

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
February 27, 2024 @ 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 February 27, 2024, which will include the following:

- a. Approval of Minutes from February 13, 2024, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

- a. Update on school power.

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
February 13, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, February 13, 2024. 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, Scott Adams, Jarrod Conner, and Jay Gormley. Absent: Jeff Withrow. Chad Schall informed the Board of Public Works this was an open meeting of the Board of Public Works and was subject to the open meeting laws of the State of Nebraska, a copy of which is posted.

Moved by Adams, seconded by Gormley to approve the Consent Agenda for February 13, 2024. Said motion includes approval of the Minutes of the January 23, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Conner, Adams, and Gormley. Nays: None. Motion carried.

AKRS EQUIPMENT - \$342.65, BEAVER BEARING COMPANY - \$1.35, BROKEN BOW MUNICIPAL UTILITIES - \$685.01, BLACK HILLS ENERGY - \$700.76, BORDER STATES INDUSTRIES INC - \$2,000.59, CARQUEST OF BROKEN BOW - \$398.95, CENTURYLINK - \$221.14, CITY OF BROKEN BOW - \$50,879.49, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$46,295.06, COLONIAL RESEARCH CHEMICAL CORP. - \$1,850.06, CULLIGAN - \$122.50, CUSTER PUBLIC POWER DISTRICT - \$3,032.08, EZ IT SOLUTIONS - \$2,765.00, GREAT PLAINS COMMUNICATIONS, INC - \$283.71, GROCERY KART - \$59.51, HOTSY EQUIPMENT CO. - \$50.32, HYDRO OPTIMIZATION & AUTOMATION SOLUTION - \$600.00, INVOICE CLOUD - \$296.00, LEAGUE OF NEBR. MUNICIPALITIES - \$130.00, MEAD LUMBER CO - \$2,021.34, \$579.33, MIKE'S SMALL ENGINE REPAIR - \$55.00, MUNICIPAL ENERGY AGENCY OF NE - \$900.00, MUNICIPAL SUPPLY, OF NEBR. - \$1,304.20, MACQUEEN EQUIPMENT - \$12,546.80, NEBRASKA STATE BANK - \$47,685.00, OBRIEN'S HARDWARE - \$595.15, ONE CALL CONCEPTS, INC - \$29.94, POWERMANAGER - \$582.50, RT ACE - \$1,628.09, S & L SANITARY SERVICES - \$47.50, SAGE PAYMENT SOLUTIONS - \$2,361.72, SEILER INSTRUMENT & MFG. CO., INC. - \$1,504.61, SENSAPHONE - \$6.95, TROTTERS WHOA & GO WEST - \$88.41, WENQUIST, INC. - \$1,024.90, \$216.24, WESCO RECEIVABLES CORP. - \$12,557.53, WESTERN AREA POWER ADMIN. - \$25,891.30, TOTAL - \$222,340.69

| | |
|---------------------|---------------|
| Electric Department | \$ 164,634.79 |
| Water Department | 22,154.85 |
| Sewer Department | 18,115.13 |
| Power Plant | 3,473.30 |
| Billing | 13,891.08 |
| Fuel Station | <u>71.54</u> |
| Total | \$222,340.69 |

Ryan Jones updated the board on the jet truck repairs. The new panel was installed, tested, and is working properly. Still waiting on parts for the emission valves.

Blake Waldow received a second opinion for the repairs on Evan's pickup. The computer was reset and working fine. Will be getting quotes for new tires.

The bidding for the H-Structure project was completed on Wednesday February 7, 2024. It was moved by Schall, seconded by Adams to approve the bid for General Excavating. Roll Call vote: Voting aye: Schall, Adams, Gormley, and Conner. Nays: None. Motion carried.

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Have underground and conduit for the H-project.
- Have the transformers for the H-project.
- Cutting trees on North 9th street.
- Altec came and did repairs to trucks.
- Working on adding to the GIS maps
- Getting 2 heads repaired at the power plant.
- Working on getting the fuel station back up and running.

Ryan Jones, Water/Sewer Superintendent:

- Had a main break on Highway 2 that took 18 hours to find and repair.
- Working on the lead and copper inventory for the EPA.
- Working on the quarter of sewer jetting.
- Heat is now working in the shop.
- Fixed and did maintenance on equipment during the cold spell.

