

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/31/2024	767	Parks/Streets	*General Maintenance/Repair	Parks	Build shelving at park building	Closed	12/31/2024
12/31/2024	766	Parks/Streets	*General Maintenance/Repair	Park	Build shelving at park building	Closed	12/31/2024
12/31/2024	765	Parks/Streets	*General Maintenance/Repair	Park building	Build shelving at park	Closed	12/31/2024
12/31/2024	764	Parks/Streets	*General Maintenance/Repair	Park and shop	Build shelves at park building	Closed	12/31/2024
12/31/2024	763	Parks/Streets	*General Maintenance/Repair	Street/parks	Street inspection	Closed	12/31/2024
12/30/2024	762	Parks/Streets	*General Maintenance/Repair	Streets	Street inspection	Closed	12/31/2024
12/31/2024	761	Parks/Streets	Building-Maintenance	Shop	Shop work	Closed	12/30/2024
12/31/2024	760	Electric	Building-Maintenance	PWCC	Put up new LED light fixtures in Workout area	Closed	12/30/2024
12/30/2024	759	Maintenance	Building-Maintenance	old museum	Move shelves, inventory	Closed	12/30/2024
12/27/2024	758	Sewer	Sewer Leak	15th/16th & Q/R/S	Inspect manholes and sewer main	Closed	12/27/2024
12/27/2024	757	Water	Treatment Plant-Regeneration	Treatment plant	Regen cell #2	Closed	12/27/2024
12/27/2024	756	Water	Treatment Plant-Regeneration	Treatment plant	Regen cell #2	Closed	12/26/2024
12/27/2024	755	Electric	Outage-Single Residence	Leorra weborg	Call for flickering lights. Repaired neutral connection on transformer	Closed	12/27/2024
12/27/2024	754	Electric	*Other	New shop	Moving stuff to new shop	Closed	12/27/2024
12/27/2024	753	Electric	*Other	New shop	Moving stuff out of old museum to new shop	Closed	12/26/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/26/2024	752	Maintenance	Building-Maintenance	New buildings	Building preparation	Closed	12/24/2024
12/24/2024	751	Water	Meter read	1213 O st	Turn on water - leaks	Closed	12/24/2024
12/24/2024	750	Sewer	Sewer Manhole	City - east	Manhole inspections	Closed	12/24/2024
12/24/2024	749	Water	Meter read	City	Read meters / check leaks	Closed	12/23/2024
12/23/2024	748	Sewer	Sewer Repairs	12/13 & Q/R	Jet sewer main	Closed	12/23/2024
12/23/2024	747	Water	Treatment Plant-Regeneration	Treatment plant	Regen cell#3	Closed	12/20/2024
12/23/2024	746	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/23/2024
12/23/2024	745	Parks/Streets	*Other	City Pond	retrieved garbage can, garbage and other items from the pond	Open	12/23/2024
12/23/2024	744	Streets	*General Maintenance/Repair	New city shop	worked in new city shop and cleaned up outside lot	Closed	12/20/2024
12/23/2024	743	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/20/2024
12/23/2024	742	Parks/Streets	*General Maintenance/Repair	New City shop	worked in new city shop	Closed	12/18/2024
12/23/2024	741	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/18/2024
12/23/2024	740	Electric	Street Light-repair	Main st	replaced photocell	Closed	12/23/2024
12/23/2024	739	Electric	*Other	New Shop	Demo and cleaning new shop	Closed	12/20/2024
12/23/2024	738	Electric	Service-Reconnect	1213 O st	reconnected overhead service	Closed	12/23/2024
12/20/2024	737	Electric	Locates	1013 O st	locate for water line repair	Closed	12/20/2024
12/20/2024	736	Electric	*Other	New shop	Removed wall and cleaned up new shop	Closed	12/18/2024
12/20/2024	735	Sewer	Manhole	City	Manhole inspections	Closed	12/20/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/20/2024	734	Water	Meter read	City	Meter re-reads & shut off	Closed	12/20/2024
12/20/2024	733	Sewer	Sewer Back-up	Hospital 13th & Q/R	Rod/Vac/Jet sewer main	Closed	12/19/2024
12/20/2024	732	Water	Treatment Plant-Regeneration	Treatment Plant	Regen Cell #3	Closed	12/19/2024
12/20/2024	731	Electric	*Other	New Shop	Cleaned up new shop	Closed	12/19/2024
12/18/2024	730	Parks/Streets	*Other	Scottsbluff/city golf course	picked up items at Menards for golf course	Closed	12/18/2024
12/18/2024	729	Parks/Streets	Building-Maintenance	New city shop	clean up and remove items from building	Closed	12/18/2024
12/18/2024	728	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/18/2024
12/18/2024	727	Maintenance	Building-Maintenance	new building	Clean out new building, remove center wall	Closed	12/18/2024
12/17/2024	726	Streets	*Other	City Hall	Sign Management	Closed	12/17/2024
12/17/2024	725	Parks/Streets	Hauling Material	City lagoons	finished hauling crush concrete from lagoons to city stock pile	Closed	12/17/2024
