

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
August 8, 2022 @12:30 P.M.
Council Chambers
314 South 10th Avenue, Broken Bow, NE**

A. Call to Order

B. Open Meeting Law: A current copy of the Open Meeting Act is posted and is available for review by all citizens in attendance.

C. Roll Call

D. Consent Agenda – The Board will review and may or may not approve the consent agenda items for August 8, 2022, which will include the following:

- a. Approval of Minutes from July 26, 2022, Meeting**
- b. Approval of Claims as Posted**

E. Discussion Items

F. Department Head Updates

G. Items for Next Agenda

H. Adjournment

The Broken Bow Board of Public Works reserves the right to enter closed session to discuss any item on the agenda pursuant to law.

**Board of Public Works
Meeting Minutes
July 26, 2022**

The Board of Public Works of the City of Broken Bow, Nebraska met in regular session on Tuesday July 26, 2022. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Board of Public Works and the Electric Superintendent. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Chad Schall called the meeting to order at 12:33 p.m., with the following Board members present: Paul Holland, Russ Smith, and Chad Schall. Absent: None. Chad Schall informed the Board of Public Works this was an open meeting of the Board of Public Works and was subject to the open meeting laws of the State of Nebraska, a copy of which is posted.

Moved by Smith, seconded by Holland, to approve the Consent Agenda for July 26, 2022. Said motion includes approval of the Minutes of the June 27, 2022, Board Meeting, approval of Claims to Date, approval of June 2022 Treasurer's Report. Roll Call vote: Voting aye: Holland, Smith, and Schall. Nays: None. Motion carried.

ADAM HOGG - 363.10, ALTEC INDUSTRIES, INC. - 5497.60, AQUA-AEROBIC SYSTEMS, INC. - 7332.44, BROKEN BOW MUNICIPAL UTILITIES - 629.13, CARD SERVICES - ORSCHELNS FARM & HOME - 216.92, CARQUEST OF BROKEN BOW - 28.95, CENTURYLINK - 67.06, CITY OF BROKEN BOW - 46542.67, CITY OF BROKEN BOW PAYROLL REIMBURSEMENT - 70575.81, 36267.21, CULLIGAN - 51.25, CUSTER COUNTY CHIEF - 135.26, CUSTER PUBLIC POWER DISTRICT - 5162.45, CUSTER TRANSFER STATION - 9929.00, CITY OF BROKEN BOW - HEALTH INSURANCE - 44976.33, DUTTON-LAINSON COMPANY - 37724.21, EAKES OFFICE SOLUTIONS - 240.80, EXLINE, INC. - 924.60, EZ IT SOLUTIONS - 1550.00, ERIK JENSEN - 14.86, GRAINGER - 108.62, GREAT PLAINS COMMUNICATIONS, INC - 282.14, INVOICE CLOUD - 132.40, JEFF ROACH - 15.00, JEO CONSULTING GROUP INC. - 235.00, JOHN DEERE FINANCIAL - 201.10, 375.25, JAMES ZLOMKE - 575.00, KANSAS MUNICIPAL UTILITIES - 500.00, MEAD LUMBER CO - 146.34, MIKE'S SMALL ENGINE REPAIR - 139.43, MUNICIPAL ENERGY AGENCY OF NE - 563485.80, MUNICIPAL SUPPLY, OF NEBR. - 294.89, MACQUEEN EQUIPMENT - 1200.00, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - 1265.00, NEBRASKA STATE BANK - 49184.00, NEBRASKA WATER RESOURCES ASSOC. - 105.00, OBRIEN'S HARDWARE - 131.71, ONE CALL CONCEPTS, INC - 93.82, PAULSEN, INC. - 1074.38, PLATTE VALLEY LABORATORIES, INC. - 422.50, QUADIENT FINANCE USA, INC. - 400.00, RACHEL MILLER - 218.50, RT ACE - 343.05, 158.46, S & L SANITARY SERVICES - 40.75, 33802.65, SAGE PAYMENT SOLUTIONS - 1714.51, SANDHILLS CUSTOM CREATIONS - 159.90, STUART C IRBY CO - 1962.11, 3183.79, TROTTER FERTILIZER - 1370.85, TROTTER SERVICE - 591.03, VERIZON WIRELESS - 86.02, WENQUIST, INC. - 78.18, WESCO RECEIVABLES CORP. - 74107.02, WESTERN AREA POWER ADMIN. - 23075.32, TOTAL - 1029489.17

Electric Department	\$871,927.82
Water Department	33,364.38
Sewer Department	42,305.52
Power Plant	5,351.26
Billing	76,475.48
Fuel Station	<u>64.71</u>

\$ 1,029,489.17

The following was discussed under Department Head Updates:

Blake Waldow, Electric Superintendent:

- Discussing projects at Brookstone and Melham Medical Center with M & M Electric.
- Working on the O'Reilly's Project
- Cleaned up storm damage.

