

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD DECEMBER 8, 2016**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on December 8th, 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.

Genie Andrew from GIS Workshop was on hand to present a proposal to the Board for the implementation of a GIS Network for the BPW and answer questions. Following discussion, Member Zaruba motioned to move forward with the GIS Workshop proposal with the initial project cost of \$19,850.00 for Development/Set-up and a \$5,400.00 cost for an Annual Subscription. Member Buman seconded the motion. Following additional discussion, Chairman Knipe called for a vote. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

Martha Silks, P.G. from LBG, Nichole Grasma from Utility Services and John Mohr of Lake Tech Consulting were on hand to present and discuss two proposals requested by the Board. One was a Feasibility Study proposal for a new Well #14 and another to apply for a Water Sustainable Funds grant, which would support the Nemaha Well Field Project. Martha Silks and Nichole Grasma spoke specifically on the Well #14 feasibility study. Following discussion, Member Zaruba motioned to approve the proposal to move forward with the Well #14 feasibility study not to exceed \$99,575.00. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Chairman Knipe declared the motion carried. John Mohr then explained the Water Sustainable Funds grant for the Nemaha Well Field Project, project timeline and associated costs. Following lengthy discussion, Member Zaruba motioned to approve the proposals presented by Utility Services with regard to the Water Sustainability Funds grant application. Member Buman seconded the motion. Following further discussion, Chairman Knipe called for a vote, roll call: those voting nay – Knipe and Wilson, those voting aye – Zaruba and Buman. Chairman Knipe declared the motion rejected.

General Manager (GM) David Hunter updated the Board on the 2017 employee health insurance package options and the individual employee costs and deductibles.

Accounting and Finance Manager (AFM) Wende Bergmeier requested Board approval to transfer additional funds to support the NDEQ / SRF Water Plant Loan payment due December 15. Member Zaruba motioned to allow this transfer. Member Wilson seconded the motion. Roll call: those voting aye – Zaruba, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter requested Board approval to set the 2017 BPW Floating Holiday on Monday July 3 per employee request. Member Buman motioned to set the 2017 Floating Holiday on July 3. Member Zaruba seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented the Vision Care Direct renewal for Board review and approval. GM Hunter explained that there will be no cost increase for this employee benefit in 2017. Following discussion, Member Zaruba motioned to approve the Vision Care Direct benefit. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented a list of properties that the BPW has water/wastewater liens on for unpaid services. The city has either taken ownership or is in the process of taking ownership of these properties. Staff recommends that liens are waived once the property is transferred to the city. Following discussion, Member Wilson motioned to waive the liens once property is transferred to city ownership. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Chairman Knipe declared the motion carried.

GM Hunter presented two quotes received for the AC/Heat pump replacement project for the office and power plant buildings. Following discussion, Member Zaruba motioned to approve the quote and contract with Auburn Plumbing and Heating for \$13,980.00 for the office building and \$13,130.00 for power plant, both will be SEER 16 units. Member Zaruba also, approved \$9,780.00 for a ductwork replacement in the office building. Member Buman seconded the motions. Roll call: those voting aye – Wilson, Zaruba, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter presented the 2017 Energy Efficiency Rebate Program. Following discussion, Member Zaruba motioned to continue in the Traditional Energy Efficiency Rebate Program. Member Wilson seconded the motion. Roll call: those voting aye – Zaruba, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on the water plant filter painting project. GM Hunter indicated that he has been in contact with WesTech and received an offer to compensate the BPW with the cost of the repairs needed on the water filters. Following discussion, Member Zaruba motioned to accept the WesTech's offer. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried. GM Hunter indicated that he has a quote from a contractor that can repair and paint all three water filters and that it is more cost efficient to repaint all three filters then just one. Member Zaruba motioned to move forward with the repairs and painting of all three water filters. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

GM Hunter presented a discussion of several personnel issues. At the hour of 7:05pm, Member Zaruba motioned to go into closed session to protect the reputation of personnel to be discussed. 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 7:21pm, Member Zaruba motioned to come out of closed session. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried. Member Wilson motioned to grant GM Hunter a 5% salary increase, effective January 1, 2017. Member Zaruba 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. Following brief discussion, Member Zaruba motioned to accept the financials as presented. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba and Buman. Chairman Knipe declared the motion carried.

