

MEETING OF THE BOARD OF PUBLIC WORKS
May 21, 2024
Board Room-303 S. Anthony Street, Kennett, MO 63857

Members Present:

John Robertson
Tony Parr
Randy Baker

Others Present:

Jamie Chitester, CEO
Crystal Dennis, CFO
Jill Rickman, CHRO

Dennis Pelts, Councilman
Jake Crafton, Mayor

Mr. Robertson called the meeting to order and presented the agenda for approval. Mr. Baker made a motion to approve the agenda. Mr. Parr seconded the motion, and all were in favor.

The April 23, 2024 meeting minutes were presented. Mr. Baker made a motion to approve all minutes as presented. Mr. Parr seconded the motion, and all were in favor.

The March 2024 preliminary financials were presented. No action was required.

The April 2024 expenditures were presented. Mr. Parr made a motion to approve the expenditures as presented. Mr. Baker seconded the motion, and all were in favor.

The following Employee Handbook policies were presented with updates for approval: Applicants, Vacation Leave, Sick Leave, Dress Code, Uniforms, and Public Image, Business Travel, and Use of Personal Vehicles for KBPW Business. Mr. Parr made a motion to approve all policies presented. Mr. Baker seconded the motion, and all were in favor.

Chief Operating Officer (presented by Mr. Chitester):

Electric-Crews are working on reconductoring for the solar farm. The first residential CT meter is being installed for use on a new construction. The Department is working on a restructuring after some personnel changes.

Gas-Crews have begun the annual leak survey and are working on a PHMSA grant for replacement of pipe in the Commercial Street area.

Power Plant-Crews were able to get lots of equipment for the engines from Macon Utilities (won the auction award). The Fleet Mechanic attended Altec school. The engineer is working on updating the EPA/DNR air permits so that the engines can run more than 99 hours per year.

Water/Sewer-Crews continue to flush and inspect hydrants throughout the City. At this time no testing of the hydrants is being conducted. The Commercial Street pipe replacement project final tie-ins will be completed this week. The roads will be repaired in conjunction with the Street Department's work schedule.

Water Treatment-The water temperatures are up so the MBBR does not need to be utilized. New analyzers are being installed.

IT-A Department of Energy cybersecurity grant has been applied for.

Safety/Facilities-A truck was damaged and three employees injured in a motor vehicle accident. Staff are working on the claims.

Projects/Purchasing-The first online auction with Gov Deals went well. We have plans to auction lots of other equipment. Mr. Chitester offers the Mayor and Council assistance to auction the City's equipment. Staff are working on inventory collection and phase mapping for the new billing/financial/customer software.

Chief Executive Officer:

Economic Development-Mr. Chitester met with Melissa Combs, Director of Economic Development for Dunklin County. With Ms. Combs' input, a job creation utility rebate incentive has been created with specific eligibility requirements focused on job creation. Money for the utility rebate incentive will be budgeted each year.

NISC-The financial section of the new software will transition in September. Ms. Dennis explained some of the changes that were being made in preparation, including splitting the water and wastewater departments on the financials.

Pemiscot-Dunklin Agreement-Pemiscot-Dunklin has not yet returned the territorial agreement. Mr. Chitester has reached out to their General Manager to get a status report.

Water Treatment Plant-The engineer is waiting on one vendor to get pricing back to complete the plan. The capital improvement fee is expected to generate between \$500,000 and \$700,000 per year. The money collected will be used to pay for the construction of the Water Treatment Plant and will continue to be collected until the project is paid for.

Sanitation-Staff attended the Waste Expo and received a lot of information and contacts. There will be a meeting with the engineer next week to finalize the Transfer Station plans and begin permitting processes. Staff are working on a grant for the Transfer Station.

MIRMA-Mr. Chitester provided information on the FY25 insurance assessment from MIRMA for our property, liability, casualty, and workers' compensation coverage.

Frey Farms-We appear in court on June 12th to set a trial date.

Loans-We will be seeking loans for several large projects and will be requesting the City's approval to apply for the loans.

Miscellaneous general:

Mayor Crafton asked about the level of building protection for the internet equipment from natural disasters. Mr. Chitester reported that there is some concern but that he is not sure anything can be done to reinforce the building structure.

The next meeting will be June 4, 2024 at 11:30 a.m. Prior to the meeting, Board members and employees will take a group photo at 10:45 a.m.

Closed Session:

A Closed Session meeting was held, pursuant to the Sunshine Law, RSMo 1998, Section 610.021, (3) hiring, firing, disciplining, or promoting of particular employees, and RSMO 1998, Section 610.021, (1) legal actions, cause of action or litigation. Mr. Baker made a motion to enter closed session. Mr. Parr seconded the motion, and roll call vote was taken-Robertson, aye, Baker-aye, and Parr-aye. Motion carried.

Adjournment:

There being no further business, Mr. Parr made a motion to adjourn the meeting. Mr. Baker seconded the motion, and all were in favor.

Attest:

Randy Baker

Secretary