

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
June 11, 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 June 11, 2024, which will include the following:

- a. Approval of Minutes from May 28, 2024, Meeting
- b. Approval of Claims as Posted

E. Discussion Items

F. Department Head Updates

G. Items for Next Agenda

H. Adjournment

The Broken Bow Board of Public Works reserves the right to enter closed session to discuss any item on the agenda pursuant to law.

**Board of Public Works
Meeting Minutes
May 28, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, May 28, 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 12:32 pm., with the following Board members present: Chad Schall, Jeff Withrow, Jarrod Conner and Jay Gormley. Absent: Scott Adams. 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 Schall to approve the Consent Agenda for May 28, 2024. Said motion includes approval of the Minutes of the May 14, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Conner, Withrow, and Gormley. Nays: None. Motion carried.

BEAVER BEARING COMPANY - \$1.24, BLACK HILLS ENERGY - \$118.22, BORDER STATES INDUSTRIES INC - \$189.42, CARD SERVICES - ORSCHELNS FARM & HOME - \$158.61, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$45,193.90, CUSTER PUBLIC POWER DISTRICT - \$3,113.15, CUSTER TRANSFER STATION - \$13360.00, CITY OF BROKEN BOW - HEALTH INSURANCE - MARCH 2024 - \$20,069.22, APRIL 2024 - \$20,069.22, DULTMEIER SALES, LLC - \$2,798.06, JEFFRES SAND AND GRAVEL - \$1,790.23, MILLER & ASSOCIATES CONSULTING ENGINEERS - \$165.00, MILLS HARDWARE - \$1,045.03, MUNICIPAL ENERGY AGENCY OF NE - \$2,040.00, - \$553,117.63, UTILITY TRAINING & JTS - \$944.00, MUNICIPAL SUPPLY, OF NEBR. - \$2,469.75, \$543.80, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - \$450.00, NEBRASKA WATER RESOURCES ASSOC. - \$105.00, QUADIENT FINANCE USA, INC. - \$400.00, RAILROAD MANAGEMENT COMPANY III, LLC - \$379.14, RT ACE - \$250.62, S & L SANITARY SERVICES - \$36,810.15, SENSAPHONE - \$6.95, V-BAR INC. - \$184.29, VERIZON WIRELESS - \$228.14, WENQUIST INC. - \$1,458.38, TOTAL - \$707,459.15

Electric Department	\$595,212.85
Water Department	23,488.49
Sewer Department	18,874.06
Power Plant	3,681.25
Billing	<u>66,202.50</u>

Total	\$707,459.15
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Blake Waldow Electrical Superintendent updated the board on the digger truck, Altec came and did some repairs to the computer and flushed some lines on the truck. He also talked to them about the quotes he received for a new digger truck and a new bucket truck.

The following was discussed under Department Head Updates:

Blake Waldow Electrical Superintendent:

- Working on the joint pole usage agreement.
- Changing out poles.
- Trimming trees.
- Working with the school to move a transformer and move some wires.
- Waiting on basements to get here.
- Had an outage at the school to move transformer.

Ryan Jones Water/Sewer Superintendent:

- Cleaning bore jell and trash from sewer line.
- Cleaned sewer lines at the Post Office.
- Have 2 new hires that will start 5/29/24.
- Working on copper and lead inventory.

Moved by Schall, seconded by Withrow to adjourn the meeting at 12:54 pm. Roll Call vote: Voting aye: Schall, Withrow, Conner and Gormley. Nays: None. Motion Carried.

