

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
April 23, 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 April 23, 2024, which will include the following:

- a. Approval of Minutes from April 9, 2024, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

- a. Joint use of electric poles
- b. Electric rates

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
April 9, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, April 9, 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 Adams, seconded by Withrow to approve the Consent Agenda for April 9, 2024. Said motion includes approval of the Minutes of the March 26, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Conner, Adams, Withrow, and Gormley. Nays: None. Motion carried.

BEAVER BEARING COMPANY - ORINGS, TRUCK 71, POWER PLANT MAINTENANCE - \$116.00, BROKEN BOW MUNICIPAL UTILITIES - POSTAGE - \$749.65, BLACK HILLS ENERGY - POWER PLANT GAS - \$135.46, CARD SERVICES - ORSCHELNS FARM & HOME - 12 TON TOOL - \$6,216.41, CARQUEST OF BROKEN BOW - DUMP TRUCK & EVAN'S TRUCK - \$160.81, CITY OF BROKEN BOW - TRANSFER/RENT - \$44,368.66, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$45,681.02, CUSTER COUNTY CHIEF - PUBLISHING - \$991.86, CUSTER PUBLIC POWER DISTRICT - POWER FOR WWTP - \$2,791.27, CUSTER TRANSFER STATION - CORRECTION FOR MARCH TRASH FEES - \$3,414.00, DUTTON-LAINSON COMPANY - 95 METERS - \$3,262.65, DYLAN BAUM - MEALS - \$41.07, EAKES OFFICE SOLUTIONS - ENVELOPES - \$14.44, EZ IT SOLUTIONS - IT SERVICES - \$2,891.00, GREAT PLAINS COMMUNICATIONS, INC - INTERNET AND TELEPHONE - \$282.71, INVOICE CLOUD - CREDIT CARD EXPENSE - \$297.60, JEO CONSULTING GROUP INC. - BIDDING & CONSTRUCTION SERVICES - \$656.50, JOSEPH THOMAS - MEALS & MILEAGE WATER SCHOOL - \$251.46, LUKE MYERS - MEALS FOR WATER SCHOOL - \$124.62, MEAD LUMBER CO - GRINDING DISC'S & CUTTING WHEELS - \$341.75, MIDWEST PETROLEUM EQUIPMENT LLC - \$297.00, MUNICIPAL ENERGY AGENCY OF NE - POWER PURCHASES - \$547,840.01, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - JOE & LUKE WATER TEST & LICENSE FEE - \$390.00, NEBRASKA STATE BANK - BOND TRANSFERS - \$47,685.00, ONE CALL CONCEPTS, INC - LOCATE EXPENSE - \$93.52, PRIME PLUMBING - JUSTIN PETERSEN SEWER BACKUP - \$252.38, RT ACE - SUPPLIES - \$16.34, OPERATING SUPPLIES - \$39.72, S & L SANITARY SERVICES - TRASH FEES - \$47.50, SAGE PAYMENT SOLUTIONS - CREDIT CARD FEES - \$2,256.16, SANDHILLS CUSTOM CREATIONS - JACKET EMBROIDERY - \$120.00, STUART C IRBY CO - FR CLOTHING, RAIN GEAR - \$8,130.93, VERIZON WIRELESS - CELL PHONES & TABLETS - \$228.18, WENQUIST, INC. - ENGINE 6 - \$23.53, WESCO RECEIVABLES CORP. - FAIRGROUNDS CAB & 3 PHASE BOX & JC, 50 KVA PADMOUNTS - \$74,619.35, WESTERN AREA POWER ADMIN. - POWER PURCHASES - \$23,510.08, TOTAL - \$818,338.64

Electric Department	\$777,266.78
Water Department	9,843.10
Sewer Department	11,662.27
Power Plant	1,926.05
Billing	17,343.44
Fuel	297.00
<hr/>	
Total	\$818,338.64

Ryan Jones Water/Sewer Superintendent discussed with the board the agreement with JEO to upgrade the sewer and water mains along Highway 2.

Moved by Adams, seconded by Withrow to approve the agreement with JEO for the Highway project to upgrade the sewer and water main. Roll Call Vote: Voting aye: Adams, Withrow, Conner, Schall, and Gormley. Nays: None. Motion carried.

Ryan Jones Water/Sewer Superintendent discussed with the board the rate study for the sewer. Will discuss the possibility of increasing rates.

The following was discussed under Department Head Updates:

Ryan Jones Water/Sewer Superintendent:

- Well #6 has a broken shaft, working with the state inspector to find a new location for a new well.
- Working on the lead and copper inventory.
- Flushing and servicing fire hydrants.
- Exercising valves.

