

**BROKEN BOW UTILITIES  
BOARD OF PUBLIC WORKS AGENDA  
January 25, 2021 @12:30 P.M.  
Municipal Auditorium  
314 South 10<sup>th</sup> Avenue, Broken Bow, NE**

**A. Call to Order**

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

**C. Roll Call**

**D. Consent Agenda** – The Board will review and may or may not approve the consent agenda items for January 25, 2021, which will include the following:

- a. Approval of Minutes from January 11, 2021 Meeting
- b. Approval of claims as Posted.

**E. Compliance information**

**F. Discussion Items**

- a. Septic Tank Rates/Process for Treatment Plant Disposal
- b. Sludge Removal Bids

**G. Reports:**

- a. Department Heads Update

**H. Action Items**

- a. Charging Rate/Process for Septic Tank Disposal at Treatment Plant
- b. Sludge Removal Bids

**I. Discussion Items for Next Agenda**

**J. Adjournment**

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

**Board of Public Works  
Meeting Minutes  
January 11, 2021**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, January 11, 2021. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Board of Public Works, the Electric Superintendent, and the Water/Sewer Superintendent. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Dan Jacobson called the meeting to order at 12:30 p.m., with the following Board members present: Russ Smith, Gene Chapin, Butch Brunken, Dan Jacobson, and Chad Schall. Absent: None. Dan Jacobson informed the Board of Public Works this was an open meeting of the Board of Public Works and was subject to the open meeting laws of the State of Nebraska, a copy of which is posted.

Moved by Schall, Seconded by Smith, to approve the Consent Agenda for January 11, 2021. Said motion includes approval of the Minutes of the December 28, 2020 Board Meeting, and approval of Claims to Date. Roll Call: Voting aye: Smith, Jacobson and Schall. Nays: None. Motion carried.

Bow Locksmith, new keys, \$14.00; Broken Bow Municipal Utilities, postage, \$448.86; Carquest of Broken Bow, battery and brake fluid, \$119.28; City of Broken Bow, transfer and rent, \$45,285.82; City of Broken Bow, payroll reimbursement, \$30,269.01; Custer Public Power District, WWTP power, testing recloser, and locate fault, \$4,912.54; Grocery Kart, supplies, \$40.19; Invoice Cloud, credit card expenses, \$100.40; JEO Consulting Group Inc., engineering, \$4,430.75; Municipal Supply of NEBR., operating supplies - Water Dept., \$573.19; Nebraska State Bank, bond payments, \$50,670.00; One Call Concepts, Inc., locate expenses, \$40.32; Pracht's ACE Hardware, Inc., supplies, \$288.65; S&L Sanitary Services, trash fees billed, \$40.75; SAGE Payment Solutions, credit card fees, \$1,263.91; V-Bar Inc., gas for welder, \$116.97; Wenquist, Inc., supplies, \$53.48; WESCO Receivables Corp., line supplies, \$656.34; Total Bills: \$139,324.46

Approval of Claims – January 11, 2021

Electric Department	\$ 115,964.38
Water Department	7,842.21
Sewer Department	8,936.32
Power Plant	876.69
Billing	<u>5,704.86</u>
	\$ 139,324.46

Compliance Report: Water/Sewer Superintendent Craig Cranwell and Electric Superintendent Blake Waldow informed the Board that they had nothing to report and everything was good.

Discussion was held on the Utility Policies and Procedures. City Administrator Dan Knoell informed the Board about some changes that are needing to be made. They will discuss more at the next meeting.

Discussion was held on the 2022 Parts/Materials Budget wish list. Water/Sewer Superintendent Craig Cranwell and Electric Superintendent Blake Waldow each explained the items on their lists to the Board.

The following was discussed under Department Heads Updates:

Craig Cranwell, Water/Sewer Superintendent:

- Will be installing new pump for 5<sup>th</sup> Street
- Conference & Training
- Maintenance jetting on sewers

Blake Waldow, Electric Superintendent:

- Fixing Fiber
- Conference & Training
- Cutting Trees

No action was taken on the possibility of charging septic tank businesses a set rate fee for dumping at the Wastewater Treatment Plant. Currently there are no fees or restrictions in place for septic companies. The Board would like to have more research done and take action at the next meeting.

No action was taken on the Sludge Removal Bids. Engineer Dana Peterson with Front Water Engineering, LLC informed the Board on the bids that were received. The first bid was from Myers Construction, Inc., out of Broken Bow, Nebraska. The second bid was from Hodges Farms & Dredging, LLC from Lebo, Kansas. The Board would like more information before they take action on the Sludge Removal Bid.

Moved by Brunken, seconded by Schall, to adjourn the meeting at 1:44 p.m. Roll Call vote: Ayes: Brunken, Chapin, Smith, Jacobson and Schall. Nays: None. Motion Carried.

