

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
March 26, 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 March 26, 2024, which will include the following:

- a. Approval of Minutes from March 12, 2024, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

- a. Joint use fees on utility poles
- b. Rate study-Electric & Sewer.

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
March 12, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, March 12, 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, the Electric Superintendent, and the Water/Sewer 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, Jeff Withrow, 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 Gormley to approve the Consent Agenda for March 12, 2024. Said motion includes approval of the Minutes of the February 27, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Conner, Adams, Withrow, and Gormley. Nays: None. Motion carried.

ALTEC INDUSTRIES, INC. - \$11,566.38, BEAVER BEARING COMPANY - \$192.91, BROKEN BOW MUNICIPAL UTILITIES - \$756.21, BLACK HILLS ENERGY - \$69.25, BORDER STATES INDUSTRIES INC - \$2,222.64, CARQUEST OF BROKEN BOW - \$473.92, CITY OF BROKEN BOW - \$51,569.07, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$45,485.26, CITY OF BROKEN BOW-REIMBURSEMENT - \$469.00, COLE ELECTRIC COMPANY - \$765.00, CUSTER COUNTY CHIEF - \$689.37, CUSTER PUBLIC POWER DISTRICT - \$3,021.93, CITY OF BROKEN BOW - HEALTH INSURANCE - \$9,986.88, DUTTON-LAINSON COMPANY - \$3,807.00, EXLINE, INC. - \$2,433.89, EZ IT SOLUTIONS - \$5,287.50, GREAT PLAINS COMMUNICATIONS, INC - \$282.83, HEATHER THOMAS - \$29.07, INVOICE CLOUD - \$294.40, MEAD LUMBER CO - \$185.86, NEBRASKA STATE BANK - \$47,685.00, ONE CALL CONCEPTS, INC - \$47.12, RT ACE - \$128.90, \$170.12, S & L SANITARY SERVICES - \$47.50, SAGE PAYMENT SOLUTIONS - \$2,578.71, ULINE - \$687.47, USA BLUE BOOK - \$364.57, V-BAR INC. - \$11.50, \$242.30, WENQUIST, INC. - \$87.00, \$181.41, WESCO RECEIVABLES CORP. - \$2,776.12, WESTERN AREA POWER ADMIN. - \$24,171.64, TOTAL - \$218,767.73

Electric Department	\$ 171,200.83
Water Department	11,570.06
Sewer Department	14,329.99
Power Plant	5,361.27
Billing	<u>16,305.58</u>
Total	\$218,767.73

The following was discussed under Department Head Updates:

Ryan Jones Water/Sewer Superintendent for Blake Waldow, Electric Superintendent:

- Working on a project on South 11th and 12th this week there will be outages. The residents will be notified of the times. There is a line close to a home and a transformer that needs repaired.
- Will replace poles.
- Working on numbering transformers, poles, and junction cabinets for the GIS mapping

Ryan Jones, Water/Sewer Superintendent:

- Finished the last quarter of jetting.
- Raised 3 manholes.
- 2 guys went and picked up the sewer truck from Lincoln.
- The sewer truck will be used to clean lift stations.
- Will help Ansley and clean their lift station.
- Changing out UV lights.

Moved by Schall, seconded by Withrow to adjourn the meeting at 12:42 pm. Roll Call vote: Voting aye: Schall, Adams, Conner, Withrow, and Gormley. Nays: None. Motion Carried.

BOARD OF PUBLIC WORKS OF THE
CITY OF BROKEN BOW, NEBRASKA

/s/ Chad Schall, Chairman

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
CARD SERVICES - ORSCHELNS FARM & HOME								
19801	3/26/2024	3/26/2024	656.53					Posted
	2-243365			CONFERENCE REGISTRATION			150.00	0.00
	3-343280			OFFICE SUPPLIES-SEWER DEPT			253.26	0.00
	2-243280			OFFICE SUPPLIES-WATER DEPT			253.27	0.00
							656.53	0.00
19811	3/26/2024	3/26/2024	339.10					Posted
	1-143380			MISC. EXPENSE/LINE DEPT			272.71	0.00
	4-440600			FUEL OIL USED			66.39	0.00
							339.10	0.00
CENTURYLINK								
19802	3/26/2024	3/26/2024	218.78					Posted
	5-545700			Basic Phone Service- Office			147.24	0.00
	6-640300			Basic Phone Service- Office			71.54	0.00
							218.78	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT								
19803	3/26/2024	3/26/2024	45,215.98					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			17,978.21	0.00
	1-145220			Payroll Reimbursement			1,298.97	0.00
	1-145210			Payroll Reimbursement			1,078.66	0.00
	2-240100			Payroll Reimbursement			6,641.97	0.00
	2-245220			Payroll Reimbursement			475.24	0.00
	2-245210			Payroll Reimbursement			340.78	0.00
	3-340100			Payroll Reimbursement			6,641.97	0.00
	3-345230			Payroll Reimbursement			475.24	0.00
	3-345210			Payroll Reimbursement			340.78	0.00
							45,215.98	0.00
CUSTER TRANSFER STATION								
19815	3/26/2024	3/26/2024	9,885.00					Posted
	5-540200			transfer station fees collected			9,885.00	0.00
Hydro Optimization & Automation Solution								
19804	3/26/2024	3/26/2024	10,635.50					Posted
	2-243800			MAINTENANCE-SCADA			10,635.50	0.00
MIKE'S SMALL ENGINE REPAIR								
19813	3/26/2024	3/26/2024	274.31					Posted
	1-143410			SUPPLIES & MAINTENANCE			274.31	0.00
Mtrrs MUNICIPAL SUPPLY, OF NEBR.								
19806	3/26/2024	3/26/2024	2,034.91					Posted
	2-249500			NEW WATER METERS			2,034.91	0.00
MacQueen Equipment								
19805	3/26/2024	3/26/2024	2,200.00					Posted
	2-243270			MAINTENANCE-JET TRUCK			2,200.00	0.00
O'REILLY AUTOMOTIVE, INC.								
19807	3/26/2024	3/26/2024	31.46					Posted
	2-243240			MAINTENANCE-TRUCK #6			31.46	0.00
OBRIEN'S HARDWARE								
19817	3/26/2024	3/26/2024	145.15					Posted
	1-143410			SUPPLIES & MAINTENANCE			143.99	0.00
	2-241000			OPERATING SUPPLIES			1.16	0.00
							145.15	0.00
PAT POWERS								
19814	3/26/2024	3/26/2024	380.00					Posted
	1-143205			MAINTENANCE TRUCK #66			380.00	0.00

