

**BROKEN BOW UTILITIES  
BOARD OF PUBLIC WORKS AGENDA  
June 27, 2023 @12:30 P.M.  
City Hall  
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 June 27, 2023, which will include the following:

- a. Approval of Minutes from June 14, 2023, 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  
June 14, 2023**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Wednesday, June 14, 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.

Chad Schall called the meeting to order at 12:30 p.m., with the following Board members present: Chad Schall, Jay Gormley, and Scott Adams. 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 Schall, seconded by Adams, to approve the Consent Agenda for June 14, 2023. Said motion includes approval of the Minutes of the May 9, 2023, Board Meeting, approval of Claims to Date, and approval of April 2023 Treasurer Report. Roll Call vote: Voting aye: Schall, Gormley, and Adams. Nays: None. Motion carried.

BROKEN BOW MUNICIPAL UTILITIES - POSTAGE - \$614.58, BLACK HILLS ENERGY - POWER PLANT GAS - \$33.08, CARD SERVICES - ORSCHELNS FARM & HOME - OFFICE SUPPLIES, TOOLS, CONTRACTORS FOR WWTP, LANYARDS, POPUPS, MOUSEPAD, CALENDAR - \$630.58, CARQUEST OF BROKEN BOW - HITCH PINS, COUPLER - \$16.35, CENTURYLINK - PHONE SERVICE - \$210.27, BASIC PHONE SERVICE - \$208.61, CITY OF BROKEN BOW - TRANSFER & RENT - \$41,529.64, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$44,186.78, PAYROLL REIMBURSEMENT - \$44,170.40, PAYROLL REIMBURSEMENT - \$45,452.48, CULLIGAN - SOFTENER SALT FOR WWTP - \$33.75, CUSTER COUNTY CHIEF - CCR REPORT & EPA POSTING - \$787.50, PUBLISHING EPA SURVEY - \$70.00, CUSTER PUBLIC POWER DISTRICT - POWER FOR WWTP - \$3,492.17, CUSTER TRANSFER STATION - TRANSFER STATION FEES COLLECTED - \$10,001.00, EAKES OFFICE SOLUTIONS - RUBBER BANDS, NAME PLATE, BUSINESS CARDS - \$35.37, EZ IT SOLUTIONS - IT SERVICES - \$5.00, ROD LAPTOP, DAVE LAPTOP/MONITOR, BADGES - \$949.99, GREAT PLAINS COMMUNICATIONS, INC - INTERNET AND TELEPHONE - \$282.48, GREG KRUEGER & ASSOCIATES, INC. - DISCONNECT NOTICES - \$1,062.09, GROCERY KART - SOAP, BLEACH, BATH TISSUE - \$30.70, HYDRO OPTIMIZATION & AUTOMATION SOLUTION - PARTS FOR SCADA PROJECT/SERVICE CALL - \$14,404.00, MAINTENANCE OF SCADA - \$1,365.30, INVOICE CLOUD - CREDIT CARD EXPENSES - \$282.00, JEO CONSULTING GROUP INC. - SPECIAL PROJECTS - \$10,378.00, HWY 2 SANITARY SEWER - \$4,730.00, JOHN DEERE FINANCIAL - CAUTION TAPE, GREASE, GRASS SEED, RAIN SUITS, PAINT, HITCH PIN - \$398.89, JEFFRES SAND AND GRAVEL - RED ROCK - \$1,746.80, KELLER AMERICA INC. - LEVEL SENSOR FOR WWTP - \$974.11, LEAGUE OF NEBR. MUNICIPALITIES - RUBBER GLOVING & UNDERGROUND SCHOOL - \$1,560.00, MEAD LUMBER CO - WEDGE BOLT - \$14.08, MUNICIPAL ENERGY AGENCY OF NE - POWER PURCHASES - \$515,872.84, MUNICIPAL SUPPLY, OF NEBR. - BRASS FITTINGS, PIT 900'S PARTS, MANHOLE RING EXTENSIONS - \$10,233.05, MYERS CONSTRUCTION INC. - LINE MATERIALS & SUPPLIES - \$11,550.00, MC2 INC. - RELAY BOARDS FOR UV LIGHTS - \$4,289.00, MIDWEST ALARM SYSTEMS - FIRE EXT. MAINTENANCE - \$260.00, MT. CUSTER TRUCK SALES - TRUCK MAINTENANCE- \$1,123.00, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - SEWER TEST FOR JEFF R/ERIK J - \$275.00, NEBRASKA MUNICIPAL POWER POOL - POWER PLANT COMPLIANCE - \$1,500.00, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - WATER TESTING - \$60.00, NEBRASKA STATE BANK - BOND TRANSFERS - \$49,139.00, NEBRASKA WATER RESOURCES ASSOC. - MEMBERSHIP DUES - \$105.00, OBRIEN'S HARDWARE - BATTERIES, OUTLET, OUTDOOR COVER, CONNECTORS - \$316.75, ONE CALL CONCEPTS, INC - LOCATE EXPENSES - \$87.22, PLATTE VALLEY COMMUNICATIONS - RADIO REPAIR - \$221.32, PLATTE VALLEY LABORATORIES, INC. - WASTE WATER TESTING - \$1,077.50, QUADIENT FINANCE USA, INC. - POSTAGE - \$400.00, RAILROAD MANAGEMENT COMPANY III, LLC - POWERLINE CROSSING - \$344.67, RT ACE - SCREWDRIVER SET, SWIFFER, FITTINGS, DUCT TAPE, BOLTS, SCREWS, IMPACT DRILL - \$758.82, S & L SANITARY SERVICES - TRASH FEES - \$33,988.65, TRASH FEES - \$47.50, SAGE PAYMENT SOLUTIONS - CREDIT CARD FEES - \$20,79.53, SANDHILLS CUSTOM CREATIONS - SHIRTS FOR INTERN - \$79.95, SARGENT DRILLING - WELL EFFICIENCY TESTING - \$2,450.00, SIGMA-ALDRICH RTC - PH TEST KIT - \$78.27, SPIRIT SOFTBALL - ACE CHOICE PROGRAM - \$3,935.00, SENSAPHONE - ALARM SYSTEM - \$6.95, TITAN MACHINERY-KEARNEY - BACKHOE - \$315.00, TITAN MACHINERY-NORTH PLATTE - MAINTENANCE-TRUCKS - \$100.64, TROTTER SERVICE - FUEL, FIXED MOWER TIRE, MAINTENANCE-TRUCKS, GAS & OIL - \$720.10, UNITED RENTALS, INC. - TRAINING - \$188.70, USA BLUE BOOK - PARTS FOR SEWER CAMERA - \$552.49, V-BAR INC. - SUPPLIES & MAINTENANCE - \$118.35, IRON FOR SUB - \$53.62, VERIZON WIRELESS - CELL

