



**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
November 9, 2021 @ 6:00 PM
Broken Bow Public Library
314 South 10th Avenue, 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:** A current copy of the Open Meetings Act is available and is posted for review by all citizens.

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 November 9, 2021, which will include the following:

- a. Approval of Minutes of October 26, 2021, Council Meeting
- b. Approval of Bills as Posted

G. Other Communications:

- a. Department Head Updates

H. New Business:

- a. **Bids For the Sale of College Estates Block 1 Lot 2** – Consideration of accepting a bid for the sale of Real Property - College Estates Block 1 Lot 2, Broken Bow City, Custer County.
- b. **City Engineer Appointment** – Consideration of appointing JEO Consulting Group, Inc. as the City Engineer for 2022.



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- c. **Street Superintendent Appointment** – Consideration of reappointing Steven Parr from JEO Consulting Group, Inc., License S-859, Class A, as the Street Superintendent from January 1, 2022 to December 31, 2022.
- d. **Resolution 2021-22, Authorizing the Signing of the Year-End Certification of City Street Superintendent** – Consideration of approving the signing of the 2021 year-end certification of City Street Superintendent form by the Mayor.

I. Adjournment

The next City Council Meeting will be on Tuesday, November 23, 2021 @ 6:00 pm.

Upcoming Events:

- ❖ **November 11** – City Offices **Closed** in Observance of Veteran's Day
- ❖ **November 22** – Board of Public Works at 12:30 pm @ Municipal Building
- ❖ **November 23** – City Council Meeting at 6:00 pm @ Municipal Building
- ❖ **November 25 & 26** – City Offices **Closed** in Observance of Thanksgiving
- ❖ **December 23** – City Offices **Closed at Noon**
- ❖ **December 24** – City Offices **Closed** in Observance of Christmas
- ❖ **December 30** – City Offices **Closed at Noon**
- ❖ **December 31** – City Offices **Closed** in Observance of New Years

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
October 26, 2021**

The Broken Bow City Council met in regular session on Tuesday, October 26, 2021, in the Broken Bow Municipal Auditorium. Notice of the meeting was given in advance thereof as required by publication in the Custer County Chief on October 21, 2021. 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 Rod Sonnichsen called the meeting to order at 6:00 P.M., with the following Councilmembers present: Jacob Holcomb, David Schmidt, and Larry Miller. Absent: Chris Myers. Mayor Sonnichsen announced the availability of the open meetings law, followed by reciting of the Pledge of Allegiance. Councilmember Myers arrived at 6:01 pm.

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

Moved by Miller, seconded by Schmidt to approve the consent agenda for October 26, 2021. Said motion includes approval of the Minutes of the October 12, 2021, Council Meeting, Bills to Date, and September Treasurers Report. Roll call vote: Voting aye: Miller, Myers, Holcomb, and Schmidt. Nays: None. Motion carried.

Aflac, \$398.06, \$111.96; Barco \$1,701.84; Beaver Bearing Co Albion, \$32.92; Black Hills Energy \$178.14; Bound Tree Medical, \$152.01; Carquest of Broken Bow, \$292.13; Cengage Learning, Gale, \$303.04; Central Community College, \$1,973.50; Century Link, \$725.28; City Flex Benefit Plan, \$135.00; City of Broken Bow-Health Insurance, \$2,163.85; City of Broken Bow Pension Fund, \$1,446.21; \$7,694.10; \$661.42; \$1,864.60; Colonial Insurance, \$385.95; \$118.72; Demco \$102.96; Dollar General, \$12.00; EFTPS Online Payment, \$2,118.90; \$6,263.65; \$9,060.32; EZ IT Solutions, \$261.99; Eakes Office Products, \$120.94; Family Heritage, \$25.50; Gary's Super Foods, \$24.82; Gateway Motors Inc, \$61.55, Great Plains Communications, \$900.00; Greg Krueger & Associates, \$825.73; Ingram Library Services, \$1,331.71; Island Supply Company, \$61.80; Kirkpatrick Cleaning Solutions, \$27.28; Matheson Tri-Gas Inc, \$101.60; Mead Lumber, \$586.33; Mid Plains Community College, \$3,192.00; Mother Earth News, \$37.00; Murphy Tractor & Equipment, \$333.67; Nebraska Library Commission, \$500.00; OCLC Inc, \$141.56; Presto X Company, \$54.00; Prevention, \$39.97; Pristine Cleaning, LLC \$375.00; Quill Corporation, \$48.48; Ryan Bowland, \$106.99; Sara J. Hulinsky, \$837.00; State Income Tax WH NE Online Payment, \$2,865.30; TX Child Support SDU, \$69.23; Taste of Home, \$18.00; The Grand Island Independent, \$104.00; Trotter Service, \$1,321.00; Universal Insurance, \$713.00; Vanity Fair, \$12.00; Verizon Wireless, \$267.31; Bi-Weekly Payroll, \$52,094.11; Total - \$105,355.43.

City Administrator Dan Knoell presented the Council and Mayor with a Memorandum of Understanding to be signed by Mayor Sonnichsen and property owner Greg Barker. This document would serve to memorialize the terms by which the City of Broken Bow and Barker could resolve the nuisance and safety issues of the Lot and House located at 139 South 14th Avenue. Knoell said this understanding between the City and Barker would extend the current project deadline to June 1, 2022, for a full project completion. Barker stated he would not sign the document because he would like to add a bigger addition to the house that would take longer than June 1, 2022, to complete. Council President Holcomb said he would encourage Barker to sign this document. By declining to sign this MOU Barker's new deadline for full project completion would be December 9, 2021. Councilmember Myers addressed Barker explaining that this house was originally purchased at a public auction with a timeline. Myers told Barker the Council appreciates his hard work, but it needs fixed, no more extensions, with an addition or not. Myers said we're trying to be nice but there needs to be some accountability and we need to move on. Myers said too much time has been spent discussing this property. City Attorney Jason White told Barker he would encourage him to sign. Barker refused to sign the Memorandum of Understanding making the final deadline for full project completion December 9, 2021.

