

**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
December 10, 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 December 10, 2019, which will include the following:

- a. Approval of Minutes of November 26, 2019 Meeting
- b. Approval of Bills as Posted
- c. Approval of Broken Bow Volunteer Fire Department Roster

G. Discussion Items:

- a. **Discussion of Caution Crosswalk Signs**
- b. **Discussion of Zoning Administrator Position**
- c. **City Council Discussion About Forming A New Safety Committee**

H. New Business:

- a. **Cancelling Second Meeting in December 2019** – Consideration of cancelling the second City Council meeting in December.
- b. **Appointment of Councilperson to the Custer County Communications Advisory Committee** – Consideration of appointing a Councilperson the Custer County Communications Advisory Committee.
- c. **Street Superintendent Appointment** – Consideration of appointing Monte Clark, License S-1385, Class A, as the Street Superintendent from January 1, 2020 to December 31, 2020.

****Please click on the letter next to the agenda item to see the information associated with that item.**

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- d. Resolution 2019-31, Authorizing the Signing of Year-End Certification of City Street Superintendent Form by the Mayor** – Consideration of approving the signing of the year-end certification of City Street Superintendent form by the Mayor.
- e. Public Hearing on Trotter Lot Split** – Consideration of opening a public hearing regarding the Trotter Lot Split located at 930 South 5th Avenue.
- f. Resolution 2019-32, Trotter Lot Split** – Consideration of approving the Trotter Lot Split located at 930 South 5th Avenue.
- g. Resolution 2019-33, Bills Paid** – Consideration of approving the authorization to pay regular bills that would have been paid at the December 24, 2019 meeting.
- I. Comments by Mayor and Council Members Concerning City Departments.**
- J. Closed Session** – Consideration of entering closed session for the purpose of a strategy session regarding collective bargaining.
- K. Adjournment**

The next City Council Meeting will be on Tuesday, January 14, 2019 @ 6:00 pm @ the Broken Bow Public Library.

The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the Council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was classed. If the motion to close passes, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

**Broken Bow City Council
Meeting Minutes
November 26, 2019**

The Broken Bow City Council met in regular session on Tuesday, November 26, 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 November 21, 2019, and the time change notice was posted in the Municipal Building, County Courthouse, and Post Office. 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 10:00 A.M., with the following Councilmembers present: Sonnichsen, Myers, and Miller. Absent: Holcomb. 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 Miller, seconded by Sonnichsen, to approve the consent agenda for November 26, 2019. Said motion includes approval of the Minutes of the November 12, 2019 Council Meeting, Bills to Date, and October Treasurer Report. Roll call vote: Voting aye: Sonnichsen, Miller, and Myers. Nays: None. Motion carried.

Aflac, \$719.99, \$259.78; Arrow Seed, place pack pail, \$47.99; Beaver Bearing Co Albion, grease, \$14.71; Black Hills Energy, utilities, \$1,000.62; Blue to Gold LLC, training, \$298.00; Broken Bow Airport Authority, monthly payment, \$1,083.33; Capitol One Bank, hotel, \$94.00; Central Hydraulic Systems, snowplow parts, \$1,958.04; Central I.T., LLC, remove virus/malware, \$113.00; Century Link, telephone, \$143.27; City Flex Benefit Plan, \$116.04; City of Broken Bow – Health Insurance, \$3,797.96; City of Broken Bow Pension Fund, pension, \$1,943.51, \$6,449.82; Colonial Research Chem Corp., total kill, \$1,008.00; Consumer Reports, subscription, \$26.00; Country Woman, subscription, \$12.98; Custer County Treasurer, communications interlocal payment, \$11,801.52; Deb's Embroidery Shop, sweatshirts, \$137.07; Demco, supplies, \$319.55; Dollar General-Regions 410526, supplies, \$52.40; EFTPS Online Payment, payroll, \$1,931.26, \$5,725.21, \$8,257.74; Eakes Office Products, copies, \$426.14; Evans Feed Co., gloves, \$75.45; Family Heritage, \$56.00; Figgins Construction Co, N Street, \$34,383.76; Gary's Super Foods, supplies, \$92.98; Good Housekeeping, subscription, \$19.97; Ingram Library Services, materials, \$1,205.53; Insurance Aid Services, fees, \$766.42; K. Joan Birnie, reimbursement for materials, \$100.12; Katie Hogg, speaker & microphone for auditorium, \$85.99; Kim Blackburn, mileage, \$184.44; Kirkpatrick Cleaning Solutions, paper towels, \$27.28, \$97.82; MacQueen Equipment, filters for sweeper, \$563.79; Matheson Tri-Gas Inc., argon/acetylene, \$56.16; Mead Lumber, supplies, \$401.02; Michael Todd & Co, signs, \$2,399.32; Municipal Emergency Services, vests, \$114.32; Northern Safety Co., Inc., safety clothing, \$360.62; OSA/Computers Plus, supplies, \$23.98, \$184.31, \$20.97; Omaha State Bank, HSA, \$150.00; Plains Equipment Group, mower parts, \$226.73; Platte Valley Communications, batteries, \$219.78; Police Officers Assn of Nebr, dues, \$105.00; Prachts Ace Hardware, supplies, \$370.88, ballast, \$50.57; Presto X Company, monthly service, \$49.00; Prevention, subscription, \$36.00; Pristine Cleaning, LLC, cleaning, \$375.00; State Income Tax WH NE Online Payment, payroll, \$2,496.39; Stephanie Wright, employee plaques, \$75.59; Steve Scott, postage, \$24.36, \$54.74; Sublime Artistry, website hosting, \$87.00; Tapco, freight, \$176.88; Taste of Home, materials, \$34.98; The New Yorker, subscription, \$149.99; Trotter Service, gasoline, \$2,436.47; Trotter's Whoa & Go, Fuel, \$163.49; Verizon Wireless, telephone, \$143.32; Bi-Weekly Payroll, \$47,917.11; Total Bills = \$144,301.46.

