

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD DECEMBER 13, 2018**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on December 13th, 2018 at the regular meeting place of the Board at the hour of 5:30 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 is posted on the north wall of the Board Room.

Chairman Knipe acknowledged that there were no guests present to address the Board.

Chairman Knipe called the meeting to order. Roll call: Members present – Shaw, Buman, Knipe, Wilson and Zaruba. General Manager David was not present.

Accounting and Finance Manager (AFM) Wende Bergmeier presented the Auburn State Bank Entity Authorization for Board signatures. The ASB Entity Authorization allows Board members to sign BPW business checks.

Chairman Knipe requested Board approval for July 5, 2019 to be the BPW employee Floating Holiday. This will give the employees a four-day weekend. Following discussion, Member Zaruba motioned to approve this request. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw and Buman. Chairman Knipe declared the motion carried

Chairman Knipe requested Board approval to transfer additional funds to support a NDEQ/SRF Water Plant, Well and Transmission Line loan principal and interest payment. This payment is due December 15th, in the amount of \$124,353.07. Following this payment, this loan balance will be \$3,638,738.97 from a total project cost of \$6,006,000.00. Member Buman motioned to approve this request. Member Wilson seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, Buman and Knipe. Chairman Knipe declared the motion carried.

Chairman Knipe requested Board review and approval to renew a DHHS Three Year Construction Agreement. This agreement allows the BPW to use approved standard specification for any water main improvement without having DHHS approve drawings and specs for individual projects. The three-year agreement cost is \$600.00 compared to an individual project review cost of 1% of the total project cost. Following discussion, Member Zaruba motioned to renew this agreement. Member Shaw seconded the motion. Roll call: those voting aye – Zaruba, Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

AFM Bergmeier presented the 2019 BPW Health Insurance package for Board review and approval. This package includes a 11% increase to BC/BS premiums but no increases to either Life Insurance and Vision Care premiums. Following discussion, Member Zaruba motioned to renew this agreement. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe, Wilson and Zaruba. Chairman Knipe declared the motion carried.

Chairman Knipe opened the discussion on personnel issues. At the hour of 5:38 p.m., Member Zaruba motioned to go into closed session. Member Buman seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

At the hour of 5:55 p.m., Member Zaruba motioned to come out of closed session. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson, Zaruba and Shaw. Chairman Knipe declared the motion carried.

Board discussed an employee evaluation to be presented as an agenda item at the January 10th, 2019 Board meeting.

AFM Bergmeier presented the standard financial reports to the Board and asked for questions regarding the same. Following discussion, Member Zaruba motioned to accept the financial reports as presented. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Zaruba, Shaw 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 #11.

- 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) Approve filing of Notices of Delinquency with the County Clerk.
- f) Transfer of \$197,000.00 to Checking from Revenue.

Checks written during the month of November:

AFLAC	675.90
Ameritas	15,373.30
ASB	500.00
BCBS	17,988.02
Black Hills Energy	254.48
Constellation Energy	739.27
DIRECT DEPOSIT TOTAL	78,611.10
Fleet Services	2,981.78
IBEW 1536	710.64
IRS	28,160.81
Mid-American Benefits	3,373.87
NDOR	32,663.71

NEOPOST	93.78
NSF & Adj Items	628.64
Paymentech Fee	1,774.39
Standard Life	1,752.85
The Principal Group	802.01
Time Warner/Spectrum	117.22
UPS	48.93
Verizon Wireless	251.02
Windstream	696.59
XpressBill Pay	294.40

Approve the following claims submitted for payment:

American Recycling & Sanitation	15,811.77
Auburn Family Health Center	356.00
B 103	171.00
Baird Holm	10,703.12
Beard's Salvage	10.65
BPW	18,480.54
Border States / Kriz-Davis	213.09
Bulldog Auto Supply	985.36
Capital Business Systems	841.31
Capital One Spark	4,084.93
Caselle	1,841.00
City of Auburn	9,115.40
Concrete Industries	21.50

County Publications	109.09
Credit Information Services	82.35
DHHS	600.00
DHHS	296.00
Diamond Communication	178.20
DLT Solutions	1,302.65
Eakes Office Plus	318.44
Eggers Brothers	312.74
Garver, Jeff	78.48
Glenn's Corner Market	37.64
Hawkins	1,770.85
HD Supply White Cap	688.98
Hector, Tony	45.00

HireRight Solutions	100.38
Hoak, Mike	426.00
Husker Electric	4,688.22
JEO Consulting Group	2,355.25
Lawson Products	31.80
Lincoln Winwater	11,932.79
Mike's Window Service	11.45
MJS Market	20.26
Municipal Supply of NE	1,335.31
NDEQ - Fiscal Services	124,353.07
NPPD	265,319.87
NE State Fire Marshall	240.00
Northern Safety	440.70
OK Tire	346.15
Olsson	2,907.99
Omaha Slings	304.59

One Call Concepts	47.55
Paramount Linen & Uniform	1,471.84
Petro Choice	420.13
Petty Cash	32.25
Sack Lumber	277.06
Shopko	69.17
Stutheit Implement	501.98
The Cleaners	241.78
US Cellular	163.36
Utility Equipment	240.52
Utility Service	35,000.00
Village of Nemaha	4,108.61
WAPA	23,615.85
Water Engineering	392.83
Wesco Distribution	1,291.04

Following discussion, Member Buman motioned to approve the General Consent Items as presented. Member Wilson seconded the motion. Roll call: those voting aye – Wilson, Zaruba, Shaw, 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 10, 2019 at the hour of 5:30 p.m. at the Board of Public Works Board Room. Chairman Knipe declared the meeting adjourned.

ATTEST:

Chairman

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 13, 2018 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, 2022.