

**CITY OF BROKEN BOW  
PARK BOARD AGENDA  
October 7, 2019 @ 5:10 P.M.  
City Hall Council Chambers  
314 South 10<sup>th</sup> Avenue, Broken Bow, NE**

**A. Call to Order**

**B. Roll Call**

**C. Open Meeting Law:** A current copy of the Open Meetings Act is posted on the North wall in the rear of the Council Chambers and is available for review by all citizens in attendance.

**D. Consent Agenda**

- a. Approval of September 9, 2019 Minutes
- b. Approval of September 12, 2019 Minutes
- c. Park & Pool Financials

**E. Forum/Discussion**

- a. City Square Bathroom

**F. New Business:**

- a. Drinking Fountain – Lions Club
- b. Open Position in Park Department
- c. Christmas Lights Discussion
- d. Custer School Playground Equipment
- e. Park Update

**G. Adjournment**

***The next Park Board Meeting will be on November 4, 2019 @ 5:10 p.m.***

**Broken Bow Park Board  
Meeting Minutes  
September 9, 2019**

The meeting of the Broken Bow Park Board was called to order September 9, 2019 in the Municipal Auditorium. 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 Park Board. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Paul Holland called the meeting to order at 5:11 p.m. with the following Board Members present: Carlene Albin, Pam Schweitzer, Jeff Oeltjen, Ryan Vonderohe, and Paul Holland. Absent: Stephanie Evans. It was announced that the Open Meetings Act was posted on the stage of the Municipal Auditorium for public viewing.

Moved by Oeltjen, seconded by Vonderode, to approve the August 5, 2019 meeting minutes and August 19, 2019 special meeting minutes. The motion was passed unanimously.

The Board held a Public Forum to discuss the possibility of a restroom in the Square. Several people attended the forum and spoke both for and against a restroom in the Square.

Moved by Albin, seconded by Oeltjen, to approve the memorial policy. The policy gives the City a method to approve and place memorials in the best locations in the parks. It also lets the donor know the City's responsibilities for maintenance. The motion was approved unanimously.

The Lions Club Drinking Fountain, which has been donated for the City Square, was discussed. Paul stated that the drinking fountain is here. Darren said that it will be late fall before they will have a chance to get it installed. The placement of the drinking fountain was promised by the previous administration, but there is nothing in writing. The Board raised concerns about the drinking fountain meeting the aesthetics of the Square since that had been discussed in the restroom forum. This item will be discussed at the next regular meeting.

Carlen Albin told the Board that she had a member of her board for the All-Inclusive Playground suggest that the all-inclusive playground be at Melham Park and the equipment from Melham Park be moved to Indian Hills. She stated that the playground equipment would get more use at Melham Park. Moved by Schweitzer, seconded by Powers, to approve and recommend to the Council to move the All-Inclusive Playground to Melham Park and move the equipment from Melham Park to Indian Hills. The motion was approved unanimously.

Darren Marten addressed the Board about how they would like to see the Square decorated for Christmas. He said that some of the items are getting tattered and need to be replaced. He asked the Board to ask other people how they would like to see the Square decorated and bring the ideas to the next regular meeting.

Darren gave a park update. They are continuing to have mower issues. He addressed the Board about the picnic shelter. The shelter the Board approved has a 2' overhang so that means the inside will actually only be 30'. This will only leave room for six picnic tables. He got a quote from Mead Lumber for a bigger one, but it is higher than the one that the Board approved. City Council approved \$25,000 for the picnic shelter so the materials and concrete have to stay within that budgeted amount. The Board talked about different sizes and shapes. There will be a special meeting to vote on the new size, shape, and price when Darren gets a quote.

The meeting was adjourned at 7:19 p.m. There will be a Special Meeting called when Darren gets quotes for the picnic shelter. The next regular meeting will be on Monday, October 7, 2019 at 5:10 p.m. in the Municipal Auditorium.