Moved by Schmidt, seconded by Myers to open a public hearing regarding Ordinance 1248, Vacation of Washington Street at 6:17 pm. Roll Call vote: Voting aye: Schmidt, Myers, Holcomb, and Miller. Nays: None. Motion carried. City Administrator Dan Knoell informed the Council of the request for the Vacation of Washington Street from Clint and Lori Lambrecht for the purpose of an expansion on their house. Mayor Sonnichsen said this was a street that nobody knew existed but is holding property. Councilmember Miller questioned if there were any easements for power, water, or sewer. Knoell stated that Lambrecht owns the property on both sides and there are no utilities. City Attorney Jason White explained the Right of Remonstrance, which allows the public thirty days to petition against the vacation of the street. Mayor Sonnichsen highly recommended to the Council for the vacation of Washington Street. Moved by Holcomb, seconded by Myers to close the public hearing at 6:24 pm. Roll Call vote: Voting aye: Holcomb, Myers, Miller, and Schmidt. Nays: None. Motion carried.

After discussing the matter, Councilmember Holcomb introduced Ordinance No. 1248 entitled "AN ORDINANCE PROVIDING FOR THE VACATION OF WASHINGTON STREET LOCATED SOUTH OF SOUTH N, BETWEEN PARCEL 480200 AND PARCEL 480300 IN THE CITY OF BROKEN BOW, CUSTER COUNTY, NEBRASKA; PROVIDING FOR THE MANNER OF ASCERTAINMENT OF DAMAGES SUSTAINED BY THE CITIZENS OF THE CITY OF BROKEN BOW, NEBRASKA, OR BY THE OWNERS OF PROPERTY THEREIN BY THE VACATION OF SAID STREET, PROVIDING FOR THE GIVING OF NOTICE TO SAID CITIZENS OR PROPERTY OWNERS OF THE TIME AND PLACE FOR HEARING ON ANY CLAIMS FOR DAMAGES BY REASON OF SAID VACATION, AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND TAKE EFFECT." and moved that the statutory rule requiring reading on three different days be suspended. Councilmember Schmidt seconded the motion. The Mayor stated the motion and

instructed the Clerk to call the roll. The Clerk called the roll and the following was the vote: Ayes: Holcomb, Schmidt, and Myers. Nays: Miller. Motion carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule was declared suspended for consideration of said Ordinance. Said Ordinance was then read by title and thereafter Councilmember Holcomb moved for final passage of the Ordinance, which motion was seconded by Councilmember Schmidt. The Mayor stated the question, "Shall Ordinance No. 1248 be passed and adopted?" Upon roll call vote, the vote was as follows: Ayes: Holcomb, Schmidt, and Myers. Nays: Miller. Motion carried. The passage and adoption of said Ordinance having been concurred by a majority of all members of the Council, the Mayor declared the Ordinance adopted.

Moved by Holcomb, seconded by Schmidt to open a public hearing regarding the Jim and Kathy Varney Lot Split at 6:25 pm. Roll Call vote: Voting aye: Holcomb, Myers, Miller, and Schmidt. Nays: None. Motion carried. Discussion was held. Moved by Myers, seconded by Miller to close a public hearing regarding the Jim and Kathy Varney Lot Split at 6:27 pm. Roll Call vote: Voting aye: Myers, Miller, Holcomb, and Schmidt. Nays: None. Motion carried.

Moved by Schmidt, seconded by Miller to approve Resolution 2021-19, Jim and Kathy Varney Lot Split. Roll Call vote: Voting aye: Schmidt, Miller, Holcomb, and Miller. Nays: None. Motion carried.

Moved by Holcomb, seconded by Myers to open a public hearing regarding the Dan and Terrie Scofield Lot Split at 6:28 pm. Roll Call vote: Voting aye: Holcomb, Miller, Myers, and Schmidt. Nays: None. Motion carried. Discussion was held. Moved by Schmidt, seconded by Myers to close a public hearing regarding the Dan and Terrie Scofield Lot Split at 6:29 pm. Roll Call vote: Voting aye: Schmidt, Myers, Holcomb, and Miller. Nays: None. Motion carried.

Moved by Holcomb, seconded by Myers to approve Resolution 2021-20, Dan and Terrie Scofield Lot Split. Roll Call vote: Voting aye: Holcomb, Myers, Schmidt, and Miller. Nays: None. Motion carried.

Moved by Holcomb, seconded by Myers to approve Resolution 2021-21, One and Six Year Plan. Roll Call vote: Voting aye: Holcomb, Myers, Schmidt, and Miller. Nays: None. Motion carried.

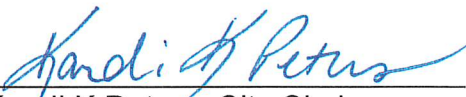
Moved by Holcomb, seconded by Schmidt to approve Resolution 2021-11 TIF Contract with MW Real Estate Investment Group, LLC. City Administrator Dan Knoell informed the Council this project has been approved by the CRA Board and Planning Commission. They have met all the requirements for the TIF. MW Real Estate Investment Group, LLC, will be building six apartments, each with three bedrooms and two bathrooms. Roll Call vote: Voting aye: Holcomb, Schmidt, and Miller. Nays: None. Abstain: Myers. Motion carried.

