

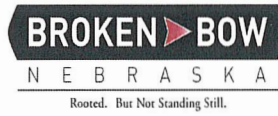


**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
January 23, 2024 @ 6:00 PM
Municipal Auditorium
314 South 10th Avenue, Broken Bow NE**

Meeting Procedure

The Public may address specific agenda items at the pleasure of the Mayor. Please come to the podium, state your name and address, and limit your remarks to five minutes or less. Out of respect to City employees, we request that any complaints or criticisms of employees not be aired in a public meeting. Concerns about employees should be brought to the attention of the City Administrator or Mayor. An individual in violation will be declared out of order. Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items.

- A. Call to Order**
- B. Open Meetings Act:** A current copy of the Open Meetings Act is available and is posted for review by all citizens.
- C. Roll Call**
- D. Pledge of Allegiance**
- E. Consent Agenda:** Council will have consideration of approving the consent agenda items for January 23rd, 2024, which will include the following:
 - a. Approval of Minutes of January 09, 2024, Council Meeting
 - b. Approval of Bills as Posted
- F. Other Communications:**
 - a. **Library Annual Report- 2022-2023 Fiscal Year**
- G. New Business:**
 - a. **Signers for Bank Accounts-** Council will have consideration of approving Council President Russ Smith as an authorized signer for all City Accounts held at Bruning Bank, and Nebraska State Bank.
 - b. **Eagle Crest Subdivision Bid Approval-** Council will have consideration of approving the bid for the Eagle Crest Second Subdivision.
 - c. **Amendment No. 4 Owner-Engineer Agreement-** Council will have consideration of approving Amendment No.4 to the Owner-Engineer Agreement with JEO Consulting Group, Inc.



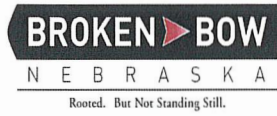
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- d. Council Workshop Dates-** Council will have consideration of setting the date and time for a City Council Workshop with Al Vacanti.
- e. Public Hearing Ordinance 1275, Mandatory Trash Removal Fees-** Consideration of opening a public hearing regarding Ordinance 1275, Mandatory Trash Removal Fees.
- f. Waive Three Readings of Ordinance 1275, Mandatory Trash Removal Fees-** Consideration of waiving the three readings of Ordinance 1275.
- g. Ordinance 1275, Mandatory Trash Removal Fees-** Consideration of approving Ordinance 1275, Mandatory Trash Removal Fees.
- h. Public Hearing Ordinance 1276, Mobile Food Vendors: Providing Rules and Regulations Governing Mobile Food Vendors-** Consideration of opening a public hearing regarding Ordinance 1276, Providing Rules and Regulations Governing Mobile Food Vendors.
- i. Waive Three Readings of Ordinance 1276, Mobile Food Vendors: Providing Rules and Regulations Governing Mobile Food Vendors-** Consideration of waving the three readings of Ordinance 1276.
- j. Ordinance 1276, Mobile Food Vendors; Providing Rules and Regulations Governing Mobile Food Vendors-** Consideration of approving Ordinance 1276, Providing Rules and Regulations Governing Mobile Food Vendors

Mayor and Council Comments

H. Adjournment

***The Next City Council Meeting Will Be on Tuesday, February 13th,
2024 @ 6:00 pm in the Broken Bow Municipal Auditorium***



**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
January 23, 2024 @ 6:00 PM
Municipal Auditorium
314 South 10th Avenue, Broken Bow NE**

Upcoming Events:

- ❖ *February 13th - Board of Public Works Meeting @ 12:30 pm in the Broken Bow Municipal Auditorium*
- ❖ *February 13th – City Council Meeting @ 6:00 pm in the Broken Bow Municipal Auditorium*
- ❖ *City offices will be closed Monday February 19th in observance of Presidents Day*

The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the Council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was classed. If the motion to close passes, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

**Broken Bow City
Council
Meeting Minutes
January 9, 2024**

The Broken Bow City Council met in regular session on Tuesday, January 9, 2024, in the Broken Bow Municipal Auditorium. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in the advanced notice to the Mayor and all members of the Council, as well as shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Rod Sonnichsen called the meeting to order at 6:00 pm, with the following Councilmembers present: Russ Smith, Chris Myers, and Paul Holland. Absent: Luke Wassom. Mayor Sonnichsen announced the availability of the open meetings law, followed by reciting of the Pledge of Allegiance.

Mayor Sonnichsen read the format for submitting requests for future agenda items.

Moved by Smith, seconded by Myers, to excuse the absence of Councilmember Luke Wassom. Roll Call vote: Voting aye: Smith, Myers and Holland. Nays: None. Motion carried.

Moved by Myers, seconded by Holland to approve the consent agenda for January 9th, 2024. Said motion includes approval of the Minutes of the December 12th, 2023, Council Meeting, and bills to date. Roll call vote: Voting aye: Myers, Holland, and Smith. Nays: None. Motion carried.

Akrs Equipment \$1,266.21, Aflac \$477.41, \$113.82, Beaver Bearing Co \$53.33, Bound Tree Medical \$916.78, Broken Bow Chamber of Commerce \$2895.00, Broken Bow Municipal Utilities \$7,275.27, Capital One \$53.48, Card Services \$321.61, \$117.04, \$27.77, \$9,860.25, Carroll Construction Supply \$1,376.28, Century Link \$533.54, \$391.14, Chris Leibert \$74.06, City Flex Benefit Plan \$225.00, City of Broken Bow Health Insurance \$4,124.71, City of Broken Bow Pension Fund \$2,278.07, \$9,386.02, \$866.97, Colonial Insurance \$410.31, \$323.28, Custer Public Power \$62.92, Custer Transfer Station \$12.00, Dept Correctional SVCS \$650.00, EFTPS Online Payment 3rd Quarter Taxes \$1,711.38, Medicare \$2,816.42, Federal \$7,600.55, FICA \$12,042.56, EZ IT Solutions \$2,765.00, Eakes Office Products \$126.79, Evans Feed Co. \$4.20, Family Heritage \$25.50, Great Plains Communications \$70.95, Hometown Leasing \$116.65, Justice Data Solutions, Inc. \$2,125.00, Kirkpatrick Cleaning Solutions \$853.00, MacQueen Equipment \$971.54, Nebraska Child Support Payment Center \$899.09, Paper Tiger Shredding \$45.00, Platte Valley Communications \$95.00, RT Ace \$7.59, \$59.74, Schaper and White Law Firm \$3,000.00, State Income Tax \$4,009.65, TX Child Support SDU \$161.54, Titan Machinery-Lexington \$356.05, Titan Machinery-North Platte \$8,890.80, Tracker Systems \$67.96, Universal Insurance \$2,029.00, Verizon Wireless \$400.10, Wenquist Inc. \$332.33, Bi-Weekly Payroll \$68, 742.06 Total - \$164,417.72

In other communications, Deb McCaslin gave a presentation about the TeamMates mentoring program. Deb explained that TeamMates will be launched into the elementary school starting with 3rd grade students this semester. Previously this program was offered to students 6th through 12th grade. Deb also stated that there will be a question-and-answer session for anyone interested in the program at 12:00 PM January 17th, 2024, at the Hospital community board room. There will be an additional session at 5:30 PM on January 17th at the Broken Bow Library. Deb encourages anyone

interested in the program to attend one of these information sessions. Mayor Sonnichsen thanked Deb for always going the extra mile for the youth in our community.

Under new business, Council postponed the consideration of entering into an agreement with the Olson Group as a health insurance broker to the February 13th, 2024, city council meeting. Olson Group representatives were not able to attend the meeting due to inclement weather conditions. At the end of discussion, moved by Smith, seconded by Holland, to postpone considering entering a partnership between the City of Broken Bow and the Olson Group to February 13th, 2024. Roll Call vote: Voting aye: Smith, Holland, and Myers. Nays: None. Motion carried.

Moved by Smith, seconded by Myers to approve City Administrator Dave Schmidt as Floodplain Administrator for the city of Broken Bow. Roll Call vote: Voting aye: Smith, Myers, and Holland. Nays: None. Motion carried.

Moved by Smith, seconded by Holland to approve Deputy City Clerk Jacob Holcomb as Co-Floodplain Administrator for the city of Broken Bow. Roll Call vote: Voting aye: Smith, Holland, and Myers. Nays: None. Motion carried.

In the Mayor and Council Comments, City Administrator Dave Schimdt gave an update on snow removal. Administrator Schmidt stated that the snow removal crew started at 3:00 AM and they were still working at 6:15 PM. Schmidt also thanked the city staff for their hard work and dedication to the community during the past few storms. Additionally, Administrator Schmidt thanked the media for getting important weather updates out to the public. Council President Russ Smith thanked Norm and Deb McCaslin for what they do in our community. Council President Smith also complemented the snow removal crew.

Moved by Myers, seconded by Holland, to adjourn the City Council Meeting at 6:20 PM. Roll Call vote: Voting aye: Myers, and Holland, and Smith Nays: None. Motion carried.

