

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD APRIL 19, 2023**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on April 19, 2023, 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: Paul Hamilton, Hamilton Associates P.C., and Jane Andrew.

Chairman Knipe opened the floor for public comment. Jeff Jeanneret, City Council Member, Frank Critser, and Greg Hunter approached the Board with concerns regarding General Manager Hunter being placed on administrative leave.

Chairman Knipe called for discussion of personnel. Member Zaruba made a motion to extend paid administrative leave to General Manager David Hunter Jr. until April 26, 2023. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba, and Shaw. Motion carried.

Chairman Knipe introduced Jane Andrew. Andrew presented concerns on the proposed Wellhead Protection Ordinance Revision. No action taken.

Chairman Knipe introduced Paul Hamilton from Hamilton Associates P.C. Mr. Hamilton presented the 2022 audit. Following discussion, Member Zaruba made a motion to accept the audit report as presented. Member Shaw seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

Electric Manager Kevin Kuhlmann updated the Board on the progress of the Arc Flash Study. He noted this was on the new switch gear and the report is favorable. No action taken.

Electric Manager Kevin Kuhlmann provided information on the Catalyst Recertification. He has contacted Olsson. An extension will be filed for the first step to allow time for completion. No action taken.

Water/Wastewater Manager Alan Slater provided updates on the Peru Water Line schedule. Estimated time for connection to the Board of Public Works water system is October 2023. No action taken.

Accounting and Finance Manager Westhart requested approval to move forward with an appraisal quote from Great Plans in the amount of \$4,400.00 for appraisal of the property included in the sewer line lining project; plus \$300.00/hour for testimony, depositions, travel, and prep as needed. Member Zaruba made a motion to accept the proposal as presented. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

Water/Wastewater Manager Alan Slater presented a request to purchase a dumpster for the wastewater treatment plant from Jesco in the amount of \$3,304.00. The dumpster will meet regulations necessary for placement at the wastewater treatment plant. Member Grant made a motion to approve the quote as presented. Member Wilson seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

Accounting and Finance Manager Westhart requested release of a Notice of Delinquency (NOD) filed on property at 1218 N Street noting the debt has been satisfied. Member Zaruba made a motion to release

the NOD as requested. Member Grant seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

Water/Wastewater Manager Alan Slater requested approval for the annual quote for the preventative maintenance contract on the wastewater treatment plant blower. Slater explained the increased costs from prior years is due to needing to replenish parts normally kept in stock for the maintenance work; previously stocked parts have been used. Member Grant made a motion to approve the quote as presented. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

Water/Wastewater Manager Alan Slater presented a quote of \$2,947.00 to purchase a hydrant backflow device and meter that will allow contractors to purchase temporary water with meter reads for billing and provide backflow protection. The current one is in use and a second hookup is needed on a regular basis. Member Wilson made a motion to approve the quote presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba, and Shaw. Motion carried.

Accounting and Finance Manager Westhart provided information on the Quadient Postage Meter Rental Agreement due to expire. Approval is requested to upgrade outdated equipment and to enter into a new agreement with no changes in cost. Member Zaruba made a motion to allow AFM Westhart authority to renew the agreement. Member Shaw seconded the motion. Member voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

Electric Manager Kevin Kuhlmann provided updates on the Powerplant roof bids noting that none had been received. Kuhlmann will reach out to White Castle to provide a quote for the project. No action taken.

AFM Westhart presented the standard financial reports to the Board. Member Grant made a motion to accept the financial reports as presented. Member Shaw 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’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) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$614,000.00.
- d) Approve Free Services Report.

Checks written during the month of March.

A-1 Cellular	49.99	County Publications	235.68
Altec Industries Inc	301.75	Credit Information Services	99.60
American Recycling	20,110.02	DataShield Corporation	564.55
Ameritas Life Insurance	250.00	DHHS State of Nebraska	215.75
Auburn Auto Center	515.54	Eggers Brothers Inc	2,025.34
B 103	171.00	Filter Care of Nebraska	93.95
Board Of Public Works	22,737.33	Glenn's Corner Market	91.63
Border States Industries Inc	13,265.44	Grainger Inc	84.03
Bulldog Auto Supply	450.95	Hach Chemical Company	459.62
Capital Business Systems, Inc	362.64	Hamilton Associates PC	13,250.00
Capital One Spark Business	2,775.37	Hawkins Inc	492.01
Caselle Inc	1,940.00	HDR Engineering Inc	1,693.79
CCS Inc	2,360.00	HireRight Solutions LLC	78.20
City of Auburn	17,126.11	HOA Solutions Inc	116.07

Husker Electric	1,801.98	Rhodus, Cady	426.00
Jackson Services Inc.	1,941.34	Sack Lumber Company	1,012.10
Jerry's Electric Inc.	166.04	Safety-Kleen Systems Inc	409.61
Johnny's Tire & Battery	20.00	Scantron Technology Solutions	10,839.17
Lawson Products Inc	204.00	Truck Center Companies	1,521.71
LARM	1,613.00	US Cellular	787.77
Lincoln Winwater	935.91	Village of Brownville	10,801.69
Lynch's Hardware & Gifts	3.77	Village Of Johnson	5,043.40
McMaster-Carr Supply Company	180.77	Village of Nemaha	5,891.76
Metron-Farnier LLC	10.65	Water Engineering Inc	432.11
Mid-America Structures	7,241.15	Wesco Distribution Inc	3,310.02
NMPP	2,323.30	WAPA	28,956.14
Needles I Upholstery	24.00	Zoro Tools Inc	238.77
Nemaha County Sheriff's Office	25.00	Anderson, Tatiana	201.66
Nemaha Natural Resources District	165.95	Auburn Christian Church	150.00
Omaha Door & Window	2,101.88	Dunekacke, Shannon	50.00
One Call Concepts Inc	172.61	Ellis, Lily O	88.88
Petty Cash	7.52	Parsons, Kiley	149.11
Pinpoint Auburn, Inc	432.13	State of NE - DHHS Acct	258.00
PIP Marketing Signs & Print	2,294.75	Wheeler, Stacey	300.00

Following discussion Member Zaruba made a motion to approve the General Consent Items as presented. Member Wilson seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba and Shaw. Motion carried.

Reports: Electric, Power Plant, Water / Wastewater Department, Office and other.

There being no further business to come before the Board, by unanimous approval the Board adjourned to a Special Meeting to be held Wednesday, April 26, 2023, 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 April 19, 2023 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.