

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD November 18, 2020**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on November 18, 2020 at the regular meeting place of the Board 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 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 no guests were present.

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

General Manager David Hunter (GM Hunter) provided an update on the 2021 budget. The City of Auburn has approved the budget and it will be submitted to the State of Nebraska. No further action.

GM Hunter requested permission to transfer funds to support the water bond and interest payment due December 15, 2020. The bond payment consists of \$80,000.00 principal and \$42,946.25 interest. Member Zaruba made a motion to transfer funds in the amount of \$122,946.25. Member Shaw seconded the motion. Roll call: Those voting aye – Knipe, Wilson, Zaruba and Shaw. Motion carried.

GM Hunter informed the Board that one mowing bid was received. After discussion, the Board decided to accept the bid from Greencare Lawn Service to provide lawn service in the amount of \$120.00 per mow. Member Wilson made a motion to accept the 2021 mowing bid. Member Zaruba seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw and Knipe. Motion carried.

GM Hunter updated the Board on office protocols in place for public access due to COVID. After discussion, the Board determined the office will continue to provide access through drive-up window, telephone, and online billing services. Access to the office will be limited to employees. No further action.

GM Hunter provided information on the new switch gear room overheating issue. BPW requested permission to purchase two 4-Ton ductless AC units. After research it was determined this was the most cost-effective means to cool the room. Member Zaruba made a motion to install the units. Member Shaw seconded the motion. Roll call: Those voting aye – Shaw, Knipe, Wilson and Zaruba. Motion carried.

GM Hunter reminded the Board that traditionally the annual Pig-Out potluck is held in December. After discussion, the Board determined to defer the luncheon to a later date. No further action.

GM Hunter requested permission to plan the employee appreciation dinner held in January each year. The Board discussed the possibility of a January date. It was decided the dinner would be put on hold and a date will be decided later. No further action.

GM Hunter provided updates on the progress of Peru water line connection. Funding is being approved and JEO is on step 7 of a 21-step approval process. A projected timeline was discussed, and a revised drafted contract was available for review. The committee will continue to work with Peru to move the project forward. No further action.

Chairman Knipe opened the discussion on IBEW Contract negotiations. Member Zaruba motioned to go into closed session at 12:11 to discuss IBEW Union Contract negotiations. Member Wilson seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Knipe, and Wilson. Motion carried. Member

Wilson motioned to come out of closed session at 12:39. Member Shaw seconded the motion. Roll call: Those voting aye – Shaw, Knipe, Wilson and Zaruba. Motion carried.

Accounting and Finance Manager, Tamara Westhart presented the standard financial reports to the Board and asked for questions regarding the same. Member Zaruba motioned to accept the financial reports as presented. Member Shaw seconded the motion. Roll call: those voting aye – Shaw, Knipe, Wilson and Zaruba. Motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #14

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) Approval of delinquent water and wastewater accounts.
- f) Transfer funds from E-W-WW Revenue funds into checking for expenses, plus the routine interdepartmental transfers in the amount of \$1,042,000.00
- g) Approve Free Service Report.

Checks written during the month of October

AKRS Equipment	82.25
All Needs	1,797.06
American Recycling	16,273.61
Auburn Family Health Center	175.00
B 103	171.00
BCom Solutions, LLC	269.99
Beard's Salvage	12.78
Black Hills Energy	133.58
Blackburn Manufacturing	494.90
Board Of Public Works	16,979.65
Border States	3,271.61
Capital Business Systems Inc	463.40
Capital One Spark Business	1,110.57
Carpenter Paper Company	65.71
Caselle Inc	1,828.00
Catlett Surveying Inc	250.00
Chase Paymentech	1,991.08
City of Auburn	7,811.91
County Publications	206.58
Crescent Electric Supply Co.	253.47
Crook-Nelson, Tracy	57.47
DHHS State of Nebraska	1,485.00
Doty, Christopher	67.83
Eggers Brothers Inc	52.98
Electric Transportation	59,690.00
Environmental Systems	3,200.00

Frontier Cooperative	1,662.50
Glenn's Corner Market	133.42
Hawkins Inc	2,362.79
HireRight Solutions LLC	418.42
HOA Solutions Inc	19,891.00
Hoak, Mike	426.00
Husker Electric	695.87
JEO Consulting Group Inc	5,667.50
JK Energy Consulting, LLC	1,000.00
Lambert, John	179.40
LARM	171,110.00
Lincoln Winwater	648.77
MacQueen Equipment	172.27
Merz Ink	159.75
Metron-Farnier LLC	2,496.89
MidAmerica Testing and Supply	1,168.78
Mid-American Benefits Inc	1,658.36
Midwest Laboratories Inc	204.00
Mike's Window Service	12.78
NE Department of Revenue	27,758.55
NE Municipal Power Pool	4,640.00
NPPD	209,816.74
NE Water Resources Assoc.	105.00
OK Tire	60.00
Olsson	8,967.83
Omaha Public Power District	28,844.81

One Call Concepts Inc	118.93
Paramount Linen & Uniform	2,014.35
Petty Cash	66.75
Quadiant	124.94
Quitmeyer, Faith	238.63
Sack Lumber Company	91.56
Sanitary Wiping Co.	351.00
Scantron Technology Solutions	2,615.24
Southwest Power Pool	22,378.80
St of NE - Financial Services	408.97
The Cleaners	85.20
The Eagles Nest	23.00
Thompson Transformer	17,037.00

United Parcel Service	113.93
US Cellular	292.18
Utility Service Co Inc	59,318.46
Verizon Wireless	325.11
Village of Brownville	2,825.48
Village of Johnson	4,870.63
Village of Nemaha	5,683.84
Water Engineering Inc	392.83
Wesco Distribution Inc	147,484.06
WAPA	20,654.43
WEX Fleet Universal	1,818.46
Windstream	666.81
Xpress Bill Pay	374.06

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. 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 December 16, 2020 at the hour of 11:30 a.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, 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 November 18, 2020 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.