Discussion was held regarding the City Treasurer/Accounting Manager position. The Council wants to start advertising and to compensate Nancee Coufal for any time she helps with the transition from her departure.

Moved by Sonnichsen, seconded by Miller, to open a public hearing at 10:18 am regarding Ordinance 1216, Amending Section 93.06 Abandonment, Neglect, & Mistreatment. Roll Call vote: Voting aye: Miller, Sonnichsen, and Myers. Nays: None. Motion carried. Councilman Sonnichsen presented some changes for the proposed wording of this ordinance. Captain Dan Hanson stated that he feels that there needs to be something done so that there is a way for enforcement. Moved by Sonnichsen, seconded by Miller, to close the public hearing at 10:36 am regarding Ordinance 1216, Amending Section 93.06 Abandonment, Neglect, & Mistreatment. Roll Call vote: Voting aye: Myers, Miller, and Sonnichsen. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Miller, to waive the final two readings of Ordinance 1216, Amending Section 93.06 Abandonment, Neglect, & Mistreatment. Roll Call vote: Voting aye: Sonnichsen, Myers, and Miller. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Myers, to approve Ordinance 1216, Amending Section 93.06 Abandonment, Neglect, & Mistreatment, with the wording of "It shall be unlawful to slaughter any horse, cattle, swine, sheep, or goat, within any area of the city limits unless the slaughter of such mentioned livestock animals is within a licensed facility compliant with all directives of the Nebraska Department of Agriculture". Roll Call vote: Voting aye: Miller, Myers, and Sonnichsen. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Miller, to approve the addition of Colonial Life as a voluntary payroll deduction. Roll Call vote: Voting aye: Myers, Miller, and Sonnichsen. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Myers, to approve the appointment of Stephanie Wright as the Interim City Treasurer. Roll Call vote: Voting aye: Miller, Sonnichsen, and Myers. Nays: None. Motion carried.

Moved by Miller, seconded by Myers, to approve Resolution 2019-29. Said resolution approves the utility assessment for 1423 South G Street. Roll call vote: Voting aye: Sonnichsen, Miller, and Myers. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Miller, to approve Resolution 2019-30. Said resolution approves the utility assessment for 1422 South F Street. Roll call vote: Voting aye: Sonnichsen, Myers, and Miller. Nays: None. Motion carried.

Mayor Berghorst opened the floor for comments from the Councilmembers concerning City Departments. Councilman Sonnichsen thanked Nancee Coufal for her work for the City.

Moved by Sonnichsen, seconded by Myers, to enter into closed session at 10:47 am for the purpose of discussing potential litigation, to include the Mayor and City Council, City Attorney Jason White, City Clerk Stephanie Wright, and Water/Sewer Superintendent Darren Marten. Roll Call vote: Voting aye: Miller, Sonnichsen, and Myers. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Myers, to exit closed session at 11:05 am from the purpose of discussing potential litigation. Roll Call vote: Voting aye: Myers, Sonnichsen, and Miller. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Myers, to adjourn the City Council Meeting at 11:06 am Roll call vote: Voting aye: Sonnichsen, Myers, and Miller. Nays: None. Motion carried.

Jonathon Berghorst, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

Vendor Name		Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#		Work Order		Description				Debit	Credit
Aflac										
28630	11/27/2019	11/27/2019		719.99						Ck# 230 Printed
	01-1501.00				PRE TAX AFLAC			719.99		0.00
28631	11/27/2019	11/27/2019		259.78						Ck# 230 Printed
	01-1501.00				AFLAC POST TAX			259.78		0.00
28642	11/27/2019	11/27/2019		287.87						Ck# 230 Printed
	01-1501.00				BBHA Aflac			287.92		0.00
	01-1501.00				rounding			0.00		0.05
								287.92		0.05
Broken Bow Airport Authority										
28648	12/10/2019	12/5/2019		1,083.33						Posted
	01-3409.00				monthly payment			1,083.33		0.00
Broken Bow Chamber of Commerce										
28649	12/10/2019	12/5/2019		1,070.00						Posted
	05-3334.00				ambulance incentive			1,070.00		0.00
Broken Bow Mun Utilities										
28650	12/10/2019	12/5/2019		1,244.29						Posted
	08-3225.00				fuel			250.52		0.00
	06-3225.00				fuel			85.46		0.00
	04-3225.00				fuel			840.07		0.00
	03-3225.00				fuel			68.24		0.00
								1,244.29		0.00
Broken Bow Municipal Utilities										
28651	12/10/2019	12/5/2019		6,712.90						Posted
	01-3213.00				General - Radio/Weather Station Tower			25.20		0.00
	08-3220.00				Street - Shop Utilities/Trash Removal			1,821.49		0.00
	04-3220.00				Police - Utilities/Trash Removal			374.28		0.00
	04-3315.00				Police - Dog Pound Utilities			107.71		0.00
	09-3220.00				Park - Utilities/Trash Removal			1,820.35		0.00
	09-3220.00				Park - Shop Utilities/Trash Removal			780.64		0.00
	07-3220.00				Library - Utilities/Trash Removal			1,028.06		0.00
	02-3220.00				Pub Bldg - Utilites/Trash Removal			511.54		0.00
	11-3360.00				Tree Dump - Utilities			54.34		0.00
	10-3220.00				Swim Pool - Utilities/Trash Removal			189.29		0.00
								6,712.90		0.00
Postmaster										
28684	12/10/2019	12/5/2019		150.00						Posted
	01-3223.00				PO box fee			150.00		0.00
Broken Bow Rural Fire Board										
28652	12/10/2019	12/5/2019		6,798.13						Posted
	05-3220.00				utilities			339.08		0.00
	05-3410.00				norton subscription			58.84		0.00
	06-3220.00				utilities			339.07		0.00
	06-3410.00				bunker gear			5,987.00		0.00
	06-3221.00				internet			74.14		0.00
								6,798.13		0.00
Bruning State Bank										
28646	11/27/2019	11/27/2019		36,022.20						Ck# 236 Printed
	08-3410.00				motor grader payment			36,022.20		0.00
Card Services										
28647	12/5/2019	12/5/2019		249.06						Ck# 237 Printed
	08-3310.00				wire, hanger, racks, bungee straps			249.06		0.00
Century Link										
28653	12/10/2019	12/5/2019		611.07						Posted
	08-3221.00				Street - Basic & Long Distance			33.10		0.00
	04-3221.00				Police - Basic & Long Distance			205.63		0.00
	10-3221.00				Swim Pool - Basic & Credit Card			58.03		0.00
	09-3221.00				Park - Basic & Long Distance			33.10		0.00
	03-3221.00				Handi Bus - Basic & Long Distance			117.45		0.00
	01-3221.00				General -Basic & Long Distance Office			163.76		0.00
								611.07		0.00

