

Minutes  
Board of Public Works  
July 5, 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 5th day of July, 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, Casey Bohling, Bruce Dalluge, Mike Davison, Doug Goracke, and Ray Kappel.

Meeting called to order at 4:02 P.M.

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

Minutes of the June 6, 2016 regular meeting were provided to members via mail. Mike Davison noted a correction should be made regarding the need to replace air compressors at the plant – it should have indicated “a” compressor, not “several.” Motion by Campbell, second by Murphy to approve the minutes as revised. Aye: Blessing, Campbell, Murphy. Nays: None. Motion carried.

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

Water/Wastewater Report. Casey Bohling provided the report to the board. He indicated that K2 Construction has started the water main work around the square. The city wells are looking normal for this time of year. They have been utilizing the jet truck for some sewer work. The mixer at the lift station has been fixed. During an annual well check a problem with well #2 was noticed – it is running about 150 gpm less than last year. It is scheduled to be the next well to rehab, but may need to be moved up on the schedule. They will watch it and see if any other concerns come up. They will look at putting rehab for this well in the 2016-2017 budget.

Utility Foremen’s Report – Doug Goracke provided his report to the board. Doug indicated that bids for the street paving project around Tecumseh Poultry are due July 7<sup>th</sup>. Staff has reviewed some electrical panel issues with Olsson’s at the ballfields. They will make some recommendations on upgrades that may need to be done. Staff will look at adding this item in the 2016-2017 budget. Doug indicated that he has not received any response from Verizon or

Johnson County Emergency Management about their requests to add antennas to our water towers. We will just wait to hear back from them if they are still interested in discussing this. Discussed selling the old vac truck. Staff will prepare documents to request bids – with a minimum \$15,000 sale price. Date for sale will be set up at next meeting. Staff received a contract from Olsson Associates for the Water/Sewer GIS mapping project - \$30,000. This was previously approved in August 2014.

City Clerk's Report – Lisa Beethe provided this report to the board. Discussed options to discontinue services with Action Technology. Bruce Dalluge reviewed the options with the board. The board would like to recommend giving the 60 day written notice to Action Technology – citing problems and issues. This recommendation will be forwarded to City Council for consideration. Also reviewed bids received for new computer network administrator services. We will revisit these bids once action has commenced to terminate our current provider.

Water Bill Adjustment – the Board reviewed the information and did not take any action on this item.

Employee Wage Scale for 2016-2017 – Lisa Beethe presented the proposed salary ranges. Discussion. Ms. Beethe also presented a draft scale that ties annual raises to the Performance Evaluation Review. The average score an employee receives on their evaluation would determine the percentage of step increase for all full time employees. The board recommends some changes to the proposed draft – they would rather see a “range” of percentage step increases, rather than a set percentage as proposed: 4.5-5.0 = 85%-100% step increase, 4.0-4.4 = 70%-85% step increase, 3.5-3.9 = 60%-70% step increase, 3.0-3.4 = 50%-60% step increase, 2.5-2.9 = 40%-50% step increase, 2.0-2.4 = 30%-40% step increase, 1.9 & Under = 0 – 30% step increase. Motion by Campbell, second by Blessing to approve the proposed salary ranges and modified step increase scale. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried. These revisions will be presented to the City Council when they consider the scale. Ms. Beethe also presented the revised Performance Evaluation Form for review by the Board. Discussion. Motion by Blessing, second by Murphy to approve the Performance Evaluation Form as presented. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Methods to Evaluate & Recommend Wages for the Clerk, Utility Superintendents, and Part-time Positions – Discussed various methods to evaluate supervisors. Would like to recommend that an appointed Wage Committee prepare evaluations on the three supervisors and make wage recommendations for those positions. This committee would also make recommendations for all part-time positions – probably on a percentage basis, rather than on evaluations. Motion by Blessing, second by Campbell to recommend appointment of a Wage Committee to handle evaluations of the three supervisors and other part-time positions. Voting Aye: Blessing, Campbell, Murphy. Voting Nay: None. Motion Carried.

Set Date for Budget Workshop – Ms. Beethe recommended July 25<sup>th</sup> and the Board decided to meet at 1:00 p.m. on that date.

Resolution to Change Date of September 2016 Meeting – Due to the Labor Day holiday in September we proposed changing the meeting date from the first Monday to the first Tuesday (Sept. 6<sup>th</sup>). Motion by Campbell, second by Blessing to approve the date change for the September meeting to Sept. 6<sup>th</sup>. 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 5:50 p.m.

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Lisa Beethe, City Clerk

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Dan Blessing, Chairman