

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, November 16, 2020
Time: 3:30p.m.

Present:	William Fisher	President
	John Ortwerth	Vice President
	Bill Dees	Secretary
Absent:	John Zerbonia	Board Member
	Kenneth Reasoner	General Manager
	Mathew Munzlinger	Director of Operations
	Courtney Harris	Administrative Support Specialist
	Matthew Jones	Senior IT Specialist
	Jared Stewart (virtual)	Superintendent of Lineman
	Paul Trenhaile (virtual)	Finance Director
	Corey Mehaffey	HREDC
	Mike Dobson	City Councilman
	James Lemon (virtual)	City Attorney
	Amanda Schultz (virtual)	Williams Keepers, LLC.
	Kristen Brown (virtual)	Williams Keepers, LLC.

CALL TO ORDER

The meeting was called to order at 3:30p.m. by William Fisher.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by William Fisher.

CONSENT AGENDA

- A) Minutes – October 19, 2020
- B) Payrolls – October 23, 2020 & November 6, 2020
- C) Claims – October 2020

On motion of John Ortwerth, seconded by Bill Dees the Board voted unanimously to approve the Consent Agenda.

COMMENTS FROM THE AUDIENCE

NONE

GENERAL MANAGER & OPERATIONS REPORT

Mr. Reasoner introduced Amanda Schultz and Kristen Brown from Williams Keepers that will be virtually presenting the FY19-20 Draft Audit Report. Mr. Reasoner noted Paul Trenhaile and James Lemon will be joining the meeting virtually as well. Mr. Reasoner reported City Council will be meeting on the 1st and the 15th of December and the Draft Audit Report will be recommended to the Board for approval to send onto Council for approval.

Paul Trenhaile introduced Amanda Schultz and Kristen Brown from Williams Keepers both having experience in auditing municipalities. Mr. Trenhaile noted they have been a pleasure to work with and appreciated their collaboration throughout the auditing process.

FY19-20 Audit Report

Amanda Schultz, CPA from Williams Keepers presented the Board with the draft Audit results from the FY19-20 fiscal year ending June 30, 2020. Amanda Schultz noted the results found no material weaknesses but will include best practices for the Administration to review.

Ken Reasoner introduced Corey Mehaffey, HREDC to present the CID/Chapter 353/NID presentation regarding Hannibal Downtown Revitalization and noted he is working toward sustainable funding and a community improvement district.

HREDC CID/Chapter 353/NID – Corey Mehaffey

Corey Mehaffey presented the HHMC Downtown Revitalization including the Community Improvement District Act (CID), Real Property Tax Abatement, and the Neighborhood Improvement District Act (NID). Mr. Mehaffey noted the HBPW could be a part of being involved in the NID section which could include Stormwater or other utility driven areas of improvement to contribute. Mr. Mehaffey is proposing the program be administered by a Community Improvement District (CID) Board of Directors that typically consists of 5 or more community members that would need to be approved and appointed by City Council. Mr. Mehaffey requested the HBPW loan \$60-\$75,000.00 to help start the program and noted after funding was generated the HBPW would be paid back. Member Bill Dees voiced he would like to discuss with HBPW staff the financial impact of the proposal and gather more information before formally deciding. Ken Reasoner noted he would have financial information compiled before the December meeting for the Board to review.

Ken Reasoner reported since July 2020, the Wastewater Treatment plant has been participating in a COVID-19 study that is being conducted statewide. This is a collaborative effort which includes the Missouri Department of Health and Senior Services (DHSS), Department of Natural Resources (DNR) and researchers at the University of Missouri. Mr. Reasoner noted this project is testing domestic wastewater for genetic markers of SARS-CoV-2, the virus that causes COVID-19. Mr. Reasoner noted some really good information is already coming from this study and will help be a leading indicator moving forward with spikes of COVID-19.

Ken Reasoner recognized Matthew Jones on the work he has completed to enable everyone to attend the Board meeting virtually and all other virtual interaction to occur during this time. Board Members and Mr. Reasoner discussed what it would take to give all members the capability of attending meetings virtually in the future.

OPERATIONS 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.

FINANCIAL REPORT

Paul Trenhaile presented the Board with the financial results for the month of October 2020, year to date results, and key financial ratios. Mr. Trenhaile presented the Dashboard presentation to the Board as a review of Key Performance Indicators trailing the last six months.

NEW BUSINESS

FY19-20 Audit Report – Paul Trenhaile

Paul Trenhaile reported it is unique that both City Council meetings fall before the next HBPW regular Board meeting in December, and since there were no material weaknesses found he recommended approval of the FY19-20 Draft Audit Report as presented.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to approve the draft version of the FY19-20 Audit Report as presented.

Sunshine Law/Public Records Policy – Kenneth Reasoner

Kenneth Reasoner reported the Hannibal Board of Public Works is required to follow the Missouri State Sunshine Law by releasing information to the public upon request. Mr. Reasoner presented the developed policy and noted the HBPW historically had followed the law, but there was not an approved policy in place. The policy was implemented and reviewed with input from City Hall personnel, as well as the City Attorney. Mr. Reasoner noted included in the policy it is stated the Administrative Support Specialist is the official Custodian of Records for the HBPW. Mr. Reasoner reported the HBPW staff is requesting approval of the policy as presented.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to approve the Sunshine Law/Public Records Policy as presented.

Surplus Declaration of Utility Truck – Mathew Munzlinger

Mathew Munzlinger reported the Wastewater Treatment Plant currently has a 2000 Chevrolet ¾ ton pickup truck with a utility bed and is no longer needed. Mr. Munzlinger reported the truck was offered to other City Departments and no departments claimed the vehicle. Mr. Munzlinger requested the vehicle be declared surplus to proceed with placing it on Purple Wave Auction site that has been used in the past to sell vehicles or equipment.

On motion of John Ortwerth, seconded by Bill Dees the Board voted unanimously to approve and declare the 2000 Chevrolet ¾ ton utility pickup truck as a surplus vehicle.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

NONE

ADJOURNMENT

John Ortwerth made a motion to adjourn. Motion seconded by Bill Dees and carried unanimously. The meeting was adjourned at 5:05p.m.



Kenneth Reasoner
General Manager



Bill Dees
Secretary