

**CITY OF BROKEN BOW  
CITY COUNCIL AGENDA  
October 8, 2019 @ 6:00 PM  
Broken Bow Library  
626 South D Street, Broken Bow, NE**

**Meeting Procedure**

*The Public may address specific agenda items at the pleasure of the Mayor. Please come to the podium, state your name and address, and limit your remarks to five minutes or less. Out of respect to City employees, we request that any complaints or criticisms of employees not be aired in a public meeting. Concerns about employees should be brought to the attention of the City Administrator or Mayor. An individual in violation will be declared out of order.*

**A. Call to Order**

- B. Open Meetings Act:** This is an open meeting of the Broken Bow City Council. The City of Broken Bow abides by the Open Meetings Act in conducting business. A copy of the Open Meetings Act is displayed in this room as required by law.

**C. Roll Call**

**D. Pledge of Allegiance**

- E. Submittal of Requests for Future Items:** Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting or study session, notification of the date will be given.

- F. Consent Agenda:** Consideration of approving the consent agenda items for October 8, 2019, which will include the following:

- a. Approval of Minutes of September 24, 2019 Meeting
- b. Approval of Bills as Posted

**G. New Business:**

- a. **Open Park Department Position** – Decision of what position is needed to fill the open Park Department Position.
- b. **Public Hearing on Ordinance 1212, No Parking on East Side of South 19<sup>th</sup> Avenue** – Consideration of opening a public hearing on the Ordinance 1212, No Parking on East Side of South 19<sup>th</sup> Avenue.
- c. **Waive Three Readings of Ordinance 1212, No Parking on East Side of South 19<sup>th</sup> Avenue** – Consideration of waiving the three readings of Ordinance 1212.
- d. **Ordinance 1212, No Parking on East Side of South 19<sup>th</sup> Avenue** – Consideration of approving Ordinance 1212, No Parking on East Side of South 19<sup>th</sup> Avenue.
- e. **Public Hearing on Ordinance 1213, Yield Sign at Dollar General Parking Lot** – Consideration of opening a public hearing on the Ordinance 1213, Yield Sign at Dollar General Parking Lot.

**Broken Bow City Council  
Meeting Minutes  
September 24, 2019**

The Broken Bow City Council met in regular session on Tuesday, September 24, 2019 at the Broken Bow Library. Notice of the meeting was given in advance thereof as required by publication in the Custer County Chief on September 19, 2019. Availability of the agenda and related materials was communicated in the advanced notice to the Mayor and all members of the Council, as well as, shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Jonathon Berghorst called the meeting to order at 6:00 P.M., with the following Councilmembers present: Sonnichsen, Myers, Miller, and Holcomb. Absent: None. Mayor Berghorst announced the availability of the open meetings law, followed by the reciting of the Pledge of Allegiance.

Mayor Berghorst read the format for submitting requests for future agenda items.

Moved by Sonnichsen, seconded by Holcomb, to approve the consent agenda for September 24, 2019. Said motion includes approval of Minutes of the Minutes of the September 10, 2019 Council Meeting, Bills to Date, and August Treasurer's Report. Roll call vote: Voting aye: Holcomb, Sonnichsen, Miller, and Myers. Nays: None. Motion carried.

ATCO, supplies, \$648.25; Aflac, \$762.44, \$259.78, \$287.86; Arrow Seed, grass, \$14.10; Beaver Bearing Co Albion, supplies, \$10.58; Birds & Blooms, subscription, \$12.98; Bloomberg Businessweek, subscription, \$90.00, Bound Tree Medical, supplies, \$359.96, \$539.80; Broken Bow Airport Authority, monthly payment, \$1,083.37; Broken Bow Public Schools, liquor & tobacco licenses, \$3,835.00; Broken Bow Rural Fire Board, insurance, \$1,415.00, utilities, \$288.46; Carquest of Broken Bow, supplies, \$85.56; Carrot Top Industries, flags, \$363.70; Central Nebraska Sod Supply, elm tree, \$1,500.00; Century Link, telephone, \$85.49; City Flex Benefit Plan, \$116.04, \$150.00; City of Broken Bow – Health Insurance, \$3,852.89; City of Broken Bow Pension Fund, pension, \$2,139.57, \$6,667.84; Cole Electric Company, camper pedestals, \$565.52; Computers Plus, medical gloves, \$139.80; Culligan Water Conditioning, salt, \$18.00; Custer County Chief, warning ticket books, \$253.94; Custer County Treasurer, communications interlocal payment, \$11,233.49; Danko Emergency Equipment Co, hydrant wrenches, \$217.00; Display Sales, flags, \$1,773.00; Dollar General-Regions 410526, supplies, \$54.25; EFTPS Online Payment, payroll, \$2,117.92, \$5,840.64, \$9,055.86; Family Heritage, \$56.00; Garrett Tires & Treads, tire repairs, \$69.45; Gary's Super Foods, supplies, \$14.62; Gateway Motors Inc, oil change & tire rotation, \$110.02; Great Plains Communications, internet, \$16.29; Heiman Fire Equipment, supplies, \$4,409.45; Holcomb Pharmacy, EMS supplies, \$33.05; Holmes Plumbing & Heating, supplies, \$1,306.15; Hometown Leasing, copier lease, \$159.18; Ingram Library Services, materials, \$1,267.74; Insurance Aid Services, fees, \$1,634.82; K. Joan Birnie, materials, \$402.70; Kirkpatrick Cleaning Solutions, paper towels, \$27.28; Lawson Products, supplies, \$37.41; Matheson Tri-Gas Inc, argon, \$156.19; Mead Lumber, picnic shelter, \$11,494.28; Midland Telecom, radios, \$1,825.00; Municipal Supply Inc., hydrants, \$5,913.66; Nebraska Dept of Revenue, waste reduction & recycling fee, \$25.00; Nebraska Law Enforcement Training Center, training, \$140.00; Nebraska Municipal Power Pool, safety manuals, \$160.50; Nebraska State Bank, fire station payment, \$97,557.77; OCLC Inc., subscription, \$138.78; OSA/Computers Plus, supplies, \$28.99; Obrien's True Value, supplies, \$250.56; Omaha State Bank, HSA, \$150.00; Paulsen Inc., picnic shelter concrete, \$8,457.50; Plains Equipment Group, mower repairs, \$4,493.68; Platte Valley Communications, computer,

