

**BROKEN BOW UTILITIES  
BOARD OF PUBLIC WORKS AGENDA  
February 8, 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 8, 2021, which will include the following:

- a. Approval of Minutes from January 25, 2021 Meeting
- b. Approval of claims as Posted.

**E. Compliance information**

**F. Discussion Items**

- a. 2013 Camel Combo Truck
- b. Letter of Intent for AMI

**G. Action Items**

- a. Annual/Daily Application for Permit
- b. Annual/Daily Permit
- c. Charging Rate/Process for Septic Tank Disposal at Treatment Plant Ordinance 1241
- d. Suspend Sludge Removal Bids

**H. Department Head updates**

**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 25, 2021**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, January 25, 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 Schall, seconded by Chapin, to approve the Consent Agenda for January 25, 2021. Said motion includes approval of the Minutes of the January 11, 2020 Board Meeting, and approval of Claims to Date. Roll Call: Voting aye: Jacobson, Brunken, Chapin, and Schall. Nays: None. Motion carried.

Blackhills Energy, \$420.83; Card Services-Orschelns Farm & Home, power plant boiler parts, safety clothing, backflow class, \$2,494.28; Central Nebraska Diesel, repair bucket truck, \$1,923.76; CenturyLink, basic phone service, \$195.42; City of Broken Bow, Payroll Reimbursement, \$31,530.36; Custer Transfer Station, transfer station fees collected, \$9,847.00; Deb's Embroidery, hoodie with logo, \$108.99; Great Plains Communications, Inc., internet expenses, \$160.57; 116.95; Greg Krueger & Associates, Inc., \$946.49; James Zlomke, CDL testing, \$320.00; Jeffres Sand and Gravel, gravel, \$1,223.03; Kansas Municipal Utilities, Blake & Trey Training, \$600.00; NE State Fire Marshal, boiler inspections, \$122.00; Nebraska Public Health Environmental Lab, water testing, \$60.00; Nebraska Rural Water Assoc., annual membership, \$250.00; Obrien's, supplies and tools, \$27.55; Olsson, SCADA, \$632.20; Paulsen, Inc., \$692.16; Platte Valley Laboratories, Inc., WWTP, \$797.50; Power Solutions, \$170.92; Quadient Finance USA, Inc., postage, \$400.00; S & L Sanitary Services, trash collections, \$29,704.70; Doug Staab, discussed fiber & camera, \$100.00; Sensaphone, alarm system, \$5.95; Trotter Service, fuel, \$248.96; Wenquist, trailer repair, \$33.16; WESCO receivables Corp., materials, \$642.75; Western Area Power Admin., Power Purchases WAPA, \$18,769.62; Total Bills: \$102,545.15.

Approval of Claims – January 25, 2021

Electric Department	\$ 37,276.92
Water Department	8,507.80
Sewer Department	7,619.91
Power Plant	2,678.69
Billing	46,400.76
Fuel Station	<u>61.07</u>
	\$ 102,545.15

Discussion was held on the Septic Tank Rates/Process for Treatment Plant Disposal.

Discussion was held on the Sludge Removal Bids. City Administrator Dan Knoell requested that the Board reopen bids for Solid-Based and Landfill Dumping only. Chapin inquired what the time frame is for getting this done. If we could possibly hold off a year. The Board decided to table this item until they know the requirements and time frame for the Sludge Removal.

The following was discussed under Department Heads Updates:

Craig Cranwell, Water/Sewer Superintendent:

- Sewer Jetting
- Vacuuming
- Sending in old pump for an estimate to rebuild

Blake Waldow, Electric Superintendent:

- Several Outages caused by the wind storm
- BD Outage
- Cutting Trees
- Helping with Snow Removal

Evan June, Power Plant:


- Generated
- Replaced 10 batteries that were bad.

No action was taken on the Sludge Removal Bids.

