

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
August 8, 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 August 8, 2023, which will include the following:

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

E. Discussion Items

- a. Tory McMullen – discussion on deduct meters for Becton Dickinson
- b. Update on meeting with JEO about IPADS and programming
- c. Budget
- d. Discussion of purchasing pickups for electric and water departments.

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
July 25, 2023**

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

Chad Schall called the meeting to order at 12:31 p.m., with the following Board members present: Chad Schall, Jeff Withrow, and Scott Adams. Absent: Jay Gormley. 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 Schall, to approve the Consent Agenda for July 25, 2023. Said motion includes approval of the Minutes of the July 11, 2023, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Withrow, and Adams. Nays: None. Motion carried.

ARROW SEED COMPANY, INC. - SEED - \$183.20, BROKEN BOW MUNICIPAL UTILITIES - POSTAGE - \$703.64, BRAD WHITE EQUIPMENT - SKID STEER BLANK PLATE - \$237.38, CARD SERVICES - ORSCHELNS FARM & HOME - WATER CLASS RYAN WW LIC RENEWAL, FUEL & MEALS, FUEL, FR JEANS, SUPPLIES - \$995.55, CARQUEST OF BROKEN BOW - CHAIN, EXHAUSE FLUID, HYDRAULIC & FILTERS - \$322.46, CENTURYLINK - PHONE SERVICE - \$208.05, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT 7/5/23 - \$42,191.56, PAYROLL REIMBURSEMENT 7/19/23 - \$42,996.84, CUSTER COUNTY CHIEF - PUBLISHING - \$13.65, CUSTER TITLE AND ABSTRACT - TITLE SEARCH WOODWARD PROPERTY - \$750.00, CUSTER TRANSFER STATION - TRANSFER STATION FEES COLLECTED - \$9,939.00, DITCH WITCH UNDERCON - CONNECTOR/TRUCK MAINTENANCE - \$26.97, EZ IT SOLUTIONS - IT SERVICES - \$2,590.00, ELECTRIC PUMP - MOTOR AND GEAR BOX FOR 5TH ST GRINDER - \$14,646.63, GREG KRUEGER & ASSOCIATES, INC. - SERVICE DEPOSIT BOOKS - \$581.80, GROCERY KART - BAGS FOR WATER SAMPLES, TOLIET PAPER, TOWELS - \$181.18, HOLIDAY INN EXPRESS & SUITES YORK - DILLION BROWN HOTEL FOR TRAINING - \$98.00, HYDRO OPTIMIZATION & AUTOMATION SOLUTION - PLC PROJECT - \$131.83, INVOICE CLOUD - CREDIT CARD EXPENSES - \$283.60, JEO CONSULTING GROUP INC. - H STRUCTURE & EAGLE CREST, GIS MAPPING - \$11,838.45, JEFF BERGHORST - BOOTS - \$300.00, JEFFRES SAND AND GRAVEL - ROCK - \$1,659.00, KANSAS MUNICIPAL UTILITIES - DILLION BROWN LEVEL 3 BOOKS, QUARTERLY TUTION - \$450.00, MEAD LUMBER CO - EXPANSION JOINT - \$23.95, MID-AMERICAN RESEARCH CHEM. CR - SPEED WIPES, WIPEOUT - \$621.47, MUNICIPAL ENERGY AGENCY OF NE - POWER PURCHASES - \$537,654.71, MIDWEST ALARM SYSTEMS - FIRE EXTINGUISHER FOR EVAN'S PICKUP - \$55.00, OBRIEN'S HARDWARE - NUT DRIVERS, OPERATING SUPPLIES - \$156.01, ONE CALL CONCEPTS, INC - 1-MONTH LOCATE EXPENSE - \$55.72, PLATTE VALLEY COMMUNICATIONS - 102-RADIO SIREN - \$127.45, PLATTE VALLEY LABORATORIES, INC. - WASTE WATER SAMPLES - \$632.50, QUADIENT FINANCE USA, INC. - POSTAGE - \$400.00, RT ACE - BOARDERS LAW PROJECT, WASSOM PROJECT & SUPPLIES, OPERATING SUPPLIES - \$661.14, S & L SANITARY SERVICES - TRASH FEES - \$33,839.15, SEILER INSTRUMENT & MFG. CO., INC. - GIS MAPPING EQUIPMENT - \$2,376.87, STATE OF NEBRASKA DHHS-ACCOUNTING - REFUND ON CUSTOMER ACCOUNTS - \$1,138.78, T & R ELECTRIC, INC. - TESTING-POWER PLANT TRANSFORMERS - \$5,323.75, TROTTER FERTILIZER - WEED SPRAY FOR WWTP, LIFTSTATIONS, & SHOP - \$1,085.77, TROTTER SERVICE - GAS & OIL, FUEL - \$2,674.73, USA BLUE BOOK - NEW D.O. PROBE FOR WWTP - \$799.09, V-BAR INC. - SUPPLIES-INVOINCE 28380 - \$37.04, VERIZON WIRELESS - CELL PHONES - \$85.68, WENQUIST, INC. - OPERATING SUPPLIES - \$416.18, WESTERN AREA POWER ADMIN. - POWER PURCHASES - \$26,883.32, WESTERN ENVIRONMENTAL SERVICE TESTING - STACK TESTING - \$13,527.50, TOTAL - \$759,904.60