PHONES - \$85.66, CELL PHONES - \$85.86, WENQUIST, INC. - TOOLS, WIRE CONNECTORS, SAFETY GLASSES - \$351.61, WESCO RECEIVABLES CORP. - NEW TRANSFORMERS, SAFETY, & LINE SUPPLIES - \$37,071.48, LINE MATERIALS, SAFETY, TRANSFORMERS, SUPPLIES, GLOVES - \$34,588.55, WESTERN AREA POWER ADMIN. - POWER PURCHASES - \$24,049.02, TOTAL - \$968,216.10

Electric Department	\$ 796,186.93
Water Department	36,108.84
Sewer Department	55,566.05
Power Plant	4,508.10
Billing	75,712.94
Fuel Station	<u>133.24</u>
	\$968,216.10

The following was discussed under Department Head Updates:

Blake Waldow, Electric and Power Plant:

- Rubber glove training.
- Switchman training.
- Blake, John, and Jeff will be going to Recertification Training.
- Subs and transformers were tested.
- Will be doing capability testing at the power plant in July.

Ryan Jones, Water/Sewer:

- Ordered sound cancelling filters for the treatment plant.
- The Sewer truck is still having emission problems.
- Fixing broken fire hydrants.
- Flushing lines.
- EPA is testing wells.
- Getting inventory for potholing.

Moved by Schall, seconded by Smith to adjourn the meeting at 1:21 p.m. Roll Call vote: Voting aye: Schall, Gormley, Smith, and Adams. 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

