

**BROKEN BOW UTILITES
BOARD OF PUBLIC WORKS AGENDA
June 22, 2020 @ 12:30 P.M.
Municipal Auditorium
314 South 10th Avenue, Broken Bow, NE**

A. Call to Order

B. Open Meeting Law: A current copy of the Open Meetings Act is posted and is available for review by all citizens in attendance.

C. Roll Call

D. Consent Agenda - The Board will review and may or may not approve the consent agenda items for June 22, 2020, which will include the following:

- a. Approval of the Minutes from the June 8, 2020 Meeting
- b. Approval of the Minutes from the June 12, 2020 Special Meeting
- c. Approval of Claims as Posted

E. Compliance Information

F. Discussion

- a. Sewer & Water Lines for Duplexes and Townhouses
- b. Electric Superintendent Job Posting

G. Action Items

- a. Elect Chairman of the Board

H. Reports:

- a. Department Heads Update

I. Discuss Items for Next Agenda

J. Adjournment

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

The next meeting of the Board of Public Works will be on Monday, July 13, 2020.

**Board of Public Works
Meeting Minutes
June 8, 2020**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, June 8, 2020. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Board of Public Works, the Electric Superintendent and the Water/Sewer Superintendent. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Gene Chapin called the meeting to order at 12:30 p.m., with the following Board members present: Chad Schall, Travin Flynn, Gene Chapin, Russ Smith, Butch Brunken, and Dan Jacobson. 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.

Moved by Schall, seconded by Brunken, to approve the Consent Agenda for June 8, 2020. Said motion includes approval of the Minutes of the May 26, 2020 Board Meeting, approval of Claims to Date, and May Treasurer Report. Roll call vote: Voting aye: Brunken, Schall, Jacobson, Flynn, Smith, and Chapin. Nays: None. Motion carried.

Arrow Seed Company, Turf Mix, \$171.20; Broken Bow Municipal Utilities, postage, \$512.87; Card Services – Orschelns Farm & Home, control switch, \$302.88; Carquest of Broken Bow, supplies, \$31.17; CenturyLink, office phone service, \$132.65; City Of Broken Bow, transfer & rent, \$41,349.62; City of Broken Bow Payroll Reimbursement, payroll, \$32,166.91; Custer County Chief, minutes, meetings, & notices, \$151.26; Custer Public Power District, WWTP power, \$3,811.16; City of Broken Bow – Health Insurance, health insurance, \$13,209.26; Ditch Witch Undercon, nozzle, \$142.12; Great Plains Communications, Inc., internet/telephone, \$209.26; Invoice Cloud, credit card expenses, \$96.80, Municipal Energy Agency of NE, power purchases MEAN, \$525,511.54; Municipal Chemical Supply, Sodium Hypochlorite, \$178.29; Olsson, SCADA, \$74.16; One Call Concepts, Inc, locate expense, \$98.33; Paulsen, Inc., sand, gravel, and limestone, \$653.64; Pracht's Ace Hardware, Inc., supplies, \$364.83; S & L Sanitary Services, trash, \$40.75; Sage Payment Solutions, credit card fees, \$1,246.08; Sargent Drilling, labor to set up VFD, \$250.00; Stuart C Irby Co., line supplies, \$1,647.84; Viaero Wireless, phone, \$75.63; Wenquist, Inc., supplies, \$111.25; Wesco Receivables Corp., line supplies, \$18,524.62. Total Bills = \$641,064.12

Approval of Claims – April 27, 2020

Electric Department	\$	608,440.26
Water Department		10,161.06
Sewer Department		12,629.09
Power Plant		1,523.90
Billing		8,309.81
	\$	641,064.12

Discussion was held regarding the sewer line located at 744 South 16th that is tied into the neighbors. Property owner Tarance Murray was present and inquired on the future plans for a sewer main in front of his house.

Discussion was held on the sewer and water lines that have multiple properties that share the same line. Darren provided the Board with a listing of the sewer and water lines that he knows of right now. They discussed the difference between the policies for a townhouse and a duplex.