Moved by Brunken, seconded by Schall, to approve septic tank rates for the Wastewater Treatment Plant Disposal. The rate being \$40 for a day permit, and \$400 for a year permit. Roll Call vote: Ayes:

Moved by Chapin, seconded by Schall, to adjourn the meeting at 1:21 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

  
\_\_\_\_\_  
/s/Dan Jacobson, Chairman

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#	Work Order		Description			Debit	Credit
<b>AG &amp; INDUSTRIAL EQUIPMENT</b>								
17633	2/8/2021	2/8/2021	207.92					Posted
	2-241300			oil heater parts			207.92	0.00
special office	<b>BROKEN BOW MUNICIPAL UTILITIES</b>							
17638	2/8/2021	2/8/2021	483.16					Posted
	2-243290			postage			9.05	0.00
	3-343290			postage			59.15	0.00
	5-545500			postage			414.96	0.00
							483.16	0.00
<b>CARD SERVICES - ORSCHELNS FARM &amp; HOME</b>								
17625	2/8/2021	2/8/2021	3.19					Posted
	2-245700			call forward app			3.19	0.00
<b>CARQUEST OF BROKEN BOW</b>								
17626	2/8/2021	2/8/2021	50.46					Posted
	4-441510			oil absorb			50.46	0.00
transfer	<b>CITY OF BROKEN BOW</b>							
17637	2/8/2021	2/8/2021	48,699.40					Posted
	1-149200			Transfer to City's General Fund			48,299.40	0.00
	5-546100			Monthly Office Rent			400.00	0.00
							48,699.40	0.00
PAYROLL	<b>CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>							
17629	2/8/2021	2/8/2021	33,125.75					Posted
	4-440100			Payroll Reimbursement			751.90	0.00
	4-445220			Payroll Reimbursement			57.17	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			95.47	0.00
	1-143100			Payroll Reimbursement			11,635.60	0.00
	1-145220			Payroll Reimbursement			852.59	0.00
	1-145210			Payroll Reimbursement			698.14	0.00
	2-240100			Payroll Reimbursement			5,979.27	0.00
	2-245220			Payroll Reimbursement			439.37	0.00
	2-245210			Payroll Reimbursement			236.46	0.00
	3-340100			Payroll Reimbursement			5,979.27	0.00
	3-345230			Payroll Reimbursement			439.37	0.00
	3-345210			Payroll Reimbursement			236.46	0.00
							33,125.75	0.00
<b>CULLIGAN</b>								
17622	2/8/2021	2/8/2021	56.40					Posted
	3-340500			salt-WWTP			56.40	0.00
ION POWER	<b>CUSTER PUBLIC POWER DISTRICT</b>							
17630	2/8/2021	2/8/2021	3,080.72					Posted
	3-340900			Power for Wastewater Treatment Plant			3,080.72	0.00
<b>EAKES OFFICE SOLUTIONS</b>								

**Vend# Vendor Name**

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Status
	Account#	Work Order		Description	Debit	Credit	
<b>EAKES OFFICE SOLUTIONS (continued)</b>							
17634	2/8/2021	2/8/2021	940.11				Posted
	3-341000			WWTP printer ink	53.48	0.00	
	5-545400			paper	60.98	0.00	
	2-243280			office supplies	52.12	0.00	
	3-343280			office supplies	52.11	0.00	
	1-143410			office supplies	11.84	0.00	
	2-243280			office supplies	5.93	0.00	
	3-343280			office supplies	5.92	0.00	
	4-441010			office supplies	11.84	0.00	
	5-545400			office supplies	4.81	0.00	
	2-241000			business cards	32.90	0.00	
	5-545400			paper	60.98	0.00	
	2-243280			office supplies	5.62	0.00	
	3-343280			office supplies	14.33	0.00	
	1-143410			office supplies	10.57	0.00	
	1-143410			office supplies	124.37	0.00	
	1-143410			work order forms	40.01	0.00	
	2-243280			work order forms	25.00	0.00	
	3-343280			work order forms	15.01	0.00	
	4-441010			work order forms	10.01	0.00	
	5-545400			office supplies	252.68	0.00	
	1-143410			work order forms	9.96	0.00	
	1-143410			work order forms	29.86	0.00	
	2-243280			work order forms	9.96	0.00	
	2-243280			work order forms	14.94	0.00	
	3-343280			work order forms	14.94	0.00	
	4-441010			work order forms	9.94	0.00	
					940.11	0.00	
<b>Electric Pump</b>							
17632	2/8/2021	2/8/2021	14,461.54				Posted
	3-340510			Pump 5th St Lift Station	14,461.54	0.00	
<b>GREAT PLAINS COMMUNICATIONS, INC</b>							
17627	2/8/2021	2/8/2021	170.65				Posted
	4-440360			P Plant Internet Service	34.95	0.00	
	1-143800			1/4 Internet Expense	14.00	0.00	
	2-243800			1/4 Internet Expense	13.50	0.00	
	3-343800			1/4 Internet Expense	13.50	0.00	
	5-547200			Internet Expense- Credit card connection	41.00	0.00	
	4-445700			Power Plant Telephone	53.70	0.00	
					170.65	0.00	
<b>Hydro Optimization &amp; Automation Solution</b>							
17631	2/8/2021	2/8/2021	481.50				Posted
	1-143800			Scada Internet Repair	160.50	0.00	
	2-243800			Scada Internet Repair	160.50	0.00	
	4-441210			Scada Internet Repair	160.50	0.00	
					481.50	0.00	
<b>INVOICE CLOUD</b>							
17636	2/8/2021	2/8/2021	101.20				Posted
	5-547200			Credit Card Expenses	101.20	0.00	
<b>JOHN DEERE FINANCIAL</b>							
17624	2/8/2021	2/8/2021	179.21				Posted
	1-143410			supplies	131.53	0.00	
	2-241000			supplies	47.68	0.00	
					179.21	0.00	
<b>NEBRASKA STATE BANK</b>							
17639	2/8/2021	2/8/2021	50,670.00				Posted
	1-110670			Wastewater Bond- Monthly Savings Depos	27,053.00	0.00	
	1-110680			Water Bond- Monthly Savings Deposit	10,704.00	0.00	
	1-110610			Electric Bond Fund	12,913.00	0.00	
					50,670.00	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>
<b>ONE CALL CONCEPTS, INC (continued)</b>								
17623	2/8/2021	2/8/2021	13.84					Posted
	1-143320			1- Month of Locate Expenses			13.84	0.00
<b>SAGE PAYMENT SOLUTIONS</b>								
17635	2/8/2021	2/8/2021	1,308.31					Posted
	5-547200			Credit card fees			1,308.31	0.00
<b>SARGENT DRILLING</b>								
17628	2/8/2021	2/8/2021	77.04					Posted
	2-241000			sounder beads			77.04	0.00
			154,110.40	18 Non-voided payables listed.				

