

City of Knoxville  
City Council Meeting  
Monday, February 4, 2019 at 6:15 p.m.  
Municipal Building Council Chambers

1. Call To Order

**MEMBERS PRESENT:**

Mayor Brian Hatch \_\_\_\_, Council Member Megan Suhr \_\_\_\_, Council Member Cal Stephens \_\_\_\_, Council Member James Lane \_\_\_\_, Council Member Rick Kingery \_\_\_\_, Council Member Dylan Morse \_\_\_\_.

2. Citizen/Public Comments  
Discussion

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3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of January 21, 2019

Documents:

[COUNCIL MINUTES 12119.PDF](#)

3.II. Accept Housing Board Minutes Of November 19, 2018

Documents:

[HOUSING MEETING MINUTES.PDF](#)

3.III. Accept Parks And Recreation Commission Minutes Of December 10, 2018

Documents:

[DECEMBER 10 2018 MINUTES FOR COUNCIL.PDF](#)

3.IV. Accept 2018 Brooks Garden Financials And Plans For 2019

Documents:

[BROOKS GARDEN FINANCIALS.PDF](#)

3.V. Accept January SRO Report

Documents:

[SRO JANUARY 2019.PDF](#)

4. Item Agenda

4.I. Approve Land Use Strategy For The Veterans District

4.II. Approve Second Consideration, Possible Waive Third Consideration And Adopt An Ordinance Amending The Code Of Ordinances Of The City Of Knoxville, Iowa By Amending Provisions Pertaining To Ambulance/EMS Fees And By Adding New Provisions Pertaining To Fire/Hazardous Material Fees

Documents:

[ORD 19-01 FIRE EMS FEES.PDF](#)

4.III. Set A Public Hearing For February 18, 2019 At 6:16 P.m. To Approve FY 2019-2020 Budget

4.IV. Approve Payment Of Claims

5. Reports

A. Mayor's Report

B. City Manager's Report

6. Adjourn

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

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

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

# COUNCIL MINUTES

## January 21, 2019

The City Council of the City of Knoxville, Iowa convened in regular session Monday, January 21, 2019 at 6:15p.m. in the City Hall Council Chambers. Mayor Brian Hatch presided and the following Council Members were present: Megan Suhr, James Lane and Dylan Morse. Staffs present were City Manager Aaron Adams, Assistant City Manager Heather Ussery, City Clerk Tricia Kincaid, Police Chief Dan Losada, Fire Chief Cal Wyman and all city department supervisors.

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

Motion by Suhr; second by Lane to approve the consent agenda as follows, all ayes.

1. Approve City Council Minutes of January 7, 2019.
2. Accept Airport Commission Minutes of December 8, 2018.
3. Approve November 2018 Financials.
4. Approve December 2018 Financials.
5. Approve Special Class C Liquor License for Pine Knolls Country Club.

Mayor Hatch announced now was the time and place for a public hearing to approve 2019 Streets Project. Under written comments or objections there were none. Under oral comments or objections there were none. Motion by Lane; second by Morse to close the hearing at 6:17 pm.; all ayes.

Motion by Suhr; second by Morse to approve Resolution Approving contract, bonds and certificate of Insurance for the 2019 Street Improvements, all ayes.

Motion by Suhr; second by Morse to approve the Senior Center Bingo Activities. All ayes.

Motion by Lane, second by Morse to approve First Consideration and Adopt an Ordinance Amending the Code of Ordinances of The City of Knoxville, Iowa by Amending Provisions Pertaining to Ambulance/EMS Fees and by adding new provisions pertaining to Fire/Hazardous Material Fees, all ayes.

City Manager Aaron Adams gave the Fiscal Year 2019-2020 Recommended Budget Presentation.

