

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
March 8, 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 8, 2021, which will include the following:

- a. Approval of Minutes from February 22, 2021 Meeting
- b. Approval of claims as Posted.

E. Compliance information

F. Discussion Items

- a. Rates for weekend meter removal

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
February 22, 2021**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, February 22, 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.

Gene Chapin called the meeting to order at 12:32 p.m., with the following Board members present: Russ Smith, Gene Chapin, Butch Brunken, and Chad Schall. Absent: Dan Jacobson. Gene Chapin 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 Brunken, seconded by Schall, to approve the Consent Agenda for February 22, 2021. Said motion includes approval of the Minutes of the February 8, 2021 Board Meeting, and approval of Claims to Date. Roll Call: Voting aye: Brunken, Chapin, Smith and Schall. Nays: None. Motion carried.

Card Services-Orschelns Farm & Home, supplies,\$269.66; Carquest of Broken Bow, supplies, repairs, \$1,501.99; CenturyLink, phone service, \$205.36; City of Broken Bow, bond, \$20,686.00; City of Broken Bow, Payroll Reimbursement, \$32,542.80; Craig Cranwell, propane, \$21.39; Custer Transfer Station, collected fees, \$9,827.00; Deb's Embroidery Shop, supplies, \$10.00; Front Water Engineering, LLC, sludge removal, \$5,500.00; Garrett Tires & Treads, repairs, \$174.27; Grocery Kart, supplies, \$11.62; League of Nebr. Municipalities, training, \$1,300.00; Mead Lumber Co, supplies, \$89.52; Municipal Energy Agency of NE, power, \$1,089,310.25, Municipal Chemical Supply, supplies, \$368.29; NMC, INC., repairs, \$183.69; Obrien's Hardware, supplies, \$75.67; Platte Valley Laboratories, INC., testing, \$692.50; Pracht's Ace Hardware, INC., supplies, \$66.85; S & L Sanitary Services, trash fees, collections, \$29,691.45; Sensaphone, alarm system, \$5.95; Trotter Service, gas, oil, repairs, \$1,295.00; Weathercraft, repairs, \$362.00; Wesco Receivables Corp., supplies, \$3,594.80; Total Bills: \$1,197,786.06

Approval of Claims – February 22, 2021

Electric Department	\$1,108.038.23
Water Department	18,801.23
Sewer Department	24,553.73
Power Plant	934.77
Billing	45,393.44
Fuel Station	64.66
	<hr/>
	\$1,197,786.06

Discussion was held on jetting of the sewers.

The following was discussed under Department Heads Updates:

Craig Cranwell, Water/Sewer Superintendent:

- 2 water main freeze ups
- Heaters at treatment plant not working

Blake Waldow, Electric Superintendent:

- Electrical outages
- Cutting trees on south side of town
- Line training

Moved by Schall, seconded by Brunken, to adjourn the meeting at 1:11 p.m. Roll Call vote: Ayes: Brunken, Chapin, Smith and Schall. Nays: None. Motion Carried.

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

/s/Gene Chapin, Vice 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>
AQUA-AEROBIC SYSTEMS, INC.										
17676			3/8/2021	3/8/2021	4,000.00					Posted
			3-343365			WWTP Training			4,000.00	0.00
special office	BROKEN BOW MUNICIPAL UTILITIES									
17681			3/8/2021	3/8/2021	598.26					Posted
			2-243290			postage			136.25	0.00
			3-343290			postage			46.20	0.00
			5-545500			postage			415.81	0.00
									598.26	0.00
Black Hills Energy										
17678			3/8/2021	3/8/2021	355.29					Posted
			4-440800			power plant gas			355.29	0.00
CARD SERVICES - ORSCHELNS FARM & HOME										
17695			3/4/2021	3/8/2021	287.22					Posted
			1-147510			FR clothing			287.22	0.00
CARQUEST OF BROKEN BOW										
17687			3/8/2021	3/8/2021	32.37					Posted
			1-143300			supplies			32.37	0.00
17689			3/8/2021	3/8/2021	56.64					Posted
			2-241000			supplies			56.64	0.00
transfer	CITY OF BROKEN BOW									
17679			3/8/2021	3/8/2021	58,433.70					Posted
			1-149200			Transfer to City's General Fund			58,033.70	0.00
			5-546100			Monthly Office Rent			400.00	0.00
									58,433.70	0.00
PAYROLL	CITY OF BROKEN BOW PAYROLL REIMBURSEMENT									
17697			3/8/2021	3/8/2021	34,403.82					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			5,302.81	0.00
			5-545220			Payroll Reimbursement			376.77	0.00
			5-545210			Payroll Reimbursement			95.47	0.00
			1-143100			Payroll Reimbursement			12,372.61	0.00
			1-145220			Payroll Reimbursement			908.98	0.00
			1-145210			Payroll Reimbursement			742.35	0.00
			2-240100			Payroll Reimbursement			6,175.44	0.00
			2-245220			Payroll Reimbursement			454.39	0.00
			2-245210			Payroll Reimbursement			245.50	0.00
			3-340100			Payroll Reimbursement			6,175.44	0.00
			3-345230			Payroll Reimbursement			454.39	0.00
			3-345210			Payroll Reimbursement			245.50	0.00
									34,403.82	0.00
CUSTER COUNTY CHIEF										
17664			3/8/2021	3/8/2021	46.19					Posted
			5-545800			Publish Minutes & Mtg, Notices			46.19	0.00
17696			3/8/2021	3/8/2021	75.99					Posted
			5-545800			Publish Minutes & Mtg, Notices			75.99	0.00
INVOICES	CUSTER PUBLIC POWER DISTRICT									
17685			3/8/2021	3/8/2021	3,661.27					Posted
			3-340900			WWTP Electric			3,661.27	0.00
Circle V Stitching Post										
17684			3/8/2021	3/8/2021	56.00					Posted
			1-147510			Logo			56.00	0.00
EAKES OFFICE SOLUTIONS										