Moved by Myers, seconded by Miller, to exit closed session at 8:02 pm from the purpose of a strategy session regarding collective bargaining. Roll Call vote: Voting aye: Holcomb, Myers, Sonnichsen, and Miller. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Miller, to adjourn the City Council Meeting at 8:03 p.m. Roll call vote: Voting aye: Sonnichsen, Myers, Holcomb, and Miller. Nays: None. Motion carried.

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Jonathon Berghorst, Mayor

ATTEST:

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Stephanie M. Wright, City Clerk



## Accounts Payable Detail Listing

City of Broken Bow

<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>Description</u>			<u>Debit</u>	<u>Credit</u>
	<b>Aflac</b>									
28368	10/2/2019	10/2/2019			762.44					Posted
	01-1501.00					PRE TAX AFLAC			762.44	0.00
28369	10/2/2019	10/2/2019			259.78					Posted
	01-1501.00					AFLAC POST TAX			259.78	0.00
	<b>Black Hills Energy</b>									
28384	10/8/2019	10/8/2019			189.23					Posted
	04-3220.00					Utilities-Gas			99.29	0.00
	02-3220.00					Utilities-Gas			89.94	0.00
									189.23	0.00
	<b>Broken Bow Airport Authority</b>									
28412	10/8/2019	10/8/2019			1,083.33					Posted
	01-3409.00					Monthly Payment			1,083.33	0.00
	<b>Broken Bow Chamber of Commerce</b>									
28406	10/8/2019	10/8/2019			1,205.00					Posted
	05-3334.00					ambulance incentive			1,205.00	0.00
	<b>Broken Bow Municipal Utilities</b>									
28386	10/8/2019	10/8/2019			4,622.19					Posted
	01-3213.00					General - Radio/Weather Station Tower			34.64	0.00
	08-3220.00					Street - Shop Utilities/Trash Removal			254.10	0.00
	04-3220.00					Police - Utilities/Trash Removal			486.70	0.00
	04-3315.00					Police - Dog Pound Utilities			52.34	0.00
	09-3220.00					Park - Utilities/Trash Removal			1,944.28	0.00
	09-3220.00					Park - Shop Utilities/Trash Removal			108.90	0.00
	07-3220.00					Library - Utilities/Trash Removal			491.37	0.00
	02-3220.00					Pub Bldg - Utilities/Trash Removal			670.75	0.00
	11-3360.00					Tree Dump - Utilities			48.01	0.00
	10-3220.00					Swim Pool - Utilities/Trash Removal			531.10	0.00
									4,622.19	0.00
	<b>Capitol One Bank</b>									
28394	10/8/2019	10/8/2019			254.14					Posted
	04-3312.00					caps			209.99	0.00
	04-3223.00					flashlight batteries			34.20	0.00
	04-3411.00					webiste fee			9.95	0.00
									254.14	0.00
	<b>Card Services</b>									
28402	10/8/2019	10/8/2019			76.37					Posted
	08-3310.00					supplies			76.37	0.00
28410	10/8/2019	10/8/2019			224.51					Posted
	09-3339.00					trimmer			35.28	0.00
	09-3225.00					fuel			66.82	0.00
	10-3339.00					wet/dry vac			122.41	0.00
									224.51	0.00
	<b>City Flex Benefit Plan</b>									
28370	10/2/2019	10/2/2019			116.04					Posted
	01-1501.00					SELECT FLEX-UNREIMBURSED M/D/V			116.04	0.00
	<b>City of Broken Bow - Health Insurance</b>									
28365	9/26/2019	9/26/2019			28,963.56					Ck# 1395 Printed
	01-1501.00					BBHA Health Insurance			5,510.84	0.00
	01-3104.00					Health Insurance			2,292.40	0.00
	08-3104.00					Health Insurance			6,365.57	0.00
	06-3104.00					Health Insurance			764.14	0.00
	04-3104.00					Health Insurance			8,632.92	0.00
	05-3104.00					Health Insurance			764.13	0.00
	09-3104.00					Health Insurance			1,197.18	0.00
	07-3104.00					Health Insurance			1,723.61	0.00
	03-3104.00					Health Insurance			1,712.77	0.00
									28,963.56	0.00
28379	10/2/2019	10/2/2019			3,798.69					Posted
	01-1501.00					HEALTH INSURANCE			3,798.69	0.00



