

Broken Bow City Council

Meeting Minutes October 28, 2025

The Broken Bow City Council met in regular session on Tuesday, October 28, 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. These items were also given to various local 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, and Paul Holland. Absent: Joe Wamsley. Also in attendance was City Administrator David Schmidt, City Attorney Jason White, City Clerk Jennifer Waterhouse, and City Treasurer LeeAnn Morgan. 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 October 28, 2025. Said motion includes approval of the Minutes of the October 14, 2025, Council Meeting, Bills to Date, September 2025 Treasurer's Report, and the Broken Bow Ambulance Service Roster. Roll call vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion carried.

Aflac PRE TAX AFLAC \$511.52, AFLAC POST TAX \$119.50, Applied Connective Technologies, Phone repairs \$162.71, Around The Block Catering, Deposit for employee appreciation \$1,000.00, Auto Value Broken Bow, bug spray \$18.98, Beaver Bearing Co Albion, Belt \$10.15, Bearings/seals \$492.20, Bound Tree Medical, Ambulance supplies \$864.74, Broken Bow Golf Club, Employee appreciation venue deposit and rent \$670.00, Callaway District Hospital, Medications \$120.38, Carroll Construction Supply - Spin Screed for street construction \$821.23, Cengage Learning, Gale, Chilton database \$368.35, Central Ne Medical Clinic - Labs for new officer \$167.00, Century Link, Basic & long distance \$86.03, Chris Henderson, Reimbursement for meals for POAN conference \$120.99, Christopher Shelby, Truck vault commander box \$500.00, City Flex Benefit Plan, SELECT FLEX-UNREIMBURSED M/D/V \$405.00, City of Broken Bow, Health Insurance \$4,312.30, City of Broken Bow Pension Fund, RETIREMENT LOAN PAYMENT \$3,128.36, 414H RETIREMENT \$12,881.68, 457 RETIREMENT \$1,732.27, Colonial Insurance, COLONIAL LIFE PRE TAX \$648.70, COLONIAL LIFE POST TAX \$333.56, Credit Management Services Inc. WAGE GARNISHMENT, Plaintiff, \$27.58, Custom Cage Inc, Cages for new patrol cars, \$2,370.00, Demco, Library supplies, \$121.05, EFTPS Online Payment, MEDICARE, \$3,306.62, FEDERAL \$9,440.87, FICA \$14,138.40, Eakes Office Products, Copier meter \$236.72, Office supplies, City Hall and Police Department \$514.15, Family Heritage – Lif Insurance \$25.50, First Response Billing Associates, LLC, EMS billing \$1,749.92, General Collection Company, Inc, WAGE GARNISHMENT \$547.59, Gibbons Electric, Repairs to lights, Fire Hall \$735.81, City Hall office, outlets and light switches \$2,223.94, Governmentjobs.com, Inc, Policy software \$13,165.25, Great Plains Communications Police, Wifi for BBPD \$185.00, Hometown Leasing, Lease payment, 2025 UW56 Bobcat \$9,000.00, Ingram Library Services, Library materials \$1,812.28, JW Auto Sales, 2023/2025 Police Interceptors \$67,000.00, Kirkpatrick Cleaning Solutions, Paper towels, Fire Hall \$28.76, Carpet cleaning, Library \$2,418.30, Mid Plains Community College, EMS Class-Gaddy \$646.48, Myers Construction Co, Rock \$1,657.13, NMC Inc, Equipment repairs and maintenance, \$506.23, Nebraska Child Support Payment Center, CHILD SUPPORT-NE \$769.86, Nebraska Law Enforcement Training Center, Fleet use fees \$350.00, Nebraska Library Commission, Nebraska Overdrive subscription \$500.00, Nebraskaland Tire, Tires for 2016 Ford Ambulance \$1,319.92, Pareto Health, Cost management Oct 2025 \$76.00, Paulsen Inc, Expansion foam \$86.10, Presto X Company, Pest control City Hall \$159.75, Monthly pest control, Library \$79.01, Quill Corporation, Office supplies \$131.94, Real Simple, Subscription

\$23.54, Rick Brazau, Grasshopper lawn mower \$2,975.00, Site One Landscape Supply, Herbicides \$402.50, Smithsonian, subscription \$34.99, State Income Tax WH NE Online Payment, STATE \$4,196.24, Taste of Home, subscription \$33.85, The Emblem Authority, Pink patches \$400.00, The New Yorker, subscription \$179.99, The Olson Group, Quarterly consulting \$3,800.00, Trotter Service, Fuel and tires \$1,098.98, Fuel \$1,825.70, \$32.24, \$520.39, Trotter Whoa & Go West BB, Fuel \$604.57, \$102.65, \$137.14, Total \$181,173.59 Bi-Weekly Payroll (10/22/25) \$78,560.08, Grand Total \$259,733.67

Moved by Holland, seconded by Kleeb, to excuse the absence of councilmember Wamsley. Roll call vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion carried.

