

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
November 7, 2022 @12:30 P.M.
City 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 November 7, 2022, which will include the following:

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

E. Discussion Items

- a. Change Meetings from Mondays to the 2nd and 4th Tuesday's.

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
October 25, 2022**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, October 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 and the Electric 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 12:30 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 Smith, seconded by Holland, to approve the Consent Agenda for October 25, 2022. Said motion includes approval of the Minutes of the September 27, 2022, Board Meeting, approval of Claims to Date, and approval of September 2022 Treasurer's report. Roll Call vote: Voting aye: Holland, Smith, and Schall. Nays: None. Motion carried.

AQUA-AEROBIC SYSTEMS, INC. - 7107.99, CENTURYLINK - 64.25, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - 38263.54, CUSTER COUNTY CHIEF - 134.17, CUSTER TRANSFER STATION - 9952.00, DEZAREY CALDWELL - 364.49, DITCH WITCH UNDERCON - 1006.87, ELECTRIC PUMP - 11112.23, GROCERY KART - 54.95, JOHN LEWIS - 182.73, MEAD LUMBER CO - 292.65, MILLER & ASSOCIATES CONSULTING ENGINEERS - 220.00, MUNICIPAL SUPPLY, OF NEBR. - 9980.62, MIDWEST LABORATORIES, INC. - 95.05, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - 115.00, NEBRASKA MUNICIPAL POWER POOL - 2030.00, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - 60.00, NEBRASKA PUBLIC POWER DISTRICT - 92.00, OBRIEN'S HARDWARE - 13.89, PAULSEN, INC. - 946.96, PLATTE VALLEY LABORATORIES, INC. - 632.50, QUADIENT FINANCE USA, INC. - 400.00, RT ACE - 122.28, RYAN JONES - 627.84, S & L SANITARY SERVICES - 33867.90, TROTTER SERVICE - 36.37, VERIZON WIRELESS - 85.78, WESTERN AREA POWER ADMIN. - 26638.50, Total - 144500.56

Electric Department	\$ 46,993.54
Water Department	18,361.47
Sewer Department	26,059.41
Power Plant	945.48
Billing	52,076.41
Fuel Station	<u>64.25</u>
	\$ 144,500.56

Discussion was held on the AMI system.

Electric Superintendent Blake Waldow informed the board of the updated contract for the H-Structure JEO Project, repairs for the alley between South 9th and 10th Avenues, and South B and E Street.

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Replaced poles, one being an emergency replacement.
- Evan, Dillon, and Jeff went to a generating class.
- Did some trenching for lighting.

Water/Sewer:

- Water/Sewer Supervisor position is open.
- Finishing GIS mapping.
- Separated water lines on South B Street.

Moved by Holland, seconded by Smith, to adjourn the meeting at 1:27 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

