
The Board may vote to go into Closed Session on any agenda item as allowed by State Law.

ROUTINE BUSINESS

1. Announcement of Open Meetings Act
2. Roll Call
3. Claims Review
4. Public Works Report

CONSENT AGENDA

1. Minutes Approval for July 16th, 2025
2. Agenda Approval
3. Consent Agenda

Any item listed on the Consent Agenda may, by the request of any single BOPW Member, be considered as a separate item under the Regular Agenda Section of the Agenda.

OLD BUSINESS

REGULAR BUSINESS

1. Discussion and Action – Public Work Director Letter of Support | Ray Joy
2. Discussion and Action – Consider review of job descriptions for Public Works/Utility Management staff

ADJOURNMENT

Trevor Campbell, Public Works Director



Expense Approval Report

By Fund

Payment Dates 8/5/2025 - 8/5/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 190 - Streets					
Falls City Sanitation Service	INV08063	08/05/2025	june 2025	190-03-31-52085	65.00
Kansas Municipal Utilities	20281	08/05/2025	2025 quarterly dues	190-03-31-51310	320.16
Home Lumber Company	348869	08/05/2025	2x10x10' hem-fir sel struct	190-03-31-52360	17.99
Home Lumber Company	348869	08/05/2025	2x10x16' hem-fir select struct	190-03-31-52360	31.69
Darin Schawang	5516294	08/05/2025	range star	190-03-31-52300	108.25
Jim Hill's	98834	08/05/2025	windshield repairs	190-03-31-52015	60.00
Home Lumber Company	348921	08/05/2025	2x6x16' com sel struct	190-03-31-52360	33.98
Northern Safety & Industrial	907002715	08/05/2025	gloves Large	190-03-31-52429	44.88
Northern Safety & Industrial	907002715	08/05/2025	gloves xlarge	190-03-31-52429	44.88
Utility Department	INV08223	08/05/2025	dist 56 ss stop sign	190-03-31-52020	40.56
Utility Department	INV08224	08/05/2025	dist 56 stop sign	190-03-31-52020	40.56
Utility Department	INV08225	08/05/2025	street dept	190-03-31-52018	60.04
Utility Department	INV08225	08/05/2025	street dept	190-03-31-52019	53.42
Utility Department	INV08225	08/05/2025	street dept	190-03-31-52020	275.90
Utility Department	INV08226	08/05/2025	street lights	190-03-31-52020	6,812.45
American Equipment Co	69817	08/05/2025	Buyers Model 14710F460211	190-03-31-53650	14,840.00
American Equipment Co	69817	08/05/2025	Warren 12' Dump Body Mode	190-03-31-53650	13,352.94
American Equipment Co	69817	08/05/2025	Warren 12' Dump Body Mode	190-03-31-53650	12,217.64
American Equipment Co	69817	08/05/2025	Boss 10" HD DXT Steel plow	190-03-31-53650	11,014.44
American Equipment Co	69817	08/05/2025	Swaploader SL160 Hooklift Ho	190-03-31-53650	31,288.53
Concrete Industries, Inc	ij733839	08/05/2025	Concrete	190-03-31-52003	1,053.75
Southeast Nebraska Communi	INV08177	08/05/2025	service	190-03-31-52011	51.57
Fund 190 - Streets Total:					91,828.63
Fund: 600 - Electric					
Omaha Pneumatic Equipment	031635	08/05/2025	supplies tax	600-07-62-52429	98.63
Railroad Management Compa	528927	08/05/2025	license fee	600-07-00-53300	749.73
McMaster-Carr	47823013	08/05/2025	parker air regulator	600-07-62-52429	107.89
Falls City Journal	INV08210	08/05/2025	advertisement	600-07-00-52147	583.06
Halbert, Dunn & Burns, LLC	162	08/05/2025	service	600-07-00-52109	780.00
Amazon Capital Services	1rwl-l91x-7dwc	08/05/2025	fluke 376fc ac/dc clamp meter	600-07-61-52420	441.00
Amazon Capital Services	1rwl-l91x-7dwc	08/05/2025	fluke ac285 suregrip alligator	600-07-61-52420	41.94
Bluebeam Inc	2415351	08/05/2025	subscription renewal	600-07-61-52195	260.00
General Fund	inv08185	08/05/2025	pilot - electric	600-07-00-52187	39,817.68
Hach Chemical Co	14561248	08/05/2025	manver 2 pwd pillows pk/100	600-07-62-52429	162.22
Harold K Scholz, Co	1749-88	08/05/2025	red lion paxlva00 digital voltm	600-07-00-52197	712.08
Harold K Scholz, Co	1749-88	08/05/2025	remote engineering services	600-07-00-52197	2,000.00
Harold K Scholz, Co	1749-88	08/05/2025	expense	600-07-00-52197	150.00
Harold K Scholz, Co	1749-88	08/05/2025	labor	600-07-00-52197	4,000.00
Harold K Scholz, Co	1749-88	08/05/2025	travel	600-07-00-52197	13.65
Farm & City Supply	027650	08/05/2025	1/2 dr 1-1/8 6pt deep socket	600-07-62-52420	12.89
Farm & City Supply	027650	08/05/2025	1/2 dr 1-1/16 6pt deep socket	600-07-62-52420	12.14
Falls City Sanitation Service	INV08187	08/05/2025	july 2025	600-07-61-52085	65.00
Falls City Sanitation Service	INV08187	08/05/2025	july 2025	600-07-62-52085	130.00
Meyer Laboratory Inc	inv23550	08/05/2025	blast hdsu blast cleaner degre	600-07-62-52429	265.00
Kansas Municipal Utilities	020281	08/05/2025	2025 quarterly dues	600-07-62-51310	720.38
Amazon Capital Services	1pp1-d9ck-gjfd	08/05/2025	mouse pad	600-07-61-52372	3.99
McMaster-Carr	48224994	08/05/2025	steel heavy-vibration-resistant	600-07-62-52429	8.70
McMaster-Carr	48224994	08/05/2025	zinc yellow chromate plated h	600-07-62-52429	44.12
McMaster-Carr	48224994	08/05/2025	cotton drawstring bags 3" wid	600-07-62-52429	25.11
McMaster-Carr	48224994	08/05/2025	cotton drawstring bags 8" wid	600-07-62-52429	13.75
Farm & City Supply	028277	08/05/2025	bushing hex 1/2x1/4 blk	600-07-62-52420	3.00
OMAHA SLINGS, INC.	1064014	08/05/2025	eye & eye nylon web sling	600-07-61-52420	344.59
AUBURN BOARD OF PUBLIC	11226	08/05/2025	electric mutual aid 7.3.25	600-07-00-52198	525.00