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>
City Flex Benefit Plan (continued)								
28632	11/27/2019	11/27/2019	116.04					Ck# 232 Printed
	01-1501.00			SELECT FLEX-UNREIMBURSED M/D/V			116.04	0.00
28643	11/27/2019	11/27/2019	150.00					Ck# 232 Printed
	01-1501.00			BBHA Flex			150.00	0.00
City of Broken Bow - Health Insurance								
28641	11/27/2019	11/27/2019	3,797.96					Ck# 234 Printed
	01-1501.00			HEALTH INSURANCE			3,797.96	0.00
28644	11/27/2019	11/27/2019	27,733.49					Ck# 234 Printed
	01-1501.00			BBHA Health Insurance			5,241.48	0.00
	01-3104.00			Health Insurance			2,256.40	0.00
	08-3104.00			Health Insurance			6,081.05	0.00
	06-3104.00			Health Insurance			752.14	0.00
	04-3104.00			Health Insurance			8,226.39	0.00
	05-3104.00			Health Insurance			752.13	0.00
	09-3104.00			Health Insurance			1,041.52	0.00
	07-3104.00			Health Insurance			1,696.61	0.00
	03-3104.00			Health Insurance			1,685.77	0.00
							<u>27,733.49</u>	<u>0.00</u>
City of Broken Bow Pension Fund								
28633	11/27/2019	11/27/2019	1,934.51					Posted
	01-1513.00			RETIREMENT LOAN PAYMENT			1,934.51	0.00
28634	11/27/2019	11/27/2019	6,862.58					Posted
	01-1502.00			RETIREMENT NEW			6,862.58	0.00
Custer County Chief								
28654	12/10/2019	12/5/2019	516.28					Posted
	01-3209.00			publication			301.78	0.00
	09-3209.00			help wanted park foreman			214.50	0.00
							<u>516.28</u>	<u>0.00</u>
Custer County Treasurer								
28655	12/10/2019	12/5/2019	11,801.52					Posted
	01-3217.00			Communications Interlocal Payment			11,801.52	0.00
Custer Public Power								
28656	12/10/2019	12/5/2019	103.23					Posted
	11-3220.00			CD Cell Power			103.23	0.00
EFTPS Online Payment								
28637	11/27/2019	11/27/2019	1,921.38					Ck# 228 Printed
	01-1500.00			MEDICARE			1,921.38	0.00
28638	11/27/2019	11/27/2019	5,811.38					Ck# 228 Printed
	01-1500.00			FEDERAL MARRIED			2,449.91	0.00
	01-1500.00			FEDERAL SINGLE			3,361.47	0.00
							<u>5,811.38</u>	<u>0.00</u>
28639	11/27/2019	11/27/2019	8,215.38					Ck# 228 Printed
	01-1500.00			SOCIAL SECURITY			8,215.38	0.00
Eakes Office Products								
28657	12/10/2019	12/5/2019	74.48					Posted
	01-3223.00			envelopes & paper			74.48	0.00
Family Heritage								
28635	11/27/2019	11/27/2019	56.00					Ck# 233 Printed
	01-1501.00			FAMILY HERITAGE			56.00	0.00
Great Plains Communications								
28658	12/10/2019	12/5/2019	124.45					Posted
	08-3221.00			Internet			35.48	0.00
	09-3221.00			Internet			35.47	0.00
	01-3221.00			pbx hack repair			53.50	0.00
							<u>124.45</u>	<u>0.00</u>
Grocery Kart								
28659	12/10/2019	12/5/2019	62.34					Posted
	02-3223.01			table covers			62.34	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>
Hire Right Solutions (continued)										
28660	12/10/2019	12/5/2019		250.00						Posted
	01-3222.00			yearly service					250.00	0.00
Hometown Leasing										
28661	12/5/2019	12/5/2019		159.18						Posted
	04-3216.00			Copier Lease					92.66	0.00
	07-3216.00			Copier Lease					66.52	0.00
									<u>159.18</u>	<u>0.00</u>
Interstate All Battery Center										
28662	12/10/2019	12/5/2019		118.95						Posted
	06-3410.00			battery					118.95	0.00
Island Supply Company										
28663	12/10/2019	12/5/2019		41.22						Posted
	05-3338.00			oxygen					41.22	0.00
John Deere Financial										
28664	12/10/2019	12/5/2019		216.51						Posted
	09-3410.00			mower lease					216.51	0.00
Kirkpatrick Cleaning Solutions										
28665	12/10/2019	12/5/2019		88.72						Posted
	02-3223.01			trash liners					88.72	0.00
Lawson Products										
28666	12/10/2019	12/5/2019		32.65						Posted
	08-3310.00			bolts, screws					32.65	0.00
Monte Clark										
28667	12/10/2019	12/5/2019		14.30						Posted
	08-3225.00			gas for chainsaws					14.30	0.00
Nebraska Municipal Power Pool										
28668	12/10/2019	12/5/2019		1,482.00						Posted
	01-3216.00			software fees					1,482.00	0.00
Northern Safety Co., Inc.										
28669	12/10/2019	12/5/2019		207.96						Posted
	08-3410.01			gloves					207.96	0.00
Omaha State Bank										
28636	11/27/2019	11/27/2019		150.00						Ck# 231 Printed
	01-1501.00			HSA					150.00	0.00
Platte Valley Communications										
28670	12/10/2019	12/5/2019		825.56						Posted
	04-3410.00			hard drives for server					825.56	0.00
Prachts Ace Hardware										
28671	12/10/2019	12/5/2019		264.31						Posted
	09-3339.00			supplies					264.31	0.00
Pristine Cleaning, LLC										
28672	12/10/2019	12/5/2019		345.00						Posted
	02-3419.01			Cleaning Service					345.00	0.00
Quill Corporation										
28673	12/10/2019	12/5/2019		129.98						Posted
	04-3223.00			tables for meeting room					129.98	0.00
Register of Deeds										
28645	11/27/2019	11/27/2019		32.00						Ck# 235 Printed
	01-3223.20			filing fees					32.00	0.00
S&L Sanitary Service										
28676	12/10/2019	12/5/2019		49.30						Posted
	09-3219.00			trash around the square					49.30	0.00
Safety Kleen Corp.										
28674	12/10/2019	12/5/2019		186.96						Posted
	08-3310.00			parts washer service					186.96	0.00
Sara J. Hulinsky										
28675	12/10/2019	12/5/2019		1,192.00						Posted
	07-3419.01			cleaning service					1,192.00	0.00

