

Kimball Board of Public Works
Regular Meeting
August 25, 2015

A regular meeting of the Board of Public Works was convened in open and public session at 4:15 p.m. on August 25, 2015 at the City Council Chambers. Board members Cederburg, Moeser, Fossand, Rowley, and Robinson were present. Also present were City Administrator Ortiz, and City Clerk Russell. The public was represented.

Notice of the meeting was given in advance by publication in the Western Nebraska Observer. Notice of the meeting was given to the members and a copy of their acknowledgement of receipt of notice and the agenda is on record at the office of the City Clerk. Availability of the agenda was communicated in advance notice and in the notice to the members. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Chairperson Cederburg called the meeting to order at 4:15 p.m. and acknowledged the posted Open Meetings Act.

The Board of Public Works reviewed the following items under the consent agenda:

1. Minutes from the regular meeting of July 23, 2015 and the special meeting of August 12, 2015
2. Claims;
3. Treasurer's Report from July 2015; and
4. Financial Reports from July 2015.

Robinson moved and Moeser seconded to approve the consent agenda. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, Rowley and Robinson. Nay: None. Absent: None. Motion passed.

Cederburg opened discussion on facility use and agreement with Keep Kimball Beautiful. Ortiz commented on the draft agreement that was sent to Keep Kimball Beautiful. At the June Board of Public Works meeting, the board briefly touched on some nuisance issues at the Recycle Center. At that time, it was determined that there was not a formal agreement between the City of Kimball and Keep Kimball Beautiful. The draft agreement was constructed by Ortiz, a member of the Board of Public Works, and a City Council member with the intent of convening a meeting with representatives from the Keep Kimball Beautiful Board of Directors. Unfortunately, a meeting was not able to be scheduled to review the agreement.

Spud Rowley, Recycle Center Manager, has discussed the agreement with a few members of the Board of Public Works and commented on taking action and looking forward to what they need to do to review and have a discussion on what they can work

on. He added that they are dealing with some of the time issues. They have cleaned up the facility and brought everything up to par.

Ortiz recommended tabling the action on this matter until all parties have discussed and reviewed the agreement. Ortiz commented on the financial support by the way of the Landfill revenues and said this is not specified in the agreement because it will be an on-going agreement.

Ortiz reminded the board about the accounting error and the Landfill revenue from the County and Villages. The extra revenue has been included for the upcoming fiscal year and Ortiz commented on reducing the Landfill support to Keep Kimball Beautiful from \$2.00 to \$1.00. He spoke about the Landfill deficit.

Ortiz said the rate study is moving along. It has been a long process. They are asking for a five year history broken down by revenue and usage. It is very time-consuming.

Larissa Binod, Keep Kimball Beautiful Executive Director, cited the Board of Public Works motion in September 11, 2012 to increase the landfill fees \$2.00 a month for Keep Kimball Beautiful, and as of January 1, 2013, the current \$800 a month, or \$9,600 a year, will no longer be given to KKB. She inquired about the proposed budget.

James Ray, Keep Kimball Beautiful board member, inquired about the \$1.00 reduction and said the \$2.00 was specifically for Keep Kimball Beautiful and added that his rates should then be reduced. Ortiz indicated the fee could be superseded by the budget process.

Binod said their grants are due at the beginning of September and she has already committed KKB to their historical revenue stream. Ortiz said they are receiving more money this coming fiscal year. Binod commented on dropping from \$29,000 to \$21,000 and Cederburg said with the budget projection, they will receive close to \$50,000 for the next fiscal year.

Moeser, speaking as a KKB board member, indicated she believes KKB is more concerned about what is going to happen the following year and Binod said she is concerned about fluctuation in the funds. Moeser said that is what is concerning. KKB is going to be find this year, but when they have to start writing grants next year and not know how much they will receive from the City, they won't receive the grants. That is more of a concern for the KKB board.

Robinson inquired who has been part of the process with regard to the agreement and Ortiz said the original draft of the agreement was worked on by himself, Cederburg, Council member Shields, and the City Attorney. The plan was to convene a meeting with two members of the Board of Public Works, two members of the City Council and members of the Keep Kimball Beautiful board. However, a meeting has not been able to be set.

Ortiz recommended tabling this for now and let the aforementioned group continue to work on the agreement. Robinson said the agreement is driven by the City Council and he is not sure why it is on the Board of Public Works agenda.

There being no further discussion, Robinson moved and Rowley seconded to table the discussion and action on the facility use and agreement with Keep Kimball Beautiful. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, Rowley and Robinson. Nay: None. Absent: None. Motion passed.

Cederburg opened discussion on disconnect/late fees. Ortiz commented there have been occasions where people have been scheduled for disconnection and become aware of the meter readers getting ready to disconnect their utilities. They hurry down to the City office to pay their bill or sign a payment agreement. The question is, does them being on the disconnect list make them subject to a disconnect fee or are they subject to a late charge.

Cederburg said if it is not physically disconnected, then he questions whether the City can charge the fee. Ortiz inquired about it being a late fee. Robinson agrees with Cederburg in that if the property hasn't physically been disconnected, it cannot be subject to a disconnect fee. If becomes an issue, it can be readdressed. Ortiz commented on repeat offenders and indicated he can compile further information for the next meeting.