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

/s/ Chad Schall, Chairman

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Status
	Account#	Work Order		Description	Debit	Credit	
BEAVER BEARING COMPANY							
19969	6/11/2024	6/11/2024	29.94				Posted
	2-241000			OPERATING SUPPLIES	29.94	0.00	
BROKEN BOW MUNICIPAL UTILITIES							
19942	6/11/2024	6/11/2024	1,310.79				Posted
	2-243290			postage	311.65	0.00	
	5-545500			postage	999.14	0.00	
					1,310.79	0.00	
CARQUEST OF BROKEN BOW							
19943	6/11/2024	6/11/2024	96.04				Posted
	1-143410			SUPPLIES & MAINTENANCE	96.04	0.00	
CENTURYLINK							
19944	6/11/2024	6/11/2024	132.44				Posted
	5-545700			Basic Phone Service- Office	132.44	0.00	
CITY OF BROKEN BOW							
19945	6/11/2024	6/11/2024	38,977.93				Posted
	1-149200			Transfer to City's General Fund	38,577.93	0.00	
	5-546100			Monthly Office Rent	400.00	0.00	
					38,977.93	0.00	
CITY OF BROKEN BOW PAYROLL REIMBURSEMENT							
19946	6/11/2024	6/11/2024	46,285.12				Posted
	4-440100			Payroll Reimbursement	873.34	0.00	
	4-445220			Payroll Reimbursement	66.47	0.00	
	4-445210			Payroll Reimbursement	52.40	0.00	
	5-545130			Payroll Reimbursement	6,986.18	0.00	
	5-545220			Payroll Reimbursement	511.23	0.00	
	5-545210			Payroll Reimbursement	315.68	0.00	
	1-143100			Payroll Reimbursement	18,419.30	0.00	
	1-145220			Payroll Reimbursement	1,332.73	0.00	
	1-145210			Payroll Reimbursement	1,105.16	0.00	
	2-240100			Payroll Reimbursement	7,424.04	0.00	
	2-245220			Payroll Reimbursement	535.14	0.00	
	2-245210			Payroll Reimbursement	352.15	0.00	
	3-340100			Payroll Reimbursement	7,424.03	0.00	
	3-345230			Payroll Reimbursement	535.13	0.00	
	3-345210			Payroll Reimbursement	352.14	0.00	
					46,285.12	0.00	
CUSTER PUBLIC POWER DISTRICT							
19948	6/11/2024	6/11/2024	6,404.09				Posted
	3-340900			Power for Wastewater Treatment Plant	134.00	0.00	
	3-340900			POWER FOR WWTP	6,270.09	0.00	
					6,404.09	0.00	
Custer Electric and Irrigation							
19947	6/11/2024	6/11/2024	187.16				Posted
	1-143410			SUPPLIES & MAINTENANCE	187.16	0.00	
DITCH WITCH UNDERCON							
19971	6/11/2024	6/11/2024	234.36				Posted
	3-341000			OPERATING SUPPLIES	234.36	0.00	
EAKES OFFICE SOLUTIONS							
19949	6/11/2024	6/11/2024	365.23				Posted
	5-545400			office supplies	365.23	0.00	
ENVIRONMENTAL RESOURCE ASSOCIATES							
19950	6/11/2024	6/11/2024	142.77				Posted
	3-347500			WASTEWATER TESTING	142.77	0.00	
EZ IT Solutions							

