

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
October 24, 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 October 24, 2023, which will include the following:

- a. Approval of Minutes from October 10, 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
October 10, 2023**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, October 10, 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 pm., with the following Board members present: Chad Schall, Jeff Withrow, Scott Adams, Jarrod Conner, and Jay Gormley. 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 Withrow to approve the Consent Agenda for October 10, 2023. Said motion includes approval of the Minutes of the September 26, 2023, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Adams, Conner, Withrow, and Gormley. Nays: None. Motion carried.

BROKEN BOW MUNICIPAL UTILITIES - POSTAGE - \$591.35, CITY OF BROKEN BOW - TRANSFER & RENT - \$48,531.49, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$42,179.37, COLE ELECTRIC COMPANY - U.G. VAULT - \$745.64, CUSTER PUBLIC POWER DISTRICT - POWER FOR WWTP - \$5,834.55, CUSTER ELECTRIC AND IRRIGATION - CLAMP METER - \$187.16, DITCH WITCH UNDERCON - REPLACEMENT HOSE FOR VAC - \$424.70, EAKES OFFICE SOLUTIONS - PAPER, INK REFILL, STAPLES, HIGHLIGHTERS - \$292.11, EZ IT SOLUTIONS - IT SERVICES - \$2,677.50, GREAT PLAINS COMMUNICATIONS, INC - INTERNET AND TELEPHONE - \$282.49, INVOICE CLOUD - CREDIT CARD EXPENSE - \$284.80, JEO CONSULTING GROUP INC. - PERMITTING FOR SEWER PROJECT - \$2,911.25, JOHN LEWIS - BOOTS - \$257.99, MEAD LUMBER CO - REBAR, WALK THROUGH DOOR, SUPPLIES - \$613.94, MILLER & ASSOCIATES CONSULTING ENGINEERS - MANAGEMENT OF WEEKLY WASTEWATER TESTING - \$137.50, MUNICIPAL SUPPLY, OF NEBR. - METER PARTS, PIPE, & LOCATE FLAGS - \$52,833.01, MT. CUSTER TRUCK SALES - TRUCK 68 REPAIRS - \$30.00, NEBR DEPT OF REVENUE - WASTE REDUCTION FEE - \$25.07, NEBRASKA MUNICIPAL POWER POOL - JT & S TRAINING - \$696.00, NEBRASKA STATE BANK - BOND TRANSFERS - \$47,685.00, ONE CALL CONCEPTS, INC - 1-MONTH OF LOCATES - \$56.26, OVERNITE AUTO - NEW TRUCK BATTERY - \$164.95, PAULSEN, INC. - CONCRETE - \$376.23, PLATTE VALLEY LABORATORIES, INC. - WASTEWATER TESTING - \$507.50, POWERMANAGER - SOFTWARE FEES - \$4,173.80, RT ACE - TOOLS & SUPPLIES, N95 MASK - \$185.41, S & L SANITARY SERVICES - TRASH FEES - \$27.50, SAGE PAYMENT SOLUTIONS - CREDIT CARD FEES - \$2,284.16, TYLER VARLAND - TRUCK 68 REPAIR - \$250.00, WEATHERCRAFT - GARAGE DOOR PANELS - \$6,715.00, WENQUIST, INC. - OIL, SHOP SUPPLIES, SEMI TRAILER REPAIRS - \$1,204.70, WESTERN AREA POWER ADMIN. - POWER PURCHASES - \$31,037.50, TOTAL - \$254,203.93

Electric Department	\$ 156,219.32
Water Department	62,126.34
Sewer Department	16,857.93
Power Plant	1,613.87
Billing	<u>17,386.47</u>

Total	\$254,203.93
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Blake Waldow, Electrical Superintendent discussed with the board the cost of repairs for the trucks in the electrical department.

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Changing out old poles.
- NMPP training.
- Repairing digger truck.
- Ran engines 2 & 4 last week at the power plant.

Ryan Jones, Water/Sewer Superintendent:

- Doing locating along Highway 2.
- HOA will be coming to check the control cabinet at the Thelma St. lift station.
- Jetting sewers.
- Doing inventory for the lead & copper lines in town.

