

**BROKEN BOW UTILITIES  
BOARD OF PUBLIC WORKS AGENDA  
May 9, 2022 @12:30 P.M.  
Council Chambers  
314 South 10<sup>th</sup> 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 May 9, 2022, which will include the following:

- a. Approval of Minutes from April 25, 2022 Meeting
- b. Approval of Claims as Posted

**E. Discussion Items**

- a. Landlord contracts
- b. Budget planning talks

**F. Department Head Updates**

**G. Items for Next Agenda**

**H. 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  
April 25, 2022**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday April 25, 2022. 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.

Chad Schall called the meeting to order at 12:32 p.m., with the following Board members present: Paul Holland, Russ Smith, and Chad Schall. Absent: None. Chad Schall 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 Holland, seconded by Smith, to approve the Consent Agenda for April 25, 2022. Said motion includes approval of the Minutes of the April 11, 2022, Board Meeting, approval of Claims to Date, and approval of March 2022 Treasurer Report. Roll Call vote: Voting aye: Holland, Smith, and Schall. Nays: None. Motion carried.

CENTURYLINK - \$201.91, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$38,373.00, CUSTER COUNTY CHIEF - \$746.03, CUSTER TRANSFER STATION - \$9,854.00, DITCH WITCH UNDERCON - \$829.34, MUNICIPAL ENERGY AGENCY OF NE - \$575,628.84, MUNICIPAL SUPPLY, OF NEBR. - \$2,654.56, NEBRASKA MUNICIPAL POWER POOL - \$5,112.34, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - \$117.00, NATIONWIDE - \$100.00, PLATTE VALLEY LABORATORIES, INC. - \$652.50, QUADIENT FINANCE USA, INC. - \$400.00, S & L SANITARY SERVICES - \$33,588.40, STUART C IRBY CO - \$9,335.66, TROTTER SERVICE - \$280.00, VERIZON WIRELESS - \$85.86, TOTAL - \$677,959.44

Electric Department	\$601,589.28
Water Department	12,246.76
Sewer Department	8,272.32
Power Plant	4,145.67
Billing	51,641.87
Fuel Station	<u>63.54</u>
	\$677,959.44

Discussion on updating the landlord contracts was postponed until the next meeting.

Discussion was held on Eagle Crest. City Administrator Dan Knoell informed the Board that they could potentially use TIF and ARPA funds to help pay for the project at Eagle Crest.

Discussion was held on raising Board Members salaries. Administrator Knoell informed the Board the last pay raise was 4 years ago. The current salary is \$600 a year, and the City is considering raising it \$400 to make the Board of Public works salary \$1,000 a year.

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Planned outage on 4/25 and 4/26
- Replaced some secondary lines
- Did trenching at Paul Brown Field

Craig Cranwell, Water/Sewer Superintendent:

- Replaced the valve at the WWTP
- Worked on jetting the sewers
- Looking into an extension for the fire hydrant at the old Forrester's lot

Evan June, Power Plant Operator:

- Ordered power switch for Unit 2
- Will Generate Units 4 and 5 first week of May

Moved by Schall, seconded by Holland, to adjourn the meeting at 1:16 p.m. Roll Call vote:  
Voting aye: Holland, Smith, and Schall. Nays: None. Motion carried.

