

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
May 9, 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 May 9, 2023, which will include the following:

- a. Approval of Minutes from April 25, 2023, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

- a. Update on transformer lead time.
- b. JEO project updates.

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, 2023**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, April 25, 2023. 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.

Russ Smith called the meeting to order at 12:38 p.m., with the following Board members present: Russ Smith, Jay Gormley, and Scott Adams. Absent: Chad Schall. Russ Smith 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 Adams, seconded by Gormley, to approve the Consent Agenda for April 25, 2023. Said motion includes approval of the Minutes of the April 11, 2023, Board Meeting, approval of Claims to Date, approval of March 2023 Treasurer Report. Roll Call vote: Voting aye: Smith, Gormley, and Adams. Nays: None. Motion carried.

BLAKE WALDOW - MILEAGE - \$229.25, CENTURYLINK - BASIC PHONE SERVICE - \$210.34, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$40,060.02, CUSTER COUNTY CHIEF - PUBLISH MINUTES AND NOTICES - \$146.25, CUSTER TRANSFER STATION - TRASH FEES COLLECTED - \$9,917.00, EMMANUEL ASASUWA - MEALS & MILEAGE FOR WATER SCHOOL - \$146.92, HOLMES PLBG & HTG SUPPLY CO. - WAX FOR WWTP - \$66.49, KANSAS MUNICIPAL UTILITIES - LEVEL 2 BOOKS FOR DILLION BROWN - \$150.00, LUKE MYERS - MILEAGE AND MEALS FOR WATER SCHOOL - \$170.47, MILLER & ASSOCIATES CONSULTING ENGINEERS - MANAGING MONTHLY TEST REPORTS - \$495.00, MUNICIPAL SUPPLY, OF NEBR. - VALVE BOX TOP RESTOCK - \$1,523.68, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - EMMANUEL WATER LICENSE - \$115.00, NEBRASKA MUNICIPAL POWER POOL - CONFERENCE REGISTRATION - \$200.00, OBRIEN'S HARDWARE - OPERATION SUPPLIES - \$183.02, PLATTE VALLEY LABORATORIES, INC. - WASTE WATER TESTING - \$532.50, S & L SANITARY SERVICES - TRASH FEES - \$33,701.90, TROTTER SERVICE - TIRES, FUEL, PROPANE TANK, ALIGNMENT - \$2,170.29, V-BAR INC. - SHEET METAL - \$27.18, VERIZON WIRELESS - CELL PHONES - \$85.66, TOTAL - \$90,130.97