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>
EAKES OFFICE SOLUTIONS (continued)										
17694	3/8/2021	3/8/2021		298.38						Posted
	1-143410					office supplies			50.85	0.00
	2-243280					office supplies			67.91	0.00
	3-343280					office supplies			19.06	0.00
	4-441010					office supplies			18.15	0.00
	5-545400					office supplies			142.41	0.00
									298.38	0.00
EZ IT Solutions										
17698	3/8/2021	3/8/2021		3,468.75						Posted
	1-149991					IT Setup			693.75	0.00
	2-249991					IT Setup			693.75	0.00
	3-349991					IT Setup			693.75	0.00
	4-449991					IT Setup			693.75	0.00
	5-549991					IT Setup			693.75	0.00
									3,468.75	0.00
INVOICE CLOUD										
17682	3/8/2021	3/8/2021		102.40						Posted
	5-547200					Credit Card Expenses			102.40	0.00
Orschelens	JOHN DEERE FINANCIAL									
17670	3/8/2021	3/8/2021		202.57						Posted
	1-143300					supplies			54.54	0.00
	2-241600					supplies			32.09	0.00
	2-241300					supplies			55.60	0.00
	3-341300					supplies			60.34	0.00
									202.57	0.00
KULLY PIPE & STEEL SUPPLY										
17688	3/8/2021	3/8/2021		51.36						Posted
	2-241300					ground maintenance			51.36	0.00
LEAGUE OF NEBR. MUNICIPALITIES										
17666	3/8/2021	3/8/2021		1,300.00						Posted
	2-243365					virtual conference			650.00	0.00
	3-343365					virtual conference			650.00	0.00
									1,300.00	0.00
MUNICIPAL ENERGY AGENCY OF NE										
17665	3/8/2021	3/8/2021		584,053.52						Posted
	1-140200					Power Purchases MEAN			584,053.52	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.									
17677	3/8/2021	3/8/2021		54.61						Posted
	2-244200					fire hydrant repair			54.61	0.00
17686	3/8/2021	3/8/2021		396.38						Posted
	2-244200					fire hydrant extension			396.38	0.00
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB										
17669	3/8/2021	3/8/2021		28.00						Posted
	2-247500					Water Testing			28.00	0.00
NEBRASKA STATE BANK										
17680	3/8/2021	3/8/2021		50,670.00						Posted
	1-110670					Wastewater Bond- Monthly Savings Depos			27,053.00	0.00
	1-110680					Water Bond- Monthly Savings Deposit			10,704.00	0.00
	1-110610					Electric Bond Fund			12,913.00	0.00
									50,670.00	0.00
ONE CALL CONCEPTS, INC										
17674	3/8/2021	3/8/2021		4.23						Posted
	1-143320					1- Month of Locate Expenses			4.23	0.00
PRACHT'S ACE HARDWARE, INC.										
17691	3/8/2021	3/8/2021		162.49						Posted
	2-241000					supplies			162.49	0.00
17693	3/8/2021	3/8/2021		130.78						Posted
	1-143410					supplies			9.19	0.00
	4-441300					supplies			121.59	0.00
									130.78	0.00

