

City of Hawk Point
Minutes of Regular Meeting
Monday, December 4, 2017

The Board of Aldermen of the City of Hawk Point held a regular meeting on Monday, December 4, 2017, at the Hawk Point Civic Center, pursuant to the agenda posted Thursday, November 30, 2017.

Mayor Henebry called the meeting to order at approximately 6:00 p.m. Present were Mayor Robert Henebry, Aldermen Jennifer Crigger, Brenda Bryant, and Adam Stanek. Alderman Shawn Ellis was absent at this time. Mayor Henebry determined a quorum was present.

Staff present: City Clerk Samantha Shelton, City Attorney Cindy Davenport, Public Works Terry Stuck and Johnnie Baker, and Assistant Police Chief Wayne Mueller.

Guests in Attendance: Emily Martinez

APPROVAL OF AGENDA

Alderman Stanek moved and Alderman Crigger seconded the motion to approve the agenda.

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

APPROVAL OF THE MINUTES

Alderman Bryant moved and Alderman Crigger seconded the motion to approve the minutes for the previous Regular Meeting.

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

PETITIONS & BUSINESS BROUGHT BEFORE THE COUNCIL BY THE PUBLIC

Item 4.A. Emily Martinez – 820 Franklin: Building Permit

Ms. Martinez requested approval of her Building Permit for the addition to her home located at 820 Franklin.

Motion to approve the Building for Ms. Martinez at 820 Franklin Street was made by Alderman Stanek and seconded by Alderman Bryant

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

NEW BUSINESS

Item 5.A. Approval to open a new account with People's Bank & Trust:

“City of Hawk Point CDBG Fund”

City Clerk Samantha Shelton explained the request from CDBG to open an addition account for CDBG funds only.

Motion to approve to open a new account with People's Bank and Trust: “City of Hawk Point CDBG Fund” was made by Alderman Crigger and seconded by Alderman Bryant.

Roll Call Vote:

Alderman Ellis ABSENT Alderman Crigger AYE

Alderman Bryant AYE Alderman Stanek AYE

AYES 3 NAYS 0 ABSENT 1

MOTION PASSED 3 TO 0.

Item 5.B. Approval of Internal Control/Financial Management/Records Keeper, Authorized Expenditures (Check) Signers, and Authorized Request for Funds (RFF) Signers

City Clerk Samantha Shelton explained the request from CDBG to segregate the above listed duties. Ms. Shelton's recommendations are as follows:

Internal Control/Financial Management/Records Keeper – City Clerk, Samantha Shelton

Authorized Expenditures (Check) Signers – Mayor, Robert Henebry & Alderman, Jennifer Crigger

Authorized Request for Funds (RFF) Signers – Aldermen, Brenda Bryant, Adam Stanek, and Shawn Ellis

Motion to approve City Clerks recommendation of the segregation of duties for CDBG funding requirements was made by Alderman Crigger and seconded by Alderman Stanek.

Roll Call Vote:

Alderman Ellis ABSENT Alderman Crigger AYE

Alderman Bryant AYE Alderman Stanek AYE

AYES 3 NAYS 0 ABSENT 1

MOTION PASSED 3 TO 0.

UNFINISHED BUSINESS

Item 6.A. Wastewater Project

Mayor Henebry reported that the bid opening/meeting took place at the Civic Center on Thursday, November 30, 2017 @ 3:00pm. The bid tabulation sheet was reviewed and possible options moving forward were discussed. The Board agreed to set up a work session with USDA, BRPC, and SKW, to discuss the City's options further.

REPORT OF OFFICERS, BOARDS AND COMMITTEES

Item 7.A. Police Report – Wayne Mueller

Nothing to report at this time.

Item 8.B. Public Works Report – Terry Stuck & Johnnie Baker

Nothing to Report at this time.

Item 8.C City Clerks Report – Samantha Shelton

City Clerk Samantha Shelton gave updates on the 2018 General Election as well as on Ordinance Codification that will be further discussed at the January 9, 2018 meeting.

Monthly Financial Reports

Alderman Bryant moved and Alderman Crigger seconded the motion to approve the October 2017 Financial Reports.