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>
Schaper and White Law Firm (continued)								
28677	12/10/2019	12/5/2019	2,247.92					Posted
	01-3214.00			legal fees			2,247.92	0.00
Site One Landscape Supply								
28678	12/10/2019	12/5/2019	1,195.53					Posted
	09-3339.00			x-mas lights			1,195.53	0.00
State Income Tax WH NE Online Payment								
28640	11/27/2019	11/27/2019	2,498.03					Ck# 229 Printed
	01-1500.00			STATE MARRIED			1,145.95	0.00
	01-1500.00			STATE SINGLE			1,352.08	0.00
							<u>2,498.03</u>	<u>0.00</u>
Steve Scott								
28679	12/10/2019	12/5/2019	48.08					Posted
	04-3314.00			K9 boarding			21.10	0.00
	04-3223.00			postage			20.04	0.00
	04-3205.00			Taylor training			6.94	0.00
							<u>48.08</u>	<u>0.00</u>
Stryker Medical								
28680	12/10/2019	12/5/2019	1,446.00					Posted
	05-3410.00			modems			1,446.00	0.00
Tim Eggleston								
28685	12/10/2019	12/5/2019	107.00					Posted
	08-3410.01			boot allowance			107.00	0.00
Verizon Wireless								
28681	12/10/2019	12/5/2019	280.07					Posted
	04-3221.00			Police Internet for Ipads			280.07	0.00
Viaero Wireless								
28682	12/10/2019	12/5/2019	104.13					Posted
	08-3221.00			telephone			34.71	0.00
	06-3221.00			telephone			17.36	0.00
	05-3221.00			telephone			17.35	0.00
	09-3221.00			telephone			34.71	0.00
							<u>104.13</u>	<u>0.00</u>
Village Uniform								
28683	12/10/2019	12/5/2019	100.60					Posted
	02-3223.01			rugs			100.60	0.00

