The Common Council of the City of Knox met in regular session Tuesday December 26, 2018 in the Knox City Hall at 7:00 PM CST with the following members present: Mayor, Dennis Estok; Clerk-Treasurer, Jeff Houston; Councilmembers, Ron Parker, Bertha Blue, Don Kring, Jeff Berg and William Gustafson. City Attorney Leslie Baker was absent.

RE: AMENDMENT TO AGENDA

Jeff Berg made a motion to add the Starke County Economic Development Foundation Memorandum of Agreement to the agenda. Motion was seconded by Don Kring and passed with Five (5) ayes and No (0) nays.

RE: APPROVAL OF MINUTES

Minutes of the previous meeting were mailed to the Councilmembers prior to the meeting for their review. Bertha Blue made a motion seconded by William Gustafson to approve the minutes as presented.

RE: STARKE COUNTY ECONOMIC DEVELOPMENT FOUNDATION MEMORANDUM OF AGREEMENT

Councilmembers were furnished with a new proposed Memorandum of Agreement between the City of Knox and the SCEDF. The agreement outlines services the foundation will provide for the City such as grant writing. Industrial Park planning and marketing, industry and business retention and expansion and commercial district revitalization and development and consulting. The agreement will run for six months and will be reviewed. For those services the City agrees to pay \$75,000.00 per year. Don Kring made a motion seconded by Ron parker to approve the agreement as presented. Motion passed with Five (5) ayes and No (0) nays.

RE: RECOMMENDATION TO AMEND THE CODE OF ORDINANCES – A&C2 DISTRICTS

Building Commissioner, Kenny Pfost said the Planning Commission voted to amend Ordinance #958, Title III. A-Agriculture District and Title IX. General Commercial District. The recommendation is to add the following Section 3 & 4 to each title:

Any structure used for residential purposes, that is located in an area zoned other than Residential, shall conform to the Residential Districts building standards and setbacks as set forth in the Residential Districts section.

Don Kring made a motion, seconded by Ron Parker to approve the amendment to the ordinance. Motion passed with Five (5) ayes and No (0) nays.

RE: RESOLUTION #979-TRANSFER OF FUNDS

Clerk-Treasurer Houston presented Resolution #979 Transfer of Funds to the council for their approval. Jeff Berg made a motion seconded by Bertha Blue to approve Resolution #979. Motion passed with Five (5) ayes and No (0) nays.

RESOLUTION #979 Transfer Funds December 26, 2018

WHEREAS; the Clerk-Treasurer has advised the Common Council a Transfer of Funds is now required in the General, Motor Vehicle Highway, Park and Recreation, Riverboat, and CEDIT Fund.

BE IT RESOLVED; by the Common Council of the City of Knox that the Clerk-Treasurer is hereby allowed and directed to make the following Transfer of Funds:

GENERAL FUND:

Police Department	969.05 from 101005338-Training/Ammo730.09 to101005124-Special Clothing238.96 to101005441-Radio/Computer
Fire Department	 375.64 from 101006337-Annual Pump Certification .89 to 101006221-Office Supply 374.75 to 101006444-Personal Protective Equip
Plan Commission	178.64 from 101008363-Computer Maintenance147.97 to 101008221-Office Supply30.67 to 101008332-Postage/Travel/Telephone

City Hall

253.85 from 101013340-Repairs/Maintenance 253.85 to 101013339-Custodian

MOTOR VEHICLE HIGHWAY FUND:

MVH

712.45 from 201009339-Snow Removal 480.00 to 201009131-Fica City Share 232.45 to 201009234-Gravel/Sand

PARK AND RECREATION FUND:

PR

393.00 from 216010446-Tables, Fencing127.00 to216010131-Fica216.00 to216010301-Prof. Services50.00 to216010335-Utilities

RIVER BOAT FUND:

RB

366.60 from 245001344-Repair Maintenance 366.60 to 245001339-Events

CEDIT FUND:

CEDIT

17,324.17 from 330001134-INSU City Share 213.77 to 330001330-Engineer Services

16,131.15 to 330001406-Building

Dennis Estok, Mayor

Attest: _

Jeffery J. Houston, Clerk-Treasurer

RE: POLICY AND GUIDELINES FOR ELECTRONIC MESSAGE BOARD

Mayor Estok presented the final draft of the City of Knox Policy and Guidelines for Electronic Message Board to the Council for their consideration.