Motion by Suhr, second by Lane to approve payment of claims, all ayes.

|       |                              |                              |             |
|-------|------------------------------|------------------------------|-------------|
| 87483 | AFLAC                        | AFLAC-ACC/PRE                | \$310.13    |
| 87484 | COLLECTION SERVICES CENTER   | CHILD SUPPORT                | \$2,295.55  |
| 87485 | ICMA RETIREMENT TRUST        | ICMA                         | \$1,108.62  |
| 87486 | KNOXVILLE FIRE & RESCUE ASSC | FIRE DUES                    | \$42.24     |
| 87487 | ABS SANITATION               | MONTHLY SERVICE              | \$63.00     |
| 87488 | ALLIANT ENERGY               | AIRPORT                      | \$443.80    |
| 87489 | ARTHUR J GALLAGHER & CO      | AVIATION LIABILITY INSURANCE | \$1,995.00  |
| 87490 | DAN'S OVERHEAD DOORS 4       | ELECTRIC DOOR INSPECTION     | \$823.85    |
| 87491 | HAWKEYE EXTERMINATORS        | GENERAL SPRAY                | \$70.00     |
| 87492 | KNOXVILLE AVIATION           | DISH NETWORK REIMBURSEMENT   | \$131.70    |
|       |                              | RUNWAY PROJECT ENGINEERING   |             |
| 87493 | MC CLURE ENGINEERING CO      | EXP                          | \$26,811.00 |

|       |                               |  |                           |
|-------|-------------------------------|--|---------------------------|
| 87494 | ABC PEST CONTROL              | MONTHLY PEST CONTROL                         | \$39.85                   |
| 87495 | AWE ACQUISITION, INC          | AFTER SCHOOL EDGE UNIT                       | \$2,900.00                |
| 87496 | BAKER & TAYLOR                | 30 BOOKS                                     | \$1,651.34                |
| 87497 | CENTER POINT LARGE PRINT      | BOOKS  | \$129.42                  |
| 87498 | DELL MARKETING LP             | MONITORS                                     | \$1,741.38                |
| 87499 | DEMCO INC                     | OPERATING SUPPLIES                           | \$498.72                  |
| 87500 | FIREFLY BOOKS LTD             | MEMORIAL BOOKS                               | \$579.25                  |
| 87501 | GALE GROUP INC                | 20 LP BOOKS                                  | \$260.00                  |
| 87502 | IOWA LIBRARY ASSOCIATION      | ANNUAL MEMBERSHIPS                           | \$300.00                  |
| 87503 | KNOXVILLE WATER WORKS         | GEBHARDT HOUSE                               | \$79.49                   |
| 87504 | LIBRARY IDEAS LLC             | VOX BOOKS                                    | \$141.21                  |
| 87505 | QUALITY SCENT                 | DEODORIZERS                                  | \$24.00                   |
| 87506 | QUILL CORPORATION             | OFFICE SUPPLIES                              | \$108.10                  |
| 87507 | HOLLY SHELFORD                | REIMBURSEMENT - CRAFTS                       | \$115.47                  |
| 87508 | TERRACON INC                  | CONCRETE INSPECTION                          | \$1,677.50                |
| 87509 | THE LIBRARY CORPORATION       | SOFTWARE AND SUPPORT                         | \$10,850.00               |
| 87510 | XEROX CORPORATION             | COPIER LEASE                                 | \$168.74                  |
| 87529 | ACCO UNLIMITED CORPORATION    | CL ACID                                      | \$1,021.60                |
| 87530 | AARON ADAMS                   | SMART CONFERENCE                             | \$218.16                  |
| 87531 | AHLERS AND COONEY PC          | LEGAL SERVICES                               | \$374.00                  |
| 87532 | AMERICAN WATER WORKS ASSOC    | ANNUAL MEMBERSHIP DUES                       | \$238.00                  |
| 87533 | ARROW INTERNATIONAL, INC      | EZ-IO POWER DRIVER                           | \$512.50                  |
| 87534 | BOUND TREE MEDICAL LLC        | EMS SUPPLIES                                 | \$230.80                  |
| 87535 | BROWN SUPPLY CO INC           | RIGHT CURB GUARD                             | \$1,087.67                |
| 87536 | BROWN'S SANITATION            | STREET SHOP                                  | \$636.00                  |
| 87537 | CENTRAL IOWA DISTRIBUTING INC | TOILET PAPER                                 | \$146.60                  |
| 87538 | CHAMNESS TECHNOLOGY, INC      | LAND APPLICATION BIOSOLIDS                   | \$9,165.00<br>\$166,593.3 |
| 87539 | CHRISTNER CONTRACTING INC     | LIBRARY PROJECT PAY APP #9                   | 6                         |
| 87540 | CITY OF KNOXVILLE             | DENNIS WEBB PREMIUM<br>CODE ENFORCEMENT-SNOW | \$791.05                  |
| 87541 | CREATIVE LANDSCAPING          | REMOVAL                                      | \$713.00                  |
| 87542 | DIGITAL ALLY INC              | FABRIC CLIPS                                 | \$30.00                   |
| 87543 | EMPLOYEE BENEFIT SYSTEMS      | DENNIS WEBB PREMIUM                          | \$1,799.95                |
| 87544 | EXCEL MECHANICAL CO INC       | REPLACE ACTUATOR ON BOILER                   | \$678.00                  |
| 87545 | FBINAA                        | MEMBERSHIP DUES                              | \$115.00                  |
| 87546 | FIRE RECOVERY EMS             | EMS BILLING DEC & JAN                        | \$5,677.28                |
| 87547 | GALLS INC                     | POCKET KEY/SHIRTS/PANTS                      | \$1,055.49                |
| 87548 | GOLDEN WEST INDUSTRIAL SUPPLY | SCENE LIGHTS                                 | \$314.15                  |
| 87549 | GRAINGER PARTS                | INFRARED HEATER                              | \$513.81                  |
| 87550 | BRANDON HILLS                 | WEAPON PURCHASE                              | \$780.00                  |
| 87551 | JAY HOCH                      | PK TICKET REIMBURSEMENT                      | \$20.00                   |
| 87552 | IA ASSOC OF PROF FIRE CHIEFS  | YEARLY MEMBERSHIP/CONFERENCE                 | \$100.00                  |