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

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/s/ Chad Schall, 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>Description</u>			<u>Debit</u>	<u>Credit</u>
	<b>AQUA-AEROBIC SYSTEMS, INC.</b>									
18507	5/9/2022 5/9/2022	18,274.00								Posted
	3-349800					DIFFUSER PARTS FOR BASIN 2			18,274.00	0.00
	<b>ARROW SEED COMPANY, INC.</b>									
18508	5/9/2022 5/9/2022	129.00								Posted
	3-341300					GRASS SEED WWTP			129.00	0.00
special office	<b>BROKEN BOW MUNICIPAL UTILITIES</b>									
18510	5/9/2022 5/9/2022	574.31								Posted
	2-243290					postage			87.85	0.00
	3-343290					postage			19.30	0.00
	5-545500					postage			467.16	0.00
									<u>574.31</u>	<u>0.00</u>
	<b>Black Hills Energy</b>									
18509	5/9/2022 5/9/2022	128.18								Posted
	4-440800					power plant gas			128.18	0.00
	<b>CARD SERVICES - ORSCHELNS FARM &amp; HOME</b>									
18511	5/9/2022 5/9/2022	864.48								Posted
	4-440360					VERSA AIR VALVES POWER PLANT			230.03	0.00
	5-545400					PENS, BINDER, ADDRESS LABELS			35.86	0.00
	1-143360					LINEMAN APPRECIATION			8.73	0.00
	1-143360					BLAKE'S HOTEL FOR CLASS			278.14	0.00
	4-441010					RADIOS			121.95	0.00
	1-145410					ADOBE MEMBERSHIP			189.77	0.00
									<u>864.48</u>	<u>0.00</u>
transfer	<b>CITY OF BROKEN BOW</b>									
18512	5/9/2022 5/9/2022	43,740.01								Posted
	1-149200					Transfer to City's General Fund			43,340.01	0.00
	5-546100					Monthly Office Rent			400.00	0.00
									<u>43,740.01</u>	<u>0.00</u>
PAYROLL	<b>CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>									
18513	5/9/2022 5/9/2022	37,916.84								Posted
	4-440100					Payroll Reimbursement			766.39	0.00
	4-445220					Payroll Reimbursement			58.29	0.00
	4-445210					Payroll Reimbursement			45.99	0.00
	5-545130					Payroll Reimbursement			6,696.40	0.00
	5-545220					Payroll Reimbursement			485.76	0.00
	5-545210					Payroll Reimbursement			352.94	0.00
	1-143100					Payroll Reimbursement			13,025.76	0.00
	1-145220					Payroll Reimbursement			991.40	0.00
	1-145210					Payroll Reimbursement			559.89	0.00
	2-240100					Payroll Reimbursement			6,580.87	0.00
	2-245220					Payroll Reimbursement			487.28	0.00
	2-245210					Payroll Reimbursement			398.86	0.00
	3-340100					Payroll Reimbursement			6,580.87	0.00
	3-345230					Payroll Reimbursement			487.28	0.00
	3-345210					Payroll Reimbursement			398.86	0.00
									<u>37,916.84</u>	<u>0.00</u>
INVOICES	<b>CUSTER PUBLIC POWER DISTRICT</b>									
18515	5/9/2022 5/9/2022	2,862.51								Posted
	3-340900					Power for Wastewater Treatment Plant			2,862.51	0.00
	<b>EAKES OFFICE SOLUTIONS</b>									
18516	5/9/2022 5/9/2022	285.59								Posted
	5-545400					RIBBON FOR TYPEWRITER AND TIME C			285.59	0.00
	<b>EZ IT Solutions</b>									
18517	5/9/2022 5/9/2022	1,550.00								Posted
	1-149991					IT SERVICES			310.00	0.00
	2-249991					IT SERVICES			310.00	0.00
	3-349991					IT SERVICES			310.00	0.00
	4-449991					IT SERVICES			310.00	0.00
	5-549991					IT SERVICES			310.00	0.00
									<u>1,550.00</u>	<u>0.00</u>

## 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>Description</u>			<u>Debit</u>	<u>Credit</u>
GREAT PLAINS COMMUNICATIONS, INC (continued)										
18518	5/9/2022	5/9/2022			282.14					Posted
	4-440360					P Plant Internet Service			71.99	0.00
	1-143800					1/4 Internet Expense			27.99	0.00
	2-243800					1/4 Internet Expense			27.99	0.00
	3-343800					1/4 Internet Expense			27.99	0.00
	5-547200					Internet Expense- Credit card connection			83.99	0.00
	4-445700					P Plant Telephone			42.19	0.00
									282.14	0.00
GROCERY KART										
18536	5/9/2022	5/9/2022			41.82					Posted
	3-340510					SOAP LIFT STATION GREASE			41.82	0.00
INVOICE CLOUD										
18519	5/9/2022	5/9/2022			128.40					Posted
	5-547200					Credit Card Expenses			128.40	0.00
Orschelens	JOHN DEERE FINANCIAL									
18533	5/9/2022	5/9/2022			561.50					Posted
	1-143300					BORE MACHINE			440.70	0.00
	2-241000					OPERATING SUPPLIES			83.40	0.00
	2-243500					OIL FOR TRUCKS			37.40	0.00
									561.50	0.00
Jeffres Sand and Gravel										
18520	5/9/2022	5/9/2022			437.93					Posted
	2-241000					OPERATING SUPPLIES & MAINTENANC			437.93	0.00
LEE ESTERBROOK										
18521	5/9/2022	5/9/2022			244.10					Posted
	1-111500					REFUND ON ACCOUNT			244.10	0.00
MEAD LUMBER CO										
18522	5/9/2022	5/9/2022			151.32					Posted
	3-341300					HAND RAIL CEMENT WWTP			120.44	0.00
	3-341000					MANHOLE SEALANT			30.88	0.00
									151.32	0.00
MILLER & ASSOCIATES CONSULTING ENGINEERS										
18523	5/9/2022	5/9/2022			330.00					Posted
	3-349800					WWTP DATA REVIEW			330.00	0.00
NEBR. DEPT. OF ENVIRONMENT AND ENERGY										
18506	5/9/2022	5/9/2022			115.00					Ck# 1120 Printed
	2-243365					Water license			115.00	0.00
NEBRASKA STATE BANK										
18524	5/9/2022	5/9/2022			49,184.00					Posted
	1-110670					Wastewater Bond- Monthly Savings Depos			26,871.00	0.00
	1-110680					Water Bond- Monthly Savings Deposit			10,628.00	0.00
	1-110610					Electric Bond Fund			11,685.00	0.00
									49,184.00	0.00
ONE CALL CONCEPTS, INC										
18525	5/9/2022	5/9/2022			74.58					Posted
	1-143320					1- Month of Locate Expenses			74.58	0.00
WWTP	PLATTE VALLEY LABORATORIES, INC.									
18535	5/9/2022	5/9/2022			1,100.00					Posted
	3-347500					WASTE WATER LAB WORK			1,100.00	0.00
RT Ace										
18526	5/9/2022	5/9/2022			100.83					Posted
	2-241000					HOSE NOZZLE			9.62	0.00
	3-340500					WWTP FUSES			36.36	0.00
	3-343260					PARTS FOR SEWER TRUCK & VACUUM			13.22	0.00
	1-143410					BATTERIES, O RINGS			41.63	0.00
									100.83	0.00
S & L SANITARY SERVICES										

