

CITY OF LEBANON  
BOARD OF PUBLIC WORKS MEETING MINUTES  
February 1, 2023

BE IT REMEMBERED that the Board of Public Works of the City of Lebanon, Missouri, met on February 1, 2023, at 12:00 p.m. in the Meeting Room at the Public Works Facility located at 1401 West Commercial.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following Officers were present: Don Anderson, Ted Dahl, and Jeremy Goforth. Absent: LeAnn Mather

A quorum was declared.

Board Member Jeremy Goforth served as Chairman in the absence of LeAnn Mather.

Staff members and others in attendance: Public Works Director Richard Shockley, Electric Superintendent Travis Long, Environmental Services Superintendent Eric Mork, Public Works Analyst Kelly Roberts, City Administrator Mike Schumacher, Finance Director Kat Gill, and Deputy City Clerk Lacey Brackett.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Anderson moved and Dahl seconded that the Board approve the January 18, 2023, meeting minutes as presented. Motion carried as follows: Yea: (3) Anderson, Dahl, and Goforth; Nay: (0) None; Abstain; (0) None; Absent: (1) Mather.

DISCUSSIONS AND PRESENTATIONS

December Financial Reports

Public Works Director/Board of Public Works General Manager Richard Shockley went through the financial reports for each of the three utilities. He shared that the electric revenue was ahead of what was budgeted, and the water and wastewater revenue had more of an increase than the projected revenue.

Operations Update

Public Works Director/Board of Public Works General Manager Richard Shockley shared that he and the City Administrator Mike Schumacher met with a new broad band company that could be potentially establishing a business in our area and a pole attachment agreement would be implemented. Electric Superintendent Travis Long and Environmental Superintendent Eric Mork provided various operation updates and job completions for their departments.

Sub-Metering Code

Public Works Director/Board of Public Works General Manager Richard Shockley reported that sub-meters had been placed on waterlines underneath multiple mobile homes for the purpose of the landlord to be able to manage the water use. A discussion commenced regarding the purpose of sub-metering, and it was ultimately decided that if a customer requested a revision to the Code of Ordinances to give permission to sub-metering, then it would be discussed with the Board of Public Works.

Irrigation Meters

Public Works Director/Board of Public Works General Manager Richard Shockley shared information on the purpose and process of the steps to rent an irrigation meter for the spring/summer months. He shared that 70 to 80 meters were rented during 2022, however, two meters were never returned, and the City had sent certified letters advising the customer of the return policy. A discussion commenced with the Board regarding the return process of the irrigation meters.

Cost of Service Study

Public Works Director/Board of Public Works General Manager Richard Shockley presented the Cost of Service Study which presented revenues and the match of utilities cost of providing services to the customer. A proposed summary of rates was presented and discussed for possible future plans. Shockley shared to the board that they would be able to provide guidance on the rate structures for each of the utilities.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

Chairman Goforth declared the meeting adjourned at 1:16 pm. Motion passed unanimously.

  
Chairman LeAnn Mather

Minutes Approved February 15, 2023