|       |   |                                |             |
|-------|---|--------------------------------|-------------|
| 87553 | IDEAL READY-MIX CO                              | C-4 CONCRETE                   | \$526.00    |
| 87554 | INTOXIMETERS                                    | 2 - PBT'S                      | \$980.00    |
| 87555 | IOWA DEPT OF PUBLIC SAFETY                      | MONTHLY LINE CHARGE            | \$1,380.00  |
| 87556 | IOWA DIVISION OF LABOR SERVICE                  | BOILER INSPECTION CITY HALL    | \$160.00    |
| 87557 | IOWA LEAGUE OF CITIES                           | ECIC DUES                      | \$120.00    |
| 87558 | IOWA STATE UNIVERSITY                           | FSTB CERTIFICATION TESTING     | \$50.00     |
| 87559 | JOURNAL EXPRESS                                 | 11/19/18 MTG MINUTES           | \$409.64    |
| 87560 | KEYSTONE LABORATORIES INC                       | MONTHLY POOL & SPA TESTING     | \$48.10     |
| 87561 | KNOXVILLE HOSPITAL & CLINICS                    | MEDICATIONS                    | \$339.46    |
| 87562 | KNOXVILLE AVIATION                              | MONTHLY CONTRACTUAL SERVICES   | \$3,467.91  |
| 87563 | KNOXVILLE FARM & HOME INC                       | WASHER/DRYER REPAIR            | \$676.56    |
| 87564 | LISCO   | PHONE/INTERNET                 | \$4,423.28  |
| 87565 | MAINSTAY SYSTEMS INC<br>MARION COUNTY EMERGENCY | JAN/FEB/MARCH SYSTEM MAINT     | \$177.00    |
| 87566 | MGMT<br>MARION COUNTY HUMANE                    | ID CARD - DYKSTRA              | \$6.00      |
| 87567 | SOCIETY<br>MIDWEST OFFICE TECHNOLOGY            | 14 ANIMALS                     | \$1,310.50  |
| 87568 | INC   | CONTRACT                       | \$39.50     |
| 87569 | MODERN MARKETING                                | FIRE LINE TAPE                 | \$790.58    |
| 87570 | MOTOR INN OF KNOXVILLE                          | WIRE HARNESS                   | \$31.74     |
| 87571 | CROSSROADS 5/92 NAPA                            | BATTERY                        | \$115.11    |
| 87572 | OFFICE DEPOT                                    | OFFICE SUPPLIES                | \$58.03     |
| 87573 | OMNISITE  | YEARLY WIRELESS SERVICE        | \$276.00    |
| 87574 | PETTY CASH POLICE DEPT                          | TOBACCO COMPLIANCE CHECKS      | \$100.00    |
| 87575 | PHYSIO CONTROL                                  | CARDIAC MONITOR                | \$1,088.00  |
| 87576 | PLUMB TECH MECHANICAL INC.                      | REPAIR HEATER UNIT             | \$225.00    |
| 87577 | PRAXAIR DISTRIBUTION INC                        | OXYGEN                         | \$378.01    |
| 87578 | RACEWAY TIRE & EXHAUST                          | BATTERIES CAR #37              | \$363.90    |
| 87579 | RAMAEKER SCREEN PRINTING                        | BASKETBALL SHIRTS              | \$151.50    |
| 87580 | SCI COMMUNICATIONS INC                          | CHANGE PHONE LINE FOR OFFICERS | \$142.50    |
| 87581 | K & L THOMPSON, LLC                             | AC DELCO BATTERY               | \$205.30    |
| 87582 | SNYDER & ASSOCIATES INC                         | 2019 LINING PROJECT BID PACKET | \$18,471.05 |
| 87583 | SOUTH CENTRAL IOWA<br>SOUTHEASTERN EMERGENCY    | SHOP CLEANUP                   | \$15.20     |
| 87584 | EQUIP   | EMS SUPPLIES                   | \$2,019.49  |
| 87585 | STERLING CODIFIERS INC                          | SUPPLEMENT #30                 | \$294.00    |
| 87586 | THE FIRE STORE                                  | WORK SHIRTS                    | \$237.45    |
| 87587 | ARAYA UEHARA                                    | PK TKT REIMBURSEMENT           | \$40.00     |
| 87588 | UNITYPOINT CLINIC-                              | DATA MEMBERSHIP DUES           | \$60.00     |
| 87589 | UPHDM OCCUPATIONAL HEALTH                       | EMPLOYMENT PHYSICAL - HILLS    | \$1,712.00  |
| 87590 | US CELLULAR                                     | PD CELLPHONES                  | \$137.71    |
| 87591 | VERIZON   | HOT SPOTS                      | \$80.02     |
| 87592 | VILLAGE CLEANERS                                | UNIFORM SHIRT PATCHES          | \$93.90     |

