

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD JANUARY 17, 2024**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on January 17, 2024, at 1600 O Street at the hour of 11:30 a.m. This meeting was held in open session as required by Chapter 84, Article 14 of Nebraska State Statutes.

Chairman Knipe called the meeting to order. Roll call: Members present – Grant, Knipe, Shaw and Zaruba. Absent – Wilson.

Chairman Knipe announced that this was an open meeting, and a copy of the Open Meetings Act is posted on the northeast wall of the Board room.

Chairman Knipe acknowledged the following guests: Paul Fish, Kay Fish – Brownville residents.

Chairman Knipe opened the floor to public comment. Kay Fish presented questions as a Brownville resident. Concerns with responsibility of radio read water meters were addressed. Auburn Board of Public Works (BPW) noted that the Village of Brownville took over the radio read water meters and that BPW is no longer responsible for purchase, installation or maintenance. Concerns over installation of water meters that are not compatible with the BPW system were discussed. Meters installed without radio read capability are not picked up in BPW's system and therefore usage not billed. In addition, if compatible meters are replaced, BPW would need to be notified in order for the system to be updated with the new meter information, allowing usage reads to enter the billing process. Paul Fish – Brownville resident, addressed the Board expressing gratitude for BPW's prior work for the Village. Paul stated that residents polled are happy with the current billing practices and have expressed wishes for a long-term contract similar to the original five-year contract.

GM Luhring presented a revised billing contract with the Village of Brownville for water and wastewater services. Changes included increasing the per bill fee from .50 to .60 with a 100-bill minimum and providing a month-to-month contract with a 90 day notice to terminate the contract. In addition, the minimum labor charged for billing remains five hours at the current labor rate approved by the Board annually. The contract will require approval from the Village of Brownville to move forward. Member Grant made a motion to accept the contract as presented. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, Zaruba, and Shaw. Motion carried.

GM Luhring requested approval to purchase Chamber Bucks for an Employee Service Award in the amount of \$15.00. Member Zaruba expressed that the Board is interested in reviewing the policy for awards. The Service Award policy will be included on the agenda for the February Board meeting. Member Grant made a motion to approve purchase of Chamber Bucks as requested. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring requested approval to transfer funds to the Flexible Spending Account in the amount of \$10,318.84. Claims are paid for by BPW and reimbursed by employees through payroll deduction. Member Zaruba made a motion to approve the transfer as requested. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring provided information on 2023 expenses for mowing the water department properties, noting the cost of labor was \$13,768.00 and an estimated cost for a commercial mower would be \$21,000.00. After discussion, Member Grant made a motion to advertise for water department property mowing bids. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring requested permission to resubmit advertising for mowing the electric department properties, due to lack of response after the first request. No changes to the specs will be made. Member Zaruba made a motion to resubmit advertising. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

GM Luhring provided information on merchant recapture equipment to be provided by Auburn State Bank (ASB) that will allow BPW the ability to electronically deposit checks. ASB will install and maintain the equipment. No fees for the services will be charged. Member Shaw made a motion to enter into an

agreement with ASB for merchant capture services. Member Zaruba seconded the motion. Members voting aye – Knipe, Zaruba, and Shaw. Member Grant – Abstain. Motion carried.

GM Luhring updated the Board on a recent League of Nebraska Municipality Conference that he attended. Luhring expressed gratitude for the opportunity noting he was provided with networking opportunities and updated utility information. No action taken.

GM Luhring requested permission to advertise for bids for a 2024 Skid Loader. After discussion, Member Zaruba made a motion to advertise for bids, adding a blade attachment and lease option to the specifications. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring presented the list of 2023 uncollected accounts for approval. Member Grant made a motion to accept the list as presented. Member Zaruba seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

Gm Luhring provided an update on the City Ordinance for SRF Loan approval. The City of Auburn approved the ordinance granting the Mayor authority to sign loan documents for the sewer lining and manhole repair project. Water/Wastewater Manager Slater noted that the contractor has two projects ahead of BPW. They are projecting a spring start date for BPW. No action taken.

GM Luhring reminded the Board a special meeting will convene at 9:30 a.m. on January 23, 2024. The Board will proceed to NPPD Cooper Nuclear for a tour of the plant. No action taken.