During Police Officer Promotion, Officer Paul Cunningham was promoted to the rank of Police Sergeant. Police Chief Chris Anderson highlighted Cunningham's 6.5 years of service in the United States Air Force and 3 years with the Nebraska Air National Guard. He explained that Cunningham furthered the calling to serve by joining the Broken Bow Police force in August of 2022 and since then has consistently demonstrated professionalism, dedication, and leadership within the department. He went on to say, "What truly sets Paul apart is his calm and steady presence." He explained that when situations become tense and decisions need to be made quickly, Paul brings clarity and reassurance to the situation. He concluded by commending Cunningham's character, judgement and example within the department and expressed that the promotion was well deserved.

Sergeant Cunningham was welcomed to his new role and received his sergeant bars during the official pinning ceremony from his wife Jenna and sons Braydon and Derrick. Mayor Sonnichsen closed the ceremony by thanking Paul for serving the community of Broken Bow.

In new business, moved by Kleeb, seconded by Holland, to approve the annual audit report for the year ending September 30, 2024. During discussion, Bob Meyer of RJ Meyer and Associates LLC explained that this is the first year of doing the audit for the City of Broken Bow. He said that the overall role of an auditor is to give an opinion on whether the cities books look ok or not. He further explained that although that sounds simple, in general they are evaluating if the bookkeeping is fairly stated and that accounting principles are followed so that a reasonable person would be able to rely on them.

Mr. Meyer went over multiple pages of the audit report focusing on various funds, debts, bonds, capitol assets, and the proprietary accounts. He explained that everything is stable and consistent from year to year, budgeting is appropriate, and that the city finances are in good health. He also went over the two audit findings of segregation of duties and the preparation of financial statements. He explained that the first occurs when there is an insufficient number of personnel to ensure appropriate segregation of duties at every level and the second occurs when the city must rely on the auditor to help create the audit report. He said that both findings are standard findings, and they are to be expected for a city the size of Broken Bow that is absent of a large staff. He explained that both findings will show up in future audits as well, but neither are concerning.

He ended his audit report by commending the staff for their cooperation and help during this first year of working together to complete the audit and said that he feels that we are heading in the right direction and that he looks forward to the next year. Roll Call Vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion carried.

Mayor Sonnichsen introduced Ordinance 1303, entitled "AN ORDINANCE PROVIDING FOR THE PLACING OF A DESIGNATED "HANDICAP PARKING" SPACE, IN THE CITY OF BROKEN BOW, CUSTER COUNTY, NEBRASKA, PROVIDING FOR PUBLICATION AND EFFECTIVE DATE AND REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE."

Moved by Holland, seconded by Smith to open a public hearing at 6:22 pm regarding said Ordinance. Roll Call vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion carried.

Discussion was held. Administrator Schmidt explained that the request was made by Sennett, Duncan, Jenkins & Wickham to put a handicapped parking stall at the corner of South D and South 7th Avenue as the closest handicapped parking space is at the library or the city square. He said that he feels that this is a logical place to put a handicapped stall for the surrounding businesses and therefore the Ordinance comes with his recommendation. Moved by Smith, seconded by Kleebe to close public hearing at 6:23 pm. Roll Call vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion carried.

Moved by Smith, seconded by Holland that the statutory rule requiring reading Ordinance 1303 on three different days be suspended. Roll Call vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion Carried. The motion to suspend the rules of said Ordinance was adopted by three-fourths of the Council and the statutory rule was declared suspended for the consideration of said Ordinance.

Said Ordinance was then read by title and thereafter, Councilmember Holland moved for final passage of Ordinance 1303, which motion was seconded by Councilmember Smith. Roll Call vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion Carried. The final passage and adoption of said Ordinance having been concurred by a majority of all members of the Council, the Mayor declared the Ordinance adopted.