|         |                               |                      |             |
|---------|-------------------------------|----------------------|-------------|
| 87594   | VISA                          | IPCA MEMERSHIPS      | \$2,181.95  |
| 87595   | WALMART COMMUNITY             | GRILL                | \$794.85    |
| 1316899 |                               |                      |             |
| 3       | MASSMUTUAL                    | HARTFORD             | \$66.91     |
| 1316899 |                               |                      |             |
| 4       | IRS WITHHOLDING PAYMENTS      | FED/FICA TAX         | \$21,734.31 |
| 1316899 |                               |                      |             |
| 5       | TOTAL ADMINISTRATIVE SERVICES | FLEX- MEDICAL        | \$1,266.86  |
| 1316899 |                               |                      |             |
| 7       | TOTAL ADMINISTRATIVE SERVICES | WATER DEPT TASC      | \$272.30    |
| 1316899 |                               |                      |             |
| 8       | KNOXVILLE RECREATION CENTER   | MONTHLY BANK CHARGES | \$214.17    |
| 1316900 |                               |                      |             |
| 0       | TREASURER-STATE OF IOWA       | SEWER SALES TAX      | \$3,427.00  |

Under Mayors report, Mayor Hatch thanked the Street Department for all their extra time and effort in snow removal.

Under City Managers report, City Manager Aaron Adams thanked the Public Works Department on their hard work clearing roads. He also thanked all departments on their budgets. Reminder there will be a special meeting on February 4, 2019 at 5:00 pm. Glenn Lyons will present the Land Use Strategy.

Police Chief Dan Losada wanted everyone to drive safe with all the upcoming snow predicted.

Motion by Lane; second by Morse to adjourn at 7:09 pm; all ayes.

