



MARION COUNTY encourages all citizens of the county to attend Board of Supervisors' meetings. Board of Supervisors' chambers are handicapped accessible and county staff members are available to provide assistance. If you are hearing impaired, vision impaired, or a person with limited English proficiency and require an interpreter or reader, please contact us by noon on the business day prior to scheduled meetings to arrange for assistance (641 828-2231). TTY telephone service is available for the hearing impaired through Relay Iowa (800-735-2942).

For questions about ADA compliance or related issues, contact Marion County Facilities Director Chris Nesteby (641-828-2244 or 641-891-5922).



**The following information is available for participating in the meeting electronically.**

**If you wish to participate see instruction below:**

- All participants will be muted upon entering the meeting
- Participants are asked to use the chat feature to let the meeting controller know that they would like to address the Board, either during the open comments segment or if attending the meeting to address the Board for a specific agenda item.

Marion County Supervisors is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/89854092771?pwd=NciOjAXQSFkdWzvlxb2GWweJGLj8Gh.1>

Meeting ID: 898 5409 2771

Passcode: 805414



# **MARION COUNTY BOARD OF SUPERVISORS REGULAR AGENDA**

**3014 E Main St, Knoxville, Iowa**

**March 25, 2025, 9:00 A.M.**



I. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND  
ROLL CALL

Steve McCombs\_\_\_\_\_

Kisha Jahner\_\_\_\_\_

Jim Mueller\_\_\_\_\_



## II. AGENDA

1. March 25, 2025 - Regular Session Agenda



# III. COMMUNICATION



## IV. PUBLIC COMMENTS:

This is the portion of our agenda during which we hear any public comment about any item NOT on the agenda below. If you are here to be heard on an agenda item, please wait for that item's discussion portion of the agenda to make your comment about the item. Thank you.



## V. CONSENT AGENDA:

All items listed under the consent agenda will be enacted by one motion.

1. Marion County Claims through 3/25/2025
2. Marion County Board of Supervisor Regular Minutes: 3/11/2025
3. Marion County 3/4/2025 Knoxville School Special Election Canvass Minutes: 3/11/2025
4. Marion County Employee Salary Adjustments. Complete list available in the Human Resource Office.
5. Marion County Conservation Board Warrants #258340 - #258383 through 3/18/2025.



## VI. BUSINESS – Discussion and/or Action:

### 1. Site Plan -

Animal Health Center 1480 Newbold Dr. Knoxville, IA  
Parcel 05811-015-00



# Knoxville Animal Health Center Knoxville, Marion County, Iowa - January 2025 -

**OWNER**

Knoxville Animal Health Center  
Clint Hodson, D.V.M.

(641) 569-3394  
clintonhodson@gmail.com

605 W Pleasant Street  
Knoxville, Iowa 50225

**ENGINEER**

Hall Engineering Company  
Nancy Buss, P.E.

(641) 437-4477  
nbuss@hall-engineering.us

PO Box 825  
Centerville, Iowa 52544



Knoxville  
Marion County, Iowa

**INDEX OF SHEETS**

Title	Sheet Number(s)
Existing Site Details	1
Proposed Site Plan	2
Erosion Control Plan	3
Erosion Control Plan Notes	4
FEMA Floodplain Map	5



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Nancy J. Buss  
Nancy J. Buss, P.E. (IL 2025 0855 CST)  
Nancy J. Buss License number 18186 Date  
My license renewal date is December 31, 2026

Pages or sheets covered by this seal:  
Sheets 1-5





3/4/2025 8:00:13 AM  
 Q:\2450 Knoxville Animal Health Center\2450  
 Knoxville Proposed Site Layout

**Legal Description:**

Parcel H located in the Northeast Quarter of the Southeast Quarter of Section 17, Township 75 North, Range 19 West of the Fifth Principal Meridian, Marion County, Iowa, more particularly described as follows:

