

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
March 22, 2021 @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 Meeting 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 March 22, 2021, which will include the following:

- a. Approval of Minutes from March 8, 2021 Meeting
- b. Approval of claims as Posted.

E. Compliance information

F. Discussion Items and Action Items

- a. Approve or Deny Policy on weekend rates
- b. Power Plant parts purchasing

G. Department Head updates

H. Discussion Items for Next Agenda

I. Adjournment

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

**Board of Public Works
Meeting Minutes
March 8, 2021**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday March 8, 2021. 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.

Dan Jacobson called the meeting to order at 12:31 p.m., with the following Board members present: Russ Smith, Gene Chapin, Dan Jacobson, and Chad Schall. Absent: Butch Brunken. Dan Jacobson informed the Board of Public Works this was an open 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 Chapin, seconded by Schall, to approve the Consent Agenda for March 8, 2021. Said motion includes approval of the Minutes of the February 22, 2021 Board Meeting, and approval of Claims to Date. Roll Call: Voting aye: Jacobson, Chapin, Smith and Schall. Nays: None. Motion carried.

Aqua-Aerobic Systems, Inc., WWTP Training, \$4,000.00; Broken Bow Municipal Utilities, postage, \$598.26; Black Hills Energy, power, \$355.29; Card Services-Orschelns Farm & Home, supplies, \$287.22; Carquest of Broken Bow, supplies, \$32.37; Carquest of Broken Bow, supplies, \$56.64; City of Broken Bow, transfer, office rent, \$58,433.70; City of Broken Bow, Payroll Reimbursement, \$34,403.82; Custer County Chief, publications, \$46.19; Custer County Chief, publications, \$75.99; Custer Public Power District, WWTP Electric, \$3,661.27; Circle V Stitching Post, logo, \$56.00; Eakes Office Solutions, office supplies, \$298.38; EZ IT Solutions, IT setup, \$3,468.75; Invoice Cloud, credit card expenses, \$102.40; John Deere Financial, supplies, \$202.57; Kully Pipe & Steel Supply, ground maintenance, \$51.36; League of Nebr. Municipalities, virtual conference, \$1,300.00; Municipal Energy Agency of NE, power purchases MEAN, \$584,053.52; Municipal Supply, of NE., fire hydrant repair, \$54.61; Municipal Supply, of NE, fire hydrant extension, \$396.38; Nebraska Public Health Environmental Lab, water testing, \$28.00; Nebraska State Bank, bond deposits, \$50,670.00; One Call Concepts, Inc, locate expenses, \$4.23; Pracht's Ace Hardware, Inc., supplies, \$162.49; Pracht's Ace Hardware, Inc., supplies, \$130.78; Railroad Management Company III, LLC, license fees-powerline, \$284.85; Sage Payment Solutions, credit card fees, \$1,350.64; Sensaphone, alarm system, \$5.95; Titan Machinery-North Platte, skid steer lease, \$5,350.00; Trotter Service, generator fuel-water dept, \$103.71; USA Blue Book, supplies, \$879.04; Wenquist, INC., supplies, \$18.56; Wenquist, INC., repairs, supplies, \$140.22; Western Area Power Admin., power purchases, \$42,712.83; Total Bills: \$793,776.02.

Approval of Claims – March 8, 2021

Electric Department	\$756,459.20
Water Department	9,366.10
Sewer Department	16,886.97
Power Plant	2,061.51
Billing	<u>9,002.24</u>
	\$793,776.02

Discussion was held on weekend meter removal.

The following was discussed under Department Heads Updates:

Craig Cranwell, Water/Sewer Superintendent:

- Started jetting sewers
- Flushing hydrants

Blake Waldow, Electric Superintendent:

- KMU Training-journeyman
- Cutting trees
- Line training

Evan June, Power Plant

- Maintenance/ordered parts
- Change oil

Moved by Chapin, seconded by Schall, to adjourn the meeting at 12:54 p.m. Roll Call vote: Ayes: Jacobson, Chapin, Smith and Schall. Nays: None. Motion Carried.

