

**BROKEN BOW UTILITES  
BOARD OF PUBLIC WORKS AGENDA  
February 10, 2020 @ 12:30 P.M.  
City Council Chambers  
314 South 10<sup>th</sup> Avenue, Broken Bow, NE**

**A. Call to Order**

- B. Open Meeting Law:** A current copy of the Open Meetings Act is posted on the North wall in the rear of the Council Chambers and is available for review by all citizens in attendance.

**C. Roll Call**

- D. Consent Agenda** - The Board will review and may or may not approve the consent agenda items for February 10, 2020, which will include the following:
- a. Approval of the Minutes from the January 27, 2020 Meeting
  - b. Approval of Claims as Posted

**E. Compliance Information**

**F. Discussion**

- a. SCADA Update
- b. Policy Review

**G. Action Items**

- a. Acceptance of State Statute 17-804; Water and light commissioner; compensation; removal and move forward with an ordinance to make this policy on the way the Board operates.

**H. Reports:**

- a. Department Heads Update

**I. Discuss Items for Next Agenda**

**J. Adjournment**

*The Broken Bow Board of Public Works reserves the right to enter into closed session to discuss any item on the agenda pursuant to law.*

***The next meeting of the Board of Public Works will be on Monday, February 24, 2020.***

**Board of Public Works  
Meeting Minutes  
January 27, 2020**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, January 27, 2020. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Board of Public Works, the Electric Superintendent and the Water/Sewer Superintendent. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Butch Brunken called the meeting to order at 12:30 p.m., with the following Board members present: Travin Flynn, Butch Brunken, Chad Schall, Dan Jacobson, and Russ Smith. Absent: Gene Chapin. Butch Brunken informed the Board that this was a meeting of the Board of Public Works and was subject to the open meeting laws of the State of Nebraska, a copy of which is posted.

Moved by Jacobson, seconded by Brunken, to approve the Consent Agenda for January 27, 2020. Said motion includes approval of the Minutes of the January 13, 2020 Board Meeting, approval of Claims to Date, and December Treasurer Report. Roll call vote: Voting aye: Brunken, Schall, Jacobson, Flynn, and Smith. Nays: None. Motion carried.

Aqua-Aerobic Systems, Inc., freight, \$21.11; Beaver Bearing Company, supplies, \$56.76; Black Hills Energy, power plant gas, \$180.33; Central District Health Department, water testing, \$234.00; Centurylink, telephone, \$190.13; City of Broken Bow Payroll Reimbursement, payroll, \$30,147.98; Custer Transfer Station, trash fees, \$9,800.00; JEO, wellhead protection, \$1,073.00; Leak Specialists, Inc., fuel station cleaning, \$7,820.00; Obrien's Hardware, supplies, \$754.68; Olsson, SCADA, \$7,301.06; Power Solutions, bucket truck repair, \$4,591.81; S & L Sanitary, trash fees, \$29,542.70; Trotter Service, fuel, \$44,617.62; Total Bills = \$136,331.18.

Approval of Claims – January 27, 2020

Electric Department	\$	21,999.25
Water Department		11,029.04
Sewer Department		8,799.12
Power Plant		2,821.31
Billing		41,125.53
Fuel Station		<u>50,556.93</u>
	\$	136,331.18

Darren handed out some compliance reports.

Darren reported that he spoke to several people about the SCADA system. There are four companies that will be coming to look at our system. Darren asked Larry Miller to help him with the information from the companies.

State Statute 17-804 was discussed. The Board feels like this is how the Board should be operating. There will be an action item at the next meeting to follow the state statute.

Jeremy told the Board that there will be a meeting with BD on Wednesday, January 29<sup>th</sup> at 1:00 pm for anyone that would like to attend. This is to discuss rates for the upcoming year.

Moved by Brunken, seconded by Schall, to approve Resolution 2020-2. Said resolution calls for the payment of the electric utility revenue bond, 2014 series. Roll call vote: Voting aye: Jacobson, Flynn, Chapin, Brunken, Schall, and Smith. Nays: None. Motion carried.