Rodney W. Sonnichsen, Mayor

ATTEST:

Jacob Holcomb, Deputy City Clerk

City of Broken Bow

| <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> |
| Aflac | | | | | | | | | | | |
| 34998 | 1/17/2024 | 1/17/2024 | | | 477.41 | | | | | | Posted |
| | 01-1501.00 | | | | | | PRE TAX AFLAC | | | 477.41 | 0.00 |
| 34999 | 1/17/2024 | 1/17/2024 | | | 113.82 | | | | | | Posted |
| | 01-1501.00 | | | | | | AFLAC POST TAX | | | 113.82 | 0.00 |
| Al's Lock & Safe Inc | | | | | | | | | | | |
| 35012 | 1/23/2024 | 1/23/2024 | | | 1,466.00 | Inv# 21507 | | | | | Posted |
| | 07-3438.00 | | | | | | Door Project | | | 1,466.00 | 0.00 |
| Beaver Bearing Co Albion | | | | | | | | | | | |
| 35049 | 1/23/2024 | 1/23/2024 | | | 53.33 | Inv# 2193 | | | | | Posted |
| | 08-3310.00 | | | | | | maint repair equipment | | | 53.33 | 0.00 |
| Black Hills Energy | | | | | | | | | | | |
| 35041 | 1/23/2024 | 1/23/2024 | | | 929.25 | | | | | | Posted |
| | 06-3220.00 | | | | | | Utilities-Gas | | | 23.08 | 0.00 |
| | 04-3220.00 | | | | | | Utilities-Gas | | | 316.98 | 0.00 |
| | 02-3220.00 | | | | | | Utilities-Gas | | | 566.11 | 0.00 |
| | 05-3220.00 | | | | | | Utilities-Gas | | | 23.08 | 0.00 |
| | | | | | | | | | | 929.25 | 0.00 |
| Blue 360 Media, LLC | | | | | | | | | | | |
| 35014 | 1/23/2024 | 1/23/2024 | | | 94.95 | Inv# IN231121094 | | | | | Posted |
| | 04-3209.00 | | | | | | Traffic Manual | | | 94.95 | 0.00 |
| Broken Bow Airport Authority | | | | | | | | | | | |
| 35044 | 1/23/2024 | 1/23/2024 | | | 2,166.66 | | | | | | Posted |
| | 01-3409.00 | | | | | | Monthly Payment | | | 1,083.33 | 0.00 |
| | 01-3409.00 | | | | | | Monthly Payment | | | 1,083.33 | 0.00 |
| | | | | | | | | | | 2,166.66 | 0.00 |
| Broken Bow Rural Fire Board | | | | | | | | | | | |
| 35020 | 1/23/2024 | 1/23/2024 | | | 719.71 | | | | | | Posted |
| | 06-3220.00 | | | | | | gas/power | | | 242.30 | 0.00 |
| | 05-3220.00 | | | | | | gas/power | | | 242.31 | 0.00 |
| | 06-3221.00 | | | | | | internet | | | 41.58 | 0.00 |
| | 05-3221.00 | | | | | | internet | | | 41.59 | 0.00 |
| | 06-3311.00 | | | | | | advance fire safety | | | 151.93 | 0.00 |
| | | | | | | | | | | 719.71 | 0.00 |
| Card Services | | | | | | | | | | | |
| 35021 | 1/23/2024 | 1/23/2024 | | | 150.66 | EMS/Fire | | | | | Posted |
| | 05-3223.01 | | | | | | cleaning supplies | | | 9.82 | 0.00 |
| | 05-3225.00 | | | | | | fuel | | | 130.15 | 0.00 |
| | 06-3410.00 | | | | | | card holder | | | 10.69 | 0.00 |
| | | | | | | | | | | 150.66 | 0.00 |
| 35045 | 1/23/2024 | 1/23/2024 | | | 2,022.59 | Steet/Parks | | | | | Posted |
| | 08-3410.01 | | | | | | safety equipment | | | 501.01 | 0.00 |
| | 08-3310.00 | | | | | | maint repair equipment | | | 329.06 | 0.00 |
| | 08-3225.00 | | | | | | gas oil | | | 65.61 | 0.00 |
| | 08-3205.00 | | | | | | training meeting expense | | | 25.56 | 0.00 |
| | 09-3339.00 | | | | | | maint repair grounds | | | 485.34 | 0.00 |
| | 09-3205.00 | | | | | | training meeting expense | | | 115.00 | 0.00 |
| | 09-3410.01 | | | | | | safety equipment | | | 501.01 | 0.00 |
| | | | | | | | | | | 2,022.59 | 0.00 |
| 35063 | 1/23/2024 | 1/23/2024 | | | 707.25 | Admin 1 | | | | | Posted |
| | 01-3205.00 | | | | | | training meeting expense At Vacant lodgin | | | 340.86 | 0.00 |
| | 01-3205.00 | | | | | | training meeting expense At Vacant lodgin | | | 324.90 | 0.00 |
| | 01-3420.00 | | | | | | Admin car fuel | | | 41.49 | 0.00 |
| | | | | | | | | | | 707.25 | 0.00 |
| Carquest of Broken Bow | | | | | | | | | | | |
| 35058 | 1/23/2024 | 1/23/2024 | | | 1,097.28 | Cust# 11750 | | | | | Posted |
| | 08-3310.00 | | | | | | equipment repair | | | 934.10 | 0.00 |
| | 09-3310.00 | | | | | | equipment repair | | | 163.15 | 0.00 |
| | | | | | | | | | | 1,097.28 | 0.00 |

Accounts Payable Detail Listing

City of Broken Bow

Vend# Vendor Name

| Pay# | Post Date | Due Date | Amount | Invoice | Date | PO# | Date | Status |
|--|------------------|-------------------|---------------|---------------------------------------|-------------|------------|--------------|---------------|
| | <u>Account#</u> | <u>Work Order</u> | | <u>Description</u> | | | <u>Debit</u> | <u>Credit</u> |
| Central Nebraska Bobcat (continued) | | | | | | | | |
| 35052 | 1/23/2024 | 1/23/2024 | 111.51 | | | | | Posted |
| | 08-3310.00 | | | Oil | | | 111.51 | 0.00 |
| Century Link | | | | | | | | |
| 35017 | 1/23/2024 | 1/23/2024 | 17.21 | | | | | Posted |
| | 04-3221.00 | | | Police - Basic & Long Distance | | | 17.21 | 0.00 |
| 35040 | 1/23/2024 | 1/23/2024 | 700.94 | | | | | Posted |
| | 08-3221.00 | | | Street - Basic & Long Distance | | | 49.26 | 0.00 |
| | 10-3221.00 | | | Swim Pool - Basic & Credit Card | | | 132.13 | 0.00 |
| | 09-3221.00 | | | Park - Basic & Long Distance | | | 49.27 | 0.00 |
| | 03-3221.00 | | | Handi Bus - Basic & Long Distance | | | 84.07 | 0.00 |
| | 01-3221.00 | | | General -Basic & Long Distance Radio | | | 85.49 | 0.00 |
| | 01-3221.00 | | | General -Basic & Long Distance Office | | | 106.63 | 0.00 |
| | 01-3221.00 | | | General -Basic & Long Distance Office | | | 194.09 | 0.00 |
| | | | | | | | 700.94 | 0.00 |
| City Flex Benefit Plan | | | | | | | | |
| 35000 | 1/17/2024 | 1/17/2024 | 225.00 | | | | | Posted |
| | 01-1501.00 | | | SELECT FLEX-UNREIMBURSED M/D/V | | | 225.00 | 0.00 |
| City of Broken Bow - Health Insurance | | | | | | | | |
| 35010 | 1/17/2024 | 1/17/2024 | 4,124.71 | | | | | Posted |
| | 01-1501.00 | | | HEALTH INSURANCE | | | 4,124.71 | 0.00 |
| City of Broken Bow Pension Fund | | | | | | | | |
| 35001 | 1/17/2024 | 1/17/2024 | 2,278.07 | | | | | Posted |
| | 01-1513.00 | | | RETIREMENT LOAN PAYMENT | | | 2,278.07 | 0.00 |
| 35002 | 1/17/2024 | 1/17/2024 | 9,077.64 | | | | | Posted |
| | 01-1502.00 | | | 414H RETIREMENT | | | 9,077.64 | 0.00 |
| 35003 | 1/17/2024 | 1/17/2024 | 856.72 | | | | | Posted |
| | 01-1502.00 | | | 457 RETIREMENT | | | 856.72 | 0.00 |
| Colonial Insurance | | | | | | | | |
| 34996 | 1/17/2024 | 1/17/2024 | 389.90 | | | | | Posted |
| | 01-1501.00 | | | COLONIAL LIFE PRE TAX | | | 389.90 | 0.00 |
| 34997 | 1/17/2024 | 1/17/2024 | 323.28 | | | | | Posted |
| | 01-1501.00 | | | COLONIAL LIFE POST TAX | | | 323.28 | 0.00 |
| Culligan Water Conditioning | | | | | | | | |
| 35015 | 1/23/2024 | 1/23/2024 | 49.00 | | | | | Posted |
| | 07-3311.00 | | | salt soft water | | | 49.00 | 0.00 |
| Custer County Chief | | | | | | | | |
| 35016 | 1/23/2024 | 1/23/2024 | 64.00 | Acct# 2875 | | | | Posted |
| | 07-3342.00 | | | publication | | | 64.00 | 0.00 |
| 35062 | 1/23/2024 | 1/23/2024 | 98.44 | Inv# 300026283 | | | | Posted |
| | 01-3209.00 | | | publication | | | 98.44 | 0.00 |
| Custer County Treasurer | | | | | | | | |
| 35043 | 1/23/2024 | 1/23/2024 | 17,822.97 | | | | | Posted |
| | 01-3217.00 | | | Communications Interlocal Payment | | | 17,822.97 | 0.00 |
| EFTPS Online Payment | | | | | | | | |
| 35006 | 1/17/2024 | 1/17/2024 | 2,746.64 | | | | | Posted |
| | 01-1500.00 | | | MEDICARE | | | 2,746.64 | 0.00 |
| 35007 | 1/17/2024 | 1/17/2024 | 7,481.58 | | | | | Posted |
| | 01-1500.00 | | | FEDERAL MARRIED | | | 4,222.29 | 0.00 |
| | 01-1500.00 | | | FEDERAL SINGLE | | | 2,155.08 | 0.00 |
| | 01-1500.00 | | | Federal Head of Household | | | 361.74 | 0.00 |
| | 01-1500.00 | | | 2020 Federal Single | | | 368.00 | 0.00 |
| | 01-1500.00 | | | 2020 Federal Married | | | 374.47 | 0.00 |
| | | | | | | | 7,481.58 | 0.00 |
| 35008 | 1/17/2024 | 1/17/2024 | 11,744.36 | | | | | Posted |
| | 01-1500.00 | | | SOCIAL SECURITY | | | 11,744.36 | 0.00 |
| EZ IT Solutions | | | | | | | | |
| 35018 | 1/23/2024 | 1/23/2024 | 7,374.95 | Inv# 16919-2 | | | | Posted |
| | 07-3438.00 | | | Door Project Phase 1 | | | 7,374.95 | 0.00 |

