

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, March 17, 2020

Time: 4:00p.m.

Present:

Steve Smith  
Bill Fisher  
Stephan Franke

Vice President  
Secretary  
Board Member

Mathew Munzlinger  
Courtney Harris  
Abe Gray  
Matthew Jones  
Jared Stewart  
Emily Dexheimer

Interim General Manager  
Administrative Assistant  
Finance Director  
IT Specialist  
Superintendent of Lineman  
Customer Service Coordinator

Drew Ward  
Corey Mahaffey  
Mark Grimm  
Danny Henley  
Aaron Foreman

Staff Attorney for the Lemon Law Firm  
Hannibal Regional Economic Development Council  
Gilmore & Bell  
Hannibal Courier-Post  
Spartan

### **CALL TO ORDER**

The meeting was called to order at 4:00p.m. by Steve Smith.

### **INVOCATION & PLEDGE OF ALLEGIANCE**

The invocation was given by Mr. Steve Smith.

### **CONSENT AGENDA**

- A) Minutes – February 18, 2020 & March 3, 2020
- B) Payrolls – February 28, 2020 & March 13, 2020
- C) Claims – February 2020

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

### **COMMENTS FROM THE AUDIENCE**

NONE

### **GENERAL MANAGER & OPERATIONS REPORT**

Matt Munzlinger reported he presented the City Council an update of the GAC project at their March 3, 2020 meeting and will be providing an additional update at the Council meeting this evening.

Matt Munzlinger reported both units at Prairie State are currently up and running at this time. Unit #2 was offline for several days during the week of February 17<sup>th</sup> with a tube leak.

Matt Munzlinger reported Jeff Williams was recently promoted as the Wastewater Treatment Plant Supervisor.

Matt Munzlinger reported Mark Turner, Operator at the Water Treatment Plant received his Class A license.

Matt Munzlinger reported Public Relations will be spotlighting different areas of the utility each week and the Sewer crew was recently highlighted on social media.

Matt Munzlinger reported early planning has begun for the 50<sup>th</sup> Anniversary of Earth Day, April 22<sup>nd</sup>, 2020.

Matt Munzlinger reported the spring "Stream Team Cleanup" is scheduled for Saturday April 25<sup>th</sup>. Mr. Munzlinger noted supplies can be picked up at Central Park from 8:00a.m.-11:00a.m. that day.

Matt Munzlinger congratulated Juben Moss for being voted the HBPW February 2020 Employee of the month.

Matt Munzlinger reported in the Stormwater department part of the MS4 permit required the HBPW to develop a plan. Since submitting the draft plan to the MoDNR in March of 2018, it has not been reviewed by their staff and the MoDNR has decided to develop a plan to adopt in place of the document submitted.

Matt Munzlinger reported the Stormwater department is continuing to work with Black & Veatch to set up an Assistance Advisory Committee. Mr. Munzlinger noted the goal is to contact organizations to meet in May, June, and July to share Stormwater information for the November election.

Matt Munzlinger reported there was a large Stormsewer failure that occurred on February 2<sup>nd</sup> along Union Street. Poeppingstone, Bach, & Associates are working to determine repair options and associated costs for possible funding options.

Matt Munzlinger reported the Electric crew had 5 outages for the month of February.

Matt Munzlinger reported the Sewer crew had no Sanitary Sewer Overflows (SSO's) during the month of February.

Matt Munzlinger reported the Water crew had 3 water main breaks on mains ranging in size from 1" to 12". Mr. Munzlinger noted none of the main breaks required the issuance of a boil order.

Matt Munzlinger reported the Sewer crew began raising manholes last week including areas in the flood plain. Mr. Munzlinger noted Oakwood, Mark Twain School, and the Indian Mounds area will be the point of concentration next for the crew.

Matt Munzlinger reported at the Water Treatment Plant (WTP) the flow is higher for February 2020 versus February 2019. Mr. Munzlinger noted the main activity for the month was focused on construction and working with the contractors on the controls regarding the GAC system.

Matt Munzlinger reported at the Wastewater Treatment Plant (WWTP) the PSA Skid annual turnaround was completed the week of February 10 by a contractor.

Matt Munzlinger reported the new gates for the head of the reactor were received and staff is working with the contractor to schedule the installation.

Matt Munzlinger reported the annual MIRMA risk management and safety evaluation was conducted for 2019 on January 29, 2020. The HBPW scored a 100% and MIRMA awarded the HBPW a loss experience credit of \$21,309.00.

