

Board of Public Works
Meeting Minutes
March 28, 2016

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, March 28th, 2016. 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 12:34 p.m., with the following Board members present: Bill Blackburn, Butch Brunken, and Jess Taylor. Absent: Gene Chapin and Wes Province. 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 at the back of the City Council room.

Moved by Blackburn, seconded by Taylor, to approve the Consent Agenda for March 28th, 2016. Said motion includes approval of the Minutes of the March 14th, 2016 Board Meeting and approval of Claims to Date. Roll call vote: Voting aye: Brunken, Blackburn, and Taylor. Nays: None. Motion carried.

Jeff Berghorst \$160.00; Broken Bow Municipal Utilities \$331.59; Cathy Larson \$93.52; CenturyLink \$130.20; City of Broken Bow Payroll Reimbursement \$30,887.83; Custer Transfer Station \$9,385.40; Dultmeier Sales \$49.89; Dutton-Lainson Company \$1,262.60; Energy Pioneer Solutions \$623.52; Hilti Inc. \$216.30; John Deere Financial \$464.10; Lawson Products, Inc. \$343.23; Mailfinance \$568.18; Mid-American Research Chem. CR \$382.97; Municipal Energy Agency of NE \$528,877.80; Nicolas Hilera Morales \$100.00; Platte Valley Laboratories, Inc. \$215.00; Regional Care, Inc. \$11,289.21; S & L Sanitary Services \$30,559.85; Safety-Kleen Systems, Inc. \$102.32; Source Gas Distribution LLC \$128.82; Tallgrass Interstate GT, LLC \$2,320.57; Titan Machinery-North Platte \$780.64; USA Blue Book \$558.43; Wesco Receivables Corp. \$1,796.53; Total Bills = \$621,628.50.

Approval of Claims – March 28th, 2016

Electric Department	\$	546,714.15
Water Department		11,291.71
Sewer Department		9,337.33
Power Plant		4,331.52
Billing		<u>49,953.79</u>
	\$	621,628.50

The ACE Funds Distribution amount for this year is \$3,877.98. Moved by Taylor, seconded by Blackburn, to use the ACE funds to purchase new Christmas lights for the City. Roll call vote: Voting aye: Brunken, Blackburn, and Taylor. Nays: None. Motion carried.

Nancee Coufal, Finance Director, presented the policies that the Utility Office follows. Most of the wording on the policies is sufficient, and the policies just need to be signed. There are two policies that need updating. The Non-Payment of Bill Policy will be updated to state that "Broken Bow Municipal Utilities will no longer allow for a payment extension of up to three working days after disconnect day." The Deposit Due to Shut-Off Due Date Policy will be changed to state "the due date for additional deposits due to shut-off will be changed to 10 working days after the related shut-off date." Moved by Brunken, seconded by Blackburn, to approve the recommended changes to the Utility Office policies. Roll call vote: Voting aye: Brunken, Blackburn, and Taylor. Nays: None. Motion carried.

The following was discussed under Department Heads Updates:

Doug Staab, Electric Superintendent:

- Doug reported that there were a couple outages during the storm on Wednesday.
- The Choice Gas period is going to be happening soon and ACE will not be as competitive this year.

Darren Marten, Water/Sewer Superintendent:

- Darren reported that his crew will finish up the east Highway 2 services update this week.
- Vermeer will be here this week to demo a boring machine so Darren will have them bore on North B Street.
- Myers Construction is working on the water main on South 8th Avenue and will be doing some hook-ups and tie-ins this week.
- He hopes to start down Highway 2 from 6th Avenue to 1st Avenue at the end of this week or beginning of next week.

At the next meeting on April 11th, 2016, the Auditors will present the Annual Audit Report to the Board. Darren will have bids for a test hole. He will present a recommendation on the bids.

Moved by Brunken, seconded by Blackburn to adjourn the meeting at 1:09 p.m. Roll call vote: Ayes: Blackburn, Taylor, and Brunken. Nays: None. Motion carried.

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

/s/Gene Chapin, Chairman