Moved by Jacobson, seconded by Schall, to approve the SCADA Tech Support Renewal Contract. Roll call vote: Voting aye: Jacobson, Brunken, Flynn, Smith, Schall, and Chapin. Nays: None. Motion carried.

Moved by Jacobson, seconded by Brunken, to approve the purchase of substation equipment. The cost is \$19,500 per OCR without installation. They are purchasing three to replace the ones that went out during the power outage on May 26, 2020, and will be needing to purchase three more next year.

The following was discussed under Department Heads Updates:

Jeremy Tarr, Electric Superintendent:

- They are a week away from completing the conversion on South 7th Avenue & South 8th Avenue.
- Trey and Blake will be at a training on Wednesday, June 10, 2020.
- Sent Trencher to Ditch Witch to get worked on.
- Getting bids for O'Reilly's.
- The new pickup is here.
- There was an outage behind Trotters.

Darren Marten, Water/Sewer Superintendent:

- Johnsons are in town jetting over 5,000 feet of mains.
- Taking care of old fire hydrants that need removed.
- Sewer smoking.

Moved by Schall, seconded by Flynn, to adjourn the meeting at 1:32 p.m. Roll call vote: Ayes: Chapin, Schall, Jacobson, Smith, Brunken, and Flynn. Nays: None. Motion carried.

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

/s/Gene Chapin, Chairman

**Board of Public Works
Special Meeting Minutes
June 12, 2020**

The Board of Public Works of the City of Broken Bow, Nebraska met in the special session on Friday, June 12, 2020 in the Municipal Auditorium. 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. 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 pm, with the following Board members present: Gene Chapin, Travin Flynn, Dan Jacobson, Chad Schall, and Russ Smith. Absent: Butch Brunken. 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.

Moved by Jacobson, seconded by Schall, to enter closed session for the purpose of preventing needless injury to the reputation of a person and such person has not requested a public meeting, to include the members of the Board of Public Works, Mayor Rod Sonnichsen, City Attorney Jason White, Councilman Larry Miller, and Councilman David Schmidt. Roll call vote: Voting aye: Chapin, Jacobson, Schall, Smith, and Flynn. Nays: None. Motion carried.

Moved by Jacobson, seconded by Schall, to exit closed session at 1:53 pm from the purpose of preventing needless injury to the reputation of a person and such person has not requested a public meeting. Roll call vote: Voting aye: Chapin, Jacobson, Schall, Smith, and Flynn. Nays: None. Motion carried.

Moved by Jacobson, seconded by Schall, to adjourn the meeting at 1:54 pm. Roll call vote: Ayes: Chapin, Schall, Smith, Jacobson, and Flynn. Nays: None. Motion carried.