Expense Approval Report

Payment Dates: 8/5/2025 - 8/5/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
McMaster-Carr	48527410	08/05/2025	6 point deep socket	600-07-62-52429	79.51
McMaster-Carr	48527410	08/05/2025	max indicating vibration res pr	600-07-62-52429	218.06
Farm & City Supply	028353	08/05/2025	shoptowel 10x12 bx200	600-07-62-52429	18.26
Farm & City Supply	028353	08/05/2025	hand cleaner wipes 225ct	600-07-62-52429	42.99
Farm & City Supply	028353	08/05/2025	hand cleaner	600-07-62-52429	49.43
Harmon's OK Tire	66084	08/05/2025	service	600-07-61-52015	228.83
Harmon's OK Tire	66091	08/05/2025	lug nut	600-07-61-52015	17.47
Utility Department	INV08201	08/05/2025	inventory bldg	600-07-61-52018	64.54
Utility Department	INV08201	08/05/2025	inventory bldg	600-07-61-52019	138.63
Utility Department	INV08201	08/05/2025	inventory bldg	600-07-61-52020	434.31
Utility Department	INV08202	08/05/2025	power plant water dept	600-07-62-52020	4,936.90
Utility Department	INV08203	08/05/2025	power plant water	600-07-62-52020	286.56
Utility Department	INV08204	08/05/2025	power plant	600-07-62-52018	153.74
Utility Department	INV08204	08/05/2025	power plant	600-07-62-52020	958.93
Utility Department	INV08205	08/05/2025	fc station power	600-07-62-52020	2,077.67
Utility Department	INV08206	08/05/2025	fc station power	600-07-62-52020	961.76
Utility Department	INV08207	08/05/2025	power plant	600-07-62-52018	686.69
Utility Department	INV08208	08/05/2025	plant water hi/low	600-07-62-52019	275.53
Utility Department	INV08209	08/05/2025	power plant unit 9	600-07-62-52018	667.25
Utility Department	INV08209	08/05/2025	power plant unit 9	600-07-62-52020	4,139.99
Municipal Energy Agency of N	309529	08/05/2025	june 2025	600-07-00-52303	211,262.07
Border States	930747103	07/21/2025	Elastimold Cold Shrink (200 E	600-07-00-10500	100.03
RESCO	3080612	07/21/2025	3/4" x 12" machine bolt (E113	600-07-00-10500	202.10
RESCO	3080613	07/21/2025	Guy Strand 3/8" Galv 250" (E1	600-07-00-10500	259.77
Wesco Distribution	603918	07/21/2025	3M cold shrink #2-1/0 #8452	600-07-00-10500	104.81
Wesco Distribution	603918	07/21/2025	Fuse Link 150 AMP-S&C 6415	600-07-00-10500	674.03
Wesco Distribution	603918	07/21/2025	1/2" Penta head impact socke	600-07-00-10500	193.50
Nebraska City Utilities	2719	08/05/2025	50 KVA POlemount Transform	600-07-61-52094	1,000.00
Border States	930764112	07/24/2025	4" 90 deg SCH 40 PVC elbow (600-07-00-10500	84.58
Border States	930764112	07/24/2025	4" SCH 40 PVC coupling (E128	600-07-00-10500	12.78
Border States	930764112	07/24/2025	Cutout Open, 100 AMP-S&C 8	600-07-00-10500	1,731.83
Dollar Fresh	369015	07/21/2025	Bottled Water (E150)	600-07-00-10500	252.00
Farm & City Supply	029172	07/21/2025	Battery AA Alkaline (E1655)	600-07-00-10500	19.49
Farm & City Supply	029172	07/21/2025	9 volt batteries (E1654)	600-07-00-10500	21.64
Farm & City Supply	029172	07/21/2025	D cell batteries (E1651)	600-07-00-10500	21.64
TASC	in03505991	08/05/2025	july 2025	600-07-00-52199	31.25
Martin Marietta	46530354	07/25/2025	Martin Marietta - 1 1/2 crush	600-07-61-52099	185.32
Falls City Mercantile	245991	07/24/2025	Center pull paper towels (X21	600-07-00-10500	111.38
Martin Marietta	46546523	07/25/2025	Martin Marietta - 1 1/2 crush	600-07-61-52099	663.73
Border States	930797316	07/25/2025	Bierer VD1000P voltage detec	600-07-61-53250	1,248.19
Border States	930807231	07/25/2025	3M splice kit #5412-CI-2/0 (E5	600-07-00-10500	542.38
Border States	930807240	07/25/2025	Strap, 4"-2 Hole Rigid (E104)	600-07-00-10500	19.99
Border States	930807240	07/25/2025	CRC-Cable Clean Rd #02150 (E	600-07-00-10500	110.81
Utility Department Petty Cash	INV08179	08/05/2025	postage	600-07-00-52387	208.45
Southeast Nebraska Communi	INV08180	08/05/2025	service	600-07-61-52011	567.53
Southeast Nebraska Communi	INV08180	08/05/2025	service	600-07-62-52011	66.76
City of Belleville	INV08250	08/05/2025	Shared Enterprise Parts	600-07-00-10500	32,500.00
Fund 600 - Electric Total:					320,724.66
Fund: 610 - Water					
Falls City Journal	INV08210	08/05/2025	advertisement	610-07-65-52147	776.43
McMaster-Carr	48026508	08/05/2025	polished chrome plated comb	610-07-65-52429	48.05
McMaster-Carr	48026508	08/05/2025	polished chrome-plated comb	610-07-65-52429	33.36
McMaster-Carr	48026508	08/05/2025	plastic quick-disconnect tube	610-07-65-52429	19.74
Bruna Implement Company	ie93290	08/05/2025	supplies	610-07-65-52015	21.00
General Fund	inv08184	08/05/2025	excise fee	610-07-65-52187	4,060.00
Kansas Municipal Utilities	020281	08/05/2025	2025 quarterly dues	610-07-65-51310	720.38
Edwards Chemicals	in202808	08/05/2025	150# chlorine Gas Cylinder	610-07-65-52300	648.00
Edwards Chemicals	in202808	08/05/2025	50# bags of Alum	610-07-65-52300	240.50
Edwards Chemicals	in202808	08/05/2025	Fuel Surcharge	610-07-65-52300	9.00
Edwards Chemicals	in202809	08/05/2025	55 gal barrel of Hydrofluosilici	610-07-65-52300	-40.00

