

Minutes
Board of Public Works
June 3, 2019

The Board of Public Works of the City of Tecumseh, Nebraska met in regular session in the Council Chambers of City Hall on the 3rd day of June, 2019 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, Charles Murphy. Absent: Lynn Campbell. Others present: 4 staff members, the City Attorney, and 1 member of the media.

Meeting called to order at 4:01 P.M.

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

Minutes of the May 6, 2019 meeting were provided to members. Motion by Murphy, second by Blessing to approve the minutes as received. Voting Aye: Blessing, Murphy. Voting Nay: None. Not Present: Campbell. Motion Carried.

Payment of Bills – Motion by Murphy, second by Blessing to approve the payment of bills. Voting Aye: Blessing, Murphy. Voting Nay: None. Not Present: Campbell. Motion Carried.

Water/Wastewater Report. Tracy Milke provided the report. Sargent conducted annual well performance tests, HOA fixed a communication problem at the wells, staff repaired 2 service lines, and Tom & Kaleb passed the Grade 4 Water Certification. Cleaned out sewer line behind grocery store up to the power plant, installed drain tile at the wastewater treatment plant, Miller Mechanical was here to complete work on the gas building, had some issues with the sump pump in the lift station, trying some different settings on the lift station pumps, cleaned sewer main at 6th & Broadway, checked sewer manhole at 2nd & Greeley, and removed debris on the return pump at the wastewater treatment plant. Reviewed well test results –Well #5 is scheduled for rehab this year and Well #1 would be next one on the list.

Utility Foremen's Report – Doug Goracke and Mike Davison provided the report to the board. Discussed a problem with a meter not being properly installed at 10th & Broadway – has been fixed now, but a bill is pending for staff time. Staff will send a disconnection notice with a bill for services. Topcoat contacted the City about coming for armor coating, but we are not ready at this time – may defer till fall. No street patching or bug spraying has been done with the wet weather recently. Staff will be working on street repairs on 4th Street by the band shell – reviewing a couple of different methods for this. Staff is looking at a Bobcat attachment to grind the asphalt/concrete down before pouring new asphalt to repair the street. Will get further cost information to present later. The City needs to bury electrical lines near the pool – from the new restrooms to across 8th Street on the east side of the pool. Staff will work on cost

estimates for this project. Also need to tie 2 water lines together on Clay Street before completing the water study.

Utility Meter Re-read report – Board reviewed report. Staff indicated that the State inspector has declared the property at 266 S. 8th Street to be a total electrical disconnect. Staff has cut the lines to this property. Will have to estimate a cost to re-connect the service for the customer. Discussed how these types of charges could be calculated or set – have thought about having a minimum charge even when service is not active – will review policies and fees of other communities and discuss further.

Sale Bids for 1987 Ford F700 Bucket Truck and 1996 Ford F350 Pickup – No bids were received by the May 30th deadline. We will put the sale on hold for now. Staff will look into on-line auction services.

gWorks Contract for Services – GPS Data Collection & Layer Creation - \$46,812. Reviewed contract. Would provide GPS data on all electrical utilities. Would pay \$16K+ at signing, with the remainder to be paid in the next fiscal year. We would also need to purchase a handheld GPS device – estimate a couple hundred dollars for that. Motion by Blessing, second by Murphy to approve the contract with gWorks for \$46,812. Voting Aye: Blessing, Murphy. Voting Nay: None. Not Present: Campbell. Motion Carried.

City of Tecumseh Personnel Policy Manual Update

a. Miscellaneous Policy regarding Employment of Relatives – Staff offered a revised policy, as requested, that allows an employee to supervise an immediate family member when the job is a temporary seasonal position (i.e. Lifeguards, mowing, ball coaches, or other seasonal staff). Board members do not want to change the policy for Utility employees. Motion by Blessing, second by Murphy not to approve the proposed changes to the policy. Voting Aye: Blessing, Murphy. Voting Nay: None. Not Present: Campbell. Motion Carried.

Request for Lisa Beethe & Dina Harris to attend the League of Municipalities Accounting & Finance Conference – June 13-14, 2019 in Lincoln. Motion by Blessing, second by Murphy to approve attendance to the conference. Voting Aye: Blessing, Murphy. Voting Nay: None. Not Present: Campbell. Motion Carried.

Accounts Receivable/Delinquent Accounts Report – The board received the list of delinquent accounts and accounts that have been disconnected or in collections. The board directed staff on shut-offs as needed. Also received the miscellaneous accounts receivable report.

Meeting adjourned at 6:09 p.m.

Lisa Beethe, City Clerk

Dan Blessing, Chairman