Stephanie M. Wright  
Stephanie M. Wright, City Clerk

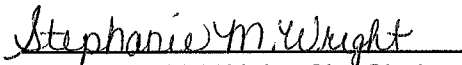
**Broken Bow Park Board  
Meeting Minutes  
September 12, 2019**

The meeting of the Broken Bow Park Board was called to order September 12, 2019 in the Municipal Auditorium. 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 Park Board. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Paul Holland called the meeting to order at 5:13 p.m. with the following Board Members present: Carlene Albin, Pam Schweitzer, Stephanie Evans, Ryan Vonderohe, and Paul Holland. Absent: Jeff Oeltjen. It was announced that the Open Meetings Act was posted on the stage of the Municipal Auditorium for public viewing.

Moved by Albin, seconded by Evans, to approve the 30' x 40' rectangular picnic shelter at Melham Park in the amount of \$11,122.65. The motion was passed unanimously.

The meeting was adjourned at 5:22 p.m. The next regular meeting will be on Monday, October 7, 2019 at 5:10 p.m. in the Broken Bow Library.

  
Stephanie M. Wright, City Clerk

# City of Broken Bow

Account	Account Name	Fiscal Year 18 - 19			Budget			Fiscal Year 17 - 18	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
<b>Revenue</b>									
Park									
09-2408.00	Miscellaneous Income	0.00	0.00	0.00 %	0.00	0.00	0.00	51.60	51.60
09-2425.00	Park Rental Fees	10.00	160.00	0.00 %	0.00	0.00	(160.00)	180.00	180.00
09-2426.00	Tennis Center Fees	0.00	10.00	0.00 %	0.00	0.00	(10.00)	0.00	0.00
09-2426.10	RV Park Rental Fees	4,836.27	35,329.01	160.59 %	1,837.00	22,000.00	(13,329.01)	25,904.49	25,904.49
09-2426.20	RV Park Rental Sales Tax	338.53	220.49	0.00 %	0.00	0.00	(220.49)	(101.35)	(101.35)
09-2426.30	RV Park Lodging Tax	106.20	(66.40)	0.00 %	0.00	0.00	66.40	(97.26)	(97.26)
<b>TOTAL Revenue</b>		<b>5,291.00</b>	<b>35,653.10</b>	<b>162.06 %</b>	<b>1,837.00</b>	<b>22,000.00</b>	<b>(13,653.10)</b>	<b>25,937.48</b>	<b>25,937.48</b>
<b>Expense</b>									
Park									
09-3101.00	Salaries	7,471.88	139,078.10	89.44 %	12,962.00	155,500.00	16,421.90	181,230.40	181,230.40
