

Kimball Board of Public Works  
Regular Meeting  
September 8, 2015

A regular meeting of the Board of Public Works was convened in open and public session at 4:15 p.m. on September 8, 2015 at the City Council Chambers. Board members Cederburg, Moeser, Fossand, Rowley, and Robinson were present. Also present were City Administrator Ortiz, Water Superintendent Ford, Utility Clerk Klassen, Utility Clerk Baker, City Treasurer Sisk 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 August 25, 2015
2. Claims;
3. Treasurer's Report from August 2015; and
4. Financial Reports from August 2015.

Fossand moved and Rowley 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 Resolution 2015-03 to repeal Resolution 2013-05 and list landfill and garbage collection fees/rates. Ortiz said nothing changes with the Landfill rates, the only thing that changed was the language that cites \$2 to Keep Kimball Beautiful. In accordance with the recommendation and approval of the budget, that section of the resolution is not correct.

When the Board initially approved the allocation to Keep Kimball Beautiful, the Board never actually increased the rates. Therefore, from January 2013 to April 2014, the Landfill was actually being shorted. The resolution is to clean up the language and any allocation moving forward will be subject to the Board's motion. Robinson stated that this doesn't mean that the City is not funding Keep Kimball Beautiful and Ortiz said that is correct. Ortiz said they will be asked to come before the Board every June to provide their request for financial assistance.

There being no further discussion, Robinson moved and Fossand seconded to approve the following resolution.

**RESOLUTION 2015-03**

WHEREAS, the City of Kimball (City), Nebraska, owns and operates a landfill and garbage collection system, which provides for the household, commercial and demolition waste needs of its citizens; and,

WHEREAS, the City must recoup sufficient revenues to pay for goods and services, maintain and replace equipment and extend the landfill life and must do so by the collection of fees for landfill and garbage collection services; and,

NOW, THEREFORE, BE IT RESOLVED BY the governing body of the City of Kimball, Nebraska, that Resolution 2013-05 is hereby repealed and the landfill and garbage collection fees/rates for the City of Kimball, Nebraska, are as shown:

Commercial				
Rate #	Collection	Landfill	Yardwaste	Total
1	5.00	11.25		16.25
2	8.00	15.00		23.00
3	11.00	18.75		29.75
4	14.00	23.75		37.75
5	16.00	25.00		41.00
6	19.00	28.75		47.75
7	23.00	33.75		56.75
8	30.00	41.65		71.65
9	37.00	56.25		93.25
10	56.00	82.50		138.50
11	74.00	105.00		179.00
12	95.00	133.75		228.75
13	145.00	196.25		341.25
14	185.00	271.25		456.25
15	0.00	19.00		19.00

NOTE: All Churches, Barber, Beauty Shops are Rate #2  
 NOTE: Those Commercial Accounts with grass are charged the \$1.00 per month yardwaste fee.

Residential Rate #	Collection	Landfill	Yardwaste	Total	Description
1	7.00	15.00	1.00	23.00	Residential
2			1.00	1.00	Vacant House -- Yardwaste only
3		15.00		15.00	County/Bushnell/Dix Residents

Gate Fees	Description
\$9.00	Per Cubic Yard Kimball County Residents
\$12.00	Per Cubic Yard Non-Kimball County Residents
\$15.00	Per Cubic Yard Unseparated Load
\$5.00	Per Car/Light Pickup Load
\$9.00	Per Large Truck Load
\$35.00	Per Tractor Load

BE IT FURTHER RESOLVED that any ordinance or resolution passed, approved and adopted prior to the passage and approval of this Resolution in conflict with its provisions is repealed as of October 1, 2015.

BE IT FURTHER RESOLVED that this Resolution shall take effect and be in full force from and after its passage and approval as required by law.

BE IT FURTHER RESOLVED that the provisions of this Resolution are separable, and the invalidity of any phase, clause, or part of this Resolution shall not affect the validity or effectiveness of the remainder of this resolution.

PASSED, APPROVED AND ADOPTED THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2015.

