

City of Knoxville
City Council Meeting
Monday, April 4, 2022 at 6:15 p.m.
Municipal Building Council Chambers

1. Call To Order

MEMBERS PRESENT:

Mayor Brian Hatch ____, Council Member Megan Suhr ____, Council Member John Gotta ____, Council Member Dylan Morse ____, Council Member Dawn Rankin ____, Council Member Jyl DeJong ____.

2. Citizen/Public Comments
Discussion

3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of March 21, 2022

Documents:

[03-21-2022 COUNCIL MINUTES.PDF](#)

3.II. Approve Special City Council Meeting Minutes Of March 28, 2022

Documents:

[03-28-2022 SPECIAL MINUTES.PDF](#)

3.III. Accept Airport Commission Meeting Minutes Of February 12, 2022

Documents:

[AIRPORT MINUTES.PDF](#)

3.IV. Accept Housing Board Meeting Minutes Of February 21, 2022

Documents:

[HOUSING MINUTES.PDF](#)

3.V. Approve Class C Liquor License For Dingus Lounge

3.VI. Approve Garbage Haulers And Recycling License For Brown's Sanitation

4. Item Agenda

4.I. Public Hearing On Proposal To Enter Into A General Obligation Corporate Purpose Loan Agreement

A. Open Hearing

- B. Filing of Affidavit of Publications- 03/29/22
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.I.i. Approve Resolution Taking Additional Action On Proposal To Enter Into A General Obligation Corporate Purpose Loan Agreement

Documents:

[RES 04-18-22 PUBLIC HEARING 2022 GO BOND.PDF](#)

4.II. Approve Resolution Approving The Community Catalyst Building Remediation Grant Application And An Associated Matching Municipal Grant For 205 E Main Street In Downtown Knoxville

Documents:

[RES 04-17-22 205 E MAIN CATALYST GRANT.PDF](#)
[LETTER OF SUPPORT 205 E MAIN.PDF](#)
[205 E MAIN LETTER.PDF](#)

4.III. Set A Public Hearing For April 18, 2022 At 6:15 P.m. For Community Development Block Grant CV Application

4.IV. Mayoral Reading Of National Library Week Proclamation

Documents:

[NATIONAL-LIBRARY-WEEK-2022-PROCLAMATION.PDF](#)

4.V. 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

March 21, 2022

The City Council of the City of Knoxville, Iowa convened in regular session Monday, March 21, 2022 at 6:15p.m. at the Knoxville Municipal Building. Mayor Hatch presided and the following Council Members were present: Megan Suhr, Dylan Morse, John Gotta, Dawn Rankin and Jyl DeJong. Staffs present were City Manager Heather Ussery, City Clerk Tricia Kincaid, Police Chief Aaron Fuller, Fire Chief Cal Wyman and Planning & Zoning Administrator Nathan Parch.

Motion by Suhr; seconded by Rankin to approve the consent agenda as follows, all ayes.

1. Approve City Council Meeting Minutes of March 7, 2022
2. Accept Water Board Meeting Minutes of March 8, 2022
3. Accept Parks & Recreation Commission Meeting Minutes of January 10, 2022

Motion by Suhr, seconded by Gotta to approve Resolution setting the date for public hearing on proposal to enter into general obligation purpose loan agreement and to borrow money thereunder in a principal amount not to exceed \$1,630,000; all ayes.

Motion by Morse, seconded by Rankin to approve final plat from Berkey Home Builders for the Wright Street Development subdivision at the city block bounded by W. Main, S. Fremont, W. Robinson and S. Iowa Streets. This is the final process in order for the builder to be able to move forward with the project. The Planning & Zoning Commission has unanimously approved in their meeting. All ayes.

Motion by Suhr, seconded by Rankin to approve a site plan from Berkey Home Builders for the Wright Street Development Subdivision at the city block bounded by W. Main, S. Fremont, W. Robinson and S. Iowa Streets. The Planning & Zoning Commission approved at their meeting with recommendations of 4 conditions which are noted on the March 8th staff report included in the packet. All ayes.

Council directed Fire Chief Cal Wyman to proceed with the same course moving forward with ambulance 937.

Motion by Rankin, seconded by DeJong to approve payment of claims; all ayes.

