

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

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

E. Discussion Items

- a. Change description and job duties for one position in the water/sewer department.
- b. Update on trenching with Great Plains
- c. Landlord Contracts, Disconnect, and deposits

F. New Business

- a. Consideration of purchasing transmission poles.

G. Department Head Updates

H. Items for Next Agenda

I. 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
August 13, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, August 13, 2024, at the Broken Bow Municipal Building. Notice of the meeting was given in advance thereof as required by publication in the Custer County Chief, the designated method for giving notice. 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 12:31 pm., with the following Board members present: Chad Schall, Jeff Withrow, Jarrod Conner, Jay Gormley, and 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 Adams, seconded by Withrow to approve the Consent Agenda for August 13, 2024. Said motion includes approval of the Minutes of the July 23, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Schall, Conner, Gormley, Adams, and Withrow. Nays: None. Motion carried.

Aqua-Aerobic Systems, Inc. - \$798.87, Beaver Bearing Company - \$7.38, Broken Bow Municipal Utilities - \$1,232.15, Black Hills Energy - \$1,181.07, Border States Electric - \$2,876.06, Card Services - Orschelns Farm & Home - \$69.10, \$730.93, \$3,868.00, \$382.57, CenturyLink - \$132.80, City Of Broken Bow - \$46,592.03, City Of Broken Bow Payroll Reimbursement - \$50,607.47, Custer County Chief - \$182.52, Custer Public Power District - \$1,994.20, Custer Public Power District - \$5,119.37, City Of Broken Bow - Health Insurance - \$22,054.10, Ditch Witch Undercon - \$1,553.64, Dutton-Lainson Company - \$5,677.68, Eakes Office Solutions - \$745.71, Echo Group, Inc. - \$1,740.16, EZ It Solutions - \$2,765.00, Farabee Mechanical - \$14,801.31, General Excavating, LLC - \$160,493.47, Gibbons Electric - \$560.00, Great Plains Communications, Inc - \$283.32, Grocery Kart - \$29.61, Invoice Cloud - \$312.40, Jeff Roach - \$265.86, Joseph Thomas - \$58.00, League Of Nebr. Municipalities - \$2,287.00, Luke Myers - \$54.93, Mead Lumber Co - \$145.16, Municipal Energy Agency Of Ne - \$564,494.55, Municipal Supply, Of Nebr. - \$382.80, Nebraska Public Health Environmental Lab - \$816.00, Nebraska State Bank - \$47,685.00, Obrien's Hardware - \$137.93, Paulsen, Inc. - \$617.66, Platte Valley Laboratories, Inc. - \$1,220.00, Railroad Management Company III, LLC - \$379.14, Rt Ace - \$404.66, \$170.34, S & L Sanitary Services - \$6,302.75, \$55.50, Sage Payment Solutions - \$2,545.89, Sensaphone - \$6.95, T & R Electric, Inc. - \$22,363.04, Thomas Flynn - \$122.69, USA Blue Book - \$192.75, Wenquist, Inc. - \$296.00, \$4.06, Wesco Receivables Corp. - \$4,827.09, Western Area Power Admin. - \$29,270.98, Total - \$1,011,897.65

Electric Department	\$920,554.58
Water Department	\$25,291.62
Sewer Department	\$23,695.73
Power Plant	\$17,924.60
Billing	\$18,176.94
Fuel Station	<u>0.00</u>
Total	\$1,011,897.65

Blake Waldow Electrical Superintendent informed the board, that we waiting to hear from Great Plains with an update on trenching at Eagle Crest for the laying of the wires. An update was given to the board on the 2nd phase of the downtown project, expected to start September 9, 2024, working on South 9th to South 10th Avenues, and South B to South E Streets. JEO will be here to do a walkthrough on the project.

Moved by Schall, Seconded by Withrow to approve the purchasing of new or refurbished transformers. Roll Call vote: Voting aye: Schall, Withrow, Gormely, Adams, and Conner. Nays: None. Motion carried.

