

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD OCTOBER 13, 2016**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on October 13th, 2016 at the regular meeting place of the Board at the hour of 6:00 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 was posted on the north wall of the Council Chamber by the entrance.

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

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

Jay Schulz introduced himself to the Board as a candidate for the Nebraska Public Power District (NPPD) board of directors to represent NPPD Subdivision 8. Subdivision 8 includes the counties of Gage, Jefferson, Saline, Thayer, Fillmore, Nuckolls and 18 municipalities in Johnson, Nemaha, Pawnee and Richardson counties. Jay recently retired from the Norris Public Power District with over 44 years of experience in the public power industry. Jay asked the Board for questions regarding his candidacy and thanked them for allowing him to speak.

Genie Andrews from GIS Workshop Solution was on hand to speak to the Board about the benefits of GIS Software. These benefits would include asset management tracking that would be very valuable in the event of an emergency. Additionally, since Nemaha County has completed a majority of its GIS infrastructure design, the BPW could potentially link to the county's system and incorporate data into our system. This would be a benefit not only in cost to the BPW, but allow the County/Emergency Management an overview location of wells, power lines and service areas. The Board agreed to meet again with Ms. Andrews to expand discussions on a GIS solution for the BPW.

Garrett Klein with Olsson and Associates was on hand to give Board members a proposal to develop a plan that will address the items found in the Arc Flash Study and an update on the Distribution Study. The plan is to develop a long-range plan for the Power Plant switchgear room & substation upgrade/rebuild. Following discussion, Member Wilson motioned to approve the development of a plan to correct the items identified in the Arc Flash Study. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Chairman Knipe declared the motion carried.

Martha Silks, Nichole Grasma, Ray Reece and Jonathan Mohr were on hand to report options for a new long-range water source. Martha Silks presented the Auburn Water Supply Future Improvement Options Feasibility Study and Jonathan Mohr presented a Long Term Water Supply Sustainability Fund Plan. Following extended discussions, Member Zaruba motioned to direct GM Hunter to contact the landowner regarding moving forward with Option #2 and request a proposal from SUEZ with regard to the preliminary development of the items needed to pursue the grant. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter presented the 2017 Department Budgets for Board's discussion, review and approval. GM Hunter gave the Board an overview of the capital project list for each department. Following discussion, Member Zaruba motioned to approve the 2017 Budget as presented. Member Buman seconded the

motion. Roll call: those voting aye – Zaruba, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

Accounting and Finance Manager (AFM) Wende Bergmeier presented three maturing CD's to the Board and requested to renew these CD's at the best available rates. Following discussion, Member Zaruba motioned to allow AFM Bergmeier to renew the CD's at the best available rates. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

AFM Bergmeier presented the annual Unclaimed Property report for the Boards review and approval. Following brief discussion, Member Zaruba motioned to allow the unclaimed property to be transferred to the Nebraska State Treasurer. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter requested the Board's approval to hold the Annual Pig Out Fest on December 21<sup>st</sup>. This is a day that all the employees bring in a covered dish and have a luncheon that the employees' families and Board Members are invited to attend. Following brief discussion, Member Zaruba motioned to allow the annual Pig Out Fest. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Chairman Knipe declared the motion carried.

GM Hunter requested Board approval to purchase Chamber Bucks to distribute to the employees during the holidays again this year. The total cost would be \$500.00. The certificates are distributed during the second pay period in November. Following brief discussion, Member Wilson motioned to continue this annual tradition. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter presented the updated Electric Service Manual. Changes have been made to better clarify the Board's position on requirements of Electrical Services and some updating to match our current policies. Following discussion, Member Wilson motioned to approve the Electric Service Manual as presented. Member Buman seconded the motion. Roll call: those voting aye – Zaruba, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

At 7:41pm, Member Zaruba motioned to go into closed session due to potential litigation. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried. At the hour of 7:49pm, Member Zaruba motioned to come out of closed session. Member Wilson seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried. Member Zaruba motioned to allow GM Hunter to write a contract with a contractor to complete the painting on Water Plant Filter #1, not to exceed \$8,000.00. Additionally, to allow GM Hunter to write a letter to the original manufacturer making a counteroffer for the filter paint damages. Member Wilson seconded the motion. Roll call: those voting aye – Buman, 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. After a brief discussion, Member Zaruba motioned to accept the financials as presented. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. 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) Transfer of \$770,000.00 to Checking from Revenue.
- f) Approve the Free Service Report for furnishing utilities, materials, equipment, inspections and labor to the city free of charge for the month of September 2016 in an amount of \$9,236.24.