138,303.60 56 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 11/27/2019

Ending: 12/10/2019

Banks: All

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

All Vendors Selected

Biweekly Payroll \$47,288.00

Check Approval List - GL Account

12/6/2019 8:39:22 AM

City of Broken Bow

Page 1 of 3

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
General				
Aflac		PRE TAX AFLAC	Health/Life/Acc Insuranc	719.99
Aflac		AFLAC POST TAX	Health/Life/Acc Insuranc	259.78
Aflac		BBHA Aflac	Health/Life/Acc Insuranc	287.92
Aflac		BBHA Aflac	Health/Life/Acc Insuranc	(0.05)
Broken Bow Airport Authority		monthly payment	Airport Monthly Payment	1,083.33
Broken Bow Municipal Utilities			Weather Station Expens	25.20
Postmaster		PO box fee	Supplies & Postage	150.00
Century Link			Telephone/Internet	163.76
City Flex Benefit Plan		SELECT FLEX-UNREIMBURSED M/D/V	Health/Life/Acc Insuranc	116.04
City Flex Benefit Plan		BBHA Flex	Health/Life/Acc Insuranc	150.00
City of Broken Bow - Health Insurance		HEALTH INS	Health/Life/Acc Insuranc	3,797.96
City of Broken Bow - Health Insurance		health insurance	Health/Life/Acc Insuranc	5,241.48
City of Broken Bow - Health Insurance		health insurance	Health Insurance	2,256.40
City of Broken Bow Pension Fund		RETIREMENT NEW	Pension	6,862.58
City of Broken Bow Pension Fund		RETIREMENT LOAN PAYMENT	Loan Payment	1,934.51
Custer County Chief		publication	Printing & Publication	301.78
Custer County Treasurer		communications interlocal	Radio Communications	11,801.52
EFTPS Online Payment		MEDICARE	Payroll Taxes	1,921.38
EFTPS Online Payment		FEDERAL	Payroll Taxes	2,449.91
EFTPS Online Payment		FEDERAL	Payroll Taxes	3,361.47
EFTPS Online Payment		FICA	Payroll Taxes	8,215.38
Eakes Office Products		envelopes & paper	Supplies & Postage	74.48
Family Heritage		FAMILY HERITAGE	Health/Life/Acc Insuranc	56.00
Great Plains Communications			Telephone/Internet	53.50
Hire Right Solutions		yearly service	Miscellaneous Expense	250.00
Nebraska Municipal Power Pool		software fees	Copier Maint/Expense	1,482.00
Omaha State Bank		HSA	Health/Life/Acc Insuranc	150.00
Register of Deeds		filing fees	Filing Fees	32.00
Schaper and White Law Firm		legal fees	Legal Fees	2,247.92
State Income Tax WH NE Online Paymei		STATE	Payroll Taxes	1,145.95
State Income Tax WH NE Online Paymei		STATE	Payroll Taxes	1,352.08
			Total General	\$57,944.27
Municipal Building				
Broken Bow Municipal Utilities			Utilities	511.54
Grocery Kart		table covers	Building Cleaning Suppli	62.34
Kirkpatrick Cleaning Solutions		trash liners	Building Cleaning Suppli	88.72
Pristine Cleaning, LLC		cleaning service	Contracted Services	345.00
Village Uniform		rugs	Building Cleaning Suppli	100.60
			Total Municipal Building	\$1,108.20
Handi Bus				
Broken Bow Mun Utilities		fuel	Gas and Oil	68.24
Century Link			Telephone/Internet	117.45
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,685.77
			Total Handi Bus	\$1,871.46
Police				
Broken Bow Mun Utilities		fuel	Gas and Oil	840.07
Broken Bow Municipal Utilities			Utilities	374.28
Broken Bow Municipal Utilities			Dog Care	107.71
Century Link			Telephone/Internet	205.63
City of Broken Bow - Health Insurance		health insurance	Health Insurance	8,226.39
Hometown Leasing		copier lease	Copier Maint/Expense	92.66
Platte Valley Communications		hard drives for server	Equipment Purchases	825.56
Quill Corporation		tables for meeting room	Supplies & Postage	129.98
Steve Scott		reimbursements board k9, postage, Taylor t	Travel & Meeting Expens	6.94
Steve Scott		reimbursements board k9, postage, Taylor t	Supplies & Postage	20.04
Steve Scott		reimbursements board k9, postage, Taylor t	Police Officer Expense	21.10
Verizon Wireless		internet police	Telephone/Internet	280.07
			Total Police	\$11,130.43
Rescue Unit				

Check Approval List - GL Account

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City of Broken Bow

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
Rescue Unit				
Broken Bow Chamber of Commerce		ambulance incentive	Ambulance Driver Incen	1,070.00
Broken Bow Rural Fire Board		utilities, subscription, internet, bunker gear	Utilities	339.08
Broken Bow Rural Fire Board		utilities, subscription, internet, bunker gear	Equipment Purchases	58.84
City of Broken Bow - Health Insurance		health insurance	Health Insurance	752.13
Island Supply Company		oxygen	Ambulance Supplies	41.22
Stryker Medical		modems	Equipment Purchases	1,446.00
Viaero Wireless		telephone	Telephone/Internet	17.35
			Total Rescue Unit	\$3,724.62
Fire				
Broken Bow Mun Utilities		fuel	Gas and Oil	85.46
Broken Bow Rural Fire Board		utilities, subscription, internet, bunker gear	Utilities	339.07
Broken Bow Rural Fire Board		utilities, subscription, internet, bunker gear	Telephone/Internet	74.14
Broken Bow Rural Fire Board		utilities, subscription, internet, bunker gear	Equipment Purchases	5,987.00
City of Broken Bow - Health Insurance		health insurance	Health Insurance	752.14
Interstate All Battery Center		battery	Equipment Purchases	118.95
Viaero Wireless		telephone	Telephone/Internet	17.36
			Total Fire	\$7,374.12
Library				
Broken Bow Municipal Utilities			Utilities	1,028.06
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,696.61
Hometown Leasing		copier lease	Copier Maint/Expense	66.52
Sara J. Hulinsky		cleaning service	Contracted Services	1,192.00
			Total Library	\$3,983.19
Street				
Broken Bow Mun Utilities		fuel	Gas and Oil	250.52
Broken Bow Municipal Utilities			Utilities	1,821.49
Bruning State Bank		motor grader payment	Equipment Purchases	36,022.20
Card Services		wire, hanger, racks, bungee straps	Maint/Repair Equipment	249.06
Century Link			Telephone/Internet	33.10
City of Broken Bow - Health Insurance		health insurance	Health Insurance	6,081.05
Great Plains Communications			Telephone/Internet	35.48
Lawson Products		bolts, screws	Maint/Repair Equipment	32.65
Monte Clark		gas for chainsaws	Gas and Oil	14.30
Northern Safety Co., Inc.		gloves	Safety Equipment	207.96
Safety Kleen Corp.		parts washer service	Maint/Repair Equipment	186.96
Tim Eggleston		boot allowance	Safety Equipment	107.00
Viaero Wireless		telephone	Telephone/Internet	34.71
			Total Street	\$45,076.48
Park				
Broken Bow Municipal Utilities			Utilities	1,820.35
Broken Bow Municipal Utilities			Utilities	780.64
Century Link			Telephone/Internet	33.10
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,041.52
Custer County Chief		publication	Printing & Publication	214.50
Great Plains Communications			Telephone/Internet	35.47
John Deere Financial		mower lease	Equipment Purchases	216.51
Prachts Ace Hardware		supplies	Maintenance/Repair Gro	264.31
S&L Sanitary Service			Trash Removal	49.30
Site One Landscape Supply		x-mas lights	Maintenance/Repair Gro	1,195.53
Viaero Wireless		telephone	Telephone/Internet	34.71
			Total Park	\$5,685.94
Swimming Pool				
Broken Bow Municipal Utilities			Utilities	189.29
Century Link			Telephone/Internet	58.03
			Total Swimming Pool	\$247.32
Sanitation				
Broken Bow Municipal Utilities			Sanitation Contract	54.34
Custer Public Power		CD Cell Power	Utilities	103.23
			Total Sanitation	\$157.57