/s/ Chad Schall, Chairman

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>
special office	BROKEN BOW MUNICIPAL UTILITIES									
18846	11/7/2022	11/7/2022		628.26						Posted
	2-243290					postage			123.60	0.00
	3-343290					postage			30.45	0.00
	5-545500					postage			474.21	0.00
									628.26	0.00
	Black Hills Energy									
18845	11/7/2022	11/7/2022		571.68						Posted
	4-440800					power plant gas			571.68	0.00
	CARD SERVICES - ORSCHELNS FARM & HOME									
18847	11/7/2022	11/7/2022		793.68						Posted
	2-243360					HOTEL ROOM RYAN CLASSES			405.45	0.00
	5-545800					TREASURER ADD ON INDEED			19.50	0.00
	1-143360					HOTEL & FOOD FOR TRAINING			362.31	0.00
	1-143390					BINDER			6.42	0.00
									793.68	0.00
transfer	CITY OF BROKEN BOW									
18849	11/7/2022	11/7/2022		44,645.77						Posted
	1-149200					Transfer to City's General Fund			44,245.77	0.00
	5-546100					Monthly Office Rent			400.00	0.00
									44,645.77	0.00
PAYROLL	CITY OF BROKEN BOW PAYROLL REIMBURSEMENT									
18848	11/7/2022	11/7/2022		39,592.09						Posted
	4-440100					Payroll Reimbursement			820.00	0.00
	4-445220					Payroll Reimbursement			62.39	0.00
	4-445210					Payroll Reimbursement			49.20	0.00
	5-545130					Payroll Reimbursement			6,876.65	0.00
	5-545220					Payroll Reimbursement			503.45	0.00
	5-545210					Payroll Reimbursement			342.24	0.00
	1-143100					Payroll Reimbursement			15,276.95	0.00
	1-145220					Payroll Reimbursement			1,128.43	0.00
	1-145210					Payroll Reimbursement			763.47	0.00
	2-240100					Payroll Reimbursement			6,134.78	0.00
	2-245220					Payroll Reimbursement			448.13	0.00
	2-245210					Payroll Reimbursement			301.75	0.00
	3-340100					Payroll Reimbursement			6,134.78	0.00
	3-345230					Payroll Reimbursement			448.13	0.00
	3-345210					Payroll Reimbursement			301.74	0.00
									39,592.09	0.00
	CUSTER COUNTY CHIEF									
18850	11/7/2022	11/7/2022		180.00						Posted
	2-241000					DOOR HANGERS			180.00	0.00
ION POWER	CUSTER PUBLIC POWER DISTRICT									
18851	11/7/2022	11/7/2022		3,146.55						Posted
	3-340900					POWER FOR WWTP			3,146.55	0.00
	EAKES OFFICE SOLUTIONS									
18869	11/7/2022	11/7/2022		447.32						Posted
	5-545400					office supplies			447.32	0.00
	EZ IT Solutions									
18852	11/7/2022	11/7/2022		1,950.00						Posted
	1-149991					IT SERVICES			390.00	0.00
	2-249991					IT SERVICES			390.00	0.00
	3-349991					IT SERVICES			390.00	0.00
	4-449991					IT SERVICES			390.00	0.00
	5-549991					IT SERVICES			390.00	0.00
									1,950.00	0.00
	GREAT PLAINS COMMUNICATIONS, INC									

