

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
June 25, 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 25, 2024, which will include the following:

- a. Approval of Minutes from June 11, 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
June 11, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, June 11, 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, Jeff Withrow, Jarrod Conner, Scott Adams 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 Adams to approve the Consent Agenda for June 11, 2024. Said motion includes approval of the Minutes of the May 28, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Adams, Conner, Withrow, and Gormley. Nays: None. Motion carried.

BEAVER BEARING COMPANY - \$29.94, BROKEN BOW MUNICIPAL UTILITIES - \$1,310.79, CARQUEST OF BROKEN BOW - \$96.04, CENTURYLINK - \$132.44, CITY OF BROKEN BOW - \$38,977.93, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - \$46,285.12, CUSTER PUBLIC POWER DISTRICT - \$6,404.09, CUSTER ELECTRIC AND IRRIGATION - \$187.16, DITCH WITCH UNDERCON - \$234.36, EAKES OFFICE SOLUTIONS - \$365.23, ENVIRONMENTAL RESOURCE ASSOCIATES - \$142.77, EZ IT SOLUTIONS - \$3,044.54, GREAT PLAINS COMMUNICATIONS, INC - \$980.04, INVOICE CLOUD - \$310.00, JEO CONSULTING GROUP INC. - \$2,493.75, KYLE CALVERT - \$106.99, MID-NEBRASKA GARAGE DOORS, INC - \$777.00, MILLS HARDWARE - \$1,045.03, NEBR. DEPT. OF ENVIRONMENT AND ENERGY - \$242,018.20, NEBRASKA STATE BANK - \$47,685.00, O'REILLY AUTOMOTIVE, INC. - \$85.01, ROSS ELECTRIC INC - \$366.10, RT ACE - \$98.43, \$388.92, S & L SANITARY SERVICES - \$31.50, SAGE PAYMENT SOLUTIONS - \$2,402.55, USA BLUE BOOK - \$300.51, V-BAR INC. - \$184.29, VERIZON WIRELESS - \$228.14, WENQUIST, INC. - \$74.39, \$789.82, WESCO RECEIVABLES CORP. - \$65,742.71, WESTERN AREA POWER ADMIN. - \$24,049.02, TOTAL - \$487,367.81

Electric Department	\$202,551.36
Water Department	73,595.45
Sewer Department	195,849.57
Power Plant	2,018.19
Billing	<u>13,353.24</u>
 Total	 \$487,367.81

The following was discussed under Department Head Updates:

Blake Waldow Electrical Superintendent:

- Working on the joint pole usage agreement.
- Changing out poles on North 9th and 10th.
- Cutting and trimming trees due to the storms.
- Pouring cement in the alley for the H-Structure project.
- Will have an outage at Farritors to extend service.
- Ordered a new compressor for the Power Plant.

Ryan Jones Water/Sewer Superintendent:

- Working on copper and lead inventory.