## Accounts Payable Detail Listing

City of Broken Bow

<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>Description</u>			<u>Debit</u>	<u>Credit</u>
	<b>City of Broken Bow Pension Fund (continued)</b>									
28371	10/2/2019	10/2/2019			2,139.57					Posted
	01-1513.00					RETIREMENT LOAN PAYMENT			2,139.57	0.00
28372	10/2/2019	10/2/2019			6,747.82					Posted
	01-1502.00					RETIREMENT NEW			6,747.82	0.00
28380	10/1/2019	10/1/2019			1,407.78					Ck# 4 Printed
	01-1502.00					Liability - BBHA			1,407.78	0.00
	<b>Colonial Research Chem Corp</b>									
28405	10/8/2019	10/8/2019			3,394.88					Posted
	08-3344.00					ground sterilant			3,394.88	0.00
	<b>Culligan Water Conditioning</b>									
28408	10/8/2019	10/8/2019			18.00					Posted
	07-3311.00					salt			18.00	0.00
	<b>Custer County Chief</b>									
28395	10/8/2019	10/8/2019			35.00					Posted
	04-3209.00					subscription			35.00	0.00
	<b>Custer County Treasurer</b>									
28411	10/8/2019	10/8/2019			11,801.52					Posted
	01-3217.00					Communications Interlocal Payment			11,801.52	0.00
	<b>Custer Public Power</b>									
28404	10/8/2019	10/8/2019			52.03					Posted
	11-3220.00					CD Cell Power			52.03	0.00
	<b>Dave Dunkel</b>									
28400	10/8/2019	10/8/2019			72.75					Posted
	08-3410.01					boot allowance #1 for 2019-2020			72.75	0.00
	<b>Deere Credit Inc.</b>									
409	10/8/2019	10/8/2019			216.51					Posted
	09-3410.00					mower lease			216.51	0.00
	<b>EFTPS Online Payment</b>									
28375	10/2/2019	10/2/2019			2,037.90					Ck# 2 Printed
	01-1500.00					MEDICARE			2,037.90	0.00
28376	10/2/2019	10/2/2019			6,002.19					Ck# 2 Printed
	01-1500.00					FEDERAL MARRIED			2,671.10	0.00
	01-1500.00					FEDERAL SINGLE			3,331.09	0.00
									6,002.19	0.00
28377	10/2/2019	10/2/2019			8,713.36					Ck# 2 Printed
	01-1500.00					SOCIAL SECURITY			8,713.36	0.00
	<b>Emblem Enterprises</b>									
28391	10/8/2019	10/8/2019			296.19					Posted
	04-3312.00					patches			296.19	0.00
	<b>Family Heritage</b>									
28373	10/2/2019	10/2/2019			56.00					Posted
	01-1501.00					FAMILY HERITAGE			56.00	0.00
	<b>Good Samaritan Hospital</b>									
28413	10/8/2019	10/8/2019			1,500.00					Posted
	05-3313.00					EMS Classes			1,500.00	0.00
	<b>Heartland Clerk's Association</b>									
28396	10/8/2019	10/8/2019			10.00					Posted
	01-3206.00					membership			10.00	0.00
	<b>Holcomb Mechanical LLC</b>									
28382	10/8/2019	10/8/2019			1,969.27					Posted
	02-3311.00					compressor repair			1,969.27	0.00
	<b>Hometown Leasing</b>									
383	10/8/2019	10/8/2019			159.18					Posted
	04-3216.00					Copier Lease			92.66	0.00
	07-3216.00					Copier Lease			66.52	0.00
									159.18	0.00
	<b>Kirkpatrick Cleaning Solutions</b>									
28398	10/8/2019	10/8/2019			117.01					Posted
	02-3223.01					trash bags and paper towels			117.01	0.00

City of Broken Bow

<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>Description</u>			<u>Debit</u>	<u>Credit</u>
	Lincoln Marriott Cornhusker (continued)									
28389	10/8/2019	10/8/2019		218.00						Posted
	01-3205.00			league conference hotel					218.00	0.00
	Med Tech Resource									
28407	10/8/2019	10/8/2019		23.59						Posted
	05-3338.00			cold packs & bed Sheets					23.59	0.00
	Melham Medical Center									
28392	10/8/2019	10/8/2019		160.00						Posted
	04-3437.00			DUI ER Visit					160.00	0.00
	Monte Clark									
28401	10/8/2019	10/8/2019		74.51						Posted
	08-3222.00			lunch for working over lunch					74.51	0.00
	OSA/Computers Plus									
28393	10/8/2019	10/8/2019		25.00						Posted
	04-3223.00			office supplies					25.00	0.00
	Omaha State Bank									
28374	10/2/2019	10/2/2019		150.00						Posted
	01-1501.00			HSA					150.00	0.00
	Plains Equipment Group									
28403	10/8/2019	10/8/2019		8,873.00						Posted
	08-3410.00			9' bar mower					8,873.00	0.00
	Pristine Cleaning, LLC									
28388	10/8/2019	10/8/2019		375.00						Posted
	02-3419.01			Cleaning Service					375.00	0.00
	Register of Deeds									
28364	9/25/2019	9/25/2019		26.00						Ck# 1394 Printed
	01-3223.20			filing fees 2 easements					26.00	0.00
	Sara J. Hulinsky									
28390	10/8/2019	10/8/2019		1,192.00						Posted
	07-3419.01			cleaning service					1,192.00	0.00
	Schaper and White Law Firm									
28399	10/8/2019	10/8/2019		1,954.16						Posted
	01-3214.00			legal fees					1,954.16	0.00
	State Income Tax WH NE Online Payment									
28378	10/2/2019	10/2/2019		2,626.34						Ck# 3 Printed
	01-1500.00			STATE MARRIED					1,258.80	0.00
	01-1500.00			STATE SINGLE					1,367.54	0.00
									<u>2,626.34</u>	<u>0.00</u>
	Stephanie Wright									
28385	10/8/2019	10/8/2019		262.00						Posted
	01-3205.00			travel expenses for league conference					262.00	0.00
	Universal Insurance									
28363	9/25/2019	9/25/2019		8,637.00						Ck# 1393 Printed
	01-3207.00			work comp insurance premium audit					8,637.00	0.00
28366	10/1/2019	10/1/2019		0.00						**VOID**
	01-3207.00			Insurance Premium Renewal					153,690.16	0.00
28367	10/1/2019	10/1/2019		153,690.16						Ck# 1 Printed
	01-3207.00			Insurance Renewal					153,690.16	0.00
	Verizon Wireless									
28397	10/8/2019	10/8/2019		280.07						Posted
	04-3221.00			Police Internet for lpads					280.07	0.00
	Viaero Wireless									
28381	10/8/2019	10/8/2019		103.95						Posted
	08-3221.00			telephone					34.65	0.00
	06-3221.00			telephone					17.33	0.00
	05-3221.00			telephone					17.32	0.00
	09-3221.00			telephone					34.65	0.00
									<u>103.95</u>	<u>0.00</u>

**Accounts Payable Detail Listing**

City of Broken Bow

**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>
<b>Village Uniform (continued)</b>								
28387	10/8/2019	10/8/2019	125.75					Posted
	02-3223.01		rugs				125.75	0.00

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267,098.77 50 Non-voided payables listed.