Moved by Holcomb, seconded by Myers, to adjourn the City Council Meeting at 6:35 p.m. Roll call vote: Voting aye: Holcomb, Myers, Schmidt, and Miller. Nays: None. Motion carried.



Rod Sonnichsen, Mayor

ATTEST:



Kandi K Peters, City Clerk

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
AKRS EQUIPMENT										
31654	11/9/2021	11/9/2021			175.25					Posted
	08-3310.00				parts				175.25	0.00
Aflac										
31634	10/27/2021	10/27/2021			398.06					Posted
	01-1501.00				PRE TAX AFLAC				398.06	0.00
31635	10/27/2021	10/27/2021			111.96					Posted
	01-1501.00				AFLAC POST TAX				111.96	0.00
31668	11/9/2021	11/9/2021			326.16					Posted
	01-1501.00				Dan Aflac				326.16	0.00
Bound Tree Medical										
31681	11/9/2021	11/9/2021			616.69					Posted
	05-3338.00				EMS supplies				616.69	0.00
Broken Bow Airport Authority										
31685	11/9/2021	11/9/2021			1,083.33					Posted
	01-3409.00				Monthly Payment				1,083.33	0.00
Broken Bow Chamber of Commerce										
31683	11/9/2021	11/9/2021			1,630.00					Posted
	05-3334.00				ambulance incentive				1,630.00	0.00
Broken Bow Municipal Utilities										
31647	11/9/2021	11/9/2021			6,180.77					Posted
	01-3213.00				General - Radio/Weather Station Tower				25.48	0.00
	02-3220.00				Pub Bldg - Utilities/Trash				534.12	0.00
	04-3220.00				Police - Utilities/Trash Removal				372.92	0.00
	04-3315.00				Police -Dog Pound Utilities				29.34	0.00
	07-3220.00				Library - Utilities/Trash Removal				340.28	0.00
	08-3220.00				Street - Utilities/Trash				302.42	0.00
	08-3422.01				Street - Street Lights				2,859.22	0.00
	09-3220.00				Parks - Utilities/Trash Removal				1,463.03	0.00
	09-3220.00				Parks - Shop Utilities/Trash Removal				129.62	0.00
	10-3220.00				Swim Pool - Utilities/Trash Removal				87.68	0.00
	11-3360.00				Tree Dump - Utilities				36.66	0.00
									6,180.77	0.00
Capital One										
31662	11/9/2021	11/9/2021			178.56					Posted
	04-3223.00				gloves				134.82	0.00
	04-3205.00				conference meals				43.74	0.00
									178.56	0.00
Card Services										
31650	11/9/2021	11/9/2021			1,699.95					Posted
	09-3339.00				parts				380.09	0.00
	11-3222.00				tire				29.99	0.00
	01-3223.00				supplies				51.35	0.00
	08-3348.10				flags				43.84	0.00
	01-3216.10				subscription				16.04	0.00
	01-3216.10				subscription				13.90	0.00
	01-3205.00				league conference				990.38	0.00
	01-3212.00				city promotions				56.66	0.00
	01-3212.00				city promotions				117.70	0.00
									1,699.95	0.00
Carroll Construction Supply										
31648	11/9/2021	11/9/2021			1,153.78					Posted
	08-3425.00				rattle stick				1,153.78	0.00
City Flex Benefit Plan										
1636	10/27/2021	10/27/2021			135.00					Posted
	01-1501.00				SELECT FLEX-UNREIMBURSED M/D/V				135.00	0.00
City of Broken Bow - Health Insurance										
31645	10/27/2021	10/27/2021			2,163.85					Posted
	01-1501.00				HEALTH INSURANCE				2,163.85	0.00

Accounts Payable Detail Listing

City of Broken Bow

Vend# Vendor Name

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#	Work Order		Description			Debit	Credit
City of Broken Bow - Health Insurance (continued)								
31667	11/9/2021	11/9/2021	5,920.59					Posted
	01-3104.00			Health Insurance			455.43	0.00
	08-3104.00			Health Insurance			1,062.67	0.00
	06-3104.00			Health Insurance			151.81	0.00
	04-3104.00			Health Insurance			2,428.96	0.00
	05-3104.00			Health Insurance			151.81	0.00
	09-3104.00			Health Insurance			759.05	0.00
	07-3104.00			Health Insurance			607.24	0.00
	03-3104.00			Health Insurance			303.62	0.00
							5,920.59	0.00
City of Broken Bow Pension Fund								
31637	10/27/2021	10/27/2021	1,446.21					Posted
	01-1513.00			RETIREMENT LOAN PAYMENT			1,446.21	0.00
31638	10/27/2021	10/27/2021	7,622.60					Posted
	01-1502.00			414H RETIREMENT			7,622.60	0.00
31639	10/27/2021	10/27/2021	537.96					Posted
	01-1502.00			457 RETIREMENT			537.96	0.00
Colonial Insurance								
31632	10/27/2021	10/27/2021	385.95					Posted
	01-1501.00			COLONIAL LIFE PRE TAX			385.95	0.00
31633	10/27/2021	10/27/2021	118.72					Posted
	01-1501.00			COLONIAL LIFE POST TAX			118.72	0.00
Custer County Chief								
31658	11/9/2021	11/9/2021	78.00					Posted
	01-3209.00			subscription renewal			39.00	0.00
	04-3209.00			subscription renewal			39.00	0.00
							78.00	0.00
Custer County Treasurer								
31684	11/9/2021	11/9/2021	12,916.67					Posted
	01-3217.00			Communications Interlocal Payment			12,916.67	0.00
Custer Public Power								
31675	11/9/2021	11/9/2021	50.02					Posted
	11-3220.00			CD Cell Power			50.02	0.00
Dana F. Cole & Company, LLP								
31672	11/9/2021	11/9/2021	18,490.00					Posted
	01-3208.00			audit expense			18,490.00	0.00
Darren Marten								
31649	11/9/2021	11/9/2021	327.61					Posted
	09-3339.00			Parts			327.61	0.00
Dave Dunkel								
31652	11/9/2021	11/9/2021	117.69					Posted
	08-3410.01			boots			117.69	0.00
EFTPS Online Payment								
31641	10/27/2021	10/27/2021	2,096.70					Posted
	01-1500.00			MEDICARE			2,096.70	0.00
31642	10/27/2021	10/27/2021	6,282.34					Posted
	01-1500.00			FEDERAL MARRIED			2,839.59	0.00
	01-1500.00			FEDERAL SINGLE			3,442.75	0.00
							6,282.34	0.00
31643	10/27/2021	10/27/2021	8,965.40					Posted
	01-1500.00			SOCIAL SECURITY			8,965.40	0.00

