
**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
July 11, 2023 @12:30 P.M.
City Hall
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 July 11, 2023, which will include the following:

- a. Approval of Minutes from June 27, 2023, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

- a. Update on the pole testing.
- b. Update on the pricing for the IPAD's for the GIS mapping.

F. Department Head Updates

G. Action Items

- a. **Board Appointment** – Approval of Jeff Withrow to the BOPW for a term ending June 2026.

H. Items for Next Agenda

I. 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 27, 2023**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, June 27, 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 12:32 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 Adams, seconded by Gormley, to approve the Consent Agenda for June 27, 2023. Said motion includes approval of the Minutes of the June 14, 2023, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Gormley, and Adams. Nays: None. Motion carried.

BLACK HILLS ENERGY - POWER PLANT GAS - \$57.01, BUREAU VERITAS COMMODITIES & TRADE INC. - OIL SAMPLE CONTAINERS - \$295.80, CARD SERVICES - ORSCHELNS FARM & HOME - SUPPLIES, TRAINING, ROOF SEALANT, FUSES, BADGE HOLDERS, MEALS, - \$4,003.99, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - PAYROLL REIMBURSEMENT - \$42,773.19, CUSTER TRANSFER STATION - TRANSFER STATION FEES COLLECTED - \$9,939.00, CUSTER ELECTRIC AND IRRIGATION - SUPPLIES & MAINTENANCE - \$187.16, ELECTRIC PUMP - REBUILT PUMP FOR 5TH STREET LIFT STATION - \$7,246.00, GREG KRUEGER & ASSOCIATES, INC. - WORK ORDERS - \$538.48, HEIDI FESSLER - REFUND ON ACCOUNT - \$200.43, JEO CONSULTING GROUP INC. - ENGINEERING FEES - \$6,477.50, JOHN DEERE FINANCIAL - OPERATING SUPPLIES - \$165.81, MUNICIPAL ENERGY AGENCY OF NE - POWER PURCHASES - \$519,866.58, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - LOAN PAYMENTS - \$242,687.12, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - WATER TESTING - \$108.00, QUADIENT FINANCE USA, INC. - POSTAGE - \$1,200.00, QUADIENT LEASING USA, INC. - POSTAGE MACHINE LEASE - \$623.91, S & L SANITARY SERVICES - TRASH FEES - \$33,811.65, TROTTER FERTILIZER - WEED SPRAY - \$1,330.00, TROTTER SERVICE - FUEL FOR TRUCKS - \$882.64, TYLER VARLAND - TRUCK MAINTENANCE-#71 - \$300.00, TOTAL - \$872,694.27

Electric Department	\$ 542,374.95
Water Department	75,549.20
Sewer Department	199,568.30
Power Plant	1,954.14
Billing	<u>53,247.68</u>
	\$872,694.27

Blake Waldow, Electrical Superintendent discussed with the board about donating a 3-phase transformer to the fairgrounds to replace a single-phase transformer that is currently being used. Moved by Schall and seconded by Gormley, to approve the donation. Roll Call vote: Voting aye: Schall, Gormley, and Adams. Nays: None. Motion carried.

The following was discussed under Department Head Updates:

Blake Waldow, Electric and Power Plant:

- Finishing work at substation.
- Met with Utility Asset Management about testing poles with sonar testing.
- Looked at a secondary fault locator.
- Stack testing completed.
- Replacing wires at Callie Court.

Ryan Jones, Water/Sewer:

- Line bored for the Miller project
- Finished with JEO on GIS mapping.
- Starting potholing inventory for EPA.
- Replacing flow meters on 4 wells.
- Looking into purchasing IPADS for GIS mapping and meter reading.