## Report Setup

AP - Accounts Payable Listing : Vendor Name

## Filter Options

Starting: 9/25/2019

Ending: 10/8/2019

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected

Payroll 50,574.35



# Check Approval List - GL Account

10/3/2019 9:05:37 AM

City of Broken Bow

Page 1 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>General</b>				
Broken Bow Airport Authority		PRE TAX AFLAC	Health/Life/Acc Insuranc	762.44
Broken Bow Municipal Utilities		AFLAC POST TAX	Health/Life/Acc Insuranc	259.78
City Flex Benefit Plan		interlocal	Airport Monthly Payment	1,083.33
City of Broken Bow - Health Insurance		utilities	Weather Station Expens	34.64
City of Broken Bow - Health Insurance		SELECT FLEX-UNREIMBURSED M/D/V	Health/Life/Acc Insuranc	116.04
City of Broken Bow - Health Insurance		health insurance	Health/Life/Acc Insuranc	5,510.84
City of Broken Bow Pension Fund		HEALTH INS	Health/Life/Acc Insuranc	3,798.69
City of Broken Bow Pension Fund		health insurance	Health Insurance	2,292.40
City of Broken Bow Pension Fund		RETIREMENT NEW	Pension	6,747.82
Custer County Treasurer		BBHA Pension	Pension	1,407.78
EFTPS Online Payment		RETIREMENT LOAN PAYMENT	Loan Payment	2,139.57
EFTPS Online Payment		communications interlocal	Radio Communications	11,801.52
EFTPS Online Payment		MEDICARE	Payroll Taxes	2,037.90
EFTPS Online Payment		FEDERAL	Payroll Taxes	2,671.10
EFTPS Online Payment		FEDERAL	Payroll Taxes	3,331.09
Family Heritage		FICA	Payroll Taxes	8,713.36
Heartland Clerk's Association		FAMILY HERITAGE	Health/Life/Acc Insuranc	56.00
Lincoln Marriott Cornhusker		membership	Association Dues	10.00
Omaha State Bank		league conference hotel	Travel & Meeting Expens	218.00
Register of Deeds		HSA	Health/Life/Acc Insuranc	150.00
Schaper and White Law Firm		filing fees 2 easements	Filing Fees	26.00
State Income Tax WH NE Online Payme		legal fees	Legal Fees	1,954.16
State Income Tax WH NE Online Payme		STATE	Payroll Taxes	1,258.80
Stephanie Wright		STATE	Payroll Taxes	1,367.54
Universal Insurance		travel expenses for league conference	Travel & Meeting Expens	262.00
Universal Insurance		work comp insurance premium audit	Bonds & Insurance	8,637.00
		Insurance Renewal	Bonds & Insurance	153,690.16
			Total General	\$220,337.96
<b>Municipal Building</b>				
Black Hills Energy		utilities	Utilities	89.94
Broken Bow Municipal Utilities		utilities	Utilities	670.75
Holcomb Mechanical LLC		compressor repair	Maintenance & Repair B	1,969.27
Kirkpatrick Cleaning Solutions		trash liners and paper towels	Building Cleaning Suppli	117.01
Pristine Cleaning, LLC		cleaning service	Contracted Services	375.00
Village Uniform		rugs	Building Cleaning Suppli	125.75
			Total Municipal Building	\$3,347.72
<b>Handi Bus</b>				
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,712.77
			Total Handi Bus	\$1,712.77
<b>Police</b>				
Black Hills Energy		utilities	Utilities	99.29
Broken Bow Municipal Utilities		utilities	Utilities	486.70
Broken Bow Municipal Utilities		utilities	Dog Care	52.34
Capitol One Bank		caps, flashlight batteries, webiste fee	Supplies & Postage	34.20
Capitol One Bank		caps, flashlight batteries, webiste fee	Uniforms	209.99
Capitol One Bank		caps, flashlight batteries, webiste fee	Computers	9.95
City of Broken Bow - Health Insurance		health insurance	Health Insurance	8,632.92
Custer County Chief		subscription	Printing & Publication	35.00
Emblem Enterprises		patches	Uniforms	296.19
Hometown Leasing		copier lease	Copier Maint/Expense	92.66
Melham Medical Center		DUI ER Visit	Arrest Related Expense	160.00
OSA/Computers Plus		office supplies	Supplies & Postage	25.00
Verizon Wireless		telephone	Telephone/Internet	280.07
			Total Police	\$10,414.31
<b>Rescue Unit</b>				
Broken Bow Chamber of Commerce		ambulance incentive	Ambulance Driver Incen	1,205.00
City of Broken Bow - Health Insurance		health insurance	Health Insurance	764.13
Good Samaritan Hospital		EMS Classes	Training	1,500.00
Tech Resource		cold packs & bed Sheets	Ambulance Supplies	23.59
Viaero Wireless		telephone	Telephone/Internet	17.32
			Total Rescue Unit	\$3,510.04
<b>Fire</b>				
City of Broken Bow - Health Insurance		health insurance	Health Insurance	764.14
Viaero Wireless		telephone	Telephone/Internet	17.33
			Total Fire	\$781.47

