

**BROKEN BOW UTILITIES  
BOARD OF PUBLIC WORKS AGENDA  
February 22, 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 February 22, 2021, which will include the following:

- a. Approval of Minutes from February 8, 2021 Meeting
- b. Approval of claims as Posted.

**E. Compliance information**

**F. Discussion Items**

- a. Maintenance schedule (valve exercise and hydrant flushing)

**G. Department Head updates**

**H. Discussion Items for Next Agenda**

**I. 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  
February 8, 2021**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, February 8, 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: Dan Jacobson, Gene Chapin, Butch Brunken, and Chad Schall. Absent: Russ Smith. 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 Brunken, seconded by Schall, to approve the Consent Agenda for February 8, 2021. Said motion includes approval of the Minutes of the January 25, 2021 Board Meeting, and approval of Claims to Date. Roll Call: Voting aye: Jacobson, Brunken, Chapin, and Schall. Nays: None. Motion carried.

AG & Industrial Equipment, parts, \$207.92; Broken Bow Municipal Utilities, postage, \$483.16; Card Services-Orschlens Farm & Home, app, \$3.19; Carquest of Broken Bow, parts, \$50.46; City of Broken Bow, transfer & rent, \$48,699.40; City of Broken Bow, Payroll Reimbursement, \$33,125.75; Culligan, supplies, WWTP, \$56.40; Custer Public Power District, Power for WWTP, \$3,080.72; Eakes Office Solutions, supplies, \$940.11; Electric Pump, pump 5th Street lift station, \$14,461.54; Great Plains Communications, internet, \$170.65; Hydro Optimization & Automation Solution, Scada repair, \$481.50; Invoice Cloud, credit card expenses, \$101.20; John Deere Financial, supplies, \$179.21; Nebraska State Bank, Wastewater bond, Water bond, Electric bond, \$50,670.00; One Call Concepts, Inc, locate expenses, \$13.84; Sage Payment Solutions, credit card fees, \$1,308.31; Sargent Drilling, supplies, \$77.04; Total Bills: \$154,110.40.

Approval of Claims – February 8, 2021

Electric Department	\$ 112,702.21
Water Department	7,320.45
Sewer Department	24,482.20
Power Plant	1,185.57
Billing	<u>8,419.97</u>
	\$ 154,110.40

Discussion was held on the 2013 Camel Combo Truck. City Administrator Dan Knoell explained to the board the prospect and benefits of a new flusher truck for the Water Department.

Discussion was held on the letter of intent for AMI. Electric Superintendent Blake Waldow discussed the intent for possible meter upgrades in a 3-year time frame.

Moved by Schall, seconded by Brunken to approve the Annual-Daily Septic Disposal Application. Roll Call: vote: Ayes: Jacobson, Chapin, Schall, and Brunken. Nays: None. Motion Carried.

Moved by Brunken, seconded by Jacobson to approve the Annual-Daily Septic Disposal Permit. Roll Call: vote: Ayes: Jacobson, Chapin, Schall, and Brunken. Nays: None. Motion Carried.

Moved by Jacobson, seconded by Schall to approve Ordinance 1241, Establishing the Septic Tank Disposal Permit at a charge of \$40.00 per day or \$400.00 per year. Roll Call: vote: Ayes: Jacobson, Chapin, Schall, and Brunken. Nays: None. Motion Carried.

Moved by Chapin, seconded by Brunken to approve suspending the bids for the Sludge Removal. City Administrator Dan Knoell informed the board that at this time the sludge removal is not needed, they will readdress it at a later date. Roll Call: vote: Ayes: Jacobson, Chapin, Schall, and Brunken. Nays: None. Motion Carried.

The following was discussed under Department Heads Updates:

Craig Cranwell, Water/Sewer Superintendent:

- Sewer Jetting
- Vacuuming
- Snow Removal
- CDL Training

Blake Waldow, Electric Superintendent:

- Meter Training School
- Done with Cutting Trees on the North side
- Helping with Snow Removal

Moved by Brunken, seconded by Schall, to adjourn the meeting at 1:31 p.m. Roll Call vote: Ayes: Brunken, Chapin, Jacobson and Schall. Nays: None. Motion Carried.