Matt Munzlinger reported there were 56 cutoffs for the month of February and \$2,226.59 in late fee contributions collected.

### **FINANCIAL REPORT**

Abe Gray presented the Board with the financial results for the month of February 2020, 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 and Wastewater Treatment Plant. Mr. Munzlinger noted the progress of these projects and studies are acceptable and will continue as weather permits.

### **OLD BUSINESS**

#### **North Street Storm Sewer – Mathew Munzlinger**

Matt Munzlinger reported a bid opening was held for the temporary repair of the failed North Street Storm Sewer on March 3, 2020. Mr. Munzlinger noted two bids were received to complete the project. The lowest bid came in

at a total of 51,655.00 from Heartland Restoration. Based upon the letter from Michael Puro of Poeppingstone, Bach, & Associates (PSBA) it is recommended to award the project to Heartland Restoration for the amount of \$51,655.00.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the Northstreet Stormsewer repair project to Heartland Restoration for the amount of \$51, 655.00.

#### **Finalized 2020 Sewer Bond Sale Documents – Mark Grimm**

Mark Grimm from Gilmore & Bell presented the results of the finalized Sewer Bond Sale that was held at 10:00a.m.this morning. The HBPW received 5 bids and the lowest true interest cost value came in at 1.97%. Mr. Grimm noted it was recommended to proceed with a result of saving \$939,589 of interest cost.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve the 2020 Sewer Bond Sale documents as presented and adopt the resolution presented to send to the City Council for approval.

#### **NEW BUSINESS**

##### **HREDC Contract – Mathew Munzlinger**

Matt Munzlinger reported the HBPW historically has not had a contract with Hannibal Regional Economic Development Committee (HREDC) and joined on a year-by-year basis. Last year the HBPW was approached to enter into a multi-year contract with HREDC. The decision to move forward with a multi-year contract was based upon promoting the economic growth of Hannibal and offering the organization financial stability. Mr. Munzlinger presented a three year agreement with HREDC that starts with a contribution of \$120,000 annually and increases by 3% in subsequent years for the Board's approval. The contract would take effect July 1, 2020 and notes an automatic renewal clause if notification is not given prior to February 28<sup>th</sup>.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the Hannibal Regional Economic Development Committee contract as presented.

##### **Clinic Road Property Sale – Mathew Munzlinger**

Matt Munzlinger reported the HBPW recently was approached by a representative of Chariton Valley expressing a desire to purchase property maintained by the HBPW near the Clinic Road Ground Storage Tank. They would like to develop the property into a fiber distribution site for the southwestern and western parts of Hannibal. It was proposed to develop a 75' x 75' site similar to what is installed just east of Saints Avenue Bank at the intersection of Veterans Road and Stardust Drive. Mr. Munzlinger noted the property is not needed by the HBPW, and a sale price was discussed for \$10,000.00. Chariton Valley would also be responsible for necessary surveying, and completing the subdivision process through the city. Mr. Munzlinger requested approval of the sale of the Clinic Road property for \$10,000.00.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the Clinic Road property sale for the amount of \$10,000.

#### **CITY ATTORNEY – PENDING MATTERS**

NONE

#### **GENERAL DISCUSSION**

Matt Munzlinger reported the HBPW staff has been meeting regarding the coronavirus outbreak and followed up with the actions that could take place at the utility due to the outbreak. Mr. Munzlinger noted in order to protect the customers and employees there will be necessary changes that will go into effect immediately including no disconnects until further notice, halt any late fees or penalties, and a possibility of closing the Business office to the public until further notice. Mr. Munzlinger noted customers will be able to make payments online, at the drop box at the main office door, or MoneyGram. Mr. Munzlinger has been reviewing all options other statewide utilities and nationwide organizations are suggesting at this time.

#### **CLOSED SESSION**

William Fisher made a motion to convene in closed session, in accordance with Section 610.021 610.021(2)(3)(12) of the Missouri Sunshine Law, to convene in closed session to discuss Real Estate, Personnel, & Contracts admitting Steve Smith, William Fisher, Stephan Franke, Mathew Munzlinger, Abe Gray,

Corey Mahaffey, Drew Ward, & Courtney Harris, Motion seconded by Stephan Franke. ROLL CALL: AYES: Board Members, Steve Smith, William Fisher & Stephan Franke. NAYS: 0.

**ADJOURNMENT**

William Fisher made a motion to adjourn. Motion seconded by Stephan Franke and carried unanimously. The meeting was adjourned at 6:16p.m.



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Mathew Munzlinger  
Interim General Manager

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William Fisher  
Secretary