Moved by Schall, seconded by Withrow to adjourn the meeting at 12:53 pm. Roll Call vote: Voting aye: Schall, Withrow, Adams, Conner 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>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>
AQUA-AEROBIC SYSTEMS, INC.										
19975	6/25/2024	6/25/2024		595.96						Posted
	3-340500					MAINTENANCE-WWTP			595.96	0.00
CARD SERVICES - ORSCHELNS FARM & HOME										
19976	6/25/2024	6/25/2024		3,956.65						Posted
	2-241000					OPERATING SUPPLIES/MAINTENANCE			790.80	0.00
	3-341000					OPERATING SUPPLIES/MAINTENANCE			3,165.85	0.00
									3,956.65	0.00
19994	6/25/2024	6/25/2024		265.95						Posted
	1-147511					FR CLOTHING			265.95	0.00
CENTURYLINK										
19977	6/25/2024	6/25/2024		71.41						Posted
	6-640300					Basic Phone Service- Office			71.41	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
19978	6/25/2024	6/25/2024		56,956.18						Posted
	4-440100					Payroll Reimbursement			881.67	0.00
	4-445220					Payroll Reimbursement			67.11	0.00
	4-445210					Payroll Reimbursement			52.90	0.00
	5-545130					Payroll Reimbursement			8,302.63	0.00
	5-545220					Payroll Reimbursement			611.96	0.00
	5-545210					Payroll Reimbursement			315.68	0.00
	1-143100					Payroll Reimbursement			24,224.04	0.00
	1-145220					Payroll Reimbursement			1,776.77	0.00
	1-145210					Payroll Reimbursement			1,453.44	0.00
	2-240100					Payroll Reimbursement			8,660.81	0.00
	2-245220					Payroll Reimbursement			629.52	0.00
	2-245210					Payroll Reimbursement			344.67	0.00
	3-340100					Payroll Reimbursement			8,660.80	0.00
	3-345230					Payroll Reimbursement			629.52	0.00
	3-345210					Payroll Reimbursement			344.66	0.00
									56,956.18	0.00
CUSTER COUNTY CHIEF										
19979	6/25/2024	6/25/2024		213.33						Posted
	5-545800					Publish Minutes & Mtg, Notices			213.33	0.00
19991	6/25/2024	6/25/2024		330.00						Posted
	1-143370					ADVERTISING-LINE DEPT			330.00	0.00
CUSTER TRANSFER STATION										
20004	6/25/2024	6/25/2024		13,318.00						Posted
	5-540200					TRASH FEES COLLECTED			13,318.00	0.00
City of Broken Bow - Health Insurance										
19997	6/25/2024	6/25/2024		21,505.28						Posted
	1-145200					health insurance			8,343.78	0.00
	2-245200					health insurance			4,530.91	0.00
	3-345200					health insurance			4,530.89	0.00
	5-545200					health insurance			3,860.36	0.00
	4-445200					health insurance			239.34	0.00
									21,505.28	0.00
19999	6/25/2024	6/25/2024		10,082.34						Posted
	1-145200					health insurance			3,981.93	0.00
	2-245200					health insurance			1,975.97	0.00
	3-345200					health insurance			1,975.97	0.00
	5-545200					health insurance			2,138.48	0.00
	4-445200					health insurance			9.99	0.00
									10,082.34	0.00
20000	6/25/2024	6/25/2024		10,015.79						Posted
	1-145200					health insurance			3,952.86	0.00
	2-245200					health insurance			1,963.73	0.00
	3-345200					health insurance			1,963.73	0.00
	5-545200					health insurance			2,127.01	0.00
	4-445200					health insurance			8.46	0.00
									10,015.79	0.00

