

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD OCTOBER 19, 2022**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on October 19, 2022, 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. Member 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 there were no guests present.

GM Hunter presented the 2023 budgets for the Electric, Water and Wastewater departments. After discussion, Member Grant made a motion to accept the 2023 budgets as presented. Member Wilson seconded the motion. Members voting aye – Grant, Knipe, Wilson, and Shaw. Motion carried.

GM Hunter noted concerns with current drought conditions and requested input on our long-range water supply. Discussion was held on test well sites and potential sites for well development. After discussion, GM Hunter will continue to research options for well locations. No further action.

GM Hunter presented wholesale power projections. Due to rising costs, Hunter proposed increases for electric rates. Board questions were addressed, as well as noting that electric increases have been minimal for several years. Member Grant made a motion to increase electric rates as proposed, effective January 2023. Member Wilson seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

GM Hunter shared Power Plant fuel tank inspection reports. He noted that our spill buckets need to be tested every three years and have failed inspection. A proposal was provided from Midwest Petroleum Equipment for \$14,562.50 to replace the buckets. Labor for the project can be completed by the Board of Public Works employees which will reduce the cost to less than \$9,000.00. Member Shaw made a motion to approve the project, not to exceed \$9,000.00 with BPW providing labor. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter has been approached by Capital Business with an opportunity to upgrade our copier with a less expensive lease saving the company approximately \$60.00 a month. Member Grant made a motion to move forward with the upgrade. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Hunter explained that a damaged decorative streetlight on the Nemaha County courthouse square was originally purchased with a grant received by Nemaha County and has been maintained by the Board of Public Works. After discussion it was determined that a request to split the \$2,000.00 material cost to replace the damaged light pole would be presented to the Nemaha County Commissioners. BPW will provide labor cost to replace the pole. No further action.

GM Hunter reported that three quarter ton pickups are not available and therefore cannot be ordered as approved at the September Board meeting, He requested permission to order a half ton regular cab pickup. Member Shaw made a motion to order the half ton pickup at a price of less than \$40,000.00. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Shaw, and Grant. Motion carried.

GM Hunter provided information from Kansas Municipal University (KMU) for a mutual aid agreement. After discussion, Member Grant made a motion to accept the agreement subject to changes in the contract to include interstate reciprocal aid. Member Shaw seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

GM Hunter noted that the water reservoir, disinfection basins and the Water Plant clear well are required to have cleaning and inspections performed in 2023. Board approval is requested to submit requests for proposals (RFP) so that the cleaning can be scheduled in late spring or early summer of 2023. Member Wilson made a motion to move forward with posting RFP's. Member Shaw seconded the motion. Members voting aye – Shaw, Grant Knipe, and Wilson. Motion carried.

GM Hunter updated the Board of IT and computer system needs which include two PCs quoted at \$4,094.00, two firewall replacements for \$5,264.00 and two switch updates for \$3,682.00. After Board discussion, member Grant made a motion to approve the items as presented. Member Wilson seconded the motion. Members voting aye – Shaw, Grant Knipe, and Wilson. Motion carried.

GM Hunter has been notified that the sewer line lining project is not eligible for loan forgiveness. It was noted that we are still eligible for 0% SRF funds. He requested permission to research estimated costs to complete the project versus a graduated schedule to complete sections. Priority will be given to the section of sewer that has a water line pipe running through it. The Board agreed to move forward with researching costs. No further action.

GM Hunter reported the Peru water line contract has been awarded. BPW representatives will attend a pre-construction meeting being held October 20<sup>th</sup>. No further action.

GM Hunter requested permission to provide the BPW employees with holiday gift certificates. After discussion. Member Shaw made a motion to provide each employee with \$40.00 in Chamber Bucks in appreciation for their service. Member Wilson seconded the motion. Members voting aye – Wilson, Shaw, Grant, and Knipe. Motion carried.

GM Hunter presented a list of security deposit checks that have not cleared our bank account. Permission was requested to submit these to the Unclaimed Property – State of Nebraska as required by law. Member Wilson made a motion to submit the funds in the amount of \$1257.73. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Wilson. 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 –Shaw, Grant, Knipe, and Wilson. Motion carried.

AFM Westhart 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) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$925,000.00.
- d) Approve Free Services Report.

Checks written during the month of September

AKRS Equipment	13.93
All Needs	1,165.65
Altec Industries Inc	199.74
American Recycling	16,395.77
Aramark Uniform	1,485.76
Auburn Auto Center	414.64
Auburn Chamber	600.00
B 103	171.00
BCom Solutions, LLC	379.99
Beard's Salvage	45.12
Binder Bros., Inc.	1,672.88
Board Of Public Works	16,254.16
Border States Industries Inc	15,317.86

Bulldog Auto Supply	155.87
Capital Business Systems, Inc	542.07
Capital One Spark Business	4,863.57
Carpenter Paper Company	38.66
Caselle Inc	1,940.00
Catlett Surveying Inc	500.00
City of Auburn	13,217.47
County Publications	238.32
Credit Information Services	107.55
DHHS State of Nebraska	97.00
Eggers Brothers Inc	899.99
Ensz, Amanda	30.00
Farmers Union Cooperative	21.24

First Wireless Inc	361.24
Frontier Cooperative	1,597.50
Glenn's Corner Market	387.15
Grainger Inc	6.05
Great Plains Lawn Care	755.00
Hach Chemical Company	766.42
Hawkins Inc	20.00
HireRight Solutions LLC	547.50
HOA Solutions Inc	538.41
Hoak, Cady	426.00
Husker Electric	1,035.02
JEO Consulting Group Inc	4,950.00
Johnny's Tire & Battery	20.00
Kansas Municipal Utilities	420.00
Kuser, Peggy	25.00
Lincoln Winwater	2,960.70
Lynch's Hardware & Gifts	103.14
McMaster-Carr Supply	17.09
Meyer-Earp Auto Center LLC	2,403.03
Midwest Laboratories Inc	78.00
Mike's Window Service	60.18
Municipal Pipe Services Inc	4,700.00
NMPP	5,202.00
Nemaha County Clerk	10.00

Nemaha County Nebraska	2,500.00
Northern Safety Co Inc	22.83
Olsson	1,262.26
OPPD	26,964.02
One Call Concepts Inc	117.04
Petty Cash	11.49
Primrose Oil Company, Inc.	707.82
RESCO	3,431.97
Sack Lumber Company	452.43
Scantron Technology	2,775.83
SensorPros	1,158.10
Teledyne Instruments Inc	2,026.06
United States Postal Service	81.57
US Cellular	740.16
Utility Service Co Inc	65,398.60
Vermeer Equipment	1,559.55
Village of Brownville	7,888.45
Village of Nemaha	4,427.12
Water Engineering Inc	392.83
Wesco Distribution Inc	18,706.73
WAPA	21,488.43
Zoro Tools Inc	1,210.51
Fender, JoAnn	267.96

Following discussion Member Grant made a motion to approve the General Consent Items as presented. Member Shaw seconded the motion. Members voting aye – Grant, Knipe, Wilson, 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, November 16, 2022, at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Wilson 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 October 19, 2022 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.