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Brian Hatch, Mayor

ATTEST:

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Tricia Kincaid, City Clerk







## MINUTES

Low Rent Housing Agency of Knoxville  
Location: Conference Room of the Housing Agency  
November 19, 2018

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

Absent Board Member(s): Annie Leonard.

Motion by Jerrold Jordan with second by Teresa Higginbotham to accept the consent agenda. The consent agenda included the minutes of the regular Housing Board Meeting of October 15, 2018, 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.

Motion by Jerrold Jordan with second by Teresa Higginbotham to accept the audit for the fiscal year ending March 31, 2018. There were no findings. All voted aye.

The Director requested some guidance on drafting the budget for the next fiscal year. The average projected wage increase for 2019 according to Society for Human Resource Managers is 3%. The Director indicated this could be used in the draft budget for 2018 wage increases.

Resolution 12-11-19-2018 to adopt the updated Housing Choice Voucher (S8) Rental Assistance Payment Standards was moved by Brent Hanna with a second by Jerrold Jordan. Payment Standard amounts were increased for 0, 1, 2 & 3 bedrooms in Knoxville and Pella to maintain its lease up rate and reflect the higher housing costs for the city of Pella. The proposed payment standards have been posted for a 60 day comment period and no written comments were received. All voted aye.

Resolution 13-11-19-2018 to adopt a Flat Rent structure for Public Housing was moved for adoption by Teresa Higginbotham with second by Brent Hanna. The proposed changes have been posted for a 60 day comment period and no written comments were received. Housing and Urban Development requires an annual review of the flat rents. All voted aye.

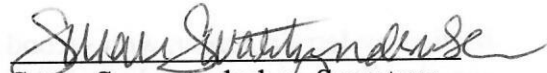
Resolution 14-11-19-2018 to adopt Housing Choice Voucher (S8) Rental Assistance Utility Allowance was moved for adoption by Jerrold Jordan with a second by Teresa Higginbotham. The proposed allowances have been posted for a 60 day comment period and no written comments were received. Housing and Urban Development requires an annual review of utility allowances. All voted aye.

Resolution 15-11-19-2018 for annual review and update of the Public Housing Utility Allowances was moved by Brent Hanna with a second by Teresa Higginbotham. The proposed allowances have been posted for a 60 day comment period and no written comments were received. Housing and Urban Development requires an annual review of utility allowances. All voted aye.

Motion by Brent Hanna with second by Teresa Higginbotham to approve the monthly financial statements for September 2018 for both programs. All voted aye.

Motion by Jerrold Jordan with second by Teresa Higginbotham to adjourn the meeting. All voted aye.

  
\_\_\_\_\_  
Don Croghan, Board Chairman

  
\_\_\_\_\_  
Susan Swartzendruber, Secretary

City of Knoxville Parks and Recreation Commission  
Agenda January 14, 2019 5:00pm  
**Meeting at the Recreation Center**

**1. Roll Call**

\_\_\_\_\_ Jyl DeJong \_\_\_\_\_ Aaron Fuller \_\_\_\_\_ Julie Konrad  
\_\_\_\_\_ Brandy Snodgrass \_\_\_\_\_ Bridget Mohler \_\_\_\_\_ John Anderson  
\_\_\_\_\_ Brandon Nemmers \_\_\_\_\_ Angie Jones \_\_\_\_\_ Olivia Crawford

**2. Minutes of December 10, 2018 Meeting**

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

**3. Reports**

**4. Adjournment**

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

## Knoxville Parks and Recreation Commission

Minutes for December 10, 2018, at 5:00 p.m.

**Members present:** Snodgrass, Fuller, Konrad, Anderson, Mohler, and Nemmers

**Minutes for November 12, 2018:** The minutes were reviewed. A motion was made by Fuller to approve, Mohler seconded the motion and it was passed unanimously.