Moved by Schall, seconded by Withrow to adjourn the meeting at 12:51 pm. Roll Call vote: Voting aye: Schall, Withrow, Adams, Conner and Gormley. 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

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>
CARD SERVICES - ORSCHELNS FARM & HOME								
19509	10/24/2023	10/24/2023	5,048.59					Posted
	2-241000			OPERATING SUPPLIES			367.06	0.00
	2-241000			OPERATING SUPPLIES			38.51	0.00
	2-243800			MAINTENANCE- SCADA			1,265.77	0.00
	2-245710			SAFTEY-WATER			347.72	0.00
	3-343800			MAINTENANCE-SCADA			1,265.77	0.00
	3-349700			SAFTEY-SEWER			347.73	0.00
	3-341000			OPERATING SUPPLIES			367.05	0.00
	1-143410			SUPPLIES & MAINTENANCE			580.39	0.00
	1-145500			POSTAGE			236.23	0.00
	1-143380			MISC EXPENSE-LINE DEPT			15.37	0.00
	1-143380			MISC EXPENSE-LINE DEPT			216.99	0.00
							5,048.59	0.00
CARQUEST OF BROKEN BOW								
19508	10/24/2023	10/24/2023	396.85					Posted
	1-143205			TRUCK MAINTENANCE-TRUCK 70			215.19	0.00
	3-343260			TRUCK MAINTENANCE-SEWER TRUCK			181.66	0.00
							396.85	0.00
CENTURYLINK								
19510	10/24/2023	10/24/2023	201.20					Posted
	5-545700			Basic Phone Service- Office			137.13	0.00
	6-640300			Basic Phone Service- Office			64.07	0.00
							201.20	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT								
19528	10/24/2023	10/24/2023	46,150.94					Posted
	4-440100			Payroll Reimbursement			877.50	0.00
	4-445220			Payroll Reimbursement			66.77	0.00
	4-445210			Payroll Reimbursement			52.65	0.00
	5-545130			Payroll Reimbursement			8,308.18	0.00
	5-545220			Payroll Reimbursement			612.15	0.00
	5-545210			Payroll Reimbursement			421.55	0.00
	1-143100			Payroll Reimbursement			18,681.36	0.00
	1-145220			Payroll Reimbursement			1,352.76	0.00
	1-145210			Payroll Reimbursement			792.68	0.00
	2-240100			Payroll Reimbursement			6,666.88	0.00
	2-245220			Payroll Reimbursement			486.35	0.00
	2-245210			Payroll Reimbursement			339.44	0.00
	3-340100			Payroll Reimbursement			6,666.88	0.00
	3-345230			Payroll Reimbursement			486.35	0.00
	3-345210			Payroll Reimbursement			339.44	0.00
							46,150.94	0.00
CUSTER COUNTY CHIEF								
19512	10/24/2023	10/24/2023	99.84					Posted
	5-545800			Publish Minutes & Mtg, Notices			99.84	0.00
CUSTER TRANSFER STATION								
19523	10/24/2023	10/24/2023	9,939.00					Posted
	5-540200			transfer station fees collected			9,939.00	0.00
City of Broken Bow - Health Insurance								
19511	10/24/2023	10/24/2023	5,466.90					Posted
	1-145200			health insurance			2,308.13	0.00
	2-245200			health insurance			972.01	0.00
	3-345200			health insurance			972.01	0.00
	5-545200			health insurance			1,093.38	0.00
	4-445200			health insurance			121.37	0.00
							5,466.90	0.00
EAKES OFFICE SOLUTIONS								
19522	10/24/2023	10/24/2023	123.76					Posted
	5-545400			office supplies			123.76	0.00
GARRETT TIRES & TREADS								
19526	10/24/2023	10/24/2023	37.45					Posted
	4-440360			MAINTENANCE-POWER PLANT			37.45	0.00

