

# COUNCIL MINUTES

## November 6, 2023

The City Council of Knoxville, Iowa, convened in regular session on Monday, November 6, 2023, at 6:15 p.m. at the Knoxville Municipal Building Council Chambers. Mayor Hatch presided, and the following Council Members were present: Megan Day, John Gotta, Dylan Morse, Dawn Rankin, and Jyl DeJong. Staff present were City Manager Heather Ussery, City Clerk Jodie Wyman, Fire Chief Cal Wyman, Police Chief Aaron Fuller, and Economic Development Director Glenn Lyons.

Motion by Gotta, seconded by Rankin to approve consent agenda; all ayes.

1. Approve City Council Minutes from October 16, 2023
2. Accept Library Board of Trustees Meeting Minutes from October 17, 2023
3. Approve Resolution Approving Tax Abatement Application for Construction of a New Single-Family Dwelling at 610 W Robinson
4. Approve Appointment of Geoff Wheelock to the Board of Adjustment
5. Approve Appointment of Deborah Tupper to the Board of Adjustment
6. Approve Appointment of Jerry Jones to the Board of Adjustment
7. Approve the Revised Investment Policy
8. Approve Municipal Debt Policy

Mayor Hatch announced now was the time and place for a public hearing to designate portions of the downtown as a blighted area. The hearing was opened at 6:17 p.m., and the filing of an affidavit of publication was on October 27, 2023. There were no written or oral comments or objections. Motion by Morse, seconded by DeJong, to close the hearing at 6:20 p.m.; all ayes.

Motion by Day, seconded by Rankin, to approve a resolution declaring portions of downtown to be a blighted area. The motion passed all ayes.

Mayor Hatch announced now was the time and place for a public hearing to endorse the proposed CDBG-DTR grant application. The hearing was opened at 6:21 p.m., and the filing of an affidavit of publication was on October 27, 2023. There were no written or oral comments or objections. Motion by Day, seconded by DeJong, to close the hearing at 6:38 p.m.; all ayes.

Motion by Morse, seconded by Gotta, to approve a resolution to authorize submission of Knoxville CDBG Downtown Façade Grant Application. The motion passed all ayes.

Motion by Day, seconded by Morse, to approve a resolution approving the 2023 Community and Housing Needs Assessment. The motion passed all ayes.

Motion by Morse, seconded by Rankin, to approve the second consideration to adopt an ordinance amending the Code of Ordinances of the City of Knoxville, Iowa, by amending the section pertaining to inspection fees. The motion passed all ayes.

Motion by Morse, seconded by Rankin, to approve a resolution approving termination of the agreement between the City of Knoxville, Marion County, Iowa, and the Marion County Fair Board Agreement. The motion passed all ayes.

Motion by Day, seconded by Gotta, to approve the Class E Retail Alcohol License for Casey's General Store #3217; all ayes.

Motion by Day, seconded by Morse, to approve payment of claims, all ayes.

571 POLSON DEVELOPMENTS	CED WAGES-OCTOBER	6,666.67
911 CUSTOM	VEST-NEW OFFICER J. BABCOCK	985.00
AFLAC	AFLAC-DIS/POST	207.58
AIRGAS USA, LLC	EMS CYLINDER RENTAL	593.19