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend#	Vendor Name	Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#			Work Order		Description			Debit	Credit
EZ IT Solutions (continued)										
19951	6/11/2024	6/11/2024			3,044.54					Posted
	1-149991					IT SERVICES			602.91	0.00
	2-249991					IT SERVICES			617.91	0.00
	3-349991					IT SERVICES			617.90	0.00
	4-449991					IT SERVICES			602.91	0.00
	5-549991					IT SERVICES			602.91	0.00
									3,044.54	0.00
GREAT PLAINS COMMUNICATIONS, INC										
19952	6/11/2024	6/11/2024			980.04					Posted
	4-440360					P Plant Internet Service			43.25	0.00
	1-143800					1/4 Internet Expense			109.29	0.00
	2-243800					1/4 Internet Expense			109.29	0.00
	3-343800					1/4 Internet Expense			109.29	0.00
	5-547200					Internet Expense- Credit card connection			327.88	0.00
	4-445700					P Plant Telephone			281.04	0.00
									980.04	0.00
INVOICE CLOUD										
19953	6/11/2024	6/11/2024			310.00					Posted
	5-547200					Credit Card Expenses			310.00	0.00
JEO Consulting Group Inc.										
19954	6/11/2024	6/11/2024			2,493.75					Posted
	1-149990					SPECIAL PROJECTS			2,493.75	0.00
KYLE CALVERT										
19955	6/11/2024	6/11/2024			106.99					Posted
	2-245710					SAFTEY-WATER			106.99	0.00
MID-NEBRASKA GARAGE DOORS, INC										
19956	6/11/2024	6/11/2024			777.00					Posted
	1-143700					MAINT BUILDINGS & GROUNDS			777.00	0.00
MILLS HARDWARE										
19957	6/11/2024	6/11/2024			1,045.03					Posted
	1-143410					SUPPLIES & MAINTENANCE			1,045.03	0.00
NEBR. DEPT. OF ENVIRONMENT AND ENERGY										
19968	6/11/2024	6/11/2024			242,018.20					Posted
	2-249100					BONDS & NOTES			62,700.13	0.00
	3-349100					BONDS & NOTES			179,318.07	0.00
									242,018.20	0.00
NEBRASKA STATE BANK										
19958	6/11/2024	6/11/2024			47,685.00					Posted
	1-110670					Wastewater Bond- Monthly Savings Depos			25,797.00	0.00
	1-110680					Water Bond- Monthly Savings Deposit			10,471.00	0.00
	1-110610					Electric Bond Fund			11,417.00	0.00
									47,685.00	0.00
O'REILLY AUTOMOTIVE, INC.										
19959	6/11/2024	6/11/2024			85.01					Posted
	1-143205					MAINTENANCE-TRUCKS			85.01	0.00
ROSS ELECTRIC INC										
19961	6/11/2024	6/11/2024			366.10					Posted
	3-340500					MAINTENANCE-WWTP			366.10	0.00
RT Ace										
19960	6/11/2024	6/11/2024			98.43					Posted
	1-143410					SUPPLIES & MAINTENANCE			78.57	0.00
	4-441300					MAINTENANCE BUILDING & GROUNDS			19.86	0.00
									98.43	0.00
19972	6/11/2024	6/11/2024			388.92					Posted
	2-241000					OPERATING SUPPLIES			388.92	0.00
S & L SANITARY SERVICES										
19962	6/11/2024	6/11/2024			31.50					Posted
	4-441300					Trash Fees Billed			31.50	0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
SAGE PAYMENT SOLUTIONS (continued)								
19963	6/11/2024	6/11/2024	2,402.55					Posted
	5-547200			Credit card fees			2,402.55	0.00
USA BLUE BOOK								
19964	6/11/2024	6/11/2024	300.51					Posted
	3-341000			OPERATING SUPPLIES-WWTP			300.51	0.00
V-BAR Inc.								
19970	6/11/2024	6/11/2024	184.29					Posted
	2-241000			OPERATING SUPPLIES			184.29	0.00
VERIZON WIRELESS								
19974	6/11/2024	6/11/2024	228.14					Posted
	1-145700			Monthly Cell Phones - P Plant & Line Dept			47.42	0.00
	1-145700			Monthly Cell Phones -TABLET			42.94	0.00
	2-245700			Monthly Cell Phones -WATER			23.71	0.00
	2-245700			Monthly Cell Phones -TABLET			21.47	0.00
	3-345700			Monthly Cell Phones -SEWER			23.71	0.00
	3-345700			Monthly Cell Phones -TABLET			21.47	0.00
	4-445700			Monthly Cell Phones -TABLET			47.42	0.00
							228.14	0.00
WENQUIST, INC.								
19965	6/11/2024	6/11/2024	74.39					Posted
	1-143205			MAINTENANCE-TRUCKS			74.39	0.00
19973	6/11/2024	6/11/2024	789.82					Posted
	2-241000			OPERATING SUPPLIES			789.82	0.00
WESCO RECEIVABLES CORP.								
19966	6/11/2024	6/11/2024	65,742.71					Posted
	1-143300			LINE MATERIALS			7,287.21	0.00
	1-149990			SPECIAL PROJECT COSTS			57,911.85	0.00
	1-147510			SAFTEY-ELECTRIC			543.65	0.00
							65,742.71	0.00
WESTERN AREA POWER ADMIN.								
19967	6/11/2024	6/11/2024	24,049.02					Posted
	1-140220			Power Purchases WAPA			24,049.02	0.00