EZ IT Solutions

Accounts Payable Detail Listing

City of Broken Bow

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	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
	EZ IT Solutions (continued)									
31666	11/9/2021	11/9/2021			1,860.00					Posted
	01-3438.00					IT Services			310.00	0.00
	05-3438.00					IT Services			155.00	0.00
	06-3438.00					IT Services			155.00	0.00
	07-3438.00					IT Services			310.00	0.00
	08-3438.00					IT Services			310.00	0.00
	09-3438.00					IT Services			310.00	0.00
	11-3438.00					IT Services			310.00	0.00
									1,860.00	0.00
	Eakes Office Products									
31691	11/9/2021	11/9/2021			970.06					Posted
	01-3223.00					office supplies			165.09	0.00
	05-3216.00					copier lease			47.28	0.00
	06-3216.00					copier lease			47.28	0.00
	01-3216.00					copies			710.41	0.00
									970.06	0.00
	Evans Feed Co.									
31663	11/9/2021	11/9/2021			18.00					Posted
	02-3310.00					supplies			18.00	0.00
	Family Heritage									
31640	10/27/2021	10/27/2021			25.50					Posted
	01-1501.00					FAMILY HERITAGE			25.50	0.00
	Fyr-Tek									
31682	11/9/2021	11/9/2021			833.06					Posted
	05-3310.00					repairs			833.06	0.00
	Garrett Tires & Treads									
31692	11/9/2021	11/9/2021			13.20					Posted
	03-3310.00					repair			13.20	0.00
	Great Plains Communications									
31676	11/9/2021	11/9/2021			70.95					Posted
	08-3221.00					Internet			35.48	0.00
	09-3221.00					Internet			35.47	0.00
									70.95	0.00
	Grocery Kart									
31689	11/9/2021	11/9/2021			39.00					Posted
	01-3223.00					halloween candy			39.00	0.00
	Hometown Leasing									
31657	11/9/2021	11/9/2021			159.18					Posted
	04-3216.00					Copier Lease			92.66	0.00
	07-3216.00					Copier Lease			66.52	0.00
									159.18	0.00
	Island Supply Company									
31680	11/9/2021	11/9/2021			72.96					Posted
	05-3338.00					oxygen			72.96	0.00
	John Deere Financial									
31693	11/9/2021	11/9/2021			216.51					Posted
	09-3410.00					mower lease			216.51	0.00
	Miller Signs									
31686	11/9/2021	11/9/2021			350.00					Posted
	06-3310.00					vinyl graphics			350.00	0.00
	Myers Iron Salvage									
1670	11/9/2021	11/9/2021			538.15					Posted
	01-3212.00					city wide clean up roll offs			538.15	0.00
	Nebraska Dept of Revenue									
31673	11/9/2021	11/9/2021			25.00					Posted
	01-3222.00					waste reduction fee			25.00	0.00
	OBrien's Hardware									
31669	11/9/2021	11/9/2021			39.56					Posted
	12-4200.00					paint supplies			39.56	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>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
	Pat Powers (continued)									
31690	11/9/2021	11/9/2021			240.00					Posted
	08-3310.00					Repair			240.00	0.00
	Paula Daily									
31679	11/9/2021	11/9/2021			15.91					Posted
	01-3205.00					mileage reimbursement			15.91	0.00
	Police Chief Assn of Nebraska									
31661	11/9/2021	11/9/2021			30.00					Posted
	04-3206.00					membership dues			30.00	0.00
	Prachts Ace Hardware									
31695	11/9/2021	11/9/2021			171.04					Posted
	08-3310.00					repairs			57.94	0.00
	09-3339.00					repairs			113.10	0.00
									171.04	0.00
	Presto X Company									
31665	11/9/2021	11/9/2021			116.63					Posted
	02-3311.00					Pest Service			116.63	0.00
	Pristine Cleaning, LLC									
31687	11/9/2021	11/9/2021			375.00					Posted
	02-3419.01					Cleaning Service			375.00	0.00
	Quill Corporation									
31660	11/9/2021	11/9/2021			44.77					Posted
	04-3223.00					office supplies			44.77	0.00
	S&L Sanitary Service									
31688	11/9/2021	11/9/2021			49.30					Posted
	09-3219.00					trash around the square			49.30	0.00
	Sara J. Hulinsky									
31677	11/9/2021	11/9/2021			837.00					Posted
	07-3419.01					cleaning service			837.00	0.00
	Schaper and White Law Firm									
31664	11/9/2021	11/9/2021			1,350.00					Posted
	01-3214.00					legal fees			1,350.00	0.00
	State Income Tax WH NE Online Payment									
31644	10/27/2021	10/27/2021			2,863.16					Posted
	01-1500.00					STATE MARRIED			1,403.73	0.00
	01-1500.00					STATE SINGLE			1,459.43	0.00
									2,863.16	0.00
	TX Child Support SDU									
31646	10/27/2021	10/27/2021			69.23					Posted
	01-1503.00					CHILD SUPPORT-TX			69.23	0.00
	The Garden Center									
31653	11/9/2021	11/9/2021			391.98					Posted
	09-3339.00					ground maintenance			391.98	0.00
	Titan Machinery-North Platte									
31656	11/9/2021	11/9/2021			5,000.00					Posted
	09-3410.00					Rental			5,000.00	0.00
	Trotter Service									
31678	11/9/2021	11/9/2021			180.00					Posted
	04-3310.00					battery			180.00	0.00
	Universal Insurance									
31671	11/9/2021	11/9/2021			100.00					Posted
	01-3207.00					Dan's bond			100.00	0.00
	V-Bar Sales & Service									
31651	11/9/2021	11/9/2021			105.80					Posted
	08-3310.00					supplies			105.80	0.00
	Village Uniform									
31674	11/9/2021	11/9/2021			103.64					Posted
	02-3223.01					rugs			103.64	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>
Wade KleeB (continued)								
31655	11/9/2021	11/9/2021	128.39					Posted
	08-3410.01			boots			128.39	0.00
Wenquist Inc.								
31694	11/9/2021	11/9/2021	128.47					Posted
	08-3310.00			repairs			128.47	0.00