Expense Approval Report

Payment Dates: 8/5/2025 - 8/5/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Edwards Chemicals	in202809	08/05/2025	150# Chlorine Gas Cylinder	610-07-65-52300	200.00
Edwards Chemicals	in202809	08/05/2025	Fuel Charge	610-07-65-52300	9.00
Edwards Chemicals	in202809	08/05/2025	55 gal barrel of Hydrofluosilici	610-07-65-52300	697.00
Edwards Chemicals	inv202809	08/05/2025	recondchg reconditiong fee	610-07-65-52300	18.00
Falls City Auto Supply	78520	08/05/2025	tripower belt	610-07-65-52099	18.01
Farm & City Supply	028137	08/05/2025	spray paint	610-07-65-52429	25.77
Falls City Auto Supply	78603	08/05/2025	vbelt	610-07-65-52099	19.11
Falls City Auto Supply	78603	08/05/2025	super hc narrow	610-07-65-52099	89.95
Home Lumber Company	348946	08/05/2025	labor	610-07-65-52093	2.50
Home Lumber Company	348946	08/05/2025	plywood	610-07-65-52093	67.71
McMaster-Carr	48580110	08/05/2025	420 stainless steel slotted spri	610-07-65-52429	51.97
McMaster-Carr	48580110	08/05/2025	dot vehicle sign w/ adhesive b	610-07-65-52429	6.85
McMaster-Carr	48580110	08/05/2025	polypropylene plastic sign wit	610-07-65-52429	33.12
McMaster-Carr	48580110	08/05/2025	dot vehicle sign with adhesive	610-07-65-52429	6.85
Wolfes Printing	4582	08/05/2025	daily records 50 sheets padde	610-07-65-52372	32.79
Utility Department	INV08190	08/05/2025	water tower	610-07-65-52020	64.08
Utility Department	INV08191	08/05/2025	rulo water collector well	610-07-65-52020	9,687.81
Utility Department	INV08192	08/05/2025	rulo water plant north well	610-07-65-52020	88.48
Lincoln Winwater Works Co	112700 01	07/21/2025	road box extension C&B P-110	610-07-00-10500	1,429.75
Lincoln Winwater Works Co	112700 01	07/21/2025	4" MJ BOLT ACCESS PK (W171	610-07-00-10500	98.90
Lincoln Winwater Works Co	112700 01	07/21/2025	4" saddle with 2" tap 313-051	610-07-00-10500	350.88
Lincoln Winwater Works Co	112700 01	07/21/2025	6" x 12" MJ sleeve (W1622)	610-07-00-10500	425.70
Municipal Supply, Inc of Oma	0948417-IN	07/21/2025	4" x 18" anchor coupling (W1	610-07-00-10500	220.38
Municipal Supply, Inc of Oma	0948417-IN	07/21/2025	6" Uni-Flange for Ductile (BLA	610-07-00-10500	163.40
TASC	in03505991	08/05/2025	july 2025	610-07-65-52199	31.25
Lincoln Winwater Works Co	112880 01	07/24/2025	4" x 3/4" CC repair saddle SB	610-07-00-10500	182.45
Martin Marietta	46530354	07/25/2025	Martin Marietta - 1 1/2 crush	610-07-65-52099	185.32
Lincoln Winwater Works Co	112880 03	07/24/2025	2" x all thread brass nipple (W	610-07-00-10500	12.90
Lincoln Winwater Works Co	112880 03	07/24/2025	2" x 6" brass nipple (W967)	610-07-00-10500	26.88
Martin Marietta	46546523	07/25/2025	Martin Marietta - 1 1/2 crush	610-07-65-52099	663.73
Lincoln Winwater Works Co	113029 01	07/25/2025	4" x 6" small bell end reducer	610-07-00-10500	176.30
Utility Department Petty Cash	INV08179	08/05/2025	postage	610-07-65-52387	185.25
Municipal Supply, Inc of Oma	0949130-IN	07/25/2025	3/4" ball valve I-I LFFBV-3C (W	610-07-00-10500	24.14
Municipal Supply, Inc of Oma	0949130-IN	07/25/2025	6" Hymax (W1539.1)	610-07-00-10500	1,487.97
Municipal Supply, Inc of Oma	0949131-IN	07/25/2025	4" MJ BOLT ACCESS PK (W171	610-07-00-10500	248.11
Municipal Supply, Inc of Oma	0949131-IN	07/25/2025	4" Uni-Flange for PVC (RED -	610-07-00-10500	402.59
Municipal Supply, Inc of Oma	0949131-IN	07/25/2025	Hymax 4 x 15 (4.25-5.63) 860-	610-07-00-10500	1,685.32
Municipal Supply, Inc of Oma	0949131-IN	07/25/2025	4" cut-in valve (W1621)	610-07-00-10500	2,312.84
Southeast Nebraska Communi	INV08180	08/05/2025	service	610-07-65-52011	364.58
Fund 610 - Water Total:					28,334.10
Fund: 620 - Gas					
Falls City Journal	INV08210	08/05/2025	advertisement	620-07-63-52147	727.93
Halbert, Dunn & Burns, LLC	162	08/05/2025	service	620-07-63-52109	800.00
Amazon Capital Services	1ncf-c6yj-jh41	08/05/2025	twill coverall	620-07-63-52429	139.99
One Call Concepts, Inc	5060131	08/05/2025	locates	620-07-63-52199	800.98
General Fund	inv08185	08/05/2025	pilot - gas	620-07-63-52187	7,356.75
Falls City Sanitation Service	INV08187	08/05/2025	july 2025	620-07-63-52085	65.00
Kansas Municipal Utilities	020281	08/05/2025	2025 quarterly dues	620-07-63-51310	720.37
PEFA, INC	3979	08/05/2025	june 2025	620-07-63-52303	28,665.09
Farm & City Supply	028323	08/05/2025	filter air pleat 16x25x1	620-07-63-52429	7.51
Utility Department	INV08193	08/05/2025	gas n mclean	620-07-63-52020	72.98
Utility Department	INV08195	08/05/2025	gas s fulton	620-07-63-52020	48.41
Utility Department	INV08196	08/05/2025	gas dept office	620-07-63-52018	35.48
Utility Department	INV08196	08/05/2025	gas dept office	620-07-63-52019	71.80
Utility Department	INV08196	08/05/2025	gas dept office	620-07-63-52020	236.28
Utility Department	INV08197	08/05/2025	gas pipe bldg	620-07-63-52020	64.24
Utility Department	INV08198	08/05/2025	gas w 21st	620-07-63-52020	72.54
Utility Department	INV08199	08/05/2025	gas s fulton	620-07-63-52020	87.38
Utility Department	INV08200	08/05/2025	gas w 14th st	620-07-63-52020	68.93
Border States	930747120	07/17/2025	Tee 1" x 1/4" X 1" Blk (G4021)	620-07-63-10500	103.55

Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Border States	930747120	07/17/2025	Plug - 1" Blk screwed (G4009)	620-07-63-10500	30.05
Border States	930747120	07/17/2025	Plug 1/4" Blk (G4259)	620-07-63-10500	2.92
Industrial Sales Company Inc	1199079-000	07/21/2025	#12 wire CU-clad HF-CCS-PE3	620-07-63-10500	1,190.59
Border States	930764102	07/21/2025	Nipple 1 x 3 1/2" Blk (G4032)	620-07-63-10500	16.56
TASC	in03505991	08/05/2025	july 2025	620-07-63-52199	31.25
Martin Marietta	46530354	07/25/2025	Martin Marietta - 1 1/2 crush	620-07-63-52099	185.37
Martin Marietta	46546523	07/25/2025	Martin Marietta - 1 1/2 crush	620-07-63-52099	663.93
Armbruster Motor Co	816918	08/05/2025	2025 Ram 3500 tradesman 4x	620-07-63-53650	47,436.00
Utility Department Petty Cash	INV08179	08/05/2025	postage	620-07-63-52387	185.25
Richardson County Treasurer	INV08186	08/05/2025	sales/use tax 2025 Ram	620-07-63-52014	3,562.70
League Association of Risk Ma	113674	08/05/2025	insurance 2025 Ram(gas dept	620-07-63-52160	109.56
Southeast Nebraska Communi	INV08180	08/05/2025	service	620-07-63-52011	56.02
Fund 620 - Gas Total:					93,615.41
Fund: 630 - Wastewater					
Falls City Journal	INV08210	08/05/2025	advertisement	630-07-64-52147	719.90
DWEE Onsite Section	52666	08/05/2025	Roland	630-07-64-52931	150.00
Falls City Sanitation Service	INV08187	08/05/2025	july 2025	630-07-64-52085	90.00
Kansas Municipal Utilities	020281	08/05/2025	2025 quarterly dues	630-07-64-52931	720.37
Brown County Transfer	156943	08/05/2025	service	630-07-64-52085	276.75
Farm & City Supply	028033	08/05/2025	dur batt lthm 2023 1pk	630-07-64-52096	32.95
Falls City Auto Supply	78559	08/05/2025	brake fluid	630-07-64-52015	7.99
Farm & City Supply	028145	08/05/2025	m18 fuel grinder 4-1/2to	630-07-64-52420	229.00
Farm & City Supply	028275	08/05/2025	elec tp 3/4"x12' 5pk ast	630-07-64-52199	4.99
Farm & City Supply	028278	08/05/2025	ex cord 14/3sjtw rd 25'	630-07-64-52199	31.99
R/S ELECTRIC MOTOR SERVIC	45740	08/05/2025	Rebuild clarifier Baldor motor	630-07-64-52096	1,845.00
Utility Department	INV08188	08/05/2025	lift station	630-07-64-52019	12.46
Utility Department	INV08188	08/05/2025	lift station	630-07-64-52020	63.81
Utility Department	INV08189	08/05/2025	wwtp	630-07-64-52018	112.71
Utility Department	INV08189	08/05/2025	wwtp	630-07-64-52019	8,192.80
Utility Department	INV08189	08/05/2025	wwtp	630-07-64-52020	12,620.55
GERALD A. ROLAND	INV08181	08/05/2025	travel - omaha & kearney	630-07-64-52931	560.60
TASC	in03505991	08/05/2025	july 2025	630-07-64-52199	31.25
Nathan Strecker	INV08182	08/05/2025	travel omaha	630-07-64-52099	148.40
Nathan Strecker	INV08183	08/05/2025	travel kearney	630-07-64-52931	170.00
Utility Department Petty Cash	INV08179	08/05/2025	postage	630-07-64-52387	185.25
Southeast Nebraska Communi	INV08180	08/05/2025	service	630-07-64-52011	110.02
Fund 630 - Wastewater Total:					26,316.79
Grand Total:					560,819.59

Report Summary

Fund Summary

Fund	Payment Amount
190 - Streets	91,828.63
600 - Electric	320,724.66
610 - Water	28,334.10
620 - Gas	93,615.41
630 - Wastewater	26,316.79
Grand Total:	560,819.59

Account Summary

Account Number	Account Name	Payment Amount
190-03-31-51310	Trainings, Meetings & Co	320.16
190-03-31-52003	Concrete	1,053.75
190-03-31-52011	Telephone	51.57
190-03-31-52015	Vehicle/Equipment Repa	60.00
190-03-31-52018	Heat/Gas Expense	60.04
190-03-31-52019	Water/Sewer Expense	53.42
190-03-31-52020	Electricity Expense	7,169.47
190-03-31-52085	Refuse/Recycling	65.00
190-03-31-52300	Chemicals	108.25
190-03-31-52360	Lumber	83.66
190-03-31-52429	Supplies & Materials	89.76
190-03-31-53650	Vehicles	82,713.55
600-07-00-10500	Inventory-Electric Gener	36,962.76
600-07-00-52109	Legal Expense	780.00
600-07-00-52147	Advertising Expense	583.06
600-07-00-52187	PILOT Expense	39,817.68
600-07-00-52197	Engineering Expense	6,875.73
600-07-00-52198	Other Professional Servi	525.00
600-07-00-52199	Other Contractual Servic	31.25
600-07-00-52303	Commodity Purchase for	211,262.07
600-07-00-52387	Postage/Shipping	208.45
600-07-00-53300	Easement/ROW	749.73
600-07-61-52011	Telephone	567.53
600-07-61-52015	Vehicle/Equipment Repa	246.30
600-07-61-52018	Heat/Gas Expense	64.54
600-07-61-52019	Water/Sewer Expense	138.63
600-07-61-52020	Electric Expense	434.31
600-07-61-52085	Refuse/Recycling	65.00
600-07-61-52094	Infrastructure Maintena	1,000.00
600-07-61-52099	Other Maintenance & R	849.05
600-07-61-52195	Technology Expense	260.00
600-07-61-52372	Office Supplies	3.99
600-07-61-52420	Small Equipment	827.53
600-07-61-53250	Other Capital Equipment	1,248.19
600-07-62-51310	Training, Meetings & Co	720.38
600-07-62-52011	Telephone	66.76
600-07-62-52018	Heat/Gas Expense	1,507.68
600-07-62-52019	Water/Sewer Expense	275.53
600-07-62-52020	Electric Expense	13,361.81
600-07-62-52085	Refuse/Recycling	130.00
600-07-62-52420	Small Equipment	28.03
600-07-62-52429	Supplies & Materials	1,133.67
610-07-00-10500	Inventory-Water	9,248.51
610-07-65-51310	Training, Meetings & Co	720.38
610-07-65-52011	Telephone	364.58
610-07-65-52015	Vehicle/Equipment Repa	21.00
610-07-65-52020	Electric Expense	9,840.37
610-07-65-52093	Building/Grounds Maint	70.21

Account Summary

Account Number	Account Name	Payment Amount
610-07-65-52099	Other Maintenance & R	976.12
610-07-65-52147	Advertising Expense	776.43
610-07-65-52187	Excise Tax Expense	4,060.00
610-07-65-52199	Other Contractual Servic	31.25
610-07-65-52300	Chemicals	1,781.50
610-07-65-52372	Office Supplies	32.79
610-07-65-52387	Postage/Shipping	185.25
610-07-65-52429	Supplies & Materials	225.71
620-07-63-10500	Inventory-Gas	1,343.67
620-07-63-51310	Training, Meetings & Co	720.37
620-07-63-52011	Telephone	56.02
620-07-63-52014	Vehicle/Equipment Main	3,562.70
620-07-63-52018	Heat/Gas Expense	35.48
620-07-63-52019	Water/Sewer Expense	71.80
620-07-63-52020	Electric Expense	650.76
620-07-63-52085	Refuse/Recycling	65.00
620-07-63-52099	Other Maintenance & R	849.30
620-07-63-52109	Legal Expense	800.00
620-07-63-52147	Advertising Expense	727.93
620-07-63-52160	Insurance Expense	109.56
620-07-63-52187	PILOT Expense	7,356.75
620-07-63-52199	Other Contractual Servic	832.23
620-07-63-52303	Commodity Purchase for	28,665.09
620-07-63-52387	Postage/Shipping	185.25
620-07-63-52429	Supplies & Materials	147.50
620-07-63-53650	Vehicles	47,436.00
630-07-64-52011	Telephone	110.02
630-07-64-52015	Vehicle/Equipment Repa	7.99
630-07-64-52018	Heat/Gas Expense	112.71
630-07-64-52019	Water/Sewer Expense	8,205.26
630-07-64-52020	Electric Expense	12,684.36
630-07-64-52085	Refuse/Recycling	366.75
630-07-64-52096	Operational Equipment	1,877.95
630-07-64-52099	Other Maintenance & R	148.40
630-07-64-52147	Advertising Expense	719.90
630-07-64-52199	Other Contractual Servic	68.23
630-07-64-52387	Postage/Shipping	185.25
630-07-64-52420	Small Equipment	229.00
630-07-64-52931	Training, Meetings & Co	1,600.97
Grand Total:		560,819.59