/s/Chairperson

ATTEST:

/s/City Clerk

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 meter reading and utility billing. Last Wednesday, Ortiz followed Paul Quicke on a meter reading route. Ortiz wanted to point out some of the difficulties there are with the meter reading and presented a slide show of different locations and the difficulties in finding the meters. There doesn't seem to be a rhyme or reason as to how they were initially installed. Ortiz commented on the electric and water meters being in different locations on a property.

Rowley inquired about getting the electric fence posts and painting them a different color and Ortiz said that something needs to be done because it is a challenge. There are a couple of different options in the long run. The City does have an ordinance that specifies that the meters need to be accessible and the City can look at enforcing that ordinance. The other option is looking at more touch pads for the water side. On the electric side, it would be to make them more accessible by painting them and getting them off the ground. Ortiz distributed information on a quote for \$8,500 for a radio read with Automated Meter Reading (AMR) equipment. Ortiz commented on considering the purchase of at least one more unit or maybe two. He also commented on exploring the possibility of moving to one billing cycle; there are currently three cycles. Moving to one billing cycle a month gives a little more flexibility and Ortiz said that is possibly a more logical solution. He commented on possibly getting one more cash register and also providing on-line payments.

Ortiz said there is no easy solution to getting this done and the AMR system has been researched for a number of years; however with the AMR system, all the meters would have to be upgraded. Ortiz spoke about the AMI system that can be controlled from the office and said that is even a higher price tag and ideally there should only be one system.

Discussion was held on the cost of the touch read and Rowley inquired if the cost is absorbed by the City or passed onto the resident. Ortiz said the City has been absorbing the cost. Ortiz commented on the GPS feature on the new system.

The time line to integrate the new procedure is 90 to 120 days once the kinks are worked out. Rowley said if it is easier for the employees in the office and the bills are sent out once a month and it will create less workload for the other employees who are trying to do other things, then he agrees to change to the once a month billing cycle. Ford commented that it is hard to just focus on reading meters. Klassen said with the one per month billing, if the due date can hit a certain time of the month where most of the people can pay, that would cut back on tons of payment agreements. She said with anything, there is going to be a busy time where it is overwhelming and then there are going to be times to catch up. Klassen believes this will help citizens to be able to better plan their payments. It is going to take some figuring but she thinks it will be great.

Robinson asked for a plan to be written up and also discussion to take place on when during the month the bills will be due and try to accommodate people the best they can. He said that staffing during that period might need to be changed as well. Moeser said it is important to give people notice of the change and Ortiz said there are a lot of details that need to be worked out before anything is changed. He spoke about the possibility of getting a separate computer for the readings independent of Klassens computer. More information will be gathered and brought back to the Board in October or November.

In the meantime, Ortiz will get another radio read ordered.

Moeser moved and Rowley seconded to remove the discussion and action on disconnect/late fees from table. 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.

At the last meeting, the issue of disconnection fees and late fees was brought up. Ortiz said the Board requested the number of people who are on the shut off list that is generated on Wednesdays. For the past 90 or so days, there were 42 people on the shut-off list on Wednesday morning; July . 34, August . 16, and September . 6 (so far). There were 352 payment arrangements made between June 1, 2015 and September 3, 2015. Ortiz indicated that employees have to manually disconnect the utilities of people on the shut-off list. Moeser doesn't believe the City should assess a disconnection fee unless the person is actually disconnected. Robinson thinks the \$53.50 is fine for a reconnection fee but too much for a late fee. If there is going to be a disconnection fee and a late fee established, they should be separate.

Ortiz explained the payment agreements and said they may be a separate challenge down the road. Fossand inquired about manhours and said that the same amount of time is being utilized, the people are just not being shut off. Ortiz commented on the time it takes away from the Wastewater Treatment Plant employees. The shut-offs are an all-day process and, consequently, they cannot get into their other duties.

Cederburg commented on not actually being disconnected and the employees did not have to go back to reconnect so there would be no cost to the City in that aspect. On the other hand, a late fee would be in line. Robinson reiterated that there should be two separate fees with two different costs. Ortiz will have the fees brought back in the form of a resolution.

