

The Board of Public Works and Safety met in regular session at the Knox City Hall on Wednesday, January 24, 2018 at 9:30 AM CST with the following members present: Mayor, Dennis Estok; Clerk-Treasurer, Jeff Houston; Boardmembers, Steve Dodge, Jim Collins and City Attorney, Leslie Baker.

RE: APPROVAL OF MINUTES

Minutes of the previous meeting were mailed to the Boardmembers prior to the meeting for their review. Steve Dodge made a motion, seconded by Jim Collins to approve the minutes as presented. Motion passed with Three (3) ayes and No (0) nays.

RE: APPROVAL OF NEW EMPLOYEE HANDBOOK

Copies of the new employee handbook were discussed at a joint work session between the Board of Works and City Council. Steve Dodge made a motion seconded by Jim Collins to approve the new employee handbook with the corrections made at the joint session along with any typo's. Motion passed with Three (3) ayes and No (0) nays.

RE: UTILITY WRITE-OFFS

Clerk-Treasurer Houston presented a list of utility write offs for the year 2017. These bills were either uncollectable or too small to file liens on.

WRITE-OFFS
JANUARY 2018

ACCT NO	NAME	BALANCE
3032000	Arndt	100.09
5150012	Bailey	47.75
5145007	Beerwart	22.75
8037008	Bergeron	19.08
1140003	Brettin	1.92
6255000	Bridegroom	33.05
7083001	Cooke	98.50
5129012	Creech	119.86
2176001	Crittendon	.63
6189000	Collahan	8.32
1138000	Fisher	23.51
9209000	Forney	7.20
3194006	Hamby	31.75
9282000	Howard	15.15
5113010	Jordan	2.02
1121001	King	45.94
3168000	Landrum	12.50
9049009	Marsh	48.82
5074000	McCarty	224.85
3147004	Meeks	39.59
9124006	Patrick	31.56
2131003	Pierce	7.79
10005000	Rowe	18.61
7154008	Salyers	1.10
7145007	Scott	2.10
5067114	Shiel	31.89
8178004	St Germain	13.59
10042000	Tesar	9.22
1016009	Vanna	39.03
6002001	Whitfield	2.74
5071001	Eilcoxin	.30
TOTAL WRITE OFFS		1,061.11

Steve Dodge made a motion, seconded by Jim Collins to approve the 2017 write offs as presented. Motion passed with Three (3) ayes and No (0) nays.

RE: 6 N PEARL - UPDATE

Kenny Pfoist said work has significantly slowed down. The owner is dealing with medical issues for a relative. Some demo work has been done inside, a tarp is covering the back of the building.

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Work is supposed to be completed by May 22nd. It was noted that the City warned the new owner that the building probably needed to be demolished. Steve Dodge made a motion seconded by Jim Collins to require the owner to attend the February Board of Works meeting to give an update on her progress. Motion passed with Three (3) ayes and No (0) nays.

RE: 1 & 3 N MAIN – UPDATE

Kenny Pfof reported that the owner has replaced some broken glass. He also insulated and put OSB up. It is not completed. The sign is also still up. The owner estimated it would take \$1,200.00 to remove the sign.

RE: SUPERVISORS REPORTS

MVH Superintendent, Jeff Borg reported that 5 out of 6 major projects that needed to be addressed in 2017 have been completed. Projects completed were: New street signs installed; brush was piled and pushed up at the City dump; new curb and gutter project for Water Street has been addressed; the City purchased a new F-550 cab and chassis and will be upfitted this year; and the 12 foot extension on the salt barn has been completed.

Loaded out and hauled 109 dump truck loads of grass and leaves, and 321 loads of brush for the year, not including vacuumed leaves.

Filled out yearly report for our State registered composting facility with IDEM. The quantities were: 177 tons of vacuumed leaves, 82 tons of grass and leaves, 289 tons of brush.

Wastewater Superintendent, Kelly Clemons gave a report on activities for 2017. It will be on file in the Clerk-Treasurer's office. Superintendent Clemons reported that the USDA allotted money for a loan but no grant. The City could apply for an OCRA Grant.

Mayor Estok gave information to John Julien of Umbaugh to help evaluate the next step in the process. A USDA Grant and OCRA Grant were expected to cover about 25% of the cost.

She noted that the pre-treatment exhaust fan unit is down. The department is working with Territorial Engineering on the storm water separation project for the alley between Main and Shield downtown.

Water Superintendent, Todd Gardner, said he is looking into replacing some older two inch positive displacement meters. These do not register unless the flow reaches about 2 ½ gallons a minute. These kinds of meters are used at multiple unit complexes.

He added that capturing lost revenue is critical if the department wants to apply for project grants. Educating owners would be a critical step because bills would go up as meters capture water used down to 1/8 of a gallon. Each meter would cost about \$2,000.00. He would like to replace 20 to 30 over a 10 year period.

Superintendent Gardner is looking into purchase of a new truck. He went to Merrillville. It would take two to three months to take possession.

Police Chief, Harold Smith said the 2011 Dodge Charger was hit and is being repaired. New computers have arrived. Bob Barkus and Rhonda Milner are setting them up. Then we will then be tied into the County.

Mayor Estok said a special BOW's meeting will be held February 5th at 9:00 AM CST for the demolition bids for 202 N Pearl.

There being no further business to come before the board at this time, the meeting upon motion was duly adjourned.

Dennis Estok, Mayor

Attest:

Jeffery J. Houston, Clerk-Treasurer