

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, August 27, 2019
Time: 5:00p.m.

Present:	Lennie Rosenkrans	President
	Steve Smith	Vice President
	William Fisher	Secretary
	Stephan Franke	Board Member
	Mathew Munzlinger	Interim General Manager
	Courtney Harris	Administrative Assistant
	Abe Gray	Finance Director
	Jared Stewart	Superintendent of Lineman
	Lance Kendrick	Facilities Supervisor
	Matthew Jones	IT
	Kari Goodman	Public Relations Coordinator
	Kenny Garcia	Union Representative
	James Thewlis	Union Representative
	James Lemon	City Attorney
	Corey Mahaffey	Economic Development
	Lisa Peck	City Manager
	Angel Vance	City Clerk
	Lieutenant Jennifer Grote	HPD
	Alan Bowen	City Councilman
	Kyle Mathias	TSI Global
	Danny Henley	Hannibal Courier Post
	Brett Knese	WGEM
	John Lyng	Hannibal Citizen

CALL TO ORDER

The meeting was called to order at 5:00p.m. by Lennie Rosenkrans.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Steve Smith.

CONSENT AGENDA

- A) Minutes – July 15 & 17, 2019 & August 16, 2019
- B) Payrolls – July 19, 2019 & August 2 & 16, 2019
- C) Claims – July 2019

On motion of Steve Smith, seconded by William Fisher the Board voted unanimously to approve the Consent Agenda.

COMMENTS FROM THE AUDIENCE

John Lyng voiced concern regarding a HBPW press release that went out to the public not long ago stating the utility is non-for-profit. Mr. Lyng recommended the HBPW send out information in the bills annually that regard how the HBPW utility is doing verses sending information about community organized events. Mr. Lyng voiced concern over not being able to obtain closed session meeting minutes that were concerning personnel. Mr. Lyng voiced he did not feel it was necessary for the HBPW to spend money on hiring companies outside of the city of Hannibal to help with setting rates, the forensic audit, and a lawyer to aid with recent events. The Board thanked Mr. Lyng for his comments.

GENERAL MANAGER & OPERATIONS REPORT

Matt Munzlinger reported since the July board meeting, Marion County was included in a Federal Disaster Declaration. Mr. Munzlinger noted there is potential to recover some of the costs incurred by the HBPW related to flood fighting activities and the HBPW may be eligible for reimbursement.

Matt Munzlinger reported the HBPW received notice that PWSD#1 of Ralls County currently has their new water treatment plant online and running.

Matt Munzlinger reported the HBPW welcomed 4 new employees. Mr. Munzlinger noted 1 employee joined the Water Treatment Plant (WTP), and 3 employees joined the Sewer Crew.

Matt Munzlinger reported the Electric department outages were high for the month of July due to storms. Mr. Munzlinger noted the crew has completed their portion of the project at Oak Spring Subdivision (Mulhern Subdivision) and delivered all necessary items for the contractor to complete the installation of the electrical infrastructure.

Matt Munzlinger reported the Water Crew completed 28 excavations during the month including five main repairs.

Matt Munzlinger reported the Sewer Crew has been raising manholes covered during city paving activities during the month. Mr. Munzlinger noted the Crew was able to raise 40 manholes and focused on completing the high traffic areas first.

Matt Munzlinger reported the new river intake and pump house were cleaned during the month at the WTP. Mr. Munzlinger noted the new actuated valve arrived for raw water pump #2 and was recently installed.

Matt Munzlinger reported since the river dropped below flood stage in July, the flows have dramatically decreased at the Wastewater Treatment Plant (WWTP).

Matt Munzlinger reported Matthew Jones continues to work on the Automated Meter Integration (AMI) project. Matthew Jones presented information regarding the integration and also noted installation opportunities.

Matt Munzlinger reported the phone system installation at the HBPW was completed on July 17th, and the HBPW staff is continuing to learn about the various call reporting and recording features.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of July 2019, year to date results, and key financial ratios. Mr. Gray presented the Dashboard presentation to the Board as a review of Key Performance Indicators trailing the last six months.