| Pay# | Post Date | Due Date | Amount | Invoice | Date | PO# | | Status |
|---------------------------------------|------------|------------|----------|--|----------|--------|--|------------------|
| | Account# | Work Order | | Description | Debit | Credit | | |
| Eakes Office Products (continued) | | | | | | | | |
| 35060 | 1/23/2024 | 1/23/2024 | 7,420.01 | Inv# 519252 | | | | Posted |
| | 01-3216.00 | | | copier lease | 7,420.01 | | | 0.00 |
| 35061 | 1/23/2024 | 1/23/2024 | 26.02 | Inv# 8865176-0 | | | | Posted |
| | 01-3223.00 | | | office supplies | 26.02 | | | 0.00 |
| Family Heritage | | | | | | | | |
| 35004 | 1/17/2024 | 1/17/2024 | 25.50 | | | | | Posted |
| | 01-1501.00 | | | FAMILY HERITAGE | 25.50 | | | 0.00 |
| Fyr-Tek | | | | | | | | |
| 35022 | 1/23/2024 | 1/23/2024 | 1,479.90 | | | | | Posted |
| | 06-3310.00 | | | pump testing, 2 pumpers, 1 tower truck | 1,479.90 | | | 0.00 |
| Garret Tires & Treads Grand Island | | | | | | | | |
| 35046 | 1/23/2024 | 1/23/2024 | 170.87 | Inv# 0002980225 | | | | Posted |
| | 08-3310.00 | | | Tire Foam | 170.87 | | | 0.00 |
| Good Housekeeping | | | | | | | | |
| 35019 | 1/23/2024 | 1/23/2024 | 34.97 | | | | | Posted |
| | 07-3340.00 | | | materials | 34.97 | | | 0.00 |
| Grocery Kart | | | | | | | | |
| 35047 | 1/23/2024 | 1/23/2024 | 58.35 | Acct# 5831 | | | | Posted |
| | 09-3310.00 | | | cleaning supplies | 58.35 | | | 0.00 |
| Holmes Plumbing & Heating | | | | | | | | |
| 35051 | 1/23/2024 | 1/23/2024 | 235.56 | Inv# 318759, 3187 | | | | Posted |
| | 09-3352.00 | | | Tools and Shop Equipment | 235.56 | | | 0.00 |
| Hometown Leasing | | | | | | | | |
| 35023 | 1/23/2024 | 1/23/2024 | 73.57 | | | | | Ck# 3013 Printed |
| | 07-3216.00 | | | | 73.57 | | | 0.00 |
| Ingram Library Services | | | | | | | | |
| 35024 | 1/23/2024 | 1/23/2024 | 773.22 | | | | | Posted |
| | 07-3340.00 | | | books | 773.22 | | | 0.00 |
| Insurance Aid Services | | | | | | | | |
| 35025 | 1/23/2024 | 1/23/2024 | 2,139.19 | Inv# 23-0531, 23-0 | | | | Posted |
| | 05-3336.00 | | | Insurance Aid Fees | 2,139.19 | | | 0.00 |
| JEO | | | | | | | | |
| 35059 | 1/23/2024 | 1/23/2024 | 3,068.75 | Inv# 147730, 1476 | | | | Posted |
| | 12-4200.00 | | | eagle crest | 1,325.00 | | | 0.00 |
| | 12-4200.00 | | | fairgrounds to memorial sewer | 1,743.75 | | | 0.00 |
| | | | | | 3,068.75 | | | 0.00 |
| Kirkpatrick Cleaning Solutions | | | | | | | | |
| 35026 | 1/23/2024 | 1/23/2024 | 32.64 | Inv# 13163 | | | | Posted |
| | 07-3223.00 | | | ice melt | 32.64 | | | 0.00 |
| Mead Lumber | | | | | | | | |
| 35053 | 1/23/2024 | 1/23/2024 | 82.50 | | | | | Posted |
| | 09-3339.00 | | | picnic table | 82.50 | | | 0.00 |
| 35054 | 1/23/2024 | 1/23/2024 | 166.75 | | | | | Posted |
| | 08-3311.00 | | | maint repair building | 166.75 | | | 0.00 |
| Mid-Plains Community College | | | | | | | | |
| 35027 | 1/23/2024 | 1/23/2024 | 455.00 | | | | | Posted |
| | 04-3205.00 | | | CPR Classes | 455.00 | | | 0.00 |
| Navigate360, LLC | | | | | | | | |
| 35028 | 1/23/2024 | 1/23/2024 | 749.00 | Inv# Inv-18879 | | | | Posted |
| | 04-3313.00 | | | alice training | 749.00 | | | 0.00 |
| Nebraska Child Support Payment Center | | | | | | | | |
| 35005 | 1/17/2024 | 1/17/2024 | 899.09 | | | | | Posted |
| | 01-1503.00 | | | CHILD SUPPORT-NE | 899.09 | | | 0.00 |
| Nebraska Dept of Revenue | | | | | | | | |
| 35037 | 1/17/2024 | 1/17/2024 | 778.04 | | | | | Ck# 3012 Printed |
| | 09-2426.30 | | | RV Lodging Tax Return Payment | 604.12 | | | 0.00 |
| | 09-2426.10 | | | RV Lodging Tax Return collection fee and | 0.00 | | | 26.08 |
| | | | | | 804.12 | | | 26.08 |

City of Broken Bow

| City of Broken Bow | | | | | | | | | |
|--------------------|---|-----------------|---------------|-----------------------|-------------|------------|-----------------|------------------|-------------|
| <u>Vend#</u> | <u>Vendor Name</u> | | <u>Amount</u> | <u>Invoice</u> | <u>Date</u> | <u>PO#</u> | <u>Date</u> | <u>Status</u> | |
| <u>Pay#</u> | <u>Post Date</u> | <u>Due Date</u> | | <u>Description</u> | | | <u>Debit</u> | <u>Credit</u> | |
| | Nebraska Law Enforcement Training Center (continued) | | | | | | | | |
| 35029 | 1/23/2024 | 1/23/2024 | 290.00 | Inv# 13149 | | | | Posted | |
| | 04-3313.00 | | | Tuition/Lodging | | | 290.00 | | 0.00 |
| | Nebraska Safety and Fire Equipment, Inc | | | | | | | | |
| 35030 | 1/23/2024 | 1/23/2024 | 150.00 | inv# 115849 | | | | Posted | |
| | 07-3311.00 | | | Fire Alarm Testing | | | 150.00 | | 0.00 |
| | Presto X Company | | | | | | | | |
| 35031 | 1/23/2024 | 1/23/2024 | 65.90 | | | | | Posted | |
| | 07-3311.00 | | | monthly service | | | 65.90 | | 0.00 |
| | RT Ace | | | | | | | | |
| 35034 | 1/23/2024 | 1/23/2024 | 23.99 | Inv# 648394 | | | | Posted | |
| | 04-3311.00 | | | Snow Shovel | | | 23.99 | | 0.00 |
| 35056 | 1/23/2024 | 1/23/2024 | 112.63 | Parks Dept | | | | Posted | |
| | 09-3339.00 | | | maint repair grounds | | | 112.63 | | 0.00 |
| | Rion | | | | | | | | |
| 35050 | 1/23/2024 | 1/23/2024 | 912.84 | Inv# 615063 | | | | Posted | |
| | 09-3310.00 | | | air compressor | | | 912.84 | | 0.00 |
| | Sara J. Hulinsky | | | | | | | | |
| 35032 | 1/23/2024 | 1/23/2024 | 837.00 | Inv# 1/9/24 | | | | Posted | |
| | 07-3419.01 | | | cleaning service | | | 837.00 | | 0.00 |
| | Scott Ripp Construction | | | | | | | | |
| 35033 | 1/23/2024 | 1/23/2024 | 283.00 | Inv# 429308 | | | | Posted | |
| | 04-3311.00 | | | garage door repair | | | 283.00 | | 0.00 |
| | Sports Illustrated Kids | | | | | | | | |
| 35035 | 1/23/2024 | 1/23/2024 | 35.00 | | | | | Posted | |
| | 07-3340.00 | | | materials | | | 35.00 | | 0.00 |
| | State Income Tax WH NE Online Payment | | | | | | | | |
| 35009 | 1/17/2024 | 1/17/2024 | 3,924.07 | | | | | Posted | |
| | 01-1500.00 | | | STATE MARRIED | | | 2,647.99 | | 0.00 |
| | 01-1500.00 | | | STATE SINGLE | | | 1,276.08 | | 0.00 |
| | | | | | | | <u>3,924.07</u> | | <u>0.00</u> |
| | TX Child Support SDU | | | | | | | | |
| 35011 | 1/17/2024 | 1/17/2024 | 161.54 | | | | | Posted | |
| | 01-1503.00 | | | CHILD SUPPORT-TX | | | 161.54 | | 0.00 |
| | Trotter Service | | | | | | | | |
| 35055 | 1/23/2024 | 1/23/2024 | 3,496.71 | | | | | Posted | |
| | 08-3310.00 | | | equipment repair | | | 707.00 | | 0.00 |
| | 08-3225.00 | | | fuel | | | 2,074.28 | | 0.00 |
| | 09-3225.00 | | | fuel | | | 715.43 | | 0.00 |
| | | | | | | | <u>3,496.71</u> | | <u>0.00</u> |
| | Trotter's Whoa & Go | | | | | | | | |
| 35038 | 1/23/2024 | 1/23/2024 | 87.48 | BBFIR | | | | Posted | |
| | 06-3225.00 | | | Fuel | | | 87.48 | | 0.00 |
| 35039 | 1/23/2024 | 1/23/2024 | 57.38 | BBPOLF | | | | Posted | |
| | 04-3225.00 | | | Fuel | | | 57.38 | | 0.00 |
| 35048 | 1/23/2024 | 1/23/2024 | 1,177.69 | Acct# BBHAN | | | | Posted | |
| | 03-3225.00 | | | Fuel | | | 1,177.69 | | 0.00 |
| | Vacanti Municipal Consulting Services | | | | | | | | |
| 34995 | 1/10/2024 | 1/10/2024 | 6,500.00 | | | | | Ck# 3011 Printed | |
| | 01-3202.00 | | | Professional Services | | | 6,500.00 | | 0.00 |
| | Verizon Wireless | | | | | | | | |
| 35042 | 1/23/2024 | 1/23/2024 | 248.91 | | | | | Posted | |
| | 05-3221.00 | | | Rescue hot spots | | | 30.02 | | 0.00 |
| | 06-3221.00 | | | Andy cell phone | | | 42.96 | | 0.00 |
| | 08-3221.00 | | | street cell phone | | | 42.96 | | 0.00 |
| | 09-3221.00 | | | parks cell phone | | | 42.96 | | 0.00 |
| | 01-3221.00 | | | zoning | | | 40.01 | | 0.00 |
| | | | | | | | <u>248.91</u> | | <u>0.00</u> |