09-3102.00	FICA/Medicare	560.60	10,476.75	88.04 %	988.00	11,900.00	1,423.25	13,584.49	13,584.49
09-3103.00	Pension	328.68	6,878.36	89.10 %	647.00	7,720.00	841.64	9,530.65	9,530.65
09-3104.00	Health Insurance	1,197.18	20,129.62	47.34 %	3,541.00	42,525.00	22,395.38	26,040.26	26,040.26
09-3205.00	Travel & Meeting Expense	0.00	118.40	59.20 %	13.00	200.00	81.60	80.00	80.00
09-3206.00	Association Dues	0.00	0.00	0.00 %	12.00	100.00	100.00	460.00	460.00
09-3209.00	Printing & Publication	751.50	751.50	150.30 %	38.00	500.00	(251.50)	1,106.00	1,106.00
09-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3219.00	Trash Removal	49.30	618.80	103.13 %	50.00	600.00	(18.80)	599.60	599.60
09-3220.00	Utilities	2,105.85	26,894.85	89.65 %	2,500.00	30,000.00	3,105.15	25,326.40	25,326.40
09-3221.00	Telephone/Internet	102.86	1,309.92	77.05 %	138.00	1,700.00	390.08	1,324.37	1,324.37
09-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	13.00	200.00	200.00	0.00	0.00
09-3223.00	Supplies & Postage	0.00	887.32	118.31 %	68.00	750.00	(137.32)	339.49	339.49
09-3225.00	Gas and Oil	1,643.90	10,367.36	121.97 %	712.00	8,500.00	(1,867.36)	8,867.08	8,867.08
09-3310.00	Maint/Repair Equipment	15,775.95	22,545.85	225.46 %	837.00	10,000.00	(12,545.85)	9,267.08	9,267.08
09-3311.00	Maintenance & Repair Bldg	0.00	4,375.84	72.93 %	500.00	6,000.00	1,624.16	5,941.52	5,941.52
09-3339.00	Maintenance/Repair Grounds	25,942.17	44,684.63	99.30 %	3,750.00	45,000.00	315.37	39,515.54	39,515.54
09-3351.00	Equipment Rental	0.00	0.00	0.00 %	25.00	300.00	300.00	50.00	50.00
09-3352.00	Tools/Shop Equipment	0.00	247.37	19.03 %	112.00	1,300.00	1,052.63	830.08	830.08
09-3353.00	Trees & Shrubs	1,514.10	1,665.05	47.57 %	288.00	3,500.00	1,834.95	677.50	677.50
09-3410.00	Equipment Purchases	316.51	24,606.96	56.57 %	3,625.00	43,500.00	18,893.04	28,416.18	28,416.18
<b>TOTAL Expense</b>		<b>57,760.48</b>	<b>315,636.68</b>	<b>85.35 %</b>	<b>30,819.00</b>	<b>369,795.00</b>	<b>54,158.32</b>	<b>353,186.64</b>	<b>353,186.64</b>
PROFIT / (LOSS) :		<b>(52,469.48)</b>	<b>(279,983.58)</b>		<b>(28,982.00)</b>	<b>(347,795.00)</b>	<b>(67,811.42)</b>	<b>(327,249.16)</b>	<b>(327,249.16)</b>

