

Minutes
Board of Public Works
September 6, 2016

The Board of Public Works of the City of Tecumseh, Nebraska met in regular session in the Council Chambers of City Hall on the 6th day of September, 2016 at 4:00 p.m., in a publicly convened session, the same being open to the public and having been preceded by advance publicized notice, a copy of the same showing the advance time by which such advance publicized notice was given, a statement of how the availability of an agenda of then known subjects was communicated and the time and specific place of the holding of this meeting. Each member was previously furnished with a copy of said advance publicized notice, the same having been transmitted to each member simultaneously with its publicized notice. The Chairman presided and the City Clerk recorded the proceedings.

The following members of the Board of Public Works were present: Dan Blessing, Lynn Campbell, and Charles Murphy. Absent: None. Others present: Lisa Beethe, Bruce Dalluge, Mike Davison, Doug Goracke, Tracy Milke, Bill Montz, and Ann Wickett.

Meeting called to order at 4:00 P.M.

Chairman Blessing read the statement of availability of current copy of the Open Meetings Act.

Minutes of the August 1, 2016 and August 10, 2016 meetings were provided to members via mail. Motion by Campbell, second by Murphy to approve the minutes as received. Aye: Blessing, Campbell, Murphy. Nays: None. Motion carried.

Payment of Bills – Motion by Murphy, second by Campbell to approve the payment of bills. Aye: Blessing, Campbell, Murphy. Nays: None. Motion carried.

Water/Wastewater Report. Tracy Milke provided the report to the board. A water leak by Rich Banes was fixed. Soda ash is being used to absorb odors in a well pit. The covered lagoons were sampled and they are waiting for the report. Staff is waiting for parts on a transmitter for the return & waste pump unit. Some areas with tree root problems were treated.

Utility Foremen's Report – Doug Goracke provided his report to the board. Johnson Sewer Service use camera's to view some sewer lines. They are reviewing the tapes and will make recommendations with cost estimates for any work needed. Three communities are interested in purchasing the old jet truck. We are waiting for action by their councils/boards to move forward with the sale of the truck. Armor coating will begin soon – we think we have enough rock stored to complete this project. OPPD will be testing the power plan on Sept. 14th. A power pole was replaced near Hwy 50/Hwy 136 interstecction (SE Side). A transformer at Topp's Mechanical was replaced. A street light fell during a recent storm and had to be cleared from the street. The Tecumseh Poultry paving project is underway. A fiber boring crew is completing its work in town. A problem with water at the school was investigated – it is thought that a backflow preventer malfunctioned - this was handled by the school then. Water and Sewer rates may be ready for review in October. Olsson Associates has completed the rate/infrastructure studies and will present their recommendations.

2016-2017 Capital Improvement Plan – Discussed the possibility of paying off a sewer bond of about \$85K – Lisa will research options on this and report back to the board. Motion by Blessing, second by Murphy to approve the Capital Improvement Plan as presented. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Wage Committee Recommendations – Motion by Murphy, second by Campbell to approve the wage committee recommendations. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Personnel Policy Committee Recommendations – (A) Retirement Benefits – Reviewed recommendations on retirement benefits and eligibility criteria. Proposal was to allow enrollment upon employment instead of waiting one year, and to increase the city match to a maximum of 6%, based on employee match. (B) Vacation - Vacation for new employees will start with 5 days in year one to be allocated at the end of their probation period (which is at least 6 months), which can be used by their anniversary date. (C) The council reviewed all other changes to the Personnel Policy Manual. Discussion.

Motion by Blessing, second by Murphy to approve all items in A, B, and C above. The revisions to match are as follows: 3% employee contribution = 3% city match, 4% employee = 3.5% city, 5% employee = 4.0% city, 6% employee = 4.5% city, 7% employee = 5.0% city, 8% employee = 5.5% City, and 9% employee = 6.0% city match. Eligibility stays at 1 year. Approve year 1 vacation allocation available at the end of probation period. Approve all revisions to Personnel Policy Manual as presented. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Retirement Plan Revisions - Ms. Beethe presented a Contract Investment Form and an Advisory Services Agreement requesting the City to change some investment funds and to enter into an agreement with Mesirow Financial Investment Management, Inc. as our fiduciary manager of our retirement fund plan. Discussion. The Board felt that the employees should meet with our retirement plan administrator to get further information on the changes. Item tabled until the next regular meeting.

2016 Utility Bill Write-Offs – Report of proposed write-offs was reviewed. Motion by Campbell, second by Murphy to approved the list of write-offs for the year. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Accounts Receivable Report – The board reviewed the list of delinquent accounts and accounts that have been disconnected or in collections. No discussion.

Meeting adjourned at 5:40 p.m.

Lisa Beethe, City Clerk

Dan Blessing, Chairman