

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD FEBRUARY 21, 2024**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on February 21, 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, and Zaruba. Absent – Wilson and Shaw.

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: Randy Bennett – Bennett’s Fire Protection, Crystal Dunekacke – City Administrator/Economic Developer, Angelo Ligouri – Auburn City Attorney.

Chairman Knipe opened the floor to public comment. No one present addressed the Board.

Chairman Knipe introduced Randy Bennett from Bennett’s Fire Protection. Randy provided information on services that are available to the Board of Public Works that include providing fire extinguisher and AED inspection and maintenance services. A mobile unit allows him to inspect and fill fire extinguisher tanks onsite. No action taken.

City Administrator/Economic Developer – Crystal Dunekacke provided the Board with the most recent plat map approved by the Planning Commission outlining the Westgate Addition. Crystal noted that minor changes may be addressed in the future with a projected time frame of moving forward in May with request for bids. The estimated date to begin excavation work is Fall 2024 and work on the infrastructure is expected to start Spring 2025. The Board of Public Works will provide electrical infrastructure. Based on the current plans, it is estimated that 18-20 transformers will be needed. Lead times for materials are currently over a year. Electrical plans and material costs will be presented to the Board prior to being ordered. Easements will be reviewed to ensure all parties agree with the planned locations. No action taken.

GM Luhring provided the Board with information regarding franchise fees that were overcharged to Auburn customers February 2023 – January 2024. A 4% fee was charged instead of 3% resulting in an overcharge of 1% on services. A credit has been issued to customer accounts and a letter explaining the error was sent to all customers affected. The City of Auburn has reviewed and requested to reimburse BPW overpayments to the City for the fees over a period of twelve months by reducing future franchise fee receivables. This has been agreed upon by the BPW. No action taken.

GM Luhring requested authorization to advertise for bids for a new pressure washer. Luhring noted the old washer is no longer working properly and parts to repair are obsolete. After discussion, Member Grant made a motion to move forward with a request for bids. Member Zaruba seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. Motion carried.

GM Luhring requested approval for cleaning of eight wells by Subsurface Technologies in the amount of \$119,610.00. Water/Wastewater Manager Slater provided information on companies that provide options for cleaning the wells. Subsurface Technologies’ process for cleaning the wells on an annual basis has been historically most successful with capacity increasing to approximately 100% after cleaning. After discussion, Member Zaruba made a motion to accept the five-year agreement as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

GM Luhring presented a rate study agreement from JK Energy Consulting and requested authorization to move forward with electrical, water and wastewater studies for \$18,000.00. After discussion, Member Zaruba made a motion to accept the agreement as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

GM Luhring reviewed mowing bids for electric properties submitted by Great Plains Lawn Care and Green Care Lawn Services. One- and three-year contracts were discussed. Green Care Lawn Services submitted the low bid with a total cost per mowing of \$280.00 for all properties for both a one year and a three-year contract. Member Grant made a motion to enter into a three-year agreement with Green Care Lawn Services. Member Zaruba seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

GM Luhring noted that mowing bids are being accepted for water department properties. Bids are due March 13, 2024, by 3:30 p.m. No action taken.

GM Luhring noted that Skid Loader bids are being accepted until March 13, 2024, at 1:30 p.m. No action taken.

GM Luhring provided an update on the NPPD Cooper Nuclear Power Plant Tour, noting the tour was informative and the Board members enjoyed learning about the plant. No action taken.

Water/Wastewater Manager Slater informed the Board that water has been pumping to the City of Peru since February 13, 2024. The ribbon cutting was well attended, and the SCADA system is working properly. Minor issues with the chemical feed are being worked out. Emergency generators have been delivered to the Peru Water Booster House and to Peru. No action taken.

GM Luhring provided the employee service award policy per Board member request. Member Zaruba requested time to review the policy. The item has been tabled pending review by the Board members.

Chairman Knipe requested a motion to enter closed session. Member Grant made a motion to move to closed session at 12:01 p.m. for the protection of public interest, for strategy session on notice by letter correspondence from Attorney Stephen D. Mossman, legal counsel for the Village of Brownville, NE, on potential or imminent contract dispute and concern of litigation. Member Zaruba seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried. Prior to entering closed session, the above stated purpose for entering closed session was reiterated on the record and to the public in attendance.

Member Zaruba made a motion to exit closed session at 12:22 p.m. Member Grant seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

Member Grant stated the Board of Public Works submitted a contract to the Village of Brownville for billing and meter reading services approved by BPW January 17, 2024. The Village of Brownville provided a response from legal counsel requesting the BPW continue to provide services that have been in effect since 2020 until June 17, 2024, stating the new terms are not agreeable to the Village of Brownville. Member Zaruba made a motion that effective at the close of business on June 25, 2024, the Board of Public Works will terminate water and wastewater billing and meter reading services for the Village of Brownville and the previously submitted proposal has been withdrawn. Member Grant seconded the motion. Members voting aye - Zaruba, Grant, and Knipe. 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 Grant seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. 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 \$397,000.00.
- d) Approve Free Services Report.

Checks written during the month of January.

