

**Board of Public Works
Meeting Minutes
February 12th, 2018**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, February 12, 2018. 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.

Gene Chapin called the meeting to order at 12:30 p.m., with the following Board members present: Gene Chapin, Bill Blackburn, Butch Brunken, and Jess Taylor. Absent: None. Gene Chapin 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 at the back of the City Council room.

Moved by Brunken, seconded by Blackburn, to approve the Consent Agenda for February 12, 2018. Said motion includes approval of the Minutes of the January 8, 2018 Board Meeting, approval of Claims to Date, and January Treasurer's Report. Roll call vote: Voting aye: Brunken, Taylor, Blackburn, and Chapin. Nays: None. Motion carried.

Ag & Industrial Equipment, fan switch, \$203.91; Arrow Seed Company, Inc., gloves, \$40.64; Aurora Cooperative, fuel tank vent & vac, \$353.97; Barco Municipal Products, Inc., paint, \$56.93; Broken Bow Municipal Utilities, postage, \$473.55, fee, \$2.00; Black Hills Energy, power plant gas, \$660.85; Cardmember Service, alarm system, \$5.95; Carquest of Broken Bow, parts, \$415.32, \$851.43; Central Nebraska Medical Clinic, drug testing, \$55.00; CenturyLink, phone, \$184.20, \$135.41; City of Broken Bow, transfer & rent, \$56,895.55; City of Broken Bow Payroll Reimbursement, payroll, \$29,685.28, \$29,318.90; Colonial Research Chemical Corp., chemicals, \$1,441.83; Computers Plus/OSA, office supplies, \$245.52; Craig Cranwell, WW operator license, \$150.00; Custer Public Power District, WWTP, \$2,539.74, transformer, \$1,287.95; Custer Transfer Station, fees, \$9,916.00, \$6.00; Cindy Lindner, zipper repair, \$22.00; City of Broken Bow – Health Insurance, insurance, \$16,515.10; Clipper-Herald, ads, \$596.11; Custer Electric and Irrigation, clamp meter, \$117.70; Deb's Embroidery Shop, logos, \$40.00; Dutton-Lainson Company, line supplies, \$746.01; Eakes Office Solutions, office supplies, \$25.08; Tom Eberle, WW operator license, \$150.00; Electrical Engineering & Equipment, line supplies, \$711.66, \$937.52; Evans Feed Co, Inc., salt, \$6.70; Fastenal Company, coats, \$492.09; Great Plains Communications, Inc., internet, \$116.95; Grocery Kart, supplies, \$30.52; Granite Telecommunications, power plant phone, \$150.15; Holmes Plbg & Htg Supply Co., supplies, \$4.24, \$135.74; Invoice Cloud, credit card fees, \$183.85; JEO, distribution upgrade, \$9,902.50; Kully Pipe & Steel Supply, pipe, \$115.06, \$157.64; Keller America Inc., fuel station sensors, \$1,973.31; Lawson Products, Inc., supplies, \$19.08, \$67.82; League of Nebr. Municipalities, conference, \$790.00; Mead Lumber, supplies, \$756.18; Municipal Energy Agency of NE, power purchase, RITA, \$611,123.73, \$3,727.60; Municipal Supply, of Nebr., supplies, \$3,784.03;

Nebraska Public Health Environmental Lab, water testing, \$60.00; Nebraska State Bank, bond, \$49,744.00; Neofunds by Neopost, postage, \$200.00; Obrien's Hardware, supplies, \$791.01, \$643.35; One Call Concepts, Inc., monthly fee, \$34.29; Platte Valley Laboratories, Inc., WW Training, \$465.00, \$515.00; Post Master, presort fee, \$225.00; Pracht's Ace Hardware, Inc., supplies, \$294.78, \$270.16; Power Delivery Program, Inc., Lineman Tests, \$25.00; Power Solutions, truck maint., \$392.05; R & S Radiator, repair, \$76.42; S & L Sanitary Services, trash fees, \$40.75, collections, \$30,342.15, fees, \$40.75; Safety-Kleen Systems, Inc., build maint., \$508.88; Sage Payment Solutions, credit card fees, \$901.72; Schmick's Market, supplies, \$20.98; Doug Staab, filters, \$288.47, conference, \$52.04; Spin Screed Ins, screed, \$3,015.00; Tallgrass Interstate GT, LLC, transportation power plant, \$1,928.76; Titan Machinery-North Platte, parts, \$964.70; Trotter Service, supplies & diesel, \$12,545.89; Viaero Wireless, telephone, \$90.71; Water Environment Federation Membership, membership, 180.00; Wenquist, Inc., parts, \$111.69, \$126.20; Wesco Receivable Corp., line supplies, \$7,987.61; Western Area Power Admin., power, \$21,283.65; Total Bills = \$922,490.31.

Approval of Claims – February 12, 2018

Electric Department	\$	793,601.18
Water Department		29,151.50
Sewer Department		24,638.84
Power Plan		3,408.84
Billing		57,311.10
Billing		<u>14,378.85</u>
	\$	922,490.31

Wes Province retired from the Board so there is an open position. Dan Jacobsen submitted his application to fill this open position. Moved by Taylor, seconded by Brunken, to favorably recommend Dan Jacobsen to the Mayor for appointment to the Board of Public Works. Roll call vote: Voting aye: Brunken, Taylor, Blackburn, and Chapin. Nays: None. Motion carried.

Doug presented an updated job description for the Power Plan Operator. The power plant is needing to be run more according to the new MEAN agreement. Because of this, someone will need to be at the power plant to run it on a part-time basis. This job also has duties such as meter reading, locates, and fixing meters. This job has already been posted in house and will remain posted for 10 business days before it is advertised in the paper.

The next meeting will be moved from Monday, February 26th to Wednesday, February 28th at 12:30 p.m.

The following was discussed under Department Heads Updates:

Doug Staab, Electric Superintendent:

- Doug's crew has been completing truck maintenance.
- They have cleaned up poles from the distribution upgrade.
- The loads have been balanced on the new circuits.
- They have assisted with snow removal.

Darren Marten, Water/Sewer Superintendent:

- There was a water main break on North 12th Avenue.
- They helped with snow removal.
- They have redone some of the concrete floor in the north building.
- They have been doing some maintenance on equipment.

Moved by Taylor, seconded by Blackburn, to adjourn the meeting at 1:16p.m. Roll call vote:
Ayes: Taylor, Blackburn, Brunken, and Chapin. Nays: None. Motion carried.

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

/s/Gene Chapin, Chairman