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Had sub checks at BD, there was and equipment failure, looking at getting new breakers.
- Truck 71 will be hauled to MO for repairs.
- Rental truck getting repairs.
- North 9th Avenue is ready to be converted.
- Changing poles out on South 1st to South 5th, South E to South F Street.
- Trimming trees.
- Need to clean the tank at the Power Plant.

Ryan Jones, Water/Sewer Superintendent:

- Finishing up the lead and copper inventory.
- Returned the Vac truck.
- Exercising Fire hydrants.
- Met with JEO on the Hwy 2 project and plans for well #6.
- Training someone to help at the WWTP.

City Administrator David Schmidt commended the water/sewer crews for getting the lead and copper inventory done in a timely manner for the EPA.

Moved by Schall, seconded by Withrow to adjourn the meeting at 12:59 pm. Roll Call vote: Voting aye: Schall, Withrow, Adams, Gormley, and Conner. 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>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
BIANCA WITT										
20146	8/27/2024	8/27/2024			186.24					Posted
	1-111500					REFUND ON ACCOUNT			186.24	0.00
Black Hills Energy										
20147	8/27/2024	8/27/2024			68.03					Posted
	4-440800					power plant gas			68.03	0.00
CARQUEST OF BROKEN BOW										
20120	8/27/2024	8/27/2024			207.26					Posted
	1-143410					SUPPLIES/MAINTENANCE			207.26	0.00
CENTURYLINK										
20121	8/27/2024	8/27/2024			70.96					Posted
	6-640300					Basic Phone Service- Office			70.96	0.00
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
20122	8/27/2024	8/27/2024			50,363.79					Posted
	4-440100					Payroll Reimbursement			877.50	0.00
	4-445220					Payroll Reimbursement			66.79	0.00
	4-445210					Payroll Reimbursement			52.65	0.00
	5-545130					Payroll Reimbursement			7,591.48	0.00
	5-545220					Payroll Reimbursement			556.75	0.00
	5-545210					Payroll Reimbursement			315.68	0.00
	1-143100					Payroll Reimbursement			19,007.57	0.00
	1-145220					Payroll Reimbursement			1,389.52	0.00
	1-145210					Payroll Reimbursement			1,140.46	0.00
	2-240100					Payroll Reimbursement			8,702.75	0.00
	2-245220					Payroll Reimbursement			632.21	0.00
	2-245210					Payroll Reimbursement			347.75	0.00
	3-340100					Payroll Reimbursement			8,702.74	0.00
	3-345230					Payroll Reimbursement			632.20	0.00
	3-345210					Payroll Reimbursement			347.74	0.00
									50,363.79	0.00
CUSTER TRANSFER STATION										
20123	8/27/2024	8/27/2024			13,331.00					Posted
	5-540200					TRASH FEES COLLECTED			13,331.00	0.00
Core & Main										
20144	8/27/2024	8/27/2024			982.43					Posted
	2-244200					FIRE HYDRANTS			982.43	0.00
DUTTON-LAINSON COMPANY										
20148	8/27/2024	8/27/2024			2,540.07					Posted
	1-143300					Line Supplies			2,540.07	0.00
EXLINE, INC.										
20124	8/27/2024	8/27/2024			7,839.79					Posted
	4-440360					MAINTENANCE-ENGINE 2			7,839.79	0.00
GLOBAL RENTAL CO., INC.										
20125	8/27/2024	8/27/2024			7,003.15					Posted
	1-143205					MAINTENANCE-TRUCKS			7,003.15	0.00
Hydro Optimization & Automation Solution										
20126	8/27/2024	8/27/2024			5,885.76					Posted