93580	571 POLSON DEVELOPMENTS	CED WAGES-FEBRUARY	\$6,666.67
93581	ALLIANT ENERGY	800 S PARK LN DR-REC CENTER	\$10,975.70
93582	BROWN'S SANITATION	YOUNGS PARK	\$636.00
93583	CANON FINANCIAL SERVICES INC.	COPIER CONTRACT-REC CENTER	\$103.80
93584	CENTRAL IOWA FASTENERS	SQUEEGEE HEADS	\$90.00
93585	THE DES MOINES REGISTER	COUNCIL MINUTES DECEMBER NEW TRANSMISSION FOR PD	\$384.05
93586	DEYARMAN	TAHOE	\$4,932.66
93587	ECONO SIGNS LLC	3-30 MPH SIGNS	\$121.11
93588	EXCEL MECHANICAL CO INC	BOILER REPAIR	\$356.00
93589	FIRE RECOVERY EMS	OCTOBER EMS BILLING	\$4,204.33
93590	HOTSY CLEANING SYSTEMS INC	REPAIR OF HOTSY	\$637.36
93591	IA ASSOC OF PROF. FIRE CHIEFS	YEARLY MEMBERSHIP	\$160.00
93592	INDEPENDENT GARAGE DOOR	BAY 2 GARAGE DOOR REPAIR	\$3,130.00
93593	INFRASTRUCTURE TECHNOLOGIES	SERVICE FOR IT PIPES SOFTWARE	\$1,600.00

93594	IOWA DIVISION OF LABOR SERVICE IOWA POLICE CHIEFS ASSOCIATION	ANNUAL BOILER INSPECTION- WWTP	\$40.00
93595	ASSOCIATION	ANNUAL CONFERENCE LT. HOW	\$300.00
93596	IOWA PUMP WORKS	INSTALLATION 6' FLOW METER ABSTRACT EXAMINATION 705 S 7TH	\$6,613.85
93597	JOHNSON, LANE & HUGHES	NEW BATTERY IN CROWN VICTORIA	\$175.00
93598	KARL CHEVROLET		\$198.92
93599	KNIA KRLS INC	BASKETBALL ADVERTISING	\$107.76
93600	KNOXVILLE HOSPITAL & CLINICS	APRIL MEDICATIONS UNPAID	\$493.82
93601	KNOXVILLE WATER WORKS	SEWER RENT COLLECTION-MARCH	\$4,204.20
93602	JUSTIN KRABER	RESCUE OVERPAYMENT	\$1,220.40
93603	GLENN LYONS MARION COUNTY CLERK OF COURT	RURAL SUMMIT CONFERENCE	\$210.00
93604	COURT	JUDGEMENT FOR 705 S 7TH	\$185.00
93605	MARION COUNTY EXPRESS	ADVERTISING	\$10.00
93606	MARION COUNTY RECORDER	10 CEMETERY DEEDS	\$141.00
93607	MIKE MERRILL	UNIFORM ALLOWANCE	\$77.04
93608	MIDAMERICAN ENERGY COMPANY MIDWEST OFFICE TECHNOLOGY INC	800 S PARK LN DR	\$6,676.56
93609	INC	COPIER CONTRACT	\$152.00
93610	NATIONAL PAPER & SAN SUPPLY	TRASH CAN LINERS	\$61.35
93611	O'REILLY AUTOMOTIVE INC	DEF AMBULANCES	\$34.27
93612	OFFICE DEPOT	SIT-STAND DESK RISER	\$262.88
93613	PROVANTAGE LLC	SERVER LICENSE	\$726.39
93614	RDG PLANNING DESIGN	MASTER PLAN PROF. SERVICES	\$1,863.66
93615	BRUCE & ALICE ROOF	RENTAL INSPECTION FEE REFUND	\$20.00
93616	SMITH FERTILIZER & GRAIN INC	FILL PROPANE TANKS	\$500.00
93617	SNYDER & ASSOCIATES INC	ENGINEERING UV IMPROVEMENT	\$4,500.00
93618	STUYVESANT,PATIN, STRONG	MONTHLY RETAINER	\$2,000.00
93619	THEISEN'S	DOOR HANDLE FOR EAST SHOP	\$34.99
93620	US CELLULAR	HOT SPOTS	\$418.49
93621	VERIZON	CELL PHONE SERVICE FOR PD	\$568.66
93622	W L CONSTRUCTION SUPPLY INC	9' DIAMOND RESCUE BLADE	\$325.25
93623	WALNUT HILL DESIGN	COAT PATCHES	\$148.80
93624	WEX BANK	POLICE	\$10,147.67
93625	AFLAC	AFLAC-DIS/POST	\$234.53
93626	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$2,068.93
93627	ICMA RETIREMENT TRUST	ICMA	\$369.66
93628	KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	\$78.84
93629	CITY OF KNOXVILLE	SLF FND BEN-F	\$8,027.94
93630	DELTA DENTAL OF IOWA	DELTA DENTAL	\$578.77
93631	PLIC-SBD GRAND ISLAND	LIFE INSURANCE	\$646.58

