and third consideration and adopt an ordinance closing a portion of a street located within the corporate limits of the City of Knoxville, Iowa, all ayes.

Motion by Lane; seconded by Lane to approve resolution approving crossing structure closure agreement between the City of Knoxville, Iowa and BNSF Railway Company, all ayes.

Motion by Allspach-Kline; seconded by Lane to approve resolution of the City of Knoxville, Iowa approving the application of Weiler, Inc., to the Iowa Economic Development Authority high quality jobs program, all ayes.

Motion by Lane; seconded by Stephens to approve resolution proposing a lease for a term of more than three years, all ayes.

Motion by Kelley; seconded by Allspach-Kline to approve work order agreement with Snyder and Associates Inc. for the Competine Trail grant application, all ayes.

Motion by Allspach-Kline; seconded by Kingery to approve resolution setting the date for sale of general obligation corporate purpose and refunding bonds, series 2016A and authorizing the use of a preliminary official statement in connection therewith, all ayes.

Motion by Allspach-Kline; seconded by Kelley to approve resolution approving budget transfers, all ayes.

Motion by Lane; seconded by Kingery to approve resolution approving plat of survey for parcel D of the Northwest quarter of Section 17, Township 75 North, Range 19 West of the 5<sup>th</sup> p.m., Marion County, Iowa, al ayes.

Motion by Stephens; seconded by Lane to approve learning partnership memorandum of understanding with Waldorf College, all ayes.

Motion by Kelley; seconded by Stephens to approve payment of claims, all ayes.

81644	MARION COUNTY SHERIFF	GARNISHMENT	243.23
81645	AFLAC	AFLAC-ACC/PRE	196.79
81646	I.U.P.A.T. DC81	UNION DUES	726.73
81647	COLLECTION SERVICES CENTER	CHILD SUPPORT	1,606.02
81648	ICMA RETIREMENT TRUST	ICMA	1,972.43
81649	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	69.12
81650	COLONIAL LIFE	COLONIAL LIFE	22.85
81651	ABS SANITATION	GARBAGE SERVICE-AIRPORT	48.00
81652	ALLIANT ENERGY	1545 HWY 14	233.64
81653	DISH NETWORK	DISH SERVICES 4/18-5/17	118.86
81654	IOWA DEPT OF AGRICULTURE AND	LICENSE FEE FOR GAS METERS	9.00
81655	SYNHORST AGLAND IMPROVEMENT	7,829 FT 4" TILE INSTALLED	2,505.28
81656	A 6 FT GEEK	POWER CORD FOR LAPTOP	50.00
81657	ALLIANT ENERGY	800 S PARK LANE DR REC CENTER	5,882.78
81658	ARAMARK UNIFORM SERVICES	10 MAT SERVICE	117.60
81659	ASSOCIATED COMPUTER SYSTEMS	CIK-PEACE OF MIND	1,540.00
81660	BACKUP SOLUTIONS INC	LIVEVAULT 90 DAY RETENTION	275.00
81661	VANWALL EQUIPMENT	FILTERS FOR END LOADER	94.49
81662	MAKENZIE BENDER	REFUND SWIM LESSONS-MOVED	28.00
81663	BROWN'S SANITATION	WWTP 12 YD ROLL OFF 3/18/16	968.46
81664	CARTEGRAPH SYSTEMS INC	3 OMS LICENSES	4,500.00
81665	CENTRAL IOWA DISTRIBUTING INC	2 DZ FRESH BREEZE	481.40
81666	CENTRAL IOWA FASTENERS	1,000 GREEN LOCATE FLAGS	175.00
81667	CINTAS CORPORATION	BURN RELIEF	63.39
81668	CITY OF KNOXVILLE	RANDY PUYEAR PREMIUMS	143.83
81669	COAST TO COAST STORE	PAPER TOWELS,TRASH BAGS,HAMMER	80.89

81670	CONTINENTAL RESEARCH CORP	LUBRI-CORE	239.00
81671	ANDREW DE HAAN	CONSULTING SERVICES	360.00
81672	DENNISON RACING TEE'S	2 SHIRTS	101.06
81673	COREY DERBY	INOA CONF. LUNCH	31.79
81674	DICKINSON COMPANY INC	REPAIR TRAFFIC SIGNAL-HWY 14	3,890.00
81675	DOORS INC	DOOR FOR PARKS SHOP	2,077.00
81676	RANDY EMAL	APRIL 2016 INSURANCE	303.25
81677	EMPLOYEE BENEFIT SYSTEMS	SAFE-T FUND REQUEST	20,348.15
81678	EMS BILLING SERVICES	ELECTRONIC FUNDS TRANSFER	9,104.58
81679	FAREWAY STORES INC #980	LAUNDRY SOAP	37.43
81680	FIRE SERVICE TRAINING BUREAU	3 FF2 TESTING FEES	200.00
81681	GOPHER SPORT	TETHERBALL & ROPE	24.95
81682	GROUP SERVICES INC	SAFE-T FUND REQUEST	7,000.00
81683	IDEAL READY MIX CO	STORM WATER INTAKE REPAIR	306.75
81684	INFRASTRUCTURE TECHNOLOGIES	IT SOFTWARE FOR TELEVISIONING	1,500.00
81685	IOWA DEPT OF PUBLIC SAFETY	LINE CHARGE APRIL-JUNE	1,380.00
81686	IOWA PUMP WORKS	INSTALLATION OF NEW PUMPS	636.00
81687	WINDSTREAM	ALARM LINE	74.34
81688	JOURNAL EXPRESS	KNOXVILLE LIVING	1,300.00
81689	KAY PARK-REC CORP	5 PICNIC TABLES FOR AULD PARK	1,595.00
81690	KEYSTONE LABORATORIES INC	MONTHLY TESTING	1,153.20
81691	KNOXVILLE HOSPITAL & CLINICS	MARCH MEDICATIONS	117.13
81692	KNOXVILLE AVIATION	MONTHLY CONTRACTUAL SERVICES	3,467.91
81694	KNOXVILLE FARM & HOME INC	2 WEEDEATERS	1,301.14
81695	KNOXVILLE MORNING KIWANIS	JUNE JAMBOREE FUNDS	1,564.67
81696	KNOXVILLE WATER WORKS	MARK SWANSON INSURANCE	719.45
81697	KONE INC	3/2/16 ELEVATOR REPAIRS	5,343.00
81698	MAINSTAY SYSTEMS INC	IOWA SYSTEM MAIN CONTRACT	177.00
81699	MARION COUNTY AUTO BODY	PW TRUCK REPAIRS-DEDUCTIBLE	5,000.00
81700	MARION COUNTY HUMANE SOCIETY	MONTHLY SERVICE CHARGE	960.25
81701	MENARDS	(6) 24" LED BULBS	107.82
81702	MID-IOWA SOLID WASTE EQUIPMENT	STREET SWEEPER REPAIR	303.22
81703	MIDAMERICAN ENERGY COMPANY	301 W RENO ST ST DEPT	367.55
81704	MOTOR INN OF KNOXVILLE	2014 IMPALA-HUB & HARNESS	959.47
81705	CROSSROADS 5/92 NAPA	MOWER BATTERY	100.00
81706	NORLAB INC	LIQUID POWDER TRACING DYE	444.00
81707	NORRIS ASPHALT PAVING INC	2.29 TON COLD PATCH	332.05
81708	KALIEGH NORRIS	SIDEWALK PERMIT REFUND	30.00
81709	O'REILLY AUTOMOTIVE INC	WASHER FLUID	13.47
81710	OFFICE DEPOT	2 HP INK CARTRIDGES	161.06
81711	OSKALOOSA HERALD INC	BUSINESS/INDUSTRY	1,317.12
81712	POWERPLAN	WORK DONE TO LOADER	457.64
81713	QUILL CORPORATION	XEROX CYAN TONER	237.85

