

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD June 21, 2023**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on June 23, 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, 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 the following guest: Jane Andrew

Chairman Knipe opened the floor for public comment. Jane Andrew provided information on potential problems with BPW obtaining an electrical easement for utility lines adjacent to her property.

Chairman Knipe called for the annual election of officers for 2023-2024. Following discussion, Member Grant made a motion to leave the slate of officers as is for the upcoming business year. Member Shaw seconded the motion. Roll call: those voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

Accounting and Finance Manager Westhart (AFM) provided updates on rate increases for Xpress Bill Pay, which is BPW's third party billing source. No further action

AFM Westhart provided information on the request by City Attorney, Angelo Ligouri, to release the lien on 2500 O Street for outstanding debt. Member Grant made a motion to release the lien on the property and to pursue collection through alternate sources. Member Wilson seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

Water/Wastewater Manager Slater provided updates on the map provided by LRE for the potential NRD Electromagnetic flyovers. No further action.

AFM Westhart requested authorization to request bids from local financial institutions for CD #24427 maturing July 3, 2023. Member Wilson made a motion to authorize moving forward with the CD renewal from highest bidder. Member Shaw seconded the motion. Motion carried.

AFM Westhart updated the Board on changes in email security initiated by Scantron. Proofpoint will no longer be used, and Microsoft Security has been implemented. Member Grant made a motion to accept the changes at a cost of \$640.00. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

AFM Westhart presented Resolution 2023 – 1 designating financial responsibilities to the General Manager and Accounting & Finance Manager. Member Grant made the motion to accept the resolution as presented. Member Wilson seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Grant. Motion carried.

The Electric Operations Manager Kuhlmann provided information on cathodic protection for our natural gas pipe, noting that testing indicated that anodes are not in good shape causing risk to the gas pipes. After discussion, Member Grant made a motion to move forward with additional testing and installation of anodes as recommended. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

Water/Wastewater Manager Slater provided information on polyfluorinated substances (PFAS) and a State recommended cost recovery program available for municipalities. He noted that the cost recovery program could potentially aid with testing and additional expenses that may be incurred because of PFAS in the wastewater system. After discussion, Member Shaw made a motion to register in the program with Napoli Law as lead attorney. Member Wilson seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

AFM Westhart requested approval to replace the current HireRight superuser to be able to provide administration for background checks and drug screenings. Member Grant made a motion to change the superuser to AFM Westhart for the HireRight account. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson.

Electric Operations Manager Kuhlman updated the Board on dates for the catalyst recertification, noting everything is in place to start the week of July 17, 2023. No further action.

Water/Wastewater Manager Slater provided information on four pressure sustaining valves in the water system. WW Manager Slater provided details on a quote provided by ESI, and requested replacing two valves due to corrosion and rebuilding two additional valves due to age. Member Wilson made a motion to accept the quote provided at \$24,900.00. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Grant. Motion carried.

WW Manager Slater provided updates on the progress of the Peru water line. Water usage was higher than originally projected due to leaks that are being repaired. The Board instructed staff to submit monthly bills to Carstensen Contracting Inc. for water usage. No further action.

AFM Westhart presented the appraisal for the land easement that is needed to complete a portion of the sewer line lining project. After discussion, Member Shaw made a motion to negotiate an agreement with the landowner. Member Grant seconded the motion. Members voting aye – Shaw, Grant Knipe, and Wilson.

AFM Westhart provided information on efforts to obtain a project manager for the Sewer Line Lining project. Authorization to work with HDR as needed until the contract is final and approved was requested. After discussion, the Board determined that General Manager Luhring will work with HDR to determine how to move the project forward while the contract is being finalized. No further action.

Electric Operations Manager Kuhlmann presented a roof bid submitted by Schrock's Roofing at a cost of \$6,300.00. Member Wilson made a motion to move forward with the project as presented. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

WW Manager Slater presented information for a new locator kit and requested authorization to replace our current locator that is 15 years old and having issues. After discussion, member Wilson made a motion to authorize the purchase at a cost of \$9,492.40. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

WW Manager Slater requested permission to purchase a locking toolbox and a list of tools needed for employees to perform maintenance in-house. Member Grant made a motion to authorize the purchase of a toolbox and tools not to exceed \$1,700.00. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

Chairman Knipe stated the Board will enter closed session per the Nebraska Open Meetings Act. The purpose was to discuss personnel matters. Member Grant made a motion to move into closed session at 12:27 p.m. Member Shaw seconded the motion. Members voting aye – Knipe, Wilson Shaw, and Grant. Motion carried.