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

/s/Gene Chapin, Chairman

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>					<u>Work Order</u>	<u>Description</u>		<u>Debit</u>	<u>Credit</u>
A TO Z LAWN PRO LANDSCAPING										
17151	6/22/2020	6/22/2020	700.00							Posted
	1-143700						Bareground Treatment		600.00	0.00
	4-441300						Bareground Treatment		100.00	0.00
									700.00	0.00
BARCO MUNICIPAL PRODUCTS, INC										
17140	6/22/2020	6/22/2020	639.16							Posted
	2-245710						mesh roll up, stacker base sign stand		639.16	0.00
CARQUEST OF BROKEN BOW										
17143	6/22/2020	6/22/2020	104.80							Posted
	1-143205						Supplies		67.35	0.00
	2-243270						Supplies		37.45	0.00
									104.80	0.00
CENTRAL NEBRASKA BOBCAT										
17144	6/22/2020	6/22/2020	295.15							Posted
	2-243270						Filters		295.15	0.00
CENTURYLINK										
17142	6/22/2020	6/22/2020	58.49							Posted
	6-640300						Basic Phone Service- Office		58.49	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
17132	6/9/2020	6/9/2020	32,231.32							Ck# 542 Printed
	4-440100						Payroll Reimbursement		735.37	0.00
	4-445220						Payroll Reimbursement		55.91	0.00
	4-445210						Payroll Reimbursement		44.12	0.00
	5-545130						Payroll Reimbursement		2,956.00	0.00
	5-545220						Payroll Reimbursement		203.76	0.00
	5-545210						Payroll Reimbursement		177.36	0.00
	1-143100						Payroll Reimbursement		13,447.70	0.00
	1-145220						Payroll Reimbursement		976.61	0.00
	1-145210						Payroll Reimbursement		806.86	0.00
	2-240100						Payroll Reimbursement		5,698.04	0.00
	2-245220						Payroll Reimbursement		401.97	0.00
	2-245210						Payroll Reimbursement		313.81	0.00
	3-340100						Payroll Reimbursement		5,698.04	0.00
	3-345230						Payroll Reimbursement		401.97	0.00
	3-345210						Payroll Reimbursement		313.80	0.00
									32,231.32	0.00
17133	6/15/2020	6/15/2020	4,011.11							Ck# 543 Printed
	1-143100						Payroll Reimbursement		3,529.35	0.00
	1-145220						Payroll Reimbursement		270.00	0.00
	1-145210						Payroll Reimbursement		211.76	0.00
									4,011.11	0.00
COLE ELECTRIC COMPANY										
17146	6/22/2020	6/22/2020	700.00							Posted
	2-240400						Service Call		400.00	0.00
	3-340500						Replace Light Socket		300.00	0.00
									700.00	0.00
COLONIAL RESEARCH CHEMICAL CORP.										
17145	6/22/2020	6/22/2020	1,771.93							Posted
	2-241000						insecticide and supplies		271.25	0.00
	4-440510						Boiler Cleaner		1,500.68	0.00
									1,771.93	0.00
CUSTER TRANSFER STATION										
17157	6/22/2020	6/22/2020	9,845.00							Posted
	5-540200						transfer station fees collected		9,845.00	0.00
DITCH WITCH UNDERCON										
17141	6/22/2020	6/22/2020	393.66							Posted
	1-143290						Boring Machine		393.66	0.00
GROCERY KART										

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
GROCERY KART (continued)										
17156	6/22/2020	6/22/2020			39.02					Posted
	2-241000					Supplies			25.82	0.00
	3-341000					Supplies			13.20	0.00
									39.02	0.00
Kansas Municipal Utilities										
17155	6/22/2020	6/22/2020			1,900.00					Posted
	1-143365					Trey and Blake Training			1,900.00	0.00
Karl Arnold										
17154	6/22/2020	6/22/2020			130.11					Posted
	1-111500					Refund - Overpayment			130.11	0.00
DARREN MARTEN										
17159	6/22/2020	6/22/2020			150.00					Posted
	2-241000					WWTP Operator License Renewal			150.00	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.									
17153	6/22/2020	6/22/2020			515.82					Posted
	2-244300					Const. of Water Service Mains			515.82	0.00
Matt Friend Truck Equipment, Inc.										
17150	6/22/2020	6/22/2020			11,352.00					Posted
	1-149700					Toolbox on Electric Truck			11,352.00	0.00
Municipal Chemical Supply										
17149	6/22/2020	6/22/2020			190.00					Posted
	3-340510					Super Sudzyme			190.00	0.00
NEBRASKA STATE BANK										
17134	6/22/2020	6/22/2020			49,997.00					Posted
	1-110670					Wastewater Bond- Monthly Savings Depos			26,898.00	0.00
	1-110680					Water Bond- Monthly Savings Deposit			10,850.00	0.00
	1-110610					Electric Bond Fund			12,249.00	0.00
									49,997.00	0.00
NMC, INC.										
17138	6/22/2020	6/22/2020			1,107.43					Posted
	3-340510					Fix control panel			1,107.43	0.00
OBRIEN'S HARDWARE										
17139	6/22/2020	6/22/2020			235.08					Posted
	1-143410					supplies			5.33	0.00
	2-241000					supplies			229.75	0.00
									235.08	0.00
WWTP	PLATTE VALLEY LABORATORIES, INC.									
17152	6/22/2020	6/22/2020			1,370.00					Posted
	3-347500					Wastewater Testing			1,370.00	0.00
Quadient Finance USA, Inc.										
17136	6/22/2020	6/22/2020			400.00					Posted
	5-545500					postage			400.00	0.00
Quadient Leasing USA, Inc.										
17135	6/22/2020	6/22/2020			593.38					Posted
	5-546500					quarterly lease on postage machine			593.38	0.00
S & L SANITARY SERVICES										
17158	6/22/2020	6/22/2020			29,628.70					Posted
	5-540200					trash collections			29,628.70	0.00
Stephanie Wright										
17160	6/22/2020	6/22/2020			26.14					Posted
	1-145700					Phone Cases			13.07	0.00
	2-245700					Phone Cases			6.54	0.00
	3-345700					Phone Cases			6.53	0.00
									26.14	0.00
T&S Signs										
17147	6/22/2020	6/22/2020			150.00					Posted
	1-143410					Lettering On Electrical Dept. Pickup			150.00	0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend# Vendor Name