### **Agenda / Reports:**

Brandon went through his monthly report. Notable items are:

- We have reached an all-time high of 500 annual memberships. The facility is heavily used throughout the day and evening.
- There is now a large clock in the pool for swimmers.
- Brandon is working on bids for three doors which lead from the locker rooms to the pool. The money is budgeted for this and hopefully will be done in the next few months.
- Brandon has received the Tree Map for the Competine Trail. Vermeer has also received the map and will hopefully be able to get the trees removed this winter as scheduled.
- Unfortunatly, money earmarked (TAP) for the trail may not be available for use in 2019, therefore, the trail will most likely not be made until 2020. In the mean time, other work in preparation for the trail will be completed in 2019.

Brandon went through Olivia's report. Notable items are:

- Our next home swim meet is on January 19, 2019. Several swimmers have already qualified for state.
- We have 8 lifeguards who need to recertify. Olivia is working to set up a recertification course that will happen in the Spring (tentatively).

Brandon went through Angie's report. Notable items are:

- Class fitness numers are great and we are getting a lot of good feedback.
- In December we will host a 2-hour holiday fun fitness class. It does not cost extra and is for all ages.
- During the second week of January, we will have a 2-Week Kickstart Program, whick will include 5-days of workouts, a nutrician guideline, and a weekend homework assignment. The fee for this program is \$99. People are excited about it and ready to sign up.

A motion to adjourn was made by Snodgrass which was seconded by Conrad and all were in favor.

Respectfully submitted,

Aaron Fuller

## January 2019 Parks and Recreation Commission Meeting Monthly Report

### Director:

I will present the Parks Budget and the Recreation Budget to City Council on Monday, January 21. Big-ticket items in the Parks Budget include a Kobota to water flowers, maintain trails, pick up trash, etc. Big-ticket items in the Recreation Budget include new Starting Blocks and materials for the Pool to be painted. I did have to make budget cuts to both budgets. I was able to take some potential items out of the Parks Budget and fit them into the bond for Young's Park. Items include: Steel Doors for restroom at Auld Park, Cameras for Tennis Courts and Young's Park, Dog Park Fencing, Bleachers and Batting Cage at Young's Park, and Signage for Parks and City Facilities. The items that will fit into the bond will start happening this spring.

Registration was pretty low for Kindergarten/First Grade Basketball. We have three meetings left. This program is held at West Elementary Gymnasium.

Power Volleyball and Open Volleyball participation numbers remain strong. Both of these programs will end at the end of February.

Work has begun on our Spring Program Guide. I am hoping this will be complete in the next month or so. We will include spring and summer programs/lessons, center information, project information, rental information, as well as Parks information.

Marion County Environmental Health performed their inspection on our Pool in late December. We received positive feedback on operations and record keeping.

Membership continues to increase. The facility has been busy over the last couple of months and we anticipate this to continue for the next couple of months.

Jerry Ayers has done some maintenance on the men's showers as we continue to try and improve these areas of the facility.

I will be posting Seasonal Park Job Openings in the next month or so. These positions begin in April.

Vermeer will begin removing trees in the next couple of weeks to make way for Competine Trail extension.

Shelter and ball field rentals are starting to roll in as people are planning for spring and summer. We have a couple of facility rentals coming up at the Recreation Center as well.

Change Order No. 7 was approved at the last City Council Meeting for Young's Park. This included an outlet, gutter extension and door closer.

As we get a little closer to spring we will be planning a ribbon cutting on the Young's Park project.

## **Wellness Supervisor:**

January has brought a nice surge in class numbers and along with it, new members. My team and I have been taking lots of questions and walking people through class descriptions as well as equipment and usage. Everyone is working well to assure new and old members have success in our facility.

We announced a new small group personal training fitness challenge that has enough people signed up to make it a go. I wanted a total of 8 minimum for the 2 time slots listed and we currently have 9 total signed up. It is called Kick Start and it is a 2-week program. The participants meet 5 days out of the week with a personal trainer to do a specific workout each day. They will receive a basic nutrition program that Olivia put together using her new nutrition certification. I used the format on 4 clients who came to me later last year for a 2-week goal orientated program and it ended up with all of them having success well enough that I felt it would be a great program to begin the new year.

We recently found out the Real Fitness is closing its doors February 3<sup>rd</sup>. Members of that club have been contacting Brandon and myself as well as my instructors. Brandon and I are working together to see how we can fill the needs of these individuals.