Accounts Payable Detail Listing

City of Broken Bow

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> |
| Wenquist Inc. (continued) | | | | | | | | |
| 35057 | 1/23/2024 | 1/23/2024 | 499.68 | | | | | Posted |
| | 08-3310.00 | | | maint repair equipment | | | 499.68 | 0.00 |

113,018.58 67 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 1/10/2024

Ending: 1/23/2024

Banks: All

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

All Vendors Selected

Bi-Weekly Payroll

\$66,889.61

Check Approval List - GL Account

1/19/2024 8:49:23 AM

City of Broken Bow

Page 1 of 3

| <u>Vendor Name</u> | <u>Invoice</u> | <u>Invoice Description</u> | <u>Account Description</u> | <u>Amount</u> |
|---------------------------------------|----------------|---|----------------------------|---------------|
| General | | | | |
| Aflac | | PRE TAX AFLAC | Health/Life/Acc Insuranc | 477.41 |
| Aflac | | AFLAC POST TAX | Health/Life/Acc Insuranc | 113.82 |
| Broken Bow Airport Authority | | Airport interlocal agreement | Airport Payment | 1,083.33 |
| Broken Bow Airport Authority | | Airport interlocal agreement | Airport Payment | 1,083.33 |
| Card Services | Admin 1 | Training Meeting Expense, Admin vehicle e | Training & Meeting Expe | 340.86 |
| Card Services | Admin 1 | Training Meeting Expense, Admin vehicle e | Training & Meeting Expe | 324.90 |
| Card Services | Admin 1 | Training Meeting Expense, Admin vehicle e | Admin Vehicle | 41.49 |
| Century Link | | Phone/Internet | Telephone/Internet | 85.49 |
| Century Link | | Phone/Internet | Telephone/Internet | 106.63 |
| Century Link | | Phone/Internet | Telephone/Internet | 194.09 |
| City Flex Benefit Plan | | SELECT FLEX-UNREIMBURSED M/D/V | Health/Life/Acc Insuranc | 225.00 |
| City of Broken Bow - Health Insurance | | HEALTH INS | Health/Life/Acc Insuranc | 4,124.71 |
| City of Broken Bow Pension Fund | | 414H RETIREMENT | Pension | 9,077.64 |
| City of Broken Bow Pension Fund | | 457 RETIREMENT | Pension | 856.72 |
| City of Broken Bow Pension Fund | | RETIREMENT LOAN PAYMENT | Loan Payment | 2,278.07 |
| Colonial Insurance | | COLONIAL LIFE PRE TAX | Health/Life/Acc Insuranc | 389.90 |
| Colonial Insurance | | COLONIAL LIFE POST TAX | Health/Life/Acc Insuranc | 323.28 |
| Custer County Chief | Inv# 3000 | publication | Printing & Publication | 98.44 |
| Custer County Treasurer | | Communications Interlocal Payment | Radio Communications | 17,822.97 |
| EFTPS Online Payment | | MEDICARE | Payroll Taxes | 2,746.64 |
| EFTPS Online Payment | | FEDERAL | Payroll Taxes | 4,222.29 |
| EFTPS Online Payment | | FEDERAL | Payroll Taxes | 2,155.08 |
| EFTPS Online Payment | | FEDERAL | Payroll Taxes | 361.74 |
| EFTPS Online Payment | | FEDERAL | Payroll Taxes | 368.00 |
| EFTPS Online Payment | | FEDERAL | Payroll Taxes | 374.47 |
| EFTPS Online Payment | | FICA | Payroll Taxes | 11,744.36 |
| Eakes Office Products | Inv# 5192 | | Copier Maint/Expense | 7,420.01 |
| Eakes Office Products | Inv# 8865 | | Supplies & Postage | 26.02 |
| Family Heritage | | FAMILY HERITAGE | Health/Life/Acc Insuranc | 25.50 |
| Nebraska Child Support Payment Center | | CHILD SUPPORT-NE | Child Support | 899.09 |
| State Income Tax WH NE Online Paymei | | STATE | Payroll Taxes | 2,647.99 |
| State Income Tax WH NE Online Paymei | | STATE | Payroll Taxes | 1,276.08 |
| TX Child Support SDU | | CHILD SUPPORT-TX | Child Support | 161.54 |
| Vacanti Municipal Consulting Services | | Professional Services | Education and Training | 6,500.00 |
| Verizon Wireless | | telephone | Telephone/Internet | 40.01 |
| | | | Total General | \$80,016.90 |
| Municipal Building | | | | |
| Black Hills Energy | | | Utilities | 566.11 |
| | | | Total Municipal Building | \$566.11 |
| Handi Bus | | | | |
| Century Link | | Phone/Internet | Telephone/Internet | 84.07 |
| Trotter's Whoa & Go | Acct# BB | fuel | Gas and Oil | 1,177.69 |
| | | | Total Handi Bus | \$1,261.76 |
| Police | | | | |
| Black Hills Energy | | | Utilities | 316.98 |
| Blue 360 Media, LLC | Inv# IN23 | Nebraska Traffic Manual | Printing & Publication | 94.95 |
| Century Link | | Phones | Telephone/Internet | 17.21 |
| Mid-Plains Community College | | CPR Classes | Training & Meeting Expe | 455.00 |
| Navigate360, LLC | Inv# Inv-1 | alice training 402 (CA) | Training | 749.00 |
| Nebraska Law Enforcement Training Cer | Inv# 1314 | Tuition/Lodging | Training | 290.00 |
| RT Ace | Inv# 6483 | Snow Shovel | Maintenance & Repair B | 23.99 |
| Scott Ripp Construction | Inv# 4293 | garage door repair | Maintenance & Repair B | 283.00 |
| Trotter's Whoa & Go | BBPOLF | fuel | Gas and Oil | 57.38 |
| | | | Total Police | \$2,287.51 |
| Rescue Unit | | | | |
| Black Hills Energy | | | Utilities | 23.08 |
| Broken Bow Rural Fire Board | | Utilities/Internet | Utilities | 242.31 |
| Broken Bow Rural Fire Board | | Utilities/Internet | Telephone/Internet | 41.59 |
| Card Services | EMS/Fire | Fuel, Ice Melt, badge holder | Building Cleaning Suppli | 9.82 |
| Card Services | EMS/Fire | Fuel, Ice Melt, badge holder | Gas and Oil | 130.15 |
| Insurance Aid Services | Inv# 23-0 | Billling | Insurance Aid Fees | 2,139.19 |
| Verizon Wireless | | telephone | Telephone/Internet | 80.02 |
| | | | Total Rescue Unit | \$2,666.16 |
| Fire | | | | |

