

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD DECEMBER 20, 2023**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on December 20, 2023, 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 – Grant, Knipe, Shaw and Zaruba. Absent – Wilson.

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 the following guests: Jane Andrew, Robert Wintz, City of Auburn Economic Developer/ Administrator-Crystal Dunekacke, City of Auburn Council Member – Katy Billings, Village of Brownville – Natisha Helmick-Winkleman, Village of Brownville Mayor – Marty Hayes.

Chairman Knipe opened the floor to public comment. Jane Andrew addressed the Board regarding 810 G Street noting the property updates look nice.

Chairman Knipe introduced Village of Brownville representative Natisha Helmick–Winkleman. Winkleman addressed the Board on past communications with the Board of Public Works. Discussion was held regarding contracts that have not been signed by both parties. Natisha requested an extension of the current contract for billing and Mayor Marty Hayes wanted confirmation that BPW would not drop billing services to Brownville. Natisha also requested a discussion on the electrical services provided to the Village. The Board determined they will review the current billing contract and that currently we will continue to provide services on a month-to-month basis. A 90-day notice will be provided if a decision to terminate billing services is made. Revisions to the current contract will be made to reflect any changes and presented to the Board for review. General Manager Ray Luhring will reach out to the Nebraska Power Review Board to research if Brownville has options regarding their electrical provider. No action taken.

General Manager Luhring (GM Luhring) requested an increase in meal allowance for the employee appreciation dinner from \$25.00 to \$30.00 per person attending. Member Grant made a motion to increase the meal allowance as requested. Member Shaw seconded the motion. Members voting aye – Knipe, Zaruba, Shaw, and Grant. Motion carried.

GM Luhring provided information on the status of mowing equipment and requested input on a contract versus in-house labor and repairs or replacement of equipment. The Board requested estimated cost of current expenses and approximate cost of repairs or replacement needed. No action taken.

GM Luhring provided updates on the Westgate Development, noting plans are in the preliminary stages and the General Manager, Electrical Operations and Water/Wastewater Managers are involved in the planning stages. Economic Developer/City Administrator Crystal Dunekacke and Auburn Council Member Katy Billings provided information on projected dates for a final plat and potential start of grading. No action taken.

GM Luhring requested permission to attend the League of Nebraska Municipalities Annual Conference January 10-12, 2024. Member Grant made a motion to grant permission as requested. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

GM Luhring provided an update that the Utility Service Company will no longer be providing well cleaning services. A mutual agreement to terminate services is requested. Member Zaruba made a motion to terminate services for well cleaning. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Shaw, and Zaruba. Motion carried.

GM Luhring requested to provide an economic donation to the Auburn Chamber of Commerce in the amount of \$1,000.00. Funds provided must be used in the same manner as required by municipalities. Member Grant made a motion to provide the donation. Member Shaw seconded the motion. Members voting aye – Knipe, Zaruba, Shaw, and Grant. Motion carried.

GM Luhring presented the Crime Insurance Policy for renewal noting there is not a price increase. Member Zaruba made a motion to renew the policy as presented. Member Grant seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring requested approval of the 2024 Utility Rate and Miscellaneous Fee packet. Luhring noted changes in the water rates that were approved in 2020 and security light maintenance costs increased as part of the miscellaneous fees. Member Shaw made a motion to accept the packet as presented. Member Grant seconded the motion. Members voting aye - Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring requested approval to forward an Ordinance to the City of Auburn. The ordinance authorizes a Series 2024 Bond providing Sewer Project Funding up to \$663,000.00 for sewer and manhole rehabilitation, and water main relocation related work. Member Zaruba made a motion recommending the Ordinance to the City of Auburn for approval. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

NPPD Cooper Nuclear extended an invitation to Board members to tour the Plant. GM Luhring provided dates available for the Board to attend. A special meeting will be called January 23rd for the members to meet and tour the plant as a group. No action taken.

GM Luhring requested approval of 2024-2026 IBEW negotiated union contract, job descriptions, pay scales and updated employee personnel manual. Member Zaruba made a motion to accept all agreements as presented. Member Shaw seconded the motion. Members voting aye – Knipe, Zaruba, Shaw, and Grant. Motion carried.

GM Luhring requested authorization to advertise RFPs for a 2024 ½ ton crew cab pickup. Member Grant made a motion to move forward with advertising. Member Shaw seconded the motion. Members voting aye – Zaruba, Shaw, Grant, and Knipe. Motion carried.