98,741.27 63 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 10/27/2021

Ending: 11/9/2021

Banks: All

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

All Vendors Selected

Bi-weekly Payroll \$51,529.85

Check Approval List - GL Account

11/4/2021 10:22:44 AM

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>
General				
Aflac		PRE TAX AFLAC	Health/Life/Acc Insuranc	398.06
Aflac		AFLAC POST TAX	Health/Life/Acc Insuranc	111.96
Aflac		Dan Aflac	Health/Life/Acc Insuranc	326.16
Broken Bow Airport Authority		monthly payment	Airport Monthly Payment	1,083.33
Broken Bow Municipal Utilities		Utilities	Weather Station Expens	25.48
Card Services		parts,supplies,subscription,conference,city	Travel & Meeting Expens	990.38
Card Services		parts,supplies,subscription,conference,city	City Promotions	56.66
Card Services		parts,supplies,subscription,conference,city	City Promotions	117.70
Card Services		parts,supplies,subscription,conference,city	Software Fees	16.04
Card Services		parts,supplies,subscription,conference,city	Software Fees	13.90
Card Services		parts,supplies,subscription,conference,city	Supplies & Postage	51.35
City Flex Benefit Plan		SELECT FLEX-UNREIMBURSED M/D/V	Health/Life/Acc Insuranc	135.00
City of Broken Bow - Health Insurance		HEALTH INS	Health/Life/Acc Insuranc	2,163.85
City of Broken Bow - Health Insurance		health insurance	Health Insurance	455.43
City of Broken Bow Pension Fund		414H RETIREMENT	Pension	7,622.60
City of Broken Bow Pension Fund		457 RETIREMENT	Pension	537.96
City of Broken Bow Pension Fund		RETIREMENT LOAN PAYMENT	Loan Payment	1,446.21
Colonial Insurance		COLONIAL LIFE PRE TAX	Health/Life/Acc Insuranc	385.95
Colonial Insurance		COLONIAL LIFE POST TAX	Health/Life/Acc Insuranc	118.72
Custer County Chief		subscription renewal	Printing & Publication	39.00
Custer County Treasurer		communications interlocal	Radio Communications	12,916.67
Dana F. Cole & Company, LLP		audit expense	Audit Expense	18,490.00
EFTPS Online Payment		MEDICARE	Payroll Taxes	2,096.70
EFTPS Online Payment		FEDERAL	Payroll Taxes	2,839.59
EFTPS Online Payment		FEDERAL	Payroll Taxes	3,442.75
EFTPS Online Payment		FICA	Payroll Taxes	8,965.40
EZ IT Solutions		IT Services	IT Expense	310.00
Eakes Office Products		office supplies/copies/copier leases	Copier Maint/Expense	710.41
Eakes Office Products		office supplies/copies/copier leases	Supplies & Postage	165.09
Family Heritage		FAMILY HERITAGE	Health/Life/Acc Insuranc	25.50
Grocery Kart		halloween candy	Supplies & Postage	39.00
Myers Iron Salvage		city wide clean up roll offs	City Promotions	538.15
Nebraska Dept of Revenue		waste reduction fee	Miscellaneous Expense	25.00
Paula Daily		mileage reimbursement	Travel & Meeting Expens	15.91
Schaper and White Law Firm		legal fees	Legal Fees	1,350.00
State Income Tax WH NE Online Paymei		STATE	Payroll Taxes	1,403.73
State Income Tax WH NE Online Paymei		STATE	Payroll Taxes	1,459.43
TX Child Support SDU		CHILD SUPPORT-TX	Child Support	69.23
Universal Insurance		Dan's bond	Bonds & Insurance	100.00
			Total General	\$71,058.30
Municipal Building				
Broken Bow Municipal Utilities		Utilities	Utilities	534.12
Evans Feed Co.		supplies	Maint/Repair Equipment	18.00
Presto X Company		monthly service	Maintenance & Repair B	116.63
Pristine Cleaning, LLC			Contracted Services	375.00
Village Uniform		rugs	Building Cleaning Suppli	103.64
			Total Municipal Building	\$1,147.39
Handi Bus				
City of Broken Bow - Health Insurance		health insurance	Health Insurance	303.62
Garrett Tires & Treads		repair	Maint/Repair Equipment	13.20
			Total Handi Bus	\$316.82
Police				
Broken Bow Municipal Utilities		Utilities	Utilities	372.92
Broken Bow Municipal Utilities		Utilities	Dog Care	29.34
Capital One		gloves & conference meals	Travel & Meeting Expens	43.74
Capital One		gloves & conference meals	Supplies & Postage	134.82
