

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD September 15, 2021**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on September 15, 2021, 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: Member's 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 guests: Tom Kent and Carson Mlady from NPPD, and upon arrival, Leslie Clark from Auburn Development Council (ADC) and Fellow Ken Edward from America Leads.

Chairman Knipe introduced NPPD CEO, Tom Kent. Tom provided information about NPPD's financial position, projected rates, and long-term carbon emission goals. Tom also noted that Auburn Board of Public Works' (BPW) ability to generate electricity during the polar incident this past February assisted the region in uninterrupted service.

GM Hunter requested the Board approve an attorney to assist in drafting a pole communication attachment agreement. After discussion, member Grant made a motion to hire Baird Holm for assistance in drafting an agreement not to exceed \$3,000.00. Member Shaw seconded the motion. Roll call: Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter presented the annual unclaimed property report and requested approval to transfer unclaimed property greater than three years old to the Nebraska State Treasurer by November 1. Member Zaruba made a motion to approve this request. Member Shaw seconded the motion. Roll call: Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter requested the Board approve the transfer of funds and payment for the 2021 Series Bond that is due October 1, 2021. Member Zaruba made a motion to transfer additional funds for payment in the amount of \$410,000.00 for the bond and \$5,394.08 for interest; a total transfer of \$415,394.08. Member Grant seconded the motion. Roll call: Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter provided an update of the current uniform contract with Paramount Linen. He noted the service has deteriorated to the point that BPW feels they should terminate the current contract and submit RFPs to bring the uniform standards to the level that they should be. Member Zaruba made a motion to terminate the current contract and submit RFP's out for bid. Member Grant seconded the motion. Roll call: Members voting aye – Knipe Wilson, Zaruba, Shaw and Grant. Motion carried.

GM Hunter provided the Board with the Nebraska Rural Water Association (NRWA) membership renewal information. He requested the Board approve the renewal. He noted membership provided a valuable benefit for BPW. Member Zaruba made a motion to renew membership with NRWA. Member Shaw seconded the motion. Roll call: Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Hunter addressed the Board on the sewer lining project. Johnson Controls is on site and has started work. There have been a few issues with equipment breaking down, but he expects the camera footage will be ready to submit to the engineers so we can request new bids prior to the next meeting.

Leslie Clark from ADC updated the Board on their goal to provide fiber to every home in the area. Their focus on this project is to utilize grant funding to ensure Auburn residents have the necessary means to

work from home. This would allow Auburn to be competitive as a community that supports home based employees and give all students the ability to receive their education from home as the need arises. ADC has partnered with America Leads and Fellow Ken Edwards. Ken will be working with the community on digital literacy through a two-year fellowship. He is available to help the community advance in broadband development to bridge the digital divide.

GM Hunter updated the Board on the transmission line and substation projects. The final punch list is being completed and the job is expected to be complete within the month. A progress payment in the amount of \$21,004.19 has been submitted for approval. Member Grant made a motion to pay the request as submitted. Member Shaw seconded the motion. Roll call: Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter provided information on BPW's current safety meeting programs for employees. He requested changing from Norfolk Northeast Community College (NECC), who focuses on linemen education, to Kansas Municipal Utilities (KMU). He noted KMU provides classes for all the employees, covering a wider range of topics. The price to contract with KUM for a year would be approximately \$9,000.00, an increase over the current agreement with NECC of \$5,000.00. Member Wilson made a motion to switch programs for one year. Member Grant seconded the motion. Roll call: Members voting aye – Grant and Wilson. Members voting nay – Knipe, Zaruba and Shaw. Motion failed.

GM Hunter provided information on avoided cost. The Board reviewed the information and determined the formula is consistent with other companies in our area.

GM Hunter presented the Board with a request from JEO on behalf of Peru to purchase land from BPW for the Peru water line project. After discussion, it was determined they would offer a lease option to Peru. GM Hunter will request the lease option be included in the final contract.

GM Hunter requested permission to cash and transfer CD #24290 into the money market account to assist with cash flow. Member Zaruba made a motion to redeem the CD and transfer the funds. Member Wilson seconded the motion. Roll call: Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

Member Zaruba made a motion to enter closed session at 12:09 p.m. Member Grant seconded the motion. Roll call: Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

Member Zaruba made a motion to come out of closed session at 12:24 p.m. Member Grant seconded the motion. Roll call: Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

Member Zaruba made a motion to state regarding theft of utility services, that the Board's position is to pursue prosecution through the County Attorney. Member Shaw seconded the motion. Roll call: Members voting aye – Grant, Knipe, Wilson, Zaruba and Shaw. Motion carried.

