

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD JANUARY 12, 2017**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on January 12th, 2017 at the regular meeting place of the Board at the hour of 6:00 p.m. This meeting was held in open session as required by Chapter 84, Article 14 of Nebraska State Statutes.

Chairman Knipe announced that this was an open meeting and information about open meetings was posted on the north wall of the Council Chamber by the entrance.

Sherry Heskett, Auburn City Clerk administrated the Oath of Office to new BPW Board Member, Philip Shaw.

Chairman Knipe acknowledged that there were guests present to address the Board.

Chairman Knipe called the meeting to order and requested an additional roll call: Members present – Buman, Knipe, Wilson, Zaruba and Shaw.

General Manager (GM) David Hunter presented the annual payment of Franchise Fees in lieu of taxes to Brownville for \$11,207.72, Johnson for \$17,190.30 and Nemaha for \$6,410.52 and to Auburn for \$36,661.94 for Board review and approval. Member Zaruba motioned to approve the payment of annual Franchise Fees. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Chairman Knipe declared the motion carried.

Accounting and Finance Manager (AFM) Wende Bergmeier presented a February BPW newsletter for the Board's review and approval. Member Buman motioned to approve the newsletter. Member Wilson seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

AFM Bergmeier presented a Corporate Resolution for check signing to update the bank signature card to include Phil Shaw. Member Zaruba motioned to approve the Resolution. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented an annual donation request from the Auburn Chamber of Commerce. Following brief discussion, Member Wilson motioned to approve this request. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter presented the Board a Johnson Street LED Lighting Replacement Project. This project, similar to the replacement projects previously completed in Brownville and Nemaha, would replace all mercury vapor streets lights with LED lights. Following discussion, Member Shaw motioned to approve the project. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter opened a discussion regarding the impact on the 6th Street Lift Station due to the installation of the Splash Pad to be located at the Rec Complex. GM Hunter's largest concern is that the 6<sup>th</sup> Street Lift Station will not have sufficient capacity to handle the Splash Pad and any new growth or development in the area. Mayor Scott Kudrna was on hand for this discussion. Following discussion, the Board recommended that GM Hunter move forward with addition research on increasing the pumping capacity of this lift station to meet current and future flows in this area.

GM Hunter indicated that a Board appointment is needed for a representative on the BPW Safety Committee due to Board member turnover. Member Zaruba nominated Phil Shaw for the open position on the BPW Safety Committee. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

Dan Buman put together a Financial Rate Study that he presented to the Board. This rate study included a long-range capital plan, debt reduction and rate restructuring. Member Buman offered the following recommendations:

- The Board should establish a long term goal (10 year) of best quartile rates for Electric, Water, and Wastewater
- Allow the subcommittee to work with staff to develop and present to Board a new rate structure for Water and Wastewater

Following the presentation, Board Members thanked Member Buman for his efforts in putting together this financial study.

GM Hunter presented a discussion of several personnel issues. At the hour of 6:53pm, Member Zaruba motioned to go into closed session to protect the reputation of personnel to be discussed. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried. At the hour of 7:08pm, Member Wilson motioned to come out of closed session. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

AFM Bergmeier presented the standard financial reports to the Board and asked for questions regarding the same. Following brief discussion, Member Buman motioned to accept the financials as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #16.

- a) Approve the previous meeting’s minutes and dispense with the reading of the same.
- b) Approve monthly compensation of officers, management and employees as previously fixed by the Board.
- c) Approve, ratify and allow the following checks written/transfers during the month.
- d) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers to T&D.
- e) Transfer of \$592,000.00 to Checking from Revenue.
- f) Approve the Free Service Report for furnishing utilities, materials, equipment, inspections and labor to the city free of charge for the month of December 2016 in an amount of \$5,155.61.

Checks written during the month of December:

AFLAC	584.50
Ameritas	13,737.44
ASB	450.00
BCBS	19,679.20
Black Hills Energy	241.14
Constellation Energy	1,213.43
Cypress Medical	2,792.45
DIRECT DEPOSIT TOTAL	72,474.32
Fleet Services	1,628.51
IBEW 1536	783.24

IRS	28,516.86
Mid-American Benefits	235.75
NDOR	28,974.12
NDOR W/H	4,064.59
NE Child Support	664.00
NHHS	115.00
NSF CHECKS	355.97
Paymentech Fee	1,262.40
Principal	620.00
Standard Life	1,760.91

Time Warner Cable	107.24
Verizon Wireless	85.08

Windstream	656.94
XpressBillPay Fee	245.30

Approve the following claims submitted for payment:

Altec	377.32
American Recycling & Sanitation	15,576.60
Auburn Chamber Of Commerce	800.00
Auburn Family Health Center	35.00
B 103	166.50
Blackburn Manufacturing	111.23
BPW	23,085.86
Bulldog Auto Supply	450.21
Capital Business Systems	604.68
Carnahan, Natasha	89.34
Caselle	1,205.00
CCS	1,512.00
City of Auburn	10,648.97
County Publications	253.90
Credit Information Svc	61.60
D.R. Thomas	221.54
Dalton, Charlyne	83.21
Dammast, Jeff	39.00
DHHS ST of NE	526.00
Dugan Business Forms	77.75
Eggers Brothers	341.36
Filter Care of NE	212.45
First Bank Card	1,568.06
Glenn's Corner Mkt	92.84
Hawkins	66.40
Henson, Hayden	274.93
Hoak, Mike	426.00
Hunter, David	37.96
Husker Electric	3,111.24
Kriz-Davis	8,424.04
Lawson Products	514.83
Lewis Implement	71.92
Lynch's Hardware	7.44
Mellage Truck & Tractor	73.00

Mertes, Trent	45.00
Mike's Window Svc	11.45
Municipal Supply of NE	249.55
NDEQ	150.00
NE Dept of HHS	600.00
NE Environmental Products	89.62
Nebraska Rural Water	700.00
Nemaha Country Mkt	33.49
Nemaha County Clerk	72.00
New Tech Construction	293.07
Northern Safety	17.04
NPPD	296,928.04
OK Tire	269.52
Olsson Associates	4,290.88
One Call Concepts	41.22
OPPD	11,774.04
Orscheln	345.37
Paramount Uniform	1,361.64
Petty Cash	5.96
Plagmann, Cameron	191.57
Pollard Co	95.27
Sack Lumber	116.71
SW Commercial Products	121.35
Stutheit Implement	184.81
Sunmart	6.00
UPS	76.43
US Cellular	149.15
Utility Equip Co	144.37
Village of Brownville	11,207.72
Village Of Johnson	17,190.30
Village of Nemaha	10,386.72
WAPA	36,190.90

Following a brief discussion, Member Buman motioned to approve the General Consent Items as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Chairman Knipe declared the 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 February 09, 2017 at the hour of 6:00 p.m. at Auburn City Hall. Chairman Knipe declared the meeting adjourned.

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Chairman

ATTEST:

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Secretary

#### **CERTIFICATE**

I, Wende S. Bergmeier, 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 12, 2017 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.

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Wende S. Bergmeier, Notary Public in and for the State of Nebraska.  
My Commission Expires July 25, 2018.