Moved by Jacobson, seconded by Flynn, to approve Ordinance 1219, Electric Utility Refunding Bond. Roll call vote: Voting aye: Jacobson, Flynn, Chapin, Brunken, Schall, and Smith. Nays: None. Motion carried.

The following was discussed under Department Heads Updates:

Jeremy Tarr, Electric Superintendent:

- Jeremy attended ACE and MEAN meetings last week. They are going to distribute more money from ACE this year. They are also going to keep the rates the same.
- They will generate #2 this week.
- They are trimming trees.
- They will continue with their meter audit.

Darren Marten, Water/Sewer Superintendent:

- Most of the employees went to the snowball conference for continuing education last week.
- They are working on trucks and trailers for CDL testing.

Moved by Schall, seconded by Brunken, to adjourn the meeting at 1:09 p.m. Roll call vote: Ayes: Chapin, Smith, Jacobson, Schall, Flynn, and Brunken. Nays: None. Motion carried.

BOARD OF PUBLIC WORKS OF THE  
CITY OF BROKEN BOW, NEBRASKA

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/s/Gene Chapin, Chairman

# Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
<b>AQUA-AEROBIC SYSTEMS, INC.</b>										
16841	2/10/2020	2/5/2020	7,919.35			mixer motor & propellor kit			7,919.35	Posted 0.00
	3-340500									
<b>BEAVER BEARING COMPANY</b>										
16842	2/10/2020	2/5/2020	0.21			u-seal			0.21	Posted 0.00
	4-440360									
special office	<b>BROKEN BOW MUNICIPAL UTILITIES</b>									
16844	2/10/2020	2/5/2020	515.01							Posted
	2-243290					postage			52.45	0.00
	3-343290					postage			30.35	0.00
	5-545500					postage			414.96	0.00
	4-441010					postage			17.25	0.00
									515.01	0.00
<b>Blake Waldow</b>										
16843	2/10/2020	2/5/2020	15.50			CDL			15.50	Posted 0.00
	1-147510									
<b>CENTURYLINK</b>										
16845	2/10/2020	2/5/2020	129.52			Basic Phone Service- Office			129.52	Posted 0.00
	5-545700									
transfer	<b>CITY OF BROKEN BOW</b>									
16846	2/10/2020	2/5/2020	47,161.00							Posted
	1-149200					Transfer to City's General Fund			46,761.00	0.00
	5-546100					Monthly Office Rent			400.00	0.00
									47,161.00	0.00
PAYROLL	<b>CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>									
16840	2/4/2020	2/4/2020	29,560.54							Ck# 258 Printed
	4-440100					Payroll Reimbursement			721.23	0.00
	4-445220					Payroll Reimbursement			54.83	0.00
	4-445210					Payroll Reimbursement			39.67	0.00
	5-545130					Payroll Reimbursement			1,471.20	0.00
	5-545220					Payroll Reimbursement			99.25	0.00
	5-545210					Payroll Reimbursement			80.92	0.00
	1-143100					Payroll Reimbursement			13,260.49	0.00
	1-145220					Payroll Reimbursement			964.43	0.00
	1-145210					Payroll Reimbursement			729.32	0.00
	2-240100					Payroll Reimbursement			5,395.33	0.00
	2-245220					Payroll Reimbursement			377.53	0.00
	2-245210					Payroll Reimbursement			296.75	0.00
	3-340100					Payroll Reimbursement			5,395.33	0.00
	3-345230					Payroll Reimbursement			377.53	0.00
	3-345210					Payroll Reimbursement			296.73	0.00
									29,560.54	0.00
<b>COLONIAL RESEARCH CHEMICAL CORP.</b>										
16847	2/10/2020	2/5/2020	1,531.60			drum deplete			1,531.60	Posted 0.00
	4-440510									
<b>CULLIGAN</b>										
16848	2/10/2020	2/5/2020	63.00			salt			63.00	Posted 0.00
	3-340500									
ION POWER	<b>CUSTER PUBLIC POWER DISTRICT</b>									
16849	2/10/2020	2/5/2020	3,619.44							Ck# 259 Printed
	3-340900					Power for Wastewater Treatment Plant			3,619.44	0.00
<b>City of Broken Bow - Health Insurance</b>										
16839	1/28/2020	1/27/2020	11,836.94							Ck# 257 Printed
	1-145200					health insurance			6,130.68	0.00
	2-245200					health insurance			1,894.69	0.00
	3-345200					health insurance			1,894.68	0.00
	5-545200					health insurance			1,685.77	0.00
	4-445200					health insurance			231.12	0.00
									11,836.94	0.00