Check Approval List - GL Account

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City of Broken Bow

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Vendor Name

Invoice

Invoice Description

Account Description

Amount

\$138,303.60

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 11/27/2019

Ending Date: 12/10/2019

Biweekly Payroll \$47,288.00



Broken Bow Volunteer Fire Department

1848 South G Street., Broken Bow, NE 68822

Phone: 308-872-1253 • Fax: 308-872-2173

Andy Holland, Coordinator

Jason Baum Fire Chief

Official Roster

Effective on December 10, 2019 CITY

- | | | |
|----------------------|--------------------|-------------------|
| 1. Gary Cranwell | 2. Gene Chapin | 3. Ron Price |
| 4. Kem Oatman | 5. Les Manning | 6. Paul Holland |
| 7. Dave Linn | 8. Doug Staab | 9. Andy Holland |
| 10. Ryan Anderson | 11. Jason Baum | 12. Jess Taylor |
| 13. Dustin Spanel | 14. Kris Evans | 15. Dustin Watson |
| 16. Nick Coble | 17. Jeff Pflaster | 18. Lance Oatman |
| 19. Joe Franssen | 20. Zeke Atchison | 21. Andy Taylor |
| 22. Pat Zulkoski | 23. Troy Mack | 24. Clint Maynard |
| 25. Kelvin Kreitman | 26. Tyler Staab | 27. Caleb Stefka |
| 28. Cody Neville | 29. Bill Hendricks | 30. David Baltz |
| 31. JD White | 32. Reed Schaefer | 33. Ahren Finney |
| 34. James Bissonette | 35. | |

Starting April 2nd 2019

Fire Chief Jason Baum

1 Asst. Chief Kem Oatman

2 Asst. Chief Kris Evans

Fire Captains

Lance Oatman Joe Franssen

Dustin Watson Jeff Pflaster

President Jess Taylor

Vice President Andy Taylor

Secretary Zeke Atchison

Treasurer Ryan Anderson

Highlighted in Red is a new member

REQUEST FOR FUTURE AGENDA ITEM

If you have a specific topic that you would like the City Council to discuss at a future meeting, please list your name, address, telephone number, and the specific topic. The item will be reviewed and possibly scheduled for a future meeting, or forwarded to City staff for appropriate action.

Name: Maddie, Emma, Talen, Jonathan, and Schyler

Address: 323 N 7th Ave, Broken Bow, NE 68822

Telephone #: (308) 872-2475

Date of Request: December 10th, 2019

Description of Topic: Caution Crosswalk Signs

Please return to the City Clerk at City Hall, by email (clerk@cityofbrokenbow.org), or by fax (308-872-6885).

RESOLUTION

SIGNING OF THE YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT FORM 2019

Resolution No. 2019-31

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment;

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment of the City Street Superintendent to the NDOT using the Year-End Certification of City Street Superintendent form;

Whereas: The NDOT requires that such certification shall also include a copy of the meeting minutes showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy of a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor ☒ Village Board Chairperson ☐ of Broken Bow, Nebraska
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent form.

Adopted this 10th day of December, 20 19 at Broken Bow, Nebraska.
(Month)

City Council/Village Board Members

Rod Sonnichsen

Jacob Holcomb

Chris Myers

Larry Miller

City Council/Village Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call: Yes _____ No _____ Abstained _____ Absent _____
Resolution adopted, signed and billed as adopted.

Attest:

(Signature of Clerk)

Year-End Certification of City Street Superintendent

For Determining Incentive Payment

January 1, 2019 to December 31, 2019

*This certifies that Monte Clark, License Number S- 1385 Class A,
(Print name of Superintendent as appears on license card) (A or B)

was the appointed City Street Superintendent of Broken Bow
(Print name of City or Village)

from January 1, 2019 to December 31, 2019
Month Date Month Date

and actually performed all of the following duties:

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units;
2. Developing an annual program for design, construction, and maintenance;
3. Developing an annual budget based on programmed projects and activities;
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets.

And further certifies that the superintending services of the above listed individual were provided by: (Check one)

- ☒ Employment with this Municipality ☐ Contract (consultant) with this Municipality ☐ Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)

Signature of Mayor ☒ Village Board Chairperson ☐

* If more than one individual or the City Council or Village Board provided superintending services during the calendar year, list each successive superintendent on a separate form. The amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) whether or not your municipality appointed a licensed City Street Superintendent for all 12 months; (c) class of license, A or B; and (d) whether or not the Superintendent performed all of the duties listed. *Reference Neb. Rev. Stat. §§39-2511 through 39-2515.* If your city or village did not have an appointed City Street Superintendent, write "City Council" or "Village Board" as the name of "Superintendent." Failure to return the certification, meeting minutes and resolution may result in your municipality not receiving an Incentive Payment for Calendar Year 2019.