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Debit	Credit	Status
Account#	Work Order	Description							
TROTTER SERVICE (continued)									
17148	6/22/2020	6/22/2020	5,744.25						Posted
	1-143500			Gas & Oil Trucks- Elec Dept			343.10	0.00	
	2-243500			Gas & Oil For Trucks- Water Dept			344.53	0.00	
	3-343500			Gas & Oil For Trucks-Sewer Dept			254.70	0.00	
	4-440600			Diesel			4,801.92	0.00	
							5,744.25	0.00	
WESTERN AREA POWER ADMIN.									
17137	6/22/2020	6/22/2020	19,792.32						Posted
	1-140220			Power Purchases WAPA			19,792.32	0.00	
			174,071.87	29 Non-voided payables listed.					

Report Setup
 AP - Accounts Payable Listing : Vendor Name
 Filter Options
 Starting: 6/9/2020
 Ending: 6/22/2020
 Banks: All
 Payable Status: Posted, Printed, ACH, Recorded, Voided
 All Vendors Selected

Check Approval List - GL Account

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC				
A TO Z LAWN PRO LANDSCAPING		Bareground Treatment	MAINT-BUILDINGS & G	600.00
CARQUEST OF BROKEN BOW		Supplies	MAINTENANCE-TRUCK	67.35
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	SALARIES-DISTRIBUTI	13,447.70
CITY OF BROKEN BOW PAYROLL REIM		Payroll	SALARIES-DISTRIBUTI	3,529.35
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	806.86
CITY OF BROKEN BOW PAYROLL REIM		Payroll	EMPLOYEE PENSION E	211.76
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	976.61
CITY OF BROKEN BOW PAYROLL REIM		Payroll	EMPLOYEE SOCIAL SE	270.00
DITCH WITCH UNDERCON		Boring Machine	MAINT.-BORING MACH	393.66
Kansas Municipal Utilities		Trey and Blake Training	CONFERENCE REGIST	1,900.00
Karl Arnold		Refund - Overpayment	ACCOUNTS RECEIVAB	130.11
Matt Friend Truck Equipment, Inc.		Toolbox on Electric Truck	EQUIPMENT - LINE DEI	11,352.00
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNI	12,249.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	26,898.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,850.00
OBRIEN'S HARDWARE		supplies	SUPPLIES AND MAINTI	5.33
Stephanie Wright		Phone Cases	TELEPHONE	13.07
T&S Signs		Lettering On Electrical Dept. Pickup	SUPPLIES AND MAINTI	150.00
TROTTER SERVICE		Gas & Oil For Trucks	GAS & OIL FOR TRUCK	343.10
WESTERN AREA POWER ADMIN.		Power Purchases WAPA	POWER PURCHASED-1	19,792.32
			Total ELECTRIC	\$103,986.22
WATER				
BARCO MUNICIPAL PRODUCTS, INC		mesh roll up, stacker base sign stand	SAFETY- WATER	639.16
CARQUEST OF BROKEN BOW		Supplies	MAINTENANCE TRUCK	37.45
CENTRAL NEBRASKA BOBCAT		Filters	MAINTENANCE TRUCK	295.15
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	WATER SALARIES	5,698.04
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	313.81
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	401.97
COLE ELECTRIC COMPANY		Service Call, Replace Light Socket	MAINTENANCE - WELL	400.00
COLONIAL RESEARCH CHEMICAL COI		insecticide, supplies, and Boiler cleaner	OPERATING SUPPLIES	271.25
GROCERY KART		Supplies	OPERATING SUPPLIES	25.82
DARREN MARTEN		WWTP Operator License Renewal	OPERATING SUPPLIES	150.00
MUNICIPAL SUPPLY, OF NEBR.		Const. of Water Service Mains	CONST. OF WATER SE	515.82
OBRIEN'S HARDWARE		supplies	OPERATING SUPPLIES	229.75
Stephanie Wright		Phone Cases	TELEPHONE	6.54
TROTTER SERVICE		Gas & Oil For Trucks	GAS & OIL FOR TRUCK	344.53
			Total WATER	\$9,329.29
SEWER				
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	SEWER SALARIES	5,698.04
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	313.80
