

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD February 16, 2022**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on February 16, 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 – Grant, Knipe, Zaruba. Members absent – Shaw and 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 Bryan Melage, Nemaha County Commissioner. Darren Oestmann – Auburn Board of Public Works

General Manager (GM) Hunter provided information from Nemaha County Commissioners who have requested shared cost on Pictometry Software that provides plat mapping data. The data has historically been available for BPW and is utilized in the GIS system for mapping utility infrastructure. Discussion was held on statute regarding public data. The Board requested more information before moving forward. Member Zaruba made a motion to table the request. Member Grant seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion tabled.

Accounting and Finance Manager (AFM) Westhart discussed issues with uniform services now being provided by Aramark after being purchased from Paramount. AFM requested permission to provide notice of Breach of Contract to Aramark and request corrective action within thirty days. If items have not been corrected, we would move forward with selection from RFP's that were submitted. Member Grant made a motion to provide Aramark with the Breach of Contract notice. Member Knipe seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

GM Hunter presented a lease agreement provided by Peru that would allow them an easement to complete construction on the Peru Booster Station that will be located on the corner of 8th and G Streets. Member Grant made a motion to approve the lease agreement. Member Zaruba seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. Motion carried.

GM Hunter requested permission to host Energy Fest for the local fourth grade students on April 6, 2022. Member Zaruba made a motion to approve hosting the event. Member Grant seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. Motion carried.

GM Hunter requested permission to order material for upcoming pole replacements. Estimated cost would be \$140,000.00. Delivery times are currently unstable, and this would allow the project to move forward without delay and potential price increases once a contractor has been approved. Member Zaruba made a motion to purchase materials needed for approximately 215 poles that will be replaced. Member Grant seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

GM Hunter presented a proposal from Gardner Denver for annual maintenance on the wastewater treatment plant blower in the amount of \$7,520.08. After discussion, Member Grant made a motion to approve the proposal. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

GM Hunter reviewed bids for painting wastewater clarifiers from Mongon Painting in the amount of \$66,000.00 and McGill Restoration for \$65,672.00. After discussion, Member Zaruba made a motion to approve the low bid from McGill Restoration. Member Grant seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

GM Hunter reviewed the mowing bid received from Great Plains Lawn Care in the amount of \$340.00 per mowing. Member Zaruba made a motion to accept the bid. Member Grant seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. Motion carried.

GM Hunter provided updates on CDL requirements that will restrict ability to hire qualified applicants. He noted that it may be possible to develop a training program and hire within. Hiring requirements would need to be adjusted to accommodate the changes. After Board discussion, it was determined more information would be needed on ability to implement a training program. No action taken.

GM Hunter updated the Board on staffing. Three employees have retired or will be retired in the near future. The Electric Manager and Water/Wastewater Manager positions have been filled in house. Positions currently open to the public, include a Water Operator position and two General Service Technician positions. A Lineman Supervisor position is currently posted in-house.

AFM Westhart presented the standard financial reports to the Board. Included is a corrected pledge analysis presented in January 2022. Member Zaruba made a motion to accept the financial reports as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #15.

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 \$480,000.00. Transfer amount was updated due to receipt of actual invoice.
- e) Approve Free Services Report.

Checks written during the month of January

A-1 Cellular	230.04
All Needs	2,995.11
Altec Industries Inc	431.54
American Recycling	16,084.31
American Underground Supply	53.11
Andrew, Richard & Jane	4,000.00
Aramark Uniform	1,208.61
Auburn Chamber of Commerce	1,000.00
Auburn Design Shop LLC	176.49
Auburn Family Health Center	105.00
B 103	152.00
Beard's Salvage	408.81
Big Red Sawmill & Firewood	1,063.44
Board Of Public Works	29,931.26
Border States Industries Inc	16,778.41
Brownville Concert Series	50.00
Brownville Village Theatre	100.00
Bulldog Auto Supply	74.85
Capital Business Systems, Inc	417.97
Capital One Spark Business	3,862.42

Caselle Inc	1,883.00
Chromalox	154.50
City of Auburn	10,866.97
Concrete Industries Inc	413.51
County Publications	4.95
Credit Information Services	11.95
DHHS State of Nebraska	327.75
Dickerson, Matt	75.00
Envirodyne Systems Inc	2,718.00
Filter Care of Nebraska	13.60
Glenn's Corner Market	41.09
Grainger Inc	106.36
Hawkins Inc	349.15
HDR Engineering Inc	3,715.03
HOA Solutions Inc	400.00
Hoak, Mike	426.00
Husker Electric	752.46
Itron Inc	6,324.84
Jeanneret, Jeff	30.00
JEO Consulting Group Inc	163.75

John Crane	389.07
Kansas Municipal Utilities	200.00
LARM	1,668.00
Lincoln Winwater	3,045.40
Lynch's Hardware & Gifts	27.60
McMaster-Carr Supply Company	53.27
Mellage Truck & Tractor Inc	133.08
Mike's Window Service	14.38
Municipal Supply of NE Inc	206.39
Omaha Public Power District	26,624.34
One Call Concepts Inc	26.49
Paramount Linen & Uniform	402.87
Peaker Services Inc.	3,243.05
Petty Cash	395.20
PIP Marketing Signs & Print	129.37
Sack Lumber Company	366.16
Scantron Technology Solutions	6,380.00
Schlange, Elmer	30.00

Solomon Corporation	14,360.00
St of NE - Financial Services	1,542.28
United States Postal Service	4,000.00
US Cellular	549.44
Vermeer Equipment	292.65
Village of Brownville	9,856.67
Village Of Johnson	4,080.02
Village of Nemaha	5,401.74
Water Engineering Inc	392.83
Wesco Distribution Inc	559.13
WAPA	28,178.08
Zoro Tools Inc	55.38
Henry, Charlene	595.55
Ahmed, Waqas	258.74
Bennett, Randy	7.68
Bradley, Leslie	117.50
Lee, Kevin	113.23

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, and Zaruba. 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, March 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 February 16, 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.