# Accounts Payable Detail Listing

Broken Bow Municipal Utilities

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	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
<b>EAKES OFFICE SOLUTIONS (continued)</b>										
16850	2/10/2020	2/5/2020	2.76							Posted
	5-545400					office supplies			2.76	0.00
<b>FASTENAL COMPANY</b>										
16851	2/10/2020	2/5/2020	115.69							Posted
	2-241000					safety clothing			115.69	0.00
<b>GPM</b>										
16876	2/10/2020	2/5/2020	515.00							Posted
	3-340500					verify ultra mag magmeter			515.00	0.00
<b>GREAT PLAINS COMMUNICATIONS, INC</b>										
16852	2/10/2020	2/5/2020	353.67							Posted
	4-440360					P Plant Internet Service			34.95	0.00
	1-143800					1/4 Internet Expense			14.00	0.00
	2-243800					1/4 Internet Expense			13.50	0.00
	3-343800					1/4 Internet Expense			13.50	0.00
	5-547200					Internet Expense- Credit card connection			41.00	0.00
	4-445700					Power Plant Telephone			44.82	0.00
	4-440360					Wireless Access Point - Power Plant			191.90	0.00
									<u>353.67</u>	<u>0.00</u>
<b>Hampton Inn - Kearney</b>										
16854	2/10/2020	2/5/2020	116.00							Posted
	1-143360					Jeremy Hotel			116.00	0.00
<b>INVOICE CLOUD</b>										
16855	2/10/2020	2/5/2020	94.00							Posted
	5-547200					Credit Card Expenses			94.00	0.00
<b>JEO</b>										
16856	2/10/2020	2/5/2020	100.00							Posted
	1-147400					general engineering			100.00	0.00
Orschelens	<b>JOHN DEERE FINANCIAL</b>									
16858	2/10/2020	2/5/2020	236.12							Posted
	1-143300					supplies			56.41	0.00
	2-241000					supplies			179.71	0.00
									<u>236.12</u>	<u>0.00</u>
<b>Jamie Mashino</b>										
16877	2/10/2020	2/5/2020	93.37							Posted
	1-111500					left service area - overpayment			93.37	0.00
<b>Jeremy Tarr</b>										
16857	2/10/2020	2/5/2020	74.75							Posted
	1-143360					mileage			74.75	0.00
<b>KULLY PIPE &amp; STEEL SUPPLY</b>										
16860	2/10/2020	2/5/2020	70.67							Posted
	2-241000					alum angle			70.67	0.00
<b>Keller America Inc.</b>										
16859	2/10/2020	2/5/2020	628.00							Posted
	6-640200					acculevel - fuel station			628.00	0.00
<b>Linette Asay</b>										
16878	2/10/2020	2/5/2020	85.28							Posted
	1-111500					left service area - overpayment			85.28	0.00
<b>MEAD LUMBER CO</b>										
16861	2/10/2020	2/5/2020	184.35							Posted
	2-241000					supplies			184.35	0.00
<b>MUNICIPAL ENERGY AGENCY OF NE</b>										
16862	2/10/2020	2/5/2020	566,850.41							Posted
	1-140200					Power Purchases MEAN			566,850.41	0.00
Mtrs	<b>MUNICIPAL SUPPLY, OF NEBR.</b>									
16863	2/10/2020	2/5/2020	2,630.90							Posted
	2-241000					Operating Supplies- Water Dept			2,630.90	0.00

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Broken Bow Municipal Utilities