# Check Approval List - GL Account

10/3/2019 9:05:37 AM

City of Broken Bow

Page 2 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>Library</b>				
Broken Bow Municipal Utilities		utilities	Utilities	491.37
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,723.61
Culligan Water Conditioning		salt	Maintenance & Repair B	18.00
Hometown Leasing		copier lease	Copier Maint/Expense	66.52
Sara J. Hulinsky		cleaning service	Contracted Services	1,192.00
			Total Library	\$3,491.50
<b>Street</b>				
Broken Bow Municipal Utilities		utilities	Utilities	254.10
Card Services		supplies	Maint/Repair Equipment	76.37
City of Broken Bow - Health Insurance		health insurance	Health Insurance	6,365.57
Colonial Research Chem Corp		ground sterilant	Chemicals	3,394.88
Dave Dunkel		boot allowance #1 for 2019-2020	Safety Equipment	72.75
Monte Clark		lunch for working over lunch	Miscellaneous Expense	74.51
Plains Equipment Group		9' bar mower	Equipment Purchases	8,873.00
Viaero Wireless		telephone	Telephone/Internet	34.65
			Total Street	\$19,145.83
<b>Park</b>				
Broken Bow Municipal Utilities		utilities	Utilities	1,944.28
Broken Bow Municipal Utilities		utilities	Utilities	108.90
Card Services		supplies	Gas and Oil	66.82
Card Services		supplies	Maintenance/Repair Gro	35.28
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,197.18
Deere Credit Inc.		mower lease	Equipment Purchases	216.51
Viaero Wireless		telephone	Telephone/Internet	34.65
			Total Park	\$3,603.62
<b>Swimming Pool</b>				
Broken Bow Municipal Utilities		utilities	Utilities	531.10
Card Services		supplies	Maintenance/Repair Gro	122.41
			Total Swimming Pool	\$653.51
<b>Sanitation</b>				
Broken Bow Municipal Utilities		utilities	Sanitation Contract	48.01
Custer Public Power		CD Cell Power	Utilities	52.03
			Total Sanitation	\$100.04
				<u>\$267,098.77</u>

Report Selection: Check Approval List - GL Account  
 Date Range Selection: GL Posting Date  
 Starting Date: 9/25/2019  
 Ending Date: 10/8/2019

Payroll 50,574.35

# JEO Project Status Report

To: City of Broken Bow: Stephanie Wright, City Clerk

Date: **October 1, 2019**

Report Prepared By: Steve Parr



Rooted. But Not Standing Still.

JEO #	Project	Funding Source #	Status	JEO Action	City Action	Schedule
161356*	Drinking Water Protection Plan	NDEQ	Stakeholder meeting #1 was held. New map is being finalized by NDEE	Follow-up with City on map adoption	Adopt new WHP area map	Scheduled completion June 2020
171495*	Flood Risk Reduction Project	Local/NRD	Tie-back levee EAP has been informally approved by USACOE. SWIF will no longer be required	Scoping for levee design	Input on scoping for design phase of levee improvements	TBD based on USACOE feedback
151271.01*	69kv sub-transmission line reconfiguration from NPPD south substation to 5 <sup>th</sup> Avenue/C Street	Local	Project completed. Final pay Application and Substantial Completion Certificate approved	None	None	One Year Warranty expires on 9/23/2020
141430*	Update Blight Areas	Local	Preparing documents Waiting for direction from the Mayor	Prepare legal descriptions and maps	Contact Jeff Ray and provide direction so the document can be completed	TBD
170078*	South 19 <sup>th</sup> Street Improvements	Local	Project completed	None	None	

Note: Items in Red are new from previous report.





<b>Job Title:</b>	Park Foreman		
<b>Department</b>	Park and Pool		
<b>Supervisor:</b>	Park Superintendent		
<b>Also takes direction from:</b>			
<b>Summary:</b>			
Assists park superintendent and maintains public areas.			
<b>Essential Functions</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>Serves as Acting Park Superintendent when superintendent is absent.</li> <li>Assists in supervising seasonal park department employees.</li> <li>Trains employees in the safe operation and maintenance of park equipment and practices and procedures, as well as required safety instructions.</li> <li>Maintains park department equipment.</li> <li>Maintains city parks, pool, and public areas.</li> <li>Assists other departments as required.</li> <li>Performs other work related duties as assigned.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>High School Diploma or Equivalent.</li> <li>Commercial Drivers License.</li> <li>Certification for weed spraying/fertilizing</li> <li>Ability to run and operate heavy equipment.</li> <li>Strong verbal, written and interpersonal skills.</li> <li>Ability to operate mobile equipment such as trucks, loaders, backhoe, tractors and mowers.</li> <li>Ability to operate machines and use hand tools to do work of a non-repetitive nature such as mechanics and carpentry.</li> </ul>			
<b>Working Conditions:</b>			
<ul style="list-style-type: none"> <li>This position is subject to both environmental conditions which include extreme heat and cold.</li> <li>Worker may have to have the availability to be on call.</li> <li>Very heavy work; exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.</li> <li>Ability to do manual labor involving bending, lifting, carrying, and other similar motions.</li> </ul>			
<i>*This document does not create any employment contract, implied or otherwise, other than an "at will" employment relationship.</i>			
Employee:		Date:	
Supervisor:		Date:	

☐ I have received a copy of the Employee Handbook and am aware there is a copy of the Employee Handbook in the office and online.