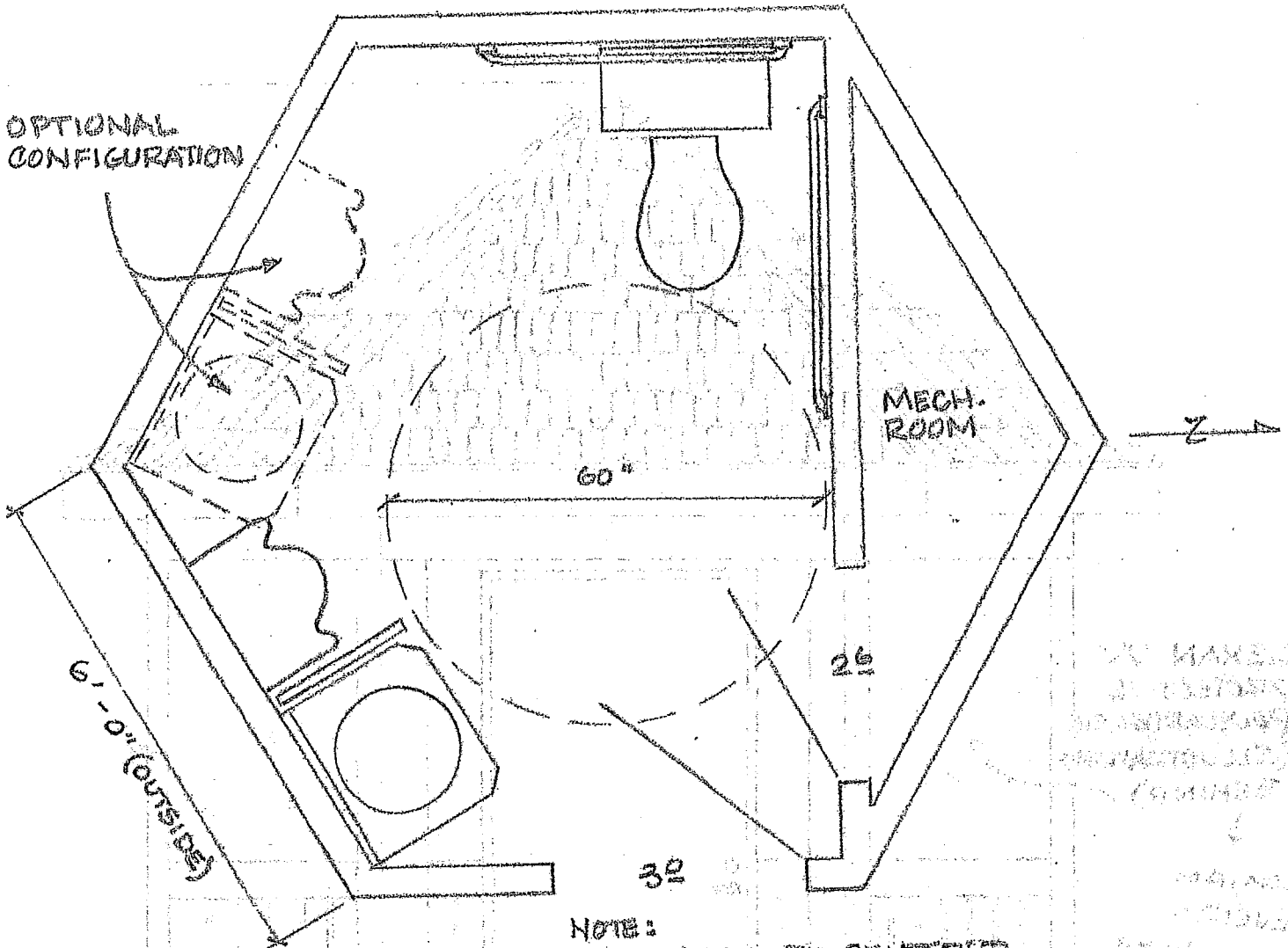
# City of Broken Bow

Account	Account Name	Fiscal Year 18 - 19			Budget			Fiscal Year 17 - 18	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
<b>Revenue</b>									
Swimming Pool									
10-2427.00	Admissions	0.00	25,421.84	97.78 %	2,163.00	26,000.00	578.16	30,251.29	30,251.29
10-2428.00	Concessions	0.00	5,124.79	640.60 %	63.00	800.00	(4,324.79)	1,848.07	1,848.07
10-2429.00	Red Cross Lessons	0.00	6,265.00	139.22 %	375.00	4,500.00	(1,765.00)	6,245.00	6,245.00
<b>TOTAL Revenue</b>		<b>0.00</b>	<b>36,811.63</b>	<b>117.61 %</b>	<b>2,601.00</b>	<b>31,300.00</b>	<b>(5,511.63)</b>	<b>38,344.36</b>	<b>38,344.36</b>
<b>Expense</b>									
Swimming Pool									
10-3101.00	Salaries	107.50	58,048.58	86.64 %	5,587.00	67,000.00	8,951.42	58,621.57	58,621.57
10-3102.00	FICA/Medicare	8.23	4,440.76	86.65 %	428.00	5,125.00	684.24	4,484.54	4,484.54
10-3103.00	Pension	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3104.00	Health Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3205.00	Travel & Meeting Expense	0.00	75.40	30.16 %	19.00	250.00	174.60	0.00	0.00
10-3206.00	Association Dues	0.00	40.00	40.00 %	12.00	100.00	60.00	80.00	80.00
10-3206.10	Credit Card/POS Service Fees	0.00	1,728.11	96.01 %	150.00	1,800.00	71.89	1,710.46	1,710.46
10-3209.00	Printing & Publication	0.00	435.00	58.00 %	68.00	750.00	315.00	2,080.81	2,080.81
10-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3219.00	Trash Removal	30.00	90.00	0.00 %	0.00	0.00	(90.00)	0.00	0.00
10-3220.00	Utilities	2,686.74	12,335.71	91.38 %	1,125.00	13,500.00	1,164.29	11,948.87	11,948.87
10-3221.00	Telephone/Internet	189.50	1,432.04	143.20 %	87.00	1,000.00	(432.04)	1,509.80	1,509.80
10-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3223.00	Supplies & Postage	117.71	3,294.24	109.81 %	250.00	3,000.00	(294.24)	2,278.84	2,278.84