<b>Vend#</b>	<b>Vendor Name</b>	<b>Pay#</b>	<b>Post Date</b>	<b>Due Date</b>	<b>Amount</b>	<b>Invoice</b>	<b>Date</b>	<b>PO#</b>	<b>Date</b>	<b>Status</b>
	<b>Account#</b>					<b>Description</b>			<b>Debit</b>	<b>Credit</b>
<b>Black Hills Energy</b>										
19279	6/27/2023	6/27/2023	57.01							Posted
	4-440800		power plant gas						57.01	0.00
<b>Bureau Veritas Commodities &amp; Trade Inc.</b>										
19280	6/27/2023	6/27/2023	295.80							Posted
	4-440360		MAINTENANCE-POWER PLANT						295.80	0.00
<b>CARD SERVICES - ORSCHELNS FARM &amp; HOME</b>										
19281	6/27/2023	6/27/2023	4,003.99							Posted
	1-143410		SUPPLIES						614.89	0.00
	1-143360		MEALS, HOTEL						1,156.76	0.00
	1-143380		MISC EXPENSE-WELLNESS CENTER						275.00	0.00
	2-241300		ROOF SEALANT						1,021.14	0.00
	2-240400		MAINTENANCE						476.15	0.00
	2-245710		SUPPLIES						136.08	0.00
	3-340500		SUPPLIES-WWTP						295.32	0.00
	2-243360		MEALS						28.65	0.00
									4,003.99	0.00
<b>PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>										
19298	6/27/2023	6/27/2023	42,773.19							Posted
	4-440100		Payroll Reimbursement						824.16	0.00
	4-445220		Payroll Reimbursement						62.72	0.00
	4-445210		Payroll Reimbursement						49.45	0.00
	5-545130		Payroll Reimbursement						7,041.83	0.00
	5-545220		Payroll Reimbursement						515.30	0.00
	5-545210		Payroll Reimbursement						377.51	0.00
	1-143100		Payroll Reimbursement						16,854.64	0.00
	1-145220		Payroll Reimbursement						1,234.56	0.00
	1-145210		Payroll Reimbursement						738.42	0.00
	2-240100		Payroll Reimbursement						6,741.25	0.00
	2-245220		Payroll Reimbursement						488.10	0.00
	2-245210		Payroll Reimbursement						307.95	0.00
	3-340100		Payroll Reimbursement						6,741.25	0.00
	3-345230		Payroll Reimbursement						488.10	0.00
	3-345210		Payroll Reimbursement						307.95	0.00
									42,773.19	0.00
<b>CUSTER TRANSFER STATION</b>										
19282	6/27/2023	6/27/2023	9,939.00							Posted
	5-540200		transfer station fees collected						9,939.00	0.00
<b>Custer Electric and Irrigation</b>										
19293	6/27/2023	6/27/2023	187.16							Posted
	1-143410		IDEAL CLAMP METER						187.16	0.00
<b>Electric Pump</b>										
19283	6/27/2023	6/27/2023	7,246.00							Posted
	3-340510		REBUILT PUMP FOR 5TH STREET LIFTS						7,246.00	0.00
<b>GREG KRUEGER &amp; ASSOCIATES, INC.</b>										
19284	6/27/2023	6/27/2023	538.48							Posted
	5-545400		OFFICE SUPPLIES						538.48	0.00
<b>HEIDI FESSLER</b>										
19290	6/27/2023	6/27/2023	200.43							Posted
	1-111500		REFUND ON ACCOUNT						200.43	0.00
<b>JEO Consulting Group Inc.</b>										
19297	6/27/2023	6/27/2023	6,477.50							Posted
	2-244300		HWY2 WATER PLANNING						1,747.50	0.00
	3-349990		HWY2 SEWER						4,730.00	0.00
									6,477.50	0.00
<b>Orschelens JOHN DEERE FINANCIAL</b>										
19292	6/27/2023	6/27/2023	165.81							Posted
	2-241000		RAGS, OIL, & BATTERY						165.81	0.00
<b>MUNICIPAL ENERGY AGENCY OF NE</b>										
19285	6/27/2023	6/27/2023	519,866.58							Posted
	1-140200		Power Purchases MEAN						519,866.58	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>
<b>NEBR. DEPT. OF ENVIRONMENT AND ENERGY (continued)</b>								
19291	6/27/2023	6/27/2023	242,687.12					Posted
	2-249100			BONDS & NOTES			63,181.96	0.00
	3-349100			BONDS & NOTES			179,505.16	0.00
							242,687.12	0.00
<b>NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB</b>								
19296	6/27/2023	6/27/2023	108.00					Posted
	2-247500			Water Testing			108.00	0.00
<b>Quadient Finance USA, Inc.</b>								
19295	6/27/2023	6/27/2023	1,200.00					Posted
	5-545500			POSTAGE			400.00	0.00
	2-249990			POSTAGE-SURVEYS			800.00	0.00
							1,200.00	0.00
<b>Quadient Leasing USA, Inc.</b>								
19286	6/27/2023	6/27/2023	623.91					Posted
	5-546500			MAINTENANCE-OFFICE EQUIPMENT			623.91	0.00
<b>S &amp; L SANITARY SERVICES</b>								
19287	6/27/2023	6/27/2023	33,811.65					Posted
	5-540200			trash collections			33,811.65	0.00
<b>TROTTER FERTILIZER</b>								
19289	6/27/2023	6/27/2023	1,330.00					Posted
	1-143700			MAINTENANCE BUILDING & GROUNDS			665.00	0.00
	4-441300			MAINTENANCE BUILDING & GROUNDS			665.00	0.00
							1,330.00	0.00
<b>TROTTER SERVICE</b>								
19288	6/27/2023	6/27/2023	882.64					Posted
	2-243500			Gas & Oil For Trucks- Water Dept			346.61	0.00
	3-343500			Gas & Oil For Trucks-Sewer Dept			254.52	0.00
	1-143205			TRUCK MAINTENANCE			125.35	0.00
	1-143500			FUEL FOR ELECTRIC DEPT			156.16	0.00
							882.64	0.00
<b>TYLER VARLAND</b>								
19294	6/27/2023	6/27/2023	300.00					Posted
	1-143205			TRUCK MAINTENANCE-#71			300.00	0.00
			872,694.27	20 Non-voided payables listed.				