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

---

/s/Dan Jacobson, Chairman

## Accounts Payable Summary Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<b>Black Hills Energy</b>									
17618		1/25/2021	1/25/2021		420.83					Posted
	<b>CARD SERVICES - ORSCHELNS FARM &amp; HOME</b>									
17595		1/25/2021	1/25/2021		856.00					Posted
17596		1/25/2021	1/25/2021		262.15					Posted
17597		1/25/2021	1/25/2021		650.00					Posted
17598		1/25/2021	1/25/2021		726.13					Posted
					2,494.28					Total CARD SERVICES - ORSCHELNS FARM & HOME
	<b>CENTRAL NEBRASKA DIESEL</b>									
17611		1/25/2021	1/25/2021		1,923.76					Posted
	<b>CENTURYLINK</b>									
17589		1/25/2021	1/25/2021		195.42					Posted
	<b>CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>									
PAYROLL										
17621		1/25/2021	1/25/2021		31,530.36					Posted
	<b>CUSTER TRANSFER STATION</b>									
17620		1/25/2021	1/25/2021		9,847.00					Posted
	<b>DEB'S EMBROIDERY SHOP</b>									
17590		1/25/2021	1/25/2021		108.99					Posted
	<b>GREAT PLAINS COMMUNICATIONS, INC</b>									
17588		1/25/2021	1/25/2021		116.95					Posted
17601		1/25/2021	1/25/2021		160.57					Posted
					277.52					Total GREAT PLAINS COMMUNICATIONS, INC
	<b>GREG KRUEGER &amp; ASSOCIATES, INC.</b>									
17587		1/25/2021	1/25/2021		946.49					Posted
	<b>James Zlomke</b>									
17616		1/25/2021	1/25/2021		320.00					Posted
	<b>Jeffres Sand and Gravel</b>									
17608		1/25/2021	1/25/2021		1,223.03					Posted
	<b>Kansas Municipal Utilities</b>									
17615		1/25/2021	1/25/2021		600.00					Posted
	<b>NE STATE FIRE MARSHAL/BOILER DIV</b>									
17586		1/25/2021	1/25/2021		122.00					Posted
	<b>NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB</b>									
17580		1/25/2021	1/25/2021		60.00					Posted
	<b>NEBRASKA RURAL WATER ASSOC.</b>									
17591		1/25/2021	1/25/2021		250.00					Posted
	<b>OBRIEN'S HARDWARE</b>									
17583		1/25/2021	1/25/2021		27.55					Posted
	<b>OLSSON</b>									
17613		1/25/2021	1/25/2021		632.20					Posted
	<b>PAULSEN, INC.</b>									
17585		1/25/2021	1/25/2021		692.16					Posted
	<b>PLATTE VALLEY LABORATORIES, INC.</b>									
WWTP										
17592		1/25/2021	1/25/2021		797.50					Posted
	<b>Power Solutions</b>									
17612		1/25/2021	1/25/2021		170.92					Posted
	<b>Quadient Finance USA, Inc.</b>									
17617		1/25/2021	1/25/2021		400.00					Posted
	<b>S &amp; L SANITARY SERVICES</b>									
17619		1/25/2021	1/25/2021		29,704.70					Posted
	<b>DOUG STAAB</b>									
17614		1/25/2021	1/25/2021		100.00					Posted
	<b>Sensaphone</b>									
17607		1/25/2021	1/25/2021		5.95					Posted
	<b>TROTTER SERVICE</b>									
17582		1/25/2021	1/25/2021		248.96					Posted

# Accounts Payable Summary Listing

Broken Bow Municipal Utilities

**Vend# Vendor Name**

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
<b>WENQUIST, INC. (continued)</b>								
17579	1/25/2021	1/25/2021	33.16					Posted
<b>WESCO RECEIVABLES CORP.</b>								
17609	1/25/2021	1/25/2021	642.75					Posted
<b>WESTERN AREA POWER ADMIN.</b>								
17581	1/25/2021	1/25/2021	18,769.62					Posted

102,545.15    32 Non-voided payables listed.

Report Setup  
 AP - Accounts Payable Listing : Vendor Name  
 Filter Options  
   Starting: 1/13/2021  
   Ending: 1/26/2021  
   Banks: All  
   Payable Status: Posted, Printed, ACH, Recorded, Voided  
   All Vendors Selected