## Report Setup

AP - Accounts Payable Listing : Vendor Name

## Filter Options

Starting: 1/26/2021

Ending: 2/8/2021

Banks: All

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

All Vendors Selected

# Check Approval List - GL Account

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>ELECTRIC</b>				
CITY OF BROKEN BOW			IN LIEU OF TAX PAYME	48,299.40
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	SALARIES-DISTRIBUTI	11,635.60
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	698.14
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	852.59
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	11.84
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	10.57
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	124.37
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	40.01
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	9.96
EAKES OFFICE SOLUTIONS		office supplies	SUPPLIES AND MAINTI	29.86
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINT-COMMUNICATI	14.00
Hydro Optimization & Automation Solutio		Scada Repair	MAINT-COMMUNICATI	160.50
JOHN DEERE FINANCIAL		supplies	SUPPLIES AND MAINTI	131.53
NEBRASKA STATE BANK		bond transfers	ELECTRIC BOND FUNE	12,913.00
NEBRASKA STATE BANK		bond transfers	WASTEWATER PLANT	27,053.00
NEBRASKA STATE BANK		bond transfers	WATER DEPARTMENT	10,704.00
ONE CALL CONCEPTS, INC		Locate Expenses	UNDERGROUND LOCA	13.84
			Total ELECTRIC	\$112,702.21
<b>WATER</b>				
AG & INDUSTRIAL EQUIPMENT		Parts	MAINTENANCE-BUILDI	207.92
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE- WATER DE	9.05
CARD SERVICES - ORSCHELNS FARM		call forwarding	TELEPHONE	3.19
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	WATER SALARIES	5,979.27
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	236.46
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	439.37
EAKES OFFICE SOLUTIONS		office supplies	OPERATING SUPPLIES	32.90
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	52.12
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	5.93
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	5.62
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	25.00
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	9.96
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- W/	14.94
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE-SCADA	13.50
Hydro Optimization & Automation Solutio		Scada Repair	MAINTENANCE-SCADA	160.50
JOHN DEERE FINANCIAL		supplies	OPERATING SUPPLIES	47.68
SARGENT DRILLING		sounder beads	OPERATING SUPPLIES	77.04
			Total WATER	\$7,320.45
<b>SEWER</b>				
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE- SEWER DE	59.15
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	SEWER SALARIES	5,979.27
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	236.46
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	439.37
CULLIGAN		salt-WWTP	MAINTENANCE - WAST	56.40
CUSTER PUBLIC POWER DISTRICT		Electricity WWTP	UTILITIES	3,080.72
EAKES OFFICE SOLUTIONS		office supplies	OPERATING SUPPLIES	53.48
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- SE	52.11
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- SE	5.92
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- SE	14.33
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- SE	15.01
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES- SE	14.94
Electric Pump		Pump 5th St Lift Station	MAINTENANCE - LIFT S	14,461.54
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE SKADA	13.50
			Total SEWER	\$24,482.20
<b>POWER PLANT</b>				
CARQUEST OF BROKEN BOW		supplies	SHOP SUPPLIES- POW	50.46
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	POWER PLANT SALAR	751.90
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	45.10
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	57.17
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES POW	11.84
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES POW	10.01
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES POW	9.94
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	MAINTENANCE - POWE	34.95
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	TELEPHONE	53.70
Hydro Optimization & Automation Solutio		Scada Repair	MAINTENANCE-SCADA	160.50
			Total POWER PLANT	\$1,185.57

