

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
September 24, 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 September 24, 2024, which will include the following:

- a. Approval of Minutes from September 10, 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
September 10, 2024**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday, September 10, 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.

Jeff Withrow called the meeting to order at 12:31 pm., with the following Board members present: Jeff Withrow, Jarrod Conner, Jay Gormley and Scott Adams. Absent: Chad Schall. Jeff Withrow 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 September 10, 2024. Said motion includes approval of the Minutes of the August 27, 2024, Board Meeting, and approval of Claims to Date. Roll Call vote: Voting aye: Gormley, Conner, Adams, and Withrow. Nays: None. Motion carried.

AKRS Equipment - \$30.03, Aqua-Aerobic Systems, Inc. - \$10,174.23, Broken Bow Municipal Utilities - \$739.08, Bureau Veritas Commodities & Trade Inc. - \$142.60, Card Services – Orscheln's Farm & Home - \$144.79, \$1,134.34, Carquest Of Broken Bow - \$13.47, CenturyLink - \$133.42, City Of Broken Bow - \$54,567.61, City Of Broken Bow Payroll Reimbursement - \$51,447.33, Culligan - \$49.00, \$65.54, Custer County Treasurer - \$5,013.16, Custer Public Power District - \$1,276.40, Custer Public Power District - \$5,713.08, City Of Broken Bow - Health Insurance - \$22,054.10, Ditch Witch Undercon - \$659.40, Eakes Office Solutions - \$89.99, EZ It Solutions - \$2,765.00, Gateway Motors, Inc. - \$71,562.00, Great Plains Communications, Inc - \$283.07, Highstreet Insurance Services Central - \$12,429.21, Invoice Cloud - \$312.00, Mead Lumber Co - \$54.98, Mike's Small Engine Repair - \$214.63, Municipal Supply, Of Nebr. - \$15,952.08, \$132.25, Nebraska State Bank - \$47,685.00, Ross Electric Inc - \$466.80, Rt Ace - \$44.16, \$2,185.02, S & L Sanitary Services - \$55.50, Sage Payment Solutions - \$2,571.85, Sapp Bros., Inc. - \$422.00, Sunbelt Solomon - \$4,740.00, Thomas Flynn - \$399.32, Tom Eberle - \$160.45, Verizon Wireless - \$230.32, Wenquist, Inc. - \$1,131.11, Wesco Receivables Corp. - \$7,894.79, Western Area Power Admin. - \$29,482.70, Walter Wolford - \$1,791.08, Total - \$356,412.89

Electric Department	\$181,991.56
Water Department	\$77,884.48
Sewer Department	\$75,269.97
Power Plant	\$3,812.49
Billing	\$17,454.39
Fuel Station	<u>0.00</u>
Total	\$356,412.89

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Took care of a fire on a pole near Arrow Seed on 9/9/24, wires were pinched and caused fire.
- Removing CenturyLink lines off the poles that aren't being used.
- Set poles on South 1st to South 5th Avenues.
- Putting in new underground on Memorial Drive.
- Working on the conversion from 7200 to 2400 on North 10th and North 11th.
- Cutting trees
- Received the oil for the Power Plant, waiting on filters to change the oil
- The fuel station is up and running working on switching back to using it full time.

Ryan Jones, Water/Sewer Superintendent:

- Finishing the valve exercise program, found some valves that will need replaced.
- The changes to the lead & copper list have been completed and resubmitted.
- Putting in a meter pit at 1232 north 13th avenue.
- The guys are putting a second seal on the shop roof to avoid leaks.
- Fixing valves and finishing exercising fire hydrants.

Moved by Withrow, seconded by Conner to adjourn the meeting at 12:43 pm. Roll Call vote: Voting aye: Gormley, Withrow, Adams, and Conner. Nays: None. Motion Carried.