AKRS Equipment	174.23
Altec Industries Inc	7,230.15
American Recycling	20,380.63
Arbor Manor	1,028.79

B 103	171.00
Beard's Salvage	10.14
Board Of Public Works	26,768.64
Border States Industries Inc	6,659.37

Bulldog Auto Supply	125.54
Capital Business Systems	374.35
Capital One	4,902.26
Caselle Inc	1,940.00
City of Auburn	18,917.65
Core & Main	112.53
County Publications	233.83
Credit Information Services	26.90
DHHS State of Nebraska	480.00
Echo Group Inc.	23.59
Eggers Brothers Inc	282.64
Electrical Contractors	6,194.28
Farabee Mechanical Inc.	1,318.96
Filter Care of Nebraska	44.70
First Wireless Inc	1,764.72
Glenn's Corner Market	109.27
Hawkins Inc	2,246.90
HDR Engineering Inc	1,005.00
HOA Solutions Inc	26,956.07
Huber Technology	5,761.02
Husker Electric	648.00
Itron Inc	8,228.50
Jackson Services Inc.	2,383.59
Kidwell Inc	65.00
Luhring, Ray	283.89
Lynch's Hardware & Gifts	220.22
MacQueen Equipment	139.96
McMaster-Carr Supply	190.75
Meyer-Earp Auto Center	90.19
Mid-Continent Sales	99.04
Midwest Electric	905.25
Morrissey, Teresa	605.25
Municipal Supply of NE Inc	73.25
NDEE	150.00
Nebraska Rural Water	890.00
Northern Safety Co Inc	145.12
Olsson	1,485.00
One Call Concepts Inc	35.84
Petty Cash	55.35
Pinpoint Auburn, Inc	433.53
PIP Marketing Signs & Print	372.99
Pollard water Co Inc	82.95
Sack Lumber Company	1,735.08
SECUR-SERV	548.54
Slater, Harley A	89.11
Sunbelt Solomon	1,486.81

US Cellular	774.39
Village of Brownville	7,102.66
Village of Nemaha	4,288.85
Water Engineering Inc	432.11
WEG Electric Corp.	175.00
WAPA	32,793.88
Zoro Tools Inc	43.01
Machacek, Joan	293.61
State of NE-DHHS	522.16
Acevedo, Carol	9.48
Allsman, Cathryn	5.08
Ascheman, Jazdia	5.34
Aufenkamp, Del	13.66
Bean, Charles	18.10
Behrends, Estate of Marvin	9.81
Bradley, Estate of Dale	6.89
Bradshaw, David	10.35
Breazile, Patricia	5.48
Campbell, Brad	15.35
Campbell, Mitchell	5.09
Carstensen Contracting Inc	10.39
Chrisp, Ruth	8.48
Collins, Keith	6.09
DeBuhr, Jan	14.13
Delacruz, Chelsea	6.91
Dickens, Linda	20.75
Fiddler, Matthew	5.77
Fiorese, Patricia L	10.93
Ford, Trenton	11.93
Gabelmann, Michael	6.52
Gadeken, Oliver	91.20
Gadeken, Oliver	8.07
Gadeken, Oliver	11.43
Gauchat, Danielle	7.26
Gilbert, ReGina	116.94
Gray, Bryan	9.09
Hager, Timothy J	6.12
Hatfield, Leonna	9.39
Haynes, Derek	5.29
Houston, Tina	12.38
Hughes, Andrew	8.22
Husa, Dwight David	8.57
Keller, Jennifer	7.38
Klinger, Woody	6.46
Koso, Nicholas	6.76
Kreifels, Noah	7.88

LaBalle, Quinn	196.66
LaBalle, Quinn	5.70
Leishing Jr, Michael	11.07
Leslie Estate, Milo C	5.23
Lickteig, Henry	9.65
Maahs, Ian	17.27
Mack, Sara	7.13
Marion, Blake	14.68
Martin, Patricia A	7.41
McPhillips, Madison	11.76
Mirza, Sam	16.32
Monroe Estate of Ella Mae	11.93
Morrison, Donnie	8.26
Mott, Kristine	5.22
Nelson, Andrew	5.98
Neuland Thomas, Monika	21.53
Norris, Parker	5.25
Norvell, Susan	15.33
Orscheln	63.74
Parker, Chelsea	26.76
Poellnitz, Eric	165.58

Poellnitz, Eric	5.04
Poston, Jason	17.50
Reeves, Floyd	5.49
Rieger, Breanna	5.27
Riley, Holly	12.33
Robertson, Jacob	7.44
Robertson, Prescilla Rose	16.09
Robke, Gregg	14.17
Roti, Randy	8.61
Roybal, Melissa	17.51
Severs, John	5.26
Sidney Adams	173.46
Snodgrass, Nicholas	15.84
Stevenson, Angelica	15.15
Sydow, Trent	12.62
Thomas, Estate of Annie	8.03
Thompson, Cory R	5.24
White, Nancy	5.11
Wieckhorst, Andrew	13.39
Yates, Clarence	6.07

Following discussion Member Zaruba 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: 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, March 20, 2024, 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 21, 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.