

BOARD OF PUBLIC WORKS AND SAFETY
REGULAR MEETING
December 27, 2023

The Board of Public Works and Safety met for a regular session at City Hall on Wednesday, December 27, 2023, at 9:30 A.M. CST with the following members present: Mayor Dennis Estok; Clerk-Treasurer Cyndi Kidder; Board Member Steve Dodge, Jim Collins, and City Attorney Autumn Ferch. There were no amendments to the agenda.

RE: APPROVAL OF MINUTES REGULAR MEETING 11/22/23

Minutes of the previous regular meeting were mailed to the Board Members prior to the meeting for their review. A motion was made by Steve Dodge to approve the minutes as presented. The motion was seconded by Jim Collins and passed by a vote of Three (3) ayes and No (0) nays.

RE: APPROVAL OF NEW HIRE – POLICE DEPARTMENT

Chief Smith spoke to the Board about his recommendation of Nathan Chambers for the new full-time officer. Jim Collins made a motion approving the hiring of the new officer. The motion was seconded by Steve Dodge and passed by a vote of Three (3) ayes and No (0) nays.

RE: BAD DEBT WRITE OFFS

Mayor Estok presented the bad debt write off list to the Board. A motion was made by Steve Dodge approving the write off list. The motion was seconded by Jim Collins and passed by a vote of Three (3) ayes and No (0) nays.

RE: APPROVAL OF WATER AND SEWER 2024 BUDGETS

The two budgets were mailed to the Board Members prior to the meeting for their review. A motion was made by Steve Dodge to approve both the Water and Sewer 2024 Budgets. The motion was seconded by Jim Collins and passed by a vote of Three (3) ayes and No (0) nays.

RE: APPROVAL OF THE 2024 CITY HOLIDAY SCHEDULE

2024 HOLIDAY SCHEDULE

JANUARY 1st MONDAY - NEW YEAR'S DAY 2024
15TH MONDAY - MARTIN LUTHER KING, JR. DAY
FEBRUARY 19TH MONDAY - PRESIDENT'S DAY
MARCH 29TH - GOOD FRIDAY
APRIL NONE
MAY 27th MONDAY - MEMORIAL DAY
JUNE NONE
JULY 4th THURSDAY - INDEPENDENCE DAY
AUGUST NONE
SEPTEMBER 2ND MONDAY - LABOR DAY
OCTOBER 14th MONDAY - COLUMBUS DAY
NOVEMBER 11th MONDAY - VETERAN'S DAY
28TH THURSDAY - THANKSGIVING DAY
29th FRIDAY - DAY AFTER THANKSGIVING
DECEMBER 24th TUESDAY - CHRISTMAS EVE
25th WEDNESDAY - CHRISTMAS DAY
JANUARY 1st WEDNESDAY - NEW YEARS DAY 2025

**OCT. 31st, 2024, THURSDAY - TRICK OR TREAT HRS. 5:30-7:00 P.M.

*If the holiday falls on Sunday, it will be observed on the following Monday, if it

falls on Saturday, it will be observed on the preceding Friday. Exceptions may be made to this schedule when necessary.

Board of Works Approved: December 27, 2023, Council Approved: December 12, 2023.

Mayor Estok presented the 2024 City's Holiday Schedule to the Board Members. Steve Dodge made a motion approving the 2024 City Holiday Schedule. The motion was seconded by Jim Collins and passed by a vote of Three (3) ayes and No (0) nays.

RE: APPROVAL OF 2024 BOARD OF WORKS MEETING SCHEDULE

2024 BOARD OF WORKS MEETINGS

PLACE: KNOX CITY HALL

TIME: 9:30 A.M.