<b>Job Title:</b>	Street, Park, Ground Maintenance Worker		
<b>Department</b>	Street and Park		
<b>Supervisor:</b>	Street and Park Superintendent		
<b>Also takes direction from:</b>	Street and Park Foreman		
<b>Summary:</b>			
Works with Street and Park Department Maintaining the City Parks, Streets and Public Areas.			
<b>Essential Functions</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Maintains public areas including park, sidewalks, restrooms, buildings, playgrounds, ballfields, pool and equipment.</li> <li>• Operates and maintains department equipment following all required safety guidelines.</li> <li>• Performs mowing, trimming and other related duties including tree trimming.</li> <li>• Installs and repairs fences, signs and culverts.</li> <li>• Removes snow.</li> <li>• Assists in other departments as assigned.</li> <li>• Performs other work related duties as assigned.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High School Diploma or Equivalent.</li> <li>• Valid Driver's License required.</li> <li>• Commercial Driver's License may be required.</li> <li>• Strong verbal, written and interpersonal skills.</li> <li>• Ability to operate machines and use hand tools to do work of a non-repetitive nature such as mechanics and carpentry.</li> <li>• Knowledge of operation, maintenance, and safety precautions involved in department equipment.</li> </ul>			
<b>Working Conditions:</b>			
<ul style="list-style-type: none"> <li>• This position is subject to both environmental conditions which include extreme heat and cold.</li> <li>• Very heavy work; exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.</li> <li>• Ability to do manual labor involving bending, lifting, carrying and other similar motions.</li> </ul>			
<i>*This document does not create any employment contract, implied or otherwise, other than an "at will" employment relationship.</i>			
<b>Employee:</b>		<b>Date:</b>	
<b>Supervisor:</b>		<b>Date:</b>	

☐ I have received a copy of the Employee Handbook and am aware there is a copy of the Employee Handbook in the office and online.

**CITY OF BROKEN BOW  
ORDINANCE NO. 1212**

**AN ORDINANCE PROVIDING THAT PARKING ON THE EAST SIDE OF SOUTH 19<sup>th</sup> AVENUE BETWEEN SOUTH E STREET AND SOUTH G STREET, IN THE CITY OF BROKEN BOW, CUSTER COUNTY, NEBRASKA, IS PROHIBITED, PROVIDING FOR PUBLICATION AND EFFECTIVE DATE AND REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:**

Section 1. Parking shall be prohibited on the east side of South 19<sup>th</sup> Avenue between South E Street and South G Street, in the City of Broken Bow, Custer County, Nebraska.

Section 2. This ordinance shall be in full force and take effect from and after its passage and publication.

Passed and approved this 8<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
Jonathon Berghorst, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie M. Wright, City Clerk



**CITY OF BROKEN BOW, NEBRASKA  
ORDINANCE NO. 1213**

**AN ORDINANCE PROVIDING FOR THE PLACEMENT OF A YIELD SIGN AT  
THE DOLLAR GENERAL PARKING LOT ON SOUTH 19TH AVENUE.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF  
BROKEN BOW, NEBRASKA:**

Section 1. That a "Yield" sign be placed at the outbound side of the Dollar General parking lot on South 19<sup>th</sup> Avenue.

Section 2. This ordinance shall be in full force and take effect from and after its passage, approval and publication according to law.

Passed and approved this 8<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
Jonathon Berghorst, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie M. Wright, City Clerk

CITY OF BROKEN BOW, NEBRASKA

Ordinance No. 1214

**AN ORDINANCE OF THE CITY OF BROKEN BOW, NEBRASKA  
ESTABLISHING ELECTRIC USE FEES, REPEALING THE SECTIONS OF ALL  
PREVIOUS ORDINANCES IN CONFLICT WITH THIS ORDINANCE, AND PROVIDING  
FOR PUBLICATION AND EFFECTIVE DATE.**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF  
BROKEN BOW, NEBRASKA;**

Section 1. That the Municipal Code of the City of Broken Bow, Nebraska be amended to read as follows:

Electric Service Rates: Classifications of Service: Current Sold by Meter Measurements Only: Customer Charges. – As a tariff of rates based on monthly consumption by each customer of electrical energy, measured by an appropriate meter, computed on a one-meter basis, from the municipal electric distribution system of the City of Broken Bow, Custer County, Nebraska, the following schedule, as heretofore by resolution of the board of public works, hereby is established.

**Effective January 1, 2020**

A. <u><b>Residential Service RL</b></u>	City	Rural
	Customer Charge \$/Month	\$21.35 \$30.00
<u>Winter Rates (Oct-May)</u>		
First 500 kWh @ cents/kWh	\$0.10962	\$0.11872
Over 500 kWh @ cents/kWh	\$0.07962	\$0.08872
<u>Summer Rates (June-Sept)</u>		
kWh @ cents/kWh	City \$0.10962	Rural \$0.11872
B. <u><b>General Service-GS Single</b></u>	City	Rural
	Monthly Customer Charge (Single Phase)	\$31.00 \$34.60
<u>Winter Rates (Oct – May)</u>		
First 2000 kWh @ cents/kWh	\$0.12657	\$0.13270
Next 3000 kWh @ cents/kWh	\$0.08357	\$0.12270
Over 5000 kWh @ cents/kWh	\$0.07857	\$0.11770
<u>Summer Rates (June – Sept)</u>		
First 2000 kWh @ cents/kWh	City \$0.12657	Rural \$0.15270
Next 3000 kWh @ cents/kWh	\$0.12657	\$0.14270
Over 5000 kWh @ cents/kWh\$	\$0.12157	\$0.12270
<u><b>General Service-GS Three</b></u>	City	Rural
	Monthly Customer Charge (Three Phase)	\$77.00 \$80.00
<u>Winter Rates (Oct – May)</u>		
First 2000 kWh @ cents/kWh	\$0.11949	\$0.12439
Next 3000 kWh @ cents/kWh	\$0.08149	\$0.11439
Over 5000 kWh @ cents/kWh	\$0.07649	\$0.10939
<u>Summer Rates (June – Sept)</u>		
First 2000 kWh @ cents/kWh	\$0.11949	\$0.14829
Next 3000 kWh @ cents/kWh	\$0.11949	\$0.12829
Over 5000 kWh @ cents/kWh	\$0.10949	\$0.10829