12/17/2024	724	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/17/2024
12/17/2024	723	Electric	*General Maintenance/Repair	New Shop	Took down Riverside Lumber signs	Closed	12/17/2024
12/17/2024	722	Maintenance	Vehicle-Repair	new shop	Replace engine block heater, add hydraulic oil	Closed	12/17/2024
12/17/2024	721	Water	Meter read	City	Meter re-reads	Closed	12/17/2024
12/17/2024	720	Sewer	Sewer Back-up	923 P/O St	Check sewer main for backup	Closed	12/17/2024
12/17/2024	719	Water	Meter read	702 O St	Meter shut off	Closed	12/17/2024
12/16/2024	718	Water	Meter read	City limits	Meter reads	Closed	12/16/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/17/2024	717	Parks/Streets	Building-Maintenance	City Golf Course	put new overhead garage door in red cart shed	Closed	12/16/2024
12/17/2024	716	Parks/Streets	Street Inspection	City of Bport	Inspect streets and alleys	Closed	12/16/2024
12/16/2024	715	Electric	*Other	Pole yard	Moved material to new shop	Closed	12/16/2024
12/16/2024	714	Electric	Utility Pole-Inspection	Dallas Lake	Floating phase tied back into arm	Closed	12/16/2024
12/16/2024	713		Service-Disconnect	1213 O st	disconnected service drop for meter can replacement	Closed	12/13/2024
12/13/2024	712	Parks	*Other	Swimming pool	put gopher poison in gopher holes	Closed	12/13/2024
12/13/2024	711	Parks/Streets	*Other	City Golf Course	drive to Menards to pick up overhead garage door for cart shed.	Closed	12/13/2024
12/13/2024	710	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/13/2024
12/13/2024	709	Electric	Sewer Back-up	6th and O street	Helped with sewer backup	Closed	12/13/2024
12/13/2024	708	Electric	*Other	Sidney	Safety Meeting	Closed	12/13/2024
12/13/2024	707	Sewer	Sewer Back-up	6th -7th between N and O	Ran sewer rod through with brush	Closed	12/13/2024
12/12/2024	706	Sewer	Sewer Back-up	6th-7th between N and O St	Attempted to jet sewer main, partial only	Closed	12/13/2024
12/13/2024	705	Sewer	Daily Operations	City Of Bridgeport	Daily Rounds	Closed	12/12/2024
12/13/2024	704	Maintenance	Sewer Back-up	6th-7th between N&O	Sewer rod pull brush through	Closed	12/13/2024
12/13/2024	703	Electric	*General Maintenance/Repair	PWCC	got heaters for gym working	Closed	12/11/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/13/2024	702	Electric	*Other	office	Meeting For Generator grant	Closed	12/11/2024
12/12/2024	701	Electric	*Other	New shop	Moved pipe to new shop	Closed	12/11/2024
12/12/2024	700	Maintenance	Sewer Back-up	6th-7th between N & O	Try to jet sewer, only partial block	Closed	12/12/2024
12/12/2024	699	Electric	Tree Trimming	Across west side of town	Trimmed trees out of powerlines	Closed	12/12/2024
12/12/2024	698	Streets	*Other	City Hall	Iworks - Sign Management	Closed	12/12/2024
12/12/2024	697	Parks/Streets	Hauling Material	City lagoons	Haul crushed concrete	Closed	12/12/2024
12/12/2024	696	Parks/Streets	Street Inspection	City of bport	Inspect streets and alleys	Closed	12/12/2024
12/12/2024	695	Parks/Streets	Hauling Material	City Lagoons	Haul left over crushed concrete to city stock pile	Closed	12/11/2024
12/12/2024	694	Parks/Streets	Street Inspection	City of Bport	Inspect streets and alleys	Closed	12/11/2024
12/12/2024	693	Maintenance	Vehicle-Maintenance	shop	Complete service	Closed	12/12/2024
12/11/2024	692	Maintenance	Building-Maintenance	New building	2 bags floor dry to new building for dump truck leaks	Closed	12/11/2024
12/11/2024	691	Maintenance	Building-Maintenance	Office	Change heater filters	Closed	12/11/2024
12/11/2024	690	Maintenance	*Other	Office	Emergency generator meeting	Closed	12/11/2024
12/11/2024	689	Sewer	Sewer Repairs	14th & P/Q	Jet sewer main - maintenance	Closed	12/11/2024
12/11/2024	688	Water	Treatment Plant-Maintenance	Treatment plant	Calibrate analyzer pH & Cl	Closed	12/11/2024
12/10/2024	687	Electric	*Other	Pole yard	Moved more transformers and material to new shop area	Closed	12/10/2024
12/10/2024	686	Electric	Building-Repair	PWCC	Heaters not working PWCC	Closed	12/10/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/10/2024	685	Maintenance	Building-Repair	New back building	Investigate engine block heaters not working on dump trucks, grader	Closed	12/9/2024
12/10/2024	684	Maintenance	Building-Maintenance	shop	Clean shop	Open	12/6/2024
12/10/2024	683	Sewer	Sewer Manhole	Alley between P and Q and 12th and 13th streets	Jetted sewer line for line Maintenance	Closed	12/6/2024