	3-349800					SLUDGE MANAGEMENT			5,885.76	0.00
20142	8/27/2024	8/27/2024			1,613.00					Posted
	3-340500					MAINTENANCE-WWTP			1,613.00	0.00
Kansas Municipal Utilities										
20127	8/27/2024	8/27/2024			150.00					Posted
	1-145600					KMU TRAINING			150.00	0.00
MID-AMERICAN RESEARCH CHEM. CR										
20128	8/27/2024	8/27/2024			224.48					Posted
	1-143390					MAINTENANCE-OFFICE EQUIPMENT			224.48	0.00
MUNICIPAL ENERGY AGENCY OF NE										
20129	8/27/2024	8/27/2024			619,569.16					Posted
	1-140200					Power Purchases MEAN			619,569.16	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>	
Mtrs	MUNICIPAL SUPPLY, OF NEBR. (continued)								
20130	8/27/2024	8/27/2024	779.00					Posted	
	2-241000			Operating Supplies- Water Dept			779.00	0.00	
	NEBR. DEPT. OF ENVIRONMENT AND ENERGY								
20131	8/27/2024	8/27/2024	80.00					Posted	
	2-243365			CONFERENCE REGISTRATION			80.00	0.00	
	NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB								
20143	8/27/2024	8/27/2024	2,074.00					Posted	
	2-247500			Water Testing			2,074.00	0.00	
	NMC, INC.								
20145	8/27/2024	8/27/2024	2,820.71					Posted	
	2-249800			GENERATOR MAINTENANCE			2,820.71	0.00	
	Power Solutions								
20132	8/27/2024	8/27/2024	372.75					Posted	
	1-143205			MAINTENANCE-TRUCKS			372.75	0.00	
	Quadient Finance USA, Inc.								
20133	8/27/2024	8/27/2024	500.00					Posted	
	5-545500			POSTAGE			500.00	0.00	
	RAILROAD MANAGEMENT COMPANY III, LLC								
20134	8/27/2024	8/27/2024	379.14					Posted	
	1-147400			LEGAL FEES			379.14	0.00	
	S & L SANITARY SERVICES								
20135	8/27/2024	8/27/2024	36,734.15					Posted	
	5-540200			trash collections			36,734.15	0.00	
	Sensaphone								
20136	8/27/2024	8/27/2024	6.95					Posted	
	2-243800			alarm system			3.48	0.00	
	3-343800			alarm system			3.47	0.00	
							6.95	0.00	
	T & R ELECTRIC, INC.								
20137	8/27/2024	8/27/2024	5,715.00					Posted	
	1-143330			TRANSFORMER TESTING			5,715.00	0.00	
	TROTTER FERTILIZER								
20138	8/27/2024	8/27/2024	304.76					Posted	
	3-341300			MAINTENANCE-BUILDING/GROUNDS			304.76	0.00	
	TROTTER SERVICE								
20139	8/27/2024	8/27/2024	4,619.66					Posted	
	1-143205			MAINTENANCE-TRUCKS			2,862.90	0.00	
	1-143500			GAS & OIL FOR TRUCKS			1,227.37	0.00	
	3-343500			Gas & Oil For Trucks-Sewer Dept			529.39	0.00	
							4,619.66	0.00	
	TROTTERS WHOA & GO WEST								
20140	8/27/2024	8/27/2024	73.73					Posted	
	3-343500			GAS & OIL FOR TRUCKS			73.73	0.00	
	VERIZON WIRELESS								
20141	8/27/2024	8/27/2024	230.32					Posted	
	1-145700			Monthly Cell Phones - P Plant & Line Dept			42.98	0.00	
	1-145700			Monthly Cell Phones -TABLET			48.12	0.00	
	2-245700			Monthly Cell Phones -WATER			21.49	0.00	
	2-245700			Monthly Cell Phones -TABLET			24.06	0.00	
	3-345700			Monthly Cell Phones -SEWER			21.49	0.00	
	3-345700			Monthly Cell Phones -TABLET			24.06	0.00	
	4-445700			Monthly Cell Phones -TABLET			48.12	0.00	
							230.32	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>

764,725.29	29 Non-voided payables listed.
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Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 8/14/2024