<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>
HOMETOWN LEASING (continued)										
19529	10/24/2023	10/24/2023		19,260.00						Posted
	1-149700					EQUIPMENT -LINE DEPT			6,420.00	0.00
	2-249700					LEASED/ PURCHASED EQUIPMENT			6,420.00	0.00
	2-249700					LEASED/ PURCHASED EQUIPMENT			6,420.00	0.00
									19,260.00	0.00
LAWSON PRODUCTS, INC.										
19524	10/24/2023	10/24/2023		1,001.99						Posted
	1-143410					SUPPLIES & MAINTENANCE			1,001.99	0.00
MUNICIPAL ENERGY AGENCY OF NE										
19527	10/24/2023	10/24/2023		519,368.20						Posted
	1-140200					Power Purchases MEAN			519,368.20	0.00
Mtrs MUNICIPAL SUPPLY, OF NEBR.										
19513	10/24/2023	10/24/2023		781.95						Posted
	2-243300					MAINTENANCE-WATER MAINS			781.95	0.00
NEBR. DEPT. OF ENVIRONMENT AND ENERGY										
19514	10/24/2023	10/24/2023		125.00						Posted
	3-343365					TEST FEE			125.00	0.00
OBRIEN'S HARDWARE										
19515	10/24/2023	10/24/2023		224.77						Posted
	1-143410					SUPPLIES & MAINTENANCE			62.33	0.00
	2-241000					OPERATING SUPPLIES			162.44	0.00
									224.77	0.00
PAULSEN, INC.										
19516	10/24/2023	10/24/2023		3,365.45						Posted
	2-241300					MAINTENANCE BUILDING & GROUNDS			3,365.45	0.00
Quadient Finance USA, Inc.										
19517	10/24/2023	10/24/2023		400.00						Posted
	5-545500					POSTAGE			400.00	0.00
S & L SANITARY SERVICES										
19518	10/24/2023	10/24/2023		33,831.65						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
	5-540200					TRASH FEES COLLECTED			33,811.65	0.00
									33,831.65	0.00
Sensaphone										
19519	10/24/2023	10/24/2023		19.85						Posted
	2-243800					alarm system			9.93	0.00
	3-343800					alarm system			9.92	0.00
									19.85	0.00
Stuart C Irby Co										
19525	10/24/2023	10/24/2023		5,335.93						Posted
	1-143300					LINE MATERIALS & MAINTENANCE			5,335.93	0.00
TROTTER SERVICE										
19521	10/24/2023	10/24/2023		6,115.17						Posted
	1-143205					MAINTENANCE-BORE MACHINE			199.02	0.00
	2-243250					MAINTENANCE-WATER/SEWER TRAIL			1,304.00	0.00
	2-243500					Gas & Oil For Trucks- Water Dept			798.04	0.00
	3-343500					Gas & Oil For Trucks-Sewer Dept			1,203.39	0.00
	1-143205					MAINTENANCE-TRUCKS			1,238.00	0.00
	1-143500					GAS & OIL FOR TRUCKS-ELEC DEPT			1,372.72	0.00
									6,115.17	0.00
VERIZON WIRELESS										

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>
VERIZON WIRELESS (continued)								
19520	10/24/2023	10/24/2023	222.18					Posted
	1-145700			Monthly Cell Phones - P Plant & Line Dept			39.99	0.00
	1-145700			Monthly Cell Phones -TABLET			47.40	0.00
	2-245700			Monthly Cell Phones -WATER			20.00	0.00
	2-245700			Monthly Cell Phones -TABLET			23.70	0.00
	3-345700			Monthly Cell Phones -SEWER			19.99	0.00
	3-345700			Monthly Cell Phones -TABLET			23.70	0.00
	4-445700			Monthly Cell Phones -TABLET			47.40	0.00
							222.18	0.00