Cederburg opened discussion on firewood at the Landfill. Ortiz indicated there were numerous dead trees removed this season and the wood is piled up at the Landfill. He has spoken with Galen Wittrock of the South Platte Natural Resources District with regard to firewood for Oliver Reservoir. Ortiz and Schulte have also had people request firewood from the Landfill; however, due to liability issues, this has not been allowed. Ortiz said if it is something the Board would want to consider, the firewood can be set out by the gate for individuals to pick up. Ortiz said there are large chunks of firewood

in the tree pile at the Landfill and those will not be able to be burned. Ortiz commented that he has given some consideration to implementing a policy that the tree removal companies will be required to core the trees further. Another policy would be to put the trees in the C & D pit and charge for it. Rowley said that for what they charge to cut the trees down, they should be charged for disposing of it. Fossand would like to see the trees be used as firewood but commented on the loading of the firewood. Ortiz indicated the City has stopped helping people offload their trash because of insurance issues.

Discussion was held on where to move the logs for the public. Moeser said if people are informed, there would be people to pick up the logs in no time.

Ortiz said if a C & D fee is imposed, the tree service companies would certainly cut the logs down. Robinson said the safest thing would be to put them in the C & D pit. It is the easiest to monitor and the easiest to maintain, and charge a fee if they are big enough to go into the C & D pit. Robinson said he would, however, be interested in talking with the insurance company to see if there is a possibility of people signing a release to cut the logs themselves.

Ortiz reported there are a couple water projects wrapping up. At Walnut Street, south of 7<sup>th</sup> Street, there is a two inch water line that was abandoned, so the City will most likely have to put in a water main. Also, the Water Department is working with NDOR with regard to a new four-inch service line out at their yard. This will be at the NDOR's expense. Ortiz commented on the backflow preventer being required. They are ready to start the project but are just waiting for contractors to do it.

On the Electric side, Ortiz and Hinton received a couple questions with regard to power fluctuations.

Ortiz reported they are expecting the Landfill track loader by the end of the week and the tentative timeline for the garbage truck is December/January.

Ortiz reported on the fire hydrant issues and allocating \$15,000 from property taxes into the Fire Maintenance budget. The goal is to utilize and try to keep up with the maintenance and replacement of three per year.

There being no further business to come before the Board of Public Works, Moeser moved and Robinson seconded to adjourn the meeting at 5:07 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.

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Chairperson

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City Clerk

City of Kimball-Board of Public Works Meeting-Utility Claims-September 8, 2015-Payroll Fund-Payroll Transfer-37,953.22; A-One Rental-Rental-300.00; Barp Construction-

Repairs-554.97; Centurylink Communications, Inc.-Long Distance-5.29; Charter Communications-Internet-215.28; City of Kimball-Transfer-13,858.13; City of Kimball-Occupation Tax-14,858.73; City of Kimball-Transfer-353.08; Combined Utilities-Utilities-142.48; Connecting Point-Copy Usage-443.61; Contractor Services Inc.-Service Deposit Refund-5.19; Country Printer-Printing-140.00; Croell Redi-Mix-Concrete-713.00; Culligan- Softener Rental-32.20; Frenchman Valley Coop-Fuel-2,504.96; GreatAmerica Financial Services-Lease-365.00; HD Supply Waterworks, Ltd.-Supplies-2,497.65; Hometown Hardware-Supplies-1,044.05; Ideal Linen Supply, Inc.-Mats-47.72; Inland Truck Parts Company- Maintenance-518.88; Kimball Auto Parts-Parts-290.34; Kimball Service Center-Vehicle Maintenance-500.91; Kriz-Davis Company-Meters-1,223.55; MEAN-RITA Installment-1,048.87; MailFinance-Lease-615.00; Napa Auto Parts-Parts-131.13; Nebraska Dept. of Environmental Quality-Annual Fee-7,750.00; Nebraska Public Health Enviro Lab-Water Samples-30.00; Northern Safety Co., Inc.-Supplies-244.22; Panhandle Coop-Propane-554.83; Panhandle Coop Association-Supplies-13.98; Respond First Aid Systems-Supplies- 96.89; Shopko Stores Operating Co.-Supplies-32.59; USA Blue Book-Parts-766.66; Western Nebraska Observer-Meeting Notices-115.08.