Check Approval List - GL Account

1/19/2024 8:49:23 AM

City of Broken Bow

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| <u>Vendor Name</u> | <u>Invoice</u> | <u>Invoice Description</u> | <u>Account Description</u> | <u>Amount</u> |
|---|----------------|---|----------------------------|---------------|
| Fire | | | | |
| Black Hills Energy | | | Utilities | 23.08 |
| Broken Bow Rural Fire Board | | Utilities/Internet | Utilities | 242.30 |
| Broken Bow Rural Fire Board | | Utilities/Internet | Telephone/Internet | 41.58 |
| Broken Bow Rural Fire Board | | Utilities/Internet | Maintenance & Repair B | 151.93 |
| Card Services | EMS/Fire | Fuel, Ice Melt, badge holder | Equipment Purchases | 10.69 |
| Fyr-Tek | | pump testing, 2 pumpers, 1 tower truck | Maint/Repair Equipment | 1,479.90 |
| Trotter's Whoa & Go | BBFIR | fuel | Gas and Oil | 87.48 |
| Verizon Wireless | | telephone | Telephone/Internet | 42.96 |
| | | | Total Fire | \$2,079.92 |
| Library | | | | |
| Al's Lock & Safe Inc | Inv# 2150 | Door Project | IT Expense | 1,466.00 |
| Culligan Water Conditioning | | salt soft water | Maintenance & Repair B | 49.00 |
| Custer County Chief | Acct# 287 | Advertising/Promotion | Library Promotions | 64.00 |
| EZ IT Solutions | Inv# 1691 | Door Project Phase 1 | IT Expense | 7,374.95 |
| Good Housekeeping | | materials | Book Purchases | 34.97 |
| Hometown Leasing | | copier lease | Copier Maint/Expense | 73.57 |
| Ingram Library Services | | materials | Book Purchases | 773.22 |
| Kirkpatrick Cleaning Solutions | Inv# 1316 | supplies | Supplies & Postage | 32.64 |
| Nebraska Safety and Fire Equipment, Inc | inv# 1158 | Maint/repair building | Maintenance & Repair B | 150.00 |
| Presto X Company | | monthly service | Maintenance & Repair B | 65.90 |
| Sara J. Hulinsky | Inv# 1/9/2 | cleaning service | Contracted Services | 837.00 |
| Sports Illustrated Kids | | materials | Book Purchases | 35.00 |
| | | | Total Library | \$10,956.25 |
| Street | | | | |
| Beaver Bearing Co Albion | Inv# 2193 | equipment | Maint/Repair Equipment | 53.33 |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Training & Meeting Expe | 25.56 |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Gas and Oil | 65.61 |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Maint/Repair Equipment | 329.06 |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Safety Equipment | 501.01 |
| Carquest of Broken Bow | Cust# 117 | equipment repair | Maint/Repair Equipment | 934.13 |
| Central Nebraska Bobcat | | Oil | Maint/Repair Equipment | 111.51 |
| Century Link | | Phone/Internet | Telephone/Internet | 49.26 |
| Garret Tires & Treads Grand Island | Inv# 0002 | Tire Foam | Maint/Repair Equipment | 170.87 |
| Mead Lumber | | | Maintenance & Repair B | 166.75 |
| Trotter Service | | fuel, equipment repair | Gas and Oil | 2,074.28 |
| Trotter Service | | fuel, equipment repair | Maint/Repair Equipment | 707.00 |
| Verizon Wireless | | telephone | Telephone/Internet | 42.96 |
| Wenquist Inc. | | maint repair equipment | Maint/Repair Equipment | 499.68 |
| | | | Total Street | \$5,731.01 |
| Park | | | | |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Training & Meeting Expe | 115.00 |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Maintenance/Repair Grc | 485.34 |
| Card Services | Steet/Parl | Training, Fuel, Safety Equipment | Safety Equipment | 501.01 |
| Carquest of Broken Bow | Cust# 117 | equipment repair | Maint/Repair Equipment | 163.15 |
| Century Link | | Phone/Internet | Telephone/Internet | 49.27 |
| Grocery Kart | Acct# 583 | cleaning supplies | Maint/Repair Equipment | 58.35 |
| Holmes Plumbing & Heating | Inv# 3187 | Tools and Shop Equipment | Tools/Shop Equipment | 235.56 |
| Mead Lumber | | picnic table | Maintenance/Repair Grc | 82.50 |
| Nebraska Dept of Revenue | | Annual Lodging Tax | RV Park Rental Fees | (26.08) |
| Nebraska Dept of Revenue | | Annual Lodging Tax | RV Park Lodging Tax | 804.12 |
| RT Ace | Parks Dep | | Maintenance/Repair Grc | 112.63 |
| Rion | Inv# 6150 | maint repair equipment | Maint/Repair Equipment | 912.84 |
| Trotter Service | | fuel, equipment repair | Gas and Oil | 715.43 |
| Verizon Wireless | | telephone | Telephone/Internet | 42.96 |
| | | | Total Park | \$4,252.08 |
| Swimming Pool | | | | |
| Century Link | | Phone/Internet | Telephone/Internet | 132.13 |
| | | | Total Swimming Pool | \$132.13 |
| ST Infra/Capital | | | | |
| JEO | Inv# 1477 | BB Fairgrounds-memorial sewer improvmer | Sales Tax Infra Projects | 1,325.00 |
| JEO | Inv# 1477 | BB Fairgrounds-memorial sewer improvmer | Sales Tax Infra Projects | 1,743.75 |
| | | | Total ST Infra/Capital | \$3,068.75 |

Check Approval List - GL Account

1/19/2024 8:49:23 AM

City of Broken Bow

Page 3 of 3

Vendor Name

Invoice

Invoice Description

Account Description

Amount

\$113,018.58

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 1/10/2024

Ending Date: 1/23/2024

Banks: All

Bank Acct#:

Include Printed Checks: ☒

B: - Weekly Payroll
\$66,889.61

BROKEN BOW PUBLIC LIBRARY

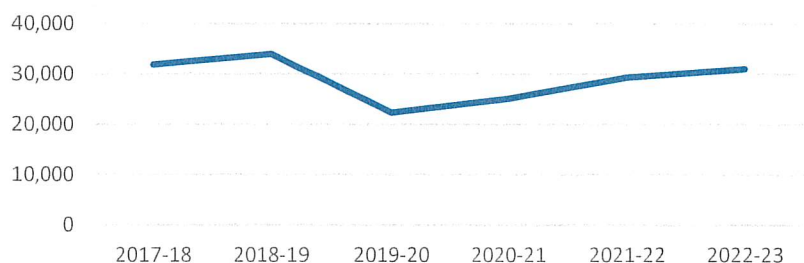
22,175 physical items in collection
61,828 digital items (Libby collection)

Fiscal Year

2022-23

Annual Report

Circulation trends



**By borrowing items
from the library,
our users saved**

\$690,830

31,017 items checked out

Digital (Libby) circulation trends



During FY 2022-23

23,615

Library Visitors

Reference Questions Answered

3,134

During FY 2022-23

3,008 Individuals with Library Cards

The study rooms/multi-purpose rooms were used 1,310 times

The library hosted 381 events

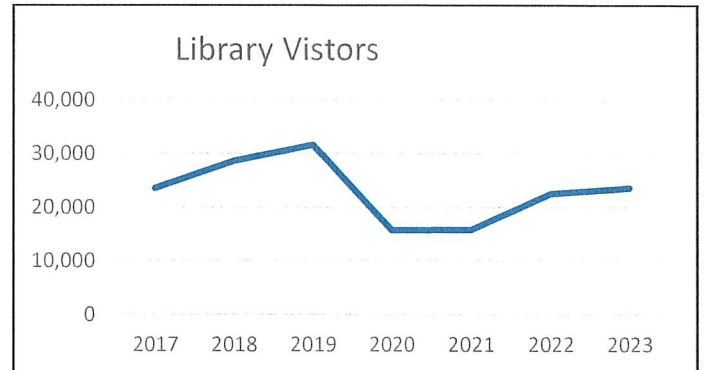


During FY 2022-23

6,609

People attended our events

The library was open over 2,700 hours



Revenue

\$300,246

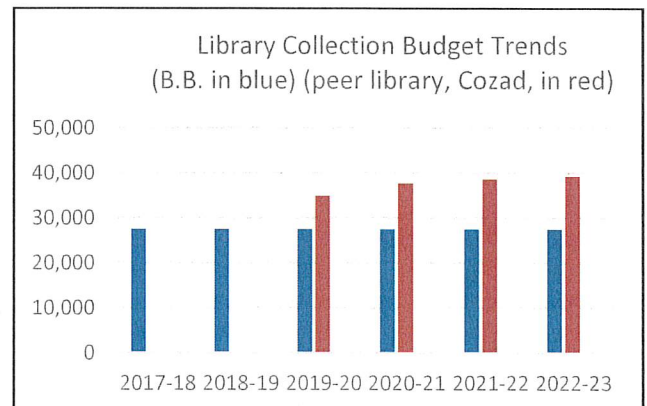
City of Broken
Bow library
budget

\$1,481

State Aid

\$9,366

Grant Monies



Expenditures

\$209,790

Personnel
and benefits

\$27,605

Collection

\$49,912

Operating
expenses

Library Staff:

Megan Svoboda, Director

Kim Blackburn, Assistant Director

Brittiany Rozman, Children's Librarian

Sheree Slagle, Library Assistant

Library Board:

Betsy Smith, President

Kristine Moninger, Vice President

Mike Garner, Secretary

Breanna Kaup

Rachel Schmidt



January 23, 2024

Rod Sonnichsen, Mayor
City of Broken Bow
314 S 10th Avenue
Broken Bow, NE 68822

RE: 2023 Eagle Crest Second Subdivision Improvements, Paving Improvement District 2023-1, Sanitary Improvement District 2023-1 and Water Improvement District 2023-1
JEO Project # 211489.00

Dear Mr. Sonnichsen:

JEO has conducted a review of the bids that were received on December 19, 2023 for the 2023 Eagle Crest Second Subdivision Improvements, Paving Improvement District 2023-1, Sanitary Improvement District 2023-1 and Water Improvement District 2023-1 project. The City received two bids. The bids received are recorded on the attached bid tabulation form.

Based on our review of the bids for the project, Myers Construction, Inc. of Broken Bow, NE is the low bidder with a base bid for Total Groups "A", "B", & "C" in the amount of \$1,541,456.43. JEO's opinion of construction costs for the Total Groups "A", "B", & "C" was approximately \$2,150,000. Myers Construction, Inc. is a reputable contractor.

Based on this information, JEO recommends awarding the 5th Street and C Street Paving and Lighting Improvements Group "A", "B", & "C" to Myers Construction, Inc. in the amount of \$1,541,456.43.

If this meets with the City Council's approval, the Board should pass a motion to award Total of Groups "A", "B", & "C" of the 2023 Eagle Crest Second Subdivision Improvements, Paving Improvement District 2023-1, Sanitary Improvement District 2023-1 and Water Improvement District 2023-1 project to Myers Construction, Inc. in the amount of \$1,541,456.43. Once the City has awarded the project, JEO will commence work on the contract documents.

Let me know if you have any questions or comments.