Note: In addition to this annual, Year-End certification of superintendent to the Nebraska Department of Transportation, (due December 31st), the municipality is also responsible for filing the "Municipal Annual Certification of Program Compliance" form with the Board of Public Roads Classifications and Standards (due October 31st). *Reference Neb. Rev. Stat. §§39-2115, 39-2119, 39-2120, 39-2121 and 39-2520(2).*

Return the completed original certification, meeting minutes and resolution by **December 31, 2019 to:**



Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509-4759

RESOLUTION 2019-32

RESOLUTION APPROVING LOT SPLIT

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

WHEREAS, the owner of the real estate, described on the plat attached hereto, has petitioned for a split of said real estate into parcels; and,

WHEREAS, said real estate lies within the city's zoning jurisdiction of the City of Broken Bow, Custer County, Nebraska; and,

WHEREAS, the division and sale of a portion of said real estate as described on the attached plat, exhibit A, should be allowed without the necessity of a subdivision of the real estate.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

That the lot split of the above described premises is hereby approved.

PASSED AND APPROVED this 10th day of December, 2019.

Jonathon Berghorst, Mayor

ATTEST:

Stephanie Wright, City Clerk

(S E A L)



Lot Split Application
Broken Bow, Nebraska

Complete this form and submit it to the City of Broken Bow Planning and Zoning Office with the following attachments:

- A detailed drawing/map of the property involved, showing the current structures and the proposed new property lines. A survey is highly recommended, however, the City is not by this application certifying or verifying the actual lot lines, survey lines or pin locations. The applicant is responsible for the legal description herein.
- A certified list of all the property owners within 300 feet of the boundary of the proposed lot to be split. This list must be prepared by a registered abstractor.
- Filing fee - \$50.00

Property Owner/Applicant Laverna Trotter
Property Address 930 S. 5th Ave Legal Description Block 5, F. Reyner Addition, City of Broken Bow
What is the intended use for the property after the lot split is granted? Sell to neighbor for garage

Is a new street or alley needed if this lot split is granted? Yes ☐ No ☒

Is a vacation of streets, alleys, setback lines, access control or easements required for this particular lot split? Yes ☐ No ☒

Will this lot split require an increase in service requirements by the City of Broken Bow? (utilities, traffic control, streets) Yes ☐ No ☒

Will this lot split interfere with maintaining existing services? Yes ☐ No ☒

Does the granting of this lot split lessen the right-of-way by the City of Broken Bow? Yes ☐ No ☒

Does this lot split result in a substandard sized lot or parcel? Yes ☐ No ☒

Will this lot have direct access to a street? Yes ☒ No ☐

Has this lot been previously split in accordance with current zoning regulations? Yes ☐ No ☒

Laverna Trotter 10/15/19 308-872-5917
Applicant Date Phone
questions - call Mike Borders 308-872-3311