10-3310.00	Maint/Repair Equipment	0.00	740.62	0.00 %	0.00	0.00	(740.62)	14,512.15	14,512.15
10-3311.00	Maintenance & Repair Bldg	0.00	20,792.53	37.80 %	4,587.00	55,000.00	34,207.47	22,791.77	22,791.77
10-3339.00	Maintenance/Repair Grounds	594.99	6,104.74	67.83 %	750.00	9,000.00	2,895.26	5,409.93	5,409.93
10-3343.00	Consulting Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3356.00	General Main/Repair	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3357.00	Maintenance/Repair Pool	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3358.00	Maintenance/Repair Diving Brd	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3359.00	Red Cross Training	0.00	1,340.49	44.68 %	250.00	3,000.00	1,659.51	1,749.52	1,749.52
10-3410.00	Equipment Purchases	686.23	847.23	21.18 %	337.00	4,000.00	3,152.77	7,976.39	7,976.39
<b>TOTAL Expense</b>		<b>4,420.90</b>	<b>111,745.45</b>	<b>68.34 %</b>	<b>13,650.00</b>	<b>163,525.00</b>	<b>51,779.55</b>	<b>135,154.65</b>	<b>135,154.65</b>
PROFIT / (LOSS) :		<b>(4,420.90)</b>	<b>(74,933.82)</b>		<b>(11,049.00)</b>	<b>(132,225.00)</b>	<b>(57,291.18)</b>	<b>(96,810.29)</b>	<b>(96,810.29)</b>

# City of Broken Bow

Account	Account Name	Fiscal Year 18 - 19			Budget			Fiscal Year 17 - 18	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total

Date Range : 9/1/2019 To 9/30/2019  
Report is for 09-0990.00 through 10-3410.00.  
Only Active accounts are included.  
Report order = fund  
Transaction Source Code = Include All



OPTIONAL  
CONFIGURATION

MECH.  
ROOM

60"

6'-0" (OUTSIDE)

26

30

NOTE:  
DOOR COULD BE CENTERED  
IF OPTIONAL SINK/URINAL  
LOCATION IS USED.

MAX  
DIMENSIONS  
OF RESTROOM  
AS SHOWN  
ARE APPROXIMATE  
BASED ON  
STANDARD  
FIXTURES  
AND  
PARTITIONS

CITY SQUARE PARK RESTROOM

PUSH TYPE FAUCET  
SMALL

SCALE:

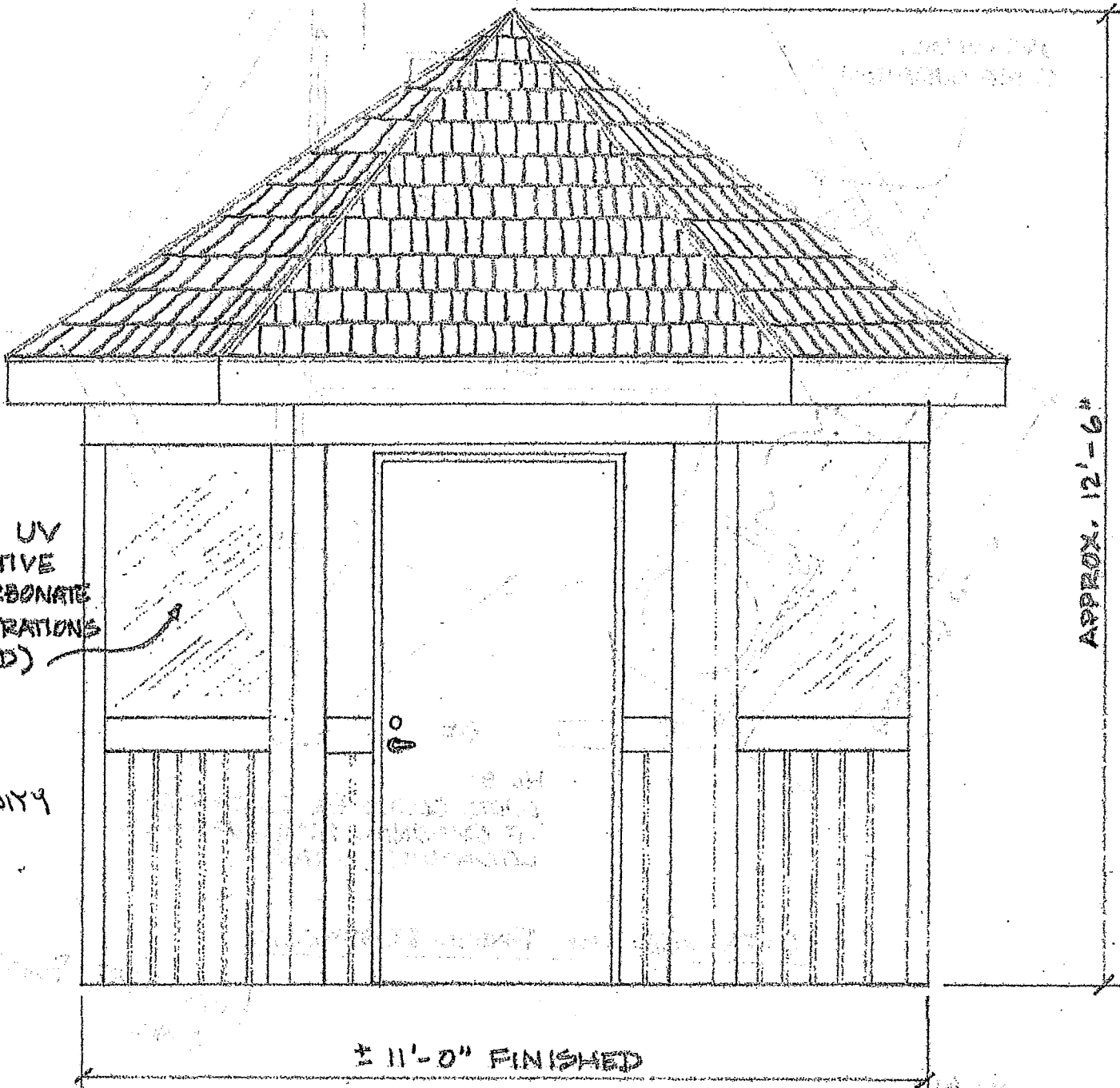
1/2" = 1'-0"

R. MAAS 4-28-19

DATE  
BY



~~EAST ELEVATION~~ - 182-178  
811-287-233



LEXAN UV  
PROTECTIVE  
POLYCARBONATE  
(ILLUSTRATIONS  
BEHIND)

↓  
COMING  
EVENTS  
F COMMUNITY

APPROX. 12'-6"

± 11'-0" FINISHED

SCALE:

1/2" = 1'-0"