**Report Setup**

AP - Accounts Payable Listing : Vendor Name

**Filter Options**

Starting: 6/14/2023

Ending: 6/27/2023

Banks: All

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

All Vendors Selected

# Check Approval List - GL Account

6/23/2023 2:59:37 PM

Broken Bow Municipal Utilities

Page 1 of 1

<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		SUPPLIES, TRAINING, ROOF SEALANT, F	MEALS/MILEAGE/HOTE	1,156.76
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	MISC. EXPENSE- LINE	275.00
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	SUPPLIES AND MAINTI	614.89
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	16,854.64
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	738.42
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,234.56
Custer Electric and Irrigation		SUPPLIES & MAINTENANCE	SUPPLIES AND MAINTI	187.16
HEIDI FESSLER		REFUND ON ACCOUNT	ACCOUNTS RECEIVAB	200.43
MUNICIPAL ENERGY AGENCY OF NE		POWER PURCHASES	POWER PURCHASES-I	519,866.58
TROTTER FERTILIZER		WEED SPRAY	MAINT-BUILDINGS & G	665.00
TROTTER SERVICE		FUEL FOR TRUCKS	MAINTENANCE-TRUCK	125.35
TROTTER SERVICE		FUEL FOR TRUCKS	GAS & OIL FOR TRUCK	156.16
TYLER VARLAND		TRUCK MAINTENANCE-#71	MAINTENANCE-TRUCK	300.00
			Total ELECTRIC	\$542,374.95
<b>WATER</b>				
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	MAINTENANCE - WELL	476.15
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	MAINTENANCE-BUILD	1,021.14
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	MEALS/MILEAGE/HOTE	28.65
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	SAFETY- WATER	136.08
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,741.25
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	307.95
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	488.10
JEO Consulting Group Inc.		ENGINEERING FEES	CONST. OF WATER SE	1,747.50
JOHN DEERE FINANCIAL		OPERATING SUPPLIES	OPERATING SUPPLIES	165.81
NEBR. DEPT. OF ENVIRONMENT AND		LOAN PAYMENTS	BONDS & NOTES	63,181.96
NEBRASKA PUBLIC HEALTH ENVIRON		WATER TESTING	WATER TESTING	108.00
Quadient Finance USA, Inc.		POSTAGE	SPECIAL PROJECTS C	800.00
TROTTER SERVICE		FUEL FOR TRUCKS	GAS & OIL FOR TRUCK	346.61
			Total WATER	\$75,549.20
<b>SEWER</b>				
CARD SERVICES - ORSCHELNS FARM		SUPPLIES, TRAINING, ROOF SEALANT, F	MAINTENANCE - WAST	295.32
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,741.25
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	307.95
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	488.10
Electric Pump		REBUILT PUMP FOR 5TH STREET LIFT#1	MAINTENANCE - LIFT &	7,246.00
JEO Consulting Group Inc.		ENGINEERING FEES	SPECIAL PROJECTS C	4,730.00
NEBR. DEPT. OF ENVIRONMENT AND		LOAN PAYMENTS	BONDS & NOTES	179,505.16
TROTTER SERVICE		FUEL FOR TRUCKS	GAS & OIL FOR TRUCK	254.52
			Total SEWER	\$199,568.30
<b>POWER PLANT</b>				
Black Hills Energy		POWER PLANT GAS	NATURAL GAS USED	57.01
Bureau Veritas Commodities & Trade Inc		OIL SAMPLE CONTAINERS	MAINTENANCE - POWE	295.80
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	824.16
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	49.45
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	62.72
TROTTER FERTILIZER		WEED SPRAY	MAINTENANCE-BUILD	665.00
			Total POWER PLANT	\$1,954.14
<b>BILLING</b>				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	7,041.83
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	377.51
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	515.30
CUSTER TRANSFER STATION		TRANSFER STATION FEES COLLECTED	TRASH/TSA FEES	9,939.00
GREG KRUEGER & ASSOCIATES, INC.		WORK ORDERS	OFFICE SUPPLIES	538.48
Quadient Finance USA, Inc.		POSTAGE	POSTAGE	400.00
Quadient Leasing USA, Inc.		POSTAGE MACHINE LEASE	MAINTENANCE OFFICE	623.91
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	33,811.65
			Total BILLING	\$53,247.68
				\$872,694.27

Report Selection: Check Approval List - GL Account  
 Date Range Selection: GL Posting Date  
 Starting Date: 6/14/2023  
 Ending Date: 6/27/2023