

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
January 10, 2023 @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 January 10, 2023, which will include the following:

- a. Approval of Minutes from December 13, 2022, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

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
December 13, 2022**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, December 13, 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, Jay Gormley, 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 December 13, 2022. Said motion includes approval of the Minutes of the November 22, 2022, Board Meeting, approval of Claims to Date and approval of November Treasurer's report. Roll Call vote: Voting aye: Holland, Smith, Gormley, and Schall. Nays: None. Motion carried.

AQUA-AEROBIC SYSTEMS, INC. - 733.70, BROKEN BOW MUNICIPAL UTILITIES - 562.61, BLACK HILLS ENERGY - 63.14, CARD SERVICES - ORSCHELNS FARM & HOME - 537.52, CARQUEST OF BROKEN BOW - 187.23, CENTURYLINK - 142.91, CITY OF BROKEN BOW - 48064.58, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - 40757.88, CUSTER COUNTY CHIEF - 140.79, CUSTER PUBLIC POWER DISTRICT - 2713.38, CITY OF BROKEN BOW - HEALTH INSURANCE - 18192.50, EAKES OFFICE SOLUTIONS - 209.20, EZ IT SOLUTIONS - 1950.00, GREAT PLAINS COMMUNICATIONS, INC - 282.47, INVOICE CLOUD - 151.20, JOHN DEERE FINANCIAL - 542.28, KANSAS MUNICIPAL UTILITIES - 600.00, MID-AMERICAN RESEARCH CHEM. CR - 709.96, MILCO ENVIRONMENTAL SERVICES, INC. - 3500.00, MUNICIPAL ENERGY AGENCY OF NE - 543964.78, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - 723.00, NEBRASKA STATE BANK - 49139.00, ONE CALL CONCEPTS, INC - 58.24, PAULSEN, INC. - 1465.45, POSTMASTER - 583.00, RT ACE - 364.22, S & L SANITARY SERVICES - 47.50, SAGE PAYMENT SOLUTIONS - 1911.33, SIGMA-ALDRICH RTC - 78.27, USA BLUE BOOK - 300.50, V-BAR INC. - 650.27, WESCO RECEIVABLES CORP. - 1731.04, WESTERN AREA POWER ADMIN. - 20322.90, TOTAL - 741380.85

Electric Department	\$ 689,197.90
Water Department	14,263.38
Sewer Department	20,324.63
Power Plant	2,042.72
Billing	<u>15,552.22</u>
	\$ 741,380.85

Jay Gormley was introduced to the board as our new board member.

Motioned by Smith, seconded by Gormley to keep the Board of Public Works on the 2nd and 4th Tuesdays. Roll Call vote: Voting aye: Schall, Smith Gormley, and Holland. Nays: None. Motion Carried.

Motioned by Holland, seconded by Schall to cancel the 2nd meeting in December. Roll Call vote: Voting aye: Schall, Smith, Gormley, and Holland. Nays: None. Motion carried.

Motioned by Schall, seconded by Gormley to pay the claims as posted for December 27, 2022. Roll Call vote: Voting aye: Smith, Schall, Gormley, and Holland. Nays: None. Motion carried.

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Hired two new linemen.
- Worked in the shop.
- Training the new linemen.
- Fixed broken cross arms.
- Ran units 4 & 5 at the power plant with gas.
- Will run engine 4 again on Tuesday.

Water/Sewer:

- Water/Sewer Supervisor position is open.
- Getting the east shop ready to insulate
- Maintenance.
- Replaced the aerator in the lake.

Moved by Schall, seconded by Holland, to enter into closed session at 12:48 p.m. for a strategy session regarding collective bargaining, to include the Board of Public Works Members, City Administrator Dan Knoell, and Utility Clerk Katie Hogg. Roll Call vote: Voting aye: Holland, Smith, Gormley and Schall. Nays: None. Motion carried.

Moved by Schall, seconded by Holland to exit closed session at 1:11 p.m. Roll Call vote: Voting aye: Gormley, Smith, Schall, and Holland. Nays: None. Motion Carried.

Moved by Schall, seconded by Smith to adjourn the meeting at 1:12 p.m. Roll Call vote: Voting aye: Gormley, Smith, Schall, and Holland. Nays: None. Motion Carried.

