

Kimball Board of Public Works
Regular Meeting
November 24, 2015

A regular meeting of the Board of Public Works was convened in open and public session at 4:15 p.m. on November 24, 2015 at the City Council Chambers. Board members Cederburg, Moeser, Fossand, and Robinson were present. Board member Rowley was absent. Also present were Mayor Prunty, City Administrator Ortiz, Landfill Superintendent Jim Schulte, Electric Utilities Superintendent Bill Hinton, Utility Clerk Klassen, Utility Clerk Baker, and City Treasurer Sisk. 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 4:16 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 October 27, 2015
2. Claims;
3. Treasurer's Report from October 2015; and
4. Financial Reports from October 2015.

There being no discussion, 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, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Cederburg opened discussion on the citizen agenda item request on landlord utility policy. Chad Miller, 506 S. Howard, a 15 year resident and a landlord for 12 years, recently had a meeting with about ten other landlords in town. The landlords would like a seven day written notice in the case of any proposed discontinuance of services on their rentals. They thought that they were supposed to be notified on discontinuance of service, but that is not the case. If the tenant calls and says they want utilities shut off, the City is doing a good job of contacting the landlords. But when it comes to non-payment, the landlords are not being notified. The landlords would also like put on the utility agreement the option to have utilities automatically transferred into the landlord's name. The landlords would also like the ability to obtain utility status at any properties that they own at anytime. Cederburg inquired what kind of regulations the City is under concerning the privacy issue and Ortiz indicated there needs to be a uniform policy for all landlords. Currently, different landlords want different things and it is getting to be

quite difficult to keep track of it all. The current policy says the City will notify landlords when the tenant moves out.

Miller explained that they want a courtesy notice seven days before shut off just like Source Gas does. When the tenant gets a courtesy notice they want one too. Robinson doesn't have a problem with any of this; however, he just wants to know how it is going to work without creating a lot of work for somebody else. Also, the legality of all of this needs to be checked into. Miller said that if certain language needs to be used when calling to see if the bill has been paid or not they are willing to do that. Robinson suggested that the Miller sit down with Ortiz and refine this a little bit better.

Jacqueline Miller said that all twelve landlords contacted were unanimous about being notified on both water and electric shutoffs.

Miller commented that if we can get this notice he feels that there will be less shutoffs. Warner commented that Source Gas will tell you whether gas has been turned off or back on.

Cederburg opened discussion on donating utilities for the Goodhand Theater. Jo Caskey, Executive Director Chamber of Commerce, said there is a group of interested citizens who are willing to volunteer their time to clean up the inside of the theater and they have been given permission by FKI to do that. They would like to show some family movies for special occasions. The HVAC system is not in very good condition but there is a business in town that is willing to loan big heaters at no charge. The theater group would like help with the utilities in order to do this. The group is halfway to raising the money for the portable digital equipment that the police have been renting for movies in the park. The movies will be free-will donations because they cannot charge for admission; however, they can make money on concessions. Currently the utilities are shut off.

Ortiz indicated the theater has not been operational since December 2011. He presented a summary of what their monthly bills were at that time. It is not a large number. Robinson inquired about the length of time for the donation of utilities. Caskey, said at least through the end of May.

Ortiz said it would be approximately \$350 per month for six months for a total of \$2,100.00. There being no further discussion, Robinson moved and Moeser seconded to donate the utilities to Friends of the Goodhand through May 31st of next year and then revisit the issue. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Moeser moved and Robinson seconded to remove Resolution 2015-05 from table. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Cederburg opened discussion on Resolution 2015-05 approving a utility late fee and memorializing reconnect fees for City utilities.