Moved by Schall, seconded by Adams to adjourn the meeting at 1:18 p.m. Roll Call vote: Voting aye: Schall, Gormley, and Adams. 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>Description</u>			<u>Debit</u>	<u>Credit</u>
AQUA-AEROBIC SYSTEMS, INC.										
19299	7/11/2023	7/11/2023		6,813.99					6,813.99	Posted 0.00
	3-340500									
CITY OF BROKEN BOW										
transfer										
19308	7/11/2023	7/11/2023		43,884.20					43,884.20	Posted 0.00
	1-149200					Transfer to City's General Fund			400.00	0.00
	5-546100					Monthly Office Rent			43,884.20	0.00
CUSTER COUNTY CHIEF										
19301	7/11/2023	7/11/2023		96.72					96.72	Posted 0.00
	5-545800					Publish Minutes & Mtg, Notices				
INVOICES CUSTER PUBLIC POWER DISTRICT										
19302	7/11/2023	7/11/2023		5,506.31					5,506.31	Posted 0.00
	3-340900									
Evan June										
19303	7/11/2023	7/11/2023		182.70						Posted
	1-147510					boots allowance			45.68	0.00
	2-245710					boots allowance			45.67	0.00
	3-349700					boots allowance			45.68	0.00
	4-441510					boots allowance			45.67	0.00
									182.70	0.00
GREAT PLAINS COMMUNICATIONS, INC										
19304	7/11/2023	7/11/2023		44.25					44.25	Posted 0.00
	4-445700					P Plant Telephone				
NEBRASKA STATE BANK										
19307	7/11/2023	7/11/2023		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
S & L SANITARY SERVICES										
19306	7/11/2023	7/11/2023		20.00						Posted
	1-143700					Trash Fees Billed			10.00	0.00
	2-243700					Trash Fees Billed			5.00	0.00
	3-341300					Trash Fees Billed			5.00	0.00
									20.00	0.00
SAGE PAYMENT SOLUTIONS										
19309	7/11/2023	7/11/2023		2,101.86						Posted
	5-547200					Credit card fees			2,101.86	0.00
SARGENT DRILLING										
19305	7/11/2023	7/11/2023		2,944.63						Posted
	3-341300					new well pump for wwtp			2,944.63	0.00
Sensaphone										
19300	7/11/2023	7/11/2023		6.95						Posted
	2-245700					alarm system			6.95	0.00
					110,740.61	11 Non-voided payables listed.				

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 6/28/2023

Ending: 7/11/2023

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

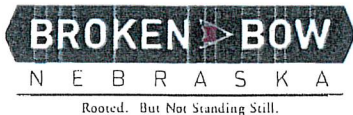
7/7/2023 5:05:43 PM

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				
CITY OF BROKEN BOW		Transfer and Rent	IN LIEU OF TAX PAYME	43,484.20
Evan June			SAFETY- ELECTRIC	45.68
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
S & L SANITARY SERVICES		TRASH FEES	MAINT-BUILDINGS & G	10.00
			Total ELECTRIC	\$92,678.88
WATER				
Evan June			SAFETY- WATER	45.67
S & L SANITARY SERVICES		TRASH FEES	MAINT-BLDG & GRDS \	5.00
Sensaphone		alarm system	TELEPHONE	6.95
			Total WATER	\$57.62
SEWER				
AQUA-AEROBIC SYSTEMS, INC.			MAINTENANCE - WAS1	6,813.99
CUSTER PUBLIC POWER DISTRICT			UTILITIES	5,506.31
Evan June			SAFETY- SEWER DEP1	45.68
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILD1	5.00
SARGENT DRILLING		new well pump for qqtp	MAINTENANCE-BUILD1	2,944.63
			Total SEWER	\$15,315.61
POWER PLANT				
Evan June			SHOP SUPPLIES- POW	45.67
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	44.25
			Total POWER PLANT	\$89.92
BILLING				
CITY OF BROKEN BOW		Transfer and Rent	OFFICE RENT	400.00
CUSTER COUNTY CHIEF			ADVERTISING	96.72
SAGE PAYMENT SOLUTIONS			CREDIT CARD/BILL PA	2,101.86
			Total BILLING	\$2,598.58
				<u>\$110,740.61</u>

Report Selection: Check Approval List - GL Account
 Date Range Selection: GL Posting Date
 Starting Date: 6/28/2023
 Ending Date: 7/11/2023



Application for Appointment

The purpose of this form is to obtain general information for use in the nomination and confirmation process for appointments by the Mayor and to assist the Mayor in making inquiries concerning the qualifications of applicants for appointment. If you have recently prepared a biography or resume, please attach it to this form.

Please complete this form and return it to: City Clerk, PO Box 504, Broken Bow, NE 68822. Fax (308) 872-6885

Name: Jeff Withrow

Home Address: 841 Memorial Dr

Home Telephone: 9403935048

Email Address (Optional): jelywi8867@YAHOO.COM

Employer: BD

Business Telephone: 308-872-6811 X 655

Are you a qualified elector of Broken Bow? Yes

Why do you want to serve on this board?

I have been looking for an opportunity to serve my c

Do you have any conflict of interests in serving on this board? (if yes, please explain)

☐ Yes ☒ No

Please mark the Boards and Commissions you are interested in serving on:

☐ City Council ☐ Park Board ☐ Planning Commission

☐ Library Board ☐ Board of Adjustment ☐ Housing Authority

☒ Board of Public Works ☐ Community Redevelopment Association (CRA)