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

/s/Dan Jacobson, Chairman

Check Approval List

Broken Bow Municipal Utilities

3/18/2021 4:37:14 PM

Page 1 of 1

<u>Pay#</u>	<u>Vend#</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Due Date</u>	<u>Amount</u>
17718		Awards & More		shirts	3/22/2021	257.25
17699		CARD SERVICES - ORSCHELNS FARM		FR Clothing & Printer toner	3/22/2021	1,122.54
17703		CENTURYLINK		Basic Phone Service	3/22/2021	203.60
17724	PAYROL	CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	3/22/2021	32,947.39
17709		CRAIG CRANWELL		meals	3/22/2021	48.18
17720		CUSTER TRANSFER STATION		transfer station fees collected	3/22/2021	9,857.00
17714		Casey Flynn		boot reimbursement	3/22/2021	171.19
17713		Dan Knoell		craig training lodging expense	3/22/2021	131.91
17705		Electric Pump		freight	3/22/2021	194.23
17722		GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	3/22/2021	200.86
17706		GROCERY KART		supplies	3/22/2021	66.77
17711		KULLY PIPE & STEEL SUPPLY		Supplies	3/22/2021	248.97
17715	Mtrs	MUNICIPAL SUPPLY, OF NEBR.		Maintenance	3/22/2021	2,373.44
17702		Mid-Iowa Waste Equipment Co.		Repair	3/22/2021	254.89
17707		NEBRASKA MUNICIPAL POWER POOL		Permit Renewal Application	3/22/2021	1,500.00
17723		OBRIEN'S HARDWARE		supplies	3/22/2021	108.85
17710	WWTP	PLATTE VALLEY LABORATORIES, INC		WWTP Lab Work	3/22/2021	692.50
17700		Quadient Finance USA, Inc.		postage	3/22/2021	400.00
17701		Quadient Leasing USA, Inc.		quarterly lease on postage machine	3/22/2021	593.38
17721		S & L SANITARY SERVICES		Trash Fees	3/22/2021	29,772.45
17717		SARGENT DRILLING		Efficiency Test	3/22/2021	2,000.00
17719		Sensaphone		alarm system	3/22/2021	5.95
17716		TAYLOR HEATING & COOLING, LLC		Air Filters	3/22/2021	48.00
17708		TROTTER SERVICE		Fuel & Tire Repair	3/22/2021	34,467.20
17712		USA BLUE BOOK		Repairs	3/22/2021	72.69
17704		VERIZON WIRELESS		telephone	3/22/2021	62.14
=====						117,801.38
=====						=====

Report Selection: Check Approval List - By Vendor
 Date Range Selection: GL Posting Date
 Starting Date: 3/9/2021
 Ending Date: 3/22/2021

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>					
Awards & More										
17718	3/22/2021	3/22/2021	257.25							Posted
	2-241000		shirts	257.25						0.00
CARD SERVICES - ORSCHELNS FARM & HOME										
17699	3/22/2021	3/22/2021	1,122.54							Posted
	1-147510		FR clothing	900.98						0.00
	1-147510		FR clothing	135.98						0.00
	4-441010		Toner	85.58						0.00
				1,122.54						0.00
CENTURYLINK										
17703	3/22/2021	3/22/2021	203.60							Posted
	5-545700		Basic Phone Service- Office	138.94						0.00
	6-640300		Basic Phone Service- Office	64.66						0.00
				203.60						0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
17724	3/22/2021	3/22/2021	32,947.39							Posted
	4-440100		Payroll Reimbursement	751.90						0.00
	4-445220		Payroll Reimbursement	57.16						0.00
	4-445210		Payroll Reimbursement	45.11						0.00
	5-545130		Payroll Reimbursement	6,052.81						0.00
	5-545220		Payroll Reimbursement	434.17						0.00
	5-545210		Payroll Reimbursement	95.47						0.00
	1-143100		Payroll Reimbursement	11,018.06						0.00
	1-145220		Payroll Reimbursement	812.14						0.00
	1-145210		Payroll Reimbursement	666.40						0.00
	2-240100		Payroll Reimbursement	5,833.64						0.00
	2-245220		Payroll Reimbursement	435.67						0.00
	2-245210		Payroll Reimbursement	237.78						0.00
	3-340100		Payroll Reimbursement	5,833.64						0.00
	3-345230		Payroll Reimbursement	435.67						0.00
	3-345210		Payroll Reimbursement	237.77						0.00
				32,947.39						0.00
CRAIG CRANWELL										
17709	3/22/2021	3/22/2021	48.18							Posted
	2-243360		Grade 6 course-meals	48.18						0.00
CUSTER TRANSFER STATION										
17720	3/22/2021	3/22/2021	9,857.00							Posted
	5-540200		transfer station fees collected	9,857.00						0.00
Casey Flynn										
17714	3/22/2021	3/22/2021	171.19							Posted
	1-147510		boot reimbursement	171.19						0.00
Dan Knoell										
17713	3/22/2021	3/22/2021	131.91							Posted
	2-243360		craig training lodging expense	131.91						0.00
Electric Pump										
17705	3/22/2021	3/22/2021	194.23							Posted
	3-340510		freight	194.23						0.00
GREAT PLAINS COMMUNICATIONS, INC										
17722	3/22/2021	3/22/2021	200.86							Posted
	4-440360		P Plant Internet Service	39.95						0.00
	1-143800		1/4 Internet Expense	19.00						0.00
	2-243800		1/4 Internet Expense	18.50						0.00
	3-343800		1/4 Internet Expense	18.50						0.00
	5-547200		Internet Expense- Credit card connection	46.00						0.00
	4-445700		Power Plant Telephone	58.91						0.00
				200.86						0.00
GROCERY KART										
17706	3/22/2021	3/22/2021	66.77							Posted
	2-241000		supplies	66.77						0.00