81714	RACEWAY TIRE & EXHAUST	GRADER TIRE REPAIRS	205.39
81715	SHELL	SERVICE A936	302.77
81716	SOUTHEASTERN EMERGENCY EQUIP	MEDICAL SUPPLIES	905.82
81717	SPAHN & ROSE LUMBER	MATERIAL FOR INTAKE-E ROBINSON	40.04
81718	TOMARK SPORTS	SIFTING SHOVEL	69.99
81719	TRUE VALUE HARDWARE INC.	HAMMER	154.63
81720	UNITYPOINT CLINIC-	RANDOM DRUG TEST	37.00
81721	US CELLULAR	CELL PHONES FOR A937 & A938	553.27
81722	UTILITY EQUIPMENT CO	2 CASES MARKING PAINT	93.60
81723	VANCO SERVICES LLC	MONTHLY PROGRAM FEE	5.00
81724	VERIZON	WWTP HOT SPOT	160.12
81725	WALMART COMMUNITY	APPLE IPOD	418.98
81726	DENNIS WEBB	4 LUNCHES AT APWA	50.67
81727	WELLMARK BCBS	RESCUE OVERPAYMENT- T.COLLETTE	696.00
13168491	MASSMUTUAL	HARTFORD	61.63
13168492	IRS WITHHOLDING PAYMENTS	FED/FICA TAX	20,830.79
13168493	TOTAL ADMINISTRATIVE SERVICES	FLEX- MEDICAL	717.27
13168494	TREASURER-STATE OF IOWA	SEWER SALES TAX	5,606.00

<u>FUND NAME</u>	<u>TOTAL</u>
GENERAL	58,903.63
URBAN DEVELOPMENT	14.58
ROAD USE TAX	14,041.73
EMPLOYEE BENEFITS	795.23
SEWER UTILITY	21,063.04
AIRPORT UTILITY	6,387.85
SELF FUND HEALTH INS	27,000.00

Under Mayor's Report, Mayor Hatch stated the street lights down on Roche Street look great. Hatch announced two ribbon cuttings coming up for Optima and Deer Run Westridge addition.

Under City Manager's Report, City Manager Adams gave an update on the I & I project. All property owners who haven't responded to the letter they received in Area 5 will be fined on their next water bill. Adams also reminded council of their work session on April 25<sup>th</sup> at 6:15 p.m.

Motion by Lane; seconded by Stephens to adjourn at 7:46 pm, all ayes.

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Brian Hatch, Mayor

ATTEST:

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Heather Ussery, City Clerk

KNOXVILLE AIRPORT COMMISSION – March 26, 2016

The Knoxville Airport Commission met in regular session on March 26, 2016 at 7 a.m. with Airport Commission Chairman, Wayne Westberg, presiding. Members present were Dixie Brown, Ella Crawford, Larry Smith and Loren Steenhoek. Airport Manager, Dan Van Donselaar, was excused.

Wayne Westberg moved and Larry Smith 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 – 3 months and FTAC.

Airport Project List: Discussion only.

Update on Taxiway A and Apron Reconstruction Project and Update on the West Taxi Lane Reconstruction Project: seeding is to begin on March 28. The punch list will be addressed in a joint meeting of T. K. Concrete, Mc Clure Engineering and Airport Manager, Dan Van Dobselaar in the near future.

Next Meeting: April 9, 2016.

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

Airport Manager Report and Safety Checklist: Everything in working order with exception of the taxiway lights outage.

Larry Smith moved and Wayne Westberg seconded a motion to adjourn at 7:26 a.m. Motion carried.

Wayne Westberg, Airport Commission Chairman

ATTEST:

Janet Westberg, Secretary

**Board of Trustees Meeting  
April 20, 2016**

The Knoxville Public Library Board of Trustees met at the library on Wednesday, Apr. 20, 2016. Members present were Harv Sprafka, Mary Lane, Scott Ziller, and Dave Garcia. Jean McKay, Pat Wilson, and Bob Leonard were absent.

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

Under Correspondence, Roslin read a card from Lois Akins, a retired history teacher, who expressed regret at not being able to attend the Iowa Flag Day program. However, the story ended happily because one of the library staff picked her up that evening and Mrs. Akins came to the program after all.

Roslin gave the librarian's report for March 2016. Total circulation was 4,678 printed materials, 1,536 non-print materials. Computer usage was 1,348 with 618 recorded use of wireless. The Early Literacy AWE stations had 55 uses, but one of them was malfunctioning so it will be shipped back for analysis and repair. The Friends group had purchased the second AWE computer for the library.

The meeting room usage and outreach count was 39 times, with a total attendance of 543. There were 4,887 visits to the library with an average of 163 visits each day. Preparations are underway for the Summer Reading Program "On Your Mark, Get Set, READ" featuring a health and wellness theme. Registration will be June 6 and 7. Roslin is to present a program for Iowa Small Libraries Association (ISLA) on successful library bonds. She had attended an online seminar (webinar) on surveying outcomes of library services called Project Outcome and will attend a webinar on "Serving Mentally-Challenged Patrons." All webinars are free.

The library will be closed for carpet cleaning this weekend. The Friends book sale had made \$1,057.75 thanks to the many volunteers. Leftover books are shipped to Better World Books, with a portion coming back to the library, and a portion benefitting families through National Literacy for Families. For Money Smart Week, the library will have a shredder truck available to the public on April 30. A traveling Iowa history bus exhibit will be at the library on May 2 from 10 a.m. to 1 p.m. We will have a coloring program for adults on April 26 at 6 p.m.

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. Roslin will also reach out to the schools and organizations via email. For the buseum, she will contact the veterans' groups.

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

Under Unfinished Business, Roslin reported that the Amperage Company interviewed 44 people for the feasibility study. A final report will be presented on April 27 at noon.

Under New Business, Roslin has asked if board members were willing to house the two men from Traces.org overnight. Jean McKay and Pat Wilson volunteered. Roslin presented a draft of an e-Reader policy for review. Discussion will be tabled for next month. Mary Lane and Pat Wilson agreed to sit on a committee to evaluate the Library Director. There was a problem with vehicles parked outside the library for extended hours during the library's operating hours. Dave asked that Roslin talk to the bank before presenting it to the city council requesting signage for limited parking to library patrons only.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, May 18, 2016 at 8:00 AM at the Knoxville Public Library.

Roslin Thompson, Secretary

**City of Knoxville  
Bank Reconciliation-March 2016**

		Bank		
		Balance	Investments	Total
<u>Iowa State Savings Bank</u>				
Checking	369	\$4,158,604.49		\$4,158,604.49
<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		78,611.43	\$78,611.43
Perpetual Care	6990785435		99,595.91	\$99,595.91
IPAIT	11460 11461		1,159,277.48	\$1,159,277.48
<u>MM Total</u>			1,778,217.07	
Calculated balance		4,158,604.49	2,937,494.55	7,096,099.04
	Less O/S checks	69,894.55		69,894.55
	Petty Cash	295.00	-	295.00
	Add: Reconciling Item (Deposit in Transit)			-
Total Calculated bank balance		4,089,004.94	2,937,494.55	7,026,499.49
Book Balance				7,026,499.49
Difference				0.00

Approved By: 