# Check Approval List - GL Account

1/22/2021 11:03:29 AM

Broken Bow Municipal Utilities

Page 1 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>ELECTRIC</b>				
CARD SERVICES - ORSCHELNS FARM		FR SAFETY CLOTHING	SAFETY- ELECTRIC	726.13
CENTRAL NEBRASKA DIESEL		REPAIR	MAINTENANCE-TRUCK	1,923.76
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SALARIES-DISTRIBUTI	10,913.77
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	670.01
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	816.73
DEB'S EMBROIDERY SHOP		APPAREL	SAFETY- ELECTRIC	30.00
GREAT PLAINS COMMUNICATIONS, IN		INTERNET EXPENSES	MAINT-COMMUNICATK	14.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATK	14.00
Jeffres Sand and Gravel		GRAVEL	LINE MATERIALS & SU	1,223.03
Kansas Municipal Utilities		TRAINING	SAFETY- ELECTRIC	600.00
OBRIEN'S HARDWARE		SUPPLIES AND TOOLS	LINE MATERIALS & SU	2.76
OLSSON		SCADA	MAINT-COMMUNICATK	632.20
Power Solutions		REPAIR	MAINTENANCE-TRUCK	170.92
DOUG STAAB		ELECTRIC/PLANT ASSISTANCE	MAINT-COMMUNICATK	50.00
Sensaphone		alarm system	MAINT-COMMUNICATK	1.99
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	75.25
WESCO RECEIVABLES CORP.		MATERIALS	LINE MATERIALS & SU	642.75
WESTERN AREA POWER ADMIN.		POWER PURCHASES WAPA	POWER PURCHASED-1	18,769.62
			Total ELECTRIC	\$37,276.92
<b>WATER</b>				
CARD SERVICES - ORSCHELNS FARM		BACKFLOW CLASS	MEALS/MILEAGE/HOTE	650.00
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	WATER SALARIES	5,833.64
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	232.47
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	428.61
DEB'S EMBROIDERY SHOP		APPAREL	OPERATING SUPPLIES	78.99
GREAT PLAINS COMMUNICATIONS, IN		INTERNET EXPENSES	MAINTENANCE-SCADA	13.50
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	13.50
James Zlomke		CDL TESTING	OPERATING SUPPLIES	320.00
NEBRASKA PUBLIC HEALTH ENVIRON		WATER SAMPLES	WATER TESTING	60.00
NEBRASKA RURAL WATER ASSOC.		2021 ANNUAL MEMBERSHIP	MEMBERSHIPS & DUE!	125.00
OBRIEN'S HARDWARE		SUPPLIES AND TOOLS	OPERATING SUPPLIES	24.79
PAULSEN, INC.		CONCRETE	OPERATING SUPPLIES	692.16
Sensaphone		alarm system	MAINTENANCE-SCADA	1.98
WENQUIST, INC.		Trailer Repair	MAINTENANCE-WR/SV	33.16
			Total WATER	\$8,507.80
<b>SEWER</b>				
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	SEWER SALARIES	5,833.64
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	232.48
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	428.60
GREAT PLAINS COMMUNICATIONS, IN		INTERNET EXPENSES	MAINTENANCE SKADA	13.50
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SKADA	13.50
NEBRASKA RURAL WATER ASSOC.		2021 ANNUAL MEMBERSHIP	MEMBERSHIPS & DUE!	125.00
PLATTE VALLEY LABORATORIES, INC.		WWTP LAB WORK	WASTE WATER TESTII	797.50
Sensaphone		alarm system	MAINTENANCE SKADA	1.98
TROTTER SERVICE		FUEL	GAS & OIL FOR TRUCK	173.71
			Total SEWER	\$7,619.91
<b>POWER PLANT</b>				
Black Hills Energy		UTILITIES-GAS	NATURAL GAS USED	420.83
CARD SERVICES - ORSCHELNS FARM		POWER PLANT BOILER PARTS	MAINTENANCE - POWI	856.00
CARD SERVICES - ORSCHELNS FARM		POWER PLANT HONEYWELL TEMP CON	MAINTENANCE - POWI	262.15
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	POWER PLANT SALAR	751.90
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION E	45.11
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	57.18
GREAT PLAINS COMMUNICATIONS, IN		INTERNET EXPENSES	MAINTENANCE - POWI	34.95
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWI	34.95
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	43.62
NE STATE FIRE MARSHAL/BOILER DIV		BOILER INSPECTIONS	MAINTENANCE-BUILDI	122.00
DOUG STAAB		ELECTRIC/PLANT ASSISTANCE	MAINTENANCE-BUILDI	50.00
			Total POWER PLANT	\$2,678.69
<b>BILLING</b>				