City of Broken Bow - Health Insurance		health insurance	Health Insurance	2,428.96
Custer County Chief		subscription renewal	Printing & Publication	39.00
Hometown Leasing		copier lease	Copier Maint/Expense	92.66
Police Chief Assn of Nebraska		membership dues	Association Dues	30.00
Quill Corporation		office supplies	Supplies & Postage	44.77
Trotter Service		battery	Maint/Repair Equipment	180.00
			Total Police	\$3,396.21
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				
Island Tree Medical		EMS supplies	Ambulance Supplies	616.69
Broken Bow Chamber of Commerce		ambulance incentive	Ambulance Driver Incentive	1,630.00
City of Broken Bow - Health Insurance		health insurance	Health Insurance	151.81
EZ IT Solutions		IT Services	IT Expense	155.00
Eakes Office Products		office supplies/copies/copier leases	Copier Maint/Expense	47.28
Fyr-Tek		repairs	Maint/Repair Equipment	833.06
Island Supply Company		oxygen	Ambulance Supplies	72.96
			Total Rescue Unit	\$3,506.80
Fire				
City of Broken Bow - Health Insurance		health insurance	Health Insurance	151.81
EZ IT Solutions		IT Services	IT Expense	155.00
Eakes Office Products		office supplies/copies/copier leases	Copier Maint/Expense	47.28
Miller Signs		vinyl graphics	Maint/Repair Equipment	350.00
			Total Fire	\$704.09
Library				
Broken Bow Municipal Utilities		Utilities	Utilities	340.28
City of Broken Bow - Health Insurance		health insurance	Health Insurance	607.24
EZ IT Solutions		IT Services	IT Expense	310.00
Hometown Leasing		copier lease	Copier Maint/Expense	66.52
Sara J. Hulinsky		cleaning service	Contracted Services	837.00
			Total Library	\$2,161.04
Street				
AKRS EQUIPMENT		parts	Maint/Repair Equipment	175.25
Broken Bow Municipal Utilities		Utilities	Utilities	302.42
Broken Bow Municipal Utilities		Utilities	Street Lighting	2,859.22
Card Services		parts,supplies,subscription,conference,city	Flags	43.84
Carroll Construction Supply		rattle stick	Street Construction	1,153.78
City of Broken Bow - Health Insurance		health insurance	Health Insurance	1,062.67
Chris Dunkel		boots	Safety Equipment	117.69
EZ IT Solutions		IT Services	IT Expense	310.00
Great Plains Communications		Internet	Telephone/Internet	35.48
Pat Powers		Repair	Maint/Repair Equipment	240.00
Prachts Ace Hardware		repairs	Maint/Repair Equipment	57.94
V-Bar Sales & Service		supplies	Maint/Repair Equipment	105.80
Wade Kleeb		boots	Safety Equipment	128.39
Wenquist Inc.		repairs	Maint/Repair Equipment	128.47
			Total Street	\$6,720.95
Park				
Broken Bow Municipal Utilities		Utilities	Utilities	1,463.03
Broken Bow Municipal Utilities		Utilities	Utilities	129.62
Card Services		parts,supplies,subscription,conference,city	Maintenance/Repair Gro	380.09
City of Broken Bow - Health Insurance		health insurance	Health Insurance	759.05
Darren Marten		Parts	Maintenance/Repair Gro	327.61
EZ IT Solutions		IT Services	IT Expense	310.00
Great Plains Communications		Internet	Telephone/Internet	35.47
John Deere Financial		mower lease	Equipment Purchases	216.51
Prachts Ace Hardware		repairs	Maintenance/Repair Gro	113.10
S&L Sanitary Service		trash collection	Trash Removal	49.30
The Garden Center		ground maintenance	Maintenance/Repair Gro	391.98
Titan Machinery-North Platte		Rental	Equipment Purchases	5,000.00
			Total Park	\$9,175.76
Swimming Pool				
Broken Bow Municipal Utilities		Utilities	Utilities	87.68
			Total Swimming Pool	\$87.68
Sanitation				
Broken Bow Municipal Utilities		Utilities	Sanitation Contract	36.66
Card Services		parts,supplies,subscription,conference,city	Miscellaneous Expense	29.99
City of Broken Bow - Health Insurance		CD Cell Power	Utilities	50.02
EZ IT Solutions		IT Services	IT Expense	310.00
			Total Sanitation	\$426.67
ST Infra/Capital				
O'Brien's Hardware		paint supplies	Sales Tax Infra Projects	39.56
			Total ST Infra/Capital	\$39.56