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

/s/ Jeff Withrow, Board member

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	
Altec											
20199	9/24/2024	9/24/2024	12,000.00	6300788						Posted	
	1-143205				Truck Maint-Unit 71 partial repair			12,000.00		0.00	
BEAVER BEARING COMPANY											
20206	9/24/2024	9/24/2024	3.32	10016						Posted	
	1-143205				Truck Maintenance			3.32		0.00	
CENTURYLINK											
20195	9/24/2024	9/24/2024	70.96							Posted	
	6-640300				Basic Phone Service- Office			70.96		0.00	
CITY OF BROKEN BOW PAYROLL REIMBURSEMENT											
PAYROLL	20196	9/24/2024	50,694.00							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			398.31		0.00	
	1-143100				Payroll Reimbursement			19,200.03		0.00	
	1-145220				Payroll Reimbursement			1,425.86		0.00	
	1-145210				Payroll Reimbursement			1,151.99		0.00	
	2-240100				Payroll Reimbursement			8,708.47		0.00	
	2-245220				Payroll Reimbursement			633.24		0.00	
	2-245210				Payroll Reimbursement			344.61		0.00	
	3-340100				Payroll Reimbursement			8,708.47		0.00	
	3-345230				Payroll Reimbursement			633.24		0.00	
	3-345210				Payroll Reimbursement			344.61		0.00	
								50,694.00		0.00	
CUSTER COUNTY CHIEF											
20194	9/24/2024	9/24/2024	164.58							Posted	
	5-545800				Publish Minutes & Mtg, Notices			164.58		0.00	
CUSTER TRANSFER STATION											
20220	9/24/2024	9/24/2024	13,303.00							Posted	
	5-540200				TRASH FEES COLLECTED			13,303.00		0.00	
D.J. Gongol & Associates, Inc.											
20202	9/24/2024	9/24/2024	2,406.43	14615						Posted	
	6-640400				Equipment			2,406.43		0.00	
Evan June											
20193	9/24/2024	9/24/2024	146.16							Posted	
	1-147510				Boot reimbursement			36.54		0.00	
	2-245710				Boot reimbursement			36.54		0.00	
	3-349700				Boot reimbursement			36.54		0.00	
	4-441510				Boot reimbursement			36.54		0.00	
								146.16		0.00	
GROCERY KART											
20212	9/24/2024	9/24/2024	75.74							Posted	
	2-241000				Supplies			75.74		0.00	
Hydro Optimization & Automation Solution											
20217	9/24/2024	9/24/2024	6,650.00	12161						Posted	
	3-349800				Flow meter at 5th Street liftstation			6,650.00		0.00	
JB Fluid Solutions Inc											
20201	9/24/2024	9/24/2024	4,842.00	1033						Posted	
	6-640200				Maintenance-fuel station			4,842.00		0.00	
20209	9/24/2024	9/24/2024	5,402.00	1034						Posted	
	4-440360				Maintenance-Power Plant			5,402.00		0.00	
JEO Consulting Group Inc.											
20210	9/24/2024	9/24/2024	42.50	152015						Posted	
	1-149990				Special projects			42.50		0.00	
20215	9/24/2024	9/24/2024	41,900.00	154186						Posted	
	2-244300				Bidding & Design Fee's-HWY 2 Water			41,900.00		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>