Electric Department	\$ 622,307.17
Water Department	19,139.04
Sewer Department	35,916.77
Power Plant	21,979.68
Billing	60,495.28
Fuel Station	<u>66.66</u>
	\$759,904.60

Blake Waldow, Electrical Superintendent discussed with the board about the moving of 8 electric meters from inside buildings to outside in the downtown area and getting estimates for the project.

Ryan Jones, Water/Sewer Interim Superintendent discussed with the board options for IPADS for the GIS mapping. A meeting will be held with JEO on other options.

The following was discussed under Department Head Updates:

Blake Waldow, Electric and Power Plant:

- Generated and finished the capability testing.
- Set new poles.
- Tested the transformer at the fairgrounds.
- Digger Truck broke down was repaired, will need more repairs.
- Had an underground outage on Airport Road.

Ryan Jones, Water/Sewer:

- Sending out the second round of the EPA fliers.
- Rented a second vacuum truck for potholing.
- Have one employee that went to water school in Gering.
- Have 2 employees going to sewer school in August.
- Fixed a curb stop water leak on Marlyn Drive.

Moved by Adams, seconded by Schall to adjourn the meeting at 1:06 p.m. Roll Call vote: Voting aye: Schall, Withrow, 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>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
special office	BROKEN BOW MUNICIPAL UTILITIES									
19355	8/8/2023	8/8/2023	557.39							Posted
	5-545500		postage						557.39	0.00
transfer	CITY OF BROKEN BOW									
19356	8/8/2023	8/8/2023	43,100.68							Posted
	1-149200		Transfer to City's General Fund						42,700.68	0.00
	5-546100		Monthly Office Rent						400.00	0.00
									43,100.68	0.00
PAYROLL	CITY OF BROKEN BOW PAYROLL REIMBURSEMENT									
19376	8/8/2023	8/8/2023	44,822.38							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						7,119.59	0.00
	5-545220		Payroll Reimbursement						521.24	0.00
	5-545210		Payroll Reimbursement						413.44	0.00
	1-143100		Payroll Reimbursement						18,678.88	0.00
	1-145220		Payroll Reimbursement						1,374.11	0.00
	1-145210		Payroll Reimbursement						789.75	0.00
	2-240100		Payroll Reimbursement						6,705.28	0.00
	2-245220		Payroll Reimbursement						488.73	0.00
	2-245210		Payroll Reimbursement						300.51	0.00
	3-340100		Payroll Reimbursement						6,705.28	0.00
	3-345230		Payroll Reimbursement						488.73	0.00
	3-345210		Payroll Reimbursement						300.51	0.00
									44,822.38	0.00
ION POWER	CUSTER PUBLIC POWER DISTRICT									
19357	8/8/2023	8/8/2023	5,394.14							Posted
	3-340900		POWER FOR WWTP						66.25	0.00
	3-340900		POWER FOR WWTP						5,327.89	0.00
									5,394.14	0.00
	DUTTON-LAINSON COMPANY									
19358	8/8/2023	8/8/2023	11,067.48							Posted
	1-149600		TRANSFORMER						10,839.10	0.00
	1-143410		METER CORD						228.38	0.00
									11,067.48	0.00
	DYLON BAUM									
19359	8/8/2023	8/8/2023	165.84							Posted
	1-147510		SAFTEY/ELECTRIC						165.84	0.00
	EAKES OFFICE SOLUTIONS									
19378	8/8/2023	8/8/2023	2,606.71							Posted
	5-545400		office supplies/UTILITY BILLS						2,371.36	0.00
	5-545400		office supplies/ENVELOPES						235.35	0.00
									2,606.71	0.00
	TOM EBERLE									
19369	8/8/2023	8/8/2023	223.63							Posted
	2-245710		SAFTEY/WATER						223.63	0.00
	EZ IT Solutions									
19379	8/8/2023	8/8/2023	2,696.99							Posted
	1-149991		IT SERVICES						518.00	0.00
	2-249991		IT SERVICES						518.00	0.00
	3-349991		IT SERVICES						518.00	0.00
	4-449991		IT SERVICES						518.00	0.00
	5-549991		IT SERVICES						518.00	0.00
	5-545400		MONITOR						94.99	0.00
	5-545400		CABLE						12.00	0.00
									2,696.99	0.00