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

\$98,741.27

Bi-weekly Payroll \$51,529.85

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 10/27/2021

Ending Date: 11/9/2021

A

1st/2nd

2+

PREMIER STORAGE, LLC

CHRISTOPHER MYERS

720 PAWNEE LANE

BROKEN BOW, NE 68822

308-870-3504

premierstoragebrokenbow@gmail.com

A

November 1, 2021

Please accept our bid of \$65,100.00 for the following property:

648 South 19th Ave

Broken Bow, Nebraska

Legal: College Estates Block 1 Lot 2 Broken Bow City Custer County

Susan Porter

On behalf of Premier Storage, LLC

11/3/2021

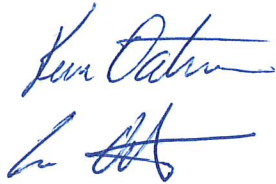
To City of Broken Bow

I am placing a bid on the following property to be sold. The property is College Estates Block 1 Lot 2 as advertised in the Custer County Chief public notices.

The price I am submitting is \$61,555.00.

The reason why we want to purchase this property is to build a warehouse/ powder coating facility. With the growth of our business we need more storage for raw materials and finished products. Right now we have to take our products out of Broken Bow to have them powder coated. I would like to keep that business in Broken Bow and bring more revenue into the city. We feel this lot would be a great location to build something like this.

Thank you for your consideration

Two handwritten signatures in blue ink. The top signature is 'Kem Oatman' and the bottom signature is 'Lance Oatman'.

Kem Oatman
Lance Oatman
V-Bar Inc.
(308) 872-2343



November 1, 2021

City of Broken Bow
Mayor and City Council
PO Box 504
Broken Bow, Nebraska 68822

RE: 2022 City Engineer Appointment Request

Dear Mayor and City Council:

I ask that you appoint JEO Consulting Group, Inc. as the city engineer for the year 2022. We appreciate the confidence you have shown in JEO in the past, and we sincerely hope to continue our relationship.

Since JEO has provided services to the city in the past, our staff has accumulated extensive “institutional knowledge” about your city and its infrastructure. This is extremely important as it provides the background information needed to evaluate what actions to take going forward. Additionally, this knowledge often allows JEO staff to respond to questions about the city and its infrastructure without extensive investigation and research, reducing the time and cost involved in addressing routine matters.

We have detailed below what you can expect from JEO as your city engineer. When there may be a fee for the services, as noted in items two through four below, JEO will notify you before commencing work.

- **IDENTIFYING AND PRIORITIZING INFRASTRUCTURE PROJECTS:** If requested, JEO will attend a council or committee meeting to identify and prioritize infrastructure projects in the city. This planning may include prioritizing capital and infrastructure improvements, summary reviews of new permits and their potential impact, information on new regulations, recommendations on future planning, and input on potential funding sources. This does not entail detailed studies or evaluations but is usually a valuable first step in assessing the need, priority, and feasibility of potential infrastructure projects. There is no charge for JEO to attend this meeting or prepare and follow up on the meeting.
- **APPLYING AND SECURING FUNDING:** JEO will assist in the process of applying for and attempting to secure funding, such as Community Development Block Grants, USDA-RD, DWSRF, and CWSRF for potential infrastructure projects, as well as more non-traditional funding from both public and private sources. Additionally, JEO will provide information necessary to complete the reporting requirements of any funding that the city may secure. JEO has staff devoted to assisting municipalities in locating the funding that makes projects a reality. In some cases, having an appointed city engineer can expedite moving a project forward when grant and loan funding is involved. Depending on some factors, there may be a fee for this service, and we would be happy to discuss this with you.
- **ROUTINE OPERATION AND MAINTENANCE OF INFRASTRUCTURE:** JEO will respond to questions about the routine operation and maintenance of the city infrastructure, based on the prior knowledge we have of these facilities/systems. There is typically no charge for this service. However, depending on some factors, a fee may be involved when a commitment, such as site visits or research, is required for JEO to provide assistance.

- **COST OPINIONS:** Throughout the year, JEO will provide additional assistance with identifying, prioritizing, and providing rough cost opinions for potential infrastructure projects. Depending on some factors, such as the effort required to complete the requested task, there may be a fee involved for this service. However, as noted above, JEO's extensive institutional knowledge about the city and its infrastructure will provide this service efficiently and effectively.

When requested, JEO will provide a scope of services and fees for specific projects that the city would desire to pursue.

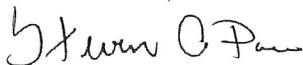
JEO does not request a contract to serve as the city engineer, and the city is under no obligation to hire JEO for any project. Furthermore, we do not require a retainer to serve as the city engineer. Instead, we strive to assist you in efficiently and effectively dealing with routine matters, so we will be the first firm considered by the city when you need consulting services for a project. In other words, all we request is the opportunity to earn your business.

We would appreciate you notifying us of your action on this request to keep our records up to date. Please take a few minutes to complete the form below. Then, please return the form in the enclosed envelope, or email it to Lori Kitt at lkitt@jeo.com. Additionally, please include a copy of your meeting minutes that states the engineering appointment.

If you have any questions about this letter or want further information, don't hesitate to contact me.

Thank you for your consideration.