Ending: 8/27/2024

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

8/23/2024 10:48:53 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				
BIANCA WITT		REFUND ON ACCOUNT	ACCOUNTS RECEIVAB	186.24
CARQUEST OF BROKEN BOW		CHAIN	SUPPLIES AND MAINTI	207.26
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	19,007.57
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	1,140.46
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	1,389.52
DUTTON-LAINSON COMPANY		METERS	LINE MATERIALS & SU	2,540.07
GLOBAL RENTAL CO., INC.		+60 RENTAL	MAINTENANCE-TRUCK	7,003.15
Kansas Municipal Utilities		LEVEL 2 BOOK-DYLAN BAUM	KMU TRAINING	150.00
MID-AMERICAN RESEARCH CHEM. CR		HAND SOAP	MAINT. OFFICE EQUIPI	224.48
MUNICIPAL ENERGY AGENCY OF NE		JULY-POWER PURCHASES	POWER PURCHASES-I	619,569.16
Power Solutions		FIX TRUCK 71	MAINTENANCE-TRUCK	372.75
RAILROAD MANAGEMENT COMPANY I		LICENSE FEES	ENGINEERING/LEGAL	379.14
T & R ELECTRIC, INC.		TRANSFORMER TESTING	MAINTENANCE- TESTII	5,715.00
TROTTER SERVICE		FUEL/TIRES TRUCK 71	MAINTENANCE-TRUCK	2,862.90
TROTTER SERVICE		FUEL/TIRES TRUCK 71	GAS & OIL FOR TRUCK	1,227.37
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	42.98
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	48.12
			Total ELECTRIC	\$662,066.17
WATER				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	8,702.75
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	347.75
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	632.21
Core & Main		FIRE HYDRANT BREAK AWAY KITS	FIRE HYDRANTS	982.43
MUNICIPAL SUPPLY, OF NEBR.		RESTOCK	OPERATING SUPPLIES	779.00
NEBR. DEPT. OF ENVIRONMENT AND		WATER TEST-THOMAS FLYNN	CONFERENCE REGIST	80.00
NEBRASKA PUBLIC HEALTH ENVIRON		WATER TESTING	WATER TESTING	2,074.00
NMC, INC.		GENERATOR MAINTENANCE	MAINTENANCE/FUEL C	2,820.71
Sensaphone		alarm system	MAINTENANCE-SCADA	3.48
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	21.49
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	24.06
			Total WATER	\$16,467.88
SEWER				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	8,702.74
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	347.74
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	632.20
Hydro Optimization & Automation Solutio		WORK DONE AT WWTP	MAINTENANCE - WAST	1,613.00
Hydro Optimization & Automation Solutio		FLOW METER	SLUDGE MANAGEMENT	5,885.76
Sensaphone		alarm system	MAINTENANCE SCADA	3.47
TROTTER FERTILIZER		WEED KILLER	MAINTENANCE-BUILDI	304.76
TROTTER SERVICE		FUEL/TIRES TRUCK 71	GAS & OIL FOR TRUCK	529.39
TROTTERS WHOA & GO WEST		FUEL	GAS & OIL FOR TRUCK	73.73
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	21.49
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	24.06
			Total SEWER	\$18,138.34
POWER PLANT				
Black Hills Energy		POWER PLANT GAS	NATURAL GAS USED	68.03
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	877.50
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	52.65
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	66.79
EXLINE, INC.		MAINTENANCE-ENGINE 2	MAINTENANCE - POWE	7,839.79
VERIZON WIRELESS		CELL PHONES & TABLETS	TELEPHONE	48.12
			Total POWER PLANT	\$8,952.88
BILLING				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	7,591.48
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	315.68
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	556.75
CUSTER TRANSFER STATION		TRASH FEES COLLECTED	TRASH/TSA FEES	13,331.00
Quadient Finance USA, Inc.		POSTAGE	POSTAGE	500.00
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	36,734.15
			Total BILLING	\$59,029.06
FUEL STATION				
CENTURYLINK		FUEL STATION	TELEPHONE/INTERNE	70.96
			Total FUEL STATION	\$70.96

Check Approval List - GL Account

8/23/2024 10:48:53 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>
				\$764,725.29

Report Selection: Check Approval List - GL Account
Date Range Selection: Invoice Due Date
Starting Date: 8/14/2024
Ending Date: 8/27/2024
Banks: All
Bank Acct#:
Include Printed Checks: ☒