Regular meetings held: 4th Wednesday of each month

WEDNESDAY – JANUARY 24

WEDNESDAY – FEBRUARY 28

WEDNESDAY – MARCH 27

WEDNESDAY – APRIL 24

WEDNESDAY – MAY 22

WEDNESDAY – JUNE 26

WEDNESDAY – JULY 24

WEDNESDAY – AUGUST 28

WEDNESDAY – SEPTEMBER 25

WEDNESDAY – OCTOBER 23

WEDNESDAY – NOVEMBER 27

WEDNESDAY – DECEMBER 25 (Subject to change)

Board of Works Approved: December 27, 2023

Mayor Estok presented the 2024 Board of Works Meeting Schedule to the Board. Steve Dodge made a motion approving the Board of Works Meeting Schedule for 2024. The motion was seconded by Jim Collins and passed by a vote of Three (3) ayes and No (0) nays.

RE: 553 E LAKE STREET UPDATE

Building and Code Compliance Director Lonnie Boley informed the Board that the owner purchased a remodel permit on December 6th. Director Boley inspected the footers on December 13th and the owners have removed the basement foundation. The owners are working on replacing the basement foundation. No further action is required currently.

RE: 105 S MAIN STREET – UPDATE

Building and Code Compliance Director Lonnie Boley informed the Board that the property has been sold. The new owner came into his office and purchased a razing permit on December 12, 2023, for the garage.

RE: 253 E WASHINGTON – UPDATE

Building and Code Compliance Director Lonnie Boley informed the Board that the windows are still not up to code and no progress has been made as of December 22, 2023. The owner did email Director Boley copies of the siding receipts because siding is on back order. The junk van is gone. Mayor Estok made a motion requesting the estimate asked for in the November meeting and for the owner to attend the January meeting. The motion was seconded by Jim Collins and passed by a vote of Three (3) ayes and No (0) nays.

RE: MELVIN ZEITERS PROPERTY – UPDATES

Building and Code Compliance Director Lonie Boley informed the Board that he had mailed the owner an inspection notice letter for his 10 rental units in September 2023. Director Boley was only allowed to inspect 5 units and 2 units failed. One failed unit had no heat, the renter has 2 small children. Director Boley issued a vacate order to the owner for that unit. Mayor Estok made a motion to proceed with additional fines until the landlord/owner gets his rentals updated and livable. The motion was second by Steve Dodge and passed by a vote of Three (3) ayes and No (0) nays.

RE: NORTH OF 18 S MAIN STREET – REVIEW OF ADDITIONAL PENALTIES

A discussion was held about North of 18 S Main Street. The owner RWN is non-compliant with all orders. Mayor Estok made a motion to access an additional \$1,000.00 fine. The motion was seconded by Steve Dodge and passed by a vote of Three (3) ayes and No (0) nays.

RE: 18 S MAIN STREET – UPDATE (DOWNTOWN DEPOT)

A discussion was held for 18 S Main St, The Downtown Depot. The owner was present, he informed the board he is working with a lawyer over insurance issues at this time. The owner gave the Board and the City Attorney permission to speak to his attorney.

RE: SUPERINTENDENTS REPORT

Chief of Police Harold Smith informed the Board that his department is currently fully staffed. As of December 18, Officer Pittman passed his pre-academy testing and will start the academy on January 2nd. Chief Smith also informed the Board that he will be officially retiring as of January 23, 2024, after 30 years of service.

Sewer Superintendent Jason Clemons informed the Board that his crew assisted in fixing the water main on Allen Drive which caused a lift station pump issue. A boring crew had bored through a water pit breaking a water line. The jetter trailer got a new motor and the guys had to pull a pump in the lift station near the schools. A very large bath towel was plugging the pump. The sewer crew vacced out the clarifiers, cleaned storm drains, installed new bearings, and cleaned the hydro cell.

Street Superintendent Jeff Borg informed the Board that his department has finished leaf pick up. We received the plans and specs for street paving so we can get paperwork for bids completed. Currently the street department has an overabundance of salt/sand with all the mild weather.

Water Superintendent Tim Lindewald informed the board that his department repaired two leaks on Allen Drive, fixed two smashed pit lids and fixed a curb stop. They also completed many locates, work orders and cleaned out eight pits. A short discussion was held about Utility Planning Grants.

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

Dennis Estok, Mayor

Attest: _____
Cyndi Kidder, Clerk-Treasurer