



**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
February 11, 2025 @ 6:00 PM
Broken Bow Municipal Building
314 South 10th Ave, Broken Bow NE**

Meeting Procedure

The Public may address specific agenda items at the pleasure of the Mayor. Please come to the podium, state your name and address, and limit your remarks to five minutes or less (subject to mayoral discretion). Out of respect to City employees, we request that any complaints or criticisms of employees not be aired in a public meeting. Concerns about employees should be brought to the attention of the City Administrator or Mayor. An individual in violation will be declared out of order. Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items.

A. Call to Order

B. Open Meetings Act: A current copy of the Open Meetings Act is available and is posted for review by all citizens.

C. Roll Call

D. Pledge of Allegiance

E. Consent Agenda: Council will have consideration of approving the consent agenda items for February 11th, 2025, which will include the following:

- a. Approval of Minutes of January 28th, 2025, Council Meeting
- b. Approval of Minutes of January 31st, 2025, Special City Council Meeting
- c. Approval of Bills as Posted

F. New Business:

- a. **Water Main Replacement Contract Bid Approval-** Council will have consideration of awarding the bid for the 2024 Water Main Replacements for the City of Broken Bow.
- b. **Broken Bow Volunteer Fire Department Bylaws-** Council will have consideration of approving the Broken Bow Volunteer Fire Department Bylaws

G. Public Comments

H. Mayor and Council Comments

I. Adjournment

Upcoming Events:

- **February 25th – City Council Meeting @ 6:00 pm in the Broken Bow Municipal Building**
- **February 25th – Board of Public Works @ 12:30 pm in the Broken Bow Municipal Building**

The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the Council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

Broken Bow City Council

Meeting Minutes January 28th, 2025

The Broken Bow City Council met in regular session on Tuesday, January 28th, 2025, in the Broken Bow Municipal Auditorium. Notice of the meeting was given in advance thereof by publication in the Custer County Chief, the designated method for giving notice. Advance notice of the meeting, a copy of the agenda, and related council materials were given to the Mayor and all members of the City Council and shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Rod Sonnichsen called the meeting to order at 6:00 pm, with the following Councilmembers present: Russ Smith, Travis Kleeb, Joe Wamsley, and Paul Holland. Absent: None. Mayor Sonnichsen announced the availability of the Open Meetings Act, followed by reciting the Pledge of Allegiance.

Moved by Smith, seconded by Kleeb to approve the consent agenda for January 28th, 2025. Said motion includes approval of the Minutes of the January 14, 2025, Council Meeting, Bills to Date, and the December 2024 Treasurer's Report. Roll call vote: Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion carried.

4 County Heating & Air, LLC \$405.83, \$85.00, 911 Custom \$3,249.00, Aflac \$563.75, \$119.50, Bound Tree Medical \$3,600.80, Bow Locksmith \$10.00, Card Services \$176.51, Century Link \$163.83, City Flex Benefit Plan \$615.00, City of Broken Bow Health Insurance \$4,376.98, City of Broken Bow Pension Fund \$2,558.22, \$11,842.02, \$1,607.82, Colonial Insurance \$541.29, \$306.20, Custom Cage Inc. \$1,145.00, EFTPS \$3093.72, \$8,509.07, \$13,228.68, Eakes Office Solutions \$122.97, Family Heritage, \$25.50, First Response Billing Associates, LLC \$2,326.89, Frontier Family Pharmacy \$109.13, Great Plains Communications \$185.00, Ingram Library Services \$1,463.15, Island Supply Welding Co. \$56.35, JEO \$4,324.00, Jacob Holcomb \$22.00, Kirkpatrick Cleaning Solutions \$200.00, \$106.73, Mid Plains Community College \$845.10, Motorola Solutions Inc. \$153.75, NMC Inc \$3,059.06, Nebraska Child Support Payment Center \$851.09, Nebraska Dept of Revenue \$908.25, Nebraska Safety and Fire Equipment, Inc \$150.00, Pareto Health \$76.00, Presto X Company \$72.49, Psychology Today \$29.97, Quill Corporation \$72.56, Ranchland Ford \$464.98, Register of Deeds \$16.00, Safety-Kleen Systems Inc \$201.43, State Income Tax WH NE Online Payment \$3,852.74, Statewide Collections \$15.95, Stryker \$1,435.00, TSYS Merchant Solutions \$245.00, TX Child Support \$401, Trotter Service \$706.05, Trotter Service \$48.68, Total – \$78,765.00, Biweekly Payroll 1-15-2025 \$74,379.09 Grand Total- \$153,144.09

In other communication, Library Director Megan Svoboda presented the Broken Bow Library Annual Report for the fiscal year 2023-2024. Megan stated this report was reviewed and accepted by the state. Additionally, Megan presented multiple impressive statistics from the previous fiscal year. The Broken Bow Library had over 25,000 visitors, library patrons saved \$737,024 by borrowing items, and the circulation numbers are getting close to our pre pandemic levels. Lastly, Megan stated her goals for the library include to maintain the gold accreditation status while offering fun and innovative programs at the Broken Bow Library.

Under new business, moved by Holland seconded by Smith to open a public hearing at 6:12 pm to discuss the potential of granting a conditional use permit at 704 S 8th Ave allowing commercial firearm/archery sales and service from a residential district. Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion carried. Deputy Clerk Jacob Holcomb stated the conditional use permit comes with the recommendation from the Planning Commission. Jacob mentioned that he reached out to Custer Christian to make sure the school board and principal were aware of potential business activity. Lastly, Jacob stated that no one expressed concern. At the end of discussion, Moved by Kleeb, seconded by Smith, to exit public hearing at 6:14 pm. Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion carried.

Moved by Smith seconded by Wamsley to approve the conditional use permit at 704 S 8th Ave allowing commercial firearm/archery sales and service from a residential district. Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion carried.

Moved by Holland, seconded by Smith to open a public hearing at 6:16 pm to discuss the potential of changing the zoning classification from residential multi-family to commercial highway at Sargents 3rd Addition Block 1 Lot 3 Broken Bow City. Deputy Clerk Jacob Holcomb stated the zoning change comes with the recommendation from the Planning Commission. Jacob also stated the lot previously was used for a nursing home which fit into the residential multi-family. Now that the lot is being used for commercial purposes it would fit well with the commercial highway district. At the end of discussion, Moved by Holland, seconded by Wamsley, to exit public hearing at 6:17 pm. Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion carried.

Moved by Kleeb, seconded by Smith to approve the zoning classification change from residential multi-family to commercial highway at Sargents 3rd Addition Block 1 Lot 3 Broken Bow City. Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion carried.

There were no comments from the public.

During Mayor and Council comments, Mayor Sonnichsen announced much progress was made in resolving the levee repairs with BNSF. Mayor Sonnichsen also stated the library is doing a great job with all of their programs.

Moved by Smith, seconded by Holland, to adjourn the City Council meeting at 6:20 pm. Roll Call vote: Voting aye: Smith, Kleeb, Wamsley, and Holland. Nays: None. Motion Carried.

Rodney W. Sonnichsen, Mayor

ATTEST:

Jacob Holcomb, Deputy City Clerk

Broken Bow City Council

Special Meeting Minutes

January 31st, 2025

The Broken Bow City Council met in special session on Friday, January 31st, 2025, in the Broken Bow Municipal Auditorium. Notice of the meeting was given in advance thereof as required by law by posting in three public places: Broken Bow Municipal Building, Broken Bow Post Office, and the Custer County Courthouse. Advance notice of the meeting, a copy of the agenda, and related council materials were given to the Mayor and all members of the City Council and shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Rod Sonnichsen called the meeting to order at 12:01 pm, with the following Councilmembers present: Russ Smith, Travis Kleeb, and Paul Holland. Absent: Joe Wamsley. Mayor Sonnichsen announced the availability of the Open Meetings Act.

In new business, Captain Anderson spoke briefly about the potential new officer Cody Neville. He explained that Cody is originally from Cairo, NE and moved to Broken Bow with his wife and four kids. He said that he has worked with Cody on the Volunteer Fire Department for approximately 3 years and that Cody is known for being a good family-man who is trustworthy and always willing to help. Moved by Smith, seconded by Kleeb to approve the appointment of Cody Neville as a Broken Bow Police Officer. Roll Call Vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion carried.

Police Chief Steve Scott administered the Police Officer Oath to Officer Cody Neville.

There were no public comments.

During Mayor and council comments, Councilmembers Smith and Holland both offered congratulations to Officer Neville. Mayor Sonnichsen stated that Officer Neville is joining a strong team and concluded the meeting by thanking everyone for their involvement.

Moved by Holland, seconded by Smith, to adjourn the City Council meeting at 12:07 pm. Roll Call vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion Carried.

