

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD JANUARY 18, 2023**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on January 18, 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 – Grant, Knipe, and Zaruba. Members absent – Shaw and Wilson.

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. Steve Woerth representing Brownville Creative District, City Attorney, Angelo Ligouri, Auburn City Council members, Rick Janssen and Nathan Seitz and Baird Holm LLP Attorney, Vanessa Silkes.

Chairman Knipe opened the floor for public comment. Multiple other people in attendance approached the Board with concerns regarding the Wellhead Protection Ordinance Amendment.

Chairman Knipe introduced Steve Woerth representing Brownville Creative District. Woerth provided the Board with information regarding the development of a Welcome Center representing southeast Nebraska. A request was made for the Board to waive electricity charges to the building to help the Welcome Center to control operation costs. After discussion Member Zaruba made a motion to table the request. Member Grant seconded the motion Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

Chairman Knipe stated the Board will enter closed session per the Nebraska Open Meetings Act. The purpose of the session was to deal with strategies for potential or imminent litigation due to the threat of litigation by Mr. Stephen Mossman at the City of Auburn Council hearing. Grant made a motion to enter closed session at 12:29 p.m. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe and Zaruba. Motion carried.

Member Grant made a motion to end closed session at 1:23 p.m. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

Member Grant made a motion to appoint a Wellhead Protection Committee with Members Zaruba, Wilson and Water/Wastewater Manager Alan Slater. The purpose is to meet with City Council members to collect data to analyze and address public concerns with the Wellhead Protection Ordinance Amendment. Member Zaruba seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

GM Hunter provided updates on the lead and copper service line rules. He noted State Revolving Funding (SRF) is available at zero percent interest to fund the project. In addition, funds may be used to provide loan assistance to customers needing to change out lines as required by the State of Nebraska. The Board agreed to have GM Hunter pursue a potential program to assist customers with financial need. No action taken.

GM Hunter informed the Board the sewer rehabilitation project SRF application has been approved, RFP's have been submitted and bids returned will be available for review at a future meeting. No action taken.

GM Hunter requested permission to purchase a manlift basket attachment for the front-end loader. BPW will use this to assist the City of Auburn with hanging banners. Member Zaruba made a motion to purchase the basket as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. Motion carried.

GM Hunter requested authority to transfer \$14,180.00 to the Flexible Spending Account. Funds are reimbursed by employees through payroll. Member Grant made a motion to transfer funds to the flexible spending account. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, and Zaruba.

GM Hunter noted several employees are reaching milestones and requested permission to purchase \$175.00 in Chamber Bucks to present at the employee recognition dinner on January 27th 2023. Member Zaruba made a motion to purchase Chamber Bucks as requested. Member Grant seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

GM Hunter informed the Board that the Brownville Village Theatre has approached the BPW regarding placing an advertisement in the 2023 program. Member Grant made a motion to approve advertising in the program for \$100.00. Member Zaruba seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. Motion carried.

GM Hunter provided information from the 2023 NEC Code/Electric Service Rule update. Due to the changes in disconnect requirements, he has requested that meter sockets be the responsibility of the customer. Specs required will be set and provided to contractors installing meter sockets. Member Zaruba made a motion to discontinue providing meter sockets to customers. Member Grant seconded the motion. Members voting aye – Zaruba, Grant, and Knipe. Motion carried.

GM Hunter informed the Board that the Power Plant roof needs two sections replaced and requested permission to submit RFP's. Member Zaruba made a motion to move forward with RFP's as requested. Member Grant seconded the motion. Members voting aye – Grant, Knipe and Zaruba. Motion carried.

GM Hunter gave the Board information regarding a notification from the Village of Brownville of intent to switch power providers. No further information has been received. No action taken.

GM Hunter requested approval of the 2023 Energy Rebate Program. Member Zaruba made a motion to accept the program as presented. Member Grant seconded the motion. Members voting aye – Knipe, Zaruba, and Grant. Motion carried.

GM Hunter noted that we have obsolete items that are no longer needed by the BPW. Board approval is requested to sell the items. Member Grant made a motion to sell the items. Member Zaruba seconded the motion. Members voting aye – Zaruba, Knipe, and Grant. Motion carried.

GM Hunter updated the Board on four CD's that were renewed with 3.75% interest rates with an 18-month term. No action taken.

GM Hunter requested approval of uncollected accounts at end of 2022. Member Zaruba made a motion to approve the uncollected accounts. Member Grant seconded the motion. Members voting aye – Knipe, Grant and Zaruba. Motion carried.

AFM Westhart presented the standard financial reports to the Board. Member Zaruba made a motion to accept the financial reports as presented. Member Grant seconded the motion. Members voting aye – Grant, Knipe, 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'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 \$717,000.00.
- d) Approve Free Services Report.

Checks written during the month of December

A-1 Locksmith	285.13
All Needs	189.44
Altec Industries Inc	5,958.00
American Recycling	20,309.27
Arreola, Genesis	80.53
Auburn Auto Center	23.50
Auburn Chamber	1,085.00
Auburn Family Health	322.00
B 103	171.00
Baird Holm LLP	297.50
Beard's Salvage	219.28
Board Of Public Works	27,844.21
Border States Industries Inc	8,445.77
Bratcher, Donna	30.00
Brownville Village Theatre	100.00
Bulldog Auto Supply	169.84
Capital Business Systems Inc	1,725.30
Capital One Spark Business	4,214.95

Caselle Inc	1,940.00
City of Auburn	13,737.55
Cornhusker International	367.65
County Publications	515.55
Credit Information Services	83.65
Dennings, Thomas	88.89
DHHS State of Nebraska	680.10
Eggers Brothers Inc	276.09
Electric Pump	1,640.25
Frontier Cooperative	228.00
Glenn's Corner Market	30.95
Hach Chemical Company	378.12
Hawkins Inc	433.84
HDR Engineering Inc	5,697.76
HireRight Solutions LLC	319.98
HOA Solutions Inc	1,526.53
HTM Sales Inc	1,887.66
Husker Electric	21.25

Jackson Services Inc.	1,270.02
JEO Consulting Group Inc	1,523.75
Johnny's Tire & Battery	913.92
Layne Christensen Co Inc	15,115.00
Lincoln Winwater	351.45
Lynch's Hardware & Gifts	51.00
McMaster-Carr Supply	668.48
Metering and Technology Sol.	290.73
Metron-Farnier LLC	320.57
NDEE	1,130.00
Northern Tool & Equipment Co	39.99
Omaha Public Power District	26,486.85
One Call Concepts Inc	261.66
Petty Cash	13.73
Pinpoint Auburn, Inc	811.19
PIP Marketing Signs & Print	3,758.14
Rewound Power Motors	5,688.32
Rhodus, Cady	426.00
Rockemann, Robin	16.26

Sack Lumber Company	449.58
Safety-Kleen Systems Inc	169.06
Scantron Technology Solutions	554.40
Smith, Sally	30.00
Sunbelt Solomon Services, LLC.	2,530.00
T & R Electric Incorporated	20,219.60
United States Postal Service	4,000.00
US Cellular	629.45
Vargas, Joseph	242.72
Vessco Inc	1,016.70
Village of Brownville	10,389.96
Village Of Johnson	4,388.64
Village of Nemaha	5,712.15
Waggoner, Kala	300.00
Water Engineering Inc	392.83
Wellman, Lois	30.00
WAPA	27,232.95
Williams Tracy	193.77
Zoro Tools Inc	1,067.47

Following discussion Member Grant made a motion to approve the General Consent Items as presented. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, and Zaruba. 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, February 15, 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 January 18, 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.