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>BILLING</b>				
BROKEN BOW MUNICIPAL UTILITIES		postage	POSTAGE	414.96
CITY OF BROKEN BOW			OFFICE RENT	400.00
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	OFFICE SALARIES	5,302.81
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE PENSION F	95.47
CITY OF BROKEN BOW PAYROLL REIM		Payroll Reimbursement	EMPLOYEE SOCIAL SE	376.77
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES	60.98
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES	4.81
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES	60.98
EAKES OFFICE SOLUTIONS		office supplies	OFFICE SUPPLIES	252.68
GREAT PLAINS COMMUNICATIONS, IN		internet and telephone	CREDIT CARD/BILL PA	41.00
INVOICE CLOUD		credit card expenses	CREDIT CARD/BILL PA	101.20
SAGE PAYMENT SOLUTIONS		credit card fees	CREDIT CARD/BILL PA	1,308.31
			Total BILLING	\$8,419.97
				<u>\$154,110.40</u>

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 1/26/2021

Ending Date: 2/8/2021



# BROKEN BOW

N E B R A S K A

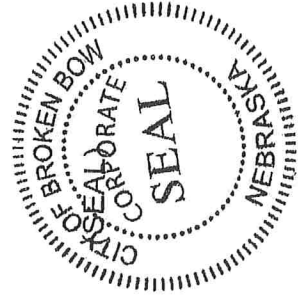
## ANNUAL SEPTIC DUMPING PERMIT


NO. 000

DATE: January 25, 2021

This permit is the lawful authority for John Doe of Drain the Drain Septic Removal to Drain Septic Removal Trucks on SEC 4-16-20 PAR IN NW1/4 20 ACRES BROKEN BOW TWP~ also known as City of Broken Bow Waste Treatment Plant, in accordance with the terms of the Application for Septic Dumping Permit of Broken Bow, dated January 25, 2021, Expiring December 31, 2021 and in strict compliance with the ordinances of Broken Bow, Nebraska, and the laws of the State of Nebraska.

Dated this 25 day of January 2021.



  
City Administrator  
City of Broken Bow, Nebraska

**CITY OF BROKEN BOW, NEBRASKA**

**ORDINANCE NO. 1241**

**AN ORDINANCE OF THE CITY OF BROKEN BOW, NEBRASKA ESTABLISHING THE SEPTIC TANK DISPOSAL PERMIT, REPEALING THE SECTIONS OF ALL PREVIOUS ORDINANCES IN CONFLICT WITH THIS ORDINANCE, AND PROVIDING FOR PULICATION AND EFFECTIVE DATE.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:**

Section 1. There will be a One Day Use Permit for Septic Removal Companies for usage of the City of Broken Bow, Nebraska Wastewater Treatment Plant Lagoons. The One Day Use Permit, there will be a charge of \$40.00 per day charge.

Section 2. There will be a Yearly Use Permit for Septic Removal Companies for the usage of the City of Broken Bow, Nebraska Wastewater Treatment Plant Lagoons. The Yearly Permit, there will be a charge of \$400.00 per year charge.

Section 3. All permits will expire on the 31<sup>st</sup> day of December of each corresponding year of Permit.

\_\_\_\_\_  
Rod Sonnichsen, Mayor

ATTEST:

\_\_\_\_\_  
Kandi Peters, City Clerk