

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
November 14, 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 November 14, 2023, which will include the following:

- a. Approval of Minutes from October 24, 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 24, 2023**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, October 24, 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 Withrow, seconded by Adams to approve the Consent Agenda for October 24, 2023. Said motion includes approval of the Minutes of the October 10, 2023, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Adams, Conner, Withrow, and Gormley. Nays: None. Motion carried.

CARD SERVICES - ORSCHELNS FARM & HOME - TABLETS, LOCATOR PAINT, SHIRTS & HATS, POSTAGE, GIS SUBSCRIPTION, TOOLS - \$5,048.59, CARQUEST OF BROKEN BOW - BATTERY FOR SEWER TRUCK/TRUCK 70 REPAIRS - \$396.85, CENTURYLINK - PHONE SERVICE - \$201.20, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$46,150.94, CUSTER COUNTY CHIEF - PUBLISHING - \$99.84, CUSTER TRANSFER STATION - FEES COLLECTED - \$9,939.00, CITY OF BROKEN BOW - HEALTH INSURANCE - \$5,466.90, EAKES OFFICE SOLUTIONS - PAPER CLIPS, LEGAL PADS, PAPER, BINDERS - \$123.76, GARRETT TIRES & TREADS - TIRE REPAIR - \$37.45, HOMETOWN LEASING - TRACK LOADER-ELEC - \$6,420.00, TRACK LOADER - \$6,420.00, EXCAVATOR - \$6,420.00, LAWSON PRODUCTS, INC. - SCREWS - \$1,001.99, MUNICIPAL ENERGY AGENCY OF NE - POWER PURCHASES - \$519,368.20, MUNICIPAL SUPPLY, OF NEBR. - RESTOCK ON SUPPLIES - \$781.95, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - ERIK'S WASTE WATER TEST FEE - \$125.00, OBRIEN'S HARDWARE - FILE, MASK, OPERATING SUPPLIES - \$224.77, PAULSEN, INC. - BLOCK ROCK BINS & WALL BY EAST SHOP - \$3,365.45, QUADIENT FINANCE USA, INC. - POSTAGE - \$400.00, S & L SANITARY SERVICES - TRASH FEES - \$33,831.65, SENSAPHONE - ALARM SYSTEM - \$19.85, STUART C IRBY CO - DUCT 2" - \$5,335.93, TROTTER SERVICE - TIRE BORE MACHINE, NEW TIRES FOR TRAILER, FUEL, TIRES, BATTERY - \$6,115.17, VERIZON WIRELESS - CELL PHONES - \$222.18, TOTAL - \$657,516.67

Electric Department	\$ 559,494.68
Water Department	29,794.25
Sewer Department	12,013.89
Power Plant	1,203.14
Billing	54,946.64
Fuel Station	<u>64.07</u>

Total	\$657,516.67
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The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Changing out old poles.
- Working on updating the GIS maps.
- Power outage on 10/13/23, South 1st Ave to the east was an underground fault at Pump & Pantry.
- Power outage on 10/16/23, south circuit from V-Bar west underground.
- Will be testing the diesel tank at the Power Plant.
- Waiting on parts to repair engine at the Power Plant.

Ryan Jones, Water/Sewer Superintendent:

- Monitored lift stations on 10/13/23 due to the rain totals.
- Lift station at the fairgrounds went down and didn't send out a notification.
- Disconnect water and sewer services at a property for the demolition of the house.
- Conference call with HOA to fix the Scada system.
- New employee will be starting on November 1, 2023.
- Will be putting in a concrete pad at the shop.
- Fixing manholes.

Moved by Schall, seconded by Gormley to adjourn the meeting at 12:52 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