Project Account Summary

Project Account Key	Payment Amount
None	560,819.59
Grand Total:	560,819.59

REGULAR MEETING OF THE FALLS CITY BOARD OF PUBLIC WORKS

July 16, 2025
2307 Barada Street
Falls City, Nebraska

A regular meeting of the Board of Public Works of the City of Falls City, Nebraska, was held at the City Hall, 2307 Barada Street in said City on the 16th day of July 2025 at 5:30 o'clock P.M. Present were: Board Members: Froeschl, Johansen, Joy, Koopman. Absent: Rieger. Trevor Campbell recorded the minutes of the meeting. Notice of the meeting was given in advance thereof by posting in three public places, a designated method for giving notice as shown by the Certificate of Posting Notice attached to these minutes. Notice of this meeting was given to the Board Chairperson and all members of the Board and a copy of their acknowledgment of receipt of notice and the agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Chairperson and Board of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. The Chairperson publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held.

CLAIMS REVIEW

Claims were reviewed. No action was required.

PUBLIC WORKS DIRECTOR REPORT

Trevor Campbell gave the Public Works Report. No action was required.

CONSENT AGENDA

A motion was made by Joy and seconded by Froeschl to approve the consent agenda as follows: *WHEREAS*, certain business of the Board of Public Works of the City of Falls City (City) transpires on a regular and routine basis or is not of controversial nature; and *WHEREAS*, roll call votes on each individual issue greatly extend the meeting time. *NOW, THEREFORE, BE IT HEREBY RESOLVED* BY the Board of Public Works that in the interest of economizing time, yet complying with the Public Meeting Laws of the State of Nebraska, which require roll call voting, the following issues are hereby consolidated in this Consent Resolution: 1. *BE IT FURTHER RESOLVED BY* the Board of Public Works that the minutes from the June 18, 2025, and July 3, 2025, regular meetings are hereby approved. 2. *BE IT FURTHER RESOLVED BY* the Board of Public Works that the agenda for July 16, 2025, is hereby approved. 3. *BE IT FURTHER RESOLVED BY* the Board of Public Works that the Consent Agenda for July 16, 2025, is hereby approved. Roll was called on this motion and the members voted as follows: "YEA" Froeschl, Johansen, Joy, Koopman. "NAY" None. "ABSENT" Rieger. Motion carried.

RECOMMENDATION FOR APPROVAL OF WARTSILA SERVICE AGREEMENT IN AMOUNT OF \$22,940.00

A motion was made by Koopman and seconded by Johansen to recommend to City Council the approval of Wartsila Service Agreement in amount of \$22,940.00 as presented. Roll was called on this motion and the members voted as follows: "YEA" Froeschl, Johansen, Joy, Koopman. "NAY" None. "ABSENT" Rieger. Motion carried.

REQUEST FOR APPROVAL OF OLSSON PROFESSIONAL SERVICES AGREEMENT IN AMOUNT OF \$5,500.00 TO EVALUATE THE STRUCTURAL INTEGRITY OF THE POWER PLANT FLOOR BETWEEN ENGINE 7 AND ENGINE 3

A motion was made by Joy and seconded by Froeschl to approve Olsson professional services agreement in amount of \$5,500.00 to evaluate the structural integrity of the power plant floor between Engine 7 and Engine 3 as presented. Roll was called on this motion and the members voted as follows: "YEA" Froeschl, Johansen, Joy, Koopman. "NAY" None. "ABSENT" Rieger. Motion carried.

ENGINEERING SERVICES RFQ SHORTLIST RECOMMENDATION TO CITY COUNCIL FOR THE SELECTION OF AN ENGINEERING FIRM FOR THE DESIGN AND CONSTRUCTION SERVICES OF A NEW TRANSMISSION LINE TO FALLS CITY

A motion was made by Joy and seconded by Koopman to recommend Power Engineers, Olsson and HDR to City Council for the engineering services RFQ shortlist for the selection of an engineering firm for the design and construction services of a new transmission line to Falls City as presented. Roll was called on this motion and the members voted as follows: "YEA" Froeschl, Johansen, Joy, Koopman. "NAY" None. "ABSENT" Rieger. Motion carried.

REQUEST FOR APPROVAL OF NMC CAT 303.5 MINI EXCAVATOR FOR THE GAS DEPARTMENT IN AMOUNT OF \$6,600.00

A motion was made by Froeschl and seconded by Johansen to approve NMC CAT 303.5 mini excavator for the Gas Department in amount of \$6,600.00 as presented. Roll was called on this motion and the members voted as follows: "YEA" Froeschl, Johansen, Joy, Koopman. "NAY" None. "ABSENT" Rieger. Motion carried.

MEETING ADJOURNED AT 6:25 PM

I, the undersigned, City Clerk for the City of Falls City, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Chairperson and Board on July 16, 2025, that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting; and that a current copy of the Nebraska Open Meetings Act was available and accessible to members of the public, posted during such meeting in the room in which such meeting was held.

(SEAL)

CITY CLERK

SECRETARY

CHAIRPERSON

City of Falls City
2307 Barada Street
Falls City, NE 68355

P: (402) 245-2851
F: (402) 245-2741
fallscitynebraska.org

REQUEST FOR FUTURE AGENDA ITEM OR ADMINISTRATIVE ACTION



CITY CLERK

All requests for the Agenda must be submitted by noon on the Thursday preceding the meeting in order to be added on the current agenda, any item received after this time would have to be of an emergency nature. Once a request is received, Administration will review it and determine whether or not it requires Board action or if it is an item that needs to be handled by staff.

Requested Board to Review (Select One): ☐ City Council ☒ Board of Public Works

Date: 7/25/2025 Phone No: 402-245-8204

Name: Ray Joy Email: rayljoy@gmail.com

Address: _____

Description of Topic & Desired Resolution:

Public Works Director letter of support.