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	<u>Account#</u>	<u>Work Order</u>	<u>Description</u>			<u>Debit</u>	<u>Credit</u>
<b>NEBRASKA MUNICIPAL POWER POOL (continued)</b>							
16864	2/10/2020	2/5/2020	850.00				Posted
	1-145410		training group fee			500.00	0.00
	1-147400		reporting fee			350.00	0.00
						<u>850.00</u>	<u>0.00</u>
<b>NEBRASKA STATE BANK</b>							
16865	2/10/2020	2/5/2020	49,997.00				Posted
	1-110670		Wastewater Bond- Monthly Savings Depos			26,898.00	0.00
	1-110680		Water Bond- Monthly Savings Deposit			10,850.00	0.00
	1-110610		Electric Bond Fund			12,249.00	0.00
						<u>49,997.00</u>	<u>0.00</u>
<b>ONE CALL CONCEPTS, INC</b>							
16866	2/10/2020	2/5/2020	9.60				Posted
	1-143320		1- Month of Locate Expenses			9.60	0.00
<b>PRACHT'S ACE HARDWARE, INC.</b>							
16867	2/10/2020	2/5/2020	69.58				Posted
	2-241000		supplies			69.58	0.00
<b>S &amp; L SANITARY SERVICES</b>							
16868	2/10/2020	2/5/2020	40.75				Posted
	1-143700		Trash Fees Billed			9.12	0.00
	2-243700		Trash Fees Billed			4.56	0.00
	3-341300		Trash Fees Billed			4.57	0.00
	4-441300		Trash Fees Billed			22.50	0.00
						<u>40.75</u>	<u>0.00</u>
<b>SAGE PAYMENT SOLUTIONS</b>							
16869	2/10/2020	2/5/2020	1,287.42				Posted
	5-547200		Credit card fees			1,287.42	0.00
<b>Stuart C Irby Co</b>							
16870	2/10/2020	2/5/2020	1,107.45				Posted
	1-143300		line supplies			1,107.45	0.00
<b>TREY HAMLING</b>							
16871	2/10/2020	2/5/2020	15.89				Posted
	1-147510		CDL			15.89	0.00
<b>Viaero Wireless</b>							
16872	2/10/2020	2/5/2020	80.96				Posted
	2-245700		telephone			23.33	0.00
	3-345700		telephone			23.32	0.00
	1-145700		telephone			34.31	0.00
						<u>80.96</u>	<u>0.00</u>
<b>WENQUIST, INC.</b>							
16873	2/10/2020	2/5/2020	256.10				Posted
	1-143205		supplies			42.71	0.00
	2-243260		supplies			213.39	0.00
						<u>256.10</u>	<u>0.00</u>
<b>WESCO RECEIVABLES CORP.</b>							
16874	2/10/2020	2/5/2020	1,699.54				Posted
	1-143300		line supplies			963.84	0.00
	1-147510		gloves			735.70	0.00
						<u>1,699.54</u>	<u>0.00</u>
<b>WESTERN AREA POWER ADMIN.</b>							
16875	2/10/2020	2/5/2020	21,283.65				Posted
	1-140220		Power Purchases WAPA			21,283.65	0.00

# Accounts Payable Detail Listing

Broken Bow Municipal Utilities

**Vend# Vendor Name**

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>			<u>Description</u>		<u>Debit</u>	<u>Credit</u>
			751,201.02		39 Non-voided payables listed.			

Report Setup  
AP - Accounts Payable Listing : Vendor Name  
Filter Options  
Starting: 1/28/2020  
Ending: 2/10/2020  
Banks: All  
Payable Status: Posted, Printed, ACH, Recorded, Voided  
All Vendors Selected