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	
City of Broken Bow - Health Insurance (continued)								
20001	6/25/2024	6/25/2024	15,105.73					Posted
	1-145200			health insurance	5,802.60		0.00	
	2-245200			health insurance	2,901.10		0.00	
	3-345200			health insurance	2,901.09		0.00	
	5-545200			health insurance	3,395.22		0.00	
	4-445200			health insurance	105.72		0.00	
					15,105.73		0.00	
20002	6/25/2024	6/25/2024	4,798.36					Posted
	1-145200			health insurance	3,180.94		0.00	
	2-245200			health insurance	340.26		0.00	
	3-345200			health insurance	340.25		0.00	
	5-545200			health insurance	837.59		0.00	
	4-445200			health insurance	99.32		0.00	
					4,798.36		0.00	
20003	6/25/2024	6/25/2024	3,953.31					Posted
	1-145200			health insurance	1,548.34		0.00	
	2-245200			health insurance	571.51		0.00	
	3-345200			health insurance	571.50		0.00	
	5-545200			health insurance	1,379.94		0.00	
	4-445200			health insurance	0.00		117.98	
					4,071.29		117.98	
EZ IT Solutions								
19995	6/25/2024	6/25/2024	2.50					Posted
	5-549991			IT SERVICES	2.50		0.00	
GROCERY KART								
19992	6/25/2024	6/25/2024	34.27					Posted
	4-441010			OFFICE SUPPLIES-POWER PLANT	34.27		0.00	
19996	6/25/2024	6/25/2024	50.99					Posted
	2-241000			SUPPLIES	50.99		0.00	
JEO Consulting Group Inc.								
19990	6/25/2024	6/25/2024	5,866.25					Posted
	1-149990			SPECIAL PROJECTS	5,035.00		0.00	
	1-147400			ENGINEERING	831.25		0.00	
					5,866.25		0.00	
MUNICIPAL ENERGY AGENCY OF NE								
19980	6/25/2024	6/25/2024	550,076.98					Posted
	1-140200			Power Purchases MEAN	550,076.98		0.00	
Mtrs MUNICIPAL SUPPLY, OF NEBR.								
19981	6/25/2024	6/25/2024	286.55					Posted
	2-241000			Operating Supplies- Water Dept	286.55		0.00	
NEBRASKA PASTURE DOOR								
19998	6/25/2024	6/25/2024	48.00					Posted
	5-545400			LOGO/DAVE SHIRTS	48.00		0.00	
OBRIEN'S HARDWARE								
19993	6/25/2024	6/25/2024	169.48					Posted
	1-143410			SUPPLIES/MAINTENANCE	76.13		0.00	
	2-241000			SUPPLIES/MAINTENANCE	93.35		0.00	
					169.48		0.00	
WWTP PLATTE VALLEY LABORATORIES, INC.								
19982	6/25/2024	6/25/2024	1,017.50					Posted
	3-347500			Wastewater Testing	527.50		0.00	
	3-347500			Wastewater Testing	490.00		0.00	
					1,017.50		0.00	
Quadient Leasing USA, Inc.								
19983	6/25/2024	6/25/2024	752.89					Posted
	5-546500			MAINTENANCE-OFFICE EQUIPMENT	623.91		0.00	
	5-546500			PROPERTY TAX REXOVERY	128.98		0.00	
					752.89		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)										
19984	6/25/2024	6/25/2024	24.00							Posted
	1-143700					Trash Fees Billed			12.00	0.00
	2-243700					Trash Fees Billed			6.00	0.00
	3-341300					Trash Fees Billed			6.00	0.00
									24.00	0.00
20005	6/25/2024	6/25/2024	36,706.65							Posted
	5-540200					trash collections			36,706.65	0.00
Sensaphone										
19985	6/25/2024	6/25/2024	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										
19987	6/25/2024	6/25/2024	2,544.46							Posted
	1-149990					SPECIAL PROJECT COSTS			2,300.50	0.00
	1-147511					FR CLOTHING			243.96	0.00
									2,544.46	0.00
TROTTER SERVICE										
19986	6/25/2024	6/25/2024	1,141.31							Posted
	2-243500					Gas & Oil For Trucks- Water Dept			725.31	0.00
	3-343500					Gas & Oil For Trucks-Sewer Dept			416.00	0.00
									1,141.31	0.00
19989	6/25/2024	6/25/2024	1,158.18							Posted
	1-143500					Gas & Oil Trucks- Elec Dept			1,158.18	0.00
TROTTERS WHOA & GO WEST										
19988	6/25/2024	6/25/2024	97.08							Posted
	1-143500					GAS & OIL FOR TRUCKS			97.08	0.00
					741,152.33	31 Non-voided payables listed.				