Water/Sewer:

- Water/Sewer Supervisor position is open.

Moved by Holland, seconded by Smith, to adjourn the meeting at 12:40 p.m. Roll Call vote:
Voting aye: Holland, Smith, and Schall. Nays: None. Motion carried.

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

/s/ Chad Schall, Chairman

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend#	Vendor Name		Amount	Invoice	Date	PO#	Debit	Date	Status
	Pay#	Post Date	Due Date	Account#	Work Order	Description	Credit		
ALTEC INDUSTRIES, INC.									
18698	8/8/2022	8/8/2022	223.13			SUPPLIES/MAINTENANCE		223.13	Posted 0.00
BROKEN BOW MUNICIPAL UTILITIES									
18680	8/8/2022	8/8/2022	822.01			postage		356.80	Posted 0.00
				2-243290		postage		465.21	0.00
				5-545500				822.01	0.00
Black Hills Energy									
18679	8/8/2022	8/8/2022	99.29			power plant gas		99.29	Posted 0.00
CARD SERVICES - ORSCHELNS FARM & HOME									
18681	8/8/2022	8/8/2022	1,218.63			HOTEL		235.48	Posted 0.00
				2-243360		PUBLISHING/PRINTING		17.50	0.00
				2-243370		ADVERTISING/SEWER		17.50	0.00
				3-343370		MAINTENANCE BUILDINGS & GROUNDS		568.30	0.00
				1-143700		MEALS/MILEAGE/HOTELS		70.85	0.00
				1-143360		OFFICE SUPPLIES POWER PLANT		309.00	0.00
				4-441010				1,218.63	0.00
transfer	CITY OF BROKEN BOW								
18682	8/8/2022	8/8/2022	135,625.61						Posted 0.00
				1-149200		Transfer to City's General Fund		46,345.11	0.00
				5-546100		Monthly Office Rent		400.00	0.00
				2-249990		SPECIAL PROJECTS		13,893.75	0.00
				3-349920		FUTURE PROJECTS		13,893.75	0.00
				2-247400		ENGINEERING EXPENSE		803.00	0.00
				2-244200		FIRE HYDRANTS		30,145.00	0.00
				3-343400		MAINTENANCE MAINS		30,145.00	0.00
								135,625.61	0.00
NON POWER	CUSTER PUBLIC POWER DISTRICT								
18683	8/8/2022	8/8/2022	5,446.47						Posted 0.00
				3-340900		Power for Wastewater Treatment Plant		5,446.47	
18678	8/8/2022	8/8/2022	20,450.86						Posted
				1-145200		Feb-June Health Ins corrections		6.36	0.00
				2-245200		Feb-June Health Ins corrections		3.16	0.00
				3-345200		Feb-June Health Ins corrections		3.16	0.00
				5-545200		Feb-June Health Ins corrections		0.00	295.78
				4-445200		Feb-June Health Ins corrections		3,336.78	0.00
				1-145200		JULY HEALTH INSURANCE		6,868.66	0.00
				2-245200		JULY HEALTH INSURANCE		3,440.78	0.00
				3-345200		JULY HEALTH INSURANCE		3,440.78	0.00
				4-445200		JULY HEALTH INSURANCE		425.26	0.00
				5-545200		JULY HEALTH INSURANCE		3,221.70	0.00
								20,746.64	295.78
EAKES OFFICE SOLUTIONS									
18684	8/8/2022	8/8/2022	112.83						Posted
				5-545400		office supplies		66.83	0.00
				4-441010		office supplies POWER PLANT		46.00	0.00
								112.83	0.00
EZ IT Solutions									
18685	8/8/2022	8/8/2022	1,550.00						Posted
				1-149991		IT SERVICES		310.00	0.00
				2-249991		IT SERVICES		310.00	0.00
				3-349991		IT SERVICES		310.00	0.00
