

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA  
HELD APRIL 17, 2024**

**THE BOARD OF PUBLIC WORKS (BPW) OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA**, met in regular session on April 17, 2024, 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 – Shaw, Grant, Knipe, Wilson, and Zaruba.

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: Casey Connelly – Auburn resident, Kim Johnson – Village of Brownville Board Member. Paul Hamilton – Hamilton and Associates

Chairman Knipe opened the floor to public comment. No comments were presented to the Board.

Chairman Knipe introduced Casey Connelly. Mr. Connelly presented information regarding his property at 604 13<sup>th</sup> Street in Auburn, noting he does not have utility services connected and is being charged minimums. He has requested a waiver for the charges and consideration to change the policy for minimum fees. GM Luhring presented the Auburn Board of Public Works policy regarding minimum charges for disconnected services. He also reviewed the policy for capping services which only applies to properties that do not have a structure. After discussion, the Board determined that historically, accounts with balances, that had similar circumstances were not waived. In addition, the policy will remain as currently written. No action taken.

GM Luhring presented the BPW Personnel Manual and requested approval to update procedures and policies that are not in alignment with the IBEW negotiated contract and current practices. Member Grant made a motion to approve the Personnel Manual with changes as presented. Member Shaw seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

GM Luhring presented policies that would allow accounts with balances less than \$25.00 or credit balances less than negative \$25.00 to be written off by management if efforts have been futile and/or unfeasible to collect or remit. Member Zaruba made a motion to accept the policies as presented. Member Wilson seconded the motion. Members voting aye – Zaruba, Shaw, Grant, Knipe, and Wilson. Motion carried.

GM Luhring presented information on a request from the Village of Brownville (VOB) to reconsider an agreement rescinded January 17, 2024, for ABPW to provide billing services to the VOB. Kim Johnson, a VOB Board Member provided assurance that equipment would be compatible with BPW equipment. VOB will be responsible for manual reads of meters that are not compatible. Ms. Johnson also stated that she will be the VOB contact person for ABPW. Member Grant made a motion to approve the contract effective June 26, 2024, upon receipt of the signed contract from the VOB. Member Zaruba seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba

Chairman Knipe introduced Paul Hamilton from Hamilton Associates who presented the 2023 Audit report. Mr. Hamilton noted that the BPW is in a good financial position and free from material misstatement. After discussion, Member Zaruba made a motion to accept the audit report as presented. Member Grant seconded the motion. Members voting aye – Knipe, Wilson, Zaruba, Shaw, and Grant. Motion carried.

GM Luhring presented a request from the City of Auburn to reduce an easement in the Westgate addition to thirty feet from fifty feet. Electric Operations Manager Kuhlmann provided information on easements in the area. Member Wilson made a motion to approve the request as presented. Member Zaruba seconded the motion. Members voting aye – Grant, Knipe, Wilson, Zaruba, and Shaw. Motion carried.

GM Luhring provided updates on the Sewer Lining and Rehabilitation Project. He noted that 4,867 feet of lining is complete, which included fifty-one taps. The remaining lines have areas that need repair. Once complete the remaining 3,280 feet will then be lined. The projected life of the pipe upon completion is 50-70 years. No action taken.

Electric Operations Manager Kuhlmann updated the Board on project work on the LTC Maintenance Substations. Work is scheduled to be done by Midwest Electric Transformer Services on April 23<sup>rd</sup> and 24<sup>th</sup>. No action taken.

Electric Operations Manager Kuhlmann provided information on the Generator 4 Air Fuel Ratio Control project noting that material is in, and work is expected to begin the last week in April to install the air fuel ratio controls. No action taken.

GM Luhring presented cost estimates to purchase and install the engine plate cooler for Generator 4. Material for the project is \$27,247.00 including freight. Installation by Mueller is quoted at \$21,502.22. There is an additional fee of approximately \$2,500.00 to disassemble and reassemble in order for the equipment to be moved to its location in the lower level of the Power Plant. Electrical Operations Manager Kuhlmann noted that BPW employees can provide the labor for this and save the company this fee. After discussion, Member Grant made a motion to accept the quote for materials and installation at a combined cost of \$48,749.22. Approval to include the \$2,500.00 fee to assemble and disassemble is authorized in the event that the warranty is compromised by completing this task in-house. Member Shaw seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. Motion carried.