<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>
ALTEC INDUSTRIES, INC.										
19565	11/14/2023	11/14/2023			102.55					Posted
	1-143205					MAINTENANCE-TRUCKS			102.55	0.00
BROKEN BOW MUNICIPAL UTILITIES										
special office	19533	11/14/2023	11/14/2023		758.35					Posted
	2-243290					postage			168.90	0.00
	3-343290					postage			28.40	0.00
	5-545500					postage			561.05	0.00
									758.35	0.00
Black Hills Energy										
19532	11/14/2023	11/14/2023			306.28					Posted
	4-440800					power plant gas			306.28	0.00
CENTRAL NEBRASKA BOBCAT										
19534	11/14/2023	11/14/2023			139.08					Posted
	2-241000					OPERATING SUPPLIES & MAINTENANC			139.08	0.00
CENTURYLINK										
19555	11/14/2023	11/14/2023			217.46					Posted
	5-545700					Basic Phone Service- Office			148.66	0.00
	6-640300					Basic Phone Service- Office			68.80	0.00
									217.46	0.00
CITY OF BROKEN BOW										
transfer	19535	11/14/2023	11/14/2023		44,271.76					Posted
	1-149200					Transfer to City's General Fund			43,871.76	0.00
	5-546100					Monthly Office Rent			400.00	0.00
									44,271.76	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
19536	11/14/2023	11/14/2023			46,122.86					Posted
	4-440100					Payroll Reimbursement			877.50	0.00
	4-445220					Payroll Reimbursement			66.78	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			18,684.53	0.00
	1-145220					Payroll Reimbursement			1,353.00	0.00
	1-145210					Payroll Reimbursement			816.33	0.00
	2-240100					Payroll Reimbursement			6,589.32	0.00
	2-245220					Payroll Reimbursement			480.42	0.00
	2-245210					Payroll Reimbursement			395.36	0.00
	3-340100					Payroll Reimbursement			6,589.32	0.00
	3-345230					Payroll Reimbursement			480.42	0.00
	3-345210					Payroll Reimbursement			395.35	0.00
									46,122.86	0.00
CITY OF BROKEN BOW-REIMBURSEMENT										
19537	11/14/2023	11/14/2023			817.89					Posted
	2-243370					PRINTING/PUBLISHING			817.89	0.00
CULLIGAN										
19561	11/14/2023	11/14/2023			56.25					Posted
	3-340500					MAINTNEANCE-WWTP			56.25	0.00
CUSTER COUNTY CHIEF										
19559	11/14/2023	11/14/2023			551.07					Posted
	5-545800					Publish Minutes & Mtg, Notices			551.07	0.00
CUSTER PUBLIC POWER DISTRICT										
ION POWER	19538	11/14/2023	11/14/2023		3,103.79					Posted
	3-340900					Power for Wastewater Treatment Plant			3,043.77	0.00
	3-340900					POWER FOR WWTP			60.02	0.00
									3,103.79	0.00
DITCH WITCH UNDERCON										
19539	11/14/2023	11/14/2023			733.87					Posted
	2-243260					MAINTENANCE/BORING MACHINE,VAC			733.87	0.00

[illegible]

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#		Date	Status
	Account#	Work Order		Description				Debit	Credit
ONE CALL CONCEPTS, INC (continued)									
19558	11/14/2023	11/14/2023	65.74						Posted
	1-143320			1- Month of Locate Expenses				65.74	0.00
PAULSEN, INC.									
19560	11/14/2023	11/14/2023	740.98						Posted
	3-343400			MAINTENANCE-MAINS				740.98	0.00
PLATTE VALLEY LABORATORIES, INC.									
19562	11/14/2023	11/14/2023	1,012.50						Posted
	3-347500			Wastewater Testing				1,012.50	0.00
RT Ace									
19549	11/14/2023	11/14/2023	679.35						Posted
	2-241000			OPERATING SUPPLIES				198.23	0.00
	2-241300			MAINTENANCE				199.98	0.00
	1-143410			SUPPLIES AND MAINTENANCE				259.16	0.00
	4-441300			SUPPLIES AND MAINTENANCE				21.98	0.00
								679.35	0.00
S & L SANITARY SERVICES									
19557	11/14/2023	11/14/2023	47.50						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
	4-441300			Trash Fees Billed				27.50	0.00
								47.50	0.00
SAGE PAYMENT SOLUTIONS									
19550	11/14/2023	11/14/2023	2,592.91						Posted
	5-547200			Credit card fees				2,592.91	0.00
SANDHILLS CUSTOM CREATIONS									
19554	11/14/2023	11/14/2023	800.00						Posted
	2-245710			SAFTEY-WATER				400.00	0.00
	3-349700			SAFTEY-SEWER				400.00	0.00
								800.00	0.00
STATE OF NEBRASKA DHHS-ACCOUNTING									
19551	11/14/2023	11/14/2023	346.44						Posted
	1-111500			REFUND ON ACCOUNTS				232.02	0.00
	1-111500			REFUND ON ACCOUNTS				114.42	0.00
								346.44	0.00
TERESA KIRKPATRICK									
19552	11/14/2023	11/14/2023	21.00						Posted
	1-111500			REFUND ON ACCOUNT				21.00	0.00
TOM EBERLE									
19553	11/14/2023	11/14/2023	265.00						Posted
	2-243365			CONFERENCE REGISTRATION				115.00	0.00
	3-343365			CONFERENCE REGISTRATION				150.00	0.00
								265.00	0.00
WENQUIST, INC.									
19564	11/14/2023	11/14/2023	657.20						Posted
	1-143205			MAINTENANCE TRUCKS-66				384.60	0.00
	1-143500			GAS & OIL FOR TRUCKS				187.14	0.00
	2-241000			OPERATING SUPPLIES				12.82	0.00
	1-143410			SUPPLIES & MAINTENANCE				11.76	0.00
	1-143410			SUPPLIES & MAINTENANCE				60.88	0.00
								657.20	0.00
WESCO RECEIVABLES CORP.									
19563	11/14/2023	11/14/2023	107,076.37						Posted
	1-149600			NEW TRANSFORMERS				87,881.24	0.00
	1-143300			LINE SUPPLIES & MATERIALS				16,678.49	0.00
	1-147510			SAFTEY-ELECTRIC				2,516.64	0.00
								107,076.37	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>