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend#	Vendor Name	Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#			Work Order		Description			Debit	Credit
GREAT PLAINS COMMUNICATIONS, INC (continued)										
18853	11/7/2022	11/7/2022		282.47						Posted
	4-440360					P Plant Internet Service			72.00	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			83.98	0.00
	4-445700					P Plant Telephone			42.52	0.00
									<u>282.47</u>	<u>0.00</u>
Gary's Super Foods										
18863	11/7/2022	11/7/2022		49.16						Posted
	1-143390					CLEANING SUPPLIES			49.16	0.00
INVOICE CLOUD										
18873	11/7/2022	11/7/2022		150.00						Posted
	5-547200					Credit Card Expenses			150.00	0.00
JEO Consulting Group Inc.										
18864	11/7/2022	11/7/2022		293.75						Posted
	1-147400					ENGINEERING/LEGAL EXPENSES			293.75	0.00
Orschelens	JOHN DEERE FINANCIAL									
18854	11/7/2022	11/7/2022		118.26						Posted
	2-241000					GLOVES, TOWELS, BOLTS, GLASS CLE			118.26	0.00
Jeffres Sand and Gravel										
18867	11/7/2022	11/7/2022		1,786.80						Posted
	1-143700					WHITE ROCK			1,786.80	0.00
LEAGUE OF NEBR. MUNICIPALITIES										
18865	11/7/2022	11/7/2022		850.00						Posted
	1-143365					CONFERENCE REGISTRATION-JOHN &			850.00	0.00
MEAD LUMBER CO										
18866	11/7/2022	11/7/2022		55.96						Posted
	1-143410					SCREWS, WEDGE BOLT FOR SEC PAD			55.96	0.00
MUNICIPAL ENERGY AGENCY OF NE										
18855	11/7/2022	11/7/2022		552,808.08						Posted
	1-140200					Power Purchases MEAN			552,808.08	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.									
18856	11/7/2022	11/7/2022		6,516.24						Posted
	3-343400					RAISING MANHOLE RINGS			657.72	0.00
	3-341000					MANHOLE LID AND RING RESTOCK			2,940.00	0.00
	2-244200					FIRE HYDRANT RESTOCK			2,918.52	0.00
									<u>6,516.24</u>	<u>0.00</u>
NEBRASKA STATE BANK										
18857	11/7/2022	11/7/2022		49,139.00						Posted
	1-110670					Wastewater Bond- Monthly Savings Depos			27,035.00	0.00
	1-110680					Water Bond- Monthly Savings Deposit			10,551.00	0.00
	1-110610					Electric Bond Fund			11,553.00	0.00
									<u>49,139.00</u>	<u>0.00</u>
ONE CALL CONCEPTS, INC										
18858	11/7/2022	11/7/2022		39.46						Posted
	1-143320					1- Month of Locate Expenses			39.46	0.00
RT Ace										
18859	11/7/2022	11/7/2022		150.78						Posted
	2-241000					PARTS FOR STRING TRIMMER, IMPACT			27.55	0.00
	1-143410					UG POLE REPLACEMENT			123.23	0.00
									<u>150.78</u>	<u>0.00</u>
S & L SANITARY SERVICES										
18870	11/7/2022	11/7/2022		27.50						Posted
	4-441300					Trash Fees Billed			27.50	0.00
SAGE PAYMENT SOLUTIONS										
18860	11/7/2022	11/7/2022		2,067.81						Posted
	5-547200					Credit card fees			2,067.81	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>
SANDHILLS CUSTOM CREATIONS (continued)								
18861	11/7/2022	11/7/2022	1,091.60					Posted
	2-245710			HATS,SHIRTS,FOR WATER/SEWER			334.80	0.00
	3-349700			HATS,SHIRTS FOR WATER/SEWER			334.80	0.00
	3-349700			SAFTEY COATS			211.00	0.00
	2-245710			SAFTEY COATS			211.00	0.00
							<u>1,091.60</u>	<u>0.00</u>
USA BLUE BOOK								
18862	11/7/2022	11/7/2022	78.91					Posted
	3-343260			NEW END FOR FILL HOSE FOR SEWER			78.91	0.00
WEATHERCRAFT								
18868	11/7/2022	11/7/2022	464.25					Posted
	1-143700			REPLACED PHOTO CELLS ON BAY 1, LI			464.25	0.00
WESCO RECEIVABLES CORP.								
18872	11/7/2022	11/7/2022	25,034.66					Posted
	1-143300			LINE MATERIAL-WIRE, ANCHORS			25,034.66	0.00
			<u>732,960.04</u>	28 Non-voided payables listed.				