AFM Westhart presented the standard financial reports to the Board, which includes a corrected claim from the prior month to Empire Construction & Trenching for \$63,816.14. Member Zaruba made a motion to accept the financial reports as presented. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson and Zaruba. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #19.

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) Approval of delinquent water and wastewater accounts.
- d) Approve filing of Notices of Delinquency with the County Clerk.
- e) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$1,463,000.00
- f) Approve Free Services Report.

Checks written during the month of August:

|                               |           |
|-------------------------------|-----------|
| Airstream                     | 229.10    |
| Altec Industries Inc          | 425.13    |
| American Recycling            | 16,616.82 |
| American Underground S        | 417.57    |
| Auburn Auto Center            | 53.43     |
| B 103                         | 171.00    |
| Bates, Griffin                | 50.00     |
| BCom Solutions                | 370.00    |
| Beard's Salvage               | 30.59     |
| Blackburn Manufacturing       | 328.72    |
| Board Of Public Works         | 19,593.42 |
| Border States Industries      | 2,950.43  |
| Bulldog Auto Supply           | 47.53     |
| Burr Farms Machinery Inc      | 232.10    |
| Capital Business Systems      | 397.74    |
| Capital One Spark Business    | 1,975.84  |
| Carpenter Paper Company       | 470.62    |
| Caselle Inc                   | 1,883.00  |
| City of Auburn                | 10,518.72 |
| Concrete Industries Inc       | 604.38    |
| County Publications           | 319.68    |
| Credit Information Services   | 120.45    |
| Dean, Cheri                   | 30.00     |
| DHHS State of Nebraska        | 275.00    |
| Eggers Brothers Inc           | 196.48    |
| Filter Care of Nebraska       | 7.60      |
| Glenn's Corner Market         | 369.80    |
| Grainger Inc                  | 452.23    |
| Green Care Lawn Service       | 480.00    |
| Hach Chemical Company         | 214.98    |
| Hawkins Inc                   | 2,014.30  |
| HireRight Solutions LLC       | 64.68     |
| HOA Solutions Inc             | 3,147.89  |
| Hoak, Mike                    | 426.00    |
| IES Commercial Inc            | 21,004.19 |
| Interstate All Battery Center | 241.40    |
| ltron Inc                     | 427.38    |

|                               |            |
|-------------------------------|------------|
| JEO Consulting Group Inc      | 8,034.60   |
| Johnny's Tire & Battery       | 19.17      |
| LARM                          | 177,831.00 |
| Lincoln Winwater              | 2,380.88   |
| Lynch's Hardware & Gifts      | 81.20      |
| McMaster-Carr Supply Company  | 406.44     |
| Mid-Iowa Solid Waste Equip    | 1,439.40   |
| Midwest Laboratories Inc      | 63.25      |
| Mike's Window Service         | 12.78      |
| MJS Market                    | 23.00      |
| Municipal Pipe Services Inc   | 11,000.00  |
| Municipal Supply of NE Inc    | 2,013.23   |
| Nebraska Rural Water          | 225.00     |
| Nemaha County Clerk           | 10.00      |
| Olsson                        | 15,301.17  |
| Omaha Public Power District   | 25,934.19  |
| One Call Concepts Inc         | 106.25     |
| Paramount Linen & Uniform     | 2,032.21   |
| Petty Cash                    | 295.57     |
| RESCO                         | 2,533.21   |
| Sack Lumber Company           | 993.44     |
| Scantron Technology Solutions | 2,977.80   |
| Solomon Corporation           | 2,303.50   |
| Striggow's Southside          | 758.92     |
| The Cleaners                  | 42.60      |
| Truck Center Companies        | 30.77      |
| US Cellular                   | 283.01     |
| Village of Brownville         | 7,373.21   |
| Village of Nemaha             | 4,283.64   |
| Waskowiak, Lawrence           | 600.00     |
| Water Engineering Inc         | 392.83     |
| Wesco Distribution Inc        | 7,514.43   |
| WAPA                          | 33,076.72  |
| Zoro Tools Inc                | 144.23     |

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

Reports: Water / Wastewater Department, Electric Department, Power Plant, 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, October 20, 2021, 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 September 15, 2021 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.