Rodney W. Sonnichsen, Mayor

ATTEST:

Jennifer Waterhouse, City Clerk

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Vend#		Vendor Name		Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
		Account#	Work Order					Description			Debit	Credit
911 Custom												
36983	2/11/2025	2/11/2025	618.54	59364				Lights for 2022 White Explorer			618.54	Posted
		04-3410.00										0.00
STREETS AKRS Equipment												
36984	2/11/2025	2/11/2025	28.14	4072168				Filters			28.14	Posted
		08-3310.00										0.00
Aflac												
36966	1/29/2025	1/29/2025	436.46					PRE TAX AFLAC			436.46	Posted
		01-1501.00										0.00
36967	1/29/2025	1/29/2025	119.50					AFLAC POST TAX			119.50	Posted
		01-1501.00										0.00
Anderson Auto Tech												
36985	2/11/2025	2/11/2025	882.63	24919				Maint/Repairs F-250			882.63	Posted
		08-3310.00										0.00
BNSF Railway Company												
36986	2/11/2025	2/11/2025	413.21	25001802				land lease			413.21	Posted
		01-3222.00										0.00
Bound Tree Medical												
36987	2/11/2025	2/11/2025	1,169.12	INV#'s 85628755, 1				Ambulance Supplies			1,169.12	Posted
		05-3338.00										0.00
Broken Bow Airport Authority												
36988	2/11/2025	2/11/2025	1,083.33					Airport Interlocal Agreement			1,083.33	Posted
		01-3409.00										0.00
Broken Bow Chamber of Commerce												
37056	2/11/2025	2/11/2025	4,975.00					Ambulance incentive			3,655.00	Posted
		05-3334.00						Transport stipen			1,320.00	0.00
		05-3442.00									4,975.00	0.00
Broken Bow Mun Utilities												
36990	2/11/2025	2/11/2025	2,086.53	Fuel - Jan 25								Posted
		01-3420.00		fuel							139.33	0.00
		03-3225.00		fuel							397.72	0.00
		04-3225.00		fuel							928.90	0.00
		05-3225.00		fuel							202.34	0.00
		06-3225.00		fuel							31.89	0.00
		08-3225.00		fuel							386.35	0.00
											2,086.53	0.00
36991	2/11/2025	2/11/2025	25,252.16					Insurance refund reimbursement			25,252.16	Posted
		01-3207.00										0.00
Broken Bow Municipal Utilities												
36989	2/11/2025	2/11/2025	8,695.78									Posted
		01-3213.00		General - Radio/Weather Station Tower							26.89	0.00
		02-3220.00		City Hall - Utilities/Trash							677.60	0.00
		04-3220.00		Police - Utilities/Trash Removal							414.65	0.00
		04-3315.00		Police -Dog Pound Utilities							198.49	0.00
		07-3220.00		Library - Utilities/Trash Removal							1,791.68	0.00
		08-3220.00		Streets Shop - Utilities/Trash							2,766.30	0.00
		08-3220.00		Streets - Blue Shop Utilities/Trash							24.07	0.00
		09-3220.00		Parks - Shop Utilities/Trash Removal							1,383.15	0.00
		09-3220.00		Parks - Utilities/Trash Removal							1,235.46	0.00
		10-3220.00		Swim Pool - Utilities/Trash Removal							144.13	0.00
		11-3220.00		Tree Dump - Utilities							33.36	0.00
											8,695.78	0.00
Broken Bow Rural Fire Board												
36992	2/11/2025	2/11/2025	4,378.11	102								Posted
		05-3221.00		Great Plains - Internet							94.86	0.00
		05-3220.00		Black Hills/BBMU							846.57	0.00
		06-3221.00		Great Plains - Internet							94.86	0.00
		06-3220.00		Black Hills/BBMU							846.57	0.00
		06-3311.00		Garage door repair							2,495.25	0.00
											4,378.11	0.00

Accounts Payable Detail Listing

City of Broken Bow

<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>
Callaway District Hospital (continued)										
36993		2/11/2025	2/11/2025		55.14	107-2325				Posted
	05-3338.00					Medications			55.14	0.00
Police Capital One										
36994		2/11/2025	2/11/2025		2,341.96					Posted
	04-3205.00					Lodging - 408 Blair Training			220.00	0.00
	04-3205.00					Credit for training lodging			0.00	19.36
	04-3223.00					Dog tags and supplies			66.79	0.00
	04-3410.00					Parts for new 2022 white explorer			1,647.12	0.00
	04-3315.00					K9 Maverick - Vet			427.41	0.00
									2,361.32	19.36
Streets-4834 Card Services 4834										
36995		2/11/2025	2/11/2025		1,371.62					Posted
	08-3310.00					Repairs			369.06	0.00
	09-3310.00					Repairs			357.66	0.00
	10-3310.00					Repairs			644.90	0.00
									1,371.62	0.00
Office-0583 Card Services 0583										
36997		2/11/2025	2/11/2025		895.50					Posted
	01-3439.00					Zoning car maintenance			44.76	0.00
	01-3205.00					Training - Jacob Floodplain conference			289.66	0.00
	02-3223.00					Stamps			511.00	0.00
	01-3223.10					Interest and late fees			50.08	0.00
									895.50	0.00
MSFire-0591 Card Services 0591										
37057		2/11/2025	2/11/2025		2,566.28					Posted
	05-3223.00					Supplies-coffee filter packs			52.99	0.00
	05-3410.00					Equipment-tablet mounts, keyboard case			117.36	0.00
	05-3202.00					EMS Training-lodging			926.10	0.00
	05-3225.00					Fuel			108.91	0.00
	05-3440.00					Transport expenses-food/snack/drinks			172.81	0.00
	06-3311.00					Ice melt			85.47	0.00
	06-3313.00					CPR class			45.00	0.00
	06-3410.00					Equipment-S pocket holder, first aid suppli			163.46	0.00
	05-3410.00					Equipment-EMS Challenge coins			792.00	0.00
	05-3310.00					Equipment-armrest replacement 2013 che			42.23	0.00
	05-3361.00					Work pants			59.95	0.00
									2,566.28	0.00
Dave-0609 Card Services 0609										
36996		2/11/2025	2/11/2025		302.08					Posted
	01-3223.00					Supplies for Dave's office			36.98	0.00
	02-3223.00					Office supplies			74.06	0.00
	02-3411.00					Office furniture - Katies' desk			191.04	0.00
									302.08	0.00
Carquest of Broken Bow										
36998		2/11/2025	2/11/2025		75.79					Posted
	06-3225.00					Oil stabilizer			16.82	0.00
	06-3310.00					Micro towels/wax			48.58	0.00
	06-3410.00					Magnetic retriever			10.39	0.00
									75.79	0.00
36999		2/11/2025	2/11/2025		709.57					Posted
	08-3310.00					Maintenance/Repairs Equip.			671.11	0.00
	09-3310.00					Maintenance/Repairs Equip.			38.46	0.00
									709.57	0.00
37000		2/11/2025	2/11/2025		38.74					Posted
	06-3310.00					Oil/Oil filters			38.74	0.00
Police Century Link										
37001		2/11/2025	2/11/2025		338.05					Posted
	04-3221.00					Basic and long distance			338.05	0.00
37002		2/11/2025	2/11/2025		136.68					Posted
	10-3221.00					Pool-Basic & credit card			136.68	0.00

Accounts Payable Detail Listing

City of Broken Bow

<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>
Street/Parks	Century Link (continued)									
37003	2/11/2025	2/11/2025			116.50					Posted
	08-3221.00					Basic & Long distance			58.25	0.00
	09-3221.00					Basic & Long distance			58.25	0.00
									116.50	0.00
37004	2/11/2025	2/11/2025			66.34					Posted
	03-3221.00					Basic & Long distance			66.34	0.00
37006	2/11/2025	2/11/2025			26.16	ACCT# 334113323				Posted
	01-3221.00					General -Basic & Long Distance Office			26.16	0.00
37007	2/11/2025	2/11/2025			86.03	ACCT# 333529240				Posted
	01-3221.00					General -Basic & Long Distance Radio			86.03	0.00
	City Flex Benefit Plan									
36968	1/29/2025	1/29/2025			535.00					Posted
	01-1501.00					SELECT FLEX-UNREIMBURSED M/D/V			535.00	0.00
lth Ins Reimb	City of Broken Bow - Health Insurance									
36978	1/29/2025	1/29/2025			4,196.68					Posted
	01-1501.00					HEALTH INSURANCE			4,196.68	0.00
37005	2/11/2025	2/11/2025			32,653.72					Posted
	01-3104.00					Health Insurance			3,504.34	0.00
	03-3104.00					Health Insurance			915.62	0.00
	04-3104.00					Health Insurance			11,265.68	0.00
	05-3104.00					Health Insurance			2,851.20	0.00
	06-3104.00					Health Insurance			950.40	0.00
	07-3104.00					Health Insurance			1,831.24	0.00
	08-3104.00					Health Insurance			7,075.83	0.00
	09-3104.00					Health Insurance			4,259.41	0.00
									32,653.72	0.00
	City of Broken Bow Pension Fund									
36969	1/29/2025	1/29/2025			2,684.87					Posted
	01-1513.00					RETIREMENT LOAN PAYMENT			2,684.87	0.00
36970	1/29/2025	1/29/2025			11,553.86					Posted
	01-1502.00					414H RETIREMENT			11,553.86	0.00
36971	1/29/2025	1/29/2025			1,573.24					Posted
	01-1502.00					457 RETIREMENT			1,573.24	0.00
	Colonial Insurance									
36964	1/29/2025	1/29/2025			520.88					Posted
	01-1501.00					COLONIAL LIFE PRE TAX			520.88	0.00
36965	1/29/2025	1/29/2025			292.20					Posted
	01-1501.00					COLONIAL LIFE POST TAX			292.20	0.00
	Custer County Clerk									
37008	2/11/2025	2/11/2025			109.56					Posted
	01-3211.00					General Election			109.56	0.00
	Custer County Treasurer									
37009	2/11/2025	2/11/2025			19,386.68					Posted
	01-3217.00					Interlocal Communications Agreement			19,386.68	0.00
	Custer Public Power									
37010	2/11/2025	2/11/2025			80.94	ACCT# 252718				Posted
	11-3220.00					CD Cell Power			80.94	0.00
	DEWEY'S IMPLEMENT & WELDING									
37012	2/11/2025	2/11/2025			5,202.53	9228				Posted
	08-3222.10					Snow blower repairs and welding			5,202.53	0.00
	Danko Emergency Equipment Co									
37011	2/11/2025	2/11/2025			163.46	138883				Posted
	06-3410.00					Gear soap			163.46	0.00
	EFTPS Online Payment									
36974	1/29/2025	1/29/2025			3,023.86					Posted
	01-1500.00					MEDICARE			3,023.86	0.00