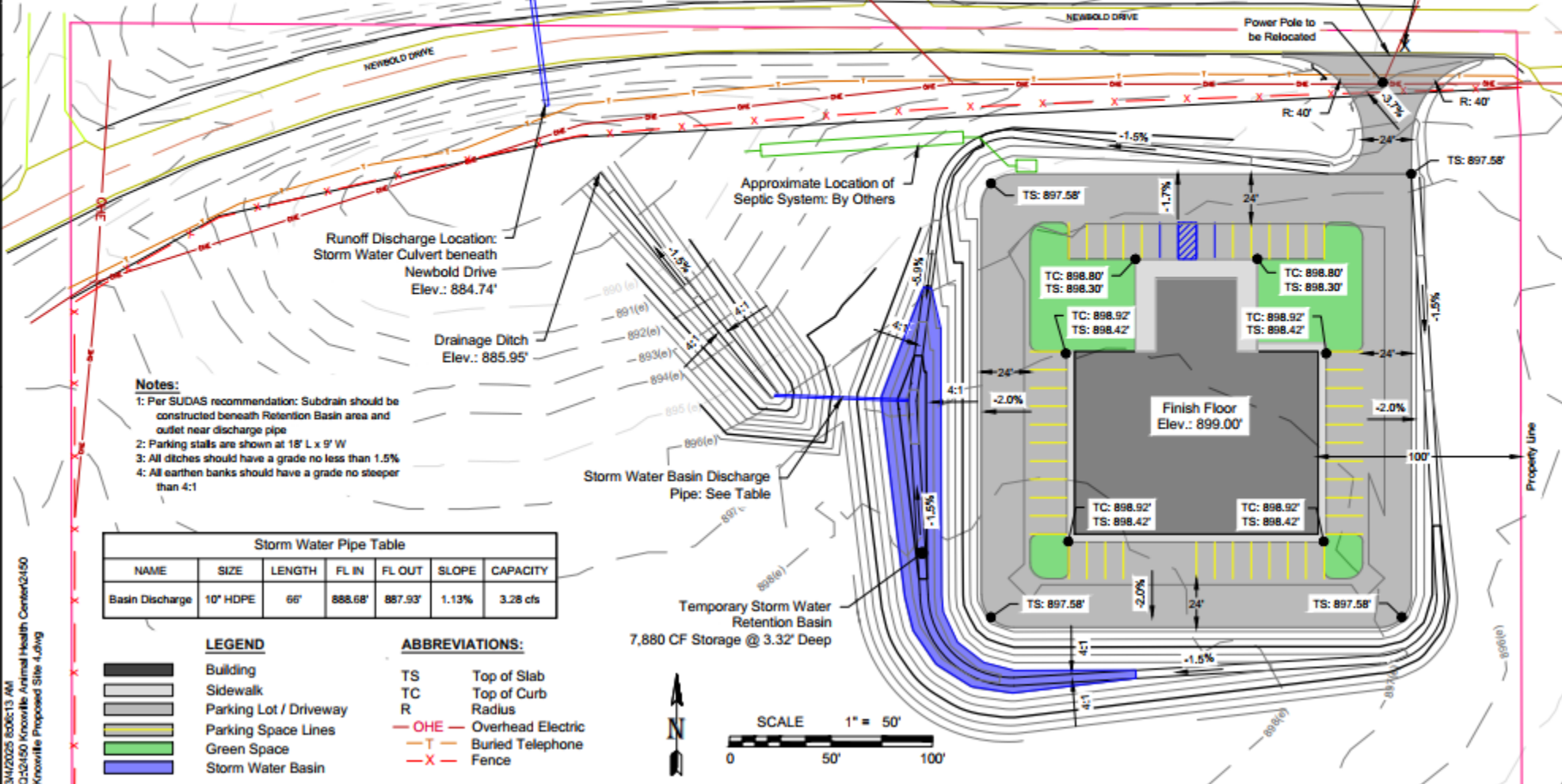
Beginning at a found Concrete Monument at the Northwest Corner of the Northeast Quarter of the Southeast Quarter of Section 17, Township 75 North, Range 19 West of the Fifth Principal Meridian, Marion County, Iowa and proceeding thence South 89°39'25" East along the North line of the Northeast Quarter of the Southeast Quarter of said Section 17, a distance of 713.34 feet, to a found iron pin at the Northwest Corner of Parcel B as described by Warranty Deed Joint Tenancy recorded in Book 2022, Page 4732 in the Office of the Marion County Recorder;