GREAT PLAINS COMMUNICATIONS, INC

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)												
19360	8/8/2023	8/8/2023	282.73									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			42.78					0.00
							282.73					0.00
INVOICE CLOUD												
19375	8/8/2023	8/8/2023	284.80									Posted
		5-547200		Credit Card Expenses			284.80					0.00
JEO Consulting Group Inc.												
19373	8/8/2023	8/8/2023	4,700.30									Posted
		1-149990		SPECIAL PROJECTS			4,700.30					0.00
Orschelens	JOHN DEERE FINANCIAL											
19361	8/8/2023	8/8/2023	432.20									Posted
		2-241000		OPERATING SUPPLIES			432.20					0.00
LEAGUE OF NEBR. MUNICIPALITIES												
19374	8/8/2023	8/8/2023	2,287.00									Posted
		1-145410		2023-2024 LEAGUE DUES			762.34					0.00
		2-245410		2023-2024 LEAGUE DUES			762.33					0.00
		3-345410		2023-2024 LEAGUE DUES			762.33					0.00
							2,287.00					0.00
LUKE MYERS												
19362	8/8/2023	8/8/2023	377.12									Posted
		2-243360		FOOD/MILEAGE FOR WATER CLASS			377.12					0.00
Mt. Custer Truck Sales												
19363	8/8/2023	8/8/2023	107.25									Posted
		1-143205		TRUCK MAINTENANCE			107.25					0.00
NEBRASKA STATE BANK												
19364	8/8/2023	8/8/2023	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
PAULSEN, INC.												
19365	8/8/2023	8/8/2023	423.83									Posted
		2-243300		MAINTENANCE/WATER			317.80					0.00
		2-241100		TOOLS			106.03					0.00
							423.83					0.00
RT Ace												
19366	8/8/2023	8/8/2023	938.10									Posted
		2-241000		OPERATING SUPPLIES			215.52					0.00
		3-341000		MARKING PAINT			19.98					0.00
		4-441010		COMPUTER PARTS			49.98					0.00
		1-143410		SUPPLIES FOR METER LOOPS & RAKE			652.62					0.00
							938.10					0.00
S & L SANITARY SERVICES												
19377	8/8/2023	8/8/2023	27.50									Posted
		4-441300		Trash Fees Billed			27.50					0.00
SAGE PAYMENT SOLUTIONS												
19367	8/8/2023	8/8/2023	1,914.11									Posted
		5-547200		Credit card fees			1,914.11					0.00
Sensaphone												
19368	8/8/2023	8/8/2023	6.95									Posted
		2-243800		alarm system			3.48					0.00
		3-343800		alarm system			3.47					0.00
							6.95					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>

TYLER VARLAND (continued)

19370	8/8/2023	8/8/2023	1,900.00					Posted
	1-143205			TUCK MAINTENANCE - TRUCK 66			1,100.00	0.00
	1-143205			TUCK MAINTENANCE - TRUCK 71			800.00	0.00
							1,900.00	0.00

WENQUIST, INC.

19372	8/8/2023	8/8/2023	132.43					Posted
	1-143410			SUPPLIES			118.16	0.00
	2-241600			PART FOR JOHN DEERE			14.27	0.00
							132.43	0.00

WESTERN AREA POWER ADMIN.