Signature of Requester: _____

For City Use only

Received by: _____

Date: _____

Action Taken: _____



PUBLIC WORKS DIRECTOR/UTILITY SUPERINTENDENT

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: City Administrator and Board of Public Works

SUPERVISE: All Street & Utility Personnel

SUMMARY DESCRIPTION

Responsible for the development, coordination, direction and administration of the public and utility system including streets, gas, power, electric, water and wastewater. Ensures that all street and utility systems operate in a safe and efficient manner in order to provide efficient service to the community in accordance with state and federal regulations and industry standards.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as staffing and hiring of personnel, assigning and reviewing work duties, training personnel on various techniques and procedures, conducting performance evaluations of department heads and reviews other staff evaluations; and administering disciplinary actions and terminations as necessary.

Plans, coordinates, supervises and evaluates the city's street and utility operations including all facets pertaining to streets, gas, power, electric, water/wastewater to ensure proper maintenance and the efficient provision of services to the community.

Responsible for determining strategic and economic forecasts for the city's utility system through prioritizing projects, controlling costs, incurring revenue and preparing long and short-term utility plans and recommendations.

Develops and administers the departmental budget and maintains various financial records and reports in conjunction with the City Administrator, Clerk and Treasurer; ensures that the utility financial system is maintained and administered according to utility accounting standards.

Determines the allocation of funds and coordinates the implementation and investment of funds; ensures the appropriate use of funds and related resources in conjunction with the strategic and economic forecasts for the department.

Determines the need for contracting services; supervises, monitors and evaluates various contractual projects with private contractors and other governmental agencies to ensure compliance with state and federal regulations and industry standards.

Develops and implements administrative and operational policies and procedures regarding various operations, departmental goals and objectives; provides interpretation to city ordinances regarding utility operations.

Coordinates activities with the street and utility supervisors in determining the most economic use of funding and supplies.

Utilizes various resources in determining appropriate charges for work completed by the utility and for services rendered; coordinates with consultants in performing rate studies to identify rates for utility products and services; makes recommendations to the Board of Public Works and City Council regarding rate adjustments.

Responsible for preparing and monitoring strategic plans for the forecasting the transmission and distribution of electric loads, water production, water consumption, gas consumption, etc.

Responsible for negotiating and contracting the purchase and transportation of the city's gas and electric supply.

Plans, administers and evaluates power management and energy efficiency programs.

Responsible for developing the philosophy and composition of the electric, water and gas distribution systems and sewer collection systems; coordinates with the supervisors in determining the proper design of projects and improvements.

Provides guidance in various departmental tasks including but not limited to identifying problems and recommending solutions to field operating problems and ensuring the maintenance of industrial standards.

Responsible for the strategic planning of the utility supply inventory; coordinates with the Account Clerk(s) in prioritizing, forecasting, determining appropriate purchases based on use and price, and researching sources for purchasing supplies and materials.

Develops specifications for new equipment purchases in coordination with department supervisors; establishes and maintains contact with vendors, review bid requests and makes decisions regarding vehicle/equipment use and disposal; coordinates the joint purchasing of equipment with other governmental agencies.

Serves as a liaison with other communities, utility professionals, governmental officials, and private contractors in regard to the functions of the city's street and utility system.

Plans and directs an active public relations program through various activities including addressing the concerns of the general public and representatives of organizations, promoting utility programs, and making public addresses and appearances; provides public records and information to citizens, the media and other agencies.

Monitors safety training programs and safety standards; performs evaluations and inspects work for quality assurance.

Reviews industry trends and standards to ensure appropriateness and adequacy.

Serves as a liaison with the City Attorney in regard to identifying and solving issues pertaining to the city's utility system; testifies at legal hearings and reviews legislation, as needed.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in utility management.

Participates in all Board of Public Works meetings. Attends various meetings including City Council meetings and serves as a member of various boards and committees; answer inquiries and make recommendations pertaining to the functions of the department.

Prepares and maintains various reports and records pertaining to the department including but not limited to, maintenance activities, equipment maintenance, and expenses; utilizes various computer programs in the establishment and maintenance of records and reports.

Answers inquiries from the general public; receives citizen complaints and handles situation and/or refers individual to appropriate city official for resolution.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a comprehensive utilities program including streets, gas, power, electric, water and wastewater.
- Principles and practices of employee supervision, including selection, training, evaluation and discipline.
- Concepts, theories, principles, and practices of street and utilities administration operations.
- Principles of customer service, conflict resolution, and public relations.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of customer service.
- Principles and practices of project management, administration, and coordination.
- Modern methods, tools, equipment, materials, and work practices utilized in utility operations.
- Types and level of maintenance and repair activities generally performed in a utilities department.
- Geography and public infrastructure/utilities systems of the city and the utility territories.
- Occupational hazards and standard safety precautions.
- English usage, spelling, grammar, punctuation and principles of business letters and reports.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Manage and direct a comprehensive street and utilities department.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Select, supervise, train, and evaluate staff.
- Oversee, direct, and coordinate the work of staff.
- Formulate and administer strategic planning, forecasting and general controlling policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform job duties efficiently while managing frequent interruptions.
- Interpret and apply federal, state and local policies, laws and regulations.
- Read and interpret technical sketches, blueprints and instructional manuals.
- Prepare and maintain department documents, records and reports.
- Deal constructively with conflict.

- Perform duties with thoroughness, accuracy and attention to detail.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform duties on an on-call basis as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; some exposure to noise, dust, grease, fumes, chemicals, mechanical and electrical hazards and all types of weather and temperature conditions; works and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; may work extended hours including evenings and weekends, and may be required to travel outside city boundaries to attend meetings

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to lift, carry push and/or pull moderate amounts of weight; to operate equipment and vehicles and to verbally communicate to exchange information; normal visual and hearing range; to travel to other locations using various modes of private and commercial transportation; verbally communicate to exchange information.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Six (6) years of professional experience in public administration, utility management, economics, finance or closely related work, with a minimum of two years of experience in municipal government preferred or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. Associates or bachelors degree with a major in accounting, business administration, public administration, or related field may substitute for experience on a year for year basis



PUBLIC WORKS SUPERINTENDENT

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Public Works Director/Utility Superintendent

SUPERVISE: Street/Water/Wastewater Foreman, Water/Wastewater Plant Managers

SUMMARY DESCRIPTION

Responsible for leading, supervising, performing, directing and coordinating the construction, operation and maintenance of the streets, storm sewers, water production/distribution, wastewater collection and treatment. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Supervises and participates in the inspection, maintenance, repair and operation of streets, water production, distribution, wastewater collection and treatment systems for the city and surrounding communities.

Performs supervisory functions such as assisting with staffing, scheduling work, assigning work duties, training personnel on various techniques, conducting performance evaluations and recommending/administering disciplinary actions.

Supervises and participates in the maintenance, repair, operation and cleanliness of the streets, water production facilities, water storage areas and other related facilities.

Responsible for the water/wastewater treatment plant operations including but not limited to the review, evaluation and installation of software programs, providing support and training to personnel, continuous programming, and updating software when needed; ensures that the plant computer system (SCADA) continues to function properly.

