

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, December 21, 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
	Paul Trenhaile	Finance Director
	Jared Stewart (virtual)	Superintendent of Lineman
	Andrea Campbell(virtual)	Stormwater Coordinator
	Emily Dexheimer(virtual)	Customer Service Coordinator
	Corey Mehaffey	HREDC
	Mike Dobson	City Councilman
	James Lemon	City Attorney

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 – November 16, 2020
- B) Payrolls – November 20, 2020 & December 4 & 18, 2020
- C) Claims – November 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

Kenneth Reasoner congratulated and recognized James Lemon on receiving the Rotarian of the Year award through the Hannibal Rotary Club.

Kenneth Reasoner reported one HBPW employee is currently positive with COVID, and recognized the huge mitigation efforts of Beverly Stewart, Human Resources Director and applauded the cooperation of the staff over the last several months.

Kenneth Reasoner noted he wanted to thank the County Commissioners for the substantial funding from the CARES Act to help the HBPW customer accounts in need of assistance.

Kenneth Reasoner introduced Emily Dexheimer, Customer Service Coordinator who gave a presentation regarding a Business Office update including a billing run down of information, comparable data, and CARES act funding information.

Kenneth Reasoner introduced Andrea Campbell, Stormwater Coordinator who gave a presentation regarding information on the Stormwater Quality Survey & Customer Service Survey.

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 November 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.

Paul Trenhaile presented the final Audited Financial Statements from the FY19-20 Audit Report. Mr. Trenhaile noted the auditors made minor suggestions on strengthening internal control and operating options including accounting adjustments and implementing a password policy.

NEW BUSINESS

Five Year Plan of Capital Improvements – Paul Trenhaile

Paul Trenhaile presented the Five-Year Plan of Capital Improvements for the Board members to review. Mr. Trenhaile noted after review he will present the final draft to the Board for approval at the January regular board meeting and will submit the final plan to the Planning & Zoning committee by January 31, 2021.

SPECIAL REPORTS

Set Date/Time of the January Board Meeting

Kenneth Reasoner announced the January 2021 Board meeting falls on Martin Luther King Day. After discussion, the Board unanimously agreed to move the meeting to January 25, 2021. Mr. Reasoner also noted the February meeting lands on a holiday and suggested moving that date as well to a week later. The Board unanimously agreed to move the meeting to February 22, 2021.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

NONE

CLOSED SESSION

Bill Dees made a motion to convene in closed session, in accordance with Section 610.021(1)(2)(12) of the Missouri Sunshine Law, to convene in closed session to discuss Litigation, Real Estate, & Contracts admitting Bill Fisher, William Dees, John Ortwerth, James Lemon, Ken Reasoner, Mathew Munzlinger, Jared Stewart, Paul Trenhaile, James Lemon, and Courtney Harris. Motion seconded by John Ortwerth. ROLL CALL: AYES: Board Members, Bill Fisher, John Ortwerth & Bill Dees. NAYS: 0.

ADJOURNMENT

John Ortwerth made a motion to adjourn. Motion seconded by Bill Dees and carried unanimously. The meeting was adjourned at 5:35p.m.



Kenneth Reasoner
General Manager



Bill Dees
Secretary