# Check Approval List - GL Account

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>ELECTRIC</b>				
Blake Waldow		CDL	SAFETY- ELECTRIC	15.50
CITY OF BROKEN BOW		transfer & rent	IN LIEU OF TAX PAYME	46,761.00
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	SALARIES-DISTRIBUTI	13,260.49
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	729.32
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	964.43
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	6,130.68
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATI	14.00
Hampton Inn - Kearney		Jeremy Hotel	MEALS/MILEAGE/HOTE	116.00
JEO		general engineering	ENGINEERING/LEGAL	100.00
JOHN DEERE FINANCIAL		supplies	LINE MATERIALS & SU	56.41
Jamie Mashino		left service area - overpayment	ACCOUNTS RECEIVAB	93.37
Jeremy Tarr		mileage	MEALS/MILEAGE/HOTE	74.75
Linette Asay		left service area - overpayment	ACCOUNTS RECEIVAB	85.28
MUNICIPAL ENERGY AGENCY OF NE		power purchases	POWER PURCHASES-I	566,850.41
NEBRASKA MUNICIPAL POWER POOL		training group fee	MEMBERSHIPS & DUE	500.00
NEBRASKA MUNICIPAL POWER POOL		training group fee	ENGINEERING/LEGAL	350.00
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNC	12,249.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	26,898.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,850.00
ONE CALL CONCEPTS, INC		locate expenses	UNDERGROUND LOCA	9.60
S & L SANITARY SERVICES		trash fees	MAINT-BUILDINGS & G	9.12
Stuart C Irby Co		line supplies	LINE MATERIALS & SU	1,107.45
TREY HAMLING		CDL	SAFETY- ELECTRIC	15.89
Viaero Wireless		telephone	TELEPHONE	34.31
WENQUIST, INC.		supplies	MAINTENANCE-TRUCK	42.71
WESCO RECEIVABLES CORP.		line supplies & gloves	LINE MATERIALS & SU	963.84
WESCO RECEIVABLES CORP.		line supplies & gloves	SAFETY- ELECTRIC	735.70
WESTERN AREA POWER ADMIN.		power purchases	POWER PURCHASED-1	21,283.65
			Total ELECTRIC	\$710,300.91
<b>WATER</b>				
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE- WATER DE	52.45
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	WATER SALARIES	5,395.33
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	296.75
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	377.53
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,894.69
FASTENAL COMPANY		safety clothing	OPERATING SUPPLIES	115.69
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	13.50
JOHN DEERE FINANCIAL		supplies	OPERATING SUPPLIES	179.71
KULLY PIPE & STEEL SUPPLY		alum angle	OPERATING SUPPLIES	70.67
MEAD LUMBER CO		supplies	OPERATING SUPPLIES	184.35
MUNICIPAL SUPPLY, OF NEBR.		supplies	OPERATING SUPPLIES	2,630.90
PRACHT'S ACE HARDWARE, INC.		supplies	OPERATING SUPPLIES	69.58
S & L SANITARY SERVICES		trash fees	MAINT-BLDG & GRDS \	4.56
Viaero Wireless		telephone	TELEPHONE	23.33
WENQUIST, INC.		supplies	MAINTENANCE - BORII	213.39
			Total WATER	\$11,522.43
<b>SEWER</b>				
AQUA-AEROBIC SYSTEMS, INC.		mixer motor & propellor kit	MAINTENANCE - WAST	7,919.35
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE- SEWER DE	30.35
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	SEWER SALARIES	5,395.33
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	296.73
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	377.53
CULLIGAN		salt	MAINTENANCE - WAST	63.00
CUSTER PUBLIC POWER DISTRICT		WWTP power	UTILITIES	3,619.44
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,894.68
GPM		verify ultra mag magmeter	MAINTENANCE - WAST	515.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SKADA	13.50
S & L SANITARY SERVICES		trash fees	MAINTENANCE-BUILDI	4.57
Viaero Wireless		telephone	TELEPHONE	23.32
			Total SEWER	\$20,152.80
<b>POWER PLANT</b>				



