

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA
HELD DECEMBER 14, 2017**

THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, met in regular session on December 14, 2017 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 guests present to address the Board.

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

General Manager (GM) David Hunter introduced Craig Jones and Cortland Silliman from First National Capital Markets. Craig presented options for refinancing the current BPW bonds in an effort to maximize interest savings and shorten the life of the bond issues. GM Hunter will work with Craig and Cortland on several scenarios and come back to the Board with additional options at a future Board meeting.

GM Hunter presented Resolution 2017-3 to submit a SRF Planning Grant application for SRF Clean Water Funds through Nebraska DEQ to do planning on wastewater facilities. Following discussion, Member Buman motioned to approve Resolution 2017-3 as presented. Member Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Chairman Knipe declared the motion carried.

Chairman Knipe opened the discussion on the Board's policies and position on electrical permits and service connections. Following lengthy discussion and due to numerous safety concerns, future issues involving the State Fire Marshal and State Electrical Inspector will be jointly reviewed and discussed.

GM Hunter presented the contract from Olsson Assoc. for the Electrical Distribution System upgrades for Board review and approval. Following discussion, Member Buman motioned to approve the contract with Olsson Assoc. as presented. Member Shaw seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter presented the 2018 Blue Cross/Blue Shield Health Insurance plan for Board review and approval. Following discussion, Member Buman motioned to approve the 2018 plan as presented. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter presented the 2018 Mid-American Benefits Administrators HRA plan for Board review and approval. Following discussion, Member Buman motioned to approve the 2018 plan as presented. Member Shaw seconded the motion. Roll call: those voting aye – Buman, Knipe, Wilson and Shaw. Chairman Knipe declared the motion carried.

GM Hunter presented 2018 Holiday requests from employees. Employees are requesting the standard 2018 Floating Holiday to be on Friday, May 25. In addition, an extra whole day to be split and used, half day on Good Friday, March 30th and half a day on Christmas Eve, December 24, 2018. Following discussion, Member Shaw motioned to approve these 2018 Holiday requests as presented. Member

Wilson seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Chairman Knipe declared the motion carried.

GM Hunter requested Board approval to transfer additional funds to support a December 15th Water Plant NDEQ / SRF Loan payment of \$124,975.03. Following discussion, Member Wilson motioned to approve this request. Member Buman seconded the motion. Roll call: those voting aye – Wilson, Shaw, Buman and Knipe. Chairman Knipe declared the motion carried.

GM Hunter informed the Board that Credit Information Systems, the organization that processes BPW customer credit checks is raising their fee from \$10.75 to \$11.00. This rate increase is passed onto a customer that requests a credit check. Following discussion, Member Buman motioned to approve this rate increase. Member Wilson seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

Accounting and Finance Manager (AFM) Wende Bergmeier presented the January 1, 2018 Newsletter for Board review and approval. Following discussion, Member Shaw motioned to approve the newsletter as presented. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe and Wilson. Chairman Knipe declared the motion carried.

GM Hunter updated the Board on a vacant position in the Water Department for a Water Technician. Notices have been posted to fill this vacancy and we have received one application to date.

Chairman Knipe opened the discussion on IBEW Contract negotiations. At the hour of 6:15pm, Member Shaw motioned to go into closed session to discuss IBEW Union Contract negotiations. Member Buman seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Chairman Knipe declared the motion carried. At the hour of 6:43pm, Member Buman motioned to come out of closed session. Member Shaw seconded the motion. Roll call: those voting aye – Knipe, Wilson, Shaw and Buman. Chairman Knipe declared the motion carried.

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

Chairman Knipe asked for any objections or exceptions to the General Consent Items listed under Agenda Item #17.

- 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 \$567,000.00 to Checking from Revenue.

Checks written during the month of November:

AFLAC	568.52
Ameritas	14,337.85
ASB	500.00
B 103	39.00
Baird Holm	616.00
BCBS	18,765.32
Black Hills Energy	133.58
DIRECT DEP TOTAL	73,938.19

Fleet Services	2,074.68
Hunter Jr, David A	97.70
IBEW	816.31
IRS	29,389.62
Mid-American Benefits	2,336.27
NE Dept of Rev	29,521.07
NE Child Support	664.00
NEOPOST	93.78
OPPD	11,947.06

Paymentech Fee	1,683.82
NSF & Returned Items	1,457.78
Shopko	46.82
Standard Life	1,780.91
T & R Electric	34,067.00
The Principal Group	745.00

Time Warner	117.22
Verizon Wireless	125.09
Windstream	695.18
XpressBillPay	266.80

Approve the following claims submitted for payment:

Abe's Porta Potty	410.00
American Recycling&Sanitation	16,094.52
American Safety Utility	120.02
Auburn Design Shop	37.28
B 103	171.00
Baird Holm	829.80
BPW	17,760.76
Brownville Lyceum	102.20
BTE Corp	2,750.00
Bulldog Auto	283.65
Capital Business	284.58
Capital One	3,342.92
CCS Inc	11,305.00
City of Auburn	8,849.69
Concrete Industries	185.31
County Publications	224.77
Credit Info Svcs	80.10
Crittenden, Chris	171.94
DHHS St of NE	236.00
Diamond Communications	1,538.77
Dutton-Lainson Co	1,256.70
Eggers Brothers	156.26
Farmers Coop	160.91
First Wireless	308.86
G & P Dev. Landfill	131.85
Glenn's Mkt	133.86
Grainger	176.90
Hawkins	71.30
Hoak, Mike	426.00
Husker Electric	6,498.69
Kidwell	907.00
Kollasch, Keith	184.46
Kriz-Davis Co	3,000.97
LakeTech Consulting	200.00
LARM	2,172.67
LeggetteBrashears&Graham	7,731.60
Lincoln Winwater	38.34
Lynch's Hardware	47.25
McPherson, Daniel	5.00
Merz Ink	249.12

Mid-Iowa Solid Waste Equip	115.99
Midwest Farmers Coop	203.97
Mike's Window Svc	22.90
Municipal Supply	1,926.51
NDEQ	124,975.02
NMPP	924.61
NE State Fire Marshall	240.00
Needles I	250.00
Nemaha Country Mkt	62.08
NHHS-Division of Public Health	920.00
Northern Safety	300.65
NPPD	230,588.64
Olsson Associates	3,777.66
One Call Concepts	74.76
OPPD	11,947.06
Paramount Linen&Uniform	1,351.22
Petty Cash	37.22
Pieters Construction	700.00
Rockmann, Amber	287.72
Sack Lumber	40.74
Scherer, Sharon	218.05
Shopko	16.69
St of NE - Financial Services	1,857.13
Stutheit Implement	13.61
T & R Electric	1,504.00
The Cleaners	269.46
Tincher Of Auburn	200.95
UPS	112.55
US Cellular	5.15
Village of Nemaha	3,850.74
Vision Care Direct	324.05
WAPA	27,714.05
Water Engineering	392.83
Waverly Crane&Consulting	650.00
Wesco Distribution	762.54
Wilson Electric	51.50

Following discussion, Member Wilson motioned to approve the General Consent Items as presented. Member Buman seconded the motion. Roll call: those voting aye – Shaw, Buman, Knipe and Wilson. 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 11, 2018 at the hour of 5:30 p.m. at the Board of Public Works Board Room. 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 14, 2017 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.