Moved by Schall, seconded by Withrow to adjourn the meeting at 1:14pm. 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

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>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>
CARD SERVICES - ORSCHELNS FARM & HOME										
19856	4/23/2024	4/23/2024		1,835.18						Posted
	1-143300					LINE MATERIALS/SUPPLIES			345.50	0.00
	1-147511					FR CLOTHING			236.79	0.00
	2-243500					GAS & OIL FOR TRUCKS			285.83	0.00
	2-243360					MILEAGE/MEALS/HOTEL			21.93	0.00
	2-243360					MILEAGE/MEALS/HOTEL			505.64	0.00
	2-241000					OPERATING SUPPLIES			439.49	0.00
									1,835.18	0.00
19873 4/23/2024 4/23/2024 550.00										
	2-249991					ESRI MEMBERSHIP			275.00	0.00
	3-349991					ESRI MEMBERSHIP			275.00	0.00
									550.00	0.00
CENTURYLINK										
19857	4/23/2024	4/23/2024		218.26						Posted
	6-640300					Basic Phone Service- Office			71.41	0.00
	5-545700					BASIC PHONE SERVICE-OFFICE			146.85	0.00
									218.26	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
19858	4/23/2024	4/23/2024		43,942.63						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			6,601.42	0.00
	5-545220					Payroll Reimbursement			481.78	0.00
	5-545210					Payroll Reimbursement			315.68	0.00
	1-143100					Payroll Reimbursement			18,146.42	0.00
	1-145220					Payroll Reimbursement			1,311.85	0.00
	1-145210					Payroll Reimbursement			1,088.77	0.00
	2-240100					Payroll Reimbursement			6,676.66	0.00
	2-245220					Payroll Reimbursement			477.73	0.00
	2-245210					Payroll Reimbursement			345.50	0.00
	3-340100					Payroll Reimbursement			6,676.66	0.00
	3-345230					Payroll Reimbursement			477.74	0.00
	3-345210					Payroll Reimbursement			345.49	0.00
									43,942.63	0.00
INVOICES CUSTER PUBLIC POWER DISTRICT										
19859	4/23/2024	4/23/2024		750.00						Posted
	1-143310					MAINTENANCE TRANSFORMERS			750.00	0.00
CUSTER TRANSFER STATION										
19870	4/23/2024	4/23/2024		13,381.00						Posted
	5-540200					transfer station fees collected			13,381.00	0.00
GARRETT TIRES & TREADS										
19872	4/23/2024	4/23/2024		36.95						Posted
	1-143205					MAINTENANCE-TRUCKS			36.95	0.00
HUNTER'S TOWING										
19860	4/23/2024	4/23/2024		1,118.75						Posted
	1-143205					MAINTENANCE-DIGGER TRUCK			1,118.75	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>Description</u>			<u>Debit</u>	<u>Credit</u>
S & L SANITARY SERVICES (continued)										
19869	4/23/2024	4/23/2024		33,447.90						Posted
	5-540200			trash collections					33,447.90	0.00
SANDHILLS CUSTOM CREATIONS										
19863	4/23/2024	4/23/2024		662.50						Posted
	1-147511			FR CLOTHING					662.50	0.00
SEILER INSTRUMENT & MFG. CO., INC.										
19864	4/23/2024	4/23/2024		695.50						Posted
	1-143300			LINE MATERIALS/SUPPLIES					695.50	0.00
Sensaphone										
19865	4/23/2024	4/23/2024		6.95						Posted
	2-243800			alarm system					3.48	0.00
	3-343800			alarm system					3.47	0.00
									6.95	0.00
Stuart C Irby Co										
19866	4/23/2024	4/23/2024		26,234.26						Posted
	1-143350			POLE TESTING/REPLACEMENT					26,234.26	0.00
TROTTER SERVICE										
19867	4/23/2024	4/23/2024		2,078.63						Posted
	1-143500			Gas & Oil Trucks- Elec Dept					1,227.64	0.00
	2-243500			Gas & Oil For Trucks- Water Dept					260.36	0.00
	3-343500			Gas & Oil For Trucks-Sewer Dept					590.63	0.00
									2,078.63	0.00
V-BAR Inc.										
19868	4/23/2024	4/23/2024		363.00						Posted
	2-241000			OPERATING SUPPLIES/MAINTENANCE					363.00	0.00
					125,823.10	18 Non-voided payables listed.				