19371	8/8/2023	8/8/2023	29,270.98					Posted
	1-140220			Power Purchases WAPA			29,270.98	0.00

202,859.54 25 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 7/26/2023

Ending: 8/8/2023

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				
CITY OF BROKEN BOW		TRANSFER/RENT	IN LIEU OF TAX PAYME	42,700.68
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	18,678.88
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	789.75
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,374.11
DUTTON-LAINSON COMPANY		TRANSFORMER/SUPPLIES	SUPPLIES AND MAINTI	228.38
DUTTON-LAINSON COMPANY		TRANSFORMER/SUPPLIES	NEW TRANSFORMERS	10,839.10
DYLON BAUM		BOOTS	SAFETY- ELECTRIC	165.84
EZ IT Solutions		IT SERVICES	IT Expense	518.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATI	27.99
JEO Consulting Group Inc.		DESIGN PHASE	SPECIAL PROJECTS C	4,700.30
LEAGUE OF NEBR. MUNICIPALITIES		2023-2024 LEAGUE DUES	MEMBERSHIPS & DUE	762.34
Mt. Custer Truck Sales		TRUCK 71	MAINTENANCE-TRUCK	107.25
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUN	11,553.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	27,035.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,551.00
RT Ace		OPERATING SUPPLIES	SUPPLIES AND MAINTI	652.62
TYLER VARLAND		TUCK MAINTENANCE	MAINTENANCE-TRUCK	1,100.00
TYLER VARLAND		TUCK MAINTENANCE	MAINTENANCE-TRUCK	800.00
WENQUIST, INC.		SUPPLIES & MAINTENANCE	SUPPLIES AND MAINTI	118.16
WESTERN AREA POWER ADMIN.		POWER PURCHASES	POWER PURCHASED-1	29,270.98
			Total ELECTRIC	\$161,973.38
WATER				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,705.28
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	300.51
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	488.73
TOM EBERLE		BOOTS	SAFETY- WATER	223.63
EZ IT Solutions		IT SERVICES	IT Expense	518.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	27.99
JOHN DEERE FINANCIAL		OPERATING SUPPLIES	OPERATING SUPPLIES	432.20
LEAGUE OF NEBR. MUNICIPALITIES		2023-2024 LEAGUE DUES	MEMBERSHIPS & DUE	762.33
LUKE MYERS		FOOD/MILEAGE FOR WATER CLASS	MEALS/MILEAGE/HOTE	377.12
PAULSEN, INC.		CONCRETE & TOOLS	TOOL REPLACEMENT	106.03
PAULSEN, INC.		CONCRETE & TOOLS	MAINTENANCE - WATE	317.80
RT Ace		OPERATING SUPPLIES	OPERATING SUPPLIES	215.52
Sensaphone		alarm system	MAINTENANCE-SCADA	3.48
WENQUIST, INC.		SUPPLIES & MAINTENANCE	MAINTENANCE - BACK	14.27
			Total WATER	\$10,492.89
SEWER				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,705.28
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	300.51
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	488.73
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	66.25
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	5,327.89
EZ IT Solutions		IT SERVICES	IT Expense	518.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SCADA	27.99
LEAGUE OF NEBR. MUNICIPALITIES		2023-2024 LEAGUE DUES	MEMBERSHIPS & DUE	762.33
RT Ace		OPERATING SUPPLIES	OPERATING SUPPLIES	19.98
Sensaphone		alarm system	MAINTENANCE SCADA	3.47
			Total SEWER	\$14,220.43
POWER PLANT				
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
EZ IT Solutions		IT SERVICES	IT Expense	518.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POW	72.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	42.78
RT Ace		OPERATING SUPPLIES	OFFICE SUPPLIES PO	49.98
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILD	27.50
			Total POWER PLANT	\$1,646.59
BILLING				

Check Approval List - GL Account

8/3/2023 2:51:34 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>
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	557.39
CITY OF BROKEN BOW		TRANSFER/RENT	OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	7,119.59
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	413.44
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	521.24
EAKES OFFICE SOLUTIONS		UTILITY BILLS & ENVELOPES	OFFICE SUPPLIES	2,371.36
EAKES OFFICE SOLUTIONS		UTILITY BILLS & ENVELOPES	OFFICE SUPPLIES	235.35
EZ IT Solutions		IT SERVICES	OFFICE SUPPLIES	94.99
EZ IT Solutions		IT SERVICES	OFFICE SUPPLIES	12.00
EZ IT Solutions		IT SERVICES	IT Expense	518.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	83.98
INVOICE CLOUD		CREDIT CARD EXPENSE	CREDIT CARD/BILL PA	284.80
SAGE PAYMENT SOLUTIONS		CREDIT CARD FEES	CREDIT CARD/BILL PA	1,914.11
			Total BILLING	\$14,526.25
				<u>\$202,859.54</u>

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 7/26/2023

Ending Date: 8/8/2023