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 6/12/2024

Ending: 6/25/2024

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

6/20/2024 9:09:09 AM

Broken Bow Municipal Utilities

Page 1 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC				
CARD SERVICES - ORSCHELNS FARM		FR CLOTHING	FR CLOTHING	265.95
CITY OF BROKEN BOW PAYROLL REIM			SALARIES-DISTRIBUTI	24,224.04
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	1,453.44
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	1,776.77
CUSTER COUNTY CHIEF		OUTAGE HANGERS	ADVERTISING- LINE DI	330.00
City of Broken Bow - Health Insurance		health insurance-MAY 2024	EMPLOYEE HEALTH IN	8,343.78
City of Broken Bow - Health Insurance		health insurance-FEBRUARY 2024	EMPLOYEE HEALTH IN	3,981.93
City of Broken Bow - Health Insurance		health insurance-JANUARY 2024	EMPLOYEE HEALTH IN	3,952.86
City of Broken Bow - Health Insurance		health insurance-DECEMBER 2023	EMPLOYEE HEALTH IN	5,802.60
City of Broken Bow - Health Insurance		health insurance-NOVEMBER 2023	EMPLOYEE HEALTH IN	3,180.94
City of Broken Bow - Health Insurance		health insurance-OCTOBER 2023	EMPLOYEE HEALTH IN	1,548.34
JEO Consulting Group Inc.		DOWNTOWN PROJECT/SCHOOL	ENGINEERING/LEGAL	831.25
JEO Consulting Group Inc.		DOWNTOWN PROJECT/SCHOOL	SPECIAL PROJECTS C	5,035.00
MUNICIPAL ENERGY AGENCY OF NE			POWER PURCHASES-I	550,076.98
OBRIEN'S HARDWARE		SUPPLIES	SUPPLIES AND MAINTI	76.13
S & L SANITARY SERVICES		TRASH FEES	MAINT-BUILDINGS & G	12.00
Stuart C Irby Co		SUPPLIES FOR DOWNTOWN/FR CLOTHI	FR CLOTHING	243.96
Stuart C Irby Co		SUPPLIES FOR DOWNTOWN/FR CLOTHI	SPECIAL PROJECTS C	2,300.50
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	1,158.18
TROTTERS WHOA & GO WEST		FUEL	GAS & OIL FOR TRUCK	97.08
			Total ELECTRIC	\$614,691.73
WATER				
CARD SERVICES - ORSCHELNS FARM		OPERATING SUPPLIES/MAINTENANCE	OPERATING SUPPLIES	790.80
CITY OF BROKEN BOW PAYROLL REIM			WATER SALARIES	8,660.81
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	344.67
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	629.52
City of Broken Bow - Health Insurance		health insurance-MAY 2024	EMPLOYEE HEALTH IN	4,530.91
City of Broken Bow - Health Insurance		health insurance-FEBRUARY 2024	EMPLOYEE HEALTH IN	1,975.97
City of Broken Bow - Health Insurance		health insurance-JANUARY 2024	EMPLOYEE HEALTH IN	1,963.73
City of Broken Bow - Health Insurance		health insurance-DECEMBER 2023	EMPLOYEE HEALTH IN	2,901.10
City of Broken Bow - Health Insurance		health insurance-NOVEMBER 2023	EMPLOYEE HEALTH IN	340.26
City of Broken Bow - Health Insurance		health insurance-OCTOBER 2023	EMPLOYEE HEALTH IN	571.51
GROCERY KART		TOLIET PAPER	OPERATING SUPPLIES	50.99
MUNICIPAL SUPPLY, OF NEBR.		RESTOCK	OPERATING SUPPLIES	286.55
OBRIEN'S HARDWARE		SUPPLIES	OPERATING SUPPLIES	93.35
S & L SANITARY SERVICES		TRASH FEES	MAINT-BLDG & GRDS V	6.00
Sensaphone		alarm system	MAINTENANCE-SCADA	3.48
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	725.31
			Total WATER	\$23,874.96
SEWER				
AQUA-AEROBIC SYSTEMS, INC.		PARTS FOR WWTP	MAINTENANCE - WAST	595.96
CARD SERVICES - ORSCHELNS FARM		OPERATING SUPPLIES/MAINTENANCE	OPERATING SUPPLIES	3,165.85
CITY OF BROKEN BOW PAYROLL REIM			SEWER SALARIES	8,660.80
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	344.66
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	629.52
City of Broken Bow - Health Insurance		health insurance-MAY 2024	EMPLOYEE HEALTH IN	4,530.89
City of Broken Bow - Health Insurance		health insurance-FEBRUARY 2024	EMPLOYEE HEALTH IN	1,975.97
City of Broken Bow - Health Insurance		health insurance-JANUARY 2024	EMPLOYEE HEALTH IN	1,963.73
City of Broken Bow - Health Insurance		health insurance-DECEMBER 2023	EMPLOYEE HEALTH IN	2,901.09
City of Broken Bow - Health Insurance		health insurance-NOVEMBER 2023	EMPLOYEE HEALTH IN	340.25
City of Broken Bow - Health Insurance		health insurance-OCTOBER 2023	EMPLOYEE HEALTH IN	571.50
PLATTE VALLEY LABORATORIES, INC.			WASTE WATER TESTII	527.50
PLATTE VALLEY LABORATORIES, INC.			WASTE WATER TESTII	490.00
S & L SANITARY SERVICES		TRASH FEES	MAINTENANCE-BUILDI	6.00
Sensaphone		alarm system	MAINTENANCE SCADA	3.47
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	416.00
			Total SEWER	\$27,123.19
POWER PLANT				