FUND	LAST MONTH ENDING BAL	REVENUES	EXPENSES	CHANGE IN LIAB	ENDING BALANCE
001 GENERAL	708,433.70	189,491.92	221,340.85	.00	676,734.77
005 URBAN DEVELOPMENT	57,559.69	.00	22.00	.00	57,537.69
110 ROAD USE TAX	453,684.91	78,316.93	36,021.33	.00	495,980.51
111 I-JOBS	3,090.93	.00	.00	.00	3,090.93
112 EMPLOYEE BENEFITS	38,956.70	14,708.54	44,611.12	.00	9,054.12
117 MFPRSI	295,040.40	5,545.58	14,617.38	.00	285,968.60
119 EMERGENCY	776.19	.00	.00	.00	776.19
121 LOCAL OPTION SALES TAX	1,216,230.77	62,468.36	.00	.00	1,278,699.13
125 FIVE STAR TIF	75,723.69	15.50	.00	.00	75,739.19
126 HIGHWAY 14 SOUTH TIF	.00	.00	.00	.00	.00
127 WESTRIDGE TIF	30,923.18	6.33	.00	.00	30,929.51
128 WALMART TIF	.00	.00	.00	.00	.00
129 PARK LANE TIF	4,213.34	4,122.13	.00	.00	8,335.47
130 COBBLESTONE TIF	1,132.55	20,968.95	.00	.00	22,101.50
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.	2,691.09	129.88	2,820.97	.00	.00
167 POLICE DEPARTMENT TRUST	10,882.73	29.42	.00	.00	10,912.15
168 FIRE/RESCUE DONATIONS	9,298.47	60.00	.00	.00	9,358.47
169 LIBRARY GIFT & MEMORIAL	16,551.38	.00	.00	.00	16,551.38
170 RECREATION DONATIONS	4,832.74	.00	.00	.00	4,832.74
171 AULD PARK PLAYGROUND TRST	34,174.25	3.33	.00	.00	34,177.58
172 PARKS	.00	.00	.00	.00	.00
173 K-9 UNIT PROGRAM	8,044.69-	.00	.00	.00	8,044.69-
200 DEBT SERVICE	447,491.50	17,146.75	.00	.00	464,638.25
301 2003 CDBG HOUSING REHAB	.00	.00	.00	.00	.00
302 CEMETERY ROADS	53,396.90	135.02	.00	.00	53,531.92
303 CDBG CHILD CARE PROJECT	.00	.00	.00	.00	.00
304 BIKE TRAIL PROJECT	214,326.26	.00	1,710.00	.00	212,616.26
305 SIDEWALKS AND ALLEYS	.00	.00	.00	.00	.00
306 GO BOND PROJECTS	208,349.55	.00	168,857.62	.00	39,491.93
307 ENTRANCE SIGNS	3,659.50	.75	.00	.00	3,660.25
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	109,929.06	1,300.00	.00	.00	111,229.06
316 CAPITAL PROJECTS-REC	7,000.00	150.00	.00	.00	7,000.00
398 EQUIPMENT REPLACEMENT	859,135.64	5,010.00	109,745.82	.00	754,399.82
399 BUILDING REPLACEMENT	65,238.61	1.18	.00	.00	65,239.79
500 PERPETUAL CARE	266,434.67	799.05	.00	.00	267,233.72
501 LIBRARY-REAVAR TRUST	500.00	.00	.00	.00	500.00
610 SEWER UTILITY	1,539,168.69	204,029.18	128,311.22	.00	1,614,886.65
611 SEWER REVENUE SINKING	467,647.37	63,928.23	.00	.00	531,575.60
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	989,058.23-	.00	.00	.00	989,058.23-

CITY OF KNOXVILLE  
TREASURER'S REPORT  
CALENDAR 3/2016, FISCAL 9/2016

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	195,241.50-	2,690.00	6,829.63	.00	199,381.13-
820 SELF FUND HEALTH INS	128,637.36	15,013.34	5,436.80	.00	138,213.90
821 SELF INSURED PROPERTY INS	.00	.00	.00	.00	.00
Report Total	7,080,753.86	686,070.37	740,324.74	.00	7,026,499.49

CITY OF KNOXVILLE  
 BUDGET REPORT  
 CALENDAR 3/2016, FISCAL 9/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	POLICE TOTAL	1,374,550.00	96,459.98	1,096,810.66	79.79
	FIRE TOTAL	107,763.00	14,725.03	87,346.12	81.05
	RESCUE TOTAL	561,625.00	41,363.81	437,807.97	77.95
	ANIMAL CONTROL TOTAL	18,100.00	760.25	14,502.50	80.12
	<b>PUBLIC SAFETY TOTAL</b>	<b>2,062,038.00</b>	<b>153,309.07</b>	<b>1,636,467.25</b>	<b>79.36</b>
	ROADS, BRIDGES, SIDEWALK	640,000.00	40,908.48	608,885.41	95.14
	STREET LIGHTING TOTAL	38,428.00	2,925.75	26,250.45	68.31
	TRAFFIC CONTROL & SAFETY	35,251.00	480.42	25,243.71	71.61
	PUBLIC WORKS - GENERAL T	.00	215.60	3,007.58	.00
	PUBLIC WORKS-RUT TOTAL	27,866.00	2,140.22	22,911.59	82.22
	<b>PUBLIC WORKS TOTAL</b>	<b>741,545.00</b>	<b>46,670.47</b>	<b>686,298.74</b>	<b>92.55</b>
	LIBRARY TOTAL	346,076.00	23,485.47	264,365.02	76.39
	PARKS TOTAL	76,820.00	802.03	34,516.44	44.93
	RECREATION TOTAL	453,404.00	35,502.28	340,161.49	75.02
	POOL TOTAL	62,584.00	2,866.34	33,974.72	54.29
	CEMETERY TOTAL	197,551.00	11,962.84	139,143.23	70.43
	<b>CULTURE &amp; RECREATION TOT</b>	<b>1,136,435.00</b>	<b>74,618.96</b>	<b>812,160.90</b>	<b>71.47</b>
	ECONOMIC DEVELOPMENT TOT	225,260.00	4,717.72	421,090.06	186.94
	HOUSING & URBAN RENEWAL	33,000.00	22.00	20,761.95	62.92
	PLANNING & ZONING TOTAL	89,341.00	6,062.94	68,961.19	77.19
	<b>COMMUNITY &amp; ECONOMIC DEV</b>	<b>347,601.00</b>	<b>10,802.66</b>	<b>510,813.20</b>	<b>146.95</b>
	ROADS, BRIDGES, SIDEWALK	.00	.00	.00	.00
	MAYOR/COUNCIL/CITY MGR T	192,163.00	11,862.65	115,976.50	60.35
	CLERK/TREASURER/ADM TOTA	91,140.00	5,935.75	80,271.68	88.08
	LEGAL SERVICES/ATTORNEY	12,000.00	1,025.00	8,327.10	69.39
	CITY HALL/GENERAL BLDGS	151,716.00	15,054.71	195,593.16	128.92
	TORT LIABILITY TOTAL	34,000.00	.00	30,574.53	89.93
	OTHER GENERAL GOVERNMENT	.00	154.38	304.38	.00
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>481,019.00</b>	<b>34,032.49</b>	<b>431,047.35</b>	<b>89.61</b>
	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

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
	<b>DEBT SERVICE TOTAL</b>	<b>1,554,426.00</b>	<b>.00</b>	<b>307,207.31</b>	<b>19.76</b>
	POLICE TOTAL	29,000.00	.00	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	63,287.82	270,455.81	83.22
	PUBLIC WORKS-RUT TOTAL	.00	.00	.00	.00
	LIBRARY TOTAL	39,200.00	.00	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	24,360.00	24,360.00	101.50
	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	170,567.62	535,815.92	14.28
	LOCAL OPTION TAX TOTAL	180,000.00	.00	5,363.76	2.98
	SEWER/SEWAGE DISPOSAL TO	22,000.00	22,098.00	135,916.00	617.80
	<b>CAPITAL PROJECTS TOTAL</b>	<b>4,436,334.00</b>	<b>280,313.44</b>	<b>1,179,133.86</b>	<b>26.58</b>
	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	60,754.74	726,544.58	47.82
	PUBLIC WORKS - SEWER TOT	46,760.00	3,151.78	34,533.20	73.85
	SEWER PLANT REPLACEMENT	148,000.00	450.00	71,070.78	48.02
	I & I IMPROVEMENTS TOTAL	76,200.00	26.47	1,613,587.37	2,117.57
	AIRPORT TOTAL	358,176.00	6,829.63	665,444.32	185.79
	OTHER BUSINESS TYPE TOTA	.00	.00	.00	.00
	INTERNAL SERVICE TOTAL	160,000.00	5,436.80	60,193.62	37.62
	<b>ENTERPRISE FUNDS TOTAL</b>	<b>2,474,564.00</b>	<b>76,649.42</b>	<b>3,373,000.98</b>	<b>136.31</b>

