

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD MARCH 20, 2024**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on March 20, 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 – Shaw, Grant, Knipe, Wilson, and 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 the following guests: No guests were present.

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

Chairman Knipe noted that Casey Connelly was not present. Information was provided on the account for the property at 604 13<sup>th</sup> street. No action taken.

GM Luhring requested approval to move forward with Load Tap Change (LTC) inspections and maintenance on two 10,000 KVA three phase transformers. Two options were discussed. Option one includes removing 150 gallons of oil, cleaning and returning the oil for a cost of \$17,830.00. Option two will provide new oil and disposal of old oil for \$26,295.00. Electric Operations Manager Kuhlmann provided information on the life of the units and history of maintenance alerts. Member Grant made a motion to move forward with the agreement to purchase new oil at a higher cost due to concerns presented. Member Zaruba seconded the motion. Member voting aye – Knipe, Wilson, Zaruba, Grant, and Shaw. Motion carried.

GM Luhring requested changes in policy wording in the BPW personnel manual to correct advancement procedures. Member Grant made a motion to change the policy wording subject to union consent. Member Zaruba seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring requested approval to transfer funds and wire payment for the Wastewater Treatment Plant bond interest in the amount of \$2,090.00 due April 1, 2024. Member Zaruba made a motion to transfer funds and make payment as requested. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Luhring presented bids from local institutions to renew a CD that matured on March 16, 2024. A bid from Auburn State Bank at 12-month term, 4.86% APY was awarded as high bid over Union Bank & Trust who bid a 12-month term, 4.74% APY. Member Zaruba made a motion to accept the high bid from Auburn State Bank. Member Wilson seconded the motion. Members voting aye – Shaw, Knipe, Wilson, and Zaruba. Member abstained – Grant. Motion carried.

GM Luhring requested approval to enter an agreement with Olsson Engineering to install components automating air fuel controls not to exceed \$10,000.00. Electric Operations Manager Kuhlmann provided information on the manual system currently in place and potential issues. Member Zaruba made a motion to accept the agreement as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba, and Shaw. Motion carried.

GM Luhring updated the Board on the kickoff meeting with JK Energy Consulting noting that discussion was held on each department's future capital improvements and financial position. No action taken.

GM Luhring provided information on the Omega Morgan Project. This company is moving equipment through our service area to Hastings, Nebraska. Line crews will be raising service lines to accommodate the equipment that will range eighteen to twenty-five feet in height. Seventeen loads are projected to move through the area during the May to June 2024 timeframe. Line crews will restore the lines after the project is complete. No action taken.

GM Luhring provided information on a pressure washer bid received from Hotsy at a cost of \$5,995.00. After discussion, Member Zaruba made a motion to accept the bid as presented. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Luhring provided information on bids received for the mowing contract for the water department properties. After reviewing, Member Grant made a motion to award the bid to Great Plains with the low bid of \$435.00 per mow for a three-year contract. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

GM Luhring presented information on bids for a skid loader provided by Hamilton, NMC and AKRS. Member Zaruba made a motion to accept a lease agreement with NMC for \$4,650.00 per year/ 250 hours and \$18.60 per additional hour as low bid. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba, and Shaw. Motion carried.

Water/Wastewater Manager Slater provided information on the Peru Water Line noting there is issues with internet communication between Peru and Auburn. Operators perform manual checks on tank levels until the problem is resolved. Peru is in contact with Windstream to resolve the issue. No action taken.

GM Luhring provided the employee service award policy per Board member request that was tabled from the prior month. After discussion, Member Zaruba made a motion to double the current awards. Member Wilson seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, 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 Zaruba seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba, 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 \$585,000.00.
- d) Approve Free Services Report.

Checks written during the month of February.

Aguilar, Ida	200.24
AKRS	36.40
Altec Industries Inc	3,819.54
American Fence Company	3,645.22
American Recycling	24,955.25
Auburn Design Shop LLC	153.36
B 103	171.00
Beard's Salvage	69.23
Blackburn Manufacturing	807.05
Board Of Public Works	22,135.78
Border States Industries Inc	528.26
Brownville Concert Series	55.00
Bulldog Auto Supply	2,220.37
Capital Business	445.74
Capital One	12,221.17
Caselle Inc	1,940.00
City of Auburn	8,113.49
Conner, Brian	55.10
County Publications	210.58
Credit Information Services	67.25
DHHS State of Nebraska	97.00

Dutton-Lainson Company	40.42
Eggers Brothers Inc	158.74
Filter Care of Nebraska	19.05
Findeis, David	400.00
Glenn's Corner Market	86.53
Graham, Devon	40.25
Harold K Scholz Company	5,676.63
Hawkins Inc	30.00
HOA Solutions Inc	867.13
Jackson Services Inc.	3,590.31
Johnny's Tire & Battery	67.55
Kansas Municipal Utilities	1,050.00
Layne Christensen Co Inc	9,935.00
LifeGuard MD, Inc.	255.60
Lincoln Winwater	1,392.31
Lynch's Hardware & Gifts	57.34
Matheson Tri-Gas Inc	118.86
Metering and Technology	484.18
Mid America	1,337.36
Mid-Iowa Solid Waste	662.88
Mike's Window Service	46.32

Morrissey, Teresa	600.00
Municipal Supply	610.59
NDEE	230.00
Nebraska Rural Water	1,500.00
Northern Safety Co Inc	22.83
One Call Concepts Inc	117.11
Petty Cash	175.00
Pinpoint Auburn, Inc	436.50
PIP Marketing Signs & Print	5,708.89
Sack Lumber Company	345.74
Safety-Kleen Systems Inc	679.45
SECUR-SERV	11,114.16

Sunbelt	3,322.81
Teeman, Brittney	169.17
Tony Hector Backhoe	35.84
United States Postal Service	4,000.00
US Cellular	858.31
Verneer Equipment	159.54
Village of Brownville	7,271.97
Village of Nemaha	4,616.30
WAPA	30,946.21
Water Engineering Inc	432.11
Wesco Distribution Inc	836.03
Zoro Tools Inc	387.89

Following discussion Member Grant made a motion to approve the General Consent Items as presented. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba 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 17, 2024, at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

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Chairman

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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 20, 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.

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Tamara L. Westhart, Notary Public in and for the State of Nebraska.  
My Commission Expires October 4, 2027.