287,463.92	38 Non-voided payables listed.
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Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 10/25/2023

Ending: 11/14/2023

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				
ALTEC INDUSTRIES, INC.		DIGGER TRUCK REPAIR	MAINTENANCE-TRUCK	102.55
CITY OF BROKEN BOW		TRANSFER & RENT	IN LIEU OF TAX PAYME	43,871.76
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	18,684.53
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	816.33
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,353.00
DUTTON-LAINSON COMPANY		TX BASEMENT	LINE MATERIALS & SU	1,417.76
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	535.50
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATI	27.99
JEO Consulting Group Inc.		MEETING FOR BD	ENGINEERING/LEGAL	2,774.00
Jeffres Sand and Gravel		ROCK FOR POLES	LINE MATERIALS & SU	1,741.80
MEAD LUMBER CO		SUPPLIES & MAINTENANCE	SUPPLIES AND MAINTI	48.22
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNC	11,417.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	25,797.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,471.00
ONE CALL CONCEPTS, INC		LOCATE EXPENSES	UNDERGROUND LOCA	65.74
RT Ace		WIRE & SUPPLIES FOR EAST BUILDING,	SUPPLIES AND MAINTI	259.16
S & L SANITARY SERVICES		TRASH FEES	MAINT-BUILDINGS & G	10.00
STATE OF NEBRASKA DHHS-ACCOUN		REFUND ON ACCOUNTS	ACCOUNTS RECEIVAB	232.02
STATE OF NEBRASKA DHHS-ACCOUN		REFUND ON ACCOUNTS	ACCOUNTS RECEIVAB	114.42
TERESA KIRKPATRICK		REFUND ON ACCOUNT	ACCOUNTS RECEIVAB	21.00
WENQUIST, INC.		SUPPLIES, TRUCK MAINTENANCE-TRUC	MAINTENANCE-TRUCK	384.60
WENQUIST, INC.		SUPPLIES, TRUCK MAINTENANCE-TRUC	SUPPLIES AND MAINTI	11.76
WENQUIST, INC.		SUPPLIES, TRUCK MAINTENANCE-TRUC	SUPPLIES AND MAINTI	60.88
WENQUIST, INC.		SUPPLIES, TRUCK MAINTENANCE-TRUC	GAS & OIL FOR TRUCK	187.14
WESCO RECEIVABLES CORP.		TRANSFORMERS, LINE SUPPLIES, & SAF	LINE MATERIALS & SU	16,678.49
WESCO RECEIVABLES CORP.		TRANSFORMERS, LINE SUPPLIES, & SAF	SAFETY- ELECTRIC	2,516.64
WESCO RECEIVABLES CORP.		TRANSFORMERS, LINE SUPPLIES, & SAF	NEW TRANSFORMERS	87,881.24
			Total ELECTRIC	\$227,481.53