Sincerely,

Ryan C. Kavan, PE
Project Manager
Enclosure: Bid Tabulation

JEO CONSULTING GROUP INC

308 W. 3rd Street | Suite 1 | Grand Island, Nebraska 68801-5941 | p: 308.381.7428 | f: 308.381.2635
www.jeo.com



Bid Tab

PROJECT | 2023 Eagle Crest Second Subdivision Improvements, Paving Improvement District 2023-1, Sanitary Improvement District 2023-1, and Water Improvement District 2023-1

JEO PROJECT NO. | 211489.00

LOCATION | Broken Bow, Nebraska

LETTING | December 19, 2023 @ 10:00 AM

OPINION OF PROBABLE COST | \$2,150,000.00

| Bidder | Total Group A | Total Group B | Total Group C | Total Group A , B & C |
|---|------------------|------------------|------------------|--------------------------|
| Myers Construction, Inc. Broken Bow, NE | \$282,150.33 | \$291,983.94 | \$967,322.16 | \$1,541,456.43 |
| Heartland Concrete & Construction, Inc. Hastings, NE | \$283,489.04 | \$317,558.15 | \$944,144.53 | \$1,545,191.72 |



Tab Sheet

PROJECT | 2023 Eagle Crest Second Subdivision Improvements, Paving Improvement District 2023-1, Sanitary Improvement District 2023-1, and Water Improvement District 2023-1

JEO PROJECT NO. | 211489.00

LOCATION | Broken Bow, Nebraska

| | | | | Myers Construction | | Heartland Concrete | |
|---|--------------------------------|-------|------|--------------------|--------------|--------------------|--------------|
| GROUP A | | | | | | | |
| Item | Description | Qty. | Unit | Unit Price | Total | Unit Price | Total |
| 1 | Mobilization | 1 | LS | | \$0.00 | | \$31,998.75 |
| 2 | Bonding and Insurance | 1 | LS | | \$4,389.00 | | \$5,100.25 |
| 3 | 6" PVC Water Main, DR 18 | 1,682 | LF | \$45.00 | \$75,690.00 | \$42.70 | \$71,821.40 |
| 4 | 8" PVC Water Main, DR 18 | 1,114 | LF | \$60.00 | \$66,840.00 | \$54.22 | \$60,401.08 |
| 5 | 6" x 6" x 6" Tee, MJ | 4 | EA | \$960.00 | \$3,840.00 | \$552.53 | \$2,210.12 |
| 6 | 6" x 8" x 6" Tee, MJ | 1 | EA | \$1,791.00 | \$1,791.00 | \$952.99 | \$952.99 |
| 7 | 8" x 6" x 8" Tee, MJ | 2 | EA | \$1,182.00 | \$2,364.00 | \$659.09 | \$1,318.18 |
| 8 | 6" Gate Valve and Box, MJ | 3 | EA | \$2,211.60 | \$6,634.80 | \$2,132.30 | \$6,396.90 |
| 9 | 8" Gate Valve and Box, MJ | 3 | EA | \$3,250.90 | \$9,752.70 | \$2,922.44 | \$8,767.32 |
| 10 | 8" 90° Bend, MJ | 1 | EA | \$909.00 | \$909.00 | \$572.95 | \$572.95 |
| 11 | 6" 45° Bend, MJ | 1 | EA | \$594.00 | \$594.00 | \$421.28 | \$421.28 |
| 12 | 6" 22.5° Bend, MJ | 2 | EA | \$570.00 | \$1,140.00 | \$409.73 | \$819.46 |
| 13 | 6" 11.25° Bend, MJ | 1 | EA | \$582.00 | \$582.00 | \$438.49 | \$438.49 |
| 14 | 8" Plug, MJ | 1 | EA | \$328.00 | \$328.00 | \$344.34 | \$344.34 |
| 15 | 1" PE Water Service (SDR 7) | 825 | LF | \$20.00 | \$16,500.00 | \$25.70 | \$21,202.50 |
| 16 | 6" x 1" Saddle | 26 | EA | \$520.00 | \$13,520.00 | \$240.39 | \$6,250.14 |
| 17 | 8" x 1" Saddle | 5 | EA | \$600.00 | \$3,000.00 | \$263.43 | \$1,317.15 |
| 18 | 1" Corporation Stop | 31 | EA | \$561.65 | \$17,411.15 | \$387.73 | \$12,019.63 |
| 19 | 1" Curb Stop and Box | 31 | EA | \$799.98 | \$24,799.38 | \$700.82 | \$21,725.42 |
| 20 | 6" Fire Hydrant Assembly | 3 | EA | \$8,004.55 | \$24,013.65 | \$7,162.23 | \$21,486.69 |
| 21 | Connect to Existing Water Main | 2 | EA | \$1,248.00 | \$2,496.00 | \$1,698.47 | \$3,396.94 |
| 22 | Sampling Station | 1 | EA | \$5,555.65 | \$5,555.65 | \$4,527.06 | \$4,527.06 |
| SUBTOTAL GROUP A | | | | | \$282,150.33 | | \$283,489.04 |
| SALES TAX FOR MATERIAL & EQUIPMENT ON GROUP A @ 7.5% (SHOWN SEPARATELY BY OPTION 1 CONTRACTORS ONLY) | | | | | \$0.00 | | \$0.00 |
| TOTAL GROUP A | | | | | \$282,150.33 | | \$283,489.04 |

| GROUP B | | | | | | | |
|---------------|---|-------|------|------------|--------------|------------|--------------|
| Item | Description | Qty. | Unit | Unit Price | Total | Unit | Total |
| 1 | Mobilization | 1 | LS | | \$0.00 | | \$31,998.75 |
| 2 | Bonding and Insurance | 1 | LS | | \$4,466.00 | | \$5,796.00 |
| 3 | 8" PVC Sanitary Sewer Main, SDR 35 | 2,277 | LF | \$65.00 | \$148,005.00 | \$52.54 | \$119,633.58 |
| 4 | 48" Dia. Concrete Manhole | 113 | VF | \$652.00 | \$73,676.00 | \$848.45 | \$95,874.85 |
| 5 | 4" PVC Sanitary Sewer Service, SDR 26 | 1,072 | LF | \$43.00 | \$46,096.00 | \$45.83 | \$49,129.76 |
| 6 | 8" x 4" Wye, PVC | 31 | EA | \$400.00 | \$12,400.00 | \$295.91 | \$9,173.21 |
| 7 | 4" 45° Bend, Sewer | 31 | EA | \$178.74 | \$5,540.94 | \$62.90 | \$1,949.90 |
| 8 | Connect to Existing Sanitary Sewer Main | 1 | EA | \$750.00 | \$750.00 | \$964.60 | \$964.60 |
| 9 | Remove Tree | 3 | EA | \$350.00 | \$1,050.00 | \$1,012.50 | \$3,037.50 |
| TOTAL GROUP B | | | | | \$291,983.94 | | \$317,558.15 |

| GROUP C | | | | | | | |
|---------------|----------------------------------|--------|------|-------------|--------------|------------|--------------|
| Item | Description | Qty. | Unit | Unit Price | Total | Unit | Total |
| 1 | Mobilization | 1 | LS | | \$0.00 | | \$75,612.50 |
| 2 | Bonding and Insurance | 1 | LS | | \$20,486.16 | | \$13,282.50 |
| 3 | Remove Tree | 23 | EA | \$350.00 | \$8,050.00 | \$690.00 | \$15,870.00 |
| 4 | Remove CMP Storm Sewer Pipe | 30 | LF | \$15.00 | \$450.00 | \$34.50 | \$1,035.00 |
| 5 | Remove Asphalt | 18 | SY | \$12.00 | \$216.00 | \$51.75 | \$931.50 |
| 6 | Remove and Reset Sign | 1 | EA | \$550.00 | \$550.00 | \$287.50 | \$287.50 |
| 7 | Remove Concrete Header | 1 | EA | \$1,500.00 | \$1,500.00 | \$1,380.00 | \$1,380.00 |
| 8 | Excavation, Established Quantity | 30,540 | CY | \$7.00 | \$213,780.00 | \$7.59 | \$231,798.60 |
| 9 | Subgrade Preparation | 6,960 | SY | \$5.50 | \$38,280.00 | \$2.24 | \$15,590.40 |
| 10 | 7" Concrete Pavement | 6,960 | SY | \$69.00 | \$480,240.00 | \$59.71 | \$415,581.60 |
| 11 | 18" RCP, Class III | 827 | LF | \$50.00 | \$41,350.00 | \$73.12 | \$60,470.24 |
| 12 | 18" RCP Flared End Section | 3 | EA | \$1,300.00 | \$3,900.00 | \$1,574.17 | \$4,722.51 |
| 13 | Curb Inlet | 3 | EA | \$6,450.00 | \$19,350.00 | \$3,735.59 | \$11,206.77 |
| 14 | Curb Inlet/with Manhole | 3 | EA | \$14,350.00 | \$43,050.00 | \$6,101.85 | \$18,305.55 |
| 15 | Area Inlet | 1 | EA | \$9,200.00 | \$9,200.00 | \$6,196.89 | \$6,196.89 |
| 16 | Storm Sewer Junction Box (4'x4') | 3 | EA | \$13,020.00 | \$39,060.00 | \$6,907.54 | \$20,722.62 |
| 17 | Silt Fence, Low Porosity | 1,790 | LF | \$3.00 | \$5,370.00 | \$3.74 | \$6,694.60 |
| 18 | Seeding, Fertilizer and Mulch | 11 | ACRE | \$3,000.00 | \$33,000.00 | \$3,277.50 | \$36,052.50 |
| 19 | Stabilized Construction Entrance | 48 | TON | \$55.00 | \$2,640.00 | \$97.75 | \$4,692.00 |
| 20 | Erosion Control Mat | 500 | SY | \$6.00 | \$3,000.00 | \$2.19 | \$1,095.00 |
| 21 | Curb Inlet Sediment Filter | 6 | EA | \$550.00 | \$3,300.00 | \$373.75 | \$2,242.50 |
| 22 | Area Inlet Sediment Filter | 1 | EA | \$550.00 | \$550.00 | \$373.75 | \$373.75 |
| TOTAL GROUP C | | | | | \$967,322.16 | | \$944,144.53 |

| | | | | | | | |
|------------------------|--|--|--|--|----------------|--|----------------|
| TOTAL GROUPS A, B, & C | | | | | \$1,541,456.43 | | \$1,545,191.72 |
|------------------------|--|--|--|--|----------------|--|----------------|

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 4

The Effective Date of this Amendment is: 01/24/2024.