Sincerely,



STEVEN A. PARR

Principal

Office: (402) 443-7485 | **Mobile:** (402) 443-8003 | **Email:** sparr@jeo.com

Enclosure

✂

2022 ENGINEER APPOINTMENT REQUEST

The City of Broken Bow has appointed JEO Consulting Group, Inc. as the City Engineer:

☒ Yes ☐ No

Notes: Appointed at November 9, 2021 Council Meeting

Kandi K. Peters, City Clerk
Form Completed By (please print name)

11/9/2021
Date

***Please include a copy of your meeting minutes.**



November 1, 2021

City of Broken Bow
Mayor and City Council
PO Box 504
Broken Bow, NE 68822

RE: Broken Bow 2022 Street Superintendent Re-Appointment Request

Dear Mayor and City Council:

I am requesting to be re-appointed as the street superintendent for the year 2022. Attached is the scope of services for the street superintendent appointment. If it is decided to re-appoint me, please make sure the motion is worded in your minutes as "We appoint Steven A Parr from JEO Consulting Group, Inc. as our Street Superintendent". I appreciate the opportunity to work on your behalf.

I would appreciate you notifying me on your action of this request, so my records are up-to-date. Please take a few minutes to complete the form below. Then, return the form in the enclosed envelope, or email it to Lori Kitt at lkitt@jeo.com.

Please include a copy of your meeting minutes that states the approved appointment, as well as the completed contact update form for our records.

If you have any questions about this letter or the attached information, or if you want any further information, please contact me. Thank you for your consideration.

Sincerely,

Steven A Parr
License Number: S-859 | Class A
Office: (402) 443-7485 | **Mobile:** (402) 443-8003 | **Email:** sparr@jeo.com

✂

2022 STREET SUPERINTENDENT APPOINTMENT REQUEST

The City of Broken Bow has appointed Steven A Parr as the street superintendent:

☒ Yes ☐ No

Notes:

Appointed at November 9, 2021 Council Meeting

Kandi K Peters, City Clerk

Form Completed By (please print name)

11/09/2021

Date

***Please include a copy of your meeting minutes.**



Scope of Services

Appointed Street Superintendent



Listed below are the services that would be performed annually as the appointed Street Superintendent.

One and Six Year Plan

- Receive input on the One and Six Year Plan.
- Prepare a cost opinion for One Year projects.
- Prepare One and Six Year Plan documents (location map and project summary).
- Furnish One and Six Year Plan documents.
- Assist with questions.

Lane Mile Report

- Update Lane Mile Report.
- Municipality to furnish annexation documents (description and plat) of new annexation areas.

Fee

- The compensation to JEO for providing these services would be the incentive payment that the municipality receives for appointing a Class A Street Superintendent.

JEO will invoice annually in December for the year the JEO employee is appointed the street superintendent. Payment is due upon receipt. Invoices unpaid after 30 days will accrue interest at 12% per annum. Payments will be credited first to interest, then principal.



1937 N. Chestnut Street
Wahoo, NE 68066
p 402.443.4661

Do not recreate, revise, or copy this form. Revisions, recreations, and copies will not be accepted. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2021. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2021.

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2021

Resolution No. 2021-22

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; and

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(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), 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 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 City of Broken Bow
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 9th day of November, 2021 at Broken Bow, Nebraska.
(Date) (Month)

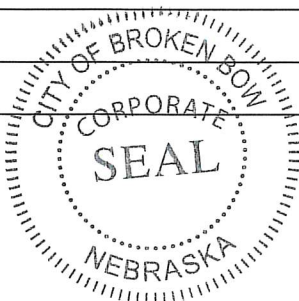
City Council/Village Board Members

Jacob Holcomb

David Schmidt

Larry Miller

Chris Myers



City Council/Village Board Member Jacob Holcomb

Moved the adoption of said resolution

Member David Schmidt Seconded the Motion

Roll Call 4 Yes 0 No 0 Abstained 0 Absent
Resolution adopted, signed, and billed as adopted.

Attest:

Handi Harris, City Clerk
(Signature of Clerk)

Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2021. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2021.

Year-End Certification of City Street Superintendent For Determining Incentive Payment

January 1, 2021 to December 31, 2021

*(1)(a) Certification of the municipality of City of Broken Bow that: Steven A. Parr was
(Print name of City or Village) (Print name of Superintendent as appears on license card if applicable)
the appointed City Street Superintendent from January 1, 2021 to December 31, 2021,
(Month) (Date) (Month) (Date)

(b) the above listed individual is not ☐ or is a Licensed City Street Superintendent, License Number S- 859 Class A,
(Check this box is the above listed individual is not licensed) (A or B)

(c) the above listed individual is not ☒ or is a Licensed Engineer in Nebraska, License Number E- _____,
(Check this box is the above listed individual is not licensed)

(d) the superintending services of the above listed individual were provided by: (Check one box)

☐ 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)

(e) the above listed individual assisted in the following: *Reference Neb. Rev. Stat. §39-2512*

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,

- OR -

(2) From _____, 2021 to _____, 2021 this municipality did not have
(Month) (Date) (Month) (Date)
an appointed City Street Superintendent.

[Signature]
Signature of Mayor ☒ Village Board Chairperson ☐

*(3) If your municipality had a licensed superintendent for a portion of the year; had two or more successive licensed superintendents; and/or did not have an appointed street superintendent for any portion(s) of the calendar year, complete a separate Year-End Certification form for **EACH** appointed city street superintendent **AND** for any period without an appointed city street superintendent. **Copy this form as needed to account for these separate periods.**

(4) The payment amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) the number of full calendar months served by the appointed superintendent who is licensed or exempted from licensure under the Superintendents Act; (c) class of license, A or B; and (d) if the appointed City Street Superintendent assisted with the required duties in (1)(e) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) **Failure to return the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.**



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2021 to:

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