Accounts Payable Detail Listing

City of Broken Bow

<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>					
EFTPS Online Payment (continued)									
36975	1/29/2025	1/29/2025	8,294.46					Posted	
	01-1500.00			FEDERAL MARRIED			4,385.85		0.00
	01-1500.00			FEDERAL SINGLE			2,537.88		0.00
	01-1500.00			Federal Head of Household			544.40		0.00
	01-1500.00			2020 Federal Single			291.27		0.00
	01-1500.00			2020 Federal Married			535.06		0.00
							8,294.46		0.00
36976	1/29/2025	1/29/2025	12,929.96					Posted	
	01-1500.00			SOCIAL SECURITY			12,929.96		0.00
EZ IT Solutions									
37013	2/11/2025	2/11/2025	8,156.40	7790				Posted	
	01-3438.00			Microsoft Licenses - Council members			537.60		0.00
	01-3438.00			Microsoft Licenses - Extra			374.40		0.00
	01-3438.00			Microsoft Licenses - Admin offices			1,320.00		0.00
	01-3438.00			Microsoft Lic. Audio Conf. - Dave			30.00		0.00
	02-3438.00			Micorsoft Licenses - Building			720.00		0.00
	03-3438.00			Microsoft Licenses - Handi Bus			240.00		0.00
	04-3438.00			Microsoft Licences - Police			1,920.00		0.00
	05-3438.00			Microsoft Licenses - Ambulance/David B.			614.40		0.00
	06-3438.00			Microsoft Licenses - Fire/Andy H.			480.00		0.00
	07-3438.00			Microsoft Licenses - Library			960.00		0.00
	08-3438.00			Microsoft Licenses - Streets/Darren/Wade			480.00		0.00
	09-3438.00			Microsoft Licenses - Parks/Steve M.			240.00		0.00
	10-3438.00			Microsoft Licenses - Pool			240.00		0.00
							8,156.40		0.00
37014	2/11/2025	2/11/2025	2,852.50	7791				Posted	
	01-3438.00			IT Services			475.42		0.00
	04-3438.00			IT Services			475.42		0.00
	05-3438.00			IT Services			237.71		0.00
	06-3438.00			IT Services			237.71		0.00
	07-3438.00			IT Services			475.42		0.00
	08-3438.00			IT Services			475.40		0.00
	09-3438.00			IT Services			475.42		0.00
							2,852.50		0.00
Eakes Office Products									
37015	2/11/2025	2/11/2025	143.77	INV618577				Posted	
	05-3216.00			Copier meter reading			71.88		0.00
	06-3216.00			Copier meter reading			71.89		0.00
							143.77		0.00
37016	2/11/2025	2/11/2025	213.25	ACCT# 309621				Posted	
	01-3223.00			Office supplies			94.98		0.00
	01-3216.00			Fax porting and meter reading			120.44		0.00
	01-3216.00			Fax porting and meter reading credit			0.00		2.17
							215.42		2.17
Evans Feed Co.									
37017	2/11/2025	2/11/2025	18.95	579035				Posted	
	09-3430.00			Fish feeder - Melham			18.95		0.00
Family Heritage									
36972	1/29/2025	1/29/2025	25.50					Posted	
	01-1501.00			FAMILY HERITAGE			25.50		0.00
First Response Billing Associates, LLC									
37018	2/11/2025	2/11/2025	2,474.04	1016				Posted	
	05-3336.00			Ambulance billing			2,474.04		0.00
Frontier Family Pharmacy									
37019	2/11/2025	2/11/2025	26.28					Posted	
	05-3338.00			Test strips			26.28		0.00
Fyr-Tek									
37020	2/11/2025	2/11/2025	1,001.52	S20215-9				Posted	
	06-3310.00			Repairs to engine 32			1,001.52		0.00

Accounts Payable Detail Listing

City of Broken Bow

<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>
Great Plains Communications (continued)										
37021	2/11/2025	2/11/2025			150.00	ACCT# 102490				Posted
	08-3221.00					Internet			75.00	0.00
	09-3221.00					Internet			75.00	0.00
									150.00	0.00
37022	2/11/2025	2/11/2025			84.95	ACCT# 195124				Posted
	02-3438.00					Internet - Downtown restroom			84.95	0.00
37023	2/11/2025	2/11/2025			154.84	ACCT# 119895				Posted
	07-3221.00					Internet - Library			154.84	0.00
Highstreet Insurance & Financial Serv										
37027	2/11/2025	2/11/2025			1,266.72	24194				Posted
	05-3330.00					Life Insurance			1,266.72	0.00
Hometown Leasing										
37024	2/11/2025	2/11/2025			116.65	ACCT# 12799663				Posted
	04-3216.00					Copier lease - Police			116.65	0.00
37025	2/11/2025	2/11/2025			73.57	ACCT# 12799687				Posted
	07-3216.00					Copier lease - Library			73.57	0.00
37026	2/11/2025	2/11/2025			291.12	ACCT# 12799978				Posted
	01-3216.00					Copier lease - Dave			291.12	0.00
Interstate Batteries										
37028	2/11/2025	2/11/2025			40.75	ACCT# C9058000C				Posted
	06-3410.00					Batteries			40.75	0.00
welding	Island Supply Welding Co.									
37029	2/11/2025	2/11/2025			143.35	335597/257				Posted
	05-3338.00					Oxygen bottles			143.35	0.00
JEO										
37030	2/11/2025	2/11/2025			1,697.50	158137				Posted
	12-4200.00					BB HWY 2 Sewer extension 15th to Webst			1,697.50	0.00
Kelvin Kreitman										
37031	2/11/2025	2/11/2025			122.49					Posted
	05-3223.01					Reimbursement for platinum runner			61.24	0.00
	06-3311.00					Reimbursement for platinum runner			61.25	0.00
									122.49	0.00
Kirkpatrick Cleaning Solutions										
37032	2/11/2025	2/11/2025			3,535.43	13708,13709				Posted
	02-3223.01					Trash bags			65.43	0.00
	02-3419.01					Janitorial services - Feb 25			3,470.00	0.00
									3,535.43	0.00
League of NE Municipalities										
37033	2/11/2025	2/11/2025			150.00	9354				Posted
	08-3205.00					Training - Darren			150.00	0.00
Municipal Emergency Services										
37034	2/11/2025	2/11/2025			999.30	2186062				Posted
	06-3310.00					Scott air packs annual service			999.30	0.00
1	Nebraska Child Support Payment Center									
36973	1/29/2025	1/29/2025			851.09					Posted
	01-1503.00					CHILD SUPPORT-NE			851.09	0.00
OBrien's Hardware										
37035	2/11/2025	2/11/2025			13.99	ACCT# 748				Posted
	06-3223.00					Mop Handle			13.99	0.00
Paper Tiger Shredding										
37036	2/11/2025	2/11/2025			45.00	212211				Posted
	01-3222.00					paper shredding			45.00	0.00
Pareto Health										
37037	2/11/2025	2/11/2025			76.00	ICM-46591				Posted
	01-3104.00					Cost management - Jan 25			76.00	0.00
Paul Cunningham										
37038	2/11/2025	2/11/2025			200.00					Posted
	04-3312.00					Boot reimbursement			200.00	0.00