ALEXIS FIRE EQUIPMENT	TFT RELIEF VALVE 300PSI	413.33
ALLIANT ENERGY	308 S 3RD ST 1/2 PAYMENT	1,429.17
AMERICAN RED CROSS	CPR TRAINING-REC STAFF MEMBERS	252.00
AT&T MOBILITY	CELL PHONE SERVICE	1,294.16
BAKER & TAYLOR	36 BOOKS	1,133.54
BASSETT EXCAVATING, INC	REPLACE CASTING	500.00
BLACK OAK PUMPING	SLUDGE APPLICATION	15,150.00
BOUND TREE MEDICAL LLC	EMS SUPPLIES	840.27
BROWN'S SANITATION	SWIMMING POOL	731.00
CANON FINANCIAL SERVICES INC.	2 COPIER CONTRACTS	543.46
CEMIFY	DIGITIZING CEMETERY RECORDS	10,725.00
CENTER POINT LARGE PRINT	24 PLATINUM MYSTERY SERIES	726.30
CENTRAL IOWA DISTRIBUTING INC	CLEANING SUPPLIES	464.00
CIEMSD	REGISTRATION- BRANDON GLENN	300.00
CITY OF KNOXVILLE	SLF FND BEN-F	8,250.00
CIVICPLUS	ANNUAL RENEWAL FEE-WEB SERVICE	8,759.18
CLARK EQUIPMENT CO	S76 BOBCAT SKIDLOADER	34,570.22
COLLECTION SERVICES CENTER	CHILD SUPPORT	1,430.60
CONNIE GOFF	FOUNDATION DRAIN DISCONNECT	274.19
CORE AND MAIN LP	CHEMICALS FOR LAB TESTS	72.10
CRAIG CLARK CONSTRUCTION INC	505 SQ FT-REPLACE N DEPOT ST	6,460.00
CUSHMAN EXCAVATION	PAY APP NO. 2	17,250.00
DELTA DENTAL OF IOWA	DELTA DENTAL	528.74
DORSEY & WHITNEY LLP	TIF AGMT CONSULTING	3,160.50
ECONO SIGNS LLC	30-SIGN POSTS	4,284.70
ELITE DANCE BY NICOLE	REFUND FOR OVERPAYMENT	25,077.47
ELLIOTT EQUIPMENT COMPANY	14'X38' HOSE	935.88
EMPLOYEE BENEFIT SYSTEMS	HEALTH INSURANCE PREMIUMS	58,475.93
FIRE RECOVERY EMS	SEPTEMBER EMS BILLING	3,045.00
FIRE SERVICE TRAINING BUREAU	TESTING FEES	100.00
GABE FLYNN PUBLISHERS'	26 BOOKS @ \$5.00	130.00
GALLS INC	COAT & ITEMS FOR CSO-CSO GRANT	568.10
GISL SPELLMAN & MCDEVITT	SWIM LEAGUE DUES-KNOXVILLE IA	60.00
GLOBAL PAYMENTS	NOVEMBER RENTAL INSPECTION FEE	108.50
GRAINGER PARTS	PIPE REPLACEMENT-LOWER LEVEL	135.16
GREGGORY USSERY	BOOT REIMBURSEMENT	96.56
GRUNDY COUNTY SHERIFF'S OFFICE	PAPER SERVICE-YELLOW BRICK RD	48.84
GWORKS	W2 ENVELOPES	280.53
HEATHER LIBBY	ILA TRAINING & CONFERENCE	585.97
HENDERSON PRODUCTS INC	INSTALL WATER TANK-TRUCK #26	26,916.16
HOLLY SHELFORD	ILA TRAINING & CONFERENCE	580.42
IA PUBLIC EMPLOYEES' RETIREMENT	IPERS - REGULAR	35,941.54
ICE CUBE PRESS	1 BOOK	16.67
IMFOA	2023-2024 MEMBERSHIP DUES	50.00
INTERNATIONAL INSTITUTE OF	ANNUAL MEMBERSHIP	185.00
IOWA LAW ENFORCEMENT ACADEMY	NICHOL-FTO TRAINING	380.00

IOWA MEDICAID ENTERPRISE	GEMT PAYMENT	3,795.02
IOWA MUNICIPALITIES WORKERS'	WORKER'S COMP PREMIUMS	5,884.00
IOWA PARK & RECREATION ASSOC	CERTIFIED POOL OPERATOR-JOSH	360.00
IRS WITHHOLDING PAYMENTS	FED/FICA TAX	30,821.50
JB'S TREE SERVICE LLC	VETERANS PARK TREE REMOVAL	2,700.00
JETCO, INC	TROUBLESHOOT WIRING ISSUES	1,893.75
JNB VILLAS AT FOX POINTE, LP	PRINCIPAL TIF PAYMENT	18,840.03
JOEL KIMPSTON-BURKGREN	OFFICER CLOTHING ALLOWANCE	166.91
KADETH, INC	INSTALL WATCHGAURD SERVER	3,595.25
KNOXVILLE FIRE & RESCUE ASSC	FIRE DUES	60.00
KNOXVILLE HOSPITAL & CLINICS	SEPTEMBER MEDICATIONS	131.97
KNOXVILLE WATER WORKS	NOV 2023-COLLECTION EXPENSE	4,166.67
LIND ELECTRONICS LLC	5 POWER CONVERTERS	816.00
LISCO	CITY HALL-INTERNET	2,656.29
MARION COUNTY EMERGENCY MGMT	ID BADGE-SCHRADER	5.00
MARION COUNTY EXPRESS	10/2 MEETING MINUTES	1,267.21
MARION COUNTY SHERIFF	23/24 DISPATCH SERVICES	117,373.07
MARTIN MARIETTA	56.34 TON ROAD STONE	957.78
MASSMUTUAL	HARTFORD	1,223.26
MATTINGLY MUSIC & BOOKS	FLUTE & CASE REPAIR	65.00
MICHAEL FREDERICK	2 BOOKS	50.00
MIDAMERICAN ENERGY COMPANY	0 STREET LIGHTING 44%	10,290.28
MID-IOWA PLANNING ALLIANCE	CBDG ADMIN SERVICES	4,845.13
MIDWEST ALARM SERVICES	ALARM-TERMINAL BUILDING	574.80
MIDWEST OFFICE TECHNOLOGY INC	PD COPIER USAGE	594.42
MISSION SQUARE	ICMA	486.56
MOTOR PARTS & EQUIPMENT CORP.	LIFT SUPPORT-UNIVERSAL GAS	132.36
MUNICIPAL EMERGENCY SERVICES	BATTERY POWERED PPV FAN	5,304.13
MUNICIPAL FIRE & POLICE	MFPRSI	25,142.27
NATIONAL EVERYTHING WHOLESALE	2 SOAP DISPENSERS	174.00
NORRIS ASPHALT PAVING INC	6.36 TON COLD PATCH	1,049.40
O'REILLY AUTOMOTIVE INC	WIPER BLADES	83.48
OVERDRIVE, INC	28 EBOOKS	525.29
PELLA RENTAL & SALES INC	SPREADER RENTAL	60.00
PITNEY BOWES BANK INC	POSTAGE METER REFILL-AIRPORT	3,493.19
PROFESSIONAL RESCUE	VICTIM RESCUE HARNESS	150.00
QUILL CORPORATION	COPY PAPER	140.92
RACEWAY TIRE & EXHAUST	REPAIRS PD VEHICLE #31	600.00
RAMAEKER ENTERPRISES INC	54 BANNERS FOR CITY SQUARE	4,229.89
RAMAEKER PROPERTIES	FACADE GRANT REIMBURSEMENT	6,480.00
RELIANCE STANDARD	LIFE INSURANCE	1,055.31
ROMAR	AIR FILTER	92.74
SANDRY FIRE SUPPLY	SCBA415A-6000 REPAIR	328.93
SCI COMMUNICATIONS INC	KEY CARDS-DOOR ACCESS	760.67
SHANNON PROCTOR	ILA TRAINING & CONFERENCE	270.84
SNYDER & ASSOCIATES INC	LIFT STATION & RETROFIT PLANS	31,568.98