Moved by Schall, seconded by Conner to adjourn the meeting at 1:17 pm. Roll Call vote: Voting aye: Schall, 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>Description</u> | | | <u>Debit</u> | <u>Credit</u> |
| CARD SERVICES - ORSCHELNS FARM & HOME | | | | | | | | | | |
| 19744 | 2/27/2024 | 2/27/2024 | | | 4,324.51 | | | | | Posted |
| | 3-341300 | | | | | MAINTENANCE BUILDING & GROUNDS | | | 3,678.48 | 0.00 |
| | 2-243365 | | | | | CONFERENCE REGISTRATION | | | 420.00 | 0.00 |
| | 2-243360 | | | | | MEALS/MILEAGE | | | 120.74 | 0.00 |
| | 2-243280 | | | | | OFFICE SUPPLIES-WATER | | | 105.29 | 0.00 |
| | | | | | | | | | 4,324.51 | 0.00 |
| 19761 | 2/27/2024 | 2/27/2024 | | | 4,005.96 | | | | | Posted |
| | 1-143360 | | | | | MILEAGE/MEALS/HOTEL | | | 458.55 | 0.00 |
| | 3-341300 | | | | | MAINTENANCE-BUILDING/GROUNDS | | | 2,120.65 | 0.00 |
| | 1-143700 | | | | | MAINTENANCE-BUILDING/GROUNDS | | | 1,244.92 | 0.00 |
| | 1-143390 | | | | | MAINTENANCE-OFFICE EQUIPMENT | | | 181.84 | 0.00 |
| | | | | | | | | | 4,005.96 | 0.00 |
| PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT | | | | | | | | | | |
| 19745 | 2/27/2024 | 2/27/2024 | | | 44,878.60 | | | | | 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 | | | 8,047.48 | 0.00 |
| | 5-545220 | | | | | Payroll Reimbursement | | | 592.42 | 0.00 |
| | 5-545210 | | | | | Payroll Reimbursement | | | 307.33 | 0.00 |
| | 1-143100 | | | | | Payroll Reimbursement | | | 17,859.92 | 0.00 |
| | 1-145220 | | | | | Payroll Reimbursement | | | 1,289.92 | 0.00 |
| | 1-145210 | | | | | Payroll Reimbursement | | | 1,071.57 | 0.00 |
| | 2-240100 | | | | | Payroll Reimbursement | | | 6,550.50 | 0.00 |
| | 2-245220 | | | | | Payroll Reimbursement | | | 468.09 | 0.00 |
| | 2-245210 | | | | | Payroll Reimbursement | | | 337.93 | 0.00 |
| | 3-340100 | | | | | Payroll Reimbursement | | | 6,550.50 | 0.00 |
| | 3-345230 | | | | | Payroll Reimbursement | | | 468.08 | 0.00 |
| | 3-345210 | | | | | Payroll Reimbursement | | | 337.93 | 0.00 |
| | | | | | | | | | 44,878.60 | 0.00 |
| COLONIAL RESEARCH CHEMICAL CORP. | | | | | | | | | | |
| 19759 | 2/27/2024 | 2/27/2024 | | | 65.89 | | | | | Posted |
| | 4-441510 | | | | | SHOP SUPPLIES | | | 65.89 | 0.00 |
| CUSTER COUNTY CHIEF | | | | | | | | | | |
| 19747 | 2/27/2024 | 2/27/2024 | | | 255.93 | | | | | Posted |
| | 5-545800 | | | | | Publish Minutes & Mtg, Notices | | | 189.93 | 0.00 |
| | 2-243370 | | | | | PRINTING/PUBLISHING | | | 33.00 | 0.00 |
| | 3-343370 | | | | | ADVERTISING/SEWER DEPT | | | 33.00 | 0.00 |
| | | | | | | | | | 255.93 | 0.00 |
| CUSTER TRANSFER STATION | | | | | | | | | | |
| 19748 | 2/27/2024 | 2/27/2024 | | | 9,865.00 | | | | | Posted |
| | 5-540200 | | | | | transfer station fees collected | | | 9,865.00 | 0.00 |
| City of Broken Bow - Health Insurance | | | | | | | | | | |
| 19746 | 2/27/2024 | 2/27/2024 | | | 10,053.43 | | | | | Posted |
| | 1-145200 | | | | | health insurance | | | 4,390.92 | 0.00 |
| | 2-245200 | | | | | health insurance | | | 1,849.14 | 0.00 |
| | 3-345200 | | | | | health insurance | | | 1,849.14 | 0.00 |
| | 5-545200 | | | | | health insurance | | | 1,733.35 | 0.00 |
| | 4-445200 | | | | | health insurance | | | 230.88 | 0.00 |
| | | | | | | | | | 10,053.43 | 0.00 |
| Gary's Super Foods | | | | | | | | | | |
| 19762 | 2/27/2024 | 2/27/2024 | | | 27.98 | | | | | Posted |
| | 1-143410 | | | | | OFFICE SUPPLIES | | | 27.98 | 0.00 |
| MIKE'S SMALL ENGINE REPAIR | | | | | | | | | | |
| 19757 | 2/27/2024 | 2/27/2024 | | | 68.00 | | | | | Posted |
| | 1-143410 | | | | | SUPPLIES & MAINTENANCE | | | 68.00 | 0.00 |
| MUNICIPAL ENERGY AGENCY OF NE | | | | | | | | | | |
| 19766 | 2/27/2024 | 2/27/2024 | | | 634,600.85 | | | | | Posted |
| | 1-140200 | | | | | Power Purchases MEAN | | | 634,600.85 | 0.00 |