WATER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- WATER DE	168.90
CENTRAL NEBRASKA BOBCAT		PARTS FOR SKIDSTEER	OPERATING SUPPLIES	139.08
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	6,589.32
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	395.36
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	480.42
CITY OF BROKEN BOW-REIMBURSEM		COPIES FOR WATER DEPARTMENT FLIE	PRINTING/PUBLISHING	817.89
DITCH WITCH UNDERCON		BOOM HOSE FOR VAC	MAINTENANCE - BORII	733.87
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	535.50
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	2.50
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	27.99
MUNICIPAL SUPPLY, OF NEBR.		RESTOCK ON CURB STOP SLEEVES	MAINTENANCE - WATE	200.20
RT Ace		WIRE & SUPPLIES FOR EAST BUILDING,	OPERATING SUPPLIES	198.23
RT Ace		WIRE & SUPPLIES FOR EAST BUILDING,	MAINTENANCE-BUILDI	199.98
S & L SANITARY SERVICES		TRASH FEES	MAINT-BLDG & GRDS V	5.00
SANDHILLS CUSTOM CREATIONS		PRINTING ON WATER/SEWER SHIRTS	SAFETY- WATER	400.00
TOM EBERLE		WATER/SEWER LICENSE RENEWAL	CONFERENCE REGIST	115.00
WENQUIST, INC.		SUPPLIES, TRUCK MAINTENANCE-TRUC	OPERATING SUPPLIES	12.82
			Total WATER	\$11,022.06

SEWER				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- SEWER DE	28.40
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	6,589.32
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	395.35
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	480.42
CULLIGAN		WATER SOFTNER SALT-WWTP	MAINTENANCE - WAST	56.25
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	3,043.77
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	60.02
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	535.50
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	2.50
Erik Jensen		MEAL AT SEWER TESTING	MEALS/MILEAGE/HOTE	14.53
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SCADA	27.99
JOHNSON SERVICE COMPANY		SEWER CLEANING AND ROOT TREATME	MAINTENANCE MAINS	8,782.50
Mc2 INC.		NEW UV LIGHTS FOR WWTP	MAINTENANCE - WAST	9,184.80
PAULSEN, INC.		REPLACE CONCRETE AROUND MANHOL	MAINTENANCE MAINS	740.98
PLATTE VALLEY LABORATORIES, INC.		WASTEWATER TESTING	WASTE WATER TESTII	1,012.50
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILDI	5.00
SANDHILLS CUSTOM CREATIONS		PRINTING ON WATER/SEWER SHIRTS	SAFETY- SEWER DEPT	400.00
TOM EBERLE		WATER/SEWER LICENSE RENEWAL	CONFERENCE REGIST	150.00

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11/8/2023 2:59:39 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>
SEWER			Total SEWER	\$31,509.83
POWER PLANT				
Black Hills Energy	OCTOBER PP GAS	NATURAL GAS USED	306.28	
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	66.78	
EZ IT Solutions	IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	535.50	
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	MAINTENANCE - POWE	72.00	
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	TELEPHONE	42.88	
RT Ace	WIRE & SUPPLIES FOR EAST BUILDING,	MAINTENANCE-BUILD	21.98	
S & L SANITARY SERVICES	TRASH FEES	MAINTENANCE-BUILD	27.50	
		Total POWER PLANT	\$2,003.07	
BILLING				
BROKEN BOW MUNICIPAL UTILITIES	POSTAGE	POSTAGE	561.05	
CENTURYLINK	PHONE SERVICE	TELEPHONE	148.66	
CITY OF BROKEN BOW	TRANSFER & RENT	OFFICE RENT	400.00	
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	551.07	
EAKES OFFICE SOLUTIONS	DATE BOOKS, CALCULATOR, BINDERS, I	OFFICE SUPPLIES	312.66	
EZ IT Solutions	IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	535.50	
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	CREDIT CARD/BILL PA	83.98	
GREG KRUEGER & ASSOCIATES, INC.	WORK ORDERS	OFFICE SUPPLIES	561.32	
INVOICE CLOUD	CREDIT CARD EXPENSES	CREDIT CARD/BILL PA	289.60	
SAGE PAYMENT SOLUTIONS	CREDIT CARD FEES	CREDIT CARD/BILL PA	2,592.91	
		Total BILLING	\$15,378.63	
FUEL STATION				
CENTURYLINK	PHONE SERVICE	TELEPHONE/INTERNE	68.80	
		Total FUEL STATION	\$68.80	
				\$287,463.92

Report Selection: Check Approval List - GL Account
 Date Range Selection: GL Posting Date
 Starting Date: 10/25/2023
 Ending Date: 11/14/2023
 Banks: All
 Bank Acct#:
 Include Printed Checks: ☒