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		<u>Account#</u>		<u>Work Order</u>		<u>Description</u>						
RAILROAD MANAGEMENT COMPANY III, LLC (continued)												
17673		1-143300	3/8/2021	3/8/2021	284.85	license fees-Powerline				Posted	284.85	0.00
SAGE PAYMENT SOLUTIONS												
17683		5-547200	3/8/2021	3/8/2021	1,350.64	Credit card fees				Posted	1,350.64	0.00
Sensaphone												
17672		1-143800	3/8/2021	3/8/2021	5.95	alarm system			1.99	Posted	1.99	0.00
		2-243800				alarm system			1.98		1.98	0.00
		3-343800				alarm system			1.98		1.98	0.00
									<u>5.95</u>		<u>5.95</u>	<u>0.00</u>
TITAN MACHINERY-NORTH PLATTE												
17675		1-143900	3/8/2021	3/8/2021	5,350.00	Skid Steer Lease				Posted	5,350.00	0.00
TROTTER SERVICE												
17668		2-249800	3/8/2021	3/8/2021	103.71	Generator Fuel- Water Dept				Posted	103.71	0.00
USA BLUE BOOK												
17667		3-340500	3/8/2021	3/8/2021	879.04	supplies			789.94	Posted	789.94	0.00
		3-341000				supplies			89.10		89.10	0.00
									<u>879.04</u>		<u>879.04</u>	<u>0.00</u>
WENQUIST, INC.												
17690		4-441510	3/8/2021	3/8/2021	18.56	supplies			18.56	Posted	18.56	0.00
17692		1-143205	3/8/2021	3/8/2021	140.22	truck/bucket truck			51.99	Posted	51.99	0.00
		1-143500				oil			74.37		74.37	0.00
		1-147510				safety glasses			13.86		13.86	0.00
									<u>140.22</u>		<u>140.22</u>	<u>0.00</u>
WESTERN AREA POWER ADMIN.												
17671		1-140220	3/8/2021	3/8/2021	42,712.83	January Power Purchases WAPA			22,346.74	Posted	22,346.74	0.00
		1-140220				February Power Purchases WAPA			20,366.09		20,366.09	0.00
									<u>42,712.83</u>		<u>42,712.83</u>	<u>0.00</u>

793,776.02 35 Non-voided payables listed.

Report Setup
 AP - Accounts Payable Listing : Vendor Name
 Filter Options
 Starting: 2/23/2021
 Ending: 3/8/2021
 Banks: All
 Payable Status: Posted, ACH, Recorded
 All Vendors Selected

Check Approval List - GL Account

3/5/2021 9:48:11 AM

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				
CARD SERVICES - ORSCHELNS FARM		FR clothing	SAFETY- ELECTRIC	287.22
CARQUEST OF BROKEN BOW		supplies	LINE MATERIALS & SU	32.37
CITY OF BROKEN BOW		Transfer & Rent	IN LIEU OF TAX PAYME	58,033.70
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	SALARIES-DISTRIBUTI	12,372.61
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	742.35
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	908.98
Circle V Stitching Post		Logo	SAFETY- ELECTRIC	56.00
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	50.85
EZ IT Solutions		IT Setup	IT Expense	693.75
JOHN DEERE FINANCIAL		supplies	LINE MATERIALS & SU	54.54
MUNICIPAL ENERGY AGENCY OF NE		Power Purchases	POWER PURCHASES-I	584,053.52
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNE	12,913.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	27,053.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,704.00
ONE CALL CONCEPTS, INC		locate expense	UNDERGROUND LOCA	4.23
PRACHT'S ACE HARDWARE, INC.		power plant supplies	SUPPLIES AND MAINTI	9.19
RAILROAD MANAGEMENT COMPANY I		license fees-Powerline	LINE MATERIALS & SU	284.85
Sensaphone		alarm system	MAINT-COMMUNICATI	1.99
TITAN MACHINERY-NORTH PLATTE		Skid Steer Lease	MAINTENANCE BUILDI	5,350.00
WENQUIST, INC.		supplies	MAINTENANCE-TRUCK	51.99
WENQUIST, INC.		supplies	GAS & OIL FOR TRUCK	74.37
WENQUIST, INC.		supplies	SAFETY- ELECTRIC	13.86
WESTERN AREA POWER ADMIN.		Power Purchases WAPA	POWER PURCHASED-1	22,346.74
WESTERN AREA POWER ADMIN.		Power Purchases WAPA	POWER PURCHASED-1	20,366.09
			Total ELECTRIC	\$756,459.20
WATER				
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE- WATER DE	136.25
CARQUEST OF BROKEN BOW		supplies	OPERATING SUPPLIES	56.64
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	WATER SALARIES	6,175.44
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	245.50
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	454.39
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	67.91
EZ IT Solutions		IT Setup	IT Expense	693.75
JOHN DEERE FINANCIAL		supplies	MAINTENANCE-BUILDI	55.60
JOHN DEERE FINANCIAL		supplies	MAINTENANCE - BACK	32.09
KULLY PIPE & STEEL SUPPLY		ground maintenance	MAINTENANCE-BUILDI	51.36
LEAGUE OF NEBR. MUNICIPALITIES		virtual conference	CONFERENCE REGIST	650.00
MUNICIPAL SUPPLY, OF NEBR.		Repair	FIRE HYDRANTS	54.61
MUNICIPAL SUPPLY, OF NEBR.		Fire Hydrant Extension	FIRE HYDRANTS	396.38
NEBRASKA PUBLIC HEALTH ENVIRON		lab work	WATER TESTING	28.00
PRACHT'S ACE HARDWARE, INC.		supplies	OPERATING SUPPLIES	162.49
Sensaphone		alarm system	MAINTENANCE-SCADA	1.98
TROTTER SERVICE		Fuel	MAINTENANCE/FUEL C	103.71
			Total WATER	\$9,366.10
SEWER				
AQUA-AEROBIC SYSTEMS, INC.		WWTP Training	CONFERENCE REGIST	4,000.00
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE- SEWER DE	46.20
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	SEWER SALARIES	6,175.44
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	245.50
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	454.39
CUSTER PUBLIC POWER DISTRICT		WWTP Electric	UTILITIES	3,661.27
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- SE	19.06
EZ IT Solutions		IT Setup	IT Expense	693.75
JOHN DEERE FINANCIAL		supplies	MAINTENANCE-BUILDI	60.34
LEAGUE OF NEBR. MUNICIPALITIES		virtual conference	CONFERENCE REGIST	650.00
Sensaphone		alarm system	MAINTENANCE SKADA	1.98
USA BLUE BOOK		Maintenance WWTP	MAINTENANCE - WAST	789.94
USA BLUE BOOK		Maintenance WWTP	OPERATING SUPPLIES	89.10
			Total SEWER	\$16,886.97
POWER PLANT				