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>
Quadient Finance USA, Inc. (continued)										
19818	3/26/2024	3/26/2024	400.00							
	5-545500		POSTAGE						400.00	Posted 0.00
Quadient Leasing USA, Inc.										
19819	3/26/2024	3/26/2024	623.91							
	5-546500		MAINTENANCE-OFFICE EQUIPMENT						623.91	Posted 0.00
S & L SANITARY SERVICES										
19816	3/26/2024	3/26/2024	40,118.90							
	5-540200		trash collections						40,118.90	Posted 0.00
Sensaphone										
19808	3/26/2024	3/26/2024	6.95							
	2-243800		alarm system						3.48	Posted 0.00
	3-343800		alarm system						3.47	0.00
									6.95	0.00
TROTTER SERVICE										
19809	3/26/2024	3/26/2024	470.85							
	2-243500		Gas & Oil For Trucks- Water Dept						300.71	Posted 0.00
	3-343500		Gas & Oil For Trucks-Sewer Dept						170.14	0.00
									470.85	0.00
19812	3/26/2024	3/26/2024	1,228.32							
	1-143500		Gas & Oil Trucks- Elec Dept						1,228.32	Posted 0.00
Unitech										
19810	3/26/2024	3/26/2024	750.00							
	3-340510		MAINTENANCE-LIFT STATION						750.00	Posted 0.00
					115,615.65	19 Non-voided payables listed.				

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 3/13/2024

Ending: 3/26/2024

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

3/22/2024 10:36:04 AM

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		AMAXON PRI,E & ADOBE/FUEL	MISC. EXPENSE- LINE	272.71
CITY OF BROKEN BOW PAYROLL REIM			SALARIES-DISTRIBUTI	17,978.21
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	1,078.66
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	1,298.97
MIKE'S SMALL ENGINE REPAIR		CHAINSAW REPAIR	SUPPLIES AND MAINTI	274.31
OBRIEN'S HARDWARE		NUTS & BOLTS, PLUG, GRINDER, GAS C	SUPPLIES AND MAINTI	143.99
PAT POWERS		TRUCK 66 PRIMER PUMP	MAINTENANCE-TRUCK	380.00
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	1,228.32
			Total ELECTRIC	\$22,655.17
WATER				
CARD SERVICES - ORSCHELNS FARM		RYAN WATER LICENSE RENEWAL, PRIN	OFFICE SUPPLIES- WA	253.27
CARD SERVICES - ORSCHELNS FARM		RYAN WATER LICENSE RENEWAL, PRIN	CONFERENCE REGIST	150.00
CITY OF BROKEN BOW PAYROLL REIM			WATER SALARIES	6,641.97
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	340.78
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	475.24
Hydro Optimization & Automation Solutio			MAINTENANCE-SCADA	10,635.50
MUNICIPAL SUPPLY, OF NEBR.		METERS	NEW WATER METERS	2,034.91
MacQueen Equipment		SERVICED JET TRUCK	MAINTENANCE TRUCK	2,200.00
O'REILLY AUTOMOTIVE, INC.		TRUCK PARTS	MAINTENANCE-METER	31.46
OBRIEN'S HARDWARE		NUTS & BOLTS, PLUG, GRINDER, GAS C	OPERATING SUPPLIES	1.16
Sensaphone		alarm system	MAINTENANCE-SCADA	3.48
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	300.71
			Total WATER	\$23,068.48
SEWER				
CARD SERVICES - ORSCHELNS FARM		RYAN WATER LICENSE RENEWAL, PRIN	OFFICE SUPPLIES- SE	253.26
CITY OF BROKEN BOW PAYROLL REIM			SEWER SALARIES	6,641.97
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	340.78
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	475.24
Sensaphone		alarm system	MAINTENANCE SCADA	3.47
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	170.14
Unitech		CHEMICALS FOR LIFT STATION	MAINTENANCE - LIFT S	750.00
			Total SEWER	\$8,634.86
POWER PLANT				
CARD SERVICES - ORSCHELNS FARM		AMAXON PRI,E & ADOBE/FUEL	FUEL OIL USED	66.39
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
			Total POWER PLANT	\$1,063.32
BILLING				
CENTURYLINK			TELEPHONE	147.24
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 TRANSFER STATION			TRASH/TSA FEES	9,885.00
Quadient Finance USA, Inc.		POSTAGE	POSTAGE	400.00
Quadient Leasing USA, Inc.		POSTAGE MACHINE LEASE	MAINTENANCE OFFICE	623.91
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	40,118.90
			Total BILLING	\$60,122.28
FUEL STATION				
CENTURYLINK			TELEPHONE/INTERNE	71.54
			Total FUEL STATION	\$71.54
				<u>\$115,615.65</u>

Report Selection: Check Approval List - GL Account
 Date Range Selection: GL Posting Date
 Starting Date: 3/13/2024
 Ending Date: 3/26/2024
 Banks: All
 Bank Acct#:
 Include Printed Checks: ☒