thence South 01°58'30" East along the West line of said Parcel B, a distance of 50.09', to a found iron pin at a common corner therewith;

thence South 00°07'46" East, a distance of 682.64 feet, to a set iron pin;

thence North 89°39'25" West, a distance of 714.95 feet, to a set iron pin on the West line of the Northeast Quarter of the Southeast Quarter of said Section 17;

thence North 00°07'46" West along said West Line, a distance of 732.88 feet, to the Point of Beginning, said Parcel containing 12.02 acres, more or less, 0.93 acres of which is Marion County Road right-of-way, and all being subject to easements of record.



- Notes:**
- 1: Per SUDAS recommendation: Subdrain should be constructed beneath Retention Basin area and outlet near discharge pipe
  - 2: Parking stalls are shown at 18' L x 9' W
  - 3: All ditches should have a grade no less than 1.5%
  - 4: All earthen banks should have a grade no steeper than 4:1

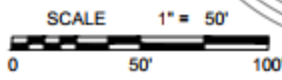
NAME	SIZE	LENGTH	FL IN	FL OUT	SLOPE	CAPACITY
Basin Discharge	10" HDPE	66'	888.68'	887.93'	1.13%	3.28 cfs

**LEGEND**

- Building
- Sidewalk
- Parking Lot / Driveway
- Parking Space Lines
- Green Space
- Storm Water Basin

**ABBREVIATIONS:**

- TS Top of Slab
- TC Top of Curb
- R Radius
- OHE- Overhead Electric
- T- Buried Telephone
- X- Fence



**HALL ENGINEERING COMPANY**  
 Consulting Engineers

**Knoxville, Iowa**

Project: Knoxville Animal Health Center  
 Drawing: 2450  
 Title: Proposed Site Plan

Scale: 1" = 50'

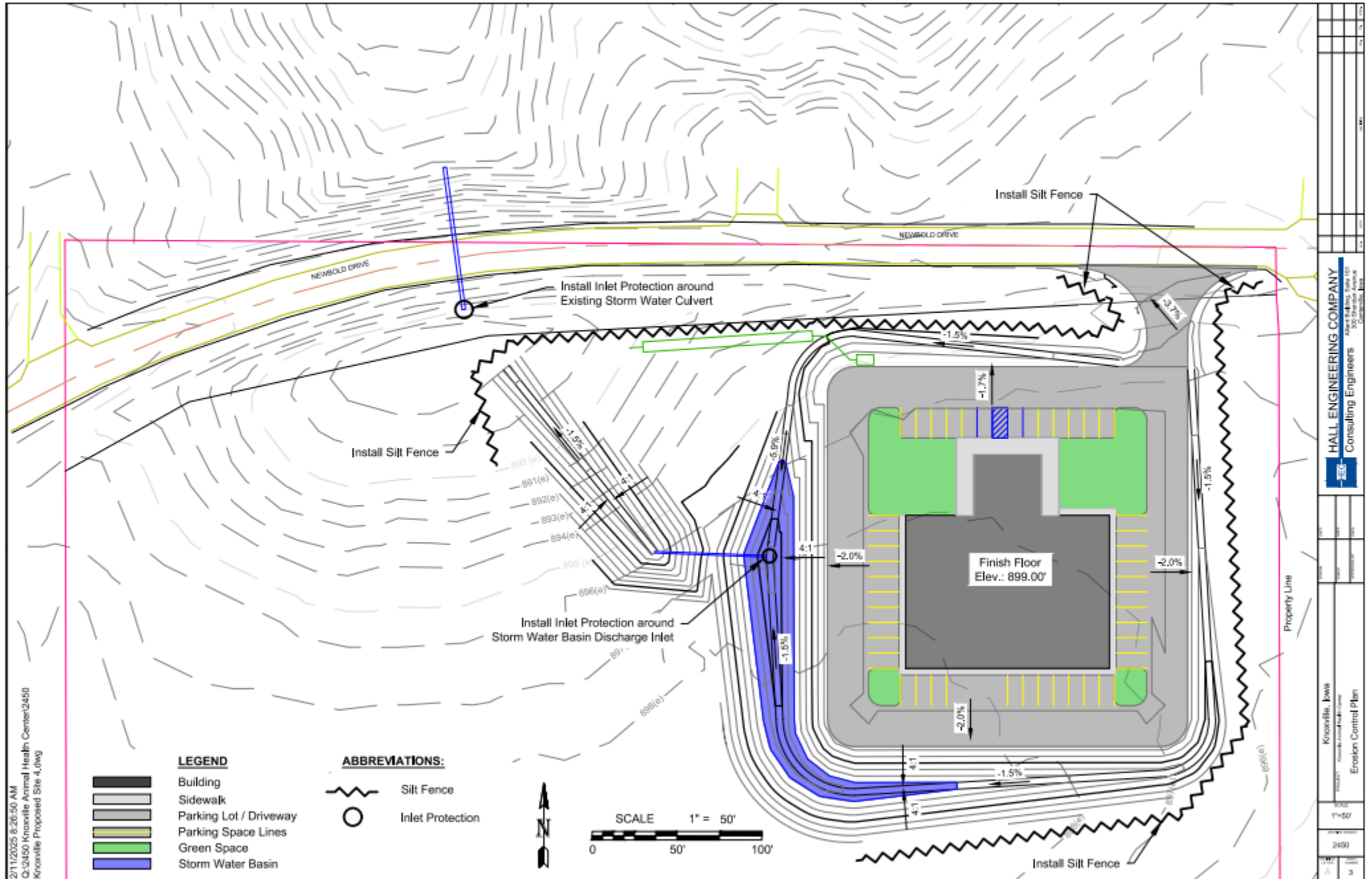
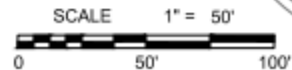
Sheet: 2



