

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD December 16, 2020**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on December 16, 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 guests as follows: David Grant – appointed Board member

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

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 update on the progress of the 4160-transmission line and substation. Installation is on schedule. Temporary fencing will be in place to house the substation if temperatures drop and BPW would need to provide supplemental power during the construction. GM Hunter requested approval for progress payments that have been submitted. Member Wilson made a motion to submit payment for progress payment to Harold K. Scholz Company in the amount of \$454,800.34. Member Buman seconded the motion. Roll call: Those voting aye – Knipe, Wilson, Shaw and Buman. Member Wilson made a motion to submit payment for progress payment to Harold K. Scholz Company in the amount of \$227,400.17. Member Buman seconded the motion. Roll call: Those voting aye – Wilson, Shaw, Buman and Knipe. Member Wilson made a motion to submit payment for progress payment to IES Commercial in the amount of \$119,027.20. Member Buman seconded the motion. Roll call: Those voting aye –Shaw, Buman, Knipe and Wilson. Member Buman made a motion to submit payment for progress payment to IES Commercial in the amount of \$268,781.94. Member Shaw seconded the motion. Roll call: Those voting aye –Buman, Knipe, Wilson, and Shaw. All motions carried.

GM Hunter presented the BPW Drought Management Plan (DMP) for approval. The DMP provides a structured course of action for drought situations. In the event of a drought crisis, protocol for FEMA requirements will have been met. Member Buman made a motion to accept the DMP as presented. Member Wilson seconded the motion. Roll call: Those voting aye – Wilson, Shaw, Buman, and Knipe. Motion carried

GM Hunter provided the bid documents for the Water/Wastewater project and requested approval to post the project for bid. Member Shaw made a motion to advertise for bids. Member Buman seconded the motion. Roll call: Those voting aye: Shaw, Buman, Knipe, and Wilson. Motion carried.

GM Hunter provided information regarding the 2018 Series Wastewater Bonds. First National Capital Markets (FNCM) is able to refinance the bonds at a lower interest rate and provide approximately \$55,000.00 in savings over the remaining five years of the bonds, with no change in terms. Member Wilson made a motion to move forward with the refinance and have FNCM provide specific details. Member Buman seconded the motion. Roll call: Those voting aye – Shaw, Buman, Knipe, and Wilson. Motion carried.

GM Hunter presented the 2021 Electric, Water, Wastewater and Misc. Fee schedules with changes provided by JK Consulting and prior Board discussion. After further Board discussion, Member Buman made a motion to accept the schedules with the following changes: Electric Rate Fees – no changes. Water Rate Fees – remove impact fee. Tapping fee to remain at \$850.00. Wastewater Rate Fee – remove impact fee, and Miscellaneous Fees – reflect changes made above. Member Shaw seconded the motion. Roll call: Those voting aye – Buman, Knipe, Wilson, and Shaw. Motion carried

GM Hunter provided the average hourly labor cost information. Based on the current calculations, GM Hunter recommended setting BPW's billing rate at \$45.00. After Board discussion, Member Shaw made a motion to add a non-BPW customer rate at \$50.00 and set the BPW customer rate at \$45.00 per billing hour, effective February 1, 2021. Member Wilson seconded the motion. Roll call: Those voting aye – Shaw, Buman, Knipe, and Wilson. Motion carried.

GM Hunter requested Friday, July 2, 2021 as the floating holiday on behalf of the employees. Member Wilson made a motion to set July 2<sup>nd</sup> as the floating holiday for 2021. Member Shaw seconded the motion. Roll call: Those voting aye – Buman, Knipe, Wilson, and Shaw. Motion carried.

GM Hunter provided updates on the Peru water issues. Repairs have been made to restore water flow to an acceptable stage. Contingency plans are in process to ensure flow is not interrupted in the event leaks or breakdowns occur in the future. An agreement has been made with FEMA to move forward on design and route for the water line.

Approximate date of completion is two years. No action taken.

GM Hunter presented the final draft of the Peru water contract. Updates included changes to water committee requirements, connection fee structure and rate fee evaluation. After discussion, Member Buman made a motion to accept the contract as presented. Member Shaw seconded the motion. Roll call: Those voting aye – Wilson, Shaw, Buman, and Knipe. Motion carried.