<b>Job Title:</b>	Street, Park, Ground Maintenance Worker		
<b>Department</b>	Street and Park		
<b>Supervisor:</b>	Street and Park Superintendent		
<b>Also takes direction from:</b>	Street and Park Foreman		
<b>Summary:</b>			
Works with Street and Park Department Maintaining the City Parks, Streets and Public Areas.			
<b>Essential Functions</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Maintains public areas including park, sidewalks, restrooms, buildings, playgrounds, ballfields, pool and equipment.</li> <li>• Operates and maintains department equipment following all required safety guidelines.</li> <li>• Performs mowing, trimming and other related duties including tree trimming.</li> <li>• Installs and repairs fences, signs and culverts.</li> <li>• Removes snow.</li> <li>• Assists in other departments as assigned.</li> <li>• Performs other work related duties as assigned.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High School Diploma or Equivalent.</li> <li>• Valid Driver's License required.</li> <li>• Commercial Driver's License may be required.</li> <li>• Strong verbal, written and interpersonal skills.</li> <li>• Ability to operate machines and use hand tools to do work of a non-repetitive nature such as mechanics and carpentry.</li> <li>• Knowledge of operation, maintenance, and safety precautions involved in department equipment.</li> </ul>			
<b>Working Conditions:</b>			
<ul style="list-style-type: none"> <li>• This position is subject to both environmental conditions which include extreme heat and cold.</li> <li>• Very heavy work; exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.</li> <li>• Ability to do manual labor involving bending, lifting, carrying and other similar motions.</li> </ul>			
<i>*This document does not create any employment contract, implied or otherwise, other than an "at will" employment relationship.</i>			
Employee:		Date:	
Supervisor:		Date:	

I have received a copy of the Employee Handbook and am aware there is a copy of the Employee Handbook in the office and online.

**MEMORANDUM OF UNDERSTANDING**

Comes now the City of Broken Bow, Nebraska, by and through its Mayor and City Council, and comes to the understanding with the Broken Bow Public Schools regarding playground equipment at Custer School:

1. That the parties understand that the City of Broken Bow is to make a \$20,000 donation towards the playground equipment which is currently at the Custer School.

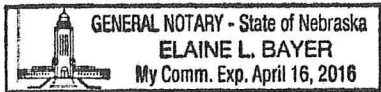
2. That it is the understanding of the parties that the playground equipment will be owned and maintained by the Broken Bow Public Schools and Broken Bow Public Schools will hold harmless the City of Broken Bow for liability purposes and maintenance.

3. It is further understood by the parties that Broken Bow Public Schools will make every reasonable effort to maintain the playground equipment for approximately 15 to 20 years and will also have the playground equipment remain at its current location for the same amount of time.

4. It is the desire of both of the parties to have playground equipment available for the children in the surrounding neighborhood and this Memorandum of Understanding furthers that goal.

Dated: January 16, 2013.

Elaine L. Bayer  
Notary Public



CITY OF BROKEN BOW, NEBRASKA  
By Cecil Burt  
Cecil Burt, Mayor

BROKEN BOW PUBLIC SCHOOLS  
By Mark Sevensing, Supt.

## City Clerk

---

**From:** Kendall Weyers <kweyers2@unl.edu>  
**Sent:** Friday, August 16, 2019 8:48 AM  
**Subject:** "Free Trees" news

Congratulations, your Free Trees For Fall Planting application has been approved! You will be receiving region-appropriate trees in or near the quantity requested in the application. In an effort to promote diversity, each recipient will receive a variety of species. Every effort was made to fulfill any requested species, however, it always seems some species are especially popular, plus we were only able to obtain a few or none of some of the more "hard to find" species, so substitutions, as always, are necessary.

Delivery details are still being worked out, but the trees will be distributed during the last two weeks of September, depending on location and volume. Great Plains Nursery is assisting with coordination and delivery, so you should hear from them or me with specific delivery information. **The delivery schedule and route will be very tight, so please do your best to help us make it work.**

Please have a plan for storing and watering the trees if they won't be planted immediately. Sizes are mostly #7, with just a few #3. All are relatively easy to hand plant. Staking needs will depend on the size, species, and your site conditions.

Again, congratulations and good luck with your project! Let me know if any questions.

Kendall

Kendall Weyers  
Nebraska Forest Service  
Sustainable Communities Coordinator  
402-472-6693