CITY OF KNOXVILLE  
BUDGET REPORT  
CALENDAR 3/2016, FISCAL 9/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED
	TRANSFERS TOTAL	1,785,223.00	63,928.23	575,354.07	32.23
	TRANSFER OUT TOTAL	1,785,223.00	63,928.23	575,354.07	32.23
	TOTAL EXPENSES	15,019,185.00	740,324.74	9,511,483.66	63.33

**Friends of the Library  
Bank Reconciliation**

FRIENDS OF THE LIBRARY				
BANK RECONCILIATION				
Month <u>March</u>		Year <u>2016</u>		
<b>CHECKING</b>	Account # <u>83006119</u>			
<b>Beginning Balance:</b>				<u>3396.45</u>
	<b>Add: Deposits</b>			
	<b>Less: Checks Written</b>			
<b>Ending Balance</b>				<u>3396.45</u>
<b>SAVINGS</b>	Account # <u>3623048588</u>			
<b>Beginning Balance:</b>				<u>3044.45</u>
	<b>Add: Deposits</b>			
	<b>Interest</b>			<u>.08</u>
	<b>Less: Withdrawals</b>			
<b>Ending Balance</b>				<u>3044.53</u>
Prepared by: <u>Cheryl Hall, treasurer</u>				

**WHEREAS**, in 1962 the Congress and President of the United States designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the Knoxville Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Knoxville; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the police department of (city) has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; and

**WHEREAS**, since 1791 approximately 20,789 peace officers have lost their lives in the line of duty including 167 in Iowa, 3 in Marion County, and 1 from Knoxville;

**NOW, THEREFORE**, I, Mayor Brian Hatch, call upon all citizens of Knoxville and upon all patriotic, civil and educational organizations to observe the week of May 15 through 21, 2016, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**I FURTHER** call upon all citizens of Knoxville to observe Sunday, May 15, 2016, as Peace Officers Memorial Day in honor those peace officers who, through their courageous deeds, have lost their lives or become disabled in the performance of duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Knoxville, Iowa to be affixed.

**DONE** at the City of Knoxville, Iowa this 2<sup>nd</sup> day of May, 2016.

---

Brian Hatch, Mayor

# Proclamation

Municipal Clerks Week  
May 1 - May 7, 2016

**Whereas**, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas**, The Office of the Municipal Clerk is the oldest among public servants, and

**Whereas**, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas**, The Municipal Clerk serves as the information center on functions of local government and community.

**Whereas**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

**Whereas**, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**Now, Therefore, I**, Brian Hatch, Mayor of Knoxville, Iowa, do recognize the week of May 1 through May 7, 2016 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Heather Ussery and Deputy Clerk, Jodi Bellon and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 2<sup>nd</sup> day of May, 2016

Mayor Brian Hatch

Attest: Heather Ussery, City Clerk

RESOLUTION NO. 05-27-16

RESOLUTION DIRECTING THE SALE OF AN INTEREST IN REAL PROPERTY  
FOLLOWING THE PUBLIC HEARING

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

On behalf of the City of Knoxville, Iowa, the Mayor shall sell and deed the following real property, legally described as follows:

The SE ¼ of Lot 9 in Block 1 in Mathews Addition to the City of Knoxville, Iowa, North side of Robinson Street

Locally known as: 1103 E Robinson Street, Knoxville, Iowa 50138

subject to all utility easements, to Knoxville Habitat for Humanity, pursuant to the Quit Claim Deed, a copy of which is attached to this Resolution and by this reference make a part hereof, for the sum of one thousand dollars (\$1,000.00) and other good and valuable consideration. The City Clerk shall co-sign the deed. The deed shall be delivered thirty (30) days after the date of this Resolution unless an appeal on this action has been made to the District Court. Action on this Resolution shall be final upon the purchaser of giving evidence to the City Clerk that the deed has been recorded, and such fact noted on the official record of this Resolution.

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Brian J. Hatch, MAYOR

ATTEST:

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Heather Ussery, CITY CLERK

ORDINANCE NO. 16-04

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

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

SECTION 1. The Code of Ordinances of the City of Knoxville, Iowa is hereby amended by repealing Title 2, Chapter 4 which established the Senior Citizen Center Board.

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

**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: \_\_\_\_\_

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.

# SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR Knoxville Noon Kiwanis  
ADDRESS P.O. Box 502 Knoxville, IA PHONE 641-891-2418

2. EVENT TYPE:

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

3. EVENT CONTACT PERSON(S) Curt Schwanebeck PHONE 641-891-2418  
ADDRESS P.O. Box 502 Knoxville, IA E-MAIL curt@schwanebeck.com

4. ON-SITE CONTACT PERSON(S) Curt Schwanebeck PHONE 641-891-2418  
LOCATION DURING EVENT Auld Park, South Shelter House Area

5. EVENT LOCATION Auld Park

6. PARKING AND TRAFFIC PLAN On street

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

7. EVENT DATE 6-18-16 EVENT START TIME 9am EVENT END TIME 1pm

8. SET UP TIME 7am TAKE DOWN TIME 3pm

9. RAIN DATE/TIME 7-9-16 9am-1pm

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 type="checkbox"/> 1,001 - 1,500 | <input type="checkbox"/> 9,001 - 10,000  |
| <input checked="" 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 0

LOCATION(S) OF TOILETS \_\_\_\_\_

12. TYPES OF ACTIVITIES/VENUES childrens games and activities

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

Various church groups and non profit groups from the Knoxville area.  
Not yet finalized.

12b. FOOD VENDORS (name, address, phone for each) none

12c. TENTS Small popup free standing

13. UTILITIES TO BE USED (LIST EQUIPMENT TYPES) electrical for P.A., Photo printers

13a. ELECTRICAL SOURCE South shelter house

13b. WATER SOURCE

14. ALCOHOLIC BEVERAGES SERVED? LICENSE CLASS none

ALCOHOLIC BEVERAGE LICENSE OBTAINED?

YES

NO

15. SECURITY

HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL?

YES

NO

16. SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:

Club will take care of pickup trash and disposal

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 \$ \_\_\_\_\_)

YES

NO

21. PERMIT FEE INCLUDED AMOUNT \$100.00

YES

NO

If no, proof of non-profit status must included.

*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.*

Curt Schwabed

Signature

4-20-16

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: Family Fun Day

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 20<sup>th</sup> day of April, 2016.

