

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD MARCH 19, 2025**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on March 19, 2025, at 1600 O Street at 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 – Shaw, Grant, Knipe, and Wilson. Absent – Zaruba.

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 that no guests were present to address the Board.

GM Luhring and Water/Wastewater Manager Slater updated the Board on the Drought Contingency Stage 3 Emergency Watch protocol. Two wells remain at five feet or below. GM Luhring noted that the wells are stable and with some spring rain, should continue to rise.

Chairman Knipe opened discussions on minimum billings for properties that have buildings. After discussion, the Board directed staff to bill minimums to property owners with water and sewer access per current BPW policy. No action taken.

GM Luhring provided updates on the Westgate addition. The contractor has completed installation of wastewater lines, laterals and manholes; and five hundred feet of water line has been laid. The project is progressing on schedule. No action taken.

GM Luhring updated the Board on the NPPD Capacity Purchase Contract. A meeting is scheduled for May with a red-line agreement projected to be available two weeks prior. No action taken.

GM Luhring informed the Board that Union Bank & Trust is changing their pledge process to a Single Bank Pooled Collateral Fund through Nebraska Bankers Insurance and Services Company (NBISC). Pledges would cover investments up to 102% from a pooled fund. Member Shaw made a motion to accept the change in pledging requirements as presented. Member Wilson seconded the motion. Members voting aye – Shaw, Knipe, and Wilson. Member Grant abstained. Motion carried.

GM Luhring requested approval to allow Chairman Knipe authorization to sign NBISC pledge agreement. Member Shaw made a motion to authorize Chairman Knipe as presented. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson, and Shaw. Member Grant abstained. Motion carried.

GM Luhring requested approval to renew CD #20442 with Union Bank & Trust who submitted the highest rate with a bid of 4.06% for twelve months. Member Wilson made a motion to accept the bid as presented. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

GM Luhring requested approval to transfer funds to wire payment for the Wastewater Treatment Plant bond interest in the amount of \$893.75. Member Grant made a motion to approve payment as presented. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Grant. Motion carried.

GM Luhring requested approval to request bids for a 2025 4x4 ¾ ton double cab pickup for the Water/Wastewater department. Member Grant made a motion to request bids as presented. Member Shaw seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

GM Luhring presented a committee recommendation to approve an agreement and \$7,000.00 retainer fee with Kinga Wilson from Insight Recruitment. The agreement would initiate the process to search for a General Manager to replace current GM Ray Luhring, retiring December 31, 2025. After discussion, Member Grant made a motion to accept the agreement and retainer fee as presented. Member Shaw seconded the motion. Members voting aye – Shaw and Grant. Members voting nay – Knipe and Wilson. Motion did not carry. Member Wilson requested to review the recommendation again at the April 16, 2025 Board meeting.

GM Luhring requested approval to accept an on-call project agreement for water source evaluation with Miller and Associates. Member Wilson made a motion to approve the agreement and provide GM authority to sign on behalf of the BPW. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Luhring provided information on discussions held with Miller and Associates regarding water source supply research. Several options were reviewed by the committee. GM Luhring reached out to Nebraska City Utilities who agreed to research the feasibility of a pipeline providing supplemental water to the Board of Public Works. No action taken.

GM Luhring provided updates on the Sewer Lining & Manhole Rehabilitation Project. HDR has reviewed video footage of the sewer lines and has approved the project. A final pay application will be submitted to Municipal Pipe. No action taken.

GM Luhring provided an update on the 2024 Wastewater Proprietary Function Reconciliation Statement that was presented to the City of Auburn for approval. The statement was approved on March 10, 2025, and has been submitted to the State of Nebraska. No action taken.

AFM Westhart presented the standard financial reports to the Board. Member Wilson made a motion to accept the financial reports as presented. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. 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 \$652,000.00.
- d) Approve Free Services Report.

Checks written during the month of February.

AKRS Equipment	89.29
American Recycling	20,213.68
Anderson, Aracelly	525.00
Auburn Design Shop LLC	149.10
B 103	152.00
Beard's Salvage	31.16
Board Of Public Works	27,343.99
Border States Industries Inc	1,981.10
Brownville Concert Series	55.00
Bucy, William	30.00
Bulldog Auto Supply	2,591.03

Capital Business Systems	533.24
Capital One Spark Business	3,804.32
Caselle Inc	2,018.00
City of Auburn	13,967.20
City of Tecumseh	298.50
County Publications	564.00
Credit Information Services	40.35
DHHS State of Nebraska	97.00
Eggers Brothers Inc	213.49
Electroswitch	404.62
Filter Care of Nebraska	215.35

Glenn's Corner Market	85.02
Hach Chemical Company	8,521.60
Hamilton Associates PC	1,650.00
Harold K Scholz Company	4,509.61
Hawkins Inc	30.00
HDR Engineering Inc	1,307.20
HOA Solutions Inc	3,307.59
HTM Sales Inc	4,816.86
Interstate All Battery Center	205.80
Interstate Industrial Instr.	186.90
Jackson Services Inc.	1,857.32
Johnny's Tire & Battery	191.65
Kan Equipment Inc.	8,343.54
Kansas Municipal Utilities	800.00
Kidwell Inc	67.50
Lawson Products Inc	81.24
LONM	1,613.00
Lincoln Winwater	15,786.79
Lynch's Hardware & Gifts	126.89
Major Safety Service Inc.	5,459.82

Mary Beth Tuttle	1,200.00
Matheson Tri-Gas Inc	72.60
Mike's Window Service	46.32
Municipal Supply of NE	1,425.44
MWM Rail Service	500.00
Northern Safety Co Inc	34.38
One Call Concepts Inc	175.53
Petty Cash	178.12
Pinpoint Auburn, Inc	434.08
PIP Marketing	3,293.80
Quill LLC	85.18
SECUR-SERV	9,108.50
US Cellular	765.50
Village of Brownville	8,071.52
Village of Nemaha	4,733.84
Water Engineering Inc	432.11
WAPA	32,649.70
Wilson, Kinga	7,000.00
Zoro Tools Inc	302.08

Following discussion, Member Grant made a motion to approve the General Consent Items as presented. Member Wilson seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. 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, April 16, 2025, 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 March 19, 2025 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, 2027.