

Minutes
Board of Public Works
February 5, 2018

The Board of Public Works of the City of Tecumseh, Nebraska met in regular session in the Council Chambers of City Hall on the 5th day of February, 2018 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 Chair 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: 4 staff members, City Attorney, and 1 member of the media.

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 January 2, 2018 meeting were provided to members via mail. Discussed if the claimant who had made a damage claim from the power outage last month had been contacted regarding the cause. Staff will make contact with the claimant to clarify the cause of the outage. Motion by Campbell, second by Murphy to approve the minutes as received. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

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

Water/Wastewater Report. Casey Bohling provided the report to the board. The fluoride samples continue to improve after some repairs were made, repaired water leaks, in front of Tecumseh Federal Bank and on the MBA Fire line. The packing in well #2 was replaced, ran the generator on well #5 when power was lost to the wells. They have had some problems with the wastewater plant due to the extreme cold weather, but have worked through them. Staff reported that Tracy Milke has returned to work as well.

Utility Foremen's Report – Doug Goracke and Mike Davision provided the report to the board. All staff have been assisting with water/wastewater issues as needed while Tracy has been out. The clarifier froze at the wastewater plant, and a fitting on the propane tank was repaired due to the severe cold weather. Staff has been completing maintenance on equipment. The power plant will be going through testing in May. Staff met with some consultants regarding putting together a master policy/procedure manual. Also discussed the cleaning and/or purchase of catalyst bricks for each engine. Staff recommended purchasing 5 new bricks to have on hand prior to our next test. Approximate cost will be \$13,000 – will be added to next month's agenda for action.

Replace Variable Frequency Drive (VFD) and pump at town water towers – Bid \$3,175. Discussed the need for a new drive and pump. Motion by Blessing, second by Murphy to

purchase the new drive and pump for \$3,175. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Water/Wastewater Treatment Gas Building Repairs – Staff recommended looking at hiring a maintenance company to handle maintenance of equipment in the gas building. They will check into costs and services provided with potential vendors and report back to the board.

Changes to Well #6 project – staff reported that DHHS is requiring some additional insulation be installed in the concrete building at an estimated cost of \$2,000. Staff also recommended boxing in the skylight in the building, and are reviewing the need for an alternate method of generating power to a well (replace horizontal drive with a tractor with a generator). This is not currently part of the project plan submitted to DHHS, but something to think about in the future.

Changes to Rural Economic Development Loan & Grant Program (REDLG) documents – Doug indicated that after an audit from USDA, some changes were required in the loan terms. The minimum loan amount was changed from \$50,000 to \$25,000, the loan terms for buildings was changed from 10 years to 20 years, and the loan purposes were listed as “may” be for certain purposes instead of “will” be. Motion by Campbell, second by Murphy to approved the changes as presented. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Contributions to Jim Condon and Harold Scholz memorials – this item was discussed and no action was taken. Board members will handle this item.

Purchase new bus tie breaker for power plant – Staff indicated they had an bid/estimate of \$26,700 from HK Scholz for the new tie breaker. Motion by Murphy, second by Campbell to purchase the new tie breaker for \$26,700. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Replace fuel tanks at power plant – Staff is working with a company to come down and review the current setup and get recommendations for changes. Staff will report back to the board.

Advertise to fill Deputy Clerk position (effective 5/1/18) – Discussed upcoming retirement of Ann Curry and would like to get position advertised immediately, so that we have a 2-4 week window for training with a new person before Ann retires. Also reviewed proposed listing of duties for each position in the utility office. Motion by Campbell, second by Blessing to advertise for the position. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Accounts Receivable/Delinquent Accounts Report – The board reviewed the list of delinquent accounts and accounts that have been disconnected or in collections. Also reviewed the miscellaneous accounts receivable report.

Meeting adjourned at 5:08 p.m.