12/10/2024	682	Sewer	Daily Operations		Daily Rounds	Closed	12/6/2024
12/10/2024	681	Sewer	Daily Operations		Daily Rounds	Closed	12/9/2024
12/10/2024	680	Water	Service-Disconnect	505 L Street	Shut off water for house plumbing repairs (Customer request)	Closed	12/10/2024
12/10/2024	679	Water	Service-Disconnect	9796 Rd 92	Read and shut off electric service	Closed	12/10/2024
12/10/2024	678	Water	Service-Disconnect	4 Corners West	Read and shut off electric service	Closed	12/10/2024
12/10/2024	677	Water	Daily Operations		Daily Rounds	Closed	12/10/2024
12/10/2024	676	Public Works	*Other	E 9th and Main	Cleaned up dead Christmas tree and planter	Closed	12/10/2024
12/10/2024	675	Water	Treatment Plant-Maintenance	Water Treatment Plant	Cleaned analyzer and injector	Closed	12/10/2024
12/10/2024	674	Electric	*General Maintenance/Repair	Shop	Helped with digger repair	Closed	12/10/2024
12/10/2024	673	Electric	*Other	New Shop	Moved wood arms to new shop	Closed	12/10/2024
12/10/2024	672	Electric	Locates	410 G street	Emergency locates	Closed	12/10/2024
12/10/2024	671		Locates	1317 Q street	Locate for water line	Closed	12/10/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/10/2024	670	Maintenance	Vehicle-Repair	shop	Reseal rotation gear box thrust end caps	Closed	12/10/2024
12/10/2024	669	Streets	*Other	City of Bport	Mapping all street signs into IWorks from inside the city of Bport	Closed	12/10/2024
12/10/2024	668	Streets	Street Inspection	City of Bport	Inspection of streets and alleys	Closed	12/10/2024
12/10/2024	667	Parks/Streets	Shop Maintenance	City Shop	Work in shop	Closed	12/9/2024
12/10/2024	666	Parks/Streets	Street Inspection	City of Bport	Inspection of streets and alleys	Closed	12/9/2024
12/8/2024	665	Electric	Outage-Scheduled	Trading Post	Fast Forward Work order for Hot Secondary connections redid connections to crimns	Closed	12/8/2024
12/6/2024	664	Electric	Flags/Banners	City	put flags to half mast	Closed	12/6/2024
12/6/2024	663	Electric	*Other	New shop	moved transformers from pole yard to new shop	Closed	12/6/2024
12/6/2024	662	Zoning	Locates	9797 Rd 92	met with Jim Peltz for property rezoning	Closed	12/6/2024
12/6/2024	661	Sewer	Sewer Repairs	12th - 14 th & P/Q	Jet sewer main - maintenance	Closed	12/6/2024
12/6/2024	660	Parks/Streets	*Other	6th and J st	tear down old weather station and clean up of area	Closed	12/6/2024
12/6/2024	659	Parks/Streets	Street Inspection	City of bport	inspect streets and alleys	Closed	12/6/2024
12/5/2024	658	Sewer	Meter read	City	Read/shut off	Closed	12/5/2024
12/5/2024	657	Sewer	*General Maintenance/Repair	Lagoons	Feed enzymes to lagoons	Closed	12/5/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/5/2024	656	Maintenance	Vehicle-Maintenance	shop	Serviceushman	Closed	12/5/2024
12/5/2024	655	Electric	Building-Maintenance	PWCC	Replaced motor starter for gym heater	Closed	12/5/2024
12/5/2024	654	Electric	Line inspections	City	Inspected overhead power lines	Closed	12/4/2024
12/5/2024	653	Electric	Service-Repair	910 main st	installed H crimp on neutral wire	Closed	12/4/2024
12/5/2024	652	Maintenance	*General Maintenance/Repair	Office	Assemble	Closed	12/4/2024
12/5/2024	651	Maintenance	Building-Maintenance	Pwcc	Change air filters on large air handler	Closed	12/4/2024
12/4/2024	650	Parks/Streets	Street Inspection	City of Bport	Inspect streets and alleys in the city	Closed	12/4/2024
12/4/2024	649	Sewer	Sewer Repairs	12/13 & O/P	Sewer - Jet/Vac.	Closed	12/4/2024
12/4/2024	648	Water	Meter read	City	Meter reads	Closed	12/4/2024
12/4/2024	647	Water	*Other	Shop	Cleaned/organized chemical cage	Open	12/4/2024
12/3/2024	646	Sewer	Daily Operations		Daily Rounds	Closed	12/3/2024
12/3/2024	645	Sewer	Sewer Back-up	Behind old museum	Repaired backed up sewer main	Closed	12/2/2024
12/3/2024	644	Maintenance	Flags/Banners	main street	Help put up Christmas tree on island	Closed	12/3/2024
12/3/2024	643	Sewer	Sewer Repairs	12 & O/P	Sewer - Jet/Vac.	Closed	12/3/2024
12/3/2024	642	Water	*Other	Plummer ins	Get water sample - coliform	Closed	12/3/2024
12/3/2024	641	Parks/Streets	Street Repair/Maintenance	Street	Work on Alleys and Road by ball field	Closed	12/3/2024
12/3/2024	640	Parks/Streets	Streets Misc	Streets	Street inspection	Closed	12/3/2024
12/3/2024	639	Electric	*Other	Transformer stock	Started moving transformers to new shop	In Progress	12/6/2024