# Check Approval List - GL Account

1/22/2021 11:03:29 AM

Broken Bow Municipal Utilities

Page 2 of 2

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>BILLING</b>				
CENTURYLINK		BASIC PHONE SERVICE-OFFICE	TELEPHONE	134.35
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	OFFICE SALARIES	4,841.41
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE PENSION F	95.47
CITY OF BROKEN BOW PAYROLL REIM		PAYROLL REIMBURSEMENT	EMPLOYEE SOCIAL SE	349.34
CUSTER TRANSFER STATION		TRANSFER STATION FEES COLLECTED	TRASH/TSA FEES	9,847.00
GREAT PLAINS COMMUNICATIONS, IN		INTERNET EXPENSES	CREDIT CARD/BILL PA	41.00
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	41.00
GREG KRUEGER & ASSOCIATES, INC.		LASER DISCONNECT NOTICE	OFFICE SUPPLIES	946.49
Quadient Finance USA, Inc.		postage	POSTAGE	400.00
S & L SANITARY SERVICES		TRASH COLLECTIONS	TRASH/TSA FEES	29,704.70
			Total BILLING	\$46,400.76
<b>FUEL STATION</b>				
CENTURYLINK		BASIC PHONE SERVICE-OFFICE	TELEPHONE/INTERNE	61.07
			Total FUEL STATION	\$61.07
				\$102,545.15

Report Selection: Check Approval List - GL Account  
 Date Range Selection: GL Posting Date  
 Starting Date: 1/13/2021  
 Ending Date: 1/26/2021



# BID SUMMARY

**Project No.:** 001-W2-005      **Bid Date:** January 7, 2021      **Addenda:** None  
**Project Name:** City of Broken Bow      **Bid Time:** 2:00 P.M. (Local Time)      **Bid Location:** 314 S. 10<sup>th</sup> Ave. Broken Bow, NE  
 Biosolids Loading, Preparing, Hauling,  
 Disposal 2021 (2023)

BIDDER	BID BOND	BID A Disposal by Liquid Land Application		BID B Disposal by Solids Land Application		BID C Disposal by Solids at Landfill	
		2021	2023	2021	2023	2021	2023
Myers Construction, Inc. Broken Bow, NE	X	No Bid	No Bid	\$166,054.44	\$170,793.50	\$158,054.44	\$159,793.50
Hodges Farms & Dredging LLC Lebo, KS	X	\$148,890.00	\$159,890.00	No Bid	No Bid	No Bid	No Bid
Engineer's Estimate	N/A	\$150,000.00	-	\$150,000.00	-	\$150,000.00	-





# PLAN HOLDERS LOG

City of Broken Bow

Biosolids Loading, Hauling,  
Preparing & Disposal 2021 (2023)

<b>PROJECT NAME:</b>	Biosolids Loading, Preparing, Hauling & Disposal 2021 (2023)	
<b>CLIENT:</b>	City of Broken Bow, Nebraska	
<b>PROJECT NO.</b>	001-W2-005	
<b>BID DATE:</b>	Jan. 7, 2021	
<b>BID TIME:</b>	2:00 PM	
<b>PLANHOLDER</b>		
City of Broken Bow 314 S. 10 <sup>th</sup> Ave. Broken Bow, NE 68822	Lincoln Builders Bureau 5910 South 58th Street, Suite C Lincoln, NE 68516	
Dodge Data & Analytics <a href="http://dodge.construction.com">http://dodge.construction.com</a>	Omaha Builders Exchange 4255 South 94th Street Omaha, NE 68127	
Cole Reed Reed Environmental, LLC PO Box 158 218 W. Main St Sheldon, MO 64784 417-884-2629	Alecs Rumery Myers Construction, Inc. Estimator C: 308-643-7190 O: 308-872-5469	
Tracey Knight <i>Administrative Assistant</i> Hodges Farms and Dredging, LLC <a href="http://www.hodgesfd.com">www.hodgesfd.com</a> Phone: 620-256-0234	Scott Wienands Nutri-Ject Systems, Inc. P.O. Box 398 Hudson, IA 50643 319-239-9017 Email <a href="mailto:scott@nutriject.com">scott@nutriject.com</a>	
Gary Aldridge, Project Assistant Denali Water Solutions P.O. Box 3036 Russellville, AR 72811 250-B Lucius Gordon Dr. Suite 8 West Henrietta, NY 14586 Ph (585) 358-4155 Email <a href="mailto:gary.aldridge@denaliwater.com">gary.aldridge@denaliwater.com</a>	Rhonda VanBuskirk Midwest Injection Inc. 1621 McCabe Lane Cascade, IA 52033 Mobile 660-265-6224 Email <a href="mailto:rhonda@midwestinjection.com">rhonda@midwestinjection.com</a>	

# Hodges Farms and Dredging

---

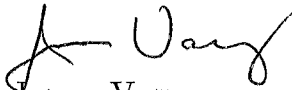
501 N West Street Lebo, KS 66856 • 620-343-0513 • [jeff@hodgesfd.com](mailto:jeff@hodgesfd.com) • [www.hodgesfd.com](http://www.hodgesfd.com)

1-15-2021

To whom it may concern

Hodges Farms and Dredging has bid on the sludge removal and land application of bio solids from the WWTF at the City of Broken Bow. If they are awarded the bid, I have given them consent to use my property for the the application of the bio solids.

Thank You

  
James Varney