## **Aquatics Supervisor:**

### **SWIM TEAM**

Swim team is continuing to go well. We have a busy meet schedule for the rest of January and February. We will host 2 more home meets before the season is over. The state swim meet will be March 9 and Regionals will be March 23 and 24.

### **KICKSTART FITNESS PROGRAM**

I have developed a nutrition guideline for the January Kickstart fitness program. The Kickstart program will be a 2-week challenge to help people get started on their wellness goals. The nutrition portion of the Kickstart program is designed to be a guideline for healthy eating, not a meal plan. It will teach people how to make better food choices and develop healthier eating habits. I am excited to see the transformations as people progress through this challenge!

### **SWIM LESSONS**

We will kick off our Adult Group Swimming Lesson program in February. Kevin Jones and I will be leading the group. We will help adults at various skill levels become better swimmers. We already have several adults signed up for this program!

# MEMBERSHIP DEMOGRAPHICS

## Active Memberships

| Code | Description             | Memberships (Res/NonRes) | Members (Res/NonRes) |
|------|-------------------------|--------------------------|----------------------|
| ADCP | Adult Couple            | 35 (35/0)                | 69 (69/0)            |
| ADLT | Adult Membership        | 215 (215/0)              | 215 (215/0)          |
| CHLD | Child Membership        | 8 (8/0)                  | 8 (8/0)              |
| FAM3 | Family Membership - 3   | 34 (34/0)                | 102 (102/0)          |
| FAM4 | Family Membership - 4   | 46 (46/0)                | 184 (184/0)          |
| FAM5 | Family Membership - 5+  | 53 (53/0)                | 321 (321/0)          |
| HS   | High School Membership  | 14 (14/0)                | 14 (14/0)            |
| P/CH | Parent/Child Membership | 35 (35/0)                | 70 (70/0)            |
| SEN  | Senior Citizen (60+)    | 174 (174/0)              | 174 (174/0)          |
| SNCP | Senior Citizen Couple   | 49 (49/0)                | 97 (97/0)            |
| SRSP | Senior Couple Split     | 7 (7/0)                  | 14 (14/0)            |

|                                   | Total       | Resident    | Non Resident |
|-----------------------------------|-------------|-------------|--------------|
| <b>Annual Memberships</b>         | <b>502</b>  | <b>502</b>  | <b>0</b>     |
| <b>Semi-Annual Memberships</b>    | <b>41</b>   | <b>41</b>   | <b>0</b>     |
| <b>Quarterly Memberships</b>      | <b>77</b>   | <b>77</b>   | <b>0</b>     |
| <b>Monthly Memberships</b>        | <b>50</b>   | <b>50</b>   | <b>0</b>     |
| <b>Daily Use Pass Memberships</b> | <b>0</b>    | <b>0</b>    | <b>0</b>     |
| <b>Total Memberships</b>          | <b>670</b>  | <b>670</b>  | <b>0</b>     |
| <b>Total Members</b>              | <b>1268</b> | <b>1268</b> | <b>0</b>     |

## MEMORANDUM

Date: February 4, 2019  
To: Mayor, City Council, City Manager, Assistant City Manager, City Clerk,  
and Parks and Recreation Director  
From: Harvey E. Sprafka *HS*  
Subject: 2018 Brooks Garden Financials and Plans for 2019

This is my annual report (calendar year 2018) for Brooks Garden, as well as some of my plans for 2019 at the pocket park.

At the beginning of last year, the Brooks Garden account had \$1,095.00.

The following is a list of donors last year and expenditures for 2018:

### INCOME

|                                 |                         |
|---------------------------------|-------------------------|
| Knoxville Federated Garden Club | \$100.00                |
| Eta Lambda Sorority             | 100.00                  |
| Anonymous Donors                | <u>95.00</u>            |
|                                 | \$295.00                |
| Plus                            | \$1,095.00 = \$1,390.00 |

### EXPENDITURES

|                      |               |
|----------------------|---------------|
| Flowers              | \$235.10      |
| LED Christmas Lights | <u>329.00</u> |
|                      | \$564.10      |

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



As of January 1, 2019, the Brooks Garden account was \$825.90. Since then, however we received a \$100 donation from the Knoxville Federated Garden Club, for a total of \$925.90. I expect more donations in the coming weeks and months.