Organization: Knoxville Noon Kiwanis

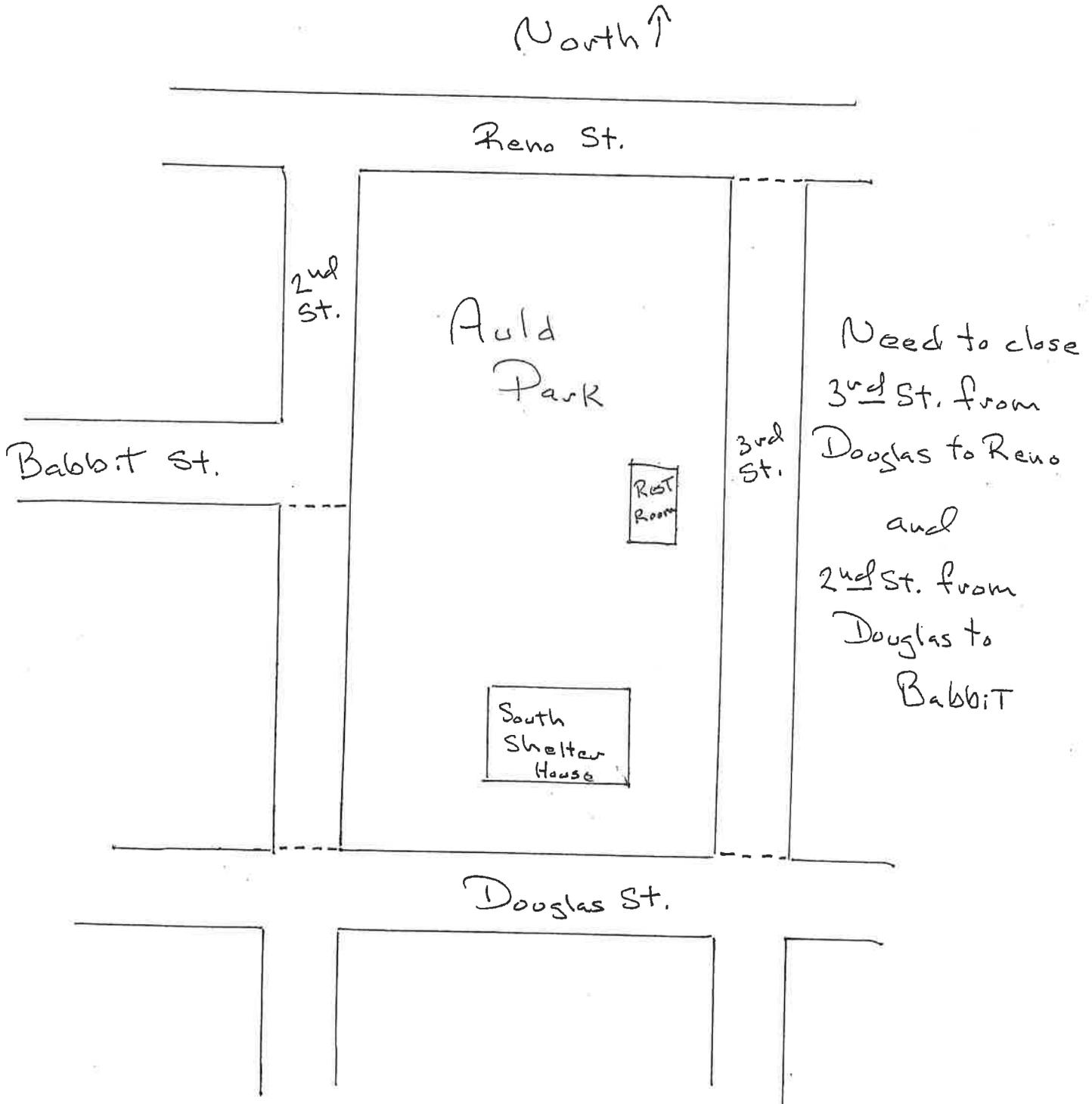
By: Curt Schwanke

Title: Event Coordinator

# SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures and sidewalk closures being used for the event. Show all locations of signs relating to event.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/16

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).

<b>PRODUCER</b> Hylant Group Inc-Indianapolis 301 Pennsylvania Parkway, #201 Indianapolis IN 46280	<b>CONTACT NAME:</b> Lisa Christenson <b>PHONE (A/C No. Ext):</b> 317-817-5172 <b>E-MAIL ADDRESS:</b> kiwaniscert@hylant.com	<b>FAX (A/C No.):</b> 317-817-5151
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> KIWAN03 Kiwanis International, All Clubs and Their Members Knoxville Boon Kiwanis P.O. Box 502 Knoxville, IA 50138	<b>INSURER A:</b> Lexington Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 19437

**COVERAGES**

CERTIFICATE NUMBER: 1281222214

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			013136005	11/1/2015	11/1/2016	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 Liquor Liability \$1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			013136005	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Aggregate \$3,000,000
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2015	11/1/2016	All Claims \$75,000

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

Family Fun Day, June 18, 2016 Auld Park Knoxville, IA 50138  
 Rain date July 20, 2016

**CERTIFICATE HOLDER****CANCELLATION**

City Clerk Municipal Bldg.  
 305 S. 3rd St.  
 Knoxville, IA 50138

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

Judy K. Wilson

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# SPECIAL EVENT PERMIT APPLICATION FORM

1. SPONSOR Knoxville Farmers' Market (Cathy Priest)

ADDRESS 52946 235<sup>th</sup> TL Chariton PHONE 641 862-3220

2. EVENT TYPE:

Parade  Festival  Assembly  Street Closure  Block Party

Rally  Marches  Walks  Fund Raisers

City Property Rental  Other Open air market

3. EVENT CONTACT PERSON(S) Cathy Priest PHONE 641 862-3220

ADDRESS 52946 235<sup>th</sup> TL Chariton E-MAIL alvettal@yahoo.com

4. ON-SITE CONTACT PERSON(S) Cathy Priest PHONE 641 414-0892

LOCATION DURING EVENT West side of court house middle or walking around

5. EVENT LOCATION West + South Sides of Courthouse

6. PARKING AND TRAFFIC PLAN We use parking spots corresponding on side walks  
W/ stalls w/ step up on sidewalk

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

7. EVENT DATE 5-21 Sat → Oct 29 EVENT START TIME 8:00 AM EVENT END TIME 12:00 pm

5-24 Tues → Oct 25 TAKE DOWN TIME 2:30 pm Sat 1:00 pm 6:00 pm

8. SET UP TIME Sat. 6:30 AM TAKE DOWN TIME Sat 1:00 pm 6:00 pm

9. RAIN DATE/TIME Tues. 1:00 pm market will take place rain or shine

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 checked="" type="checkbox"/> 101 - 200 | <input 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 Seeking to use

LOCATION(S) OF TOILETS Courthouse or  
local businesses

12. TYPES OF ACTIVITIES/VENUES music, craft + food vendors  
demonstrations, kids activities

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

I will bring a list of vendors the first week of June. We continue to accept vendors throughout the market season

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

I will bring a list of vendors the first week of June. We continue to accept vendors throughout the market season.

12c. TENTS

Vendors may use free standing canopies depending on the weather no larger than 12x14

13. UTILITIES TO BE USED (LIST EQUIPMENT TYPES) We are seeking permission from the county for electric + water

13a. ELECTRICAL SOURCE poles + gazebos - county

13b. WATER SOURCE County faucet

14. ALCOHOLIC BEVERAGES SERVED? LICENSE CLASS None

ALCOHOLIC BEVERAGE LICENSE OBTAINED?  YES  NO

15. SECURITY not necessary

HAVE THE POLICE BEEN CONTACTED ABOUT CROWD OR TRAFFIC CONTROL?

YES  NO

16. SOURCE OF GARBAGE/RUBBISH REMOVAL SERVICE:

*Each vendor will provide a trash receipt*

17. SITE PLAN ATTACHED.

YES  NO

18. INDEMNITY AGREEMENT SIGNED AND ATTACHED.

YES  NO

19. INSURANCE CERTIFICATE ATTACHED.

YES  NO

*Insurance company will mail or fax*

20. DAMAGE DEPOSIT INCLUDED (AMOUNT \$ \_\_\_\_\_)

YES  NO

*asking for Waiver*

21. PERMIT FEE INCLUDED AMOUNT \$100.00

YES  NO

If no, proof of non-profit status must included.

*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.*

*Cathy Priest*

Signature

*4-20-16*

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.