Report Setup
AP - Accounts Payable Listing : Vendor Name
Filter Options
Starting: 4/10/2024
Ending: 4/23/2024
Banks: All
Payable Status: Posted, Printed, ACH, Recorded, Voided
All Vendors Selected

Check Approval List - GL Account

4/19/2024 11:25:42 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		LABEL CARTRIDGES/FR CLOTHING/FUEI	LINE MATERIALS & SU	345.50
CARD SERVICES - ORSCHELNS FARM		LABEL CARTRIDGES/FR CLOTHING/FUEI	FR CLOTHING	236.79
CITY OF BROKEN BOW PAYROLL REIM			SALARIES-DISTRIBUTI	18,146.42
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	1,088.77
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	1,311.85
CUSTER PUBLIC POWER DISTRICT		BD TX OIL PUMB	MAINTENANCE TRANS	750.00
GARRETT TIRES & TREADS		TIRE REPAIR/EVAN'S PICKUP	MAINTENANCE-TRUCK	36.95
HUNTER'S TOWING		DIGGER TRUCK TOWED TO NORTH PLA	MAINTENANCE-TRUCK	1,118.75
Kansas Municipal Utilities		JOURNEYMAN PROGRAM-BAUM	KMU TRAINING	300.00
OBRIEN'S HARDWARE		SUPPLIES	SUPPLIES AND MAINTI	132.63
SANDHILLS CUSTOM CREATIONS		EMBROIDERY	FR CLOTHING	662.50
SEILER INSTRUMENT & MFG. CO., INC		HOURS FOR GIS MAPPING FOR ELECTR	LINE MATERIALS & SU	695.50
Stuart C Irby Co		5013882941.001 POLES	POLE TESTING/REPLA	26,234.26
TROTTER SERVICE			GAS & OIL FOR TRUCK	1,227.64
			Total ELECTRIC	\$52,287.56
WATER				
CARD SERVICES - ORSCHELNS FARM		LABEL CARTRIDGES/FR CLOTHING/FUEI	OPERATING SUPPLIES	439.49
CARD SERVICES - ORSCHELNS FARM		LABEL CARTRIDGES/FR CLOTHING/FUEI	MEALS/MILEAGE/HOTE	21.93
CARD SERVICES - ORSCHELNS FARM		LABEL CARTRIDGES/FR CLOTHING/FUEI	MEALS/MILEAGE/HOTE	505.64
CARD SERVICES - ORSCHELNS FARM		LABEL CARTRIDGES/FR CLOTHING/FUEI	GAS & OIL FOR TRUCK	285.83
CARD SERVICES - ORSCHELNS FARM		ESRI MEMBERSHIP	IT Expense	275.00
CITY OF BROKEN BOW PAYROLL REIM			WATER SALARIES	6,676.66
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	345.50
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	477.73
NEBRASKA PUBLIC HEALTH ENVIRON		WATER TESTING	WATER TESTING	60.00
OBRIEN'S HARDWARE		SUPPLIES	OPERATING SUPPLIES	8.96
Sensaphone		alarm system	MAINTENANCE-SCADA	3.48
TROTTER SERVICE			GAS & OIL FOR TRUCK	260.36
V-BAR Inc.		SHOP PARTS RESTOCK	OPERATING SUPPLIES	363.00
			Total WATER	\$9,723.58
SEWER				
CARD SERVICES - ORSCHELNS FARM		ESRI MEMBERSHIP	IT Expense	275.00
CITY OF BROKEN BOW PAYROLL REIM			SEWER SALARIES	6,676.66
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	345.49
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	477.74
Sensaphone		alarm system	MAINTENANCE SCADA	3.47
TROTTER SERVICE			GAS & OIL FOR TRUCK	590.63
			Total SEWER	\$8,368.99
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
			Total POWER PLANT	\$996.93
BILLING				
CENTURYLINK		FUEL STATION PHONE/OFFICE PHONE	TELEPHONE	146.85
CITY OF BROKEN BOW PAYROLL REIM			OFFICE SALARIES	6,601.42
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	315.68
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	481.78
CUSTER TRANSFER STATION		FEES COLLECTED	TRASH/TSA FEES	13,381.00
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	33,447.90
			Total BILLING	\$54,374.63
FUEL STATION				
CENTURYLINK		FUEL STATION PHONE/OFFICE PHONE	TELEPHONE/INTERNE	71.41
			Total FUEL STATION	\$71.41

Check Approval List - GL Account

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Broken Bow Municipal Utilities

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Vendor Name

Invoice

Invoice Description

Account Description

Amount

\$125,823.10

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 4/10/2024

Ending Date: 4/23/2024

Banks: All

Bank Acct#:

Include Printed Checks: ☒