# Check Approval List - GL Account

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>POWER PLANT</b>				
BEAVER BEARING COMPANY		u-seal	MAINTENANCE - POWE	0.21
BROKEN BOW MUNICIPAL UTILITIES		postage	OFFICE SUPPLIES PO	17.25
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	POWER PLANT SALAR	721.23
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION F	39.67
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	54.83
COLONIAL RESEARCH CHEMICAL COI		drum deplete	CHEMICALS - PLANT	1,531.60
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	231.12
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWE	34.95
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWE	191.90
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	44.82
S & L SANITARY SERVICES		trash fees	MAINTENANCE-BUILDI	22.50
			<b>Total POWER PLANT</b>	<b>\$2,890.08</b>
<b>BILLING</b>				
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE	414.96
CENTURYLINK		telephone	TELEPHONE	129.52
CITY OF BROKEN BOW		transfer & rent	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	OFFICE SALARIES	1,471.20
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION F	80.92
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	99.25
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,685.77
EAKES OFFICE SOLUTIONS		binder clips	OFFICE SUPPLIES	2.76
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	41.00
INVOICE CLOUD		credit card expenses	CREDIT CARD/BILL PA	94.00
SAGE PAYMENT SOLUTIONS		credit card fees	CREDIT CARD/BILL PA	1,287.42
			<b>Total BILLING</b>	<b>\$5,706.80</b>
<b>FUEL STATION</b>				
Keller America Inc.		acculevel - fuel station	MAINTENANCE-FUEL S	628.00
			<b>Total FUEL STATION</b>	<b>\$628.00</b>
				<b>\$751,201.02</b>

Report Selection: Check Approval List - GL Account  
 Date Range Selection: GL Posting Date  
 Starting Date: 1/28/2020  
 Ending Date: 2/10/2020



## NMPP Energy Typical Electric Bill Survey 2019 Participant Affiliation

NMPP/MEAN	Other NMPP Members	Non-NMPP Participants
Alliance, NE	Arapahoe, NE	Butler PPD, NE
Ansley, NE	Auburn, NE	Chester, NE
Arnold, NE	Beatrice, NE	Chimney Rock PPD, NE
Aspen, CO	Belleville, KS	Dawson PPD - Lease Towns, NE
Basin, WY	Beloit, KS	Deshler, NE
Bayard, NE	Burlington, CO	Dorchester, NE
Beaver City, NE	Cambridge, NE	Evergy (Kansas Central), KS
Benkelman, NE	Central City, NE	Evergy (Kansas Metro), KS
Blue Hill, NE	Cozad, NE	Fort Collins, CO
Breda, IA	David City, NE	Fremont, NE
Bridgeport, NE	DeWitt, NE	Hebron, NE
Broken Bow, NE	Emerson, NE	Highline Electric Association, CO
Burwell, NE	Fairmont, NE	Holy Cross Energy, CO
Callaway, NE	Falls City, NE	Kingman, KS
Carlisle, IA	Franklin, NE	Lacreek Electric Association, SD
Chappell, NE	Gillette, WY	Lexington, NE
Crete, NE	Gothenburg, NE	Loup PD, NE
Curtis, NE	Grand Island, NE	Loveland, CO
Delta, CO	Hastings, NE	McPherson, KS
Denver, IA	Hemingford, NE	Norris PPD - Lease Towns, NE
Fairbury, NE	Hickman, NE	North Central PPD - Lease Towns, NE
Fleming, CO	Holdrege, NE	Omaha PPD, NE
Fonda, IA	Holly, CO	PREMA, NE
Fort Morgan, CO	La Junta, CO	Southern PPD - Lease Towns, NE
Fountain, CO	Lakota, ND	Spalding, NE
Gering, NE	Lamar, CO	Twin Valleys PPD - Lease Towns, NE
Glenwood Springs, CO	Laurel, NE	Wheat Belt PPD, NE
Grant, NE	Lincoln Electric System, NE	Winside, NE
Gunnison, CO	Lyons, NE	Y-W Electric Association, CO
Haxtun, CO	Madison, NE	
Holyoke, CO	Minden, NE	
Imperial, NE	Mullen, NE	
Indianola, IA	Nebraska PPD, NE	
Julesburg, CO	North Platte, NE	
Kimball, NE	Northeast Nebraska PPD - Lease Towns, NE	
Lake View, IA	Ord, NE	
Lyman, NE	Paxton, NE	
Lyons, CO	Sargent, NE	
Mitchell, NE	Scribner, NE	
Morrill, NE	Seward, NE	
Nebraska City, NE	South Sioux City, NE	
Neligh, NE	Springfield, CO	
Oak Creek, CO	St. Paul, NE	
Oxford, NE	Stromsburg, NE	
Pender, NE	Superior, NE	
Plainview, NE	Sutton, NE	
Red Cloud, NE	Syracuse, NE	
Rockford, IA	Tecumseh, NE	
Sergeant Bluff, IA	Trinidad, CO	
Shickley, NE	Wahoo, NE	
Sidney, NE	Walthill, NE	
Snyder, NE	Wauneta, NE	
Spencer, NE	Wayne, NE	
Stuart, NE	Wilber, NE	
Torrington, WY	Wood River, NE	
Wall Lake, IA		
Waverly Light and Power, IA		
West Point, NE		
Wisner, NE		
Wray, CO		
Yuma, CO		