We had one major addition to Brooks Garden late last summer. I approached retired contractor Ben Willetts to see if he would build us a "Little Free Library," which he graciously agreed to do at no cost. His wife, Phyllis, painted the small library. The "Little Free Library" is in the east side border of the park, a few feet north of the Main Street sidewalk. The location of the library was a case of serendipity. It stands on the site of a shrub that had died the previous spring.

This year, for the first time, I decided to lengthen the time of the lighting display at the park. Following the Twelve Days of Christmas, I turned off the multi-colored lights on the Christmas Tree, but I've left the six ornamental trees lighted. The response by the public to the change has been very positive. The lights will remain on nightly through February.

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

Other plans for Brooks Garden in 2019 include the repair of a large container near the park's alley that was damaged by an unknown motor vehicle.

I want to recognize and thank personnel from the Knoxville Public Works Department who have been very helpful. They've taken over the mowing at the park and hauled away bags of refuse and bagged cuttings that I collected.



# Memo

**To:** City Council  
**From:** Chief Dan Losada  
**Date:** February 4, 2019  
**Re:** January SRO Report

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In January 2019 SRO Keller worked on the following issues:

|                                       |           |
|---------------------------------------|-----------|
| Truancy/Welfare Checks:               | 6         |
| Investigations/Investigation Assists: | 9         |
| Parent Meetings/Phone Calls:          | 22        |
| Juvenile Court Referrals:             | 1         |
| Administration Meetings:              | 2         |
| Teacher/Faculty Assists:              | 25        |
| Education Programs:                   | 0         |
| Staff Training:                       | 0         |
| Safety Planning:                      | 3         |
| Event Supervision:                    | 0         |
| Information – Leads:                  | 8         |
| Student Mentoring:                    | 24        |
| Misc. Other Calls:                    | 14        |
| Patrol Hours:                         | 7.5 hours |

SRO didn't work on 1-3, 1-4, 1-7, 1-9, 1-15, 1-16, 1-23, 1-24  
No school – 1-14, 1-22, 1-29, 1-30, 1-31

ORDINANCE NO. 19-01

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KNOXVILLE, IOWA BY AMENDING PROVISIONS PERTAINING TO AMBULANCE / EMS FEES AND BY ADDING NEW PROVISIONS PERTAINING TO FIRE / HAZARDOUS MATERIAL FEES

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

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

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

|                           |            |
|---------------------------|------------|
| Treatment No Transport    | \$250.00   |
| Loaded Mileage – per mile | \$15.00    |
| BLS Non Emergent          | \$1,000.00 |
| BLS Emergent              | \$1,000.00 |
| ALS Intercept             | \$250.00   |
| ALS Non Emergent          | \$1,200.00 |
| ALS Emergent              | \$1,200.00 |
| ALS2 Base                 | \$1,200.00 |
| Specialty Care Transport  | \$1,500.00 |
| Event Standby - per hour  | \$100.00   |

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

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

|                         |                  |
|-------------------------|------------------|
| Motor Vehicle Incidents | \$400.00 Level 1 |
|                         | \$500.00 Level 2 |
| Extrication             | \$275.00         |
| Vehicle Fire            | \$300.00         |

|  |                                      |
|--|--------------------------------------|
| Creating a Landing Zone                            | \$250.00                             |
| Absorbent – per bag                                | Replacement cost to include shipping |
| Foam – per 5 gal                                   | Replacement cost to include shipping |
| House Fire   | \$500.00                             |
| Illegal Fires                                      | \$450.00                             |
| Fire Alarm 1 <sup>st</sup> alarm                   | Warning                              |
| Fire Alarm 2 <sup>nd</sup> , 3 <sup>rd</sup> /year | \$100.00                             |
| Fire Alarm 4 <sup>th</sup> /year                   | \$250.00                             |
| Copy of Paperwork                                  | \$25.00                              |
| Insufficient Funds for Check                       | \$25.00                              |

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

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudicated invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after July 1, 2019 and after publication as provided by law.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019, and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

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

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