Ortiz commented on adjusting the reconnect fee for disconnection for nonpayment and also for after hours. Currently, fees are \$50 for reconnection and \$100 after hours. Ortiz commented on assessing a late fee of \$25 and a reconnect fee of \$25. Discussion was held on what a reconnection is. Ortiz indicated there are a number of requests throughout the year for reconnection of grain bins or people with separate water meters on sprinkler systems or pivots. Most entities have a reconnect fee or service charge to do these things and Ortiz inquired if the Board members wanted to consider these separately. Cederburg commented that a \$25 reconnect fee should be expected in these situations. Robinson agreed that anytime it is reconnected there should be a fee. It takes manpower to do this and they should expect to pay for reconnection.

After further discussion Robinson moved and Fossand seconded to adopt Resolution 2015-05. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

RESOLUTION 2015-05

A RESOLUTION APPROVING A UTILITY LATE FEE AND MEMORIALIZING RECONNECT FEES FOR THE CITY OF KIMBALL, NEBRASKA.

NOW, THEREFORE, BE IT RESOLVED BY the governing body of the City of Kimball, Nebraska, that:

1. A \$25.00 utility late fee will be charged on any account not paid by the utility bill due date listed on customer's final (courtesy) notice or agreed upon terms for payment agreements.
2. A \$25.00 reconnect fee, plus tax, will be charged to reconnect utilities before 4:30 p.m. on normal business days, effective immediately.
3. A \$75.00 reconnect fee, plus tax, will be charged to reconnect utilities after 4:30 p.m. on normal business days, effective immediately.

The utility fees stated above will take effect on January 1, 2016.

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.

PASSED, APPROVED AND ADOPTED THIS 24th DAY OF NOVEMBER, 2015.

/s/Chairman

ATTEST:

/s/Deputy City Clerk

Cederburg opened discussion on changes to the Past Due Account Payment Agreement Form and Policy. It was indicated that for the most part this agreement works well but there are customers who have abused this policy.

After discussion, Robinson moved and Moeser seconded to approve the Past Due Account Payment Agreement Form and Policy as presented. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Cederburg opened discussion on the Western Nebraska Economic Development coordination and financing for electrical projects. Ortiz said that Kimball is a member of the Western Nebraska Development Coalition which is a number of communities in the Western Panhandle spearheaded by Scottsbluff to try to coordinate and focus more on regional economic development. When they met last week, Mitchell and Bridgeport brought up that they have a number of electrical projects, similar to Kimball's, that they haven't been able to get off the ground because of the financial aspect. The goal they had in mind was to try to create a cooperative or coalition to work together to complete these. Ortiz commented on financing information for a thirty year financing term with a low interest rate to fund some electrical projects through the USDA program. The funding would probably go to the group and then be split out. Ortiz inquired if Board members are interested in pursuing this and all agreed this is a good idea to pursue.

Ortiz reported on the power outage during the blizzard last week. Ortiz reported there have been surveyors at the Landfill and it is expected topsoil should be going down next week to cap the cell. Ortiz spoke to JEO, who is doing the electrical side of the rate study, that they have completed their scope of work. His next step will be to touch base with both JEO and Baker & Associates to go over the initial results of the rate study. Ortiz plans to have a joint City Council and Board of Public Works session in January to discuss the details of the rate study and what effects it is going to have to utility rates. It will probably be a 5:30 p.m. meeting with a lengthy conversation about those results.

Cederburg inquired how the city determines when to turn on the power plant during a power outage. Ortiz said that responded on the power plant is not turned on unless the main distribution line is lost there is an issue with the south sub. Hinton explained the generators are mainly turned on when the main tie coming into the City is gone. Ortiz said the power plant serves as the City's third substation. Hinton said most of it is very balanced and commented on sectionalizing.

After discussion, it was decided to hold the next meeting during the week of December 14th – 18th.

There being no further business to come before the Board of Public Works, Robinson moved and Moeser seconded to adjourn the meeting at 4:52 p.m. On roll call vote, the following votes were recorded on the electronic voting board. Aye: Cederburg, Moeser, Fossand, and Robinson. Nay: None. Absent: Rowley. Motion passed.