Accounts Payable Detail Listing

City of Broken Bow

<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>
Presto X Company (continued)										
37039	2/11/2025	2/11/2025			146.32	72205921				Posted
	02-3311.00					Pest Service			146.32	0.00
Fire Dept RT Ace, LLC										
37041	2/11/2025	2/11/2025			33.98	ACCT# 799				Posted
	06-3311.00					Ice melt			33.98	0.00
37040	2/11/2025	2/11/2025			24.97	ACCT# 751				Posted
	04-3410.00					Supplies for 22 white explorer			24.97	0.00
37042	2/11/2025	2/11/2025			325.42	ACCT#1297				Posted
	08-3416.00					Maintenance			325.42	0.00
37043	2/11/2025	2/11/2025			62.14	ACCT# 1295				Posted
	09-3310.00					Maintenance			21.56	0.00
	10-3339.00					Maintenance			40.58	0.00
									<u>62.14</u>	<u>0.00</u>
Ranchland Ford										
37044	2/11/2025	2/11/2025			176.93	SO# 102184				Posted
	05-3310.00					Repairs to 99-1 oil change			176.93	0.00
Ryan Bowland										
37045	2/11/2025	2/11/2025			192.59					Posted
	09-3410.01					Boot reimbursement			192.59	0.00
S&L Sanitary Service										
37046	2/11/2025	2/11/2025			58.30	ACCT# 2				Posted
	09-3219.00					Trash pick up around the square			58.30	0.00
STEVE MOGENSEN										
37049	2/11/2025	2/11/2025			235.38					Posted
	09-3410.01					Boot reimbursement			235.38	0.00
Sara J. Hulinsky										
37047	2/11/2025	2/11/2025			837.00					Posted
	07-3419.01					cleaning service			837.00	0.00
Schaper and White Law Firm										
37048	2/11/2025	2/11/2025			3,050.00	2268				Posted
	01-3214.00					legal fees			3,050.00	0.00
State Income Tax WH NE Online Payment										
36977	1/29/2025	1/29/2025			3,756.58					Posted
	01-1500.00					STATE MARRIED			2,457.30	0.00
	01-1500.00					STATE SINGLE			1,299.28	0.00
									<u>3,756.58</u>	<u>0.00</u>
Statewide Collection LLC										
36980	1/29/2025	1/29/2025			15.95					Posted
	01-1504.00					Wage Garnishment-Plaintiff			15.95	0.00
Steve Scott										
37050	2/11/2025	2/11/2025			110.80					Posted
	04-3223.00					Reimbursement - postage & supplies			77.45	0.00
	04-3221.00					Reimbursement - Fuel 408 Training			33.35	0.00
									<u>110.80</u>	<u>0.00</u>
TX Child Support SDU										
36979	1/29/2025	1/29/2025			401.00					Posted
	01-1503.00					CHILD SUPPORT-TX			401.00	0.00
Tracker Systems										
37051	2/11/2025	2/11/2025			16.99	280204				Posted
	03-3438.00					Tracker			16.99	0.00
Verizon Wireless										
37052	2/11/2025	2/11/2025			129.68	ACCT# 942097994				Posted
	05-3221.00					ALS Phone			53.83	0.00
	06-3221.00					Jet Pack			40.01	0.00
	03-3221.00					Handi Bus Phone			35.84	0.00
									<u>129.68</u>	<u>0.00</u>

Accounts Payable Detail Listing
City of Broken Bow

<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>		
Verizon Wireless (continued)										
37053	2/11/2025	2/11/2025	249.12	ACCT# 742347901					Posted	
	05-3221.00			EMS Jetpack			80.02			0.00
	06-3221.00			Andy cell phone			43.03			0.00
	08-3221.00			street cell phone			43.03			0.00
	09-3221.00			parks cell phone			43.03			0.00
	01-3221.00			Zoning tablet			40.01			0.00
							249.12			0.00
37054	2/11/2025	2/11/2025	320.08	Police					Posted	
	04-3221.00			Police Internet for Ipads			320.08			0.00
Streets-1243 Wenquist, Inc.										
37055	2/11/2025	2/11/2025	564.62	ACCT# 1243					Posted	
	08-3310.00			Maintenance/repairs - equipment			564.62			0.00
			198,099.66	92 Non-voided payables listed.						

Report Setup
AP - Accounts Payable Listing : Vendor Name
Filter Options
Starting: 1/29/2025
Ending: 2/11/2025
Banks: All
Payable Status: Posted, Printed, ACH, Recorded, Voided
All Vendors Selected

Biweekly Payroll 1/29/25 \$72,531.16

Check Approval List

2/7/2025 9:10:26 AM

City of Broken Bow

Page 1 of 2

<u>Pay#</u>	<u>Vend#</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Due Date</u>	<u>Amount</u>
36983		911 Custom	59364	Lights for 2022 White Explorer	2/11/2025	618.54
36984	STREET	AKRS Equipment	4072168	Filters	2/11/2025	28.14
36966		Aflac		PRE TAX AFLAC	1/29/2025	436.46
36967		Aflac		AFLAC POST TAX	1/29/2025	119.50
36985		Anderson Auto Tech	24919	Maint/Repairs F-250	2/11/2025	882.63
36986		BNSF Railway Company	25001802	Land lease	2/11/2025	413.21
36987		Bound Tree Medical	INV#s 8562	Ambulance Supplies	2/11/2025	1,169.12
36988		Broken Bow Airport Authority		Airport Interlocal Agreement	2/11/2025	1,083.33
37056		Broken Bow Chamber of Commerce		ambulance incentive	2/11/2025	4,975.00
36991		Broken Bow Mun Utilities		Insurance reimbursement	2/11/2025	25,252.16
36990		Broken Bow Mun Utilities	Fuel - Jan 21	Fuel Reimbursement - Jan 2025	2/11/2025	2,086.53
36989		Broken Bow Municipal Utilities		Utilities	2/11/2025	8,695.78
36992		Broken Bow Rural Fire Board	102	Dec & Jan Utilities and Internet	2/11/2025	4,378.11
36993		Callaway District Hospital	107-2325	Medications	2/11/2025	55.14
36994	Police	Capital One		Training expenses, supplies, maint a	2/11/2025	2,341.96
37057	EMSFire	Card Services 0591			2/11/2025	2,566.28
36997	Office-05	Card Services 0583		Training and meeting expenses, sup	2/11/2025	895.50
36995	Streets-4	Card Services 4834		Repairs	2/11/2025	1,371.62
36996	Dave-06	Card Services 0609		Office supplies, office furniture, Dave	2/11/2025	302.08
36998		Carquest of Broken Bow		Maintenance/repairs	2/11/2025	75.79
36999		Carquest of Broken Bow		Maintenance	2/11/2025	709.57
37000		Carquest of Broken Bow		Maintenance	2/11/2025	38.74
37007	ACH only	Century Link	ACCT# 333	Basic & Long distance - Radio	2/11/2025	86.03
37006	ACH only	Century Link	ACCT# 334	Basic & Long distance - Office	2/11/2025	26.16
37004	Handi B	Century Link		Basic & Long distance	2/11/2025	66.34
37002	POOL-5	Century Link		Basic & credit card	2/11/2025	136.68
37001	Police	Century Link		Basic and long distance	2/11/2025	338.05
37003	Street/P	Century Link		Basic & Long distance	2/11/2025	116.50
36968		City Flex Benefit Plan		SELECT FLEX-UNREIMBURSED M/	1/29/2025	535.00
36978	Health In	City of Broken Bow - Health Insurance		HEALTH INS	1/29/2025	4,196.68
37005	Health In	City of Broken Bow - Health Insurance		January health insurance reimbursen	2/11/2025	32,653.72
36969		City of Broken Bow Pension Fund		RETIREMENT LOAN PAYMENT	1/29/2025	2,684.87
36970		City of Broken Bow Pension Fund		414H RETIREMENT	1/29/2025	11,553.86
36971		City of Broken Bow Pension Fund		457 RETIREMENT	1/29/2025	1,573.24
36964		Colonial Insurance		COLONIAL LIFE PRE TAX	1/29/2025	520.88
36965		Colonial Insurance		COLONIAL LIFE POST TAX	1/29/2025	292.20
37008		Custer County Clerk		General Election	2/11/2025	109.56
37009		Custer County Treasurer		Interlocal Communications Agree	2/11/2025	19,386.68
37010		Custer Public Power	ACCT# 252	CD Cell Power	2/11/2025	80.94
37012		DEWEY'S IMPLEMENT & WELDING	9228	Snow blower repair	2/11/2025	5,202.53
37011		Danko Emergency Equipment Co	138883	Gear soap	2/11/2025	163.46
36974		EFTPS Online Payment		MEDICARE	1/29/2025	3,023.86
36975		EFTPS Online Payment		FEDERAL	1/29/2025	8,294.46
36976		EFTPS Online Payment		FICA	1/29/2025	12,929.96
37013		EZ IT Solutions	7790	Microsoft Licenses	2/11/2025	8,156.40
37014		EZ IT Solutions	7791	IT Services	2/11/2025	2,852.50
37016		Eakes Office Products	ACCT# 309	Office supplies, fax porting and meter	2/11/2025	213.25
37015		Eakes Office Products	INV618577	Copier meter reading	2/11/2025	143.77
37017		Evans Feed Co.	579035	Fish feeder - Melham	2/11/2025	18.95
36972		Family Heritage		FAMILY HERITAGE	1/29/2025	25.50
37018		First Response Billing Associates, LLC	1016	Ambulance billing	2/11/2025	2,474.04
37019		Frontier Family Pharmacy		Test strips	2/11/2025	26.28
37020		Fyr-Tek	S20215-9	Repairs to engine 32	2/11/2025	1,001.52
37021		Great Plains Communications	ACCT# 102	Internet	2/11/2025	150.00
37023		Great Plains Communications	ACCT# 119	Internet - Library	2/11/2025	154.84
37022		Great Plains Communications	ACCT# 195	Internet - Downtown restroom	2/11/2025	84.95
37027		Highstreet Insurance & Financial Serv	24194	Life Insurance	2/11/2025	1,266.72
37024		Hometown Leasing	ACCT# 127	Copier lease - Police	2/11/2025	116.65
37025		Hometown Leasing	ACCT# 127	Copier lease - Library	2/11/2025	73.57
37026		Hometown Leasing	ACCT# 127	Copier lease - Dave	2/11/2025	291.12
37028		Interstate Batteries	ACCT# C90	Batteries	2/11/2025	40.75
37029	welding	Island Supply Welding Co.	335597/257	Oxygen bottles	2/11/2025	143.35
37030		JEO	158137	BB HWY 2 Sewer extension 15th to V	2/11/2025	1,697.50
37031		Kelvin Kreitman		Reimbursement for rugs	2/11/2025	122.49
37032		Kirkpatrick Cleaning Solutions	13708,1370	Janitorial and supplies	2/11/2025	3,535.43
37033		League of NE Municipalities	9354	Training - Darren	2/11/2025	150.00
37034		Municipal Emergency Services	2186062	Scott air packs annual service	2/11/2025	999.30