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>
special office	BROKEN BOW MUNICIPAL UTILITIES									
19173	5/9/2023	5/9/2023	653.41							Posted
	2-243290		postage						31.85	0.00
	3-343290		postage						67.20	0.00
	5-545500		postage						554.36	0.00
									653.41	0.00
	Black Hills Energy									
19175	5/9/2023	5/9/2023	456.51							Posted
	4-440800		power plant gas						456.51	0.00
	CARD SERVICES - ORSCHELNS FARM & HOME									
19176	5/9/2023	5/9/2023	345.16							Posted
	1-143360		HOTEL/LINCOLN CONFERENCE						268.82	0.00
	1-143390		J5 FOR MONITERS						32.09	0.00
	5-545400		CORK BOARD/PENS/PLANNER						44.25	0.00
									345.16	0.00
transfer	CITY OF BROKEN BOW									
19179	5/9/2023	5/9/2023	43,462.72							Posted
	1-149200		Transfer to City's General Fund						43,062.72	0.00
	5-546100		Monthly Office Rent						400.00	0.00
									43,462.72	0.00
PAYROLL	CITY OF BROKEN BOW PAYROLL REIMBURSEMENT									
19178	5/9/2023	5/9/2023	41,592.11							Posted
	4-440100		Payroll Reimbursement						824.17	0.00
	4-445220		Payroll Reimbursement						62.71	0.00
	4-445210		Payroll Reimbursement						49.45	0.00
	5-545130		Payroll Reimbursement						5,858.70	0.00
	5-545220		Payroll Reimbursement						420.63	0.00
	5-545210		Payroll Reimbursement						351.52	0.00
	1-143100		Payroll Reimbursement						17,086.88	0.00
	1-145220		Payroll Reimbursement						1,253.88	0.00
	1-145210		Payroll Reimbursement						758.60	0.00
	2-240100		Payroll Reimbursement						6,679.80	0.00
	2-245220		Payroll Reimbursement						483.41	0.00
	2-245210		Payroll Reimbursement						299.58	0.00
	3-340100		Payroll Reimbursement						6,679.80	0.00
	3-345230		Payroll Reimbursement						483.40	0.00
	3-345210		Payroll Reimbursement						299.58	0.00
									41,592.11	0.00
	COLONIAL RESEARCH CHEMICAL CORP.									
19180	5/9/2023	5/9/2023	229.78							Posted
	1-143410		GREASE CLEANER WOW						229.78	0.00
	CUSTER COUNTY CHIEF									
19206	5/9/2023	5/9/2023	291.72							Posted
	5-545800		Publish Minutes & Mtg, Notices						291.72	0.00
ION POWER	CUSTER PUBLIC POWER DISTRICT									
19181	5/9/2023	5/9/2023	2,935.85							Posted
	3-340900		POWER FOR WWTP						2,870.42	0.00
	3-340900		POWER FOR WWTP						65.43	0.00
									2,935.85	0.00
	City of Broken Bow - Health Insurance									
19177	5/9/2023	5/9/2023	8,382.02							Posted
	1-145200		health insurance						3,309.34	0.00
	2-245200		health insurance						1,657.78	0.00
	3-345200		health insurance						1,657.78	0.00
	5-545200		health insurance						1,552.23	0.00
	4-445200		health insurance						204.89	0.00
									8,382.02	0.00
	EAKES OFFICE SOLUTIONS									
19198	5/9/2023	5/9/2023	2,016.71							Posted
	5-545400		office supplies						2,016.71	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>Description</u>			<u>Debit</u>	<u>Credit</u>
EZ IT Solutions (continued)										
19182	5/9/2023	5/9/2023		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
						<u>1,950.00</u>				<u>0.00</u>
GREAT PLAINS COMMUNICATIONS, INC										
19183	5/9/2023	5/9/2023		282.48						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			telephone expense		42.53				0.00
						<u>282.48</u>				<u>0.00</u>
GREG KRUEGER & ASSOCIATES, INC.										
19184	5/9/2023	5/9/2023		1,154.10						Posted