Effective Date of Owner-Engineer Agreement: **9/20/2021**
Owner: Broken Bow, NE
Engineer: JEO Consulting Group, Inc.
Project: 2021 Water & Sanitary Sewer Extensions
(Eagle Crest Subdivision)
Project Number: 211489.00

The project shall be adjusted to include the following as outlined in the attached Exhibit A:

- Design electrical extension and conflict point/intersection roadway lighting.

| | |
|--|-----------------------------|
| Original Contract and Amendment No.1, No. 2 and No. 3 - | \$ 179,150.00 |
| Construction Administration (Lump Sum) | \$ 41,000.00 |
| Resident Project Representation (Hourly, Not to Exceed) | \$ 84,800.00 |
| Materials Testing (Hourly, Not to Exceed) | \$ 17,000.00 |
| Construction Staking (Hourly, Not to Exceed) | \$ 37,100.00 |
| Post Construction Phase (Lump Sum) | \$ <u>6,100.00</u> |
| Total Amendment No. 4 (Not to Exceed) | \$ 186,000.00 |
| Contract To Date Total (Original Agreement through Amendment No. 3) | \$ <u>179,150.00</u> |
| New Contract Total | \$ <u>365,150.00</u> |

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this, or previous Amendments remain in effect.

OWNER: CITY OF BROKEN BOW, NEBRASKA

ENGINEER: JEO Consulting Group, Inc.

By: _____

By: 

Print

Print

name: Rod Sonnichsen

name: Ryan C. Kavan

Title: Mayor

Title: Project Manager

Date Signed: _____

Date Signed: 1/18/2024



**SCOPE OF SERVICES:
Exhibit A**

PROJECT DESCRIPTION:

Amendment No. 4 to the Eagle Crest Second Subdivision for Construction Services, Broken Bow, NE: The project will consist of Construction Phase Services for the Eagle Crest Second Subdivision. The Subdivision project includes overall site grading, storm sewer construction, sanitary sewer construction, water main construction, electrical construction (completed by owner), and roadway paving. This agreement is to assist the City of Broken Bow with Construction Administration services, Resident Project Representation, Materials Testing, Construction Staking and Post Construction services as outlined below during the construction of the Eagle Crest Second Subdivision project.

1 CONSTRUCTION ADMINISTRATION

- 1.1 Schedule and conduct a Pre-construction Conference, consisting of one (1) meeting prior to construction beginning. This conference (Pre-Con) will review the required timelines set forth in the specifications, lines of communication, key contacts of those involved, review any conflicts with utilities or schedules, review the schedule proposed by the Contractor, review any requirements of the Contractor for locates and staking needs, etc. Minutes of the Pre-Construction Conference will be provided to all participants by the Engineer.
- 1.2 Provide baseline survey for horizontal and vertical controls for the proposed improvements, to be referenced by both the Engineer and Contractor during the construction of the project.
- 1.3 Provide construction staking of the proposed improvements, including marking removals, location and grade of the proposed grading, water main, sanitary sewer, storm sewer and paving improvements. Staking of all the proposed improvements will be completed during eight (8) trips.
- 1.4 Review shop drawings and related data supplied by the Contractor.
- 1.5 Schedule and conduct up to ten (10) progress meetings with Owner and Contractor.
- 1.6 Provide interpretation of the plans and specifications, when necessary.
- 1.7 Review and process Contractor's monthly payment applications and change orders (if necessary) and provide to Owner for review and approval.
- 1.8 Attend up to five (5) City Council meetings during construction to provide project updates and assistance with pay applications, change orders, etc.
- 1.9 Consult with and advise Owner during construction regarding all aspects of the project.
- 1.10 Coordinate and review geotechnical soil and concrete testing results. Construction material testing (compaction and concrete compressive strength) cost to be paid for by the Owner. Any retesting and testing of the water distribution system are the responsibility of the Contractor.
- 1.11 Perform measurement of all final as-built quantities.
- 1.12 Conduct a final inspection of project with the Contractor and Owner.

- 1.13 Prepare a final punch list of outstanding items needing completion prior to finalization of the project based on field observations and reviews by the Resident Project Representative, Contractor, and Owner.
- 1.14 Recommend to the Owner the acceptance of the project and complete the necessary certificate(s). This recommendation will be based on the Engineer's observation of construction utilizing professional judgment and accepted tests to determine that the Contractor has completed their contracts in substantial compliance with the plans, specifications and contract documents.

2 RESIDENT PROJECT REPRESENTATION

- 2.1 JEO will furnish a part-time Resident Project Representative (RPR) to observe construction progress and quality of the work. Estimated at 700 hours.
- 2.2 The duties and responsibilities of the RPR are described as follows:
 - 2.2.1 Review of contractors work for general compliance with the plans and specifications.
 - 2.2.2 Complete Construction Observation Reports when on site, more specifically during key operation:
 - 2.2.2.1 Site grading
 - 2.2.2.2 Storm sewer construction
 - 2.2.2.3 Water and sanitary sewer construction
 - 2.2.2.4 Water and sanitary sewer testing
 - 2.2.2.5 Final subgrade inspection prior to paving operation
 - 2.2.2.6 Concrete paving operations
 - 2.2.3 Coordinate pay quantities with contractor and engineer.
 - 2.2.4 Review of materials delivered to the site for specification compliance.
 - 2.2.5 Assist the engineer in interpretation of the plans and specifications to the contractor.
 - 2.2.6 Review and coordinate materials testing by assigned testing firm.
 - 2.2.7 Attend progress meetings.
 - 2.2.8 Compile records for use in preparing record drawings.

3 MATERIALS TESTING

- 3.1 JEO will perform the concrete sampling on site.
 - 3.1.1 Anticipate up to 25 sets of concrete cylinders and on-site samples.
- 3.2 JEO will collect soil samples for use in determining proctor testing results.
 - 3.2.1 Anticipate up to 4 samples.
- 3.3 JEO will utilize Mid-State Engineering out of Kearney, NE as a sub-contractor for the materials testing including:
 - 3.3.1 Laboratory testing of concrete cylinders (breaking cylinders)
 - 3.3.2 Laboratory testing of soil samples (Proctor tests, Atterberg limits)
 - 3.3.3 On-site soil density testing including trench backfill, fill sections and pavement subgrade.
 - 3.3.3.1 Anticipate up to 20 subgrade tests during 3 trips.
 - 3.3.3.2 Anticipate up to 80 trench tests during 3 trips.
 - 3.3.3.3 Anticipate up to 20 additional soil density tests for site grading during 4 trips.

4 CONSTRUCTION STAKING

- 4.1 Provide construction staking of the proposed infrastructure improvements.
 - 4.1.1 Watermain Staking: One offset at each fitting and every 100' along alignment between fittings, no grades.
 - 4.1.2 Storm Sewer Staking: Two grades offset hubs for each curb inlet and two graded offsets for each end of pipe at the drainage basins, plus every 100' along storm sewer alignments with flowline grades.
 - 4.1.3 Sanitary Sewer Staking: Two offset hubs per manhole, one offset hub at wyes and 45° bends, and two offset hubs at cleanouts plus every 100' where no services or other points exist.
 - 4.1.4 Pavement Staking:
 - 4.1.4.1 Paving: Three rows of offset hubs every 25' and at all PCs, PTs, and radius points.
 - 4.1.4.2 Curb Ramp locations.
 - 4.1.5 Grading: Identify and set up to 6 horizontal control points and 4 vertical control points for contractor to use to with GPS Guided grading equipment.
 - 4.1.6 Provide the Contractor with AutoCAD Civil 3D drawings in .XML or similar format for use by GPS guided grading equipment and/or GPS guided paving equipment.

5 POST CONSTRUCTION PHASE

- 5.1 Prepare Record Drawings.
- 5.2 Prepare Report of Total Cost.
- 5.3 Prepare Assessment Schedule.
- 5.4 Assist the Owner during the 12-month warranty period with questions and coordination with the contractor for warranty period correction items.
- 5.5 Issue 6- and 11-month warranty letters to the Owner and Contractor. Conduct field reviews of project should a field inspection be necessary.
- 5.6 Issue a warranty period correction letter to the contractor for warranty repair items if necessary.

6 OWNER RESPONSIBILITIES

- 6.1 Provide timely review of documents or requests for information.
- 6.2 Provide access to property to conduct proposed services.
- 6.3 Provide contact information for utility companies within the right-of-way along the project route.

7 FEE

7.1 JEO proposes to provide the services defined above for the fees defined below:

| <u>Task</u> | <u>Fee</u> |
|--|---------------|
| Construction Administration (Lump Sum) | \$ 41,000.00 |
| Resident Project Representation (Hourly, Not to Exceed) | \$ 84,800.00 |
| Materials Testing (Hourly, Not to Exceed) | \$ 17,000.00 |
| Construction Staking (Hourly, Not to Exceed) | \$ 37,100.00 |
| Post Construction Phase (Lump Sum) | \$ 6,100.00 |
| | |
| Total Amendment No. 4 (Not to Exceed) | \$ 186,000.00 |
| | |
| Contract To Date Total (Original Agreement through Amendment No. 3) | \$ 179,150.00 |
| New Contract Total | \$ 365,150.00 |

8 PROGRESS PAYMENTS

- 8.1 JEO will bill for services completed near the end of each month. All invoices are due payable upon receipt and are considered delinquent after 30 days.
- 8.2 Invoices not paid within 30 days may be charged interest at the annual rate of 12% (1.0%/month).
- 8.3 Payments will be applied first to the interest then principal.
- 8.4 Work by JEO will cease if invoices have not been paid in full within 60 days and will not begin again until full payment with interest has been received.

