

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD OCTOBER 11, 2018**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on October 11th, 2018 at the regular meeting place of the Board at the hour of 5:30 p.m. This meeting was held in open session as required by Chapter 84, Article 14 of Nebraska State Statutes.

Chairman Knipe announced that this was an open meeting and information about open meetings is posted on the north wall of the Board Room.

Chairman Knipe acknowledged that there were guests present to address the Board.

Chairman Knipe called the meeting to order. Roll call: Members present – Shaw, Knipe, Wilson and Zaruba. Member Buman was absent.

General Manager (GM) David Hunter introduced Garrett Klein with Olsson Associates to update the Board on the 2400/7200 Voltage Conversion project and outline the next steps in this project. Following discussion, Member Zaruba motioned to allow staff to write bid specs and proceed with next steps. Member Shaw seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter presented a Quick Claim Deed from the Nebraska Department of Roads (DOR) to purchase 20 acres north of town for \$1.00. This property will be used as a recharge location as well as being developed for public enjoyment and as a wetland habitat. Following discussion, Member Zaruba motioned to approve this purchase. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter requested Board approval to distribute holiday gift certificates in the form of Chamber Bucks to employees just prior to the Thanksgiving holiday. Following discussion, Member Shaw motioned to approve this request. Member Wilson seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Knipe. Chairman Knipe declared the motion carried.

GM Hunter requested Board approval to hold the annual BPW Pig-Out Fest just prior to the Christmas holiday. Member Zaruba motioned to approve this request. Member Shaw seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on a scheduling conflict that may impact the December Board meeting date and asked for options regarding the same. Board Members unanimously agreed to keep the December Board meeting on December 13<sup>th</sup>.

GM Hunter presented a CD Renewal Proposal for Board review and consideration. Following discussion, Member Zaruba motioned to approve this proposal. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter presented the 2019 Budget for Board review and approval. Following discussion, Member Zaruba motioned to approve the 2019 Budget as presented. Member Shaw seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on material inventory that is unused and outdated. GM Hunter requested Board approval to list these items on an auction site. Following discussion, Member Shaw motioned to

approve this request. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Knipe. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the current Windstream Pole Lease Agreement and requested Board approval to contact Windstream to open discussions on a new agreement. Discussions with Windstream will include an option for the BPW to take ownership of the Windstream poles in the BPW service area. Following discussion, Member Zaruba motioned to approve this request. Member Shaw seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Knipe and Wilson. Chairman Knipe declared the motion carried.

Accounting and Finance Manager (AFM) Wende Bergmeier presented the annual Unclaimed Property report and requested Board approval to transfer unclaimed property to the Nebraska State Treasurer by November 1. Member Zaruba motioned to approve this request. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

AFM Bergmeier presented the standard financial reports to the Board and asked for questions regarding the same. Following discussion, Member Wilson motioned to accept the financial reports as presented. Member Shaw seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #15.

- a) Approve the previous meeting’s minutes and dispense with the reading of the same.
- b) Approve monthly compensation of officers, management and employees as previously fixed by the Board.
- c) Approve, ratify and allow the following checks written/transfers during the month.
- d) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers to T&D.
- e) Approve filing of Notices of Delinquency with the County Clerk.
- f) Transfer of \$720,000.00 to Checking from Revenue.

Checks written during the month of September:

AFLAC	675.88
Ameritas	14,456.03
ASB	500.00
BCBS	17,988.02
Black Hills Energy	200.84
Constellation Energy	805.77
DIRECT DEPOSIT TOTAL	71,670.73
Fleet Services	2,746.18
IBEW 1536	1,419.60
IRS	25,372.94
Mid-American Benefits	2,627.89
NDOR W/H	4,007.19
NE Child Support	664.00

NE Department of Revenue	35,292.23
NE Waste Reduction & Recycling Fee	25.00
NEOPOST	100.00
NSF & Adjustment Items	549.04
Paymentech Fee	1,971.79
Standard Life	1,752.85
The Principal Group	801.95
Time Warner / Spectrum Business	117.22
UPS	84.31
Verizon Wireless	210.69
Windstream	693.32
XpressBillPay Fee	298.75

Approve the following claims submitted for payment:

Airstream Heating & Cooling	3,661.10
Altec Industries	116,000.00
American Recycling & Sanitation	15,762.67
B 103	152.00

Baird Holm	18,619.20
Beard's Salvage	154.85
Bohl Plumbing & Heating	65.51
Border States /Kriz-Davis	5,103.70

BPW	14,125.47
BTE Corp	350.00
Bucy, William	30.00
Bulldog Auto Supply	190.00
Burgess, Alissa	257.30
Capital Business	530.91
Capital One	3,336.50
Carpenter Paper	265.45
Caselle	1,841.00
City of Auburn	8,278.95
Concrete Industries	245.82
Corbett, Chadwick	128.04
County Publications	123.28
DHHS State of NE	182.00
Diamond Communications	1,933.69
Dutton-Lainson	2,361.64
Echo Automation	5,456.00
Eggers Brothers	65.63
Filter Care	14.90
First Wireless	1,208.27
Gardner Denver	6,346.56
Glenn's Corner Mkt	229.85
Grainger	43.51
Hawkins	1,075.22
HireRight Solutions	250.00
HOA Solutions	211.24
Hoak, Mike	426.00
Husker Electric	3,110.00
Industrial Networking Solutions	792.10
Itron	894.60
JEO Consulting	3,450.50
Jerry's Electric	2,190.00
Johnson Service Co	2,945.00
LARM	253.19

Lawson Products	9.81
Liles, Robert	26.87
Lincoln Winwater	260.13
Lynch's Hardware	8.99
Metering & Tech Solutions	12,115.57
Metron-Farnier	2,208.82
Mike's Window Service	11.45
Municipal Supply of NE	908.67
NE Community College	391.00
NE State Treasurer	62.53
Nemaha County Clerk	16.00
Northern Safety Co	14.16
NPPD	267,524.37
OK Tire	66.32
Olsson Associates	8,988.80
Omaha Slings	147.68
One Call Concepts	97.08
Paramount Linen & Uniform	1,532.59
Petty Cash	38.73
Riley, Kristin	52.76
Sack Lumber	69.55
Scantron	2,043.00
Solomon Corp	5,974.65
St of NE	164.42
The Cleaners	270.52
US Cellular	2.92
Utility Service	48,366.89
Village of Nemaha	3,803.57
WAPA	20,654.43
Water Engineering	392.83
Welch, Gary	142.07
Wesco Distribution	1,715.73

Following discussion, Member Wilson motioned to approve the General Consent Items as presented. Member Zaruba seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the 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 November 8, 2018 at the hour of 5:30 p.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, Wende S. Bergmeier, 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 11, 2018 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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Wende S. Bergmeier, Notary Public in and for the State of Nebraska.  
My Commission Expires July 25, 2022.