## 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>
<b>S &amp; L SANITARY SERVICES (continued)</b>								
18534	5/9/2022	5/9/2022	40.75					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
							40.75	0.00
<b>SAGE PAYMENT SOLUTIONS</b>								
18527	5/9/2022	5/9/2022	1,853.24					Posted
	5-547200			Credit card fees			1,853.24	0.00
<b>SIGMA-ALDRICH RTC</b>								
18529	5/9/2022	5/9/2022	63.94					Posted
	3-349800			PH PROFICIENCY TEST			63.94	0.00
<b>Sensaphone</b>								
18528	5/9/2022	5/9/2022	5.95					Posted
	2-241000			alarm system			5.95	0.00
<b>TITAN MACHINERY-NORTH PLATTE</b>								
18532	5/9/2022	5/9/2022	445.30					Posted
	1-143205			BACKHOE GLASS & SEAL			445.30	0.00
<b>V-BAR Inc.</b>								
18530	5/9/2022	5/9/2022	38.36					Posted
	3-340500			REMOVEABLE COVER PLATE AT WWTF			38.36	0.00
<b>WENQUIST, INC.</b>								
18537	5/9/2022	5/9/2022	250.39					Posted
	1-143205			FUEL FILTER, M120 WASH			84.07	0.00
	1-143500			OIL			46.56	0.00
	3-340500			NUTS			34.20	0.00
	3-341000			RUBBER GLOVES			85.56	0.00
							250.39	0.00
<b>WESTERN AREA POWER ADMIN.</b>								
18531	5/9/2022	5/9/2022	19,474.49					Posted
	1-140220			Power Purchases WAPA			19,474.49	0.00
			181,248.96	31 Non-voided payables listed.				

