

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD February 17, 2021**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on February 17, 2021 at the regular meeting place of the Board 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 announced that this was an open meeting and information about open meetings is posted on the north wall of the Board Room.

Chairman Knipe acknowledged no guests were present.

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

GM Hunter updated the Board on office protocols in place for public access due to COVID. The Board determined the office will continue to provide access through drive-up window, telephone, and online billing services. Access to the office will be limited to employees. No further action.

GM Hunter advised the Board that Member Grant would need to be authorized as a signer on bank accounts and Board documents. Member Zaruba made a motion to add Member Grant as an authorized signer on all bank accounts and Board documents. Member Grant seconded the motion. Those voting aye – Knipe, Zaruba and Grant. Motion carried.

GM Hunter requested direction from the Board on the office remodel bid process. No bids were submitted at this time. The Board discussed options and requested that GM Hunter reach out to local contractors to see if there is interest in completing the work within the current budget. Interested contractors will be submitted to the Board for approval. No further action.

GM Hunter advised the Board that the 2018 Series Wastewater Bond refinance is now complete. The 2021 Series Wastewater Bond provided a total savings of \$61,921.82. No further action.

GM Hunter provided a quote from Gardner Denver for annual maintenance of the Wastewater Treatment Plant Blower. The maintenance quoted at \$7,619.70 is designed to avoid extreme repair costs and lengthy down times. Member Grant made a motion to accept the proposal from Gardner Denver and move forward with the annual maintenance. Member Zaruba seconded the motion. Those voting aye – Grant, Knipe and Zaruba. Motion carried.

GM Hunter provided information on the benefits of hiring a project manager for the Water/Wastewater FEMA project. This would ensure that FEMA requirements are met and documented as needed for final approval of funds. The cost of these services would be reimbursed by the grant. Member Zaruba made a motion to hire Olsson as project manager. Member Grant seconded the motion. Those voting aye – Grant, Knipe and Zaruba. Motion carried.

GM Hunter, Member Zaruba and Member Grant updated the Board on the progress of the City Administrator/Economic Developer position. A request was made for BPW to share the cost of the position with the City of Auburn, until the position is self-sustaining, an estimated 2–3-year time frame. A motion was made by Member Grant to provide financial support up to a \$50,000.00 transfer, to the City of Auburn, potentially in installments, for the position of City Administrator/Economic Developer. Member Zaruba seconded the motion. Those voting aye – Knipe, Zaruba and Grant. Motion carried.

GM Hunter updated the Board on the purchase of the A1 Fiber pole lease by Pinpoint Communications. He noted a new contract would be beneficial to both parties. After discussion, the Board granted permission to request a new contract from Pinpoint Communications.

GM Hunter provided updates on the progress of the substation project. Switch gear and conduit is in place and wire is being pulled. 12/5 substation is scheduled to be shut down to finish transfer. GM Hunter requested approval for progress payment submitted by IES in the amount of \$200,429.11. Member Zaruba made a motion to submit payment for progress payment to IES Commercial. Member Grant seconded the motion. Roll call: Those voting aye – Zaruba, Grant, and Knipe. Motion carried.

Accounting and Finance Manager 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. Roll call: those 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 #14

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) Approve filing of Notices of Delinquency with the County Clerk.
- e) Approval of delinquent water and wastewater accounts.
- f) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$681,000.00
- g) Approve Free Service Report.

Checks written during the month of January.

All Needs	885.06
American Recycling	16,983.33
Auburn Plumbing/Heating	30.05
B 103	152.00
Beard's Salvage	66.92
Board Of Public Works	18,813.03
Border States Industries	1,203.63
Capital Business Systems, Inc	397.74
Capital One Spark Business	2,775.10
Carpenter Paper Company	42.07
Caselle Inc	1,883.00
City of Auburn	9,347.58
Core & Main	47.31
County Publications	4.95
Credit Information Services	83.60
Crescent Electric Supply Co.	948.64
DHHS State of Nebraska	157.00
Eggers Brothers Inc	147.71
Eric Benjamin	400.00
Filter Care of Nebraska	58.10
Glenn's Corner Market	61.77
Grainger Inc	1,568.04
Hach Chemical Company	227.24
Hamilton Associates PC	1,255.90
Hawkins Inc	110.06
HireRight Solutions LLC	107.10

Hoak, Mike	426.00
Husker Electric	116.62
IES Commercial Inc	200,429.11
Kuhlmann, Kevin	494.00
Lawson Products Inc	55.02
LARM	1,541.00
Lincoln Winwater	281.42
Lynch's Hardware & Gifts	10.64
NDEE	300.00
Nebraska Public Power District	205,070.24
Nemaha County Clerk	46.00
Nemaha County Sheriff's Office	25.00
NPPD	8,000.00
Nichols Masonry	250.00
Olsson	510.00
Omaha Public Power District	23,864.29
One Call Concepts Inc	47.68
Paramount Linen & Uniform	1,611.48
Petty Cash	574.20
Quadient	127.64
Sack Lumber Company	55.33
Skarshaug Testing Laboratory Inc	223.13
Smith & Loveless Inc	853.59
St of NE - Financial Services	321.35
The Cleaners	42.60
U S A Blue Book	105.82

United States Postal Service	4,000.00
US Cellular	286.41
Utility Equipment Company	598.35
Village of Brownville	6,982.38

Village of Nemaha	3,795.44
Water Engineering Inc	392.83
WAPA	28,178.08
Wynn, Troy	409.60

Following discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Grant seconded the motion. Roll call: those 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 17, 2021 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 17, 2021 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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Tamara L. Westhart, Notary Public in and for the State of Nebraska.  
My Commission Expires October 4, 2023.