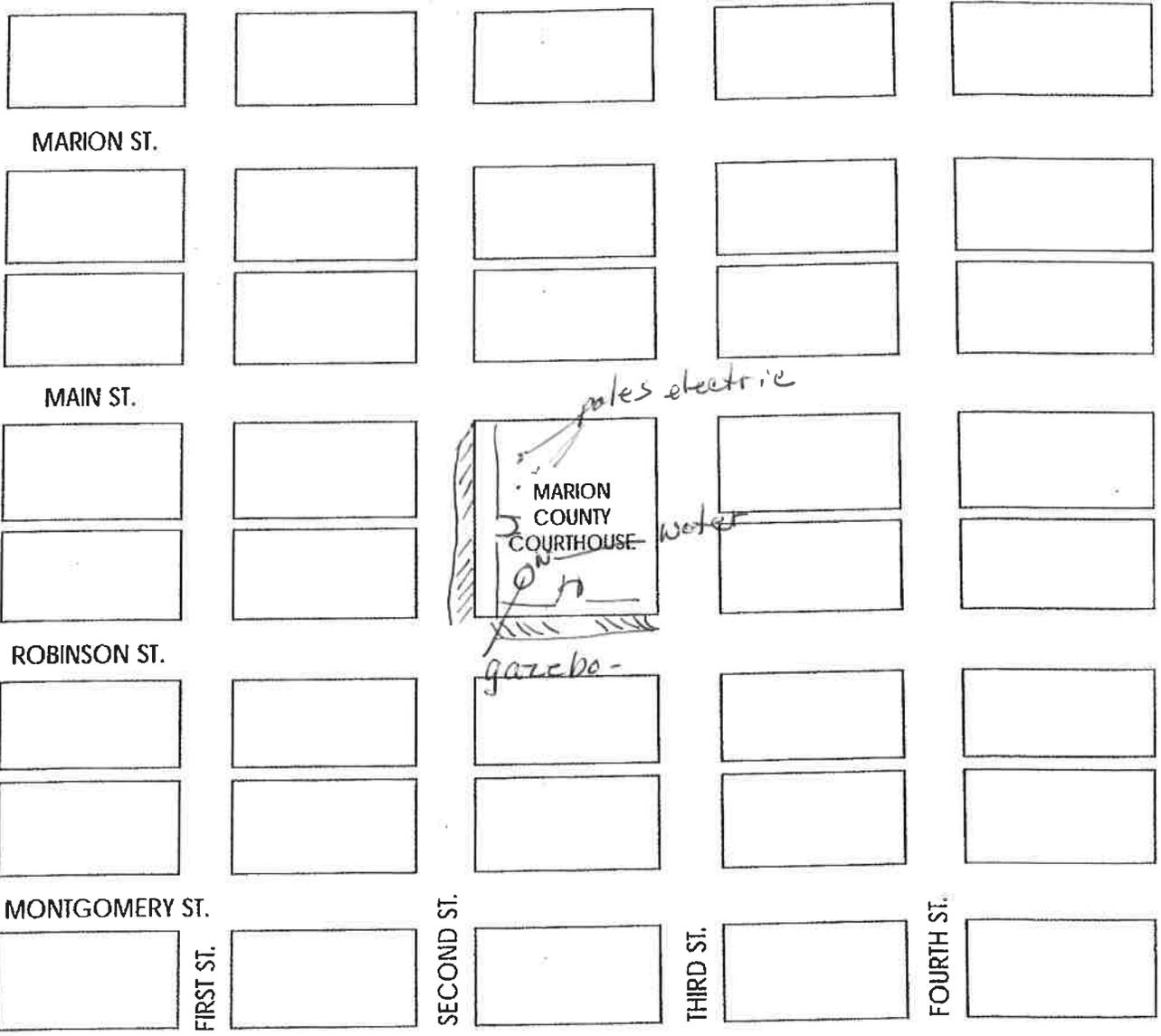
Dated this 20 day of April, 20    .

Organization: Knoxville Farmers' Market

By: Cathy Priest

Title: manager

CITY OF KNOXVILLE  
Downtown Street Map



## SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures and sidewalk closures being used for the event. Show all locations of signs relating to event.

2<sup>nd</sup> + Robinson

We use the west + south side sidewalks. We set up our tables + canopies along street. We use parking stalls corresponding to vendor stall.

We use electric from the poles + the gazebo on the west + south sides of Courthouse. We use gazebo for live music.

We use middle sidewalks for demonstrations. Our vendor change during the season. We may have a lot or few. This depends on the weather + vendors circumstances.

Tuesday we place signs, asking residents not to park in stalls where market will be held.

We place market signs on the North + South ends of 2<sup>nd</sup> Street, during market hours.

We may also set up canopies in the middle circular sections for demonstrations.

# INSURANCE CERTIFICATE

Attach certificate here.

*Will be faxed or mailed from  
insurance company.*



MINUTES TO SELL BONDS AND TO  
AUTHORIZE CALL OF OUTSTANDING  
BONDS

420024-35

Knoxville, Iowa

May 2, 2016

The City Council of the Knoxville, Iowa, met on May 2, 2016, at \_\_\_\_\_ o'clock \_\_.m.,  
at the \_\_\_\_\_, Knoxville, Iowa.

The meeting was called to order by the Mayor, and the roll was called showing the  
following Council Members present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place fixed by the City Council for the consideration of bids for  
the purchase of the City's General Obligation Corporate Purpose and Refunding Bonds, Series  
2016A the Mayor announced that bids had been received and canvassed on behalf of the City at  
the time and place fixed therefore.

Whereupon, such bids were placed on file, and the substance of such bids was noted in  
the minutes, as follows:

<u>Name and Address of Bidder</u>	<u>Final Bid</u>
	(interest cost)

**(ATTACH BID TABULATION)**

After due consideration and discussion, Council Member \_\_\_\_\_  
introduced the resolution next hereinafter set out and moved its adoption, seconded by Council  
Member \_\_\_\_\_. The Mayor put the question upon the adoption of said  
resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. \_\_\_\_\_

Resolution awarding sale of \$2,715,000 General Obligation Corporate Purpose and Refunding Bonds, Series 2016A and authorizing call of outstanding Bonds

WHEREAS, the City of Knoxville (the “City”), in Marion County, State of Iowa, previously issued its \$1,765,000 General Obligation Refunding Capital Loan Notes, Series 2007A, dated September 19, 2007 (the “2007 Notes”) a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2016	\$140,000	3.95%
2017	\$150,000	4.00%
2018	\$150,000	4.05%
2019	\$160,000	4.05%

;and

WHEREAS, pursuant to the resolution (the “2007 Note Resolution”) authorizing the issuance of the 2007 Notes, the City reserved the right to call the portion of the 2007 Notes maturing in the years 2016 through 2019 for early redemption on any date on or after June 1, 2015, subject to the provisions of the 2007 Note Resolution; and

WHEREAS, the City has heretofore proposed to enter into a Loan Agreement (the “Essential Purpose Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$2,100,000 for the purpose of paying the costs, to that extent, of (1) current refunding the 2017 to 2019 maturities of the 2007 Notes, inclusive, (the “Callable 2007 Notes”); and (2) constructing street improvements, including incidental water, sanitary sewer, sidewalk and storm water drainage infrastructure (the “Street Project”), and has published notice of the proposed action and has held a hearing thereon on February 15, 2016; and

WHEREAS, the City also proposed to enter into a General Obligation Recreational Trails Improvement Loan Agreement (the “Rec Trails Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$700,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of constructing public recreation trails and related improvements, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of July 20, 2015, no petition had been filed with the City asking that the question of entering into the Rec Trails Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to Section 384.28 of the Code of Iowa, the City Council has combined the Essential Purpose Loan Agreement and the Rec Trails Loan Agreement into a single loan agreement (the “Loan Agreement”) and has proposed to issue General Obligation

Corporate Purpose and Refunding Bonds, Series 2016A (the “Bonds”) in evidence of its obligations thereunder; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of the Bonds, and the City Council has made provision for the approval of the P.O.S. and has authorized its use by Public Financial Management, Inc. (the “Financial Advisor”); and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of the Bonds to be issued in evidence of the City’s obligation under the Loan Agreement were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration of all bids, the bid of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (the “Purchaser”), is the best, such bid proposing the lowest interest cost to the City for the Bonds; and

WHEREAS, it is now necessary to authorize the calling of the Callable 2007 Notes for early redemption on June 1, 2016 (the “Redemption Date”);

NOW, THEREFORE, Be It Resolved by the City Council of the City of Knoxville, Iowa, as follows:

Section 1. The bid of the Purchaser referred to in the preamble is hereby accepted, and the Bonds are hereby awarded to the Purchaser at the price specified in such bid, together with accrued interest.