Member Grant made a motion to end the closed session at 1:15 p.m. Member Shaw seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

Member Shaw made a motion to provide compensation for temporary additional duties assigned to AFM Tamara Westhart in the amount of \$10,000.00. Member Grant seconded the motion. Members voting aye – Shaw, Grant Knipe, and Wilson. Motion carried.

Member Grant made a motion to provide compensation for temporary additional duties assigned to follows: Water/Wastewater Manager Alan Slater - \$2,000.00 and Electric Operations Manager Kevin Kuhlmann - \$2,000.00. Member Wilson seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. 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 Shaw seconded the motion. Members voting aye – Knipe, Wilson Shaw, and Grant. Motion carried.

AFM Westhart asked for any objections or exceptions to the General Consent Items listed under agenda Item #25.

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 \$359,000.00
- d) Approve Free Services Report.

Checks written during the month of May.

American Recycling	20,555.68
Ameritas Life Insurance Corp	250.00
Auburn Auto Center	12.50
B 103	171.00
Beard's Salvage	19.07
Blackburn Manufacturing	158.87
Board Of Public Works	16,113.08
Boden LS LLC	400.00
Border States Industries Inc	9,383.68
Bulldog Auto Supply	652.85
Capital Business Systems, Inc	486.12
Capital One Spark Business	4,929.43
Caselle Inc	1,940.00
CCS Inc	13,584.00
City of Auburn	14,602.59
County Publications	188.46
Credit Information Services	49.80
DHHS State of Nebraska	920.00
Dutton-Lainson Company	888.21
Eggers Brothers Inc	241.99
Frontier Cooperative	2,067.67
Glenn's Corner Market	253.15
GPM Environmental Solutions	2,667.59
Green Care Lawn Service	920.00
Hach Chemical Company	378.12
Hawkins Inc	1,875.15
Husker Electric	627.05
Jackson Services Inc.	2,020.43
Johnny's Tire & Battery	80.00
Kansas Municipal Utilities	525.00
Kruse, Darrell	30.00
LifeGuard MD, Inc.	251.34
Lincoln Winwater	38.85
LRE Water	9,896.40
Lynch's Hardware & Gifts	108.52
Metering and Technology	103.79
Metron-Farnier LLC	3,753.06
Mid-Iowa Solid Waste Equip.	363.72
Mike's Window Service	43.14
Municipal Supply of NE Inc	147.78
NE Water Resources Assoc.	105.00

Nemaha County Clerk	10.00
Northern Safety Co Inc	22.83
Olsson	2,332.02
One Call Concepts Inc	206.64
Petty Cash	650.00
Pinpoint Auburn, Inc	432.13
PIP Marketing Signs & Print	2,192.10
Rewound Power Motors	256.99
Rhodus, Cady	426.00
Sack Lumber Company	302.65
Safety-Kleen Systems Inc	164.13
Sauber Manufacturing Co.	93.92
SECUR-SERV	22,277.95
Smith & Loveless Inc	244.91
Subsurface Solutions	1,018.25
Summit Fire Protection	1,045.00
Sunbelt Solomon Services, LLC.	8,408.16
T & R Electric Incorporated	20,188.51
U.S. Postal Service	186.00
ULINE	382.40
United States Postal Service	4,000.00
US Cellular	767.98
Vessco Inc	4,243.35
Village of Brownville	6,926.19
Village of Nemaha	4,344.98
Water Engineering Inc	432.11
Wesco Distribution Inc	2,428.20
WAPA	29,350.66
Zoro Tools Inc	1,656.21
State of NE - DHHS	595.00
638 Avenue LLC	149.61
Chavarria, Alexandra	23.98
Dreyer, Lanie	241.98
Fiddler, Matthew	126.63
Hughes, Andrew	82.62
Johnson, Joe	206.04
Johnson Jordan	206.94
Oquendo, Diego	250.18
Roti, Randy	150.00
Armstrong, Sandra	93.28
State of NE DHHS	587.12

Following discussion Member Wilson made a motion to approve the General Consent Items as presented. Member Shaw seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. 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, July 19, 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 June 21, 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.