GM Luhring presented bids submitted for the purchase of a 2024 ½ ton crew cab truck. Meyer Earp of Auburn presented three options. Option 1: no cruise control or hitch for \$48,300.00. Option 2: includes cruise control and hitch for \$49,600.00. Both options 1 and 2 have potential delivery dates from six months to a year. Option 3: Chevrolet Silverado 1500 LT is in stock for \$54,800.00. Yoder Fleet located in Colorado provided a quote for a 2023 Chevrolet Silverado 1500 work truck with vinyl seats and black bumpers, 30-day delivery for \$49,847.49. After discussion, the local bid was favored due to proximity of service available when needed. Member Zaruba made a motion to proceed with option 2 from Meyer Earp. Member Grant seconded the motion. Member voting aye – Knipe, Zaruba, Shaw, and Grant. Motion carried.

Water/Wastewater Manager Alan Slater provided updates to the Board on the Peru Water Line. The contractor is changing hose bibs and applying decals to equipment that are required by the State of Nebraska. Testing of the line is expected to take place next week and the system is projected to go online the week of February 5, 2024. No action taken.

AFM Westhart presented the standard financial reports to the Board. Member Grant made a motion to accept the financial reports as presented. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

AFM Westhart asked for any objections or exceptions to the General Consent Items listed under Agenda Item #18.

Approve the previous meeting minutes and dispense with the reading of the same.

- a) Approve monthly compensation of officers, management, and employees as previously fixed by the Board.
- b) Approve, ratify, and allow the following checks, recommended transfers and claims submitted for payment during the month.
- c) Transfer funds from E-W-WW Revenue funds into checking for expenses plus the routine interdepartmental transfers in the amount of \$646,000.00.
- d) Approve Free Services Report.

Checks written during the month of December.

American Recycling	20,273.06
AP Electrical Solutions, LLC	875.00
Ascherman, Jazdia	277.90
Auburn Chamber	15.00
Auburn Family Health	175.00
B 103	152.00
Beard's Salvage	77.53
Board Of Public Works	22,019.81
Border States Industries	31,687.81

Bowman, Chad	175.00
Brownville Village Theatre	100.00
Bulldog Auto Supply	199.51
Capital Business Systems, Inc	2,605.76
Capital One Spark Business	2,809.69
Caselle Inc	1,940.00
City of Auburn	15,717.90
Concrete Industries Inc	47.71
Cornhusker International	42.84

County Publications	294.56
Credit Information Services	87.15
Dettmer Trust, Alma	261.96
DHHS State of Nebraska	192.00
Echo Group Inc.	1,107.39
Eggers Brothers Inc	154.38
Frontier Cooperative	255.60
Glenn's Corner Market	109.90
Hach Chemical Company	296.00
Hawkins Inc	236.72
HireRight Solutions LLC	215.25
Husker Electric	12.27
Itron Inc	1,287.15
Jackson Services Inc.	1,902.34
Kansas Municipal Utilities	1,450.00
Keller, Jenner	236.87
Kidwell Inc	65.00
LARM	1,613.00
LifeGuard MD	94.91
Ligouri Law Office	1,911.00
Lincoln Winwater	1,225.28
McMaster-Carr Supply	257.19
NDEE	895.00

Nemaha County Sheriff	25.00
Olsson	26,730.00
Omaha Door & Window	843.50
One Call Concepts Inc	39.00
Petty Cash	250.00
Pinpoint Auburn, Inc	433.53
PIP Marketing Signs & Print	4,915.22
Rhodus, Cady	426.00
Sack Lumber Company	80.36
SECUR-SERV	1,097.08
Sherman, Jeremy	235.10
Sherman, Scottie	175.00
Tony Hector Backhoe	60.00
ULINE	97.28
US Cellular	814.57
Village of Brownville	10,398.00
Village Of Johnson	4,399.86
Village of Nemaha	6,227.97
WAPA	31,685.35
Water Engineering Inc	432.11
Wesco Distribution Inc	3,434.63
Zoro Tools Inc	132.05

Following discussion Member Grant made a motion to approve the General Consent Items as presented. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, Zaruba, and Shaw. Motion carried.

Reports: Electric, Power Plant, Water/Wastewater, Office.

There being no further business to come before the Board, by unanimous approval the Board adjourned to the next regular Board meeting to be held Wednesday, February 21, 2024, at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

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Chairman

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Secretary

**CERTIFICATE**

I, Tamara L Westhart, Notary Public for the State of Nebraska, do hereby certify the attached and foregoing minutes is a true, correct and conformed copy of proceedings had and done by the Board of Public Works at their January 17, 2024 meeting; all of the subjects acted upon in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the Office of the Board; such subjects were contained in the agenda for at least twenty-four hours prior to said meeting; at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body, all in accordance with Chapter 84, Article 14 of Nebraska Statutes.