Coordinates activities with city and state engineers on water related problems and expansions; works with regulatory field representatives and engineers as needed; submit reports to various governmental and trade associated agencies.

Ensures that proper samples pertaining to the city's water supply and wastewater are taken, lab tests performed; forward materials to the State Health Department as needed.

Supervises and participates in the collection, analysis and reporting of all necessary water/wastewater tests, including daily, weekly and monthly readings; responsible for maintaining records on all elements as required by local, state and federal rules and regulations.

Coordinates inspections of water production and wastewater treatments facilities with federal representatives; determines the proper size of water lines and meters to be installed.

Responsible for determining specific problem areas within the water/wastewater distribution system; supervises and participates in sectionalizing the system for minimum service interruption.

Creates and implements an operational plan for the water/wastewater systems in order to ensure the efficient provision of service and reduce costs; participates in long-range strategic planning.

Responsible for the proper calibration of water/wastewater facility equipment; responsible for ensuring that test results and plant operations are in compliance with federal and state guidelines.

Ensures the maintenance of a safe work environment for all employees by training and monitoring employees in the safe and efficient operation of various equipment, skills and techniques; performs safety evaluations and inspects work for quality assurance in accordance with safety standards.

Plans and implements equipment and plant safety training programs and standards in coordination with other outside agencies.

Responsible for updating, reading and interpreting city maps of the water/wastewater system.

Answers inquiries from the general public; receives citizen complaints pertaining to the water/wastewater systems and takes appropriate action to resolve problems or concerns.

Assists the Public Works Director/Utility Superintendent in the preparation of the departmental budget with input regarding the city's street, water and/or wastewater systems.

Coordinates with the Public Works Director/Utility Superintendent in developing specifications for new equipment purchases; makes recommendations regarding vehicle/equipment use and purchase.

Attends various meetings including City Council and other committee meetings, as needed; answers inquiries and makes recommendations pertaining to the city's street/water/wastewater functions.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in maintenance and repair duties for water production, distribution, treatment and analysis.

Maintains city water/wastewater supply inventory including materials, equipment, and tools; orders supplies as needed.

Prepares various reports and records pertaining to the duties performed such as man hours, equipment maintenance, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports.

Operates large trucks, fork lift, loaders, backhoe, and other vehicles as needed.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Materials, procedures, methods and practices utilized in maintaining water supply and distribution systems, wastewater collection and treatment.
- Federal, state and local laws and regulations pertaining to all facets of water production and distribution, wastewater collection and treatment.
- Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.
- Various chemicals and the ability to apply the methods and techniques used in their application.
- Operation of vehicles, machinery, equipment and tools pertaining to duties performed.
- Perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- Geography of the city's water district.
- City responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Analyze working conditions of equipment, and to detect flaws or defects in operation.
- React quickly and calmly in emergencies.
- Maintain the confidentiality of appropriate communications, documents, and transactions.
- Work in the trenches and other precarious places.
- Accurately prepare, read, and interpret line construction plans, technical sketches, blueprints, and instructional manuals.
- Plan and layout a comprehensive work program.
- Enforce ordinances and other regulations with firmness, tact, and impartiality.
- Plan, assign, direct, and supervise the work of subordinates.
- Accurately prepare and maintain various reports and other departmental documents.
- Apply mathematical computations as applied to standard construction formulas.
- Load and unload heavy machinery.
- Work independently and safely without close supervision.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities, and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the gas distribution system. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, disease

causing bacteria, noise, and inclement weather conditions.

Physical: An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Must have an Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in energy civil engineering or a related field, or an equivalent combination of education, training and experience that provides the required skills, knowledge and abilities. Must have seven (7) years' experience, working with civil engineering, road/bridge construction management, water/wastewater system management, or related field, with at least two (2) years in a supervisory context, or an equivalent combination of education, training, and experience.

Additional Requirements

Must possess a valid driver's license and may require a CDL.

Completion of OSHA 30-hour safety training is required to demonstrate advanced knowledge of workplace safety and compliance.

Must maintain certifications as required.



NATURAL GAS SUPERINTENDENT

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Public Works Director/Utility Superintendent

SUPERVISE: Natural Gas Foreman, Natural Gas Technicians I-III, General/Seasonal Laborers

SUMMARY DESCRIPTION

Responsible for supervising, performing, directing and coordinating the construction, operation and maintenance of the gas distribution and line system, including metering and pressure regulation. Ensures compliance with Nebraska state fire marshal and federal pipeline regulations. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as assisting with staffing, scheduling work, assigning work duties, training personnel on various techniques, conducting performance evaluations and recommending/administering disciplinary actions.

Supervises and participates in the construction, installation, inspection, maintenance, repair and operation of all facets pertaining to the city's gas distribution system to ensure proper functioning.

Supervises and participates in the testing of all gas related measuring devices and related facilities.

Responsible for determining specific problem areas within the gas distribution system; supervises and participates in sectionalizing the system for minimum service interruption.

Responsible for supervising and performing gas leak surveys using a combustible gas indicator in accordance with federal, state, and local regulations and industry standards.

Ensures that all activities are performed in a safe and efficient manner.

Ensures that needed materials and supplies are at the job; loads, unloads, and hauls materials and equipment to and from job sites.

Supervises and participates in locating gas lines during excavation; participates in the city's one-call system as needed.

Serves as a liaison with engineers and contractors to properly inspect the construction of new gas mains; determines the proper size of gas lines, services and meters to be installed; determines the location of gas lines for general contractors, as needed.

Monitors the installation of residential and commercial gas meters, regulators, and related equipment to ensure correct measurement of gas consumption; supervises and participates in the maintenance and repair of gas measurement related devices.

Assists the Public Works Director/Utility Superintendent in the preparation of the departmental budget with input regarding the city's gas distribution system.

Coordinates with the Public Works Director/Utility Superintendent in developing specifications for new equipment purchases; makes recommendations regarding equipment use and purchase.

Operates large trucks, fork lift, loaders, backhoe, and other vehicles as needed and basic hand, power and electric tools in the performance of duties and according to established guidelines, including equipment located at the town border station.

Reviews work performed by departmental staff and private contractors for conformance to policies and procedures in order to ensure uninterrupted operations of the gas department.

Prepares various records and reports pertaining to the duties performed according to federal, state, and local regulations such as man hours, line maintenance, metering devices, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports, as needed.

Ensures the maintenance of a safe work environment for all employees by training and monitoring employees in the safe and efficient operation of various equipment, skills, and techniques; performs safety evaluations and inspects work for quality assurance in accordance with safety standards.

Plans and implements equipment and plant safety training programs and standards in coordination with other outside agencies.

Administers first aid to injured persons; requests medical attention for individuals when needed.

Performs preventive maintenance on assigned vehicles and equipment; ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Responsible for updating, reading, and interpreting city maps of the gas system.

Answers inquiries from the general public; receives complaints pertaining to the gas distribution, including gas leaks and carbon monoxide calls and takes appropriate action to resolve problems or concerns.