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>Debit</u>	<u>Credit</u>	
KULLY PIPE & STEEL SUPPLY (continued)											
17711			3/22/2021	3/22/2021	248.97					Posted	
			2-241000		Supplies				248.97	0.00	
Municipal Supply, of NEBR.											
Mtrs 17715			3/22/2021	3/22/2021	2,373.44					Posted	
			4-440360		Valve Maintenance-Power Plant				474.18	0.00	
			2-244200		Fire Hydrant Conversion Kit				1,899.26	0.00	
									2,373.44	0.00	
Mid-Iowa Waste Equipment Co.											
17702			3/22/2021	3/22/2021	254.89					Posted	
			3-343270		Repair				254.89	0.00	
NEBRASKA MUNICIPAL POWER POOL											
17707			3/22/2021	3/22/2021	1,500.00					Posted	
			4-441520		permit renewal application				1,500.00	0.00	
OBRIEN'S HARDWARE											
17723			3/22/2021	3/22/2021	108.85					Posted	
			2-241000		supplies				90.67	0.00	
			1-143410		supplies				18.18	0.00	
									108.85	0.00	
Platte Valley Laboratories, Inc.											
WWTP 17710			3/22/2021	3/22/2021	692.50					Posted	
			3-347500		Wastewater Testing				692.50	0.00	
Quadient Finance USA, Inc.											
17700			3/22/2021	3/22/2021	400.00					Posted	
			5-545500		postage				400.00	0.00	
Quadient Leasing USA, Inc.											
17701			3/22/2021	3/22/2021	593.38					Posted	
			5-546500		quarterly lease on postage machine				593.38	0.00	
S & L SANITARY SERVICES											
17721			3/22/2021	3/22/2021	29,772.45					Posted	
			1-143700		Trash Fees Billed				9.12	0.00	
			2-243700		Trash Fees Billed				4.56	0.00	
			3-341300		Trash Fees Billed				4.57	0.00	
			4-441300		Trash Fees Billed				22.50	0.00	
			5-540200		trash collections				29,731.70	0.00	
									29,772.45	0.00	
SARGENT DRILLING											
17717			3/22/2021	3/22/2021	2,000.00					Posted	
			2-240400		Efficiency Test				2,000.00	0.00	
Sensaphone											
17719			3/22/2021	3/22/2021	5.95					Posted	
			1-143800		alarm system				1.99	0.00	
			2-243800		alarm system				1.98	0.00	
			3-343800		alarm system				1.98	0.00	
									5.95	0.00	
TAYLOR HEATING & COOLING, LLC											
17716			3/22/2021	3/22/2021	48.00					Posted	
			1-143410		Air Filters				48.00	0.00	
TROTTER SERVICE											
17708			3/22/2021	3/22/2021	34,467.20					Posted	
			3-343500		Gas & Oil For Trucks-Sewer Dept				116.68	0.00	
			1-143500		Fuel				221.25	0.00	
			1-143205		Tire Repair				20.21	0.00	
			6-640100		Unleaded & Diesel				18,639.94	0.00	
			4-440360		propane				15.00	0.00	
			4-440600		fuel				15,454.12	0.00	
									34,467.20	0.00	
USA BLUE BOOK											
17712			3/22/2021	3/22/2021	72.69					Posted	
			2-244200		Repairs				72.69	0.00	

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

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>				

VERIZON WIRELESS (continued)

17704	3/22/2021	3/22/2021	62.14					Posted
	1-145700			Monthly Cell Phones - Electric Dept			31.07	0.00
	2-245700			Monthly Cell Phones - Water Dept.			31.07	0.00
							62.14	0.00

117,801.38 26 Non-voided payables listed.

Report Setup
 AP - Accounts Payable Listing : Vendor Name
 Filter Options
 Starting: 3/9/2021
 Ending: 3/22/2021
 Banks: All
 Payable Status: Posted, Printed, ACH, Recorded, Voided
 All Vendors Selected