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	401.97
COLE ELECTRIC COMPANY		Service Call, Replace Light Socket	MAINTENANCE - WAST	300.00
GROCERY KART		Supplies	OPERATING SUPPLIES	13.20
Municipal Chemical Supply		Super Sudzyme	MAINTENANCE - LIFT E	190.00
NMC, INC.		Fix control panel	MAINTENANCE - LIFT E	1,107.43
PLATTE VALLEY LABORATORIES, INC.			WASTE WATER TESTII	1,370.00
Stephanie Wright		Phone Cases	TELEPHONE	6.53
TROTTER SERVICE		Gas & Oil For Trucks	GAS & OIL FOR TRUCK	254.70
			Total SEWER	\$9,655.67
POWER PLANT				
A TO Z LAWN PRO LANDSCAPING		Bareground Treatment	MAINTENANCE-BUILDI	100.00
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	POWER PLANT SALAR	735.37
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	44.12
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	55.91
COLONIAL RESEARCH CHEMICAL COI		insecticide, supplies, and Boiler cleaner	CHEMICALS - PLANT	1,500.68
TROTTER SERVICE		Gas & Oil For Trucks	FUEL OIL USED	4,801.92
			Total POWER PLANT	\$7,238.00
BILLING				
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	OFFICE SALARIES	2,956.00
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	177.36
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	203.76
CUSTER TRANSFER STATION		Transfer Station Fees Collected	TRASH/TSA FEES	9,845.00
Quadient Finance USA, Inc.		postage	POSTAGE	400.00
Quadient Leasing USA, Inc.		quarterly lease on postage machine	MAINTENANCE OFFICE	593.38
S & L SANITARY SERVICES		Trash Collections	TRASH/TSA FEES	29,628.70

Check Approval List - GL Account

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
BILLING			Total BILLING	<u>\$43,804.20</u>
FUEL STATION			TELEPHONE/INTERNE	<u>58.49</u>
CENTURYLINK		Basic Phone Service	Total FUEL STATION	<u>\$58.49</u>
				<u>\$174,071.87</u>

Report Selection: Check Approval List - GL Account
Date Range Selection: GL Posting Date
Starting Date: 6/9/2020
Ending Date: 6/22/2020

to register properly, the customer shall be charged for water during the time the meter is out of repair on the basis of the monthly consumption during the same month of the preceding year; provided, that if no such basis for comparison exists, the customer shall be charged such amount as may be reasonably fixed by the Utilities Superintendent. It shall be unlawful for any person to tamper with any water meter, or by any means or device to divert water from the service pipe so that the same shall not pass through said meter, or while passing through said meter, to cause the same to register inaccurately. (Ref. 17-537 RS Neb.)

§3-108 **MUNICIPAL WATER DEPARTMENT; FEES AND COLLECTIONS.** The Board of Public Works, subject to review and approval by the Governing Body, has the power and authority to fix the rates to be paid by the water consumers for the use of water from the Water Department. All such fees shall be on file for public inspection at the office of the Utilities Superintendent. The Utilities Superintendent or his authorized agent shall bill the consumers and collect all money received by the Municipality on the account of the Water Department. He shall faithfully account for, and pay to the Municipal Treasurer all revenue collected by him, taking his receipt therefor in duplicate, filing one with the Municipal Clerk and keeping the other on file in the Water Department's official records. (Ref. 17-540 RS Neb.)