STANLEY'S SERVICE	938 SERVICE & REPAIRS	1,565.95
STORM TRAINING GROUP	TRAINING-LT. HOW	299.00
STRYKER SALES CORPORATION	COT BATTERIES	1,465.41
STUYVESANT, STRONG, KRAPFL	MONTHLY RETAINER	2,000.00
THE LIBRARY CORPORATION	SCANNER & PRINTER SUPPORT	106.00
THERESE AUGUSTIN	4TH QTR INS REIMBURSEMENT	1,040.82
TOTAL ADMINISTRATIVE SERVICES	FLEX- MEDICAL	4,361.56
TREASURER STATE OF IOWA	STATE TAXES	10,122.35
TRENTON BACUS	CHAIN SAW REPAIR	257.73
UMB BANK NA	PAYING AGENT FEES GO 2016A	250.00
UP 'N' STITCHZ	CITY LOGO EMBROIDERY	7.50
US CELLULAR	HOTSPOTS FOR RENT	63.47
USA TODAY	NEWSPAPER SUBSCRIPTION	399.13
UTILITY EQUIPMENT CO	1040 TYPE 2 EJ BEEHIVE GRATE	200.00
VAN MAANEN TECHNOLOGY	CAMERAS-VETERANS PARK	1,533.00
VAN WALL EQUIPMENT	RANGER REPAIR	1,427.70
VEENSTRA & KIMM INC	SEPTEMBER 2023 FEES	4,630.50
WALMART COMMUNITY	PARADE & HALLOWEEN CANDY	264.34
WALNUT HILL DESIGN	PATCHES FOR OFFICER UNIFORMS	215.40
WEX BANK	FIRE FUEL	11,615.47
WITMER PUBLIC SAFETY GROUP	EQUIPMENT LABELS	207.92
XEROX CORPORATION	COPIER LEASE & OVERAGE	159.06

Mayor Hatch: The election is tomorrow. Please get out and vote. The polling places are listed online. We will lose a council member but hopefully gain her as a school board member. Thank you to those council members who re-ran for their council seats.

City Manager Ussery: Origin Homes plans to close on the five lots in the VA District next week. As part of the process of selling these lots, the city must have a public hearing with the purpose of disposing of land by sale. To ensure that we do not delay the closing of these lots, we will need to have a special meeting on Wednesday, November 8, to set the Public Hearing date and time. Then, we will have another special meeting on Wednesday, November 15, to hold the Public Hearing and approve the disposal of the land by sale to Origin Homes. Main Street will be closing this week for a private sewer repair. The Veteran's Park is officially complete and open to the public. The splash pad has been winterized. Living Windows is scheduled for November 16<sup>th</sup> and the entire square will be closed to traffic starting in the afternoon for the event. In preparation, the streets department will set up the Christmas Tree next week.

Fire Chief Wyman: The asbestos report for the property at 314 W Robinson has been received. There was only a tiny amount of asbestos found, which will cost approximately \$1,900 to abate before the fire department's training burn this winter.

Police Chief Fuller: Cross Mental Health Co-Responder Program has contacted the Knoxville Police Department regarding the potential for funding a position to be paired with a mental health professional. Additional information will be presented to Council on November 20, along with an agreement to join the program.

City Clerk, Jodie Wyman: The financial audit is complete for FY23 and available on the City's Website. Items to highlight: FY22 had 18 findings, while FY23 had only 6. Of those 6, 4 have already been addressed. The budget process is underway for staff. There are a few changes that

allow for a later deadline this year, so budget presentations will begin with the January meeting and follow the same format as last year.

Motion by Rankin, seconded by Morse, to adjourn at 7:22 p.m.; all ayes.

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Brian Hatch, Mayor

ATTEST:

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Jodie Wyman, City Clerk