Check Approval List

2/7/2025 9:10:26 AM

City of Broken Bow

Page 2 of 2

<u>Pay#</u>	<u>Vend#</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Due Date</u>	<u>Amount</u>
36973	1	Nebraska Child Support Payment Center		CHILD SUPPORT-NE	1/29/2025	851.09
37035		OBrien's Hardware	ACCT# 748	Supplies	2/11/2025	13.99
37036		Paper Tiger Shredding	212211	paper shredding	2/11/2025	45.00
37037		Pareto Health	ICM-46591	Cost management - Jan 25	2/11/2025	76.00
37038		Paul Cunningham		Boot reimbursement	2/11/2025	200.00
37039		Presto X Company	72205921	monthly service	2/11/2025	146.32
37041	Fire Dep	RT Ace, LLC	ACCT# 799	Ice melt	2/11/2025	33.98
37040		RT Ace, LLC	ACCT# 751	Supplies for 22 white explorer	2/11/2025	24.97
37043	Parks De	RT Ace, LLC	ACCT# 129	Maintenance	2/11/2025	62.14
37042	Street De	RT Ace, LLC	ACCT#1297	Maintenance	2/11/2025	325.42
37044		Ranchland Ford	SO# 102184	Repairs to 99-1 oil change	2/11/2025	176.93
37045		Ryan Bowland		Boot reimbursement	2/11/2025	192.59
37046		S&L Sanitary Service	ACCT# 2	Trash pick up around the square	2/11/2025	58.30
37049		STEVE MOGENSEN		Boot reimbursement	2/11/2025	235.38
37047		Sara J. Hulinsky		cleaning service	2/11/2025	837.00
37048		Schaper and White Law Firm	2268	Legal fees	2/11/2025	3,050.00
36977		State Income Tax WH NE Online Paymer		STATE	1/29/2025	3,756.58
36980		Statewide Collection LLC		Wage Garnishment-Plaintiff	1/29/2025	15.95
37050		Steve Scott		Reimbursement - supplies, fuel 408 t	2/11/2025	110.80
36979		TX Child Support SDU		CHILD SUPPORT-TX	1/29/2025	401.00
37051		Tracker Systems	280204	Tracker	2/11/2025	16.99
37053		Verizon Wireless	ACCT# 742	telephone	2/11/2025	249.12
37052		Verizon Wireless	ACCT# 942	telephone	2/11/2025	129.68
37054		Verizon Wireless	Police	telephone	2/11/2025	320.08
37055	Streets-1	Wenquist, Inc.	ACCT# 124	Equip repairs	2/11/2025	564.62
						\$198,099.66

Report Selection: Check Approval List - By Vendor

Date Range Selection: GL Posting Date

Starting Date: 1/29/2025

Ending Date: 2/11/2025

Banks: All

Bank Acct#:

Include Printed Checks: ☒

Biweekly Payroll 1/29/25 \$72,531.16

Return to agenda



February 6, 2025

City Council
City of Broken Bow
314 South 10th Ave
Broken Bow, NE 68822

RE: Broken Bow, Nebraska
2024 Water Main Replacements
JEO Project No. 230383.00

Dear City Council:

JEO has conducted a review of the bids that were received on January 29, 2025, for the 2024 Water Main Replacements project. The City received two bids. The bids received are recorded on the attached bid tabulation form.

Based on our review of the bids for the project, Myers Construction, Inc. from Broken Bow, NE is the low bidder with a bid amount of \$432,190.00. Myers Construction, Inc. is a reputable contractor. Based on this information, JEO recommends awarding the project to Myers Construction, Inc.

If this meets with the City Council's approval, the Council should pass a motion to award the 2024 Water Main Replacements project to Myers Construction, Inc. for their bid amount of \$432,190.00. Once the City has awarded the project, JEO will commence work on the contract documents.

Let me know if you have any questions or comments.

Sincerely,

Michael E. Schultes, PE
Project Manager
Enclosure: Bid Tabulation



Bid Tab

PROJECT | 2024 Water Main Replacements

JEO PROJECT NO. | 230383.00

LOCATION | Broken Bow, NE

LETTING | 01/29/25 1:00 PM CST

Bidder	Total Group A
Myers Construction Inc Broken Bow, NE	\$432,190.00
Van Kirk Bros. Contracting Sutton, NE	\$434,225.00



Tab Sheet

PROJECT | 2024 Water Main Replacements

JEO PROJECT NO. | 230383.00

LOCATION | Broken Bow, NE

				Myers Construction, Inc.		Van Kirk Bros. Contracting	
GROUP A1							
Item	Description	Qty.	Unit	Unit Price	Total	Unit Price	Total
1	Installation of 16" Steel Casing, 0.250" Thickness, Jack and Bore	77	LF	\$350.00	\$26,950.00	\$290.00	\$22,330.00
2	Installation of 10" PVC Water Main, DR 18, RJ, Directionally Bored	1,886	LF	\$80.00	\$150,880.00	\$87.00	\$164,082.00
3	Installation of 10" PVC Water Main, DR 18, RJ	77	LF	\$80.00	\$6,160.00	\$47.00	\$3,619.00
4	Installation of 10" PVC Water Main, DR 18	31	LF	\$80.00	\$2,480.00	\$45.00	\$1,395.00
5	Installation of 8" PVC Water Main, DR 18	25	LF	\$70.00	\$1,750.00	\$42.00	\$1,050.00
6	Installation of 8" PVC Water Main, DR 18, RJ, Directionally Bored	1,291	LF	\$70.00	\$90,370.00	\$87.00	\$112,317.00
7	Installation of 4" PVC Water Main, DR 18	30	LF	\$60.00	\$1,800.00	\$39.00	\$1,170.00
8	Installation of 10" Gate Valve and Box, MJ	6	EA	\$1,500.00	\$9,000.00	\$384.00	\$2,304.00
9	Installation of 8" Gate Valve and Box, MJ	7	EA	\$1,500.00	\$10,500.00	\$364.00	\$2,548.00
10	Installation of 4" Gate Valve and Box, MJ	3	EA	\$1,500.00	\$4,500.00	\$358.00	\$1,074.00
11	Installation of 12" x 8" x 12" Tee, MJ	1	EA	\$1,000.00	\$1,000.00	\$341.00	\$341.00
12	Installation of 10" x 10" x 10" Tee, MJ	3	EA	\$1,000.00	\$3,000.00	\$338.00	\$1,014.00
13	Installation of 10" x 8" x 10" Tee, MJ	1	EA	\$1,000.00	\$1,000.00	\$335.00	\$335.00
14	Installation of 10" x 6" x 10" Tee, MJ	3	EA	\$1,000.00	\$3,000.00	\$327.00	\$981.00
15	Installation of 10" x 4" x 10" Tee, MJ	2	EA	\$1,000.00	\$2,000.00	\$324.00	\$648.00
16	Installation of 8" x 8" x 8" Tee, MJ	1	EA	\$1,000.00	\$1,000.00	\$331.00	\$331.00
17	Installation of 8" x 6" x 8" Tee, MJ	2	EA	\$1,000.00	\$2,000.00	\$329.00	\$658.00
18	Installation of 8" x 4" x 8" Tee, MJ	1	EA	\$1,000.00	\$1,000.00	\$305.00	\$305.00
19	Installation of 10" 90° Bend, MJ	1	EA	\$800.00	\$800.00	\$322.00	\$322.00

				Myers Construction, Inc.		Van Kirk Bros. Contracting	
20	Installation of 8" 90° Bend, MJ	4	EA	\$800.00	\$3,200.00	\$324.00	\$1,296.00
21	Installation of 6" 90° Bend, MJ	1	EA	\$800.00	\$800.00	\$296.00	\$296.00
22	Installation of 4" 90° Bend, MJ	6	EA	\$800.00	\$4,800.00	\$284.00	\$1,704.00
23	Installation of 12" x 10" Reducer, MJ	1	EA	\$800.00	\$800.00	\$210.00	\$210.00
24	Installation of 10" x 8" Reducer, MJ	2	EA	\$800.00	\$1,600.00	\$200.00	\$400.00
25	Installation of 8" x 6" Reducer, MJ	1	EA	\$800.00	\$800.00	\$188.00	\$188.00
26	Installation of 10" Plug, MJ	2	EA	\$500.00	\$1,000.00	\$319.00	\$638.00
27	Installation of 8" Cap, MJ	3	EA	\$500.00	\$1,500.00	\$311.00	\$933.00
28	Installation of 6" Cap, MJ	1	EA	\$500.00	\$500.00	\$274.00	\$274.00
29	Installation of 4" Cap, MJ	4	EA	\$500.00	\$2,000.00	\$230.00	\$920.00
30	Remove Fire Hydrants and Salvage to City	3	EA	\$2,000.00	\$6,000.00	\$326.00	\$978.00
31	Install Salvaged Fire Hydrant	1	EA	\$2,000.00	\$2,000.00	\$644.00	\$644.00
32	Connect to Existing Water Main	10	EA	\$950.00	\$9,500.00	\$1,105.00	\$11,050.00
33	Removals and Abandonments	1	LS		\$5,500.00		\$6,995.00
34	8" Concrete Pavement Remove and Replace	325	SY	\$140.00	\$45,500.00	\$148.00	\$48,100.00
35	5" Concrete Sidewalk Remove and Replace	1,500	SF	\$9.00	\$13,500.00	\$21.85	\$32,775.00
36	Seeding	1	LS		\$4,000.00		\$6,100.00
SUBTOTAL GROUP A1					\$422,190.00		\$430,325.00
SALES TAX FOR MATERIALS & EQUIPMENT ON GROUP A1 @ 7% (SHOWN SEPARATELY BY OPTION 1 CONTRACTORS ONLY)							
TOTAL GROUP A1					\$422,190.00		\$430,325.00