PROJECTS REPORT

Mathew Munzlinger presented the Board with an updated progress report of ongoing projects. This includes projects from the Water System and Water Treatment Plant, as well as the Sewer System, Wastewater Treatment Plant, & Stormwater updates. Mr. Munzlinger noted the progress of these projects and studies are acceptable and will continue as weather permits.

OLD BUSINESS

Stormwater Repayment/Principal Deferment – Abe Gray

Abe Gray reported in August, 2017, the Stormwater Fund borrowed \$1 million from the Electric Fund to carry the new utility through until a revenue source develops. Mr. Gray noted since the Stormwater Fund does not have a revenue source and another principal payment is due on August 1, 2019, HBPW management requests the Board move to defer the August 1, 2019 principal payment of \$100,000. This would be added to the balloon payment at the end of the loan due on August 1, 2022.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve to defer the August 1, 2019 principal payment of \$100,000.

Private Sewer Letter – Matt Munzlinger

Matt Munzlinger reported Private Sewer letters were mailed out to service addresses with private sewer mains on August 9, 2019. Mr. Munzlinger noted the Board instructed the HBPW staff to send out letters yearly to all customers to inform them that their home is served by a private sewer main.

NEW BUSINESS

Union Negotiations – Kenny Garcia & James Thewlis

Kenny Garcia & James Thewlis informed the Board they held a Union meeting last month and sent a letter to the General Manager regarding negotiations. Mr. Garcia noted he would like to correspond with the Board in hopes of having the union contract agreed upon by the end of November 2019. Mr. Garcia noted he would like to speak with the Board about the contract information and proceed with ongoing dialogue. The Board Members thanked Kenny Garcia and James Thewlis for their comments.

Catalyst Communications Contract Ratification

Stephan Franke presented the Catalyst Communication contract that he signed as a directive from the Board, and requested approval to ratify the contract as presented. Mr. Franke noted the contract provides expertise in areas the HBPW is not commonly versed in.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to ratify the Catalyst Communication contract as presented.

Brown Smith Wallace LLP Contract Ratification

Stephan Franke presented the Brown Smith Wallace LLP contract he signed as a directive from the Board and requested approval to ratify the contract as presented.

On motion of Steve Smith, seconded by William Fisher the Board voted unanimously to ratify the Brown Smith Wallace LLP contract as presented.

Bear Creek Dam Permit – Matt Munzlinger

Matt Munzlinger reported every two years members of the Missouri Department of Natural Resources (MDNR) Dam and Reservoir Safety Program perform an inspection of the Bear Creek Dam prior to renewing the permit. Mr. Munzlinger noted due to an emergency spillway located on Highway HH not constructed as shown on the construction drawings, MDNR found the spillway is not able to handle the volume of water to prevent overtopping of the dam during hydraulic modeling of the required design storm. Mr. Munzlinger noted additional work will need to be done and he will keep the Board updated with information on a recommendation to proceed.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

None

CLOSED SESSION

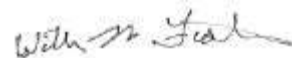
William Fisher made a motion to convene in closed session, in accordance with Section 610.021 (2)(3)(12) of the Missouri Sunshine Law, to discuss Real Estate, Personnel & Contracts admitting Lennie Rosenkrans, William Fisher, Steve Smith, Stephan Franke, Matt Munzlinger, Jared Stewart, Abe Gray, Courtney Harris, & James Lemon. Motion seconded by Stephan Franke. ROLL CALL: AYES: Board Members, Lennie Rosenkrans, Steve Smith, William Fisher, & Stephan Franke. NAYS: 0.

ADJOURNMENT

William Fisher made a motion to adjourn. Motion seconded by Lennie Rosenkrans and carried unanimously. The meeting was adjourned at 7:37p.m.



Mathew Munzlinger
Interim General Manager



William Fisher
Secretary