2/11/2025 8:26:50 AM  
 Q:2450 Knoxville Animal Health Center/2450  
 Knoxville Proposed Site 4.dwg

- LEGEND**
-  Building
  -  Sidewalk
  -  Parking Lot / Driveway
  -  Parking Space Lines
  -  Green Space
  -  Storm Water Basin

- ABBREVIATIONS:**
-  Silt Fence
  -  Inlet Protection



HALL ENGINEERING COMPANY  
 Consulting Engineers

Knoxville, Iowa  
 PROJECT: Knoxville Animal Health Center  
 Erosion Control Plan  
 SCALE: 1"=50'  
 2450  
 3

## 2. Resolution 2025-29:

Waiver of Subdivision Requirements for Sunset Acres - East 1/2, 36-77-19,  
Marion County, Iowa



**RESOLUTION NO. 2025-29**  
**Waiver of Subdivision Requirements for Sunset Acres East 1/2, 36-77-19,**  
**Marion County, Iowa**

**WHEREAS**, With support of the Marion County Engineer after review of Sunset Acres in accordance with the requirement defined 56.07 Design Standards (2) (M) Consent and Waiver. In subdivisions where a majority of lots are not less than one hundred (100) feet in width, along streets designated for single family use, the Zoning Commission may waive the following requirements, upon recommendation of the County Engineer, at the time of consideration of the preliminary plat.

**WHEREAS**, on **March 18, 2025** the Marion County Zoning Commission approved the Waiver of Design Requirement as required 56.07(2)(M)

- (1) Pavement Surface. In said subdivisions, the Commission may waive the requirement for concrete paving for private streets, in which case the type and strength of street surfacing to be installed shall be noted on the preliminary plat and final plat.
- (2) Curb and Gutter. In said subdivisions and where conditions are such as to discourage street parking, the Commission may waive the requirement for curb and gutter in which case a typical section of the roadside ditches shall be added to the preliminary plat.
- (3) Sidewalks. Where the buildable parcels have frontage on public or private streets not having curb and gutter, the Commission or Zoning Official may waive the requirement for sidewalks.
- (4) Streetlights. In subdivisions not having streets with curb and gutter, the Commission may waive the requirement for streetlights.
- (5) In the event facilities are proposed by the subdivider that do not meet the minimum standards described by this chapter and/or are not in conformance with the Secondary Road Department Subdivision Policy, each lot or tract within said subdivision shall have a consent and waiver approved by the Commission with the preliminary plat and approved by the Board and recorded with the final plat stating that the cost for any improvements to bring the private street up to minimum standards shall be the responsibility of the property owner(s).