Section 2. The City shall enter into the Loan Agreement with, and issue the Bonds to, the Purchaser in substantially the form as will be placed on file with the City Council, providing for a loan to the City in the principal amount of \$2,715,000 for the purpose or purposes set forth in the preamble hereof.

Section 3. The official bid form/agreement of sale (the “Sale Agreement”) of the Bonds to the Purchaser is hereby approved in the form set forth in the P.O.S., and the Mayor and City Clerk are hereby authorized to execute the Sale Agreement for and on behalf of the City.

Section 4. Bankers Trust Company, as Registrar and Paying Agent for the Callable 2007 Notes is hereby authorized to take all action necessary to call the Callable 2007 Notes for early redemption on the Redemption Date, and is further authorized and directed to give notice of such redemption by sending notice by electronic means or by certified mail to each of the registered owners of the Callable 2007 Notes to be redeemed at the addresses shown on the City’s registration books, not less than 30 days prior to the Redemption Date.

Section 5. Further action with respect to the approval of the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting to be held on May 16, 2016.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 2, 2016.

---

Mayor

Attest:

---

City Clerk

••••

Upon motion and vote, the meeting was adjourned.

---

Mayor

Attest:

---

City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF MARION  
CITY OF KNOXVILLE

SS:

I, the undersigned, City Clerk of the City of Knoxville, do hereby certify that as such City Clerk I have in my possession or have access to the complete corporate records of the City and of its Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records in relation to the sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2016A of the City evidencing the City's obligation under a certain Loan Agreement and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

**(Attach here a copy of the bid of the successful bidder.)**

April 28, 2016

**Via Email**

Aaron Adams  
Assistant City Manager/City Hall  
Knoxville, Iowa

Re: General Obligation Corporate Purpose and Refunding Bonds, Series 2016A  
Our File No. 420024-35

Dear Aaron:

We have prepared and attach the necessary proceedings to be used at the City's May 2<sup>nd</sup> City Council meeting to report the bids received and to adopt the resolution approving the sale of the General Obligation Corporate Purpose and Refunding Bonds, Series 2016A to the best bidder and calling the General Obligation Refunding Capital Loan Notes, Series 2007A, dated September 19, 2007 (the "2007 Notes") for early redemption on June 1, 2016.

The attached resolution must be completed with the name of the purchaser, and Public Financial Management, Inc. will tabulate the bid results and provide that name to you. Also, an executed copy of the resolution should be sent to Diana VanVleet at Bankers Trust by scan and email so that they may begin the process of calling the 2007 Notes for redemption on June 1, 2016.

The proceedings attached include the following items:

1. Resolution awarding the sale of the Bonds, calling the 2007 Notes for early redemption and providing for the adjournment of action on the Loan Agreement to May 16, 2016 for adoption of the issuance resolution.
2. Attestation Certificate with respect to the validity of the transcript.

As these proceedings are completed, please return one fully executed copy to our office. If you have any questions, please contact Amy Bjork or me.

Best regards,

John P. Danos

Attachments

cc: Heather Ussery  
Susanne Gerlach  
Diana Van Vleet

MINUTES AUTHORIZING ADOPTION OF  
POLICIES AND PROCEDURES RE: MUNICIPAL  
SECURITIES DISCLOSURE

420024

Knoxville, Iowa

May 2, 2016

The City Council of the City of Knoxville, Iowa, met on May 2, 2016, at \_\_\_\_ o'clock \_\_.m. at the \_\_\_\_\_, Knoxville, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

•••••

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. \_\_\_\_\_

Resolution authorizing adoption of Policies and Procedures Regarding Municipal Securities Disclosure

WHEREAS, pursuant to the laws of the State of Iowa, the City of Knoxville, Iowa (the “City”) has publicly offered, and likely will issue and publicly offer in the future, its notes, bonds or other obligations (the “Bonds”); and

WHEREAS, the City deems it necessary and desirable to adopt certain Policies and Procedures Regarding Municipal Securities Disclosure to be followed in connection with the issuance and on-going administration of publicly offered Bonds; and

WHEREAS, the proposed Policies and Procedures Regarding Municipal Securities Disclosure are attached hereto as Exhibit A (the “Disclosure Policies and Procedures”); and

NOW, THEREFORE, Be It Resolved by the City Council of the City of Knoxville, Iowa, as follows:

Section 1. The Disclosure Policies and Procedures attached hereto as Exhibit A are hereby adopted and shall be dated as of the date hereof.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved May 2, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

STATE OF IOWA  
COUNTY OF MARION  
CITY OF KNOXVILLE

SS:

I, the undersigned, City Clerk of the City of Knoxville, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the City's adoption of the Policies and Procedures Regarding Municipal Securities Disclosure.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

## Exhibit A

### Knoxville

#### **Policies and Procedures Regarding Municipal Securities Disclosure**

As an issuer of municipal securities (bonds, notes and/or other obligations, referred to herein as “Bonds”), the City of Knoxville, Iowa (the “Issuer”) has adopted the policies and procedures set forth herein (collectively, the “Disclosure Policy”) to guide the Issuer’s actions with respect to (1) the disclosure document (often referred to as the “official statement”) for publicly-offered Bonds and (2) ongoing disclosure requirements associated with outstanding Bonds (also known as “continuing disclosure”).

This Disclosure Policy includes the following elements: (1) disclosure training for officials responsible for producing, reviewing and approving disclosure documents; (2) establishment of procedures for review of relevant disclosure requirements, and (3) ensuring that any procedures established are followed.

#### **Background**

The anti-fraud provisions of federal securities laws apply to municipal securities such as the Issuer’s Bonds. The U.S. Securities and Exchange Commission (the “SEC”) can bring enforcement actions against the Issuer, members of its governing body, government employees and officials, and professionals working on the bond transaction. This Disclosure Policy is designed to provide the necessary policy framework and accompanying procedures for compliance by the Issuer with its disclosure responsibilities.

When Bonds are issued and publicly offered, an official statement will be prepared on behalf of the Issuer. The official statement is the disclosure document that sets forth the terms associated with the Bonds, and this document will be used to market and sell the Issuer’s Bonds.<sup>1</sup> In addition, for transactions larger than \$1 million in size that include an official statement, the Issuer enters into a continuing disclosure certificate, agreement or undertaking (the “CDC”). The CDC is a contractual obligation of the Issuer, pursuant to which the Issuer agrees to provide certain financial information filings (at least annually) and material event notices to the public. The CDC is necessary to allow the bond underwriters comply with SEC Rule 15c2-12. As noted below, filings under the CDC must be made electronically at the Electronic Municipal Market Access (EMMA) portal ([www.emma.msrb.org](http://www.emma.msrb.org)).

Accordingly, this Disclosure Policy addresses the following three aspects of disclosure: (1) preparation and approval of official statements in connection with new Bonds; (2) on-going continuing disclosure requirements under a CDC; and (3) education of staff and elected officials with respect to disclosure matters.