93632 EMPLOYEE BENEFIT SYSTEMS

HEALTH FAM BEN

\$43,867.97

Police Chief Fuller: New Patrol vehicle was picked up today.
Motion by Suhr, seconded by Gotta to adjourn the meeting at 7:36 p.m.; all ayes.

Brian Hatch, Mayor

ATTEST:

Tricia Kincaid, City Clerk

COUNCIL PROCEEDINGS

The City Council of the City of Knoxville, Iowa convened in a Special Session on Monday, March, 28,2022 at 5:30 p.m. Mayor Brian Hatch presided and the following Council members were present: John Gotta, Dawn Rankin and Jyl DeJong. The following staff members were present: City Manager Heather Ussery, City Clerk Tricia Kincaid, Fire Chief Cal Wyman and Battalion Chief Trenton Bacus

Motion by Rankin, seconded by DeJong to purchase the Dodge as presented by Fire Chief not to exceed \$298,000. Chief Wyman discussed with council the issues that arose since the last meeting and discussion of the ambulances; all ayes.

Motion by Gotta seconded by DeJong to adjourn at 5:46 p.m., all ayes.

Brian Hatch, Mayor

ATTEST:

Tricia Kincaid, City Clerk

KNOXVILLE AIRPORT COMMISSION – February 12, 2022

The Knoxville Airport Commission met in regular session at 7 a.m. on February 12, 2022 with Larry Smith, Steve Mitchell, Wayne Westberg Airport Commission Chairman, and Airport Manager Dan Van Donselaar in person and Ella Crawford by conference call. Dixie Brown was excused.

Wayne Westberg moved and Larry Smith seconded a motion to waive reading and approval of the minutes. Motion carried.

Hangar Currency: No report.

Airport Project List: Discussion only.

Preview of Airport Budget for FY 2022/2023: Discussion only.

Claims: Steve Mitchell moved and Ella Crawford seconded a motion to approve the claims. Motion carried.

Airport Manager Report and Safety Checklist: All is in working order. Steve Mitchell moved and Wayne Westberg seconded a motion to approve this report. Motion carried.

Larry Smith moved and Ella Crawford seconded a motion to adjourn at 7:44 a.m. Motion carried.

Wayne Westberg, Airport Commission Chairman

ATTEST:

Janet Westberg, Secretary

HOUSING BOARD MINUTES
February 21, 2022

The Executive Board of Directors of the Low Rent Housing Agency of Knoxville convened in regular session Monday, February 21, 2022 at 4:30 P.M. via teleconference. Chairperson Anne Ogle Leonard presided and the following Board members were present: Curt Schwanebeck, Brent Hanna & Maureen Hutchins. Staff present were: Executive Director Susan Swartzendruber, Secretary for the Board. Members absent: Don Croghan.

Motion by Hanna, second by Schwanebeck to approve the consent agenda as follows, all ayes.

1. Approve Meeting Minutes of the regular Housing Board Meeting of January 17, 2022.
2. Approve Meeting Minutes of the Public Hearing of January 17, 2022.
3. Occupancy Report for January 2022.
4. Approve Stop Loss Monitoring Report for January 2022.

Motion by Hanna, second by Hutchins to approve the payment of claims; all ayes.

Discussion and Motion to change the mileage rate to IRS 2022 Standard Mileage Rate of 58.5 cents per mile, effective date of January 1, 2022. Motion by Hanna, second by Schwanebeck; all ayes.