## **Broken Bow Municipal Utilities Policies**

### **Account Holder Required Identification Policy**

One form of identification is required for any account holder or authorized person from any account or service with the Broken Bow Municipal Utilities (BBMU). A copy of the form of identification will be made by a BBMU employee at the time service is requested. The copy will be attached to the customer's account file. Copies provided by the customer will not be accepted.

Service or service changes will not be scheduled until the form of identification is provided. In case of changes to existing accounts or rental changes, BBMU will verify the form of identification provided and obtain a new form of identification if necessary.

All forms of identification provided must include a valid name, photograph, date of birth, and must not be expired.

The following forms of identification will be acceptable:\*

1. Valid state issued license
2. Valid state issued identification card
3. Valid US Passport
4. Valid US Military (or dependent ID)

\*Additional forms of identification may be authorized by BBMU on a case by case basis, if the above forms of identification are unavailable.

### **Deposit Policy**

Per City of Broken Bow Ordinance, a service deposit of the appropriate amount will be required before a utility account can be opened.

**Landowner residential** accounts will be require a service deposit. Deposits will be non-interest bearing and will be returned after 2 years, if a satisfactory history has been maintained.

**Rental** accounts in the renters name will require a service deposit from the renter. Deposits will be non-interest bearing and will be held for the life of the account. Any unpaid balances will be applied to the renters deposit.

**General Service and Three Phase General Service** accounts will require a service deposit or an amount equal to a one year bill average, whichever is greater. If a history is not available an estimate will be made. Deposits will be non-interest bearing and will be returned after two years if a satisfactory history has been maintained and the customer owns the property.

**Large industrial service accounts (General Service demand accounts)** may pay a maximum of \$2,500.00 service deposit if the deposit is accompanied by a bank guarantee for

the difference of one year's bill average or sign up for auto bank payments with the Broken Bow Municipal Utilities.

If a customer disconnects service with the Broken Bow Municipal Utilities and leaves BBMU with an outstanding balance they will be required to pay the balance plus the maximum deposit to renew service.

### **Landlord Policy**

The landlord will pay a landowner service deposit. The service deposit will be held for as long as the property is a rental property. Landlords with a good payment history may sign a Landlord Rental Agreement in place of paying the service deposit. Services may be placed in the renter's name, with the renter paying a deposit also.

Broken Bow Municipal Utilities will notify the landlord any time the renter is delinquent in paying the utility bill. Any unpaid balances will be applied to the renter's deposit first. The landlord will be required to pay any remaining balance after the renter's deposit is applied.

All landlords that operate rentals within the BBMU service area shall be ultimately responsible for the payment of any outstanding balances following the application of all renter deposits. The landlord shall have until the 10<sup>th</sup> of the following month to settle all accounts or make payment arrangements with BBMU to settle all existing balances remaining on the rental account. Landlords shall be given notice of such action via mail. Failure to pay the balance of the account on a rental property shall cause service of the landlord's residence to be disconnected immediately following the deadline noted above. If the landlord does not reside within the BBMU service area, services to the rental property shall be disconnected until the outstanding balance is paid in full.

### **Non-Payment of Bill Policy**

All property owners and renters that reside within the Broken Bow Municipal Utilities (BBMU) service area, that do not pay their bill in full on the property by 8:00 am the day of disconnect, will be disconnected on disconnect day. Online payments must be completed by 11:59 pm the day prior to disconnect day in order to avoid service disconnection and incur disconnect fees. Delinquent online payments made on disconnect day will incur all charges and penalties. If the customer pays the bill after 8:00 am on disconnect day, he/she will be subject to the applicable service charges and service deposits regardless of whether services have been disconnected or not. BBMU will not allow payment extensions. In special cases, payment arrangements may be made with approval from the Electric Superintendent.