[illegible]

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> |

| | | | | | | | | |
|--|--|--|------------|--------------------------------|--|--|--|--|
| | | | 749,383.45 | 23 Non-voided payables listed. | | | | |
|--|--|--|------------|--------------------------------|--|--|--|--|

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 2/14/2024

Ending: 2/27/2024

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 | | | | |
| CARD SERVICES - ORSCHELNS FARM | | FUEL/HOTEL/HEATERS/OFFICE | MEALS/MILEAGE/HOTE | 458.55 |
| CARD SERVICES - ORSCHELNS FARM | | FUEL/HOTEL/HEATERS/OFFICE | MAINT. OFFICE EQUIP | 181.84 |
| CARD SERVICES - ORSCHELNS FARM | | FUEL/HOTEL/HEATERS/OFFICE | MAINT-BUILDINGS & G | 1,244.92 |
| CITY OF BROKEN BOW PAYROLL REIM | | | SALARIES-DISTRIBUTI | 17,859.92 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE PENSION E | 1,071.57 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE SOCIAL SE | 1,289.92 |
| City of Broken Bow - Health Insurance | | health insurance | EMPLOYEE HEALTH IN | 4,390.92 |
| Gary's Super Foods | | COFFEE | SUPPLIES AND MAINTI | 27.98 |
| MIKE'S SMALL ENGINE REPAIR | | CHAIN SAW REPAIR | SUPPLIES AND MAINTI | 68.00 |
| MUNICIPAL ENERGY AGENCY OF NE | | POWER PURCHASES | POWER PURCHASES-I | 634,600.85 |
| PAT POWERS | | TRUCK 68 | MAINTENANCE-TRUCK | 815.00 |
| SANDHILLS CUSTOM CREATIONS | | PICKUP DECAL | ADVERTISING- LINE DI | 25.99 |
| TROTTER SERVICE | | GAS & OIL/DUMP TRUCK MAINTENANCE | MAINTENANCE-TRUCK | 205.00 |
| TROTTER SERVICE | | GAS & OIL/DUMP TRUCK MAINTENANCE | GAS & OIL FOR TRUCK | 1,010.41 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 136.69 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 47.42 |
| | | | Total ELECTRIC | \$663,434.98 |
| WATER | | | | |
| CARD SERVICES - ORSCHELNS FARM | | EAST BUILDING, OFFICE SUPPLIES, TRA | OFFICE SUPPLIES- W/ | 105.29 |
| CARD SERVICES - ORSCHELNS FARM | | EAST BUILDING, OFFICE SUPPLIES, TRA | MEALS/MILEAGE/HOTE | 120.74 |
| CARD SERVICES - ORSCHELNS FARM | | EAST BUILDING, OFFICE SUPPLIES, TRA | CONFERENCE REGIST | 420.00 |
| CITY OF BROKEN BOW PAYROLL REIM | | | WATER SALARIES | 6,550.50 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE PENSION E | 337.93 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE SOCIAL SE | 468.09 |
| CUSTER COUNTY CHIEF | | PUBLISHING | PRINTING/PUBLISHING | 33.00 |
| City of Broken Bow - Health Insurance | | health insurance | EMPLOYEE HEALTH IN | 1,849.14 |
| NEBRASKA PUBLIC HEALTH ENVIRON | | WATER TESTING | WATER TESTING | 60.00 |
| PAULSEN, INC. | | CONCRETE FOR HWY 2 | MAINTENANCE - WATE | 1,794.10 |
| Sensaphone | | alarm system | MAINTENANCE-SCADA | 3.48 |
| TROTTER SERVICE | | FUEL | GAS & OIL FOR TRUCK | 1,422.73 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 21.48 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 23.71 |
| | | | Total WATER | \$13,210.19 |