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

/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>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
AKRS Equipment										
18980		1/10/2023	1/10/2023		329.74					Posted
			2-241600			PARTS FOR JOHN DEERE TRACTOR			329.74	0.00
special office	BROKEN BOW MUNICIPAL UTILITIES									
18964		1/10/2023	1/10/2023		580.42					Posted
			2-243290			postage			56.80	0.00
			3-343290			postage			33.40	0.00
			5-545500			postage			478.17	0.00
			4-440360			postage			12.05	0.00
									580.42	0.00
CARD SERVICES - ORSCHELNS FARM & HOME										
18965		1/10/2023	1/10/2023		7,234.87					Posted
			1-143410			LABEL PRINTER/LABELS			784.23	0.00
			1-143380			CHRISTMAS LIGHTS, CALCULATOR			76.08	0.00
			3-349920			CHRISTMAS LIGHTS, ORNAMENTS			193.04	0.00
			2-241300			BUILDING MAINTENANCE			6,181.52	0.00
									7,234.87	0.00
transfer	CITY OF BROKEN BOW									
18967		1/10/2023	1/10/2023		51,372.72					Posted
			1-149200			Transfer to City's General Fund			50,972.72	0.00
			5-546100			Monthly Office Rent			400.00	0.00
									51,372.72	0.00
ION POWER	CUSTER PUBLIC POWER DISTRICT									
18968		1/10/2023	1/10/2023		3,192.79					Posted
			3-340900			POWER FOR WWTP			2,742.79	0.00
			1-143330			TESTING ON SUBSTATION			450.00	0.00
									3,192.79	0.00
City of Broken Bow - Health Insurance										
18966		1/10/2023	1/10/2023		9,929.93					Posted
			1-145200			health insurance			3,920.48	0.00
			2-245200			health insurance			1,963.92	0.00
			3-345200			health insurance			1,963.92	0.00
			5-545200			health insurance			1,838.88	0.00
			4-445200			health insurance			242.73	0.00
									9,929.93	0.00
DUTTON-LAINSON COMPANY										
18983		1/10/2023	1/10/2023		651.33					Posted
			1-143300			Line Supplies			651.33	0.00
EZ IT Solutions										
18969		1/10/2023	1/10/2023		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										
18979		1/10/2023	1/10/2023		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
									282.47	0.00
INVOICE CLOUD										
18978		1/10/2023	1/10/2023		215.20					Posted
			5-547200			Credit Card Expenses			215.20	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.									
18976		1/10/2023	1/10/2023		3,092.48					Posted
			2-244200			FIRE HYDRANT			3,092.48	0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
			<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB (continued)										
18970		1/10/2023	1/10/2023		84.00					Posted
			2-247500			Water Testing			84.00	0.00
NEBRASKA STATE BANK										
18971		1/10/2023	1/10/2023		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
									49,139.00	0.00
ONE CALL CONCEPTS, INC										
18972		1/10/2023	1/10/2023		14.36					Posted
			1-143320			1- Month of Locate Expenses			14.36	0.00
OVERNITE AUTO										
18982		1/10/2023	1/10/2023		185.95					Posted
			2-243270			BATTERY FOR 2018 1500 CHEVY			185.95	0.00
RT Ace										
18981		1/10/2023	1/10/2023		268.93					Posted
			2-241000			OPERATING SUPPLIES			268.93	0.00
SAGE PAYMENT SOLUTIONS										
18973		1/10/2023	1/10/2023		1,773.16					Posted
			5-547200			Credit card fees			1,773.16	0.00
SIGMA-ALDRICH RTC										
18975		1/10/2023	1/10/2023		78.27					Posted
			3-347500			DMRQA STUDY			78.27	0.00
Sensaphone										
18974		1/10/2023	1/10/2023		5.95					Posted
			2-243800			alarm system			2.97	0.00
			3-343800			alarm system			2.98	0.00
									5.95	0.00
WESTERN AREA POWER ADMIN.										
18977		1/10/2023	1/10/2023		19,600.62					Posted
			1-140220			Power Purchases WAPA			19,600.62	0.00
					149,982.19	20 Non-voided payables listed.				

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 12/28/2022

Ending: 1/10/2023

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

1/5/2023 11:16:59 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		LABEL PRINTER/LABELS, CHRISTMAS LI	MISC. EXPENSE- LINE	76.08
CARD SERVICES - ORSCHELNS FARM		LABEL PRINTER/LABELS, CHRISTMAS LI	SUPPLIES AND MAINTI	784.23
CITY OF BROKEN BOW		TRANSFER/RENT	IN LIEU OF TAX PAYME	50,972.72
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP, TESTING ON SUBS	MAINTENANCE- TESTII	450.00
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	3,920.48
DUTTON-LAINSON COMPANY		METERS FORM	LINE MATERIALS & SU	651.33
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATI	27.99
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNI	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	14.36
WESTERN AREA POWER ADMIN.		POWER PURCHASES	POWER PURCHASED-'	19,600.62
			Total ELECTRIC	\$126,026.81
WATER				
AKRS Equipment		PARTS FOR JOHN DEERE TRACTOR	MAINTENANCE - BACK	329.74
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- WATER DE	56.80
CARD SERVICES - ORSCHELNS FARM		LABEL PRINTER/LABELS, CHRISTMAS LI	MAINTENANCE-BUILDI	6,181.52
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,963.92
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	27.99
MUNICIPAL SUPPLY, OF NEBR.		FIRE HYDRANT REPLACEMENT	FIRE HYDRANTS	3,092.48
NEBRASKA PUBLIC HEALTH ENVIRON		WATER SAMPLES	WATER TESTING	84.00
OVERNITE AUTO		BATTERY FOR 2018 1500 CHEVY	MAINTENANCE TRUCK	185.95
RT Ace		ICE MELT, PAINT, BALL VALVES, OPERA	OPERATING SUPPLIES	268.93
Sensaphone		alarm system	MAINTENANCE-SCADA	2.97
			Total WATER	\$12,584.30
SEWER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- SEWER DE	33.40
CARD SERVICES - ORSCHELNS FARM		LABEL PRINTER/LABELS, CHRISTMAS LI	FUTURE PURCHASES	193.04
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP, TESTING ON SUBS	UTILITIES	2,742.79
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,963.92
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SCADA	27.99
SIGMA-ALDRICH RTC		DMRQA STUDY	WASTE WATER TESTII	78.27
Sensaphone		alarm system	MAINTENANCE SCADA	2.98
			Total SEWER	\$5,432.39
POWER PLANT				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	MAINTENANCE - POWE	12.05
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	242.73
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
			Total POWER PLANT	\$759.30
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	478.17
CITY OF BROKEN BOW		TRANSFER/RENT	OFFICE RENT	400.00
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,838.88
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	215.20
SAGE PAYMENT SOLUTIONS		CREDIT CARD FEES	CREDIT CARD/BILL PA	1,773.16
			Total BILLING	\$5,179.39
				\$149,982.19

Report Selection: Check Approval List - GL Account
Date Range Selection: GL Posting Date
Starting Date: 12/28/2022
Ending Date: 1/10/2023