

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD January 19, 2022**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on January 19, 2022, 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: Member's present – Shaw, Grant, Knipe, Zaruba. Member 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 there were no guests.

Chairman Knipe acknowledged a request by GM Hunter for a .5% increase in electric rates. Reasons cited were due to increased costs in supplies and shipping surcharges being implemented by vendors. Member Grant made a motion to approve a .5% increase in electric rates effective February 23, 2022. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Zaruba and Shaw. Motion carried.

AFM Westhart provided information regarding a franchise fee that has been approved by the City of Auburn. The prior fee was \$0.003 per kwhr applied only to electric usage. The current approved fee is 3% assessed to gross receipts of electricity, water, and sewer for City of Auburn customers. The rate is effective January 25, 2022. The rate collected by the Board of Public Works will be submitted to the City of Auburn monthly and it has been determined it will be utilized for economic development. No action taken.

Member Zaruba provided information on IT antivirus protection and Microsoft email backup quotes provided by Scantron. The quotes include minimum security needed for current trends in cyber security. It was also noted that the Microsoft billing would be converted from a monthly subscription to an annual subscription to lock in pricing and prevent a monthly surcharge. Member Grant requested disclosure standards for security in open meeting discussions. Member Zaruba made a motion to accept the quotes as presented. Member Grant seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Shaw. Motion carried.

AFM Westhart presented an invoice submitted by Harold K Scholz for work completed on the 15KV outdoor switchgear and the 5KV indoor switchgear in the amount of \$172,805.00. Member Grant made a motion to pay the invoice as presented and continue to hold retainage in the amount of \$68,937.15 that is outstanding for items not completed. Member Zaruba seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter provided information on a quote provided by Layne Christensen Co. Inc. to drill three test holes and complete pumping to locate a viable well. Member Shaw made a motion to accept the quote as presented in the amount of \$23,614.00. Member Zaruba seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

AFM Westhart requested permission to purchase \$175.00 in Chamber Bucks for employee service awards that are presented at the employee recognition dinner. Member Shaw made a motion to purchase the Chamber Bucks as requested. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Zaruba and Shaw. Motion carried.

AFM Westhart noted the City of Auburn is expected to receive COVID relief funds from the U.S. Department of Treasury. Infrastructure projects are eligible for funding and BPW has been notified that sewer line upgrades have been discussed by the City. Chairman Knipe noted that another option that might be looked at is funding a new well or splitting the funds to accommodate more than one project. The options will be researched as information becomes available. No action taken.

AFM Westhart presented a request to transfer funds to the employee Flexible Spending Account in the amount of \$15,250.00 for the 2022 year. Member Shaw made a motion to transfer funds requested. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Zaruba, and Shaw. Motion carried.

AFM Westhart requested approval of 2021 uncollected accounts presented to Collection Associates in the amount of \$2,873.61. Member Zaruba made a motion to approve uncollectible accounts as presented. Member Grant seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

AFM Westhart requested permission to write off account 3012200.10 taken over by the City of Auburn, in the amount of \$156.91. The account is considered uncollectible. Member Zaruba made a motion to write off the account as presented. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba.

AFM Westhart presented a request to provide a donation to the Auburn Development Council for economic donation. After discussion, the Board determined that a donation will not be provided at this time. No action taken.

AFM Westhart presented a request from the Auburn Chamber of Commerce in the amount of \$1,000.00 for advertising for economic development. Legislature allows the BPW to contribute to a local organization such as the Chamber; if the money is directed to a project in which the BPW itself has authority to engage. Member Zaruba made a motion to provide a donation in the amount requested. Member Shaw seconded the motion. Members voting aye – Knipe, Zaruba, Shaw and Grant. Motion carried.

AFM Westhart updated the Board on uniform RFP's. BPW is working to ensure uniform supplies will be met. Also noted, is that Paramount Linen, who is our current provider has sold their company to Aramark effective immediately. No action taken.

GM Hunter and AFM Westhart have been notified by the Nemaha County Sheriff's office that they wish to discontinue providing after-hours call services. Options discussed include contracting with a call center or forwarding calls in house to on-call personnel. After discussion, after-hour emergency calls will be handled in house at this time.

AFM Westhart requested permission to renew four Certificate of Deposits that will be maturing in February. Member Zaruba made a motion to renew at the best interest rate available. Member Shaw seconded the motion. Members voting aye – Knipe, Zaruba, and Shaw. Member Grant abstained. Motion carried.

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

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #20.

Approve the previous meeting's 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) Approval of delinquent water and wastewater accounts.
- d) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$741,000.00. Transfer amount was updated due to receipt of actual invoice.
- e) Approve Free Services Report.

Checks written during the month of December

A-1 Cellular	362.08
AKRS Equipment	110.94
All Needs Computer & Mailing	935.09
American Recycling	16,970.07
Auburn Chamber Of Commerce	175.00
B 103	171.00
Baird Holm LLP	481.00
Beard's Salvage	85.26
Board Of Public Works	20,215.71
Border States Industries Inc	7,814.78
Bulldog Auto Supply	29.20
Capital Business Systems Inc	1,920.39
Capital One Spark Business	2,848.01
Caselle Inc	1,883.00
CCS Inc	20,862.00
City of Auburn	9,570.05
Concrete Industries Inc	656.04
County Publications	624.85
Credit Information Services	32.85
Crews, Caitlyn - refund	51.72
DHHS State of Nebraska	219.00
Domino, Jeffrey	1,300.00
Eggers Brothers Inc	143.60
Electric Pump	3,488.35
FCX Performance - Omaha	745.16
Frontier Cooperative	210.87
Glenn's Corner Market	170.70
Hach Chemical Company	1,167.82
Harold K Scholz Company Inc	172,805.00
Hasselbring, Brian - refund	53.56
Hawkins Inc	141.61
HDR Engineering Inc	2,947.03
Henry, Charlene - refund	595.55
HireRight Solutions LLC	70.14
Hoak, Mike	426.00

Holt, Penny - refund	15.61
Husker Electric	184.94
JEO Consulting Group Inc	3,022.90
Johnny's Tire & Battery	675.16
Layne Christensen Co Inc	826.00
Lincoln Winwater	5,193.16
MacQueen Equipment	278.27
Mathewson, Abby - refund	184.11
McMaster-Carr Supply Co.	17.54
Mike's Window Service	12.78
NDEE	600.00
Nemaha County Treasurer	209.58
Omaha Public Power District	26,700.12
Ommert, Tim - refund	32.53
One Call Concepts Inc	56.73
Paramount Linen & Uniform	1,636.47
Petty Cash	338.79
Sack Lumber Company	158.71
Scantron Technology Solutions	480.00
Schools In	1,445.75
Schweitzer Engineering Lab Inc	1,491.00
Snyder, Danny	30.00
Solomon Corporation	400.00
St of NE - Financial Services	440.14
U S A Blue Book	82.78
US Cellular	364.31
Vermeer Equipment of Ne.	3,739.24
Village of Brownville	7,240.26
Village of Nemaha	3,878.04
WAPA	27,232.95
Water Engineering Inc	392.83
Willco Inc	150.00
Zoro Tools Inc	223.42

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

Reports: Water / Wastewater Department, Electric Department, Power Plant, Office and other.

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 16, 2022, at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
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 19, 2022 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.

\_\_\_\_\_  
Tamara L. Westhart, Notary Public in and for the State of Nebraska.  
My Commission Expires October 4, 2023.