Jeffres Sand and Gravel (continued)										
20222	9/24/2024	9/24/2024	3,804.06	21110						Posted
	1-143700			Buildings & Grounds					3,804.06	0.00
MIKE'S SMALL ENGINE REPAIR										
20205	9/24/2024	9/24/2024	84.17	K553						Posted
	1-143410			Supplies & maintenance					84.17	0.00
MUNICIPAL ENERGY AGENCY OF NE										
20221	9/24/2024	9/24/2024	631,223.66	306309						Posted
	1-140200			Power Purchases MEAN					631,223.66	0.00
Mtrs	MUNICIPAL SUPPLY, OF NEBR.									
20214	9/24/2024	9/24/2024	6,747.63	0920424 0919682						Posted
	2-244200			Fire Hydrant Replacements					6,747.63	0.00
NEBR DEPT OF REVENUE										
20198	9/24/2024	9/24/2024	25.00							Posted
	5-546400			waste reduction fee					25.00	0.00
NEBR. DEPT. OF ENVIRONMENT AND ENERGY										
20197	9/24/2024	9/24/2024	425.00							Posted
	3-343365			Sewer Tests: Jeff, Joe, & Luke					425.00	0.00
PAULSEN, INC.										
20218	9/24/2024	9/24/2024	478.34	230774 235384						Posted
	2-241000			Concrete blankets and tools					478.34	0.00
WWTP	PLATTE VALLEY LABORATORIES, INC.									
20216	9/24/2024	9/24/2024	632.50	33932						Posted
	3-347500			Wastewater Testing					632.50	0.00
Quadient Finance USA, Inc.										
20192	9/24/2024	9/24/2024	500.00							Posted
	5-545500			POSTAGE					500.00	0.00
Quadient Leasing USA, Inc.										
20191	9/24/2024	9/24/2024	623.91	Q1501598						Posted
	5-546500			MAINTENANCE-OFFICE EQUIPMENT					623.91	0.00
S & L SANITARY SERVICES										
20219	9/24/2024	9/24/2024	36,670.40							Posted
	5-540200			TRASH FEES					36,670.40	0.00
SANDHILLS CUSTOM CREATIONS										
20208	9/24/2024	9/24/2024	25.99	3228						Posted
	1-143410			Magnets					25.99	0.00
SAPP BROS., INC.										
20207	9/24/2024	9/24/2024	10,308.93	4539099						Posted
	4-440700			Lube oil & grease					10,308.93	0.00
TROTTER SERVICE										
20200	9/24/2024	9/24/2024	46,626.55	612498/499						Posted
	6-640100			Gas & Diesel					46,626.55	0.00
20204	9/24/2024	9/24/2024	1,614.76							Posted
	1-143500			Gas & Oil Trucks- Elec Dept					1,589.41	0.00
	1-143205			Tire Repair					25.35	0.00
									<u>1,614.76</u>	<u>0.00</u>
20211	9/24/2024	9/24/2024	1,575.05							Posted
	2-243500			Gas & Oil For Trucks- Water Dept					1,377.22	0.00
	3-343500			Gas & Oil For Trucks-Sewer Dept					197.83	0.00
									<u>1,575.05</u>	<u>0.00</u>
USA BLUE BOOK										
20213	9/24/2024	9/24/2024	83.60	475458						Posted
	3-341000			Supplies for WWTP					83.60	0.00
WENQUIST, INC.										
20203	9/24/2024	9/24/2024	1,007.14							Posted
	1-143205			Truck filters & supplies					996.45	0.00
	4-441510			Shop supplies					10.69	0.00
									<u>1,007.14</u>	<u>0.00</u>

