

MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS

A regular meeting of the Board of Public Works was held at the North Denver Station Board Room on Thursday, March 1, 2007, at 8:00 a.m. This meeting was preceded by notice duly published in the Hastings Tribune on Tuesday, February 27, 2007, and by notices duly posted in the lobby of the Power Plant Building, 1228 North Denver Avenue, and the City Hall, 220 N. Hastings Avenue, and was therefore open to the public.

Present: Anderson, Hunt, Shoemaker, Poppe

Absent: Schlachter

Also Present: Schultes, Meyer, Sanders, Barfknecht, Cogley, DeTour, Scherr, Goebel, Kully, Mayor Rossen, Patterson, and Bill Hitesman from Central Community College

Chairman Anderson stated that the Board of Public Works is subject to the Open Meetings Laws and acknowledged that the Open Meetings Law poster has been posted in the room.

There were no customer comments.

Chairman Anderson showed several videos on the Power Drives Program – Electric Cars High Schools. He would like the Hastings area schools to become aware of the program. Bill Hitesman from Central Community College encourages the schools to become involved with this program. The cars are all electric.

Moved by Hunt, seconded by Shoemaker, that upon the recommendation from the Merit Award Committee, to award an Outstanding Performance Merit Award and \$100 to Denise Baumgart (Accounting) for her extra efforts when other employees were absent. Roll Call: Ayes; Hunt, Shoemaker, Poppe, Anderson. Nays; None. Motion carried.

Moved by Hunt, seconded by Poppe, that upon the recommendation from staff to award a contract for the ERU Building HVAC Modifications at Pollution Control Facility (B.I. #4.04 Page 32) to Rutt's Heating & Air Conditioning, Hastings, Nebraska, for a total cost of \$105,400.00, and that the Chairman be authorized to sign said contract. Roll Call: Ayes; Hunt, Poppe, Anderson, Shoemaker. Nays; None. Motion carried.

A discussion on Work Order SW-235 took place, which led to a broader discussion on the purpose and use of work orders. Work Orders are used as a tool for planning and implementing a capital project. Work Orders are also used to inform the Board of a project's estimated cost, and to obtain the Board's approval to proceed with the work order. Work Orders are also an accounting tool for accumulating all costs related to a specific project and provides the information necessary for the proper capitalization of the costs incurred. There was also discussion on how work orders and the capital budget fit together. Further discussion on how these fit together will be part of the discussion of the capital budget process during the March 29 Board meeting.

Al Meyer gave a presentation on PPGA Activities. Schultes gave a presentation on the recent completion of financing for the PPPGA Project. Long term debt was issued by PPGA for approximately 80-90% of the estimated funds required for the project. Schultes informed the Board that it is time to begin the process of hiring an additional Accountant and Administrative support for Al Meyer to help with the additional load of the PPGA activities. Staff will bring back more specific information on the staffing requirements for discussion at a future meeting.

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Moved by Anderson, seconded by Shoemaker to define the job descriptions and begin the process for hiring these two positions.

Anderson withdrew his motion and Shoemaker withdrew his second.

Chairman Anderson appointed Bob Poppe, Chuck Shoemaker, and Everett Goebel to a committee to become more familiar with the PPGA activities, reports, and staffing.

Moved by Poppe, seconded by Anderson, that the following items on the Consent Agenda be approved:

- a. Review, correction or approval of minutes of February 15, 2007, meeting
- b. Review and approval of checks issued February 26, 2007.
- c. Approval of the following claims:
 - General Operating Fund against the Electric Fund – \$1,608,465.01
 - General Operating Fund against the Combined Fund - \$3,123,964.37
- d. Review of payroll for period ending February 17, 2007
- e. Approval of the following work orders:
 - EL-26 Installation of a three-phase overhead electric line on Academic Dr. from east of Central Community College to Technical Blvd. and on Coal Train Rd. from Technical Blvd. to just west of Maxon Ave. Estimated Cost: \$197,007.69
 - EL-27 Replace voltage regulators on D-L-D Rd. east of Brass Ave. Estimated Cost: \$ 34,591.42
 - SW-235 Modifications to the HVAC System in the ERU Building. Estimated Cost: \$147,047.47
 - SW-249 New Bio-Grating for Trickling Filter. Estimated Cost: \$ 9,994.32

Roll Call: Ayes; Poppe, Anderson, Hunt, Shoemaker. Nays; None. Motion carried.

Under Miscellaneous and Future Agenda Items, Hunt and Poppe reported that the Chamber of Commerce has requested that the Board revise their agreement to state that Board of Public Works Members' Poppe and Hunt sit on the Chamber's oversight committee instead of being on the Chamber's Board. The Board felt this was a better idea. The Chamber will draft new language for the Agreement and it will be brought back to the Board for approval.

Staff members showed awards that were presented to Hastings Utilities recently. A MAX Award was given to Hastings Utilities from the Chamber of Commerce for the utilities' work during the December 30, 2006, ice storm. Another award was given to Hastings Utilities when Kayton Electric was honored by Associated Buildings & Contractors Association for the "Project of the Year for Infrastructure" for their work on the North Denver Substation project completed during 2006.

Additional items to be added to future agendas were a Street Light Committee Report, Highway 281 Lighting, and an Update on the Trumbull Water Line.

There was no executive session.

The meeting adjourned at 10:55 a.m.

Secretary