

**BROKEN BOW UTILITIES
BOARD OF PUBLIC WORKS AGENDA
February 22, 2021 @12:30 P.M.
Municipal Auditorium
314 South 10th 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

/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>Description</u>	<u>Date</u>	<u>PO#</u>	<u>Debit</u>	<u>Credit</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>								
CARD SERVICES - ORSCHELNS FARM & HOME										
17646	2/22/2021	2/22/2021	269.66							Posted
	1-147510				FR CLOTHING			269.66	0.00	
CARQUEST OF BROKEN BOW										
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	
CENTURYLINK										
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	
CITY OF BROKEN BOW										
transfer	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	
PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT										
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	
CRAIG CRANWELL										
17641	2/22/2021	2/22/2021	21.39							Posted
	2-241000				PROPANE			21.39	0.00	
CUSTER TRANSFER STATION										
17662	2/22/2021	2/22/2021	9,827.00							Posted
	5-540200				transfer station fees collected			9,827.00	0.00	
DEB'S EMBROIDERY SHOP										
17656	2/22/2021	2/22/2021	10.00							Posted
	1-143410				BB logo on FR coat			10.00	0.00	
FRONT WATER ENGINEERING, LLC										
17660	2/22/2021	2/22/2021	5,500.00							Posted
	3-345900				WWTP Sludge Removal			5,500.00	0.00	
GARRETT TIRES & TREADS										
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	
GROCERY KART										
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>Work Order</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>					
LEAGUE OF NEBR. MUNICIPALITIES (continued)										
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>					
MEAD LUMBER CO										
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>					
MUNICIPAL ENERGY AGENCY OF NE										
17642	2/22/2021	2/22/2021	1,089,310.25							Posted
	1-140200		Power Purchases MEAN	1,089,310.25	0.00					
Municipal Chemical Supply										
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>					
NMC, INC.										
17661	2/22/2021	2/22/2021	183.69							Posted
	2-241100		Repair	183.69	0.00					
OBRIEN'S HARDWARE										
17649	2/22/2021	2/22/2021	75.67							Posted
	2-241000		SUPPLIES	75.67	0.00					
WWTP PLATTE VALLEY LABORATORIES, INC.										
17644	2/22/2021	2/22/2021	692.50							Posted
	3-347500		Wastewater Testing	692.50	0.00					
PRACHT'S ACE HARDWARE, INC.										
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>					
S & L SANITARY SERVICES										
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>					
Sensaphone										
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>					
TROTTER SERVICE										
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>					
WEATHERCRAFT										
17655	2/22/2021	2/22/2021	362.00							Posted
	1-143900		Repair	362.00	0.00					
WESCO RECEIVABLES CORP.										
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

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<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
						<u>\$1,197,786.06</u>

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