GROUP A2							
Item	Description	Qty.	Unit	Unit Price	Total	Unit	Total
1	Installation of 6" Fire Hydrant Assembly	4	EA	\$2,500.00	\$10,000.00	\$975.00	\$3,900.00
TOTAL GROUP A2					\$10,000.00		\$3,900.00

TOTAL GROUP A (A1 and A2)					\$432,190.00		\$434,225.00
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**SECTION 00 51 00
NOTICE OF AWARD**

Date of Issuance: **February 11, 2025**
Owner: **City of Broken Bow** Owner's Project No.:
Engineer: **JEO Consulting Group, Inc.** Engineer's Project No.: **230383.00**
Project: **2024 Water Main Replacements**
Contract Name: **2024 Water Main Replacements**
Bidder: **Myers Construction, Inc.**
Bidder's Address: **79849 Hwy 2, Broken Bow, NE 68822**

You are notified that Owner has accepted your Bid dated **January 29, 2025**, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Group A

The Contract Price of the awarded Contract is **\$432,190.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **three (3)** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **None.**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Broken Bow**

By (signature): _____

Name (printed): **Rod Sonnichsen**

Title: **Mayor**

Copy: Engineer _____

EJCDC® C-510, Notice of Award.

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CONSTITUTION AND BYLAWS OF THE BROKEN BOW VOLUNTEER FIRE DEPARTMENT

PREAMBLE

Section 1. The officers and members of the Broken Bow Volunteer Fire Department do ordain and consent to the following Constitution.

Section 2. The name of this organization shall be **BROKEN BOW VOLUNTEER FIRE DEPARTMENT**.

Section 3. The object of the **BROKEN BOW VOLUNTEER FIRE DEPARTMENT** shall be to fraternally unite for the mutual benefit, protection, and for the purpose of rendering such assistance to the City of Broken Bow, Nebraska, and the Broken Bow Rural Fire District by preventing and extinguishing fires as may be possible with their equipment.

Section 4. The Rescue Squad and/or the Ambulance Service (EMTS) are to be an integral part of the **BROKEN BOW VOLUNTEER FIRE DEPARTMENT**.

ARTICLE I COMPOSITION

Section 1. This department shall be composed of all hose, chemicals, hook, and ladders, or other Fire Companies regularly organized and equipped by the City of Broken Bow for the purpose of fighting fires, protecting lives and property and shall consist of not more than thirty five (35) volunteers and one Fire Chief. The Fire Chief shall appoint no more than thirty five (35) members of each department company, subject to the election by a two-thirds (2/3) majority vote of the membership present and further review and approval of the City Council.

ARTICLE II OFFICERS

Section 1. The officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer, Fire Chief, First Assistant, Second Assistant, up to four Captains, and three Board of Trustees members.

Section 2. Elections for the officers of the department shall be held during the March meeting of the department. The candidates must be active members of the department. The candidate receiving the majority of all votes cast by members present shall be elected to that office, and shall hold their respective office until their successor is elected; provided: that no person shall be eligible to the office of Chief, First Assistant Chief, or Second Assistant Chief of this department until they have served five (5) years or has at least five (5) years of fire fighting experience.

Section 3. All such officers shall be elected for a term of one (1) year, except the Trustees and Captains. Trustees shall be elected alternately to serve three (3) years, with one Trustee retiring each year. Captains shall be appointed by the Fire Chief.

Section 4. The installation of newly elected officers shall take place at the first meeting night in April, when all newly elected officers shall take the required obligations.

Section 5. The President shall call for a special election to fill a vacant office of the department if such vacancy occurs due to the death, incapacitation, or resignation of the office holder.

ARTICLE III DUTIES OF THE OFFICERS

THE PRESIDENT

Section 1. It shall be the duty of the President to preside at all meetings of the department, to appoint all officers pro term in the place of absentees, to preserve strict order and decorum, and to enforce the Constitution and By-Laws.

Section 2. The President, together with the Vice-President, shall inspect all ballots and report thereon to the department. Any member shall have the right to inspect the ballot after the ballot has been declared.

Section 3. The President shall sign all orders drawn on the treasury for the payment of such amounts as may, from time to time, be voted, and such cards, certificates, and other documents that may require a signature to authenticate them.

Section 4. Upon the death of a fire fighter in good standing, the President shall call a special meeting of the department to attend the funeral as a group.

Section 5. The President shall perform such other duties as may be required by the By-Laws and the customs of the department.

Section 6. The President shall have all communications that are received by the department read during the regular meeting.

The Vice-President

Section 7. It shall be the duty of the Vice-President to assist the President in executing the duties of their office and preserving order and decorum in the department, to inspect all ballots with the President, and in the absence of the President, fulfill the obligations of president.

The Chief

Section 8. It shall be the duty of the Chief to take full control of the department in times of fires, parades, drills, and other times of active duty. The Chief shall supervise all the department's fire equipment and property at all times, and perform all other duties that may be required the By-Laws, City Ordinances, and State Law.

The First Assistant Chief

Section 9. It shall be the duty of the First Assistant Chief to assist the Chief in the administration of fire fighting activities, and in the absence of the Chief, take charge of the department in times of fires, parades, drills, and other times of active duty.

The Second Assistant Chief

Section 10. It shall be the duty of the Second Assistant Chief to assist the Chief and First Assistant Chief in the administration of fire fighting activities, and in the absence of the Chief and First Assistant Chief, take charge of the department in times of fires, parades, drills, and other times of active duty.

Safety Officers

Section 11. The Safety Officer shall be appointed by the Fire Chief on a yearly basis. The Safety Officer shall be in charge of all safety concerns during active and inactive duty of the department.

Captains

Section 12. The duties of the Captains shall be to assist the Fire Chief and Assistant Chiefs in the administration of fire fighting activities, and in the absence of the Chief, First and Second Assistant Chiefs, and Safety Officer. It also will be the duty of one captain to be in charge of the Training Committee.

The Secretary

Section 13. It shall be the duty of the Secretary to keep a full and complete record of the proceedings of the department in books especially provided for that purpose, to read all reports, petitions, and communications that may be presented to the department, to fill out all certificates granted by the department, and to issue all summons and notices which may require a signature to attest them.

Section 14. In the absence of the Treasurer, the Secretary shall on the day after each regular meeting, deposit the treasury collection in the bank in the name of the department. A receipt then should be received to be given to the treasurer.

Section 15. The Secretary shall accurately keep the rolls of the department and the members thereof, and at every regular meeting shall read the minutes of the last meeting.

Section 16. The Secretary shall notify each member who may be delinquent by the next regular meeting and advise the member that they may be dropped from the rolls for non-attendance.

Section 17. The Secretary shall read to the department, during the regular meeting, the names of all members who are liable for suspension for non-attendance of meeting and drills.

Section 18. The Secretary shall deliver to their successor in office all documents, records, and any property of the department and during their term of office., The Secretary shall deliver

to their successor in office all documents, records, and property of the department to the Auditing Committee or such other officers when and as the President shall direct.

The Treasurer

Section 19. It shall be the duty of the Treasurer to receive all money of the department.

Section 20. The Treasurer shall deposit in the name of the department, in a suitable bank to be named by the department, all funds received by the department. The Treasurer shall counter-sign all warrants, checks, and other such financial documents when signed by the President.

Section 21. The Treasurer shall make a report to the department at each meeting of funds received and disbursed by the department and the balance of its accounts.

Section 22. The Treasurer shall, after an audit, deliver to their successor in office, all funds remaining in the department accounts, and all documents, records, and property of the department.

ARTICLE IV BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of three (3) active fire fighters, duly elected at the March meeting of the department. It shall be the duty of the Board of Trustees to audit all the accounts and books of the Secretary and Treasurer, to audit all bills presented to the department, and to act as the finance committee. The members of the Board of Trustees shall hold office and serve until their successors are duly elected. The Board of Trustees shall report at each annual meeting of the department, and whenever they are called upon to do so during a regular meeting of the department.

Section 2. Trustees, at the expiration of their term or removal from office, shall deliver to their successors in the office all books, papers, bonds, and other property of the department in their possession.

Department Chaplin

Section 1. Department Chaplin will be appointed by the Fire Chief. Will be responsible for talking and helping members through tragic events that happen on scene. Chaplin will also assist the EMTs during a tragic scene or event.

ARTICLE V INVESTIGATION COMMITTEES

Section 1. The president shall appoint four (4) members in good standing to act as the committee of Investigation, whose duties shall be to inquire into the character, qualifications, and standing on the community of each applicant to membership in the department. The Investigation Committee shall report the results of its investigation of each applicant at the next regular meeting of the department.

Section 2. Any member of the Investigation Committee who fails to properly investigate an applicant's character, or knowingly withholds information regarding the applicant that would prevent their becoming a member, may be suspended or expelled from membership in the department for dereliction of duty to the department and its members.

ARTICLE VI

APPLICATION FOR MEMBERSHIP

Section 1. An applicant for membership in the department must complete and submit a membership application form, which shall bear the individual's signature. Further, one member in good standing in the department must recommend the applicant for membership.