Check Approval List - GL Account

3/5/2021 9:48:11 AM

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>
POWER PLANT				
Black Hills Energy		Power Plant Gas	NATURAL GAS USED	355.29
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	POWER PLANT SALAR	751.90
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	45.11
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	57.16
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES POI	18.15
EZ IT Solutions		IT Setup	IT Expense	693.75
PRACHT'S ACE HARDWARE, INC.		power plant supplies	MAINTENANCE-BUILDI	121.59
WENQUIST, INC.		supplies	SHOP SUPPLIES- POW	18.56
			Total POWER PLANT	\$2,061.51
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE	415.81
CITY OF BROKEN BOW		Transfer & Rent	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	OFFICE SALARIES	5,302.81
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION E	95.47
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	376.77
CUSTER COUNTY CHIEF		Publications	ADVERTISING	46.19
CUSTER COUNTY CHIEF		publications	ADVERTISING	75.99
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES	142.41
EZ IT Solutions		IT Setup	IT Expense	693.75
INVOICE CLOUD		credit card expenses	CREDIT CARD/BILL PA	102.40
SAGE PAYMENT SOLUTIONS		credit card fees	CREDIT CARD/BILL PA	1,350.64
			Total BILLING	\$9,002.24
				\$793,776.02

Report Selection: Check Approval List - GL Account
 Date Range Selection: Invoice Due Date
 Starting Date: 2/23/2021
 Ending Date: 3/8/2021

Broken Bow Municipal Utilities
Service Charge/Disconnect Fee Policy

If payment or arrangements have not been made by 5:00 p.m. on the prior business day to disconnect to delinquent account, a \$75.00 service charge will be required, and an additional service deposit may be required. Reconnection may be made after hours, weekends or holidays upon payment of the account by calling the police department at (308) 872-6424. For afterhours reconnect, a \$120.00 service charge will be required, and an additional service deposit may be required.

Customers, contractors, electricians, plumbers, or anyone not affiliated with Broken Bow Municipal Utilities are not allowed to disconnect any Broken Bow Municipal Utilities services. This is to protect the customer from being responsible for possible repairs to and/ or replacement of the service and its connections.

Customers must contact the office staff of Broken Bow Municipal Utilities by calling (308) 872-6884 to have their services disconnected/reconnected. The office staff will create a work order required to have the services disconnected/reconnected and the appropriate staff will then be sent out to perform the request.

All customers requesting the Broken Bow Municipal Utilities to disconnect or reconnect a service at their property will be subject to a \$20.00 service charge for each occurrence during normal business hours Monday thru Friday excluding holidays, 8 am -5 pm. If reconnection/disconnection is requested on a weekend or holiday the customer is subject to a \$100.00 service charge for each occurrence.

Passed and approved this ____ day of _____, _____.

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

Dan Jacobson, Chairman