	5-545400			WINDOW ENVELOPES		1,154.10				0.00
INVOICE CLOUD										
19199	5/9/2023	5/9/2023		280.40						Posted
	5-547200			Credit Card Expenses		280.40				0.00
Orschelens JOHN DEERE FINANCIAL										
19185	5/9/2023	5/9/2023		196.76						Posted
	1-143410			OPERATING SUPPLIES		29.94				0.00
	2-241300			EAST BUILDING PROJECT		166.82				0.00
						<u>196.76</u>				<u>0.00</u>
MEAD LUMBER CO										
19200	5/9/2023	5/9/2023		150.59						Posted
	2-241300			EAST BUILDING PROJECT		150.59				0.00
MUNICIPAL ENERGY AGENCY OF NE										
19186	5/9/2023	5/9/2023		574,106.43						Posted
	1-140200			Power Purchases MEAN		574,106.43				0.00
Mtrs MUNICIPAL SUPPLY, OF NEBR.										
19201	5/9/2023	5/9/2023		380.92						Posted
	2-243300			RESTOCK		380.92				0.00
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB										
19188	5/9/2023	5/9/2023		806.00						Posted
	2-247500			Water Testing		806.00				0.00
NEBRASKA RURAL WATER ASSOC.										
19189	5/9/2023	5/9/2023		500.00						Posted
	2-245410			1/2 Annual Membership		250.00				0.00
	3-345410			1/2 Annual Membership		250.00				0.00
						<u>500.00</u>				<u>0.00</u>
NEBRASKA STATE BANK										
19190	5/9/2023	5/9/2023		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
						<u>49,139.00</u>				<u>0.00</u>
Nationwide										
19187	5/9/2023	5/9/2023		100.00						Posted
	5-546600			KATIE'S BOND		100.00				0.00
ONE CALL CONCEPTS, INC										
19194	5/9/2023	5/9/2023		60.06						Posted
	1-143320			1- Month of Locate Expenses		60.06				0.00
VVWTP PLATTE VALLEY LABORATORIES, INC.										
19202	5/9/2023	5/9/2023		530.00						Posted
	3-347500			Wastewater Testing		530.00				0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend#	Vendor Name	Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#					Description			Debit	Credit
	RT Ace (continued)									
19191	5/9/2023	5/9/2023		132.13						Posted
	1-143410			SCREWS, ROPE, CAP BANK					132.13	0.00
19203	5/9/2023	5/9/2023		133.21						Posted
	2-241000			OPERATING SUPPLIES					133.21	0.00
	S & L SANITARY SERVICES									
19207	5/9/2023	5/9/2023		27.50						Posted
	4-441300			Trash Fees Billed					27.50	0.00
	SAGE PAYMENT SOLUTIONS									
19195	5/9/2023	5/9/2023		2,000.97						Posted
	5-547200			Credit card fees					2,000.97	0.00
	SANDHILLS CUSTOM CREATIONS									
19204	5/9/2023	5/9/2023		12.99						Posted
	5-545400			NAME PLATES					12.99	0.00
	SUNBELT SOLOMON									
19192	5/9/2023	5/9/2023		3,810.00						Posted
	1-143330			LTC COUNTER REPLACEMENT					3,810.00	0.00
	USA BLUE BOOK									
19193	5/9/2023	5/9/2023		1,096.78						Posted
	2-245710			SAFTEY SUPPLIES					275.95	0.00
	3-341000			SUPPLIES FOR WWTP LAB					820.83	0.00
									<u>1,096.78</u>	<u>0.00</u>
	V-BAR Inc.									
19196	5/9/2023	5/9/2023		27.18						Posted
	1-143410			CHANNEL STEEL					27.18	0.00
	WENQUIST, INC.									
19205	5/9/2023	5/9/2023		1,760.25						Posted
	1-143410			SUPPLIES					128.08	0.00
	2-243270			PARTS FOR WORK TRUCKS					154.01	0.00
	3-340500			BELT FOR BLOWER					1,478.16	0.00
									<u>1,760.25</u>	<u>0.00</u>
	WESTERN AREA POWER ADMIN.									
19197	5/9/2023	5/9/2023		22,672.64						Posted
	1-140220			Power Purchases WAPA					22,672.64	0.00
				<u>761,676.38</u>						