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>

880,157.38	32 Non-voided payables listed.
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Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 9/11/2024

Ending: 9/24/2024

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

9/20/2024 9:48:34 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				
Altec	6300788	Truck Maint	MAINTENANCE-TRUCK	12,000.00
BEAVER BEARING COMPANY	10016	Truck Maintenance	MAINTENANCE-TRUCK	3.32
CITY OF BROKEN BOW PAYROLL REIM			SALARIES-DISTRIBUTI	19,200.03
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	1,151.99
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	1,425.86
Evan June		Boot reimbursement	SAFETY- ELECTRIC	36.54
JEO Consulting Group Inc.	152015	Special projects	SPECIAL PROJECTS C	42.50
Jeffres Sand and Gravel	21110	Buildings & Grounds	MAINT-BUILDINGS & G	3,804.06
MIKE'S SMALL ENGINE REPAIR	K553	Supplies & maintenance	SUPPLIES AND MAINTI	84.17
MUNICIPAL ENERGY AGENCY OF NE	306309	AUG-POWER PURCHASES	POWER PURCHASES-I	631,223.66
SANDHILLS CUSTOM CREATIONS	3228	Magnets	SUPPLIES AND MAINTI	25.99
TROTTER SERVICE		Fuel and tir repair	MAINTENANCE-TRUCK	25.35
TROTTER SERVICE		Fuel and tir repair	GAS & OIL FOR TRUCK	1,589.41
WENQUIST, INC.		Truck maint/shop supplies	MAINTENANCE-TRUCK	996.45
			Total ELECTRIC	\$671,609.33
WATER				
CITY OF BROKEN BOW PAYROLL REIM			WATER SALARIES	8,708.47
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	344.61
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	633.24
Evan June		Boot reimbursement	SAFETY- WATER	36.54
GROCERY KART		ACCT# 6884 Supplies	OPERATING SUPPLIES	75.74
JEO Consulting Group Inc.	154186	Bidding & Design Fee's-HWY 2 Water	CONST. OF WATER SE	41,900.00
MUNICIPAL SUPPLY, OF NEBR.	0920424	Fire Hydrant Replacements	FIRE HYDRANTS	6,747.63
PAULSEN, INC.	230774	Concrete blankets and tools	OPERATING SUPPLIES	478.34
TROTTER SERVICE		Fuel	GAS & OIL FOR TRUCK	1,377.22
			Total WATER	\$60,301.79
SEWER				
CITY OF BROKEN BOW PAYROLL REIM			SEWER SALARIES	8,708.47
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	344.61
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	633.24
Evan June		Boot reimbursement	SAFETY- SEWER DEPT	36.54
Hydro Optimization & Automation Solutio	12161	Flow meter at 5th Street liftstation	SLUDGE MANAGEMEN	6,650.00
NEBR. DEPT. OF ENVIRONMENT AND		Sewer Tests: Jeff, Joe, & Luke	CONFERENCE REGIST	425.00
PLATTE VALLEY LABORATORIES, INC	33932	Waste water testing	WASTE WATER TESTI	632.50
TROTTER SERVICE		Fuel	GAS & OIL FOR TRUCK	197.83
USA BLUE BOOK	475458	Supplies for WWTP	OPERATING SUPPLIES	83.60
			Total SEWER	\$17,711.79
POWER PLANT				
CITY OF BROKEN BOW PAYROLL REIM			POWER PLANT SALAR	877.50
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	52.65
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	66.79
Evan June		Boot reimbursement	SHOP SUPPLIES- POW	36.54
JB Fluid Solutions Inc	1034	Maintenance-Power Plant	MAINTENANCE - POWE	5,402.00
SAPP BROS., INC.	4539099	Lube oil & grease	LUBE OIL & GREASE U	10,308.93
WENQUIST, INC.		Truck maint/shop supplies	SHOP SUPPLIES- POW	10.69
			Total POWER PLANT	\$16,755.10
BILLING				
CITY OF BROKEN BOW PAYROLL REIM			OFFICE SALARIES	7,591.48
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE PENSION F	398.31
CITY OF BROKEN BOW PAYROLL REIM			EMPLOYEE SOCIAL SE	556.75
CUSTER COUNTY CHIEF			ADVERTISING	164.58
CUSTER TRANSFER STATION		TRASH FEES COLLECTED	TRASH/TSA FEES	13,303.00
NEBR DEPT OF REVENUE		Waste Reduction Filing Fee	MISCELLANEOUS EXP	25.00
Quadient Finance USA, Inc.		POSTAGE	POSTAGE	500.00
Quadient Leasing USA, Inc.	Q1501598	POSTAGE MACHINE LEASE	MAINTENANCE OFFICE	623.91
S & L SANITARY SERVICES		TRASH FEES	TRASH/TSA FEES	36,670.40
			Total BILLING	\$59,833.43
FUEL STATION				
CENTURYLINK		Fuel Station Phone	TELEPHONE/INTERNE	70.96
D.J. Gongol & Associates, Inc.	14615	Equipment	EQUIPMENT PURCHAS	2,406.43
JB Fluid Solutions Inc	1033	Maintenance-fuel station	MAINTENANCE-FUEL S	4,842.00
TROTTER SERVICE	612498/48		FUEL PURCHASES	46,626.55
			Total FUEL STATION	\$53,945.94

Check Approval List - GL Account

9/20/2024 9:48:34 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>
				\$880,157.38

Report Selection: Check Approval List - GL Account
Date Range Selection: GL Posting Date
Starting Date: 9/11/2024
Ending Date: 9/24/2024
Banks: All
Bank Acct#:
Include Printed Checks: ☒