CITY OF KNOX POLICY AND GUIDELINES FOR ELECTRONIC MESSAGE BOARD

- 1. The time and temperature will be scheduled to play on the message board at all times.
- 2. The City of Knox electronic message board may be used for messages promoting only city or city-sponsored meetings, events, and notices. City sponsored events refer to such events that are substantially supported by the City either financially or with city resources, such as Bluegrass Jam, Prayer Breakfast, Big Band Dance, etc.
- 3. Due to the high volume of City messages, third-party and not-for profit messages will not be accepted unless the event appeals and benefits the citizens of the City of Knox. Those messages will only be allowed at the discretion of the Mayor.
- 4. Promotion of alcohol, tobacco, candidates in any elections, political, factional, sectarian, racist, sexist, bigoted, false, misleading or deceptive viewpoints are prohibited.
- 5. The Mayor may, at times, approve a message to run on the day of a downtown event that appeals and benefits the citizens of the City of Knox.
- 6. Messages spotlighting a local Business of the Month in the City of Knox will be at the Mayor's discretion and at no charge. This message will run the first week of the month in which it is being spotlighted.
- 7. All messages will be at the discretion of the Mayor's Office and may be edited as deemed necessary.
- 8. Messages should be emailed to Peg Travis, Mayor's Office at ptravis@cityofknox.net as far in advance as possible to ensure there is time to be added to the message board. Last minute requests may not be able to be accommodated. When sending a request, please specify the dates that you like each message to run.
- 9. The length of messages should be kept as short as possible.
- 10. The number of days a message is displayed may depend on the number of other messages submitted at any given time and will be at the discretion of the Mayor's Office.
- 11. Messages will expire after the day of the meeting, event, or applicable notice period, unless otherwise requested and approved. If a specific start date is necessary for a message, please include that information when submitting the message to the Mayor's Office.
- 12. The message board is remotely connected to a computer in City Hall; therefore, no new messages will be added after hours or on weekends.

Passed and adopted by the Common Council, of the City of Knox, Starke County, Indiana this 26th day of December 2018.

KNOX CITY COUNCIL:

Ronald Parker, Council President

Donald Kring, Councilmember

Bertha Blue, Councilmember

Jeff Berg, Councilmember

William Gustafson, Councilmember

Approved by the Mayor of the City of Knox this 26th day of December 2018.

Dennis Estok, Mayor

Attest: ______ Jeffrey J. Houston, Clerk-Treasurer Bertha Blue made a motion, seconded by William Gustafson to approve the guidelines as presented. Motion passed with Five (5) ayes and No (0) nays.

RE: TAX REFUND EXCHANGE AND COMPLIANCE SYSTEM (TRECS)

Clerk-Treasurer Houston explained that the Association of Indiana Counties created a clearing house that enables any local municipality to submit unpaid debts and that debtors Indiana personal income tax refund will be offset by that amount.

There is no charge to the municipality, but the debtor pays \$20.00 to the clearing house and 15% to the Department of Revenue. Such things as animal violations, demolitions, hydrant fees, weed liens, stormwater fees and nuisance violations could be collected. Debtors are notified by an official letter from the Department of Revenue and given a toll-free number to call for information. The City must have its governing body agree to the memorandum of understanding between the city and the Association of Indiana Counties acting as the Indiana Local Government Debt set off clearinghouse (TRECS)

Ron Parker made a motion, seconded by Don Kring to approve the agreement. Motion passed with Five (5) ayes and No (0) nays.

RE: CLERK-TREASURER'S REPORT

Clerk-Treasurer Houston reported that the City has paid off the 2012 bond on the Community Center. We are now only paying on the 2017 bonds.

Clerk-Treasurer Houston said he is not going to run for re-election next year but plans to work for the remainder of his term that ends in December of 2019.

RE: MAYOR'S REPORT

Mayor Dennis Estok reported that the Housing Rehab grant application has been submitted as of December 17th. The City won't be taking applications until we see if we are awarded the grant. That could be two to three months down the line.

The Mayor thanked the Council and Clerk-Treasurer for their work and cooperation the past year in all the events the City sponsored.

RE: VOUCHERS AND ALLOWANCES

The following properly filed vouchers (see Voucher Docket, Voucher #26631 - #26706 inclusive) were presented and approved.

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

Dennis Estok, Mayor

Attest:

Jeffery J. Houston, Clerk-Treasurer