C.	<b><u>Irrigation IR</u></b>	Summer	Winter
	Monthly Customer Charge (Single Phase)	\$46.85	\$46.85
	Monthly Customer Charge (Three Phase)	\$68.00	\$68.00
	KVA Charge \$/KVA installed		
	First 2000 kWh @ cents/kWh	\$0.17338	\$0.17338
	Next 3000 kWh @ cents/kWh	\$0.12338	\$0.12338
	Over 5000 kWh @ cents/kWh	\$0.12338	\$0.12338
D.	<b><u>Municipal - MS</u></b>		
	Monthly Customer Charge (Single Phase)	\$22.00	
	Monthly Customer Charge (Three Phase)	\$35.00	
	<u>Winter Rates (Oct - May)</u>		
	First 8000 kWh @ cents/kWh	\$0.09408	
	Over 8000 kWh @ cents/kWh	\$0.07908	
	<u>Summer Rates (June - Sept)</u>		
	First 8000 kWh @ cents/kWh	\$0.10408	
	Over 8000 kWh @ cents/kWh	\$0.09408	
E.	<b><u>Large Power &amp; Industrial</u></b> (for Accounts with metered demands of 100 KW or more)	City	Rural
	Customer Charge \$/Month	\$550.00	\$600.00
	<u>Winter Rates (Oct - May)</u>		
	Demand Charge @ \$/kW	\$14.50	\$15.25
	Energy Charge @ cents/kWh	\$0.05415	\$0.05415
	<u>Summer Rates (June - Sept)</u>		
	Demand Charge @ \$/kW	\$15.25	\$17.00
	Energy Charge @ cents/kWh	\$0.06063	\$0.06063

The demand charge shall be based upon the maximum integrated kilowatt load determined by the meter for the billing monthly billing period, and will be Either a., b., or c., whichever is higher:

- The maximum demand occurring the billing period
- 65 percent of the highest demand established for bills in the previous 23 months
- 100 KW

The monthly bill will be as follows for accounts disconnected from service:

Customer Charge + Demand, including b) or c) of the demand charge, applicable for 23 months following disconnection of service + Energy Charge + All Riders (as applicable) + Service Fees (as applicable) + Sales Tax (if applicable).

For Accounts that are metered at Primary voltage but take service from multiple city owned secondary transformers there shall be a monthly \$0.170 per KVA facilities charge for the multiple transformer service.

The billed kW demand shall be adjusted when the metered power factor (PF) is less than 95%. The metered KW will then be multiplied by the ratio of (95% / PF%), where PF% is the metered power factor expressed as a percentage.

F.	<b><u>Area Lights</u></b>	Metered	Not Metered
		50 Watt, LED, \$/Month	\$8.20 \$10.14



G. PRODUCTION COST ADJUSTMENT, (PCA): ALL RATES INCLUDED HEREIN ARE SUBJECT TO PRODUCTION COST ADJUSTMENT. The Board of Public Works, at its sole option, may include any deviation in costs, either as a credit or adder, to all service under these rates. The adjustment may be calculated in accordance with standard utility policies and shall include adjustment for losses.

Other Terms and Conditions:

1. Payments Due, Disconnection Charges and Deposits Required:

Monthly billed accounts are due by the 10<sup>th</sup> of each month. Delinquent accounts will be subject to a 5% late charge.

All rate schedules will be billed at gross and will be considered delinquent payments after the 10<sup>th</sup> of the month. Customers who have not paid their utility bills by the 10<sup>th</sup> of the month shall receive, in writing, a disconnect notice under the procedures of the Nebraska State Statutes.

Applicable service charges, whether disconnect is actually made or not, for non-payment of bill shall be a \$75.00 service charge for Monday through Friday 8:00 AM – 5:00 PM and \$120.00 service charge for after hours, weekends and holidays.

**Disconnects and reconnections by the same customer made before a 12-month period from the disconnect request shall carry a service charge of all monthly Customer and Demand charges and fees for the months during the disconnection before re-reconnection is performed.**

The utility service deposit will be \$100.00 for owners of residential properties. All other rentals, **apartments and small commercial accounts require a \$250.00 deposit. For larger services the deposit shall be 1.5 times the average of the last 12 months of typical use billing.**

II. Customers Beyond City Limits

Service Beyond Corporate Limits General Rules

The City of Broken Bow, Custer County, Nebraska, by resolution of its Board of Public Works shall have the power and authority to contract with any person, persons, association or corporation, to sell electric current for light, heat and power purposes beyond its corporate limits when, in the judgment of its board of public works, it is beneficial to the city to do so. The cost or expense of extending the electric service lines beyond city borders shall be paid by the customer or, subject to the provisions of the statute by the city. For furnishing electric service beyond its corporate limits, subject to the above conditions, said city, through its board of public works, may establish rates with such person, persons, association or corporation, including municipalities, without regard to the rates specified in the foregoing schedule; provided, however, that the rate made shall be uniform so far as it affects the users of equal amounts of current under such contracts under similar conditions.

III. Discrimination

Section 1. No electric current shall be furnished to any customer other than as provided in this section, and there shall be no discrimination in rates as between customers using equal amounts of current for the same purpose under the same conditions.

Section 2. That the appropriate state and local sales tax be billed to all customers.