There being no further discussion, Robinson moved and Rowley seconded to table the discussion and action on disconnect/late fees. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, Rowley and Robinson. Nay: None. Absent: None. Motion passed.

Cederburg opened discussion on the FY 2015/2016 utility budget. Ortiz said the City's budget workshop is scheduled for tomorrow evening. Because of the revenue shortfalls, he will not be pursuing financing for the Landfill equipment but will be paying by cash out of the sweep account. However, the cushion in the savings account will be depleted. There is currently approximately \$1.7 million in the account and there will be approximately \$700,000 in the account by the end of the year.

Ortiz commented that because of the budget constraints, he has instituted a hiring freeze in certain positions.

There being no further discussion, Robinson moved and Fossand seconded to recommend approval of the FY 2015/2016 utility budget as presented. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, Rowley and Robinson. Nay: None. Absent: None. Motion passed.

Ortiz reported the Water Department is working on a new service on Walnut Street and a sewer line repair at another location. The Water Department has also wrapped up with the swimming pool.

Ortiz reported he and Schulte are working on a plan to do some repairs to the fencing at the old Landfill.

Ortiz reported he is working on properties on the north side of town. Some of the alleys and rights-of-way are blocked off and the City cannot access the infrastructure.

The Electric Department is working on a couple projects and working to get electric service set up for Farmer's Day activities.

There being no further business to come before the Board of Public Works, Moeser moved and Fossand seconded to adjourn the meeting at 4:43 p.m. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, Rowley and Robinson. Nay: None. Absent: None. Motion passed.

Chairperson

City Clerk

City of Kimball-Board of Public Works-Utility Claims-August 25, 2015-Payroll Fund-Payroll Transfer-41,284.97; Centurylink Communications, Inc.-Long Distance-141.88; Cornerstone Bank Trust Department-Maturity Fee-100.00; Frenchman Valley Coop-Fuel-2,611.74; GreatAmerica Financial Services-Lease-365.00; Western Nebraska Observer-Meeting Notices-298.75; Payroll Fund-Payroll Transfer-42,256.95; CenturyLink-Telephone-644.94; Charter Communications-Internet-215.25; Connecting Point-Copy Usage-366.47; Hasler-TotalFunds-Postage-2,000.00; High West Energy-Utilities- 10,474.00; Panhandle Coop Association-Supplies-22.98; Safetyline Consultants, Inc.-Safety Training-750.00; Simmons Olsen Law Firm, P.C.-Professional Services-497.50; Spectra Associates, Inc.-Supplies-171.75; The United States Life Insurance Company-Premium-606.81; Viaero-Cell Phone-122.79; Visa-Firstier Bank-Charges-274.72; Amazon-Charges- 243.46; Brown Pump and Septic-Monitoring-1,627.50; Baker & Associates-Professional Services-5,402.00; Buyer's Reality Inc.-Refund-38.19; City of Kimball-Transfer-13,858.13; City of Kimball-Occupation Tax-12,944.52; Combined Utilities-Utilities-165.92; Country Printer-Printing-225.00; Credit Management Services, Inc.-Collection Costs-267.51; Crescent Electric Supply Co.-Parts-2.70; Croell Redi-Mix-Concrete-169.06; Culligan-Rental-32.20; Cummins Central Power, LLC- Repairs-1,367.51; Dollar General Corporation-Supplies-41.75; Zachary & Merissa Donnan-Refund-11.60; Environmental Resource Associates-Supplies-155.06; Enterprise Rac of Mt/Wy-Car Rental-366.36; Floyd's Sales & Service-Repairs-406.99; Golder Associates-Bid Doc-24,702.99; Chad Hergenrader-Refund-47.36; Holiday Inn-Lodging-189.90; Hometown Hardware-Supplies-364.54; Ideal Linen Supply, Inc.-Mats-47.72; Keep Kimball Beautiful-Landfill Fee-2,580.00; Kimball Auto Parts-Parts-319.30; Kimball Service Center-Repairs-1,621.32; Kriz-Davis Company-Parts-256.30; League of NE Municipalities-Dues-1,329.00; Robert & Gina Lopez-Refund-100.00; MEAN-Mean Billing-138,120.30; MEAN-Annual Installment-1,440.00; MEAN-RITA Installment-

1,048.87; Scott & Kim Milewski-Refund-204.48; Napa Auto Parts-Parts-224.11; Nebraska Municipal Power Pool-Registration-60.00; Nebraska Public Health Enviro Lab-Water Samples- 60.00; June Nielsen-Refund-49.83; Northwest Pipe Fitting, Inc. of S.B.-Parts-401.18; OFP Services, Inc.-Steel Flange- 85.00; Gracie Olsen-Refund-20.58; One Call Concepts-Locates-37.15; Panhandle Coop Association-Supplies-15.84; Prestige MFG.-Repairs-511.55; Quality Inn & Suites-Lodging-189.64; Robinson Electric-Repair-528.25; Kaity Sewell- Refund-1.54; Shopko Stores Operating Co.-Supplies-300.99; Scott Smith-Refund-25.25; SourceGas, LLC-Gas Service- 239.33; T&R Electric Supply Co. Inc.-Transformers-2,975.00; USA Blue Book-Chemicals-771.57; Wesco Distribution Receivables Corp.-Flags-792.87; Wheeler World, Inc.-Parts-449.88; Zep Manufacturing Company-Chemicals-1,077.50.