§3-109 **MUNICIPAL WATER DEPARTMENT; MINIMUM RATES.** All water consumers shall be liable for the minimum rate provided by resolution of the Board of Public Works unless and until the consumer shall, by written order, direct the City Superintendent to shut off the water at the stop box, in which case he shall not be liable thereafter for water rental until the water is turned on again. (Ref. 17-542 RS Neb.)

§3-110 **MUNICIPAL WATER DEPARTMENT; SINGLE PREMISE.** No consumer shall supply water to other families, or allow them to take water from his premise, nor after water is supplied into a building shall any person make or employ a plumber or other person to make a tap or connection with the pipe upon the premise for alteration, extension, or attachment

without the written permission of the Utilities Superintendent. It shall further be unlawful for any person to tamper with any water meter or by means of any contrivance or device to divert the water from the service pipe so that the water will not pass through the meter or while passing through said meter to cause the meter to register inaccurately. (Ref. 17-537 RS Neb.)

§3-111 MUNICIPAL WATER DEPARTMENT; RESTRICTED USE. The Board of Public Works or the Utilities Superintendent may order a reduction in the use of water or shut off the water on any premise in the event of a water shortage due to fire or other good and sufficient cause. The Municipality shall not be liable for any damages caused by shutting off the supply of water of any consumer while the system or any part thereof is undergoing repairs or when there is a shortage of water due to circumstances over which the Municipality has no control. (Ref. 17-537 RS Neb.)

§3-112 MUNICIPAL WATER DEPARTMENT; FIRE HYDRANTS. All hydrants for the purpose of extinguishing fires are hereby declared to be public hydrants, and it shall be unlawful for any person other than members of the Municipal Fire Department under the orders of the Fire Chief, or the Assistant Fire Chief; or members of the Water Department to open or attempt to open any of the hydrants and draw water from the same, or in any manner to interfere with the hydrants.

§3-113 MUNICIPAL WATER DEPARTMENT; POLLUTION. It shall be unlawful for any person to pollute or attempt to pollute any stream or source of water for the supply of the Municipal Water Department. (Ref. 17-536 RS Neb.)

§3-114 MUNICIPAL WATER DEPARTMENT; MANDATORY HOOK-UP. All persons within the Municipality whose property abuts a water main that is now or hereafter laid shall be required, upon notice by the Board of Public Works, to hook-up with the Municipal Water System. (Ref. 17-539 RS Neb.)

§3-120 MUNICIPAL WATER DEPARTMENT; MULTIPLE CONNECTIONS. In cases of multiple connections on one (1) master water meter, the minimum charge per month shall not be less than the applicable minimums listed for each family unit off the one (1) master water meter.

§3-121 MUNICIPAL WATER DEPARTMENT; BACK-FLOW PREVENTION DEVICES REQUIRED; CUSTOMER INSTALLATION AND MAINTENANCE; TESTING. A customer of the Municipal Water Department may be required by the Utilities Superintendent to install and maintain a properly located backflow prevention device at his/her expense appropriate to the potential hazards set forth in Title 179, Nebraska Department of Health, and approved by the Utilities Superintendent.

The customer shall make application to the Utilities Superintendent to install a required backflow prevention device on a form provided by the Municipality. The application shall contain at a minimum the name and address of the applicant, the potential hazard, the protection required, and the type of backflow device to be installed including brand and model number.

The Utilities Superintendent shall approve or disapprove the application based on his/her opinion of whether such installation will protect the Municipal Water Distribution System from potential backflow and backsiphonage hazards.

The installation of the device shall be subject to all other sections of this code dealing with installation of plumbing, including the use of a plumber licensed by the Municipality if applicable.

Such customer shall also certify to the Municipality at least one (1) time annually that the backflow prevention device has been tested by a Nebraska Department of Health Grade VI Certified Water Operator if the device is equipped with a test port. Such certification shall be made on a form available at the office of the Municipal Clerk.

Any decision of the Utilities Superintendent may be appealed to the Board.