				4-449991		IT SERVICES		310.00	0.00
				5-549991		IT SERVICES		310.00	0.00
								1,550.00	0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>		<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>					<u>Description</u>			<u>Debit</u>	<u>Credit</u>
GREAT PLAINS COMMUNICATIONS, INC (continued)											
18686	8/8/2022	8/8/2022				282.73					Posted
	4-440360						P Plant Internet Service			72.00	0.00
	1-143800						1/4 Internet Expense			27.99	0.00
	2-243800						1/4 Internet Expense			27.99	0.00
	3-343800						1/4 Internet Expense			27.99	0.00
	5-547200						Internet Expense- Credit card connection			83.98	0.00
	4-445700						P Plant Telephone			42.78	0.00
										282.73	0.00
INVOICE CLOUD											
18687	8/8/2022	8/8/2022				146.40					Posted
	5-547200						Credit Card Expenses			146.40	0.00
James Zlomke											
18688	8/8/2022	8/8/2022				275.00					Posted
	2-243365						RYAN CLASS A CDL TEST			275.00	0.00
NEBRASKA POWER REVIEW BOARD											
18699	8/8/2022	8/8/2022				1,239.94					Posted
	1-145410						Annual Assessment			1,239.94	0.00
NEBRASKA STATE BANK											
18689	8/8/2022	8/8/2022				49,184.00					Posted
	1-110670						Wastewater Bond- Monthly Savings Depos			26,871.00	0.00
	1-110680						Water Bond- Monthly Savings Deposit			10,628.00	0.00
	1-110610						Electric Bond Fund			11,685.00	0.00
										49,184.00	0.00
ONE CALL CONCEPTS, INC											
18690	8/8/2022	8/8/2022				65.06					Posted
	1-143320						1- Month of Locate Expenses			65.06	0.00
RAILROAD MANAGEMENT COMPANY III, LLC											
18692	8/8/2022	8/8/2022				313.34					Posted
	2-241000						10 INCH WATER PIPELINE CROSSING			313.34	0.00
RT Ace											
18693	8/8/2022	8/8/2022				154.78					Posted
	1-143410						SUPPLIES & MAINTENANCE			36.97	0.00
	2-241000						OPERATING SUPPLIES & MAINTENANC			117.81	0.00
										154.78	0.00
RYAN JONES											
18694	8/8/2022	8/8/2022				15.37					Posted
	2-243365						LICENSE FEE FOR CDL			15.37	0.00
SAGE PAYMENT SOLUTIONS											
18691	8/8/2022	8/8/2022				1,793.92					Posted
	5-547200						Credit card fees			1,793.92	0.00
Sensaphone											
18695	8/8/2022	8/8/2022				5.95					Posted
	2-243800						MAINTENANCE-SCADA			2.97	0.00
	3-343800						MAINTENANCE-SCADA			2.98	0.00
										5.95	0.00
Stuart C Irby Co											
18696	8/8/2022	8/8/2022				380.73					Posted
	1-143300						LINE MATERIALS			380.73	0.00
WESCO RECEIVABLES CORP.											
18700	8/8/2022	8/8/2022				23,544.29					Posted
	1-143300						LINE SUPPLIES			9,725.24	0.00
	1-149600						NEW TRANSFORMERS			13,819.05	0.00
										23,544.29	0.00
WESTERN AREA POWER ADMIN.											
18697	8/8/2022	8/8/2022				25,123.63					Posted
	1-140220						Power Purchases WAPA			25,123.63	0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
			<u>Account#</u>	<u>Work Order</u>		<u>Description</u>		<u>Debit</u>