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

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/s/Dan Jacobson, Chairman

## Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>					<u>Work Order</u>	<u>Description</u>		<u>Debit</u>	<u>Credit</u>
<b>CARD SERVICES - ORSCHELNS FARM &amp; HOME</b>										
17646	2/22/2021	2/22/2021			269.66					Posted
	1-147510						FR CLOTHING		269.66	0.00
<b>CARQUEST OF BROKEN BOW</b>										
17650	2/22/2021	2/22/2021			1,501.99					Posted
	2-243240						Repairs		589.02	0.00
	2-243230						Repairs		5.64	0.00
	3-343270						Repairs		129.18	0.00
	1-143500						Repairs		773.43	0.00
	1-143410						Supplies		4.72	0.00
									1,501.99	0.00
<b>CENTURYLINK</b>										
17652	2/22/2021	2/22/2021			205.36					Posted
	5-545700						Basic Phone Service- Office		140.70	0.00
	6-640300						Basic Phone Service		64.66	0.00
									205.36	0.00
<b>transfer CITY OF BROKEN BOW</b>										
17651	2/22/2021	3/15/2021			20,686.00					Posted
	2-249100						Pamida Bond		10,343.00	0.00
	3-349100						Pamida Bond		10,343.00	0.00
									20,686.00	0.00
<b>PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>										
17653	2/22/2021	2/22/2021			32,542.80					Posted
	4-440100						Payroll Reimbursement		751.90	0.00
	4-445220						Payroll Reimbursement		57.18	0.00
	4-445210						Payroll Reimbursement		45.10	0.00
	5-545130						Payroll Reimbursement		5,302.81	0.00
	5-545220						Payroll Reimbursement		376.77	0.00
	5-545210						Payroll Reimbursement		95.46	0.00
	1-143100						Payroll Reimbursement		11,125.36	0.00
	1-145220						Payroll Reimbursement		813.57	0.00
	1-145210						Payroll Reimbursement		667.51	0.00
	2-240100						Payroll Reimbursement		5,977.41	0.00
	2-245220						Payroll Reimbursement		439.24	0.00
	2-245210						Payroll Reimbursement		236.92	0.00
	3-340100						Payroll Reimbursement		5,977.41	0.00
	3-345230						Payroll Reimbursement		439.24	0.00
	3-345210						Payroll Reimbursement		236.92	0.00
									32,542.80	0.00
<b>CRAIG CRANWELL</b>										
17641	2/22/2021	2/22/2021			21.39					Posted
	2-241000						PROPANE		21.39	0.00
<b>CUSTER TRANSFER STATION</b>										
17662	2/22/2021	2/22/2021			9,827.00					Posted
	5-540200						transfer station fees collected		9,827.00	0.00
<b>DEB'S EMBROIDERY SHOP</b>										
17656	2/22/2021	2/22/2021			10.00					Posted
	1-143410						BB logo on FR coat		10.00	0.00
<b>FRONT WATER ENGINEERING, LLC</b>										
17660	2/22/2021	2/22/2021			5,500.00					Posted
	3-345900						WWTP Sludge Removal		5,500.00	0.00
<b>GARRETT TIRES &amp;TREADS</b>										
17654	2/22/2021	2/22/2021			174.27					Posted
	1-143205						Repair		58.09	0.00
	2-243270						Repair		58.09	0.00
	4-440900						Repair		58.09	0.00
									174.27	0.00
<b>GROCERY KART</b>										
17643	2/22/2021	2/22/2021			11.62					Posted
	3-341000						SUPPLIES		11.62	0.00

## Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>					<u>Description</u>			<u>Debit</u>	<u>Credit</u>
<b>LEAGUE OF NEBR. MUNICIPALITIES (continued)</b>										
17640	2-22/2021	2-22/2021			1,300.00					Posted
	2-243365					TRAINING			650.00	0.00
	3-343365					TRAINING			650.00	0.00
									<u>1,300.00</u>	<u>0.00</u>
<b>MEAD LUMBER CO</b>										
17658	2-22/2021	2-22/2021			89.52					Posted
	1-143900					Supplies			100.31	0.00
	1-143900					Supplies			0.00	10.79
									<u>100.31</u>	<u>10.79</u>
<b>MUNICIPAL ENERGY AGENCY OF NE</b>										
17642	2-22/2021	2-22/2021			1,089,310.25					Posted
	1-140200					Power Purchases MEAN			1,089,310.25	0.00
<b>Municipal Chemical Supply</b>										
17647	2-22/2021	2-22/2021			368.29					Posted
	3-340500					SODIUM HYPOCHLORITE			178.29	0.00
	3-341000					SUPER SODZYME			190.00	0.00
									<u>368.29</u>	<u>0.00</u>
<b>NMC, INC.</b>										
17661	2-22/2021	2-22/2021			183.69					Posted
	2-241100					Repair			183.69	0.00
<b>OBRIEN'S HARDWARE</b>										
17649	2-22/2021	2-22/2021			75.67					Posted
	2-241000					SUPPLIES			75.67	0.00
<b>WWTP PLATTE VALLEY LABORATORIES, INC.</b>										
17644	2-22/2021	2-22/2021			692.50					Posted
	3-347500					Wastewater Testing			692.50	0.00
<b>PRACHT'S ACE HARDWARE, INC.</b>										
17645	2-22/2021	2-22/2021			66.85					Posted
	2-241000					SUPPLIES			15.60	0.00
	1-143410					Supplies			51.25	0.00
									<u>66.85</u>	<u>0.00</u>
<b>S &amp; L SANITARY SERVICES</b>										
17663	2-22/2021	2-22/2021			29,691.45					Posted
	1-143700					Trash Fees Billed			9.12	0.00
	2-243700					Trash Fees Billed			4.56	0.00
	3-341300					Trash Fees Billed			4.57	0.00
	4-441300					Trash Fees Billed			22.50	0.00
	5-540200					trash collections			29,650.70	0.00
									<u>29,691.45</u>	<u>0.00</u>
<b>Sensaphone</b>										
17659	2-22/2021	2-22/2021			5.95					Posted
	1-143800					alarm system			1.99	0.00
	2-243800					alarm system			1.98	0.00
	3-343800					alarm system			1.98	0.00
									<u>5.95</u>	<u>0.00</u>
<b>TROTTER SERVICE</b>										
17648	2-22/2021	2-22/2021			1,295.00					Posted
	2-243500					Gas & Oil For Trucks- Water Dept			199.02	0.00
	3-343500					Gas & Oil For Trucks-Sewer Dept			199.02	0.00
	1-143500					Gas & Oil for Trucks-Electric Dept			190.76	0.00
	1-143205					Dump truck new tire/rim			706.20	0.00
									<u>1,295.00</u>	<u>0.00</u>
<b>WEATHERCRAFT</b>										
17655	2-22/2021	2-22/2021			362.00					Posted
	1-143900					Repair			362.00	0.00
<b>WESCO RECEIVABLES CORP.</b>										
17657	2-22/2021	2-22/2021			3,594.80					Posted
	1-143300					Supplies			3,594.80	0.00