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #16.

- 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 \$522,000.00 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 November 2016 in an amount of \$21,114.39.

Checks written during the month of November:

AFLAC	584.50
Ameritas	13,635.32
ASB	450.00
BCBS	13,500.74
Black Hills Energy	133.58
Cypress	414.00
Cypress Medical	878.32
DIRECT DEP TOTAL	72,374.57
Fleet Services	2,172.40
Hasler	389.31
IBEW 1536	782.30
IRS	27,584.33

NCSE	664.00
NDOR W/H	4,034.69
NE Dept. of Rev	27,283.11
NSF CHECK	170.13
Paymentech	1,479.22
Principal	620.00
Standard Life	1,755.19
Time Warner	107.24
Verizon Wireless	90.74
Windstream	656.93
XpressBillPay	251.80

Approve the following claims submitted for payment:

Altec Industries	198.66
American Recycling & Sanitation	15,646.19
Auburn Plumbing/Heating/AC	61.08
Auburn Sport Shop	275.84
Baird Holm	117.00
Beard's Salvage	178.25
Blackburn Manufacturing	320.25
BPW	20,498.66
BTE Corp	2,750.00
Bulldog Auto Supply	627.23
Capital Business	268.61
Caselle	1,205.00
City of Auburn	8,089.66
Concrete Industries	11.25
County Publications	291.04
Credit Information Svcs	26.40
Crown Line Plastics	832.08
Curry Relocation	214.31
D.R. Thomas	288.64
DHHS State of NE	228.00
Diamond Marketing	1,285.34
Drake Communications	220.34
Dumpster Express	425.00
Eggers Brothers	435.41
First Bank Card	2,288.03

Force Flow	200.22
Fritz, Kevin	175.73
G & P Development Landfill	220.73
Glenn's Corner Mkt	197.78
GPM	3,032.00
Grainger	44.62
Hach Chemical	386.68
Hall's Safety Equip	324.65
Hawkins	658.05
Hixon, Rachael	57.57
HOA Solutions	1,589.63
Hoak, Mike	426.00
Huckleberrys	104.15
Husker Electric	2,907.17
J Harlen	348.20
Johnson Quik Stop	21.60
Jordan, Rebecca	224.96
Kriz-Davis Company	8,680.03
Mann, Brittni	40.63
Meyer Earp	232.36
Mike's Window Service	11.45
Municipal Supply	1,779.68
NDEQ - Fiscal Svcs	125,582.92
Nemaha Country Mkt	105.09
Nemaha County Clerk	26.00

Newburn, Brandon	170.22
Norvell, Don	200.00
Olsson Associates	3,821.53
One Call Concepts	144.75
Orscheln	93.97
Paramount Uniform	1,362.17
Petty Cash	360.16
Sack Lumber	398.16
Skarshaug Testing Lab	166.41

Southeast Design	171.59
Stone, Karen	194.44
Tincher Of Auburn	165.70
UPS	156.89
US Cellular	150.60
Village of Nemaha	3,704.40
Vision Care Direct	285.52
Ward Laboratories	112.50
Water Engineering	392.83

Following a brief discussion, Member Zaruba motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Buman and Knipe. 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 January 12, 2017 at the hour of 6:00 p.m. at Auburn City Hall. Chairman Knipe declared the meeting adjourned.

Chairman

ATTEST:

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 December 8, 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.

Wende S. Bergmeier, Notary Public in and for the State of Nebraska.
My Commission Expires July 25, 2018.