487,367.81 33 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 5/29/2024

Ending: 6/11/2024

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				
CARQUEST OF BROKEN BOW		SHOP TOWEL, BATT CLEANER	SUPPLIES AND MAINTI	96.04
CITY OF BROKEN BOW			IN LIEU OF TAX PAYME	38,577.93
CITY OF BROKEN BOW PAYROLL REIM			SALARIES-DISTRIBUTI	18,419.30
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	1,105.16
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	1,332.73
Custer Electric and Irrigation			SUPPLIES AND MAINTI	187.16
EZ IT Solutions		ELECTRIC METER	IT Expense	602.91
GREAT PLAINS COMMUNICATIONS, IN		IT SERVICES, BADGE FOR WATER/SEWI	MAINT-COMMUNICATI	109.29
JEO Consulting Group Inc.		internet and telephone	SPECIAL PROJECTS C	2,493.75
MID-NEBBRASKA GARAGE DOORS, IN		ENGINEERING FOR SCHOOL PROJECT,	MAINT-BUILDINGS & G	777.00
MILLS HARDWARE		SERVICE ELECTRIC BAY DOORS	SUPPLIES AND MAINTI	1,045.03
NEBRASKA STATE BANK		CARBIDE CUTTERS	ELECTRIC BOND FUNI	11,417.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	25,797.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,471.00
O'REILLY AUTOMOTIVE, INC.		VAC MACHINE	MAINTENANCE-TRUCK	85.01
RT Ace		AIRFILTER, 2" PCV BALL, HANDLE	SUPPLIES AND MAINTI	78.57
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	47.42
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	42.94
WENQUIST, INC.		FILTERS	MAINTENANCE-TRUCK	74.39
WESCO RECEIVABLES CORP.		LINE MATERIALS, RUBBER GLOVES, SPI	LINE MATERIALS & SU	7,287.21
WESCO RECEIVABLES CORP.		LINE MATERIALS, RUBBER GLOVES, SPI	SAFETY- ELECTRIC	543.65
WESCO RECEIVABLES CORP.		LINE MATERIALS, RUBBER GLOVES, SPI	SPECIAL PROJECTS C	57,911.85
WESTERN AREA POWER ADMIN.			POWER PURCHASED-1	24,049.02
			Total ELECTRIC	\$202,551.36
WATER				
BEAVER BEARING COMPANY		OPERATING SUPPLIES	OPERATING SUPPLIES	29.94
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE- WATER DE	311.65
CITY OF BROKEN BOW PAYROLL REIM			WATER SALARIES	7,424.04
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	352.15
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	535.14
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	617.91
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	109.29
KYLE CALVERT		BOOTS	SAFETY- WATER	106.99
NEBR. DEPT. OF ENVIRONMENT AND		LOAN PAYMENTS	BONDS & NOTES	62,700.13
RT Ace			OPERATING SUPPLIES	388.92
V-BAR Inc.		RESTOCK ON METAL	OPERATING SUPPLIES	184.29
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	23.71
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	21.47
WENQUIST, INC.		OPERATING SUPPLIES	OPERATING SUPPLIES	789.82
			Total WATER	\$73,595.45
SEWER				
CITY OF BROKEN BOW PAYROLL REIM			SEWER SALARIES	7,424.03
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	352.14
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	535.13
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	134.00
CUSTER PUBLIC POWER DISTRICT		POWER FOR WWTP	UTILITIES	6,270.09
DITCH WITCH UNDERCON		PARTS FOR VAC TRAILER	OPERATING SUPPLIES	234.36
ENVIRONMENTAL RESOURCE ASSOC		ANNUAL PH TEST	WASTE WATER TESTII	142.77
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	617.90
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SCADA	109.29
NEBR. DEPT. OF ENVIRONMENT AND		LOAN PAYMENTS	BONDS & NOTES	179,318.07
ROSS ELECTRIC INC		CORD FOR #2 MIXER	MAINTENANCE - WAST	366.10
USA BLUE BOOK			OPERATING SUPPLIES	300.51
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	23.71
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	21.47
			Total SEWER	\$195,849.57
POWER PLANT				

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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>
POWER PLANT				
CITY OF BROKEN BOW PAYROLL REIM			POWER PLANT SALAR	873.34
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	52.40
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	66.47
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	602.91
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWE	43.25
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	281.04
RT Ace		AIRFILTER, 2" PCV BALL, HANDLE	MAINTENANCE-BUILDI	19.86
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILDI	31.50
VERIZON WIRELESS		CELL PHONES & TABLETS (APRIL)	TELEPHONE	47.42
			Total POWER PLANT	\$2,018.19
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	999.14
CENTURYLINK		PHONE SERVICE	TELEPHONE	132.44
CITY OF BROKEN BOW			OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM			OFFICE SALARIES	6,986.18
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	315.68
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	511.23
EAKES OFFICE SOLUTIONS		PAPER CLACULATOR, COPIER INK	OFFICE SUPPLIES	365.23
EZ IT Solutions		IT SERVICES, BADGE FOR WATER/SEWI	IT Expense	602.91
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	327.88
INVOICE CLOUD			CREDIT CARD/BILL PA	310.00
SAGE PAYMENT SOLUTIONS			CREDIT CARD/BILL PA	2,402.55
			Total BILLING	\$13,353.24
				<u>\$487,367.81</u>

Report Selection: Check Approval List - GL Account

Date Range Selection: Invoice Due Date

Starting Date: 5/29/2024

Ending Date: 6/11/2024

Banks: All

Bank Acct#:

Include Printed Checks: ☐