#### **1. Primary (New) Offerings of Bonds – Official Statements of the Issuer**

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<sup>1</sup> Under federal law issuers of municipal securities are primarily responsible for the content of their disclosure documents (the official statement), regardless of who prepared the document. An issuer does not discharge its disclosure obligations by hiring professionals to prepare the official statement. An issuer has “an affirmative obligation” to know the contents of its official statement, including the financial statements. Finally, executing an official statement without first reading the official statement to ascertain whether it is accurate may be reckless (the basis for certain anti-fraud causes of action by the SEC).

In connection with issuance of its publicly-offered Bonds (Bonds sold via the public market, through a broker-dealer known as an “underwriter”), the Issuer will prepare (or cause its hired professionals to prepare) a disclosure document commonly known as an “official statement.” This official statement is the document that describes the issuance of the Bonds to the marketplace and as such, *under federal law, the official statement cannot contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading.*

To ensure the Issuer’s official statements are properly prepared and reviewed, the Issuer adopts the procedures set forth in Appendix I hereto.

## **2. Continuing Disclosure Compliance (CDC Compliance)**

The Issuer has entered into, or may in the future enter into, CDCs in connection with its bond issues. Under these contractual agreements, the Issuer agrees to provide to the marketplace certain financial information and notices of material events. The Issuer will file, or cause to be filed, necessary items under the CDCs in a searchable electronic format at the Electronic Municipal Market Access (EMMA) portal ([www.emma.msrb.org](http://www.emma.msrb.org)).

To ensure compliance with its contractual continuing disclosure obligations, the Issuer adopts the procedures set forth in Appendix II hereto.

## **3. Systematic Training of Staff and Governing Body Members**

In addition to the specific procedures adopted under this Disclosure Policy, the Issuer understands that ongoing training of both necessary staff and members of the governing body is essential to successful compliance with the Issuer’s disclosure obligations. Accordingly, the Issuer has implemented the following training procedures (which may be implemented with the assistance of counsel to the Issuer):

A. *Annual Training.* Necessary Issuer employees are required to attend annual training regarding disclosure and financial reporting requirements of the federal securities laws. Such training shall include a complete review of this Disclosure Policy, all current CDCs, Rule 15c2-12 and the material events required to be reported pursuant to such Rule, and a complete overview of the Issuer’s obligations under the federal securities laws. The City Manager is responsible for coordinating the annual training, and not later than six months after the end of each fiscal year, the City Manager shall provide written certification to the City Council that the annual disclosure training has been completed.

B. *Specific Training.* When appropriate, the City Manager shall conduct (or cause to be conducted) training with individuals on those persons’ specific roles and responsibilities in the disclosure and financial reporting process.

C. *Governing Body Training.* Not less than once every two years, the members of the Issuer’s governing body are required to attend annual training on this Disclosure Policy and the disclosure and financial reporting requirements of the federal securities laws. The City Manager is responsible for coordinating this training.

## **Appendix I**

### **Written Procedures for Preparing Official Statements**

1. At the commencement of a financing, the City Manager shall develop or cause its finance team to develop a plan for preparation of the official statement and a schedule that allows sufficient time for all required work, including appropriate review and participation by members of the financing team and knowledgeable Issuer staff.
2. The City Manager shall be responsible for managing the preparation process for the official statement, and shall obtain the assistance of other participants within the Issuer and legal and financial professionals, as necessary and appropriate.
3. The City Manager shall be responsible for developing a program for coordinating staff review of the disclosure information and obtaining formal sign-off from staff on the disclosure documents.
4. The City Manager shall ensure that any previous failure to fully comply with continuing disclosure obligations during the prior five year period is disclosed in the official statement.
5. Members of the City Council, the City Manager and any other key officials, shall review the official statement and shall be given not less than 7 days to review an official statement prior to being asked to vote on its approval, absent extenuating circumstances. Members of the City Council responsible for reviewing the official statement, shall contact the City Manager during the review period to discuss potential issues, questions or comments with respect to the official statement.

## Appendix II

### Written Procedures Regarding Continuing Disclosure

1. The City Manager shall be responsible for compliance with the Issuer's obligations under continuing disclosure agreements, undertakings or certificates (the "CDC"), including without limitation annual filings, material event notice filings, voluntary filings and other filings required by the CDC.
2. Prior to execution of a CDC in connection with a bond issue, the CDC shall be discussed with bond counsel, the underwriter and financial advisor to ensure a full understanding of Issuer obligations.
3. The City Manager shall have primary responsibility for ensuring that statements or releases of information relating to the Issuer's finances to the public that are reasonably expected to reach investors and the financial markets, including website updates, press releases and market notices, are accurate and not misleading in any material respect. The City Manager shall work to ensure that all public statements and information released by the Issuer are accurate and not misleading in all material respects.
4. The City Manager shall be responsible for compiling and maintaining a list of all outstanding bond issues subject to continuing disclosure, noting the applicable filing dates [see attached table format, Part I, for tracking this information (the "Disclosure Table")].
5. The City Manager shall be responsible for assembling and maintaining copies of the final CDC and final Official Statements for each applicable bond issue, together with any third-party Dissemination Agent Agreements, if applicable.
6. The City Manager shall document and track the required information to be filed, including dates such information is filed [see attached Disclosure Table, Part II].
7. The City Manager shall be responsible for registering for continuing disclosure filing email reminders from the "EMMA" website (<http://emma.msrb.org>).
8. At least 30 days prior to the earliest filing deadline listed on the Disclosure Table, the City Manager shall begin the process of compiling necessary information required by the CDCs (and coordinate with outside professionals hired to compile this information, if applicable).
9. At least 10 days prior to each filing deadline, the City Manager shall determine whether all necessary items have been compiled for filing pursuant to the CDC requirements (including review with outside professionals if applicable).
10. At least 3 days prior to each filing deadline, the City Manager shall file (or cause any Dissemination Agent to file) the necessary items on the EMMA website. After filing, the City Manager shall confirm that all items have, in fact, been filed on EMMA as required, and shall note the filing date on the Disclosure Table.
11. In addition to the continuing disclosure filings, the City Manager shall be responsible for determining whether any of the following "listed events" has taken place and if so, discuss the same with its external legal and financial professionals and cause the filing of notice to be made on EMMA within ten business days of such events:

- a. Principal and interest payment delinquencies;
  - b. Non-payment related defaults, if material;
  - c. Unscheduled draws on debt service reserves reflecting financial difficulties;
  - d. Unscheduled draws on credit enhancements reflecting financial difficulties;
  - e. Substitution of credit or liquidity providers, or their failure to perform;
  - f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
  - g. Modifications to rights of security holders, if material;
  - h. Bond calls, if material, and tender offers;
  - i. Defeasances;
  - j. Release, substitution, or sale of property securing repayment of the securities, if material;
  - k. Rating changes;
  - l. Bankruptcy, insolvency, receivership or similar event of the obligated person;
  - m. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
  - n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.
12. The City Manager shall be the primary contact person for responding to inquiries from investors and for maintaining the investor relations portion of the Issuer's website, if any.
13. The City Manager shall be responsible for coordinating and filing any voluntary information with EMMA, after consultation with the Issuer's legal and financial professionals.

**Form of Disclosure Table**

Part I – Master Tracking Table (list of deadlines for all bond issues)

<b>Name of Bond Issue</b>	<b>Date of Issue</b>	<b>Final Maturity Date</b>	<b>Dissemination Agent?</b>	<b>CUSIP for Final Maturity</b>	<b>Deadline for Annual Report</b>

Part II – Separate Table for Each Bond Issue (tracks details of filings for each issue)

<b>[Name of Bonds][date of issue]</b>	<b>Reporting Periods [inset date info was filed on EMMA]</b>			
<b>Description of Financial Information / Operating Data to file on EMMA</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
[audit]				
[list applicable tables in Official Statement]				
[unaudited financials, if audit not available by deadline]				
[other information]				