Section 3. That this ordinance shall take effect and be in force with the January 2020 Meter readings.

Section 4. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall be in full force and effect from and after its approval and publication as provided by law.

Passed and approved this 8<sup>th</sup> day of October 2019.

\_\_\_\_\_  
Jonathon Berghorst, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie M. Wright, City Clerk

Broken Bow Public Library Director's Report  
to the City Council

October 8, 2019

## Technology

- Public Access Computer use: In September of 2019, 332 individuals used the five public access computers for a total of 339 hours, indicating that **our public access computers were used 36% of the time they were available**. There were also 271 individuals who brought their own laptops/devices into the library to utilize our wireless service. Last September we had 344 individuals who used the computers for 462 hours and we had 205 laptop/device users.
- According to our circulation program calculator, **Broken Bow Library patrons saved \$41,160 in September 2019** by borrowing non-digital materials from our library! The cost per item is calculated from the purchase amount we list with each item added.

## Programming

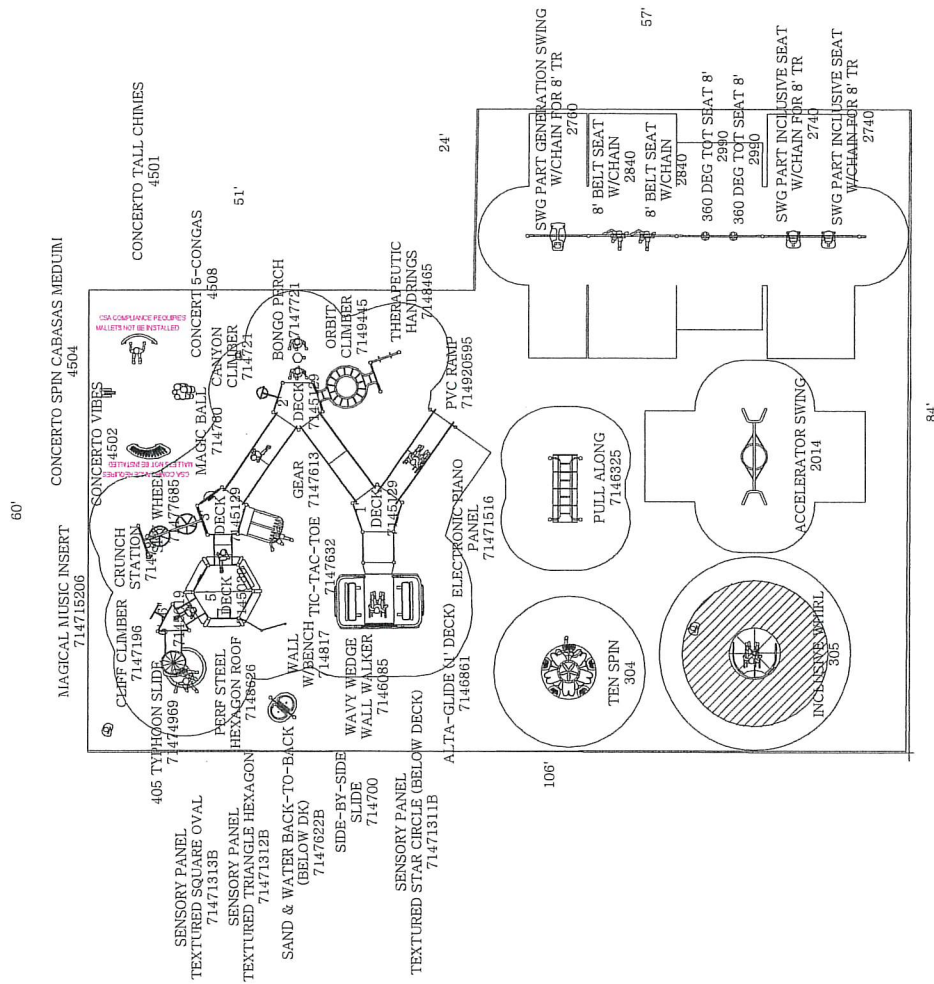
### Children

- Megan has started **Lapsit Storytimes** and they are held **every Thursday** from 10-10:45 a.m. The children enjoy stories, songs, and a craft. As with the program last year, we have averaged 10-15 children each Thursday.
- Attendance for **Little Learners, our new program for parents/care providers** of infants through pre-school, that is held **every Tuesday** from 10:15-11:15, has been encouraging since it is a new program. Each week we get to see some new faces and the children as well as parents have a fun time.

### Teens

- The **Teen Advisory Board (TAB)** is in full swing with the start of the school year. They are busy planning their own activities as well as how they can help with activities planned for families. The teens will have a **book discussion on Wednesday, October 9<sup>th</sup>** and will be joined by Tricia Wentworth, author of the book they are discussing. Ms. Wentworth and her family recently moved to Broken Bow from Texas and she is thrilled to join the teens and hear their thoughts on her book.
- The library will sponsor a **“Teen Lock-In” for TAB members on October 24<sup>th</sup>** from 7:00 p.m. to 7:00 a.m. on the 25<sup>th</sup>. Megan and Kim will be here with the teens the entire time and permission forms for a parent/guardian must be signed before a teen can participate.


**INDIAN HILLS MEADOWS PARK  
BROKEN BOW, NE**



THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

## AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

CROUCH RECREATION 2435 S 156th Circle Omaha, NE		PHONE NO: (402) 496-2669 FAX NO: (402) 496-2670	R0011_43742413306
GROUND SPACE: 67'-0" x 101'-0"			
PROTECTIVE AREA: 83'-6" x 107'-6"			
DRAWN BY: Nicole Crouch		DATE: 10/4/2019	
			COMPLIES TO ASTM/CPSC



