Chairperson

Deputy City Clerk

City of Kimball-Board of Public Works-Utility Claims-November 24, 2015-GreatAmerica Financial Services-Lease-365.00; Robert Hinton-Service Deposit Refund-136.81; Holiday Inn-Lodging-291.00; Staples-Office Supplies-117.55; A & L Sales and Service-Water Heater Thermocouple-2,325.00; Kimball Health Services-Flu Shots-175.00; Payroll Fund-Payroll Transfer-39,590.58; Almquist Maltzahn Galloway & Luth-Prepare Budget-1,900.00; CenturyLink-Telephone-645.02; Centurylink Communications, Inc.-Long Distance-71.00; Charter Communications-Internet Service-215.25; Connecting Point-Copy Usage-334.38; High West Energy-Utilities-9,369.00; Safetyline Consultants, Inc.-Safety Training-750.00; Simmons Olsen Law Firm, P.C.-Professional Service-270.00; Viaero-Cell Phone Usage-122.64; Visa-Firstier Bank- Charges-81.43; Western Nebraska Observer-Meeting Notices-5.67; Payroll Fund-Payroll Transfer-36,821.73; Amazon-Charges-Tool-1,076.71; American Highway Products, LTD.-Supplies-652.34; City of Kimball-Group Heath Allocations- 12,448.49; City of Kimball-Occupation Tax-11,761.28; City of Kimball-City Credit Card-2,296.21; City of Kimball-City Pass-1,470.03; Combined Utilities-Utilities-153.03; Cornerstone Bank Trust Department-Utilities Bonds-115,620.00; Cornerstone Bank Trust Department-Water Bonds-71,597.50; Cornerstone Bank Trust Department-General Bonds- 75,030.00; Credit Management Services, Inc.-Charges-95.31; Culligan-Rental-32.20; Department of Health & Human Services-License Renewal-115.00; Department of Health & Human Services-License Renewal-115.00; Department of Health & Human Services-License Renewal-115.00; Enterprise Rac of Mt/Wy-Car Rental-1,139.79; Fairfield Inn & Suites-Lodging-219.90; Frenchman Valley Coop-Bulk Diesel-743.90; Golder Associates-Professional Services-15,053.88; Grassroots Hydroseeding-Service Deposit Refund-138.72; Hometown Hardware-Supplies-482.18; Ideal Linen Supply, Inc. -Mats-47.72; Kimball Auto Parts-Parts-890.84; Kimball Bakery-Supplies-34.40; Kimball Service Center-Repairs-36.00; William Krasovich-Service Deposit Refund-21.83; League of NE Municipalities-Conference-215.00; LorRon Department Store-Supplies-771.98; MEAN-Mean Billing-133,092.42; MEAN-RITA Installment-1,048.87; Midwest Connect-Repairs-35.00; Moore Foam Systems, LLC-Supplies-2,327.00; Napa Auto Parts-Parts-202.81; Nebraska Municipal Power Pool-Conference-100.00; Nebraska Public Health Enviro Lab-Water Samples-45.00; Noah M. Thomas-Service Deposit Refund -30.55; Northwest Pipe Fitting, Inc. of S.B.-Supplies-244.00; One Call Concepts-Locates-32.00; Panhandle Coop-Supplies-214.22; Melissa Pohl-Service Deposit Refund-23.10; Respond First Aid Systems-Supplies-48.29; Sewer Equipment Co. of America-Part-693.52; Shopko Stores Operating Co.-Supplies-83.96; Skarshaug Testing Laboratory-Glove Testing-82.96; SourceGas, LLC-Gas Service-4,259.70; State of Nebraska-Assistance Returned-454.00; The Right Impression-Switching Numbers-165.00; Cheryl Travis-Service Deposit Refund-19.12; Wesco Distribution Receivables Corp.-Cadweld-1,163.00; Jim & Charlotta Young-Service Deposit Refund.

