

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, December 6, 2021, 2:00 PM, at City Hall – Council Chambers.

Members Present: Commissioners Martinson, Rakow, Graves, Summerville

Members Absent: Commissioner Larson

Others Present: Finance Officer Christensen, Director of Public Service Crocker, City Administrator Smith

Agenda was approved as printed.

Approval of Minutes

Commissioner Graves offered a motion to approve the minutes from the regular meeting of November 15, 2021. The motion was seconded by Commissioner Rakow carried unanimously.

City Officials

City Administrator Smith Updated Commissioner on the following:

1. Council will be approving the assessments (50% of projects cost) for water and sewer for South 8th Street to South 10th Street along New York Avenue and 50% of sewer for South 12th to South 13th along New York Avenue.
2. The City of Breckenridge Final Budget will hopefully be approved at the City Council Meeting. The budget for 2022 has a 4% Levy increase.
3. City Administrator Smith stated that the Drew Cvancara was interviewed and currently going thru the process to be hired for the position of Water/Wastewater Operator. Commissioner Summerville offered a motion to recommend to the City Council to hire Drew Cvancara for the position of Water/Wastewater Operator. The motion was seconded by Commissioner Graves and carried unanimously.

UTILITY MANAGEMENT

Bills and Claims

Commissioner Summerville offered a motion to approve the Bills and Claims. The motion was seconded by Commissioner Rakow and carried unanimously.

Ackerman Survey, LTD	Survey Fee - Wtr Plant Property Sale	\$ 534.00
American Sol for Business	Util. Statements	447.50
Blazer Express	Fuel - Utility	870.38
Border States Electric Supply	Cable Sealing Kits - Electric	134.28
Breckenridge Port Authority	Cold Storage Rental - PU	600.00
Breckenridge Public Utilities	Lift Station Electricity	897.31
Disposal Services, Inc.	Sludge Disposal - PU	3,058.33
Farm City Supply	Batteries, Piping, etc. - Util	48.63
Fastenal Company	Gloves - Water Plant	6.68
Gopher State One-Call	Locates	67.50
Grainger	Exhaust Flow Control - Water Plant	67.98
Hawkins, Inc.	Water Plant Chemicals	2,160.92
Machine Design, Inc.	Piping - Water Plant	19.88
MESERB	MESERB Conference Registration	100.00
OK Tire Store - Wahpeton	Tire Repair - Sludge Truck	100.00
Quill Corporation	Copy Paper, Clips, Tape, etc - Util	99.50
RESCO	Connectors - Electric	318.83
Stuart C. Irby Company	Crimper Tool Repair, Load Breakers - Elec	284.27

Toshiba America Bus Solutions	Newsletter Copies	82.27
Tyler Technologies-Incode	Computer Software Upgrade/Training	14,195.60
USA BlueBook	Chemical Supplies - Wtr Plant	128.93
Verizon Wireless	Util Cell Phones	116.90
Waste Management	Garbage Service	225.60
Wesco Distributing, Inc.	Wire - Electric	2,315.98
		\$ 26,881.27

601 Electric	\$ 9,126.58
602 Sewer	5,967.24
603 Water	11,787.45
TOTAL - \$26,881.27	

Crew Updates

Electric: Crew has been finishing up summer/fall projects, working on mapping, general maintenance, meter reading, etc.

Water/Wastewater: Crew has been locating, doing general maintenance and repairs on system, taking samples, hauling sludge, meter reading, etc.

Leadership Training – Kugler

MRES Energy Services is holding a 4-part Leadership Program in Sioux Falls, SD in 2022. Cost for this program will be shared 50/50 by the Utility and MRES (\$1,800.00 each). Director Crocker recommended that Jeff Kugler be authorized to attend. Commissioner Graves offered a motion authorizing Water/Wastewater Foreman Kugler to attend LEAD Course. The motion was seconded by Commissioner Summerville and carried to adjourn.

Daily News Ad – Profile Promotion

The Daily News is running a promotion in February. Cost to highlight Breckenridge Public Utilities and the Rebates they offer would be \$404.00. Commissioner Rakow offered a motion to run Ad in the Daily News. The motion was seconded by Commissioner Summerville and carried unanimously.

October 31, 2021 Financial Statements

October 31, 2021 Financial Statements were reviewed. There was no formal action taken.

Miscellaneous Updates

There was no miscellaneous updates to report on.

Other/Commission Comments

There were no other comments.

There being no further business Commissioner Rakow offered a motion to adjourn at 2:30 PM. The motion was seconded by Commissioner Graves and carried unanimously.