Check Approval List - GL Account

6/20/2024 9:09:09 AM

Broken Bow Municipal Utilities

Page 2 of 2

<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	881.67
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	52.90
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	67.11
City of Broken Bow - Health Insurance	health insurance-MAY 2024		EMPLOYEE HEALTH IN	239.34
City of Broken Bow - Health Insurance	health insurance-FEBRUARY 2024		EMPLOYEE HEALTH IN	9.99
City of Broken Bow - Health Insurance	health insurance-JANUARY 2024		EMPLOYEE HEALTH IN	8.46
City of Broken Bow - Health Insurance	health insurance-DECEMBER 2023		EMPLOYEE HEALTH IN	105.72
City of Broken Bow - Health Insurance	health insurance-NOVEMBER 2023		EMPLOYEE HEALTH IN	99.32
City of Broken Bow - Health Insurance	health insurance-OCTOBER 2023		EMPLOYEE HEALTH IN	(117.98)
GROCERY KART	TOLIET PAPER		OFFICE SUPPLIES PO	34.27
			Total POWER PLANT	\$1,380.80
BILLING				
CITY OF BROKEN BOW PAYROLL REIM			OFFICE SALARIES	8,302.63
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION E	315.68
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	611.96
CUSTER COUNTY CHIEF	PUBLISHING		ADVERTISING	213.33
CUSTER TRANSFER STATION	TRASH FEES COLLECTED		TRASH/TSA FEES	13,318.00
City of Broken Bow - Health Insurance	health insurance-MAY 2024		EMPLOYEE HEALTH IN	3,860.36
City of Broken Bow - Health Insurance	health insurance-FEBRUARY 2024		EMPLOYEE HEALTH IN	2,138.48
City of Broken Bow - Health Insurance	health insurance-JANUARY 2024		EMPLOYEE HEALTH IN	2,127.01
City of Broken Bow - Health Insurance	health insurance-DECEMBER 2023		EMPLOYEE HEALTH IN	3,395.22
City of Broken Bow - Health Insurance	health insurance-NOVEMBER 2023		EMPLOYEE HEALTH IN	837.59
City of Broken Bow - Health Insurance	health insurance-OCTOBER 2023		EMPLOYEE HEALTH IN	1,379.94
EZ IT Solutions	LEEANN BADGE		IT Expense	2.50
NEBRASKA PASTURE DOOR	LOGO/DAVE SHIRTS		OFFICE SUPPLIES	48.00
Quadient Leasing USA, Inc.	POSTAGE MACHINE LEASE		MAINTENANCE OFFICE	623.91
Quadient Leasing USA, Inc.	POSTAGE MACHINE LEASE		MAINTENANCE OFFICE	128.98
S & L SANITARY SERVICES	TRASH FEES		TRASH/TSA FEES	36,706.65
			Total BILLING	\$74,010.24
FUEL STATION				
CENTURYLINK			TELEPHONE/INTERNE	71.41
			Total FUEL STATION	\$71.41
				<u>\$741,152.33</u>

Report Selection: Check Approval List - GL Account
 Date Range Selection: Invoice Due Date
 Starting Date: 6/12/2024
 Ending Date: 6/25/2024
 Banks: All
 Bank Acct#:
 Include Printed Checks: ☐