

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD MAY 17, 2023**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on May 17, 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: Leah Johnson – USI Insurance Services, Jon Mohr – LRE Water, Project Manager.

Chairman Knipe opened the floor for public comment. No comments were presented to the Board.

Chairman Knipe introduced Leah Johnson, from USI Insurances Services. Johnson provided new enrollment information for insurance benefits. Member Zaruba made a motion to accept benefit changes in the amount of 4% for Blue Cross Blue Shield premiums, a 3% increase in Principal dental premiums, a \$25.00 monthly increase in COBRA administrative fees and a \$.04 per \$1,000.00 in life insurance coverage premiums as presented. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson Zaruba, and Shaw. Motion carried.

Chairman Knipe introduced Jon Mohr representing LRE Water. Mohr and Alan Slater, Water/Wastewater Manager provided information on the upcoming NRD Electromagnetic Survey. LRE proposed compiling data to determine or eliminate specific areas of potential water sources. After discussion, Member Grant made a motion to approve the mapping project at a cost of \$26,500.00. Member Shaw seconded the motion. Members voting aye – Knipe, Shaw, and Grant. Members voting nay – Wilson and Zaruba. Motion carried.

Accounting and Finance Manager (AFM) Westhart presented a claim from H.K Scholz for the 15 KV Switchgear Project in the amount of \$68,937.15. Olsson and Electrical Operations Manager Kuhlmann have confirmed that all the items outstanding have been taken care of and the project is complete. Member Zaruba made a motion to approve the claim as presented. Member Grant seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

AFM Westhart requested authorization to transfer funds and submit the WWTP Bond payment due June 15, 2023, in the amount of \$119,446.25. Member Grant made a motion to approve the transfer and payment in the amount of \$80,000.00 principal and \$39,446.25 in interest. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

AFM Westhart requested authorization to renew two CD's maturing May 26, 2023, locally, at the best available interest rate. Member Zaruba made a motion to move forward with renewal of CD # 24384 and CD #24385. Member Wilson seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

AFM Westhart requested authorization to continue searching for open positions that have been approved in prior meetings. After discussion, the Board agreed the search for candidates should move forward.

Electrical Operations Manager Kuhlmann provided updates on the Catalyst Recertification quote received from Olsson. Kuhlmann noted that NDEE and EPA have been given notice that the testing is scheduled for July, pending contract approval. All six units will be tested at that time. After discussion, Member Zaruba made a motion to accept the quote to complete testing in the amount of \$29,700.00. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, Shaw and Grant. Motion carried.

AFM Westhart provided an update on electrical meter box lead times, noting that original lead times of 30 weeks have now extended to over 60 weeks, with production times not expected to start until 2024. Inventory items will be used only for BPW projects until production times open. No action needed.

AFM Westhart requested permission to sell an out of service utility van locally. The cost of sending the item to auction would not be advantageous. The Board authorized staff to advertise and sell in the local area. No further action.

Water/Wastewater Manager Alan Slater provided updates on the Peru Water Line connection. Noting 147,000 gallons of water has been pumped into the line. A few leaks have been addressed and the project is moving forward. No action needed.

AFM Westhart updated the Board on the Sewer Line Lining Project land appraisal that is projected to be done by the end of the month. This will be submitted to the City Attorney to be addressed. No action taken.

AFM Westhart noted that no contractors have stepped forward to provide a quote for the roof replacement on the Power Plant oil room. The Board suggested additional contractors to be contacted for quotes. No further action.

AFM Westhart provided an update on the FEMA audit. Information has been gathered and submitted. BPW is waiting for a response from FEMA. No further action.

Board Member Grant provided information on the job description and job posting information for the General Manager position, noting the CDL requirement has been removed. Chairman Knipe called for approval of the items as presented. Member Shaw made a motion to accept the General Manager job description and job posting information as presented. Member Zaruba seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

Water/Wastewater Manager Slater provided information on a customer requesting to have BPW, individually meter, trailer lots similar to a second trailer park in town that has each lot metered. After discussion, it was determined that individual customers will no longer receive water and wastewater billing at this trailer park.. The meters will remain the responsibility of the owners of the property. Member Shaw made a motion to bill both trailer parks from the main meter. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Zaruba, and Shaw. Member Wilson abstained. 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 #20.

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 \$706,000.00.
- d) Approve Free Services Report.

Checks written during the month of April.

AKRS Equipment	39.03
American Recycling	20,079.54
Auburn Auto Center	15.00
Auburn Family Health	70.00
B 103	152.00
Baird Holm LLP	11,173.60
Beard's Salvage	69.92
Board Of Public Works	16,098.12
Border States Industries Inc	5,453.63
Bulldog Auto Supply	22.46
Campbell, Mitchell	91.37
Capital Business Systems	763.89
Capital One Spark Business	3,986.56
Carpenter Paper Company	119.28
Caselle Inc	1,940.00

Clark, Clinton	94.98
City of Auburn	13,849.85
County Publications	341.28
Credit Information Services	74.70
DHHS State of Nebraska	248.75
Eggers Brothers Inc	291.09
Filter Care of Nebraska	11.40
Frontier Cooperative	987.07
Glenn's Corner Market	255.39
Grainger Inc	498.94
Green Care Lawn Service	460.00
Hach Chemical Company	1,008.37
Halogen Systems	9,830.56
Hamilton Associates PC	5,715.00
Harold K Scholz Company	68,937.15

Hawkins Inc	2,232.00
HOA Solutions Inc	17,847.82
Husker Electric	7,182.07
Jackson Services Inc.	1,552.08
JEO Consulting Group Inc	297.50
Jesco Industries, Inc.	3,304.00
Johnny's Tire & Battery	236.21
Jurey, Lydia	192.46
Kansas Municipal Utilities	960.00
Larry Chapman Metering	82.00
LARM	10,538.49
Lincoln Winwater	122.57
Lynch's Hardware & Gifts	34.44
Magnell, Peggy	222.19
McMaster-Carr Supply	87.73
Mellage Truck & Tractor	210.13
Midwest Laboratories Inc	43.75
Municipal Supply of NE Inc	3,187.76
NDEE	380.00
Nemaha County Clerk	10.00
Northern Tool & Equipment	39.99
Olsson	6,160.00

Omaha Door & Window	663.31
One Call Concepts Inc	179.65
Petty Cash	569.97
Pinpoint Auburn, Inc	432.13
PIP Marketing Signs & Print	3,008.74
Rhodus, Cady	426.00
Rieger, Breanna	152.71
Rodriguez, Luis	269.63
Sack Lumber Company	282.86
Safety-Kleen Systems Inc	120.00
Scantron Technology	2,941.34
Smith, Jeremy	130.72
Sramek, Dana	484.20
T & R Electric Incorporated	274.00
US Cellular	817.72
Vermeer Equipment	301.88
Village of Brownville	7,243.37
Village of Nemaha	3,839.18
Water Engineering Inc	432.11
WAPA	25,117.94
Zoro Tools Inc	138.54

Following discussion Member Wilson made a motion to approve the General Consent Items as presented. Member Zaruba 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 the next regular Board meeting to be held Wednesday, June 21, 2023, 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 May 17, 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.

Tamara L. Westhart, Notary Public in and for the State of Nebraska.
My Commission Expires October 4, 2023.