GM Luhring provided updates on the Omega Morgan Project. Cargill has reached out for billing information. Omega Morgan Project Manager discussions with Electric Operations Manager Kuhlmann indicated that equipment is projected to start arriving in Brownville in June, however transportation affecting our power lines may not start until this Fall. No action taken.

GM Luhring provided updates on the Peru Water Line noting communication is still an issue between the booster house in Auburn and Peru’s water tower. BPW water crews continue to provide support by manually turning booster pumps on and off as requested by Peru. No action taken.

AFM Westhart presented the standard financial reports to the Board. Member Zaruba made a motion to accept the financial reports as presented. Member Wilson seconded the motion. Members voting aye – Wilson, Zaruba, Shaw, Grant, and Knipe. Motion carried.

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

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 \$506,000.00.
- d) Approve Free Services Report.

Checks written during the month of March.

AKRS Equipment	110.77
American Recycling	21,048.93
B 103	152.00
Blackburn Manufacturing	1,318.12
Board Of Public Works	18,699.85
Bulldog Auto Supply	877.75
Capital Business Systems	374.35
Capital One Spark Business	4,255.96
Carpenter Paper Company	119.28
Caselle Inc	1,940.00
Catholic Social Services	196.59
City of Auburn	6,720.00
Concrete Industries Inc	67.20
County Publications	612.80
Credit Information Services	40.35
Crownpoint Management	25.52

DHHS State of Nebraska	208.00
Dutton-Lainson Company	55.42
Eggers Brothers Inc	242.52
Frontier Cooperative	1,251.90
Frumpp, Taylor Lee	99.73
Glenn's Corner Market	149.82
Grainger Inc	47.71
Green Care Lawn Service	380.00
Hach Chemical Company	540.88
Hamilton Associates PC	14,680.00
Harbor Freight	1,288.87
Hawkins Inc	30.00
HDR Engineering Inc	2,340.86
HireRight Solutions LLC	139.95
Hotsy Equipment Co.	6,118.43
Husker Electric	2,074.62

Jackson Services Inc.	1,948.04
Johnny's Tire & Battery	60.00
Kansas Municipal Utilities	300.00
Lawson Products Inc	115.94
Lincoln Winwater	910.58
Lynch's Hardware & Gifts	36.15
Martin, Jessica	293.47
McCracken, Vonda	44.57
McMaster-Carr Supply	264.68
Metron-Farnier LLC	9,011.22
Morrissey, Teresa	632.00
Mott, Mikelle	228.22
Murphy, Hunter	136.59
Needles I	26.63
Nemaha County Sheriff	25.00
NMC Exchange LLC	4,650.00
Omaha Door & Window	692.56
One Call Concepts Inc	227.81
Paris, Jenny	74.85
Peaker Services Inc.	3,691.26
Petty Cash	454.50

Pieters Construction Inc.	13,150.00
Pinpoint Auburn, Inc	433.08
PIP Marketing	4,761.55
Quill LLC	73.46
RESCO	33,867.00
Sack Lumber Company	796.91
SECUR-SERV	13,644.76
Smith, Brianna	188.05
State of NE - DHHS	41.85
Topsmead Midwest LLC	5.79
US Cellular	863.82
USA Blue Book	1,271.98
Village of Brownville	11,288.58
Village Of Johnson	4,830.64
Village of Nemaha	6,079.80
WAPA	28,956.14
Water Engineering Inc	432.11
Wesco Distribution Inc	167.74
Williamson, Karen	43.92
Zoro Tools Inc	259.14

Following discussion Member Grant made a motion to approve the General Consent Items as presented. Member Zaruba seconded the motion. Members voting aye – Shaw, Grant, Knipe, Wilson, and Zaruba. 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, May 15, 2024, 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 April 17, 2024 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, 2027.