Accounts Payable Detail Listing

Broken Bow Municipal Utilities

**Vend# Vendor Name**

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

1,197,786.06 24 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 2/9/2021

Ending: 2/22/2021

Banks: All

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

All Vendors Selected

# Check Approval List

2/18/2021 4:55:21 PM

Broken Bow Municipal Utilities

Page 1 of 1

<u>Pay#</u>	<u>Vend#</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Due Date</u>	<u>Amount</u>
17646		CARD SERVICES - ORSCHELNS FARM		FR CLOTHING	2/22/2021	269.66
17650		CARQUEST OF BROKEN BOW		Repairs	2/22/2021	1,501.99
17652		CENTURYLINK		BASIC PHONE SERVICE	2/22/2021	205.36
17651	transfer	CITY OF BROKEN BOW		Pamida Bond	2/22/2021	20,686.00
17653	PAYROL	CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	2/22/2021	32,542.80
17641		CRAIG CRANWELL		PROPANE	2/22/2021	21.39
17662		CUSTER TRANSFER STATION		transfer station fees collected	2/22/2021	9,827.00
17656		DEB'S EMBROIDERY SHOP		BB logo on FR coat	2/22/2021	10.00
17660		FRONT WATER ENGINEERING, LLC		WWTP Sludge Removal	2/22/2021	5,500.00
17654		GARRETT TIRES &TREADS		Repair	2/22/2021	174.27
17643		GROCERY KART		SUPPLIES	2/22/2021	11.62
17640		LEAGUE OF NEBR. MUNICIPALITIES		TRAINING	2/22/2021	1,300.00
17658		MEAD LUMBER CO		Supplies	2/22/2021	89.52
17642		MUNICIPAL ENERGY AGENCY OF NE		POWER PURCHASES	2/22/2021	1,089,310.25
17647		Municipal Chemical Supply		CHEMICALS	2/22/2021	368.29
17661		NMC, INC.		Repair	2/22/2021	183.69
17649		OBRIEN'S HARDWARE		SUPPLIES	2/22/2021	75.67
17644	WWTP	PLATTE VALLEY LABORATORIES, INC		LAB WORK	2/22/2021	692.50
17645		PRACHT'S ACE HARDWARE, INC.		SUPPLIES	2/22/2021	66.85
17663		S & L SANITARY SERVICES		trash fees billed & trash collections	2/22/2021	29,691.45
17659		Sensaphone		alarm system	2/22/2021	5.95
17648		TROTTER SERVICE		DIESEL FUEL	2/22/2021	1,295.00
17655		WEATHERCRAFT		Repair	2/22/2021	362.00
17657		WESCO RECEIVABLES CORP.		Supplies	2/22/2021	3,594.80
						<b>\$1,197,786.06</b>

Report Selection: Check Approval List - By Vendor

Date Range Selection: Invoice Due Date

Starting Date: 2/9/2021

Ending Date: 2/22/2021

Total feet of sewer main		132,000 ft
2020 Johnson Service	Jet & Vac	24,000 ft
City	Jet & Vac	9,574 ft
	Total	33,574 ft

Will need jet 33,000 ft yearly to stay on 4 year cycle

Last year we averaged 1,000 to 1,500 ft per day depending on amount of grit & debris found we also found that the east-west main trunk lines take longer due to grit build up

Estimate 2 months of time for 3 men to jet & vac 33,000 ft possibly longer depending on amount of grit & other unforeseen issues. This estimate based on use of current equipment

Water Main valves	331
-------------------	-----

Fire Hydrants	220
---------------	-----

We have estimated 2 months time for 2 men to exercise valves, flush & flow test hydrants if no issues with valves & hydrants are found.

We are also estimating 2 weeks for full crew to replace air diffusers & grit removal for one SBR basin at WWTP



## Craig Cranwell

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**From:** netdmr-notification@epa.gov  
**Sent:** Friday, February 12, 2021 9:05 AM  
**To:** Craig Cranwell  
**Subject:** NetDMR COR Submission Received for: NE0027260

NetDMR has received the following 1 DMR(s) during the signing process.

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

-----  
Permitted Facility Name: BROKEN BOW WASTEWATER TREATMENT FACILITY  
Permit ID: NE0027260  
Permitted Feature: INF  
Discharge: M - INFLUENT  
Monitoring Period End Date: 01/31/21  
Signing Status: SIGNED SUCCESSFULLY  
Comment:  
Attachments included in the COR: No

Thank you.