## Report Setup

AP - Accounts Payable Listing : Vendor Name

## Filter Options

Starting: 4/26/2022

Ending: 5/9/2022

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>
<b>ELECTRIC</b>				
CARD SERVICES - ORSCHELNS FARM		CREDIT CARD	MEALS/MILEAGE/HOTE	8.73
CARD SERVICES - ORSCHELNS FARM		CREDIT CARD	MEALS/MILEAGE/HOTE	278.14
CARD SERVICES - ORSCHELNS FARM		CREDIT CARD	MEMBERSHIPS & DUE	189.77
CITY OF BROKEN BOW		TRANSFER AND RENT	IN LIEU OF TAX PAYME	43,340.01
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	13,025.76
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	559.89
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	991.40
EZ IT Solutions		IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATIO	27.99
JOHN DEERE FINANCIAL		OPERATING SUPPLIES & LINE MATERIAL	LINE MATERIALS & SU	440.70
LEE ESTERBROOK		REFUND ON ACCOUNT	ACCOUNTS RECEIVAB	244.10
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNE	11,685.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	26,871.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,628.00
ONE CALL CONCEPTS, INC		LOCATE EXPENSE	UNDERGROUND LOCA	74.58
RT Ace		SUPPLIES	SUPPLIES AND MAINTI	41.63
S & L SANITARY SERVICES			MAINT-BUILDINGS & G	9.12
TITAN MACHINERY-NORTH PLATTE		MAINTENANCE-TRUCKS	MAINTENANCE-TRUCK	445.30
WENQUIST, INC.		TRUCK MAINTENANCE AND SUPPLIES	MAINTENANCE-TRUCK	84.07
WENQUIST, INC.		TRUCK MAINTENANCE AND SUPPLIES	GAS & OIL FOR TRUCK	46.56
WESTERN AREA POWER ADMIN.		POWER PURCHASES	POWER PURCHASED-'	19,474.49
			Total ELECTRIC	\$128,776.24
<b>WATER</b>				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- WATER DE	87.85
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,580.87
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	398.86
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	487.28
EZ IT Solutions		IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	27.99
JOHN DEERE FINANCIAL		OPERATING SUPPLIES & LINE MATERIAL	OPERATING SUPPLIES	83.40
JOHN DEERE FINANCIAL		OPERATING SUPPLIES & LINE MATERIAL	GAS & OIL FOR TRUCK	37.40
Jeffres Sand and Gravel		STOCK WATER DEPT	OPERATING SUPPLIES	437.93
NEBR. DEPT. OF ENVIRONMENT AND		Water license	CONFERENCE REGIST	115.00
RT Ace		SUPPLIES	OPERATING SUPPLIES	9.62
S & L SANITARY SERVICES			MAINT-BLDG & GRDS \	4.56
Sensaphone		alarm system	OPERATING SUPPLIES	5.95
			Total WATER	\$8,586.71
<b>SEWER</b>				
AQUA-AEROBIC SYSTEMS, INC.		DIFFUSER PARTS FOR BASIN 2	SLUDGE MANAGEMEN	18,274.00
ARROW SEED COMPANY, INC.		GRASS SEED WWTP	MAINTENANCE-BUILDI	129.00
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- SEWER DE	19.30
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,580.87
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	398.86
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	487.28
CUSTER PUBLIC POWER DISTRICT		WWTP POWER	UTILITIES	2,862.51
EZ IT Solutions		IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SKADA	27.99
GROCERY KART		LIFT STATION SUPPLIES	MAINTENANCE - LIFT €	41.82
MEAD LUMBER CO		SUPPLIES	OPERATING SUPPLIES	30.88
MEAD LUMBER CO		SUPPLIES	MAINTENANCE-BUILDI	120.44
MILLER & ASSOCIATES CONSULTING		WWTP DATA REVIEW	SLUDGE MANAGEMEN	330.00
PLATTE VALLEY LABORATORIES, INC.		WASTE WATER TESTING	WASTE WATER TESTII	1,100.00
RT Ace		SUPPLIES	MAINTENANCE - WAST	36.36
RT Ace		SUPPLIES	MAINTENANCE-TRUCK	13.22
S & L SANITARY SERVICES			MAINTENANCE-BUILDI	4.57
SIGMA-ALDRICH RTC		PH PROFICIENCY TEST	SLUDGE MANAGEMEN	63.94
V-BAR Inc.		REPAIRS	MAINTENANCE - WAST	38.36
WENQUIST, INC.		TRUCK MAINTENANCE AND SUPPLIES	MAINTENANCE - WAST	34.20
WENQUIST, INC.		TRUCK MAINTENANCE AND SUPPLIES	OPERATING SUPPLIES	85.56
			Total SEWER	\$30,989.16
<b>POWER PLANT</b>				

# 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>
<b>POWER PLANT</b>				
Black Hills Energy		POWER PLANT GAS	NATURAL GAS USED	128.18
CARD SERVICES - ORSCHELNS FARM		CREDIT CARD	MAINTENANCE - POWE	230.03
CARD SERVICES - ORSCHELNS FARM		CREDIT CARD	OFFICE SUPPLIES PO	121.95
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	766.39
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	45.99
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	58.29
EZ IT Solutions		IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWE	71.99
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	42.19
S & L SANITARY SERVICES			MAINTENANCE-BUILDI	22.50
			Total POWER PLANT	<u>\$1,797.51</u>
<b>BILLING</b>				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	467.16
CARD SERVICES - ORSCHELNS FARM		CREDIT CARD	OFFICE SUPPLIES	35.86
CITY OF BROKEN BOW		TRANSFER AND RENT	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	6,696.40
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	352.94
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	485.76
EAKES OFFICE SOLUTIONS		OFFICE SUPPLIES	OFFICE SUPPLIES	285.59
EZ IT Solutions		IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	83.99
INVOICE CLOUD		CREDIT CARD EXPENSES	CREDIT CARD/BILL PA	128.40
SAGE PAYMENT SOLUTIONS		CREDIT CARD FEES	CREDIT CARD/BILL PA	1,853.24
			Total BILLING	<u>\$11,099.34</u>
				<u>\$181,248.96</u>

Report Selection: Check Approval List - GL Account  
 Date Range Selection: GL Posting Date  
 Starting Date: 4/26/2022  
 Ending Date: 5/9/2022