Discussion and Motion to approve continuation of existing 28E Agreement with State of IA DIA. Motion by Schwanebeck, second by Hutchins to approve continuation of existing 28E Agreement with State of IA DIA; all ayes.

Discussion/Resolution of operating budget for fiscal year ending March 31, 2023. Resolution made by Hanna, second by Hutchins; all ayes. Board recommendation is to revisit this budget again in 6 months after consulting FA for guidance.

Discussion/Motion of Executive Director contract. After brief discussion, motion by Schwanebeck, second by Hanna to renew annual contract; all ayes.

Discussion/Motion to award fee accountant contract for fiscal years starting April 1, 2022 – March 31, 2024. Motion made by Schwanebeck, second by Hutchins to award fee accountant contract; all ayes.

Discussion/Motion on vacation carryover. Brief discussion to approve ED's vacation carryover of 20.40 hours. Motion made by Hanna, second by Schwanebeck; all ayes.

Motion by Schwanebeck, second by Hanna to approve the monthly financial statements for December 2021 and January 2022 for both programs; all ayes.

Director's Report: Executive Director updated the Board on the results of REAC inspection conducted January 31, 2022. There were no health and safety violations.

Director also discussed status of rezoning application submitted in regards to property at 714 W. Rock Island St.

Motion by Schwanebeck, second by Hutchins to adjourn the meeting at 5:34 P.M.; all ayes.


Anne Ogle Leonard, Board Chairperson

ATTEST:


Susan Swartzendruber, Secretary

MINUTES FOR HEARING AND
ADDITIONAL ACTION ON ENTERING
INTO LOAN AGREEMENT

420024-48

Knoxville, Iowa

April 4, 2022

The City Council of the City of Knoxville, Iowa met on April 4, 2022, at 6:15 o'clock p.m. at the Municipal Building Council Chambers, Knoxville, Iowa.

The Mayor presided and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____

This being the time and place specified for taking action on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement, as defined in the attached resolution, and to borrow money thereunder in a principal amount not to exceed \$1,630,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member _____ introduced and moved that the resolution be adopted, 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 motion carried and the resolution duly adopted in substantially the form hereinafter set out.

RESOLUTION NO. 04-18-22

Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement

WHEREAS, the City of Knoxville (the "City"), in Marion County, State of Iowa, heretofore proposed to enter into a loan agreement (the "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 \$1,630,000 for the purpose of paying the costs, to that extent, of (1) constructing street and incidental water system, sanitary sewer system, storm water drainage and sidewalk improvements; and (2) acquiring and installing street lighting, signage and signalization improvements; and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on April 4, 2022;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation Corporate Purpose bonds or notes be issued at such time in evidence thereof. The City Council further declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa.

Section 2. Further action with respect to the Loan Agreement is hereby adjourned to the City Council meeting on April 18, 2022.

Section 3. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this April 4, 2022.

Mayor

Attest:

City Clerk

• • • •

At the conclusion of the meeting, and upon motion and vote, the City Council 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 attached hereto is a true and correct copy of the proceedings of the City Council relating to the public hearing and additional action on the City Council's intention of entering into a certain General Obligation Corporate Purpose Loan Agreement in the future.

WITNESS MY HAND this _____ day of _____, 2022.

City Clerk

RESOLUTION NO. 04-17-22

RESOLUTION APPROVING THE COMMUNITY CATALYST BUILDING REMEDIATION
GRANT APPLICATION AND AN ASSOCIATED MATCHING MUNICIPAL GRANT FOR
205 E MAIN STREET IN DOWNTOWN KNOXVILLE

BE IT ENACTED BY THE COUNCIL OF THE CITY OF KNOXVILLE, IOWA:

WHEREAS, the City of Knoxville is committed to revitalizing Downtown; and

WHEREAS, 205 E Main Street is an abandoned, two-story commercial building, located on Court House Square; and

WHEREAS, the building's owners have proposed to rehabilitate the building, converting the second floor to apartments, and returning the main floor to commercial use; and

WHEREAS, in the market climate, the proposed development is not deemed to be economically viable without additional financial support; and

WHEREAS, a successful Community Catalyst Building Remediation application would result in \$100,000 in State Funding to assist in filling the funding gap associated with the project; and

WHEREAS, a municipal matching grant of \$100,000 would not only assist in filling the funding gap, but would also increase the probability of receiving the Community Catalyst Grant in this funding round; and

WHEREAS, City Council has approved \$300,000 in the FY 2023 budget to provide financial support for such projects:

NOW, THEREFORE, be it resolved by the City Council of the City of Knoxville, Iowa that the City authorizes staff to proceed with the Community Catalyst Building Remediation application and municipal grant described in this report, and further authorizes the Mayor to submit a letter in support of the project to Iowa Economic Development.