Work Order Report

12/01/2024 - 12/31/2024

Work Order Date	Work Order #	Assigned Department	Work Type	Location of Issue	Work Description	Main Status	Work Date Closed
12/3/2024	638	Electric	Locates	1310 P, 1309 Q	Locates for demo for Justin Corman	Closed	12/3/2024
12/3/2024	637	Parks/Streets	Gravel/Roads/Alleys/Shoulders	Alley north of 6th street between N and O streets	Gravel alley	Closed	12/2/2024
12/3/2024	636	Parks/Streets	Gravel/Roads/Alleys/Shoulders	Alley between K and L and 5th and 6th streets	Gravel alley	Closed	12/2/2024
12/3/2024	635	Parks/Streets	Street Inspection	City of Bport	Inspect streets and alleys	Closed	12/2/2024
12/2/2024	634	Maintenance	Sewer Back-up	Alley behind old museum	Sewer rod	Closed	12/2/2024
12/2/2024	633	Maintenance	*General Maintenance/Repair	3 welcome to Bridgeport lights	Repair led lights	In Progress	12/2/2024
12/2/2024	632	Electric	Building-Maintenance	PWCC	Installed more LED light fixtures in weight room	Closed	12/2/2024
12/2/2024	631	Electric	Vehicle-Maintenance	Shop	Installed strobe lights on the back of big bucket truck	Closed	12/2/2024
12/2/2024	630	Zoning	Locates	910 S st.	locate property pins for fence repair	Closed	12/2/2024
12/2/2024	629	Electric	Locates	918 P st.	locate for Allo	Closed	12/2/2024
12/2/2024	628	Water	Meter read	City	Meter reads	Closed	12/2/2024

Total Records: 140

1/6/2025

Bridgeport Public Library Director's
Report to the City Council
January 2025

Stats from December 1, 2024-December 31, 2024

Technology

- Public Computer users- 113
- Design Center users- 31
- Teen equipment users (items purchased with grants specifically for use by teen patrons)- 20

Programming

- Library Events
 - Outreach —2, Attendance—18
 - PreK—3, Attendance—18
 - K-6th—3, Attendance-- 62
 - Teen—4, Attendance—33
 - Adult—4, Attendance—28
 - Mixed age—0

Use of the facility/materials

- 4 library cards were issued
- 563 people visited the library
- 83 items were added to the library collection (books, movies, magazines)
- 3 items were removed from the library collection
- 367 items were circulated, 35 renewals
- 283 digital items were circulated (Libby App- e-Materials)
- 146 references (References are answering questions, helping a patron find a book to read, making copies or faxing, answering phone calls, and helping with technology, just to name a few.)