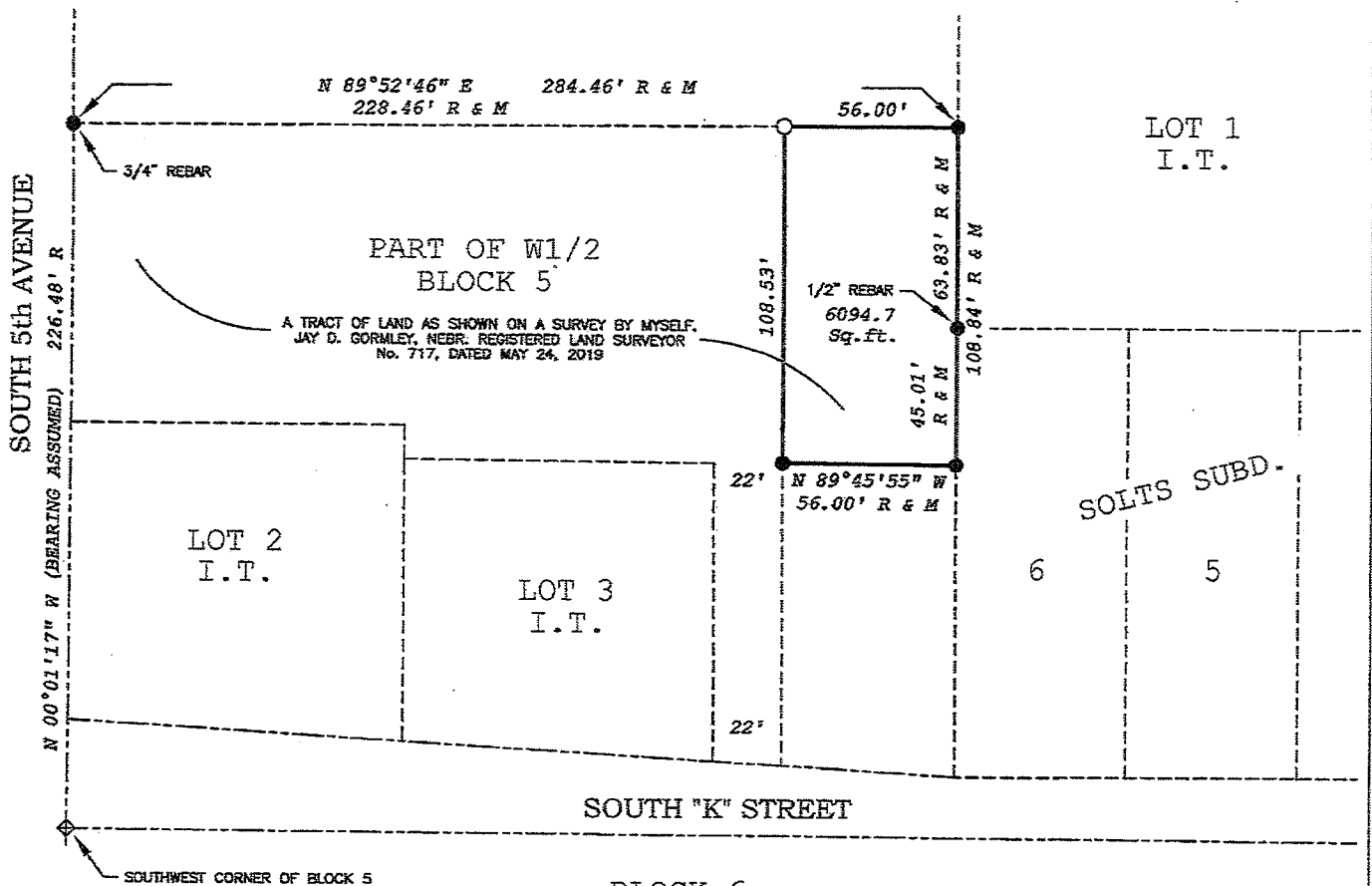
For Office Use Only

Application Approved ☐ Not Approved ☐

Accepted by Stephanie M. Wright Date 10-15-19

Payment received: mo. 10 day 15 yr. 19
Cash ☐ Check #4644 \$ 50 -

PART OF THE WEST 1/2 OF BLOCK 5, F. REYNER'S ADDITION TO
BROKEN BOW, CUSTER COUNTY, NEBR.



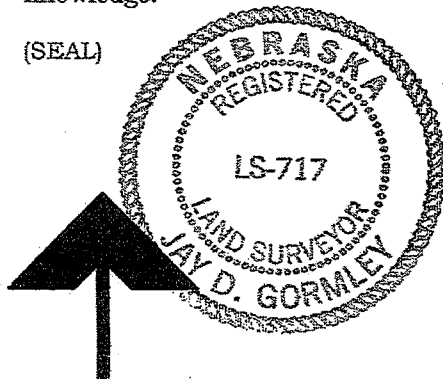
LEGAL DESCRIPTION

A tract of land being part of the West half (W1/2) of Block Five (5), F. Reyner's Addition to Broken Bow, Custer County, Nebraska, more particularly described as follows: Referring to the Southwest corner of Block 5, F. Reyner's Addition to Broken Bow, and assuming the West line of Block 5, F. Reyner's Addition to Broken Bow, as bearing N 00°01'17" W and all bearings contained herein are relative thereto; thence N 00°01'17" W, on the West line of said Block 5, a distance of 226.48 feet; thence leaving the West line of said Block 5, N 89°52'46" E a distance of 228.46 feet to the ACTUAL PLACE OF BEGINNING; thence continuing N 89°52'46" E a distance of 56.00 feet to a point on the East line of the West half of said Block 5; thence Southerly, on the East line of the West half of said Block 5, a distance of 108.84 feet; thence N 89°45'55" W, a distance of 56.00 feet; thence Northerly a distance of 108.53 feet to the place of beginning. Containing 6,094.7 square feet, more or less.

SURVEYOR'S CERTIFICATE

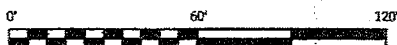
I, Jay D. Gormley, a Registered Land Surveyor in the State of Nebraska, do hereby certify that, under my personal supervision, this plat was prepared from an actual survey completed on the 30th day of October, 2019, and is true and correct to the best of my knowledge.

(SEAL)

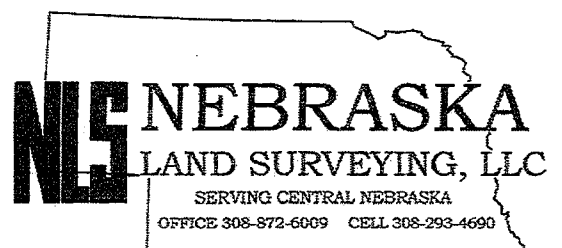


Nebraska Land Surveying, LLC

Jay D. Gormley, Manager
Nebraska Registered Land Surveyor No. 717
Date 11/6/19



- = SET 5/8" x 24" REBAR W/ I.D. CAP STAMPED "GORMLEY NEBR. LS 717"
- = FOUND CORNER MONUMENT (5/8" REBAR W. I.D. CAP STAMPED "GORMLEY NEBR. LS 717") EXCEPT AS SHOWN
- ⊕ = CALCULATED POINT
- P = PLATTED DISTANCE
- R = RECORD DISTANCE
- M = MEASURED DISTANCE



\\PROJECTS\\2019\\2019-104 TROTTER

RESOLUTION 2019-33

**RESOLUTION AUTHORIZING PAYMENT OF REGULAR BILLS
THAT WOULD HAVE BEEN PAID AT DECEMBER 24, 2019
MEETING**

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

WHEREAS, the City Council of the City of Broken Bow, NE will not meet for the
regularly scheduled meeting on December 24, 2019; and

WHEREAS, the City of Broken Bow has regular bills that need to be paid.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Broken Bow,
Nebraska: to authorize the payment of regular bills that would have been paid at the
December 24, 2019 meeting.

PASSED AND APPROVED this 10th day of December, 2019.

Jonathon Berghorst, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

(S E A L)