Checks written during the month of September:

AFLAC	634.82
Ameritas	13,549.34
Ameritas - WW Plant Bond	389,978.75
ASB	450.00
BCBS	15,737.90
Com Data Fuel Card	29.10
Cypress Health Ins	3,098.69
DIRECT DEPOSIT TOTAL	74,306.01
IBEW 1536	742.28
Interstate Ind. Instrumentation	1,233.06

IRS	27,894.65
NDOR W/H	4,076.16
NE Waste Reduction & Recycling	25.00
NSF Items	1,422.54
Paymentech	1,479.69
Principal Group	540.40
Standard Life	1,756.94
Stop Pay Fee	20.00
XpressBill Pay	247.60

Approve the following claims submitted for payment:

Altec Industries	2,416.03
Am Recycling & Sanitation	15,850.78
Auxier, Natalie	111.88
B 103	333.00
Baird Holm	248.40
Beard's	92.49
Blackburn Mfg	156.90
BPW	20,382.96
BTE Corp	350.00
Bulldog Auto Sply	476.55
Capital Business Sys	381.39
Carpenter Paper Co	7.09
Christle, Morgan	77.35
City of Auburn	9,765.61
Collection Assoc	185.58
Concrete Industries	100.32
County Publications	285.96
Credit Info Svc	132.00
D.R. Thomas	350.40
Dettmer Farm Svc	46.00
DHHS ST of NE	856.00
Diamond Marketing	1,920.20
Dutton-Lainson	1,079.44
Eggers	98.83
Endustra Filter Mfg	1,165.40
Farwest Line Specialties	412.09
Filter Care of NE	12.95
First Bank Card	1,704.73
Fox Occup. Med Center	30.00
Glenn's Mkt	203.26
Grainger	26.12
Hach Chemical	33.14

Hanika, Benjamin	30.00
Hawkins Inc	1,062.26
HHS-ST of NE	952.43
HireRight Solutions	250.00
HOA Solutions	2,207.61
Hoak, Mike	426.00
Hoover, Cindy	30.00
Huckleberrys	72.07
Husker Electric	2,835.48
Integrated Energy Solutions	1,310.40
Interstate All Battery	269.94
J Harlen Co	499.35
Johnson Quik Stop	14.72
Kaplan, Judith	168.91
Kelly Supply	198.06
Kendall, Randy	20.59
Kriz-Davis	1,312.91
Kuhl Trenching & Excavating	397.00
LARM	162,419.02
Lawson Products	118.30
Lynch's Hardware	20.21
Maher, Winnie	59.22
McMaster-Carr Supply	598.09
Mellage Truck & Tractor	27.21
Mid-Continent Sales	226.13
Mid-Iowa Solid Waste Equip	580.47
Midwest Laboratories	367.50
Mike's Window Svc	22.90
Municipal Pipe Services	7,600.00
Municipal Supply of NE	768.63
NE City Utilities	93.63
NPPD	287,399.49

NE Rural Water	725.00
NE State Treasurer	46.62
Nemaha Country Mkt	246.16
Nemaha County Clerk	38.00
Northern Safety Co	231.09
OK Tire	55.94
Olsson Associates	13,889.35
OPPD	11,774.04
One Call Concepts	153.24
Orscheln	189.47
Paramount Linen&Uniform	1,990.11
Parkson Corp	10,718.62
Peterson, Dianne	30.00
Petty Cash	87.99
Reeves, Brett	104.10
Robbins, William & Paula	30.00
Sack Lumber	194.03

Safety-Kleen	378.40
Smith & Loveless	501.55
Solomon Corp	2,590.08
Stewart, Brooke	78.42
Striggow's Southside	211.43
Stutheit Imp	28.33
Sunmart	19.54
Total Tool Supply	1,547.81
U S A Blue Book	367.65
UPS	94.97
US Cellular	296.08
Village of Nemaha	4,080.20
Vision Care Direct	289.44
WAPA	28,685.30
Ward Laboratories	100.00
Water Engineering	392.83

Following a brief discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. 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 10, 2016 at the hour of 6:00 p.m. at Auburn City Hall. Chairman Knipe declared the meeting adjourned.

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Chairman

ATTEST:

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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 13, 2016 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, 2018.