Section 2. The Applicant must be of sound body and mind, in full possession of their senses and faculties. The Applicant must have resided within the Broken Bow fire district for at least one year, and must be at least 19 years of age. The Applicant shall pay an application fee of Twenty dollars to the Secretary when the application is submitted.

Section 3. A former member of the department who has been dropped for nonattendance of fines who desires to be reinstated in the department shall make application for membership pursuant to Sections 1 and 2 of this Article, as well as pay any outstanding fines owed from their former membership.

Section 4. All applications for membership in the department will be referred to the Investigation Committee for investigation into the Applicant's qualifications. The Investigation Committee will report to the membership on the Applicant's qualifications during a regular meeting. The Applicant shall be present at the meeting. If the report of the Investigation Committee is favorable, the application shall be voted on by a ballot of the members present. No deviation from this method will be lawful. If the applicant fails to appear (without reasonable excuse), before the investigation committee, all fees shall be forfeited to the department. The department can reschedule the meeting with the investigation committee if the applicant's absence was due to sickness or similar circumstances. If the application is rejected, the Secretary shall send written notice of the rejection and a warrant to the Treasury for the amount of his fee.

Section 5. No Applicant will be admitted into membership under an assumed name or alias, and upon discovery of such, shall be subject to expulsion.

Section 6. If the Investigation Committee gives an unfavorable report to the Department, the Applicant, shall be rejected without proceeding to a ballot. The Applicant may not reapply for membership for a period of six months.

Section 7. Any applicant for membership balloted for but not received at least a two-thirds (2/3) majority vote of the members present shall be rejected and may not reapply for membership for a period of six (6) months thereafter. However, notwithstanding the above, the President may (in the best interest of the department) award such an applicant a new ballot, to take place immediately thereafter and before any other business intervenes.

Section 8. Every Applicant accepted for membership in the department and upon becoming a member shall agree to observe and obey all laws, rules, and regulations of the department, and all amendments that may be enacted by the department.

Section 9. The one-year residency requirement may be waived when an Applicant possesses at least five (5) years of experience in firefighting or when the membership in the department has fallen to twenty-five members or less.

Section 10. Applicants with at least five (5) years' experience in firefighting may receive favorable consideration over applicants without such experience.

ARTICLE VII ILLEGAL ACTS AND CONDUCT

Section 1. Any member convicted of making use of improper means to obtain benefits shall be subject to suspension for a period of time or expulsion from membership in the department.

Section 2. Any officer or member convicted of appropriating for their own use funds or property of the department shall be subject to a fine of not less than five dollars or suspension for a period of time or expulsion from the department.

Section 3. Any member who shall be convicted of conducting themselves in a manner not becoming a firefighter or calculated to disrupt the harmony or imperil the good name or prosperity of the Broken Bow Volunteer Fire Department or its members, shall be subject to a fine of not less than five dollars or suspended for a period of time or expulsion from membership in the department.

Section 4. Any member who shall be convicted of divulging to an Applicant for membership the name and member who reported unfavorable upon such application, or otherwise opposed such application, or in any way or manner publicly criticized or condemned the action of the department for rejecting the Applicant, shall be subject to a fine of not less than five dollars or suspension for a period of time or expulsion from membership in the department.

ARTICLE VIII TRIALS AND PENALTIES

Section 1. Whenever any member believes that they have knowledge or information that would lead them to understand that another member of the Department has violated the Constitution and By-laws of the Department, it shall be their duty to make a complaint against such member in writing and present the report to the President. The President shall report the contents thereof, withholding the name of the member making the complaint, at the next regular meeting of the Department.

Section 2. The President shall immediately appoint a Discipline Committee consisting of three members to investigate the complaint. The Discipline Committee shall investigate the complaint and, if they find that the complaint is well founded, will proceed to file charges against the accused member, giving the time, place, and circumstances of the Disciplinary Hearing, and specify the manner of the offense with which the accused member is charged. The Discipline Committee shall withhold the name of the member making the complaint.

Section 3. The Officers and Board of Trustees of the Department will act as a Board of Honor during the hearing. Their duty will be to hear the evidence presented by both sides of the issue and determine whether there is clear and convincing evidence to establish that the accused

member committed the offense alleged. The President shall act as the presiding member of the Board and shall insure that the hearing is conducted in a fair and orderly manner. A simple majority of the Board will be necessary to convict.

Section 4. The Discipline Committee shall summon under the seal of the Department any witnesses possessing relevant information concerning the alleged offense. Any member summoned must appear and give testimony upon their honor. The Discipline Committee shall also summon under the seal of the Department all witnesses requested by the accused. Any person, not a member of the Department, may be requested to testify under oath during the hearing. No testimony may be taken during the hearing without notice and opportunity of cross-examination by the accused. The accused shall have the right to be represented by another member of the department.

Section 5. After the presentation of evidence by both sides is complete, the Board of Honor shall retire to deliberate in secret. When a majority verdict is reached, the Board of Honor shall, as soon as practical, submit in writing a report to the Department of their findings. Said report is to contain their verdict of either guilty or not guilty, and a short summary of the testimony taken during the hearing. The President shall read and report to the Department at the next regular meeting. The accused shall be given at least 24 hours' notice of the meeting at which the report shall be read to the Department. If found guilty, the accused shall be given the opportunity to address the Board and the members of the Department prior to sentencing. The Board of Honor shall then pronounce the penalty selected from those provided for in this Constitution. The name of any member expelled from the Department shall be published in the minutes of the Department, together with the circumstances thereof, for the protection of the Department.

Section 6. If an accused member shall avoid receiving summons, neglect or refusing to attend or be represented at the time therein fixed, the Department may proceed to expel the accused for contempt. If such absence is shown to be unavoidable to the satisfaction of the Honor Board, the accused shall be entitled to all rights and privileges of a member of the Department until proven guilty.

Section 7. If the Discipline Committee finds that the original complaint made by a member (whose name shall be withheld) was unfounded and made maliciously or with the intent of injuring the character or reputation of any person in the Department, the Discipline Committee shall immediately bring charges against such member.

ARTICLE IX FIRE GEAR

Section 1. The Department shall, from time to time, adopt fire gear (such as coats, boots, and helmets) for the use of the Department.

Section 2. Each member shall be required to keep their fire gear in good repair at the Departments expense.

ARTICLE X VACANCIES

Section 1. Except for the office of President, any vacancy occurring in the offices of the Department shall be filled in the manner prescribed for the election of officers. In the case of a vacancy in the office of the President, the Vice-President shall succeed to the office of the President. Whose office shall be filled in regular order.

ARTICLE XI QUORUM

Section 1. A majority of the active members shall constitute a quorum for the purpose of transacting the business of the Department.

ARTICLE XII NON-ATTENDANCE

Section 1. Members of the Department who fail to attend the monthly members meetings for three (3) successive months, or who fail to attend fifty percent (50%) of the twelve-monthly members meetings held annually without a reasonable excuse given either in person or in writing will forfeit their membership in the Department. Members may be reinstated on payment of the sum of Twenty Dollars (\$20.00) pursuant to the provisions of Article VI, Sections 2 and 3.

Section 2. Members of the Department who fail to participate in the monthly drills for three (3) successive month or who fail to participate in fifty percent (50%) of the twelve-monthly drills held annually without a reasonable excuse given either in person or in writing will forfeit their membership in the Department. Members may be reinstated on payment of the sum of Twenty Dollars (\$20.00) pursuant to the provisions of Article VI, Section 2 and 3.

Section 3. Members of the Department who fail to attend the monthly meetings and drills for a total of three (3) successive months or who fail to attend fifty percent (50%) of the twelve-monthly members meetings and drills held annually without a reasonable excuse given either in person or in writing may be expelled, suspended or fined. Such action shall be taken during a regular meeting of the members upon a motion and second for a specific penalty, followed by an affirmative vote by two-thirds (2/3rds) majority of the members in attendance at the meeting. Section 4. Any member of the Department who fails to attend a meeting shall pay a fine of One Dollar (\$1.00). Any member of the Department who fails to attend three successive monthly meetings without reasonable excuse given shall pay a fine of Twenty Dollars (\$20.00) and shall automatically be suspended with provision for reinstatement as found in Section 1 of this Article.

ARTICLE XIII RESIGNATIONS

Section 1. Any member may resign from the Department by tendering a resignation in writing and returning all property of the Department, which they may have in their possession. Such resignation shall be read to the members during the next regular meeting. A resigning member who has been a member in good standing for ten (10) years or more will be eligible for an honorary membership certificate of service.

Section 2. Any officer may resign by the procedure listed on section 1 of this Article, except the Secretary and Treasurer, who shall give at least thirty (30) days advance written notice to the Department.

ARTICLE XIV DRILLS AND MEETINGS

Section 1. The regular meetings shall be held in the meeting room of the Broken Bow Volunteer Fire Department in the City of Broken Bow on the first Tuesday of each month unless canceled by the Fire Chief or President.

Section 2. The regular fire drill shall be held on the third Tuesday of every month.

Section 3. Robert's Rules of Order shall be used to govern proceedings at all meetings with the exception of roll call.

Section 4. A meeting may be rescheduled if the number of members present is insufficient to constitute a quorum.

Section 5. All special meetings shall be called for, in writing, by the President, over their signature, and at times and dates designated by the President.

Section 6. The President or Fire Chief shall head all members in parade at a funeral or on Decoration Day.

