

BOARD OF PUBLIC WORKS AND SAFETY
DECEMBER 18, 2013

The Board of Public Works and Safety met in regular session at 9:30 AM CST at the Knox City Hall on Wednesday, December 18, 2013 with the following members present: Mayor, Rick Chambers; Clerk-Treasurer, Jeff Houston; Boardmember, Ed Blue and City Attorney, Dave Matsey. Boardmember, Jim Collins was absent.

RE: AMENDMENTS TO THE AGENDA

Rick Chambers made a motion, seconded by Ed Blue to add the Lift Station Pay application for Selge Construction to the agenda. Motion passed with Two (2) ayes and No (0) nays.

RE: APPROVAL OF MINUTES

Minutes of the October meeting were mailed to the Boardmembers prior to the meeting for their review. Ed Blue made a motion, seconded by Rick Chambers to approve the minutes as presented. Motion passed with Two (2) ayes and No (0) nays.

RE: TERRITORIAL ENGINEERING - PAY APPLICATION #1 CITY SHARE FOR HENRY DRIVE WATER LINE EXTENSION

Bob Aloï from Territorial Engineering presented Pay Application #1 for \$4,750.00 to Mark Milo Construction. Mr. Aloï stated that the City should not pay for the change order that was included in Mr. Milo's application for an additional \$1,245.00. Territorial did not know where the line was located and the "as built" were not accurate. Contractors were told that it would be their responsibility and not the City's to locate the line. Water Superintendent, Todd Gardner also warned Milo that the City did not know the exact location of the line.

City Attorney Dave Matsey recommended not paying C/O #1 of Pay Application #1 based on the plan specifications.

Rick Chambers made a motion seconded by Ed Blue to deny C/O #1 for the amount of \$1,245.00. Motion passed with Two (2) ayes and No (0) nays.

Ed Blue made a motion, seconded by Rick Chambers to pay application #1 as recommended by the engineer for \$4,750.00. Motion passed with Two (2) ayes and No (0) nays. This leaves a retainage of 5% or \$250.00 of the projects city's responsibility.

RE: TERRITORIAL ENGINEERING - PAY APPLICATION #1 COUNTY SHARE FOR HENRY DRIVE WATER EXTENSION

Rick Chambers made a motion seconded by Ed Blue to approve Pay Application #1 to the County for the Henry Drive Water Line Extension for \$16,995.00. Motion passed with Two (2) ayes and No (0) nays. The 5% retainage equals \$894.50.

RE: TERRITORIAL ENGINEERING - CLABAUGH LIFT STATION - PAY APPLICATION #2 - SELGE CONSTRUCTION CO.

Bob Aloï gave an update on progress at the lift station project and submitted pay application #2 for Selge Construction. Selge has completed 90% of their work.

Territorial is not satisfied with the performance of the pump. About six tests have been run and a different impeller installed. The pump sub contractor is trying another impeller today. They may have to install a different pump.

Mr. Aloï wants a written guarantee from the manufacturer that the pump is operating within its electrical capacity and pumping capacity and that all warranties are still in effect. There is a back up available, if there is a failure of the system.

He is not recommending the dismantling of the wet well at this time.

This issue does not affect the pay application #2 to Selge.

Rick Chambers made a motion seconded by Ed Blue to approve pay application #2 to Selge for \$25,962.62. Motion passed with Two (2) ayes and No (0) nays.

✓ RE: 409 - 411 LEWIS DRIVE - DEMOLITION ORDER

Bruce Williams, Building Administrator and Planning Commissioner presented pictures he had taken of 409-411 Lewis Drive. The duplex is in very bad shape. He has drawn up a demolition order declaring the dwelling unfit for human habitation. He has sent out certified letters notifying the property owners of the hearing on the property. The property has not been lived in for about four years.

Gary Reedy purchased both units at tax sale. He will give 411 to the City, but has to wait a year to obtain the deed to 409. The Mayor wants it condemned, torn down and then we will deal with Mr. Reedy at a later date once he obtains the deed for the other unit.

City Attorney Matsey will review the order. The property can be torn down and a lien placed on the property. Mr. Matsey recommended approving the order and then he will draw up a finding of the board order document.

Rick Chambers made a motion, seconded by Ed Blue to approve the Demolition Order. Motion passed with Two (2) ayes and No (0) nays.

✓ RE: RENTAL REGISTRATION

Building Administrator Williams notified the Board that he has sent out letters to all the home owners who did not file homestead deductions. Mayor Chambers said he sent out a press release to the radio station and newspaper notifying them of the registration requirements. Williams hopes to get a good response.

✓ RE: SUPERINTENDENTS REPORTS

Kelly Clemons, Waste Water Superintendent was on the job at the new lift station so Todd Gardner gave a report for her. Superintendent Clemons is concerned that the existing lift station at Clabaugh is about to fail.

The project was supposed to be completed months ago. They are down to one pump and it is constantly leaking, requiring them to vac pump the pit out repeatedly. She wants either the lift station brought on line or the bypass equipment put in place.

At the plant, there are three return pumps in the basement. Two have been re-built already. The third is removed and sent off for repair. The bill will be sent in January.

Todd Gardner, Water Superintendent passed out the following list of goals for 2013:

1. Rebuild well pump three, it is pumping at about 65% of rated design capacity at this time.
2. Change out three non-functioning fire hydrants. We did

two hydrants this year the first one was on Portland and Lafayette Streets; Danker and East Street. Both hydrants were over 105 years old.

3. Improve water service for another low flow area. East Delaware and South Prettyman Streets. 14 residents improved.

4. Complete a water supply study for the town to determine where improvements are needed. Have narrowed down the main low pressure areas. Parkview, Lake Street, east of McGill, Washington street east of McGill and John Street east of McGill. Shield street south of Washington.

5. Work with the billing side to reduce the percentage of water loss to less than fifteen percent. Currently it is at twenty five percent. Been working with Cheryl monthly to review and fix problems, Keystone did a fix on the billing software it should help.

6. Get water meters installed everywhere we have service connections. Girl Scout Cabin, 608 South Portland installed new pit and meter. Sabre MFG new two inch meter and pit installed. Also Elementary School had a non-functioning meter that was replaced.

7. Run new electrical service to well pup house two. Main breaker is bad. Todd wants it run underground. Will work on these next year. Also wants new electric service to well house one and well house two. This should save money of about \$2,500.00 a year.

8. Get towers cleaned and inspected. Six year inspection is overdue. Liquid engineering. Completed the inspection done 8/27.

9. Purchase a mini-vac system for cleaning out valve boxes and meter pits.

Water department still hasn't done anything with well #3. The department doesn't seem to be operating with a lot of money by the end of each month. Some day this project will need to be completed.

Todd has worked with the Clerk-Treasurer's Office to move meter reading date each month closer to the actual billing date. This cuts down on the time between when the meters are read and when people get their bills. They know sooner if there is a problem such as a leak. Bills will be sent out about a week after the reading. This was phased in over a three month period.

Jeff Borg, Motor Vehicle Highway Superintendent, gave the following report:

Leaf collection for the year: 26 X 30 yd loads and 12 X 13 yd loads = 160 ton.

Brush loaded out and hauled out of the city = 275 dump truck loads.

Leaves and grass loaded out from the compost facility - 101 dump truck loads.

All info has been registered with annual state report.

Christmas lights up.

Purchased remaining regulatory signs. High Prismatic - 19 no parking, 28 one way, 3 do not enter.

The lane miles of snow plowed in one event of snow for a crew of 4 plow trucks 156 lane miles.

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

Rick Chambers, Mayor

Attest:

Jeffery J. Houston, Clerk-Treasurer