§3-205 **MUNICIPAL SEWER DEPARTMENT; MANDATORY HOOK-UP.** Upon written notice by the Utilities Superintendent the property owner, occupant, or lessee of any premise which is abutted on any side by a sewer main shall without delay cause the said building to be connected with the Sewer System and equipped with inside sewerage facilities. Every building hereafter erected shall be connected with the Sewer System at the time of its construction. In the event that any property owner, occupant, or lessee shall neglect, fail, or refuse, within a period of ten (10) days after notice has been given to him to do so by registered mail or by publication in a newspaper in or of general circulation in the Municipality, to make such connection, the Governing Body shall have the power to cause the same to be done, to assess the cost thereof against the property, and to collect the assessment thus made in the manner provided for collection of other special taxes and assessments. (Ref. 17-149, 17-149.01 RS Neb.)

§3-206 **MUNICIPAL SEWER DEPARTMENT; DIRECT CONNECTIONS.** Each and every building must make a direct connection with the main sewer line. Under no circumstances will two (2) or more houses be allowed to make such connections through one (1) pipe. (Ref. 18-503 RS Neb.)

§3-207 **MUNICIPAL SEWER DEPARTMENT; SERVICE CONTRACTS.** Contracts for sewer service are not transferable. Any person wishing to change from one location to another shall make a new application and sign a new contract. If any customer shall move from the premise where service is furnished, or if the said premise is destroyed by fire or other casualty, he shall at once inform the Utilities Superintendent who shall cause the sewer service to be shut off from the said premise. If the customer should fail to give notice, he shall be charged for that period of time until the Utilities Superintendent is otherwise advised of such circumstances. (Ref. 18-503 RS Neb.)

§3-208 **MUNICIPAL SEWER DEPARTMENT; INSTALLATION PROCEDURE.** In making excavations in streets, alleys, or sidewalks for the purpose of installing pipe, or making repairs, the paving, stones, and earth must be removed and

8. The home shall meet and maintain the same standards that are uniformly applied to all single-family dwellings in the zoning district.
9. Permanent foundation: continuous perimeter base on which building rests to be constructed from either poured concrete or laid masonry block or brick on a footing to be placed a minimum of thirty-six (36) inches below the final ground level.

DWELLING, SINGLE-FAMILY (ATTACHED) shall mean a one-family dwelling unit that is attached to one additional single-family dwelling. Said dwelling units are separated by an unpierced common wall through the center of the structure that also sits along the property line separating ownership of the structure.



Example of Single-Family Attached

DWELLING, SINGLE-FAMILY (DETACHED) shall mean a dwelling which is entirely surrounded by open space on the same lot and is detached from another single-family dwelling.

DWELLING, TWO FAMILY shall mean a building designed or used exclusively for the occupancy of two families living independently of each other and having separate kitchen and toilet facilities for each family.

Duplex →

DWELLING UNIT shall mean one room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy or for lease on a weekly, monthly, or longer basis, and physically separate from any other rooms or dwelling units which may be in the same structure, and containing independent cooking, toilet and sleeping facilities.

3.3.05 **E**

EASEMENT shall mean a space, lot, parcel, or area of land reserved for or used for public utilities or public or private uses.

EDUCATIONAL FACILITY shall mean a public or nonprofit institution or facility which conducts regular academic instruction at preschool, kindergarten, elementary, secondary, and collegiate levels, including graduate schools, universities, junior colleges, trade schools, nonprofit research institutions and religious institutions. Such institutions must either:

1. Offer general academic instruction equivalent to the standards established by the State Board of Education; or

TATOO / BODY PIERCING STUDIO shall mean a licensed establishment whose principal business activity is the practice of tattooing and/or piercing the body of paying customers.

TAVERN (See Bar)

TELECOMMUNICATIONS FACILITY shall mean any facility that transmits and/or receives signals by radio, electromagnetic or optical means, including antennas, microwave dishes, horns, or similar types of equipment, towers or similar structures supporting such equipment, and equipment buildings.

TELEPHONE EXCHANGE shall mean a building used exclusively for the transmission and exchange of telephone messages, but the term shall not include wireless communications towers.

TEMPORARY STRUCTURE shall mean a structure without any foundation or footing and intended to be removed when the designated time period, activity or use for which the temporary structure was erected has ceased.