ARTICLE XV RULES OF DECORUM

- Section 1.
- (1) All members shall observe the following rules of decorum:
 - (2) No alcoholic beverages are to be allowed during meetings.
 - (3) Respect will be shown to all members present during any discussion.
 - (4) Only members shall be present during meetings, except when a majority vote of the members present grants permission for a non-member to attend.

ARTICLE XVI FIRE REGISTRATION

Section 1. It shall be the duty of every firefighter to personally register their attendance at the fire within twenty-four (24) hours of the fire. Such attendance will be noted in a register provided for that purpose in the fire barn.

ARTICLE XVIII APPEALS

Section 1. Any communication requesting an interpretation of or information relative to the Laws of the Department shall be addressed to the President.

Section 2. Questions arising from a decision, judgment, or action of the President may be appealed during a regular meeting of the Department by a motion and second made to overrule the action in question. The action will be overruled only upon a two-thirds (2/3) affirmative vote of the members present.

ARTICLE XVIII REPORTS OF COMMITTEES

Section 1. All committees must report at the time designated by the presiding officer or be subject to discharge with reprimand from the chair and a new committee appointed.

ARTICLE XIX ALTERATIONS, REVISIONS, AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1. The Department shall have the power to, at any time, alter, revise or amend the Constitution and By-laws. Any such alteration, revision or amendment shall be accomplished during a regular meeting of the Department by a motion and second to that effect, followed by a two-thirds (2/3) affirmative vote by those members present.

Section 2. All amendments must be presented at three consecutive regular meetings prior to any vote thereon. The three readings may be waived by a majority vote of the department if it is deemed appropriate for the changes made. If waived, each member shall receive a copy of the amended BYLAWS for their review and input.

ARTICLE XX HOUSE RULES

Section 1. The Department will not be responsible for personal items missing from lockers.

Section 2. The order of business at regular meetings of the Broken Bow Volunteer Fire Department shall be as follows:

- (1) Call to order by the President
- (2) Reading of the minutes of the previous meeting
- (3) Treasurer's report
- (4) Reports of committees.
- (5) Application for membership
- (6) Obligations and Installation
- (7) Unfinished business
- (8) New business
- (9) Bills
- (10) Communications

- (11) Election of officers
- (12) Good of the Department
- (13) Roll call
- (14) Adjournment

ARTICLE XXI HONORARY MEMBERS

Section 1. Any member in good standing who has served the time prescribed by law as an active member to entitle them to exemption, and who owes no debts to the department, shall upon application at any regular meeting be placed upon the honorary list of this department and be furnished a certificate of such service.

Section 2. The Mayor of the City of Broken Bow shall be an honorary member of this department during their term of office.

Section 3. An honorary member shall have all privileges of membership in the department with the exception that he may not hold office in the department or vote or retain their uniform. An honorary member may attend conventions and tournaments at the expense of the department.

ARTICLE XXII MISCELLANEOUS PROVISIONS

Section 1. Meeting roll call and minutes shall be adopted by the Broken Bow Volunteer Fire Department. The meeting and minutes will be entered into a permanent record in the form of a designated notebook or computer.

Section 2. The official colors of the Broken Bow Volunteer Fire Department shall be red and white.

Section 3. Decoration Day of each year shall be the date designated by the department for the purpose of decorating the graves of deceased firefighters, and holding such services as are appropriate for the day.

A FIRE FIGHTER'S PRAYER

When I am called to duty god, wherever flames may rage,

Give me strength to save some life, whatever be its age,

Help me embrace a little child, before it is too late,

Or save an older person from the horror of that fate,

Enable me to be alert and hear the weakest shout,

And quickly and efficiently to put the fire out.

I want to fill my calling and to give the best in me,

To guard my every neighbor, and protect his property.

And if according to your will I have to lose my life,

Please bless with your protecting hand my children and my wife.

THE FIREFIGHTER'S OATH

I solemnly swear and affirm that I will support the Constitution of the United States, and the State of Nebraska. That I will abide by the Constitution and By-Laws of the Broken Bow Volunteer Fire Department, and that I will promote friendship and union among the members of this department and that I will faithfully and impartially perform the duties of a volunteer firefighter according to the law and to the best of my ability.

BROKEN BOW VOLUNTEER FIREFIGHTER'S PLEDGE

Raise your right hand, pronounce your name in full and repeat after me.

I, _____, having been elected a member to the Broken Bow Volunteer Fire Department, on my word do solemnly pledge myself to be faithful and perform my duties as a volunteer firefighter. I promise to obey the lawful orders of the Chief and Assistants. I furthermore promise, if within my power, to attend all fire drills and meetings of the Broken Bow Volunteer Fire Department. I will safeguard all equipment and property belonging to the Fire Department. I will conduct myself at all times as a worthy citizen and do nothing, to my knowledge, to bring discredit to our department.

CODE OF ETHICS

As a firefighter and member of the Broken Bow Volunteer Fire Department, my fundamental duty is to serve mankind, to safeguard life and property against the elements of fire and disaster and maintain a proficiency in the art and science of fire engineering. I will uphold the standards of my profession, continually search for new and improved methods and disseminate and share my knowledge and skills with my contemporaries and descendants. I will never allow personal feelings, nor danger to self to deter me from my responsibilities as a firefighter. I will at all times respect the property and rights of all citizens. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of fire service. I will constantly strive to achieve these objectives and ideas dedicating myself before God to my chosen profession saving lives, fire prevention, and fire suppression. As a member of the Broken Bow Volunteer Fire Department, I accept the self imposes and self enforced obligation as my personal responsibility.

Broken Bow Cadet Program

Any Individual wishing to be admitted to the Broken Bow Fire Cadet Program must comply with the following rule.

1. All individuals who participate in the Cadet Program must be at least 14 years of age and no older than 18 years old.
2. An Application for membership into the Cadet Program can be obtained from the office of the Broken Bow Volunteer Fire Department. Must be completed by the applicant with necessary signatures and returned to the Broken Bow Fire Station. The Application form must include the following signatures:
 - Applicant
 - Parent(s) or legal guardian of Applicant
 - Guidance Counselor at the school where the student is enrolled and attending classes.
3. After consideration and investigation, one of the Cadet Program Leaders will notify Applicant whether he/she will be considered for membership in the Cadet Program.
4. Upon Approval for membership, the Applicant will be notified by one of the Cadet Leaders of the upcoming meeting at which the members of the BBVFD will have an opportunity to meet, interact and address any concerns regarding the Applicant's request for membership into the Cadet Program. At the conclusion and prior to the adjournment of the meeting, the members of the BBVFD shall vote on whether or not to accept the Applicant into the Cadet Program. If Applicant is approved for entry into the Cadet Program, the Fire Chief will, at the time, sign the Applicant's Application. The minutes of this meeting will include the status of Applicant's request for membership.
5. Every Applicant accepted into the Cadet Program must obey all of the requirements of the Bylaws of the BBVFD rules and regulations that the members of the BBVFD are required to follow, in addition to all requirements of the Cadet Program Leaders.

Attendance of Meeting and Drills

The Cadet is required to attend as many of the monthly meetings and drills of the BBVFD as the Cadets can. If a Cadet cannot attend a meeting and/or drill prior to the meeting and/or drill the Cadet must notify his/her Cadet Leader or assigned Captain.

Maintaining Passing Grades

The Cadet must maintain passing grades to attend the meetings/drills and emergency calls by the BBVFD. The Cadet Leaders have the right to contact the parent(s) or legal guardian as well as teachers at the school the Cadet is enrolled in and is attending to check grades. If it is determined that the Cadet is not maintaining passing grades, the Cadet will be excused from all emergency calls, monthly drills, and monthly meetings until Cadets grades return to "PASSING GRADES".

Maintaining Privacy of Public

The Cadet should not discuss any details of any fire or emergency call with any individual other than a BBVFD member.

Personal Protection Equipment

The BBVFD will provide each Cadet with necessary personal protection gear, such as coats, boots, gloves, etc. for the Cadets use during calls. Each Cadet will be assigned a locker at the Fire Hall for fire gear assigned to the in usable condition. If any gear needs to be repaired or replaced the Cadet needs to report it to any Captain or Chief as soon as possible.

Attending Emergency Calls

At the age of 16 or older, the Cadet can go on all emergency calls **except for a 1045 which is a car accident with injury.** As a member of the Fire Department, the Cadet will receive a group text message (IAR APP) asking you to respond with a text (yes) if you can go on the emergency call or (no) if you are unable to respond. Cadets should always report to the Broken Bow Fire Hall to obtain an assignment. If you text (yes) that you are enroute to respond to an emergency call, Paul Holland will be at the Fire Hall to assign you to the correct Fire apparatus or will get the Cadet to the emergency scene in a Fire Department vehicle. The Cadet needs to be mindful that he/she must obey all traffic laws enroute to the Fire Hall. Upon arrival at the emergency scene the Cadet will be assigned a task by one of the following: a Cadet Leader, Paul Holland, a Captain, or a Fire Chief.

Resignation of Department

If at any time, the Cadet wishes to resign as a member of the BBVFD Cadet Program, the Cadet needs to notify one of the Cadet Leaders: Dave Baltz, Dustin Watson, or Paul Holland. At the next meeting of the BBVFD, the Cadet Leader will notify the members of the BBVFD that the Cadet has resigned from the Cadet Program; thereby allowing the Cadet to leave the program in "Good Standing". If this procedure is followed, at any future time the former Cadet can re-apply for admission to the cadet program.

Broken Bow Volunteer Fire Department

Constitution and By Laws And

Standard Operating Procedures



Revised on March 18, 2024