If the property owner or renter has moved to another address within the BBMU service area, and they have not paid the utilities on the property they moved out of, they will be disconnected at their current address. Should service become disconnected he/she will be subject to a disconnection service charge and service deposits, if applicable. Upon payment of the account, reconnection may be made. After hours, weekends, or holidays reconnection may be made by calling the police department at (308) 872-6424. For afterhours reconnect, a service charge per City Ordinance will be required.

Upon disconnection for non-payment the Broken Bow Municipal Utilities requires up to two additional service deposits. The due date for the additional deposits due to non-payment service disconnection is 10 working days after the related disconnection date. If the additional required deposit is not received within 10 working days, service will be disconnected, and the customer will be subject to additional service charges and deposits.

BBMU reserves the right to send accounts to collections, file liens, and take legal action necessary to collect any outstanding balances and may withhold service to a property if an unpaid balance exists.

### **Other Service Disconnections/Reconnections**

Customers, contractors, electrician, plumbers or anyone not affiliated with Broken Bow Municipal Utilities are not allowed to disconnect or reconnect any Broken Bow Municipal Utilities services. Customers must contact the office staff of Broken Bow Municipal Utilities by calling (308) 872-6884 to have their services disconnected/reconnected. The office staff will create a work order to have the services disconnected/reconnected and the appropriate staff will be dispatched accordingly.

Customers requesting the Broken Bow Municipal Utilities to disconnect or reconnect a service at their property will be subject to a \$20 service charge for each occurrence. This service charge must be paid within 30 days.

### **Credit/Debit Card & e-Check Policy**

Broken Bow Municipal Utilities accepts credit and debit cards as well as online e-Checks (EFT).

- BBMU will accept Visa, MasterCard, and Discover credit and debit cards online and in the office
- American Express credit/debit cards are not accepted by BBMU
- E-Check payments can be made online
- BBMU does not accept payment by credit/debit card or e-Check (EFT) for any bill \$1,000 and over.
- Online payments are processed the following business day at 12:01 am

### **Insufficient Funds Check/Cash Only Customer Policy**

A customer issuing an insufficient funds check to Broken Bow Municipal Utilities will be given five business days to bring in cash, money order or cashier's check for the amount of the bill, plus a \$25 returned check charge. The customer will be notified in writing of the insufficient funds check. If the customer does not make the required payment by the required deadline, service will be disconnected. If service is disconnected, the customer will be subject to the applicable service charges and service deposits. Returned ACH and online payments will be treated the same as a returned check.

***If an insufficient funds check is received to avoid disconnect, payment will be treated as if it wasn't made and the customer will be disconnected immediately. Insufficient funds check fees will be applied.***

After Broken Bow Municipal Utilities has received three insufficient funds checks from a customer, the customer will be put on a cash only basis. After paying bills on time for two consecutive years, the customer may be removed from the cash only status. Cash only customers must pay with cash, money order, or cashier's check only.

#### **17-804. Water commissioner and light commissioner; compensation; removal.**

If a city of the second class has created a board of public works as provided in section 17-801, the water commissioner and light commissioner shall, subject to confirmation by the mayor and city council, be employed by such board at such reasonable compensation as may be agreed upon at the time of such employment and shall thereafter be under the jurisdiction of such board, any of the provisions of sections 17-501 to 17-560 to the contrary notwithstanding. Any water commissioner or light commissioner, under the jurisdiction and control of the board of public works, may be removed by the board, after an opportunity to be heard before the mayor and city council if he or she shall so request, for malfeasance, misfeasance, or neglect in office.

**Source:** Laws 1935, c. 33, § 2, p. 139; Laws 1937, c. 34, § 1, p. 161; C.S.Supp.,1941, § 17-702; R.S.1943, § 17-804; Laws 2017, LB133, § 233.