Mayor Sonnichsen introduced Ordinance 1302, entitled "AN ORDINANCE OF THE CITY OF BROKEN BOW, NEBRASKA ESTABLISHING ELECTRIC USE FEES, REPEALING THE SECTIONS OF ALL PREVIOUS ORDINANCES IN CONFLICT WITH THIS ORDINANCE, AND PROVIDING FOR PUBLICATION AND EFFECTIVE DATE." Moved by Kleebe, seconded by Smith to open a public hearing at 6:24 pm regarding Ordinance 1302, Electric Use Fees. Roll Call vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion carried. Discussion was held. Electric Superintendent Blake Waldow explained that in April of 2025 MEAN raised their rates by 9%. Due to that increase, he is proposing that the City raise the residential and commercial rates by 2% and the large power/industrial by 7% because they are based on a wholesale rate. He stated that they also adjusted some KW charges for price increases as well. There were no public comments. Moved by Smith, seconded by Kleebe to close public hearing at 6:25 pm. Roll Call vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion carried.

Moved by Smith, seconded by Holland, to not waive the final two readings of Ordinance 1302, Electric Use Fees. Roll Call vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion Carried.

The second reading of Ordinance 1302 was performed by City Clerk Jennifer Waterhouse.

Moved by Kleebe, seconded by Smith to approve Resolution, 2025-20, approving and authorizing the closure of existing City of Broken Bow credit cards with Card Services and the establishment of new credit cards with Nebraska State bank. City Treasurer LeeAnn Morgan explained that Card Services has become increasingly more difficult to work with on an administrative level and that after researching options the office staff found a credit card suited to municipalities through Nebraska State Bank that they would like to switch to. Administrator Schmidt further explained that the original credit cards started out as Orscheln's credit cards and when they got bought out everything changed. He recommends making the change to NSB as that will also allow the city to have a local contact for our service needs. Roll Call Vote: Voting aye: Smith, Kleebe, and Holland. Nays: None. Motion carried.

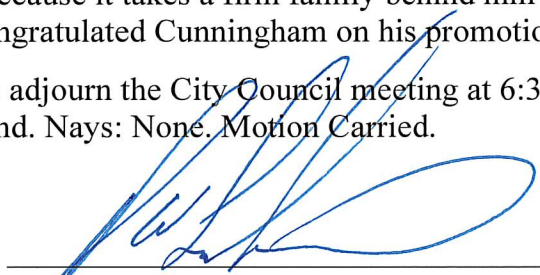
Moved by Holland, seconded by Smith to approve Resolution, 2025-21, approving the Sale of Surplus Personal Property of the City of Broken Bow valued at more than \$5,000. Administrator Schmidt

explained that the city budgeted for a new loader this year and that they would like to sell the oldest loader the city currently owns that is located at the tree dump. He said that they plan to use the funds as a down payment on the new loader and that it will financially benefit the city to sell it on an online auction service instead of trading it in. Roll Call Vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion carried.

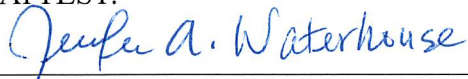
During public comments, Stephanie Grafel, Executive Director of the Broken Bow Chamber of Commerce thanked the City for everything they do, as well as their help with the upcoming event "Sidewalk Spooks and Trunk or Treat the Square" on October 31, 2025, from 3:00-5:00 pm. She explained that over fifty businesses and organizations will be participating and providing treats for children during the community event, and that she appreciates all the help given by the city to make the event successful. Mayor Sonnichsen thanked everyone who helps with the event and said that it is a tremendous event to observe as you watch all the kids having fun. Administrator Schmidt also explained that if anyone would like a copy of the audit report to please let him know and he will get them a copy.

During Mayor and council comments, Mayor Sonnichsen thanked Seargent Cunningham's family for backing him up with everything he does because it takes a firm family behind him to do his job. Councilmember Smith also agreed and congratulated Cunningham on his promotion as well.

Moved by Smith, seconded by Holland, to adjourn the City Council meeting at 6:34 pm. Roll Call vote: Voting aye: Smith, Kleeb, and Holland. Nays: None. Motion Carried.


Rodney W. Sonnichsen, Mayor

ATTEST:



Jennifer A. Waterhouse, City Clerk