9 CONTRACT TIME

- 9.1 JEO will work as expeditiously as possible, pending authorization from Owner to complete the tasks in this project.
- 9.2 Construction Phase – Anticipated 10-month duration following Construction Contractor notice to proceed (grading, water, sanitary sewer, storm sewer, paving, and grading) estimated from March 15, 2024, through December 15, 2024, with final seeding and final inspection in spring 2025.
- 9.3 Post Construction Phase – 60 days after project acceptance.
- 9.4 If the Basic Services covered by this Agreement have not been completed by June 1, 2025, through no fault of JEO, extension or adjustment of JEO's services beyond that time shall be compensated as additional services.
- 9.5 The information in this proposal and fee estimate is valid until March 1, 2024. After that time, the scope of services and estimated are subject to adjustment.

10 EXCLUSIONS

- 10.1 Floodplain, US Army Corps of Engineers Section 404, or other environmental permitting
- 10.2 Wetlands determination and mitigation
- 10.3 Traffic study
- 10.4 SWPPP administration and inspections

- 10.5 Any permit fees associated with permit applications
- 10.6 Special meetings and meetings not outlined in the Scope of Services
- 10.7 Signing, marking, and traffic control plans
- 10.8 Grant administration
- 10.9 Payroll record review and labor interviews
- 10.10 Material or onsite testing beyond what is outlined in the Scope of Services

11 REIMBURSABLE EXPENSES

- 11.1 Typical reimbursable expenses are included in the lump-sum and cover: mileage for trips required to complete the work defined above, long-distance phone calls, meals, other travel expenses, software, copies/prints, and faxes.
- 11.2 Other reimbursable expenses shall be billed at 110% of their cost. None are anticipated on this project.

12 ADDITIONAL TERMS

- 12.1 The General Conditions are specified in Exhibit B.

ORDINANCE NO. 1275

AN ORDINANCE PROVIDING FOR THE CITY TO MAKE MANDATORY MONTHLY ASSESSMENTS ON UTILITY BILLS OF RESIDENTIAL PROPERTIES AND BUSINESS PROPERTIES WITHIN THE CORPORATE LIMITS OF THE CITY; PROVIDING FOR THE PAYMENT OF SAID MONTHLY ASSESSMENTS TO BROKEN BOW MUNICIPAL UTILITIES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR PENALTY AND AN EFFECTIVE DATE.

SECTION 1. The City of Broken Bow commencing the 1st day of the month following adoption of said ordinance, will assess and collect a minimum monthly charge of \$25.00 per residential household or low volume commercial business or operation per month. Small businesses and/or operations shall be \$33.25 per month if they receive once a week pickup service with up to three containers. Medium businesses and/or operations with more than once a week pickup or more than three containers shall pay \$44.25 per month. The large commercial businesses or operations will be those who receive more than once a week pickup service or have more than three containers of approximately 30 gallons each, or a dumpster shall pay \$69.25 per month. Super large businesses and/or operations shall be charged by weight and number of trips as determined by hauler and the City. Apartment complexes with one utility meter shall be treated as a commercial business or operation. The tipping fees charged to the Collector (currently S&L Sanitation) shall remain unchanged from their current rate of \$0.035/lb. or \$70/ton. Attachment 1275-1 incorporated herein is available for detailed specifics of said pricing.

SECTION 2. The City will make mandatory monthly assessments on utility bills of residential properties and business properties within the corporate limits of the City.

SECTION 3. The City Administrator, Board of Public Works, and the hauler, will hear all complaints and claims presented by the citizens of the City pertaining to the fees charged for the collection of garbage, rubbish, trash, and waste within the residential and commercial districts within said municipality.

SECTION 4. Violation of said ordinance shall be punishable up to \$500.00 per offense.

SECTION 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Dated this ____ day of _____ 2024.

Rod Sonnichsen, Mayor

ATTEST:

Jacob Holcomb, Deputy City Clerk

ATTACHMENT 1275-1: REFUSE COLLECTION AND DISPOSAL PRICING

1. The Collector (S&L Sanitation) & Disposal Company (Custer Transfer Inc.) will each receive a \$2 rate increase for all account types, which will begin the 1st day of the month following adoption of this ordinance.
2. The tipping fees charged to the Collector (currently S&L Sanitation) shall remain unchanged from their current rate of \$0.035/lb. or \$70/ton.
3. Remaining unchanged, Large Businesses will be charged by weight and number of trips as determined by the Collector and the City.

RATE

| SERVICE TYPE | Residential | RATE 2022-2024 | CURRENT RATE | INCREASE AMOUNT | Utility Rate Per Ord. 1275 |
|--------------|------------------------|----------------|----------------|-----------------|----------------------------|
| | S&L Sanitation | \$15.25 | \$17.25 | \$2.00 | |
| | Transfer Station | \$5.00 | \$7.00 | \$2.00 | |
| | City of Broken Bow | \$0.75 | \$0.75 | \$0.00 | |
| | TOTAL | \$21.00 | \$25.00 | \$4.00 | \$25.00 |
| | Small Business | | | | |
| | S&L Sanitation | \$17.50 | \$19.50 | \$2.00 | Utility Increase Rate |
| | Transfer Station | \$11.00 | \$13.00 | \$2.00 | |
| | City of Broke Bow | \$0.75 | \$0.75 | \$0.00 | |
| | TOTAL | \$29.25 | \$33.25 | \$4.00 | \$33.25 |
| | Medium Business | | | | |
| | S&L Sanitation | \$28.50 | \$30.50 | \$2.00 | Utility Increase Rate |
| | Transfer Station | \$11.00 | \$13.00 | \$2.00 | |
| | City of Broken Bow | \$0.75 | \$0.75 | \$0.00 | |
| | TOTAL | \$40.25 | \$44.25 | \$4.00 | \$44.25 |
| | Large Business | | | | |
| | S&L Sanitation | \$50.50 | \$52.50 | \$2.00 | Utility Increase Rate |
| | Transfer Station | \$14.00 | \$16.00 | \$2.00 | |
| | City of Broken Bow | \$0.75 | \$0.75 | \$0.00 | |
| | TOTAL | \$65.25 | \$69.25 | \$4.00 | \$69.25 |

**CITY OF BROKEN BOW
ORDINANCE NO. 1276**

AN ORDINANCE OF THE CITY OF BROKEN BOW, CUSTER COUNTY, NEBRASKA, ADDING SECTION 113.13: MOBILE FOOD VENDORS; PROVIDING RULES AND REGULATIONS GOVERNING MOBILE FOOD VENDORS; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING A TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

Section 1. That Section 113.13 of the Municipal Code be added to read as follows:

Mobile food vendors shall comply with the following regulations:

- a. A mobile food vendor shall mean a person who by traveling from place to place upon the public ways sells or offers for sale food from public or private property to consumers for immediate delivery and consumption upon purchase, including but not limited to any such person engaged for the purposes of any public or private event occurring within the corporate limits of the City of Broken Bow, Nebraska. The following activities are excluded from such definition: (a) the sale or offer for sale of farm products produced or raised by such a vendor from land occupied and cultivated by him/her; (b) the sale or offer for sale of food by a caterer who is hired to transport ready-to-eat food to an event; (c) the sale or offer for sale of homemade items, such as bread, pies, etc. for a Farmers Market event; or (d) the sale or offer for sale of food by non-profit groups.
- b. A special event shall mean any occasion including but not limited to Market on the Square, fairs, shows, exhibitions, city-wide celebrations, and festivals taking place within a specifically defined area within the jurisdiction of the City of Broken Bow, for a specific period of time.
- c. A mobile food vendor shall not sell nor offer to sell food from a location which would involve customers to be waited on or served while standing in a portion of a street being traversed by motor vehicle traffic.
- d. All cords used to provide electrical service to mobile food vendor operations shall be appropriately covered, so as not to create a tripping hazard, if on or crossing any sidewalks within the City.
- e. It shall be unlawful for a mobile food vendor to sell or offer to sell alcoholic drinks.
- f. The mobile food unit and auxiliary equipment shall not be parked in a parking space adjacent to the corner of a street intersection.
- g. Mobile food vendors shall comply with all City ordinances.

- h. All Mobile Food Vendor Permits must be paid prior to parking the mobile food unit. Permit applications for vendors wishing to sell food on Saturday and Sunday must be submitted by 4:30 pm Friday prior to the date that the food will be sold.
- i. Mobile food vendors may park parallel to the curb on the east and south sides of the City Square during Market on the Square and when authorized by either the Mayor or City Administrator during other special events permitted at the City Square.
- j. A mobile food vendor may sell or offer to sell food seven (7) days a week from 7:00 am to 11:00 pm.
- k. Prior to leaving a location the mobile food vendor shall pickup and dispose of any trash.
- l. An application for a Mobile Food Vendor Permit under this article shall be accompanied by a nonrefundable processing fee of \$125.00 for a year permit or nonrefundable processing fee of \$25.00 per day for a day permit.
- m. A Mobile Food Vendor Permit application shall include a certificate from the State of Nebraska (Dept. of Agriculture) Health Department showing its approval of the applicant's sales of food, a copy of the State of Nebraska sales tax permit, or proof of an applicable sales tax exemption for the applicant, a copy of the vehicle registration, proof of insurance, and a copy of photo ID.
- n. A Mobile Food Vendor Permit shall expire on December 31 of each year, unless renewed by the permit holder. The permit holder shall renew the license for the following year by filing with the City Clerk, on or before December 31 of each year. The registration shall be on a form provided by the City Clerk. At the time of registration, the permit holder shall pay a renewal fee of \$125.00.
- o. Violation of any of these items due to fraud or misrepresentation will be cause for revocation of the permit.
- p. All Mobile Food Vendors shall be required to obtain a Mobile Food Vendor permit, with the exception of those participating solely in Market on the Square.

Section 2. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall take effect and be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and approved this _____ day of February, 2024.

ATTEST:

Rod Sonnichsen, Mayor

Jacob Holcomb, Deputy City Clerk