Name	Value 1	Value 2	Units	Value 1	Value 2	Units	Value 3	Units	COMP24
Req.							Req Mon Monthly Average	Milligrams per Liter	Weekly
NODI									
Nitrogen, ammonia total [as N] nt Gross	Smpl.	< ▼ 0.75	kg/d	= ▼ 1.07			< ▼ 0.4	mg/L	01/07 ▼ 24 ▼
	Req.	<=1.65 Monthly Average	Kilograms per Day	<=3.31 Daily Maximum			<=0.73 Monthly Average	Milligrams per Liter	Weekly COMP24
	NODI								
Phosphorus, total [as P] nt Gross	Smpl.						= ▼ 2.4	mg/L	01/07 ▼ 24 ▼
	Req.						Req Mon Monthly Average	Milligrams per Liter	Weekly COMP24
	NODI								
E. coli, MTEC-MF nt Gross	Smpl.						= ▼ 9.0	#/100mL	01/07 ▼ GR ▼
	Req.						<=126.0 Monthly Geometric Mean	Number per 100 Milliliters	Weekly GRAB
	NODI								
Flow, in conduit or thru treatment plant nt Gross	Smpl.	= ▼ 0.464	MGD	= ▼ 0.673					01/01 ▼ CA ▼
	Req.	Req Mon Monthly Average	Million Gallons per Day	Req Mon Daily Maximum					Daily CALCTE
	NODI								
BOD, carbonaceous [5 day, 20 C] nt Gross	Smpl.	= ▼ 4.92	kg/d	= ▼ 6.1			= ▼ 2.5	mg/L	01/07 ▼ 24 ▼
	Req.	<=144.0 Monthly Average	Kilograms per Day	<=182.0 7 Day Average			<=25.0 Monthly Average	Milligrams per Liter	Weekly COMP24
	NODI								

Check Errors

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## DMR

Header

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**ed Feature:**

### Dates & Status

ing Period:

**Chief Executive Officer**

me:

Indicator (NODI)

CDI:

Parameter	NODI	Quantity or Loading		Units	Quality or Concentration		Units	# of Ex.	Freq. of Analysis	Smpl. Type
		Value 1	Value 2		Value 1	Value 2				
Temperature, water deg. fahrenheit nt Gross	Smpl.	=	58.0	=	59.0	deg F				
	Req.	Req Mon	Monthly Average	Req Mon	Daily Maximum	Degrees Fahrenheit				
	NODI								01/07	GR
pH nt Gross	Smpl.			=	7.1		=	7.3	01/01	GR
	Req.			>=6.5	Daily Minimum		<=9.0	Daily Maximum	Daily	GRAB
	NODI									
Solids, total suspended nt Gross	Smpl.	=	2.03	=	2.48	kg/d	=	1.0	01/07	24
	Req.	<=136.0	Monthly Average	<=204.0	7 Day Average	Kilograms per Day	<=30.0	Monthly Average	Weekly	COMP2.
	NODI									
Nitrogen, total [as N]	Smpl.			<	4.4		=	6.2	01/07	24

ccranwell@cityofbrokenbow.org  
02/12/21 9:14 CST

Name	Value 1		Value 2		Units		Value 1		Value 2		Units		Value 3		Units		COMP2	
	Req.	NODI					Req Mon	Monthly Average	Req Mon	Daily Maximum	Milligrams per Liter	Monthly						
Sewage Influent																		

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S.

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Last Saved By

CCRANWELL@CITYOFBROKENBOW.ORG

craig cranwell

ccranwell@cityofbrokenbow.org

02/12/21 9:01 CST

ie:

NetDMR



ODI:

Parameter	NODI	Quantity or Loading		Units	Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
		Value 1	Value 2		Value 1	Value 2	Units			
pH	Smpl.									
Sewage Influent										
0	Req.									
	NODI									
Solids, total suspended	Smpl.									
Sewage Influent										
0	Req.									
	NODI									
Flow, in conduit or thru treatment plant	Smpl.									
Sewage Influent										
0	Req.									
	NODI									