Respectfully submitted by Melissa Butler, Library Director



Detailed Report

12/01/2024 – 12/31/2024

TOTAL HOURS

96:45:00

BILLABLE HOURS

96:45:00

TIME ENTRY	TAGS	USER	DURATION	DATE
Met with Insurance on Personnel Issue; Updated Red Emergency Binder with Material from Ron Leal; short mtg with Jim Lawson ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	7:30:00	12/02/2024
Conversation with Richard Roberts on property update; emailed building code; forward contact info for Fire Dept grant award; Met with local contractor & Dane w/ question on Zoning following information on the ordinance letter ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	3:45:00	12/03/2024
Met with ALLO; email to Bayard chief to coordinate mtg with Jim Lawson on PRT; print and forward PRT procedure and form samples to Jim for review; review blight study adoption timeline ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	6:00:00	12/04/2024
Continue formatting Disaster Plan FULL BINDER; discuss PRT info with Jim L; fwd Bldg Code Info to Richard Roberts; rev budge info with Dori for Mtg ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	6:30:00	12/05/2024
Resident phone call re: Code; phone calls with Zoning/Engineers from Gering & Scottsbluff; meeting with Dane; draft email to PC regarding needs for process setup ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	8:15:00	12/09/2024
Met with Emp on pending personnel / insurance issue; iWorq kick off Zoom; work on evaluation schedule; research Gibony question on property; work on ID Reg 21 ID badge info ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	6:45:00	12/10/2024
Rural Prosperity Zoom; generator form with crew; spoke to Kirk Rusch RE: drawings for PWCC; contact Ferris Engineering from MC Schaff for generator form work; ● Bport Admin Contract • City of Bridgeport		\$ Michelle Coolidge	7:00:00	12/11/2024



Employee Evaluations with Mark (6); PADD mtg via Zoom; research info on EPA grant; research info on Infrastructure HUB through DOT ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	6:30:00	12/12/2024
City Council Meeting ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	1:15:00	12/12/2024
iWorq Community Dev module Zoom w/ Dane; f/u Corman contract info; email to Galvan and Hall re: PC agenda; emails on RWHF for employer #s and set up appts for matching fund requests ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	6:45:00	12/16/2024
Environmental Justice Thriving Communities Grantmaking Program Zoom ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	0:45:00	12/17/2024
RWHF emails and calls on match dollars and employment numbers ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	0:45:00	12/17/2024
Work with Dane on iWorq CD material; call to DED on RWHF; meet with pot match contributor ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	5:00:00	12/18/2024
Meet with Crew at Lumber Bldg; Meet with Chrtisty on PWCC; research paperwork on PWCC agreement ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	5:30:00	12/23/2024
Print ordinances for Code Enforcement review ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	2:00:00	12/23/2024
some iWorq info forwarded; short staff update meeting ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	2:45:00	12/24/2024
Phone convo re: PWCC Found & City; Bldg permit; ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	2:15:00	12/26/2024
Forwarded FEMA ID Badge Info to Region 21 and followed up on outstanding items; met with Platte Valley on RWHF Grant ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	2:15:00	12/27/2024
Convo with Mayor on nuisance properties; met with Jim on letters; email on RWHF developer letter; email to Beatrice re: iWorq template; phone conv with Chet McGrury @ Beatrice; phone call with Megan Hayward re: PWCC fire exits from upper level when secure ● Bport Admin Contract • City of Bridgeport	\$	Michelle Coolidge	7:45:00	12/30/2024



Meet with Jaime, Celine, Dane re: PC protocol; Discuss prop issue with Jim (church/semi); discuss citation forms with Milo; CUP form and phone conversation on Ag Zoning with Dane and Zach w/ City of Scottsbluff; conv with Jeff re: status	\$	Michelle Coolidge	7:30:00	12/31/2024
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● [Bport Admin Contract](#) • City of Bridgeport