268,073.97 23 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 7/26/2022

Ending: 8/8/2022

Banks: All

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

All Vendors Selected

Check Approval List - GL Account

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<u>Vendor Name</u>	Broken Bow Municipal Utilities		
<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
ELECTRIC			
ALTEC INDUSTRIES, INC.	METER LEADS	SUPPLIES AND MAINTI	223.13
CARD SERVICES - ORSCHELNS FARM	HOTEL FOR ADAM, EMPLOYMENT AD, BI	MEALS/MILEAGE/HOTE	70.85
CARD SERVICES - ORSCHELNS FARM	HOTEL FOR ADAM, EMPLOYMENT AD, BI	MAINT-BUILDINGS & G	568.30
CITY OF BROKEN BOW	RENT & TRANSFER, JEO ENGINEERING	IN LIEU OF TAX PAYME	46,345.11
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	6.36
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	6,868.66
EZ IT Solutions	IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	MAINT-COMMUNICATI	27.99
NEBRASKA POWER REVIEW BOARD	POWER REVIEW BOARD ASSESSMENT	MEMBERSHIPS & DUE	1,239.94
NEBRASKA STATE BANK	bond transfers	ELECTRIC BOND FUND	11,685.00
NEBRASKA STATE BANK	bond transfers	WASTEWATER PLANT	26,871.00
NEBRASKA STATE BANK	bond transfers	WATER DEPARTMENT	10,628.00
ONE CALL CONCEPTS, INC	LOCATE EXPENSE	UNDERGROUND LOCA	65.06
RT Ace	FUSE, RECEPICAL, BOLTS, MOP, PAINT	SUPPLIES AND MAINTI	36.97
Stuart C Irby Co	ANCHOR RODS	LINE MATERIALS & SU	380.73
WESCO RECEIVABLES CORP.	LINE SUPPLIES/NEW TRANSFORMERS	LINE MATERIALS & SU	9,725.24
WESCO RECEIVABLES CORP.	LINE SUPPLIES/NEW TRANSFORMERS	NEW TRANSFORMERS	13,819.05
WESTERN AREA POWER ADMIN.	POWER PURCHASES	POWER PURCHASED-I	25,123.63
		Total ELECTRIC	\$153,995.02
WATER			
BROKEN BOW MUNICIPAL UTILITIES	POSTAGE	POSTAGE- WATER DE	356.80
CARD SERVICES - ORSCHELNS FARM	HOTEL FOR ADAM, EMPLOYMENT AD, BI	MEALS/MILEAGE/HOTE	235.48
CARD SERVICES - ORSCHELNS FARM	HOTEL FOR ADAM, EMPLOYMENT AD, BI	PRINTING/PUBLISHING	17.50
CITY OF BROKEN BOW	RENT & TRANSFER, JEO ENGINEERING	FIRE HYDRANTS	30,145.00
CITY OF BROKEN BOW	RENT & TRANSFER, JEO ENGINEERING	ENGINEERING EXPEN	803.00
CITY OF BROKEN BOW	RENT & TRANSFER, JEO ENGINEERING	SPECIAL PROJECTS C	13,893.75
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	3.16
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	3,440.78
EZ IT Solutions	IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	MAINTENANCE-SCADA	27.99
James Zlomke	RYAN CLASS A CDL TEST	CONFERENCE REGIST	275.00
RAILROAD MANAGEMENT COMPANY I	10 INCH WATER PIPELINE CROSSING	OPERATING SUPPLIES	313.34
RT Ace	FUSE, RECEPICAL, BOLTS, MOP, PAINT	OPERATING SUPPLIES	117.81
RYAN JONES	LICENSE FEE FOR CDL	CONFERENCE REGIST	15.37
Sensaphone	alarm system	MAINTENANCE-SCADA	2.97
		Total WATER	\$49,957.95
SEWER			
CARD SERVICES - ORSCHELNS FARM	HOTEL FOR ADAM, EMPLOYMENT AD, BI	ADVERTISING- SEWEF	17.50
CITY OF BROKEN BOW	RENT & TRANSFER, JEO ENGINEERING	MAINTENANCE MAINS	30,145.00
CITY OF BROKEN BOW	RENT & TRANSFER, JEO ENGINEERING	FUTURE PURCHASES	13,893.75
CUSTER PUBLIC POWER DISTRICT	POWER FOR WWTP	UTILITIES	5,446.47
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	3.16
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	3,440.78
EZ IT Solutions	IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	MAINTENANCE SCADA	27.99
Sensaphone	alarm system	MAINTENANCE SCADA	2.98
		Total SEWER	\$53,287.63
POWER PLANT			
Black Hills Energy	POWER PLANT GAS	NATURAL GAS USED	99.29
CARD SERVICES - ORSCHELNS FARM	HOTEL FOR ADAM, EMPLOYMENT AD, BI	OFFICE SUPPLIES PO	309.00
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	3,336.78
City of Broken Bow - Health Insurance	Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	425.26
EAKES OFFICE SOLUTIONS	TONER, PAPER, HANGING FOLDERS, PE	OFFICE SUPPLIES PO	46.00
EZ IT Solutions	IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	MAINTENANCE - POW	72.00
GREAT PLAINS COMMUNICATIONS, IN	internet and telephone	TELEPHONE	42.78
		Total POWER PLANT	\$4,641.11
BILLING			

Check Approval List - GL Account

8/4/2022 8:26:59 AM

Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
BILLING				
BROKEN BOW MUNICIPAL UTILITIES		POSTAGE	POSTAGE	465.21
CITY OF BROKEN BOW		RENT & TRANSFER, JEO ENGINEERING	OFFICE RENT	400.00
City of Broken Bow - Health Insurance		Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	(295.78)
City of Broken Bow - Health Insurance		Feb-June Health Ins corrections-JULY HEA	EMPLOYEE HEALTH IN	3,221.70
EAKES OFFICE SOLUTIONS		TONER, PAPER, HANGING FOLDERS, PE	OFFICE SUPPLIES	66.83
EZ IT Solutions		IT SERVICES	IT Expense	310.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	83.98
INVOICE CLOUD		CREDIT CARD EXPENSES	CREDIT CARD/BILL PA	146.40
SAGE PAYMENT SOLUTIONS		CREDIT CARD FEES	CREDIT CARD/BILL PA	1,793.92
			Total BILLING	\$6,192.26
				\$268,073.97

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 7/26/2022

Ending Date: 8/8/2022