Roll Call Vote:

Alderman Ellis ABSENT Alderman Crigger AYE

Alderman Bryant AYE Alderman Stanek AYE

AYES 3 NAYS 0 ABSENT 1

MOTION PASSED 3 TO 0.

Monthly Utility Revenue Transfer

Motion to approve the transfer of \$10,404.07 from the Water Account to the Sewer Account for the month of November 2017 was made by Alderman Crigger and Seconded by Alderman Stanek.

Roll Call Vote:

Alderman Ellis	ABSENT	Alderman Crigger	AYE
Alderman Bryant	AYE	Alderman Stanek	AYE
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Motion to approve the transfer of \$2,466.80 from the Water Account to the Sewer Account for the month of November 2017 was made by Alderman Crigger and Seconded by Alderman Bryant.

Roll Call Vote:

Alderman Ellis	ABSENT	Alderman Crigger	AYE
Alderman Bryant	AYE	Alderman Stanek	AYE
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Item 8.D Mayor and Aldermen’s Report

Alderman Brenda Bryant recommended for the City to have Area Regulations specifically for Businesses. City Attorney Cindy Davenport advised that the City is limited to what area regulations the City can have for businesses without getting into Planning and Zoning. Cindy Davenport is to provide examples of other city area regulations regarding businesses.

Item 8.E. City Attorneys Report

City Attorney Cindy Davenport reposted on ordinance violations.

Item 8.F. Cemetery Board

The Cemetery Board is to review the Cemetery Management Software (Datatech), have approved at a Cemetery Board Meeting, and then attend a future Board of Alderman meeting for approval.

Item 9.A. 2018 Budget Review

Chart of Accounts: Cemetery Lot Income – Correct

City Clerk Samantha Shelton advised the board that the Cemetery Lot income for 2017 was correct

Chart of Accounts: Bank Charges & Late Fee’s – NSF’s, ACH Fee’s (Sales Tax), & Recording Fee’s

City Clerk Samantha Shelton advised the board that the Bank Charges & Late Fee’s consisted of NSF, ACH, and recording fee’s.

Chart of Accounts: Maintenance Wages – Additional Employee

Discussion of Maintenance Wages regarding a temporary employee during the Wastewater Project took place.

Bids on Door & Windows at Civic Center

Mayor Robert Henebry presented three (3) bids to the board for the repair of the Doors and Windows in the Civic center

Motion to approve to award the Civic Center Doors and Windows Project to Building Concepts, LLC in the amount of \$3,950.00 was made by Alderman Stanek and seconded by Alderman Crigger

Roll Call Vote:

Alderman Ellis	ABSENT	Alderman Crigger	AYE
Alderman Bryant	AYE	Alderman Stanek	AYE
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Employee Health Insurance

City Clerk Samantha Shelton presented information to the board for both Anthem and United Health Care Health Insurance Renewals for 2018 as provided by K. Flynn Insurance.

Motion to approve to renew Health Insurance with Anthem Blue Cross & Blue Shield for 2018 was made by Alderman Bryant and seconded by Alderman Stanek.

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Item 9.B. Approval of 2018 Budget

Motion to approve the 2018 Budget was made by Alderman Bryant and seconded by Alderman Crigger

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Motion to pay bills was made by Alderman Crigger and seconded by Alderman Bryant.

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Motion to Adjourn was made by Alderman Crigger and Seconded by Alderman Stanek.

Roll Call Vote:

<i>Alderman Ellis</i>	<i>ABSENT</i>	<i>Alderman Crigger</i>	<i>AYE</i>
<i>Alderman Bryant</i>	<i>AYE</i>	<i>Alderman Stanek</i>	<i>AYE</i>
AYES 3	NAYS 0	ABSENT 1	

MOTION PASSED 3 TO 0.

Meeting Adjourned.

Next regular meeting scheduled Tuesday, January 9, 2017, at 6:00 p.m.

Respectfully Submitted: Samantha Shelton, City Clerk

APPROVED: _____ ATTESTED: _____ DATE: _____