Attends various meetings including City Council and other committee meetings, as needed; answers inquiries and makes recommendations pertaining to the functions of the gas distribution system. Attends professional seminars and meetings to keep abreast of the techniques and skills used in maintenance and repair duties of a gas distribution system.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies, including the Pipeline Safety Division of the Nebraska State Fire Marshal's Office, and municipal officials.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Theory of natural gas and natural gas distribution.
- Techniques, methods, and practices used in municipal gas distribution including construction, installation, inspection, maintenance, repair and operational activities.
- Federal, state, and local regulations, codes, standards, and specifications pertaining to natural gas distribution, construction and maintenance.
- Operation of heavy and light vehicles, machinery, equipment, and tools pertaining to the construction, installation, inspection, maintenance, repair and operation of a gas distribution system.
- Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.
- First aid principles and the techniques of administering emergency medical aid.
- Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Geography of the city and the gas distribution system.
- City's responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Analyze working conditions of equipment, and to detect flaws or defects in operation.
- React quickly and calmly in emergencies.
- Maintain the confidentiality of appropriate communications, documents, and transactions.
- Work in the trenches and other precarious places.
- Accurately prepare, read, and interpret line construction plans, technical sketches, blueprints, and instructional manuals.
- Plan and layout a comprehensive work program.
- Enforce ordinances and other regulations with firmness, tact, and impartiality.
- Plan, assign, direct, and supervise the work of subordinates.
- Accurately prepare and maintain various reports and other departmental documents.
- Apply mathematical computations as applied to standard construction formulas.
- Load and unload heavy machinery.
- Work independently and safely without close supervision.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities, and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the gas distribution system. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, disease causing bacteria, noise, and inclement weather conditions.

Physical: An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Must have an Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in energy utility technology or a related field, or an equivalent combination of education, training and experience that provides the required skills, knowledge and abilities. Must have five (5) years' experience, working with a gas distribution system, or related field, with at least two (2) years in a supervisory context, or an equivalent combination of education, training, and experience.

Additional Requirements

Must possess a valid driver's license and may require a CDL.

Completion of OSHA 30-hour safety training is required to demonstrate advanced knowledge of workplace safety and compliance.

Must maintain certifications as required.



ELECTRIC SUPERINTENDENT

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Public Works Director/Utility Superintendent

SUPERVISE: Power Plant Manager, Power Plant Foreman, Power Plant Technician I-III, Lineman Foreman, Lineman I-II, Lineman Apprentice, General/Skilled Laborers and Seasonal Workers

SUMMARY DESCRIPTION

Under general direction, the Electric Superintendent is responsible for overseeing the daily and long-term operations of the City's municipally-owned electric utility system, which includes generation, transmission, and distribution infrastructure. The City participates in the Southwest Power Pool (SPP) and adheres to all applicable federal, state, and regional energy and reliability standards. This position supervises and performs a variety of complex and technical tasks related to the planning, construction, inspection, operation, maintenance, repair, and safety of the electric utility system. The Superintendent ensures efficient power delivery, regulatory compliance, staff supervision, and coordination with internal and external stakeholders. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Provides oversight and direction for electric generation, transmission, and distribution system operations to ensure safe, reliable, and efficient power supply.

Performs supervisory duties including scheduling, assigning tasks, training personnel, conducting evaluations, and administering corrective action when necessary.

Supervises and participates in the construction, repair, and maintenance of substations, switchgear, transformers, distribution lines, and generation facilities.

Identifies and responds to faults in the system; sectionalizes the network to minimize service interruptions and ensures prompt restoration of power.

Oversees and participates in the testing, calibration, and maintenance of metering and system monitoring devices.

Monitors power flows, electric losses, and generation output; ensures all operations are compliant with SPP, NERC, FERC, and NDWEE (Nebraska Department of Water, Energy and Environment) regulations.

Coordinates planned outages, emergency responses, and capital projects with engineers, contractors, and SPP stakeholders.

Supervises vegetation management, system mapping, system modeling, and integration of SCADA and AMI systems.

Acts as liaison to engineers, contractors, vendors, and regulatory agencies; participates in inspections, project development, and new service installations.

Develops and maintains accurate maps, diagrams, and documentation of the electric system.

Coordinates with the Public Works Director on budgeting, purchasing, grant applications, and infrastructure planning.

Develops equipment specifications and makes purchasing recommendations for vehicles, tools, and utility infrastructure components.

Ensures material, tools, and personnel are available at job sites; hauls and transports equipment when necessary.

Monitors contractor and staff work for quality, regulatory compliance, and operational safety.

Leads training programs related to safety, technical skills, equipment operations, and regulatory compliance.

Responds to and resolves public inquiries and service complaints; ensures a high level of customer service and public communication.

Maintains records and prepares reports related to electric operations, expenditures, work orders, incidents, and compliance audits.

Attends City Council meetings and other committee meetings to present updates and recommendations regarding the electric system.

Participates in professional organizations and attends relevant workshops to maintain technical and regulatory knowledge.

Ensures vehicles, tools, and equipment are properly maintained and in safe operating condition.

Administers first aid when necessary and follows emergency response procedures.

Performs other duties as required

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Theory of electric generation, transmission and distribution.
- Techniques, methods, and practices used in municipal electric systems including construction, installation, inspection, maintenance, repair and operational activities.
- Federal, state, and local regulations, codes, standards, and specifications pertaining to electric systems, construction and maintenance.
- Operation of heavy and light vehicles, machinery, equipment, and tools pertaining to the construction, installation, inspection, maintenance, repair and operation of an electric system.

- Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.
- First aid principles and the techniques of administering emergency medical aid.
- Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Geography of the city and the electric system and facilities.
- City's responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Analyze working conditions of equipment, and to detect flaws or defects in operation.
- React quickly and calmly in emergencies.
- Maintain the confidentiality of appropriate communications, documents, and transactions.
- Work in the trenches and other precarious places.
- Accurately prepare, read, and interpret line construction plans, technical sketches, blueprints, and instructional manuals.
- Plan and layout a comprehensive work program.
- Enforce ordinances and other regulations with firmness, tact, and impartiality.
- Plan, assign, direct, and supervise the work of subordinates.
- Accurately prepare and maintain various reports and other departmental documents.
- Apply mathematical computations as applied to standard construction formulas.
- Load and unload heavy machinery.
- Work independently and safely without close supervision.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities, and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the gas distribution system. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, disease causing bacteria, noise, and inclement weather conditions.

Physical: An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift,

carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Must have an Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in energy utility technology or a related field, or an equivalent combination of education, training and experience that provides the required skills, knowledge and abilities. Must have seven (7) years' experience, working with an electric generation or distribution system, or related field, with at least two (2) years in a supervisory context, or an equivalent combination of education, training, and experience.

Additional Requirements

Must possess a valid driver's license and may require a CDL.

Completion of OSHA 30-hour safety training is required to demonstrate advanced knowledge of workplace safety and compliance.

Must maintain certifications as required.