657,516.67 22 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 10/11/2023

Ending: 10/24/2023

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

10/20/2023 9:40:25 AM

Broken Bow Municipal Utilities

Page 1 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC				
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	MISC. EXPENSE- LINE	15.37
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	MISC. EXPENSE- LINE	216.99
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	SUPPLIES AND MAINTI	580.39
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	POSTAGE	236.23
CARQUEST OF BROKEN BOW		BATTERY FOR SEWER TRUCK/TRUCK 7/	MAINTENANCE-TRUCK	215.19
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	18,681.36
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	792.68
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,352.76
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	2,308.13
HOMETOWN LEASING		TRACK LOADER-ELEC, TRACK LOADER-	EQUIPMENT - LINE DEI	6,420.00
LAWSON PRODUCTS, INC.		SCREWS	SUPPLIES AND MAINTI	1,001.99
MUNICIPAL ENERGY AGENCY OF NE		POWER PURCHASES	POWER PURCHASES-I	519,368.20
OBRIEN'S HARDWARE		FILE, MASK, OPERATING SUPPLIES	SUPPLIES AND MAINTI	62.33
S & L SANITARY SERVICES		TRASH FEES	MAINT-BUILDINGS & G	10.00
Stuart C Irby Co		DUCT 2"	LINE MATERIALS & SU	5,335.93
TROTTER SERVICE		TIRE BORE MACHINE, NEW TIRES FOR 1	MAINTENANCE-TRUCK	199.02
TROTTER SERVICE		TIRE BORE MACHINE, NEW TIRES FOR 1	MAINTENANCE-TRUCK	1,238.00
TROTTER SERVICE		TIRE BORE MACHINE, NEW TIRES FOR 1	GAS & OIL FOR TRUCK	1,372.72
VERIZON WIRELESS		CELL PHONES	TELEPHONE	39.99
VERIZON WIRELESS		CELL PHONES	TELEPHONE	47.40
			Total ELECTRIC	\$559,494.68
WATER				
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	OPERATING SUPPLIES	367.06
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	OPERATING SUPPLIES	38.51
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	MAINTENANCE-SCADA	1,265.77
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	SAFETY- WATER	347.72
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,666.88
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	339.44
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	486.35
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	972.01
HOMETOWN LEASING		TRACK LOADER-ELEC, TRACK LOADER-	LEASED/PURCHASED	6,420.00
HOMETOWN LEASING		TRACK LOADER-ELEC, TRACK LOADER-	LEASED/PURCHASED	6,420.00
MUNICIPAL SUPPLY, OF NEBR.		RESTOCK ON SUPPLIES	MAINTENANCE - WATE	781.95
OBRIEN'S HARDWARE		FILE, MASK, OPERATING SUPPLIES	OPERATING SUPPLIES	162.44
PAULSEN, INC.		BLOCK ROCK BINS & WALL BY EAST SH	MAINTENANCE-BUILDI	3,365.45
S & L SANITARY SERVICES		TRASH FEES	MAINT-BLDG & GRDS \	5.00
Sensaphone		alarm system	MAINTENANCE-SCADA	9.93
TROTTER SERVICE		TIRE BORE MACHINE, NEW TIRES FOR 1	MAINTENANCE-WR/SV	1,304.00
TROTTER SERVICE		TIRE BORE MACHINE, NEW TIRES FOR 1	GAS & OIL FOR TRUCK	798.04
VERIZON WIRELESS		CELL PHONES	TELEPHONE	20.00
VERIZON WIRELESS		CELL PHONES	TELEPHONE	23.70
			Total WATER	\$29,794.25
SEWER				
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	OPERATING SUPPLIES	367.05
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	MAINTENANCE SCADA	1,265.77
CARD SERVICES - ORSCHELNS FARM		TABLETS, LOCATOR PAINT, SHIRTS & H/	SAFETY- SEWER DEP1	347.73
CARQUEST OF BROKEN BOW		BATTERY FOR SEWER TRUCK/TRUCK 7/	MAINTENANCE-TRUCK	181.66
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,666.88
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	339.44
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	486.35
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	972.01
NEBR. DEPT. OF ENVIRONMENT AND		ERIK'S WASTEWATER TEST FEE	CONFERENCE REGIST	125.00
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILDI	5.00
Sensaphone		alarm system	MAINTENANCE SCADA	9.92
TROTTER SERVICE		TIRE BORE MACHINE, NEW TIRES FOR 1	GAS & OIL FOR TRUCK	1,203.39
VERIZON WIRELESS		CELL PHONES	TELEPHONE	19.99
VERIZON WIRELESS		CELL PHONES	TELEPHONE	23.70
			Total SEWER	\$12,013.89
POWER PLANT				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	877.50
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	52.65
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	66.77
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	121.37
GARRETT TIRES & TREADS		TIRE REPAIR	MAINTENANCE - POWI	37.45
VERIZON WIRELESS		CELL PHONES	TELEPHONE	47.40

Check Approval List - GL Account

10/20/2023 9:40:25 AM

Broken Bow Municipal Utilities

Page 2 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
POWER PLANT			Total POWER PLANT	\$1,203.14
BILLING				
CENTURYLINK		PHONE SERVICE	TELEPHONE	137.13
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	8,308.18
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	421.55
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	612.15
CUSTER COUNTY CHIEF		PUBLISHING	ADVERTISING	99.84
CUSTER TRANSFER STATION		FEES COLLECTED	TRASH/TSA FEES	9,939.00
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	1,093.38
EAKES OFFICE SOLUTIONS		PAPER CLIPS, LEGAL PADS, PAPER, BIN	OFFICE SUPPLIES	123.76
Quadient Finance USA, Inc.		POSTAGE	POSTAGE	400.00
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	33,811.65
			Total BILLING	\$54,946.64
FUEL STATION				
CENTURYLINK		PHONE SERVICE	TELEPHONE/INTERNE	64.07
			Total FUEL STATION	\$64.07
				<u>\$657,516.67</u>

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 10/11/2023

Ending Date: 10/24/2023

Banks: All

Bank Acct#:

Include Printed Checks: ☒