GM Hunter provided information on the progress of the City Administrator/Economic Developer. Appointed member David Grant was introduced as being on the committee to develop the position and fielded questions from the Board. The Board expressed support. No action taken.

GM Hunter reviewed EPA Risk and Resiliency Assessment requirements. The deadline for the assessment is December 31, 2021. A proposal to develop and submit the assessment was included by JEO. After Board discussion, Member Buman made a motion to approve development and submission of the assessment by JEO in the amount of \$22,205.00. Member Wilson seconded the motion. Roll call: Those voting aye – Shaw, Buman, Knipe, and Wilson. Motion carried.

GM Hunter provided the IBEW contract as agreed upon by the employees and BPW. Member Shaw made a motion to accept the contract as presented. Member Buman seconded the motion. Roll call: Those voting aye – Buman, Knipe, Wilson, and Shaw. Motion carried.

GM Hunter requested approval of the 2021-2023 Employee Wage Schedule to go into effect January 1, 2021. Member Buman made a motion to approve the schedule as presented. Member Wilson seconded the motion. Roll call: Those voting aye – Knipe, Wilson, Shaw and Buman. Motion carried.

GM Hunter recognized Member Buman's resignation from the Board, along with his contributions to the community. No action taken.

Member Wilson made a motion to enter executive session at 12:55 p.m. Member Buman seconded the motion. Roll call: Those voting aye – Wilson, Shaw, Buman and Knipe. Motion carried.

Member Buman made a motion to come out of executive session at 1:08 p.m. Member Shaw seconded the motion. Roll call: Those voting aye- Shaw, Buman, Knipe, and Wilson. Motion carried.

Member Wilson made a motion to provide GM Hunter with a 6% increase in his annual salary. Member Shaw seconded the motion. Roll call: Those voting aye – Wilson, Shaw, Buman, and Knipe. Motion carried.

Accounting and Finance Manager presented the standard financial reports to the Board and updated the Board on variances found in sales tax submitted to the state. A refund was received in the amount of \$49,501.24. Member Wilson made a motion to accept the financial reports as presented. Member Shaw seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, and Wilson.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #21

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 \$959,000.00
- g) Approve Free Service Report.

Checks written during the month of November

AKRS Equipment	347.95
All Needs	2,402.86
Altec Industries Inc	67.59
American Recycling	16,938.55
Auburn Automotive Inc.	537.82
B 103	152.00
Baird Holm LLP	1,105.00
Beard's Salvage	53.68
Board Of Public Works	15,016.19
Border States Industries	1,032.41
BTE Corporation	2,750.00
Capital Business Systems Inc	397.74
Capital One Spark Business	1,340.12
Carpenter Paper Company	175.46
Caselle Inc	1,883.00
City of Auburn	6,785.41
County Publications	322.09
DHHS State of Nebraska	475.75
Eggers Brothers Inc	1,514.02
First Wireless Inc	152.58
Glenn's Corner Market	86.92
Grainger Inc	10.13
Hach Chemical Company	1,123.67
Hawkins Inc	200.41
Hoak, Mike	426.00
Husker Electric	3,214.35
Jerry's Electric Inc.	3,900.00

John C Ernst Co., Inc.	103.57
LONM	184.96
LifeGuard MD, Inc.	204.48
Lincoln Winwater	1,414.51
MJS Market	23.88
Municipal Supply of NE Inc	150.39
NDEE	150.00
NPPD	140,869.47
Nebraska State Fire Marshall	240.00
Northern Safety Co Inc	287.16
OK Tire	414.11
Olsson	1,122,421.94
Omaha Public Power District	28,091.78
One Call Concepts Inc	108.79
Paramount Linen & Uniform	1,611.48
Petty Cash	76.25
RESCO	422.81
Sack Lumber Company	149.03
Safety-Kleen Systems Inc	389.96
Scantron Technology Solutions	1,585.00
Smith & Loveless Inc	278.92
T & R Electric Incorporated	8,690.00
The Cleaners	85.20
US Cellular	292.22
Utility Equipment Company	252.82
Vermeer Equipment	119.67
Village of Brownville	7,494.57

Village of Nemaha	3,914.71
Water Engineering Inc	392.83

WAPA	23,615.85
White Castle Roofing	4,644.00

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Roll call: those voting aye – Buman, 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 January 20, 2021 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 December 16, 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.