Chairman Knipe called for a motion to enter closed session for the purpose of discussing personnel matters. Member Zaruba made a motion to enter closed session at 12:17 p.m. Member Grant seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

Member Zaruba made a motion to exit closed session at 12:46. Member Grant seconded the motion. Members voting aye – Grant, Knipe, Zaruba, and Shaw. Motion carried.

Member Zaruba made a motion to approve a \$2.00 an hour equalization raise for the Electric Operations Manager position and a 6% increase in wages for the General Manager, Water/Wastewater, Electric Operations and Accounting and Financial Management positions. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, and Zaruba. Motion carried.

Water/Wastewater Manager Alan Slater provided updates to the Board on the Peru Water Line. The week of December 25th, the system will be tested, water samples will be drawn with a projected online date the week of January 15th, provided all inspections are approved. No action taken.

GM Luhring presented a proposal from Teresa Morrissey to provide custodial services beginning in 2024. Member Grant made a motion to approve the proposal at \$150.00 per week, plus hourly labor, and equipment rental for bi-annual floor cleaning. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, Zaruba, and Shaw. 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 – Knipe, Zaruba, Shaw, and Grant. Motion carried.

AFM Westhart asked for any objections or exceptions to the General Consent Items listed under Agenda Item #22.

Approve the previous meeting 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 \$426,000.00.
- d) Approve Free Services Report.
- e) Approve NODs as presented.

Checks written during the month of November.

Airstream	199.30
AKRS Equipment	214.16
American Recycling	20,732.06
Auburn Chamber	1,000.00
B 103	171.00
Beard's Salvage	145.91
Board Of Public Works	22,384.38
Border States Industries	10,619.23
Breazile, Patricia	129.70
Bulldog Auto Supply	1,088.53
Capital Business Systems	376.73
Capital One Spark Business	2,500.68
Caselle Inc	1,940.00
City of Auburn	15,658.24
Concrete Industries Inc	22.70
County Publications	634.28
Credit Information Services	49.80
DHHS State of Nebraska	308.00
Eggers Brothers Inc	466.18
Ensz, Amanda	30.00
Environmental Systems	5,610.00
Frontier Cooperative	255.60
Glenn's Corner Market	307.90
Hawkins Inc	20.00
HOA Solutions Inc	25,052.97
HTM Sales Inc	1,296.12
Jackson Services Inc.	1,623.53
Johnny's Tire & Battery	360.23
Kidwell Inc	162.50
Lawson Products Inc	117.15
LifeGuard MD, Inc.	478.19
Lincoln Winwater	3,102.35
LRE Water	6,160.08
Lynch's Hardware & Gifts	24.14
Mack, Sara	232.24
Mann, Garland	4.11

McMaster-Carr Supply	64.75
Metering and Technology	3,819.90
Metron-Farnier LLC	213.00
Mid-Iowa Solid Waste	107.57
Midwest Petroleum Equip	1,497.91
Mike's Window Service	30.88
Moerer, Jenny	163.32
NDEE	230.00
Nebraska State Fire Marshall	240.00
Nemaha County Clerk	10.00
Nemaha County Treasurer	209.58
Nemaha Natural Resources	126.07
NMPP	1,972.00
One Call Concepts Inc	71.60
Pinpoint Auburn, Inc	433.53
PIP Marketing Signs & Print	3,134.82
Rewound Power Motors	136.92
Rhodus, Cady	426.00
Robertson, Prescilla Rose	183.83
Sack Lumber Company	4,150.59
Sargent Drilling	241.32
SECUR-SERV	2,595.42
State of NE DHHS	745.00
Sunbelt Solomon Services	1,538.08
T & R Electric Incorporated	36,557.90
Tony Hector Backhoe	200.00
United States Postal Service	4,000.00
US Cellular	814.38
Village of Brownville	7,382.54
Village of Nemaha	4,391.25
WAPA	28,692.30
Water Engineering Inc	432.11
Wesco Distribution Inc	617.70
Wynn, Troy	250.00
Zoro Tools Inc	316.28

Following discussion Member Zaruba made a motion to approve the General Consent Items as presented. Member Shaw seconded the motion. Members voting aye – Knipe, Zaruba, Shaw, and Grant. Motion carried.

Reports: Electric, Power Plant, Water/Wastewater, Office.

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 17, 2024, at the hour of 11:30 a.m. at the Board of Public Works Board Room. Chairman Knipe 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 December 20, 2023 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, 2027.