| SEWER | | | | |
| CARD SERVICES - ORSCHELNS FARM | | EAST BUILDING, OFFICE SUPPLIES, TRA | MAINTENANCE-BUILD | 3,678.48 |
| CARD SERVICES - ORSCHELNS FARM | | FUEL/HOTEL/HEATERS/OFFICE | MAINTENANCE-BUILD | 2,120.65 |
| CITY OF BROKEN BOW PAYROLL REIM | | | SEWER SALARIES | 6,550.50 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE PENSION E | 337.93 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE SOCIAL SE | 468.08 |
| CUSTER COUNTY CHIEF | | PUBLISHING | ADVERTISING- SEWER | 33.00 |
| City of Broken Bow - Health Insurance | | health insurance | EMPLOYEE HEALTH IN | 1,849.14 |
| NMC, INC. | | PARTS FOR LIFTSTATION GENERATOR'S | MAINTENANCE - LIFT S | 282.77 |
| PLATTE VALLEY LABORATORIES, INC | | WASTEWATER TESTING | WASTE WATER TESTII | 472.50 |
| Sensaphone | | alarm system | MAINTENANCE SCADA | 3.47 |
| TROTTER SERVICE | | FUEL | GAS & OIL FOR TRUCK | 1,091.08 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 21.48 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 23.71 |
| | | | Total SEWER | \$16,932.79 |
| POWER PLANT | | | | |
| CITY OF BROKEN BOW PAYROLL REIM | | | POWER PLANT SALAR | 877.50 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE PENSION E | 52.65 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE SOCIAL SE | 66.78 |
| COLONIAL RESEARCH CHEMICAL COI | | SOAP | SHOP SUPPLIES- POW | 65.89 |
| City of Broken Bow - Health Insurance | | health insurance | EMPLOYEE HEALTH IN | 230.88 |
| VERIZON WIRELESS | | CELL PHONES & TABLETS | TELEPHONE | 47.42 |
| | | | Total POWER PLANT | \$1,341.12 |
| BILLING | | | | |

Check Approval List - GL Account

2/22/2024 2:17:46 PM

Broken Bow Municipal Utilities

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| <u>Vendor Name</u> | <u>Invoice</u> | <u>Invoice Description</u> | <u>Account Description</u> | <u>Amount</u> |
|---------------------------------------|----------------|----------------------------|----------------------------|---------------------|
| BILLING | | | | |
| CITY OF BROKEN BOW PAYROLL REIM | | | OFFICE SALARIES | 8,047.48 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE PENSION E | 307.33 |
| CITY OF BROKEN BOW PAYROLL REIM | | | EMPLOYEE SOCIAL SE | 592.42 |
| CUSTER COUNTY CHIEF | | PUBLISHING | ADVERTISING | 189.93 |
| CUSTER TRANSFER STATION | | FEES COLLECTED | TRASH/TSA FEES | 9,865.00 |
| City of Broken Bow - Health Insurance | | health insurance | EMPLOYEE HEALTH IN | 1,733.35 |
| NEBRASKA PASTURE DOOR | | KATIE SHIRT & JACKET | OFFICE SUPPLIES | 102.96 |
| Quadient Finance USA, Inc. | | POSTAGE | POSTAGE | 400.00 |
| S & L SANITARY SERVICES | | TRASH FEES | TRASH/TSA FEES | 33,225.90 |
| | | | Total BILLING | \$54,464.37 |
| | | | | <u>\$749,383.45</u> |

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 2/14/2024

Ending Date: 2/27/2024

Banks: All

Bank Acct#:

Include Printed Checks: ☒