**WHEREAS**, the requirements of 56.07(2)(M)(5) requires approval by of the Marion County Board of Supervisors and recorded with the final plat stating that the cost for any improvements to bring the private street up to minimum standards shall be the responsibility of the property owner(s).

**NOW THEREFORE, BE IT RESOLVED**, the Marion County Board of Supervisors approve the Consent and Waiver for Marion County Subdivision Ordinance requirements for Sunset Acres. The approval of this waiver shall define the infrastructure as private maintained and completion of the subdivision shall not compel the County to maintain any portion of the infrastructure.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025

Moved \_\_\_\_\_

2nd \_\_\_\_\_

Ayes



### 3. Preliminary Plat Review –

Sunset Acres, East ½, 36-77-19, Marion County, Iowa





SUBJECT PARCEL MAP



4. Lease Agreement: 3014 E Main St. Knoxville, IA

State of Iowa, Iowa Department of Administrative Services on behalf of and  
for the benefit of: Iowa Department of Corrections, Fifth District  
7.1.2025 – 6.30.2028



## STATE OF IOWA LEASE AGREEMENT

**SECTION 1. PARTIES:** THIS LEASE IS EXECUTED BY and between **Marion County Board of Supervisors** (Landlord), whose address for the purpose of this Lease is 214 E. Main Street, Knoxville, Iowa 50138 and the **Iowa Department of Administrative Services** on behalf of and for the benefit of the **Iowa Department of Corrections, Fifth Judicial District** (Tenant), whose address for the purpose of this Lease is 109 SE 13<sup>th</sup> Street, Des Moines, Iowa 50319.

### **SECTION 2. LEASED PREMISES:**

**2.1** Landlord leases to Tenant the following described property: Approximately, **2,146** Square Feet, which consists of 680 square feet office space and 1,466 square feet of common area (Rentable Area or Leasable Space) of office space located at 3014 East Main Street, Knoxville, Iowa 50138 (Leased Premises).

**SECTION 3. TERM OF LEASE:** It is understood and agreed that the Lease shall commence on July 1, 2025 and shall end June 30, 2028, both days inclusive.

**3.1** Landlord grants Tenant the first right of offer to lease the Leased Premises should Landlord offer the Leased Premises for rent during the last year of the lease term. Tenant shall have sixty (60) days after receiving written notice of intent to lease the Leased Premises within which to exercise this right.

**SECTION 4. USE OF LEASED PREMISES:** It is understood and agreed that Tenant contemplates using the Leased Premises for the purposes of general office use.

**SECTION 5. ASSIGNMENT AND SUBLETTING:** Tenant shall have the right, with written approval of Landlord, to assign or sublet the Leased Premises or any part thereof during the term of this Lease or renewal or extension thereof, such approval not to be unreasonably withheld.

**SECTION 6. RENTAL:** Tenant agrees to pay to Landlord the following for the Leased Premises:  
**6.1 Rental Rate.** For the lease term of July 1, 2025 through June 30, 2028, Tenant shall pay for the use and occupancy of the Premises at a rental sum (Rental Rate) of **\$18,000.00** per year, or approximately, **\$8.39** per sq. ft., payable, in equal monthly installments in the amount of **\$1,500.00**, in arrears. The first rent payment is due on the first (1<sup>st</sup>) day of August, 2025 and the same amount on or before the first (1st) day of each month thereafter during the term of this Lease. The last month's rent is due and payable on the first (1st) day of the month immediately following the last month of the Lease.



## 5. Marion County Development Director Position



## 6. FY26 Marion County Proposed Budget

– Set Public Hearing Date 4.22.2025



## 7. Board of Supervisor Updates



## VII. BOARD OF SUPERVISOR ADJOURNMENT