Passed and approved this 4th day of April, 2022.

Brian Hatch, Mayor

Attest:

Tricia Kincaid, City Clerk



April 4, 2022

Iowa Economic Development Authority

1963 Bell Avenue

Des Moines, Iowa 50315

Re: Community Catalyst Building Remediation Grant Application for 205 E Main Street

The City of Knoxville fully supports application to the Iowa Economic Development Authority for a Community Catalyst Building Remediation Program Grant. We further state that representatives of City Council, local building and fire code officials who may be responsible for inspection of the properties have reviewed this project proposal.

We further agree that all historically significant properties submitted for consideration in this application will comply with the Secretary of Interior's Standards for historic rehabilitation.

City Council has further approved a \$100,000 matching reimbursement grant in support of the project.

Sincerely:

Mayor Brian Hatch

Date

Applicable Sub-recipient

Date

Council Letter
City of Knoxville
April 4, 2022

Agenda Item: Municipal Economic Development Grant for 205 E Main Street

Background: The City of Knoxville has been working closely with Iowa Economic Development on Downtown Revitalization Strategies over the past year. As part of that process, the staff have been working to apply for as many as three IEDA building rehabilitation grants in 2022; these are a Downtown Housing Grant (in progress), a Community Catalyst Building Remediation Grant (the subject of this report); and possibly, a CDBG grant using American Recovery Act funding.

City staff were approached by the owners of 205 Main Street E, an abandoned building located on Court House Square, who are seeking financial support to fully rehabilitate the building, convert the second floor into two apartments, and to renovate and return the main floor to commercial use. The owners of the building, Scott Ziller and Mindi Sudman, also own *One Eleven Main*, and intend to undertake a similar renovation to 205 E Main.

City staff identified the Community Catalyst Building Remediation Grant as the most likely source of financial assistance from IEDA. Working with the owners, City staff submitted a preliminary application for the grant in January 2022, and have been invited to submit the final application which is due on April 15, 2022.

As part of our consultations with IEDA it was suggested that a significant municipal contribution to the project would greatly increase the application's likelihood of success in the competition. The Catalyst Grant would provide \$100,000 in State financial assistance to the project. A matching municipal contribution of \$100,000 is viewed as presenting a strongly competitive application.

The estimated project cost is in excess of \$400,000; so, the total State and Federal invested on the project would be slightly less than 50%.

Policy Question: Should City Council approve the proposed \$100,000 matching grant for the City's Community Catalyst Building Remediation Grant Application for 205 E Main Street and the associated Council Resolution?

Budget Impact: In the FY 2023 budget, City Council approved \$300,000 in support of such IEDA-related grant applications for Downtown buildings. Another \$200,000 would remain in the FY 2023 budget for similar applications previously discussed if the current request is approved.

Recommendations: Staff recommends that Council endorse the City-sponsored Community Catalyst Application, which involves a \$100,000 matching municipal grant for the project. Staff also recommends that Council approve the accompanying Resolution and letter of support for the project to be signed by Mayor Hatch.

Supporting Documents: Resolution, Photos etc.

National Library Week 2022

Proclamation

WHEREAS, libraries are accessible and inclusive places that foster a sense of connection and build community;

WHEREAS, libraries connect people to technology, providing access to broadband internet, computers, and training that are critical for accessing education and employment opportunities;

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs, and classes – in addition to books;

WHEREAS, today's libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources;

WHEREAS, in times of crisis, libraries and library professionals play an invaluable role in supporting their communities both in person and virtually;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, to adapt to our changing world, libraries are expanding their resources and continuing to meet the needs of their patrons;

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I, Brian Hatch, Mayor of the City of Knoxville, proclaim National Library Week, April 3-9, 2022. During this week, I encourage all residents to connect with their library by visiting online or in person to access resources and services.