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 10/25/2022

Ending: 11/7/2022

Banks: All

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

All Vendors Selected

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC				
CARD SERVICES - ORSCHELNS FARM		HOTEL ROOM, TREASURER ADD ON IND	MEALS/MILEAGE/HOTE	362.31
CARD SERVICES - ORSCHELNS FARM		HOTEL ROOM, TREASURER ADD ON IND	MAINT. OFFICE EQUIP	6.42
CITY OF BROKEN BOW		TRANSFER & RENT	IN LIEU OF TAX PAYME	44,245.77
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	15,276.95
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	763.47
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,128.43
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATIK	27.99
Gary's Super Foods		CLEANING SUPPLIES	MAINT. OFFICE EQUIP	49.16
JEO Consulting Group Inc.		ENGINEERING/LEGAL EXPENSES	ENGINEERING/LEGAL	293.75
Jeffres Sand and Gravel		WHITE ROCK	MAINT-BUILDINGS & G	1,786.80
LEAGUE OF NEBR. MUNICIPALITIES		CONFERENCE REGISTRATION-JOHN & I	CONFERENCE REGIST	850.00
MEAD LUMBER CO		SCREWS, WEDGE BOLT FOR SEC PAD	SUPPLIES AND MAINTI	55.96
MUNICIPAL ENERGY AGENCY OF NE		POWER PURCHASES	POWER PURCHASES-I	552,808.08
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNE	11,553.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	27,035.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,551.00
ONE CALL CONCEPTS, INC		LOCATE EXPENSES	UNDERGROUND LOCA	39.46
RT Ace		PARTS FOR STRING TRIMMER, IMPACT I	SUPPLIES AND MAINTI	123.23
WEATHERCRAFT		REPLACED PHOTO CELLS ON BAY 1, LU	MAINT-BUILDINGS & G	464.25
WESCO RECEIVABLES CORP.		LINE MATERIAL-WIRE, ANCHORS	LINE MATERIALS & SU	25,034.66
		Total ELECTRIC		\$692,845.69
WATER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- WATER DE	123.60
CARD SERVICES - ORSCHELNS FARM		HOTEL ROOM, TREASURER ADD ON IND	MEALS/MILEAGE/HOTE	405.45
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,134.78
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	301.75
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	448.13
CUSTER COUNTY CHIEF		DOOR HANGERS	OPERATING SUPPLIES	180.00
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	27.99
JOHN DEERE FINANCIAL		GLOVES, TOWELS, BOLTS, GLASS CLEA	OPERATING SUPPLIES	118.26
MUNICIPAL SUPPLY, OF NEBR.		RAISING MANHOLE RINGS, MANHOLE LI	FIRE HYDRANTS	2,918.52
RT Ace		PARTS FOR STRING TRIMMER, IMPACT I	OPERATING SUPPLIES	27.55
SANDHILLS CUSTOM CREATIONS		HATS,SHIRTS FOR WATER/SEWER, SAF	SAFETY- WATER	334.80
SANDHILLS CUSTOM CREATIONS		HATS,SHIRTS FOR WATER/SEWER, SAF	SAFETY- WATER	211.00
		Total WATER		\$11,621.83
SEWER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- SEWER DE	30.45
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,134.78
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	301.74
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	448.13
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	3,146.55
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SCADA	27.99
MUNICIPAL SUPPLY, OF NEBR.		RAISING MANHOLE RINGS, MANHOLE LI	OPERATING SUPPLIES	2,940.00
MUNICIPAL SUPPLY, OF NEBR.		RAISING MANHOLE RINGS, MANHOLE LI	MAINTENANCE MAINS	657.72
SANDHILLS CUSTOM CREATIONS		HATS,SHIRTS FOR WATER/SEWER, SAF	SAFETY- SEWER DEPI	334.80
SANDHILLS CUSTOM CREATIONS		HATS,SHIRTS FOR WATER/SEWER, SAF	SAFETY- SEWER DEPI	211.00
USA BLUE BOOK		NEW END FOR FILL HOSE FOR SEWER	MAINTENANCE-TRUCK	78.91
		Total SEWER		\$14,702.07
POWER PLANT				
Black Hills Energy		POWER PLANT GAS	NATURAL GAS USED	571.68
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	820.00
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	49.20
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	62.39
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWE	72.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	42.52
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILDI	27.50
		Total POWER PLANT		\$2,035.29
BILLING				

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	474.21
CARD SERVICES - ORSCHELNS FARM		HOTEL ROOM, TREASURER ADD ON IND	ADVERTISING	19.50
CITY OF BROKEN BOW		TRANSFER & RENT	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	6,876.65
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	342.24
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	503.45
EAKES OFFICE SOLUTIONS		date book refill, adding machine, stamps, Bl	OFFICE SUPPLIES	447.32
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	83.98
INVOICE CLOUD		CREDIT CARD EXPENSES	CREDIT CARD/BILL PA	150.00
SAGE PAYMENT SOLUTIONS		CREDIT CARD FEES	CREDIT CARD/BILL PA	2,067.81
			Total BILLING	\$11,755.16
				<hr/>
				\$732,960.04
				<hr/>

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 10/25/2022

Ending Date: 11/7/2022