34 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 4/26/2023

Ending: 5/9/2023

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>
ELECTRIC				
CARD SERVICES - ORSCHELNS FARM		HOTEL AND OFFICE SUPPLIES	MEALS/MILEAGE/HOTE	268.82
CARD SERVICES - ORSCHELNS FARM		HOTEL AND OFFICE SUPPLIES	MAINT. OFFICE EQUIP	32.09
CITY OF BROKEN BOW		TRANSFER/RENT	IN LIEU OF TAX PAYME	43,062.72
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	17,086.88
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	758.60
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,253.88
COLONIAL RESEARCH CHEMICAL COI		SUPPLIES & MAINTENANCE	SUPPLIES AND MAINTI	229.78
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	3,309.34
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATK	27.99
JOHN DEERE FINANCIAL		EAST BUILDING PROJECT /OPERATING	SUPPLIES AND MAINTI	29.94
MUNICIPAL ENERGY AGENCY OF NE		POWER PURCHASES	POWER PURCHASES-I	574,106.43
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		1-MONTH LOCATE EXPENSE	UNDERGROUND LOCA	60.06
RT Ace		SUPPLIES & MAINTENANCE	SUPPLIES AND MAINTI	132.13
SUNBELT SOLOMON		MAINTENANCE-SUBSTATION	MAINTENANCE- TESTI	3,810.00
V-BAR Inc.		SUPPLIES & MAINTENANCE	SUPPLIES AND MAINTI	27.18
WENQUIST, INC.		PARTS FOR TRUCKS/BELT FOR BLOWEI	SUPPLIES AND MAINTI	128.08
WESTERN AREA POWER ADMIN.		POWER PURCHASES	POWER PURCHASED-I	22,672.64
			Total ELECTRIC	\$716,525.56
WATER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- WATER DE	31.85
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,679.80
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	299.58
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	483.41
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,657.78
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	27.99
JOHN DEERE FINANCIAL		EAST BUILDING PROJECT /OPERATING	MAINTENANCE-BUILDI	166.82
MEAD LUMBER CO		EAST BUILDING PROJECT	MAINTENANCE-BUILDI	150.59
MUNICIPAL SUPPLY, OF NEBR.		RESTOCK	MAINTENANCE - WATE	380.92
NEBRASKA PUBLIC HEALTH ENVIRON		WATER TESTING	WATER TESTING	806.00
NEBRASKA RURAL WATER ASSOC.		ANNUAL DUES	MEMBERSHIPS & DUEI	250.00
RT Ace		OPERATING SUPPLIES	OPERATING SUPPLIES	133.21
USA BLUE BOOK		SUPPLIES FOR WWTP LAB & SAFETY SL	SAFETY- WATER	275.95
WENQUIST, INC.		PARTS FOR TRUCKS/BELT FOR BLOWEI	MAINTENANCE TRUCK	154.01
			Total WATER	\$11,887.91
SEWER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- SEWER DE	67.20
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,679.80
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	299.58
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	483.40
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	2,870.42
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	65.43
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,657.78
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SCADA	27.99
NEBRASKA RURAL WATER ASSOC.		ANNUAL DUES	MEMBERSHIPS & DUEI	250.00
PLATTE VALLEY LABORATORIES, INC.		WASTE WATER TESTING	WASTE WATER TESTI	530.00
USA BLUE BOOK		SUPPLIES FOR WWTP LAB & SAFETY SL	OPERATING SUPPLIES	820.83
WENQUIST, INC.		PARTS FOR TRUCKS/BELT FOR BLOWEI	MAINTENANCE - WAST	1,478.16
			Total SEWER	\$15,620.59
POWER PLANT				
Black Hills Energy		POWER PLANT GAS	NATURAL GAS USED	456.51
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	824.17
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	49.45
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	62.71
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	204.89
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	42.53
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILDI	27.50
			Total POWER PLANT	\$2,129.76

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>
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	554.36
CARD SERVICES - ORSCHELNS FARM		HOTEL AND OFFICE SUPPLIES	OFFICE SUPPLIES	44.25
CITY OF BROKEN BOW		TRANSFER/RENT	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	5,858.70
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	351.52
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	420.63
CUSTER COUNTY CHIEF		PUBLISH MINUTES & MTG, NOTICES	ADVERTISING	291.72
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,552.23
EAKES OFFICE SOLUTIONS		ENVELOPES/INK/NAME_PLATES/LABELS	OFFICE SUPPLIES	2,016.71
EZ IT Solutions		IT SERVICES	IT Expense	390.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	83.98
GREG KRUEGER & ASSOCIATES, INC.		OFFICE SUPPLIES	OFFICE SUPPLIES	1,154.10
INVOICE CLOUD		CREDIT CARD EXPENSES	CREDIT CARD/BILL PA	280.40
Nationwide		KATIE'S BOND	INSURANCE & WORKM	100.00
SAGE PAYMENT SOLUTIONS		CREDIT CARD FEES	CREDIT CARD/BILL PA	2,000.97
SANDHILLS CUSTOM CREATIONS		NAME PLATES	OFFICE SUPPLIES	12.99
			Total BILLING	\$15,512.56
				<u>\$761,676.38</u>

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 4/26/2023

Ending Date: 5/9/2023