TEMPORARY USE shall mean a use intended for limited duration, not to exceed three (3) months, to be located in a zoning district not permitting such use. Temporary use permits are limited to four (4) per calendar year per lot/property

THEATER shall mean a building or structure used for dramatic, operatic, motion pictures, or other performance, for admission to which entrance money is received and no audience participation or meal service, not to include activities which are considered adult entertainment of a sexually oriented business.

TOWER shall mean a structure situated on a site that is intended for transmitting or receiving television, radio, or telephone communications. (Also, see Antenna)

★ **TOWNHOUSE** shall mean a one-family dwelling unit, with a private entrance, which is part of a structure whose dwelling units are attached horizontally in a linear arrangement and having a totally exposed front and rear wall to be used for access, light, and ventilation.

TRAILER, AUTOMOBILE shall mean a vehicle without motive power, designed and constructed to travel on the public thoroughfares and to be used for human habitation or for carrying property, including a trailer coach.

TRANSPORTATION SERVICES shall mean establishments providing services incidental to transportation of goods, such as forwarding, packing, crating, or other means of preparing goods for shipping.

TRANSFER STATION (REFUSE) shall mean any enclosed facility where solid wastes, trash, or garbage is transferred from one vehicle or rail car to another or where solid wastes, trash, or garbage is stored and consolidated before being transported for disposal elsewhere.

Broken Bow Municipal Utilities, a division of the City of Broken Bow, is accepting applications for the position of Electric Superintendent. The Electric Superintendent reports to the Board of Public Works, City Administrator, Mayor and City Council, serves as the leader for the Electric Department, manages all activities in the Municipal Electric Department and Power Plant, and assists in overall Utility Department Administration. Candidates must possess excellent written, verbal, organizational and interpersonal skills. Minimum qualifications: College degree or equivalent job experience with State Certifications, five years previous utilities experience, possess working knowledge of civil and electrical engineering, and the ability to operate standard office equipment and software. Basic requirements may be waived at the discretion of the Mayor and Board of Public Works. Benefits include vacation time, sick time, holiday pay, retirement, and health insurance. Salary will be negotiated based on qualifications and experience.

The City of Broken Bow is an EOE. Applications will be accepted until the position is filled. Send resume, a completed application, and 3 references to Electric Superintendent Search, Attn: City Clerk Stephanie Wright, P.O. Box 504, Broken Bow, NE 68822. Application materials may be submitted electronically at clerk@cityofbrokenbow.org. For questions, contact Stephanie Wright at 308-872-5831.

Job Title:	Electric Superintendent
Department	Utilities
Supervisor:	City Administrator
Also takes direction from:	Mayor, Utility Board, and City Council

Summary:

Serves as the leader for the Electric Department and manages all activities in the Municipal Electric Department, city wide technology and assist in overall Utility Department Administration.

Essential Functions

Role and Responsibilities

- Supervises and evaluates Utility Department Employees.
- Manages all Electric Department and Power Plant Operations.
- Makes recommendations to the Mayor, City Administrator, and all applicable boards concerning matter pertaining to the Electric Department and technology for city operations.
- Prepares and monitors department budgets.
- Plans and implements capital projects plans and major equipment replacement plans.
- Supervises the training of employees, including safety training
- Prepare costs estimates and work schedules for new and existing work.
- Implements codes and requirements of government agencies and file all necessary reports.
- Implements and maintains conservation programs as required.
- Prepares cost estimates and work schedules for new and existing work.
- Maintains positive public relations.
- Represents Utility Department in public meetings and other negotiations.
- Assists other departments as required.
- Performs other work related duties as assigned.

Qualifications and Education Requirements

- College degree or equivalent job experience with Certifications.
- Five year previous utilities experience.
- Strong verbal, written and interpersonal skills.
- Possess working knowledge of civil and electrical engineering.
- Ability to operate standard office equipment and software.

Working Conditions:

- This position is subject to both environmental conditions which include extreme heat and cold.
- 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
- Ability to do manual labor involving bending, lifting, carrying, and other similar motions.

**This document does not create any employment contract, implied or otherwise, other than an "at will" employment relationship.*

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.