

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, April 4, 2022, 2:00 PM, at City Hall – Council Chambers.

Members Present: Commissioners Larson, Graves, Martinson, Karlgaard

Members Via Phone: Commissioner Summerville

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

Agenda was approved as printed.

Approval of Minutes

Commissioner Graves offered a motion to approve the minutes from the regular meeting of March 21, 2022. The motion was seconded by Commissioner Karlgaard carried unanimously.

City Officials

Members were informed that City Administrator Smith has submitted her letter of resignation effective April 29, 2022.

UTILITY MANAGEMENT

Bills and Claims

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

Baker Tilly US, LLP	Services - Wtr/Wastewater Supervisor Position	\$ 472.50
Border States Electric Supply	U-Straps - Electric	2,300.81
Breckenridge Port Authority	Cold Storage Rental - Util	600.00
Breckenridge Public Utilities	Lift Station Electricity	1,081.23
Creative Stitches	Clothing Embroidery - Elec	48.00
Dakota Supply Group	Milwaukee Tool Die	62.26
Disposal Services, Inc.	Sludge Disposal	3,058.33
Farm City Supply	Buckets, Hoses, Etc. - Util	207.08
Hawkins, Inc.	Chlorine - Water Plant	458.50
Machine Design, Inc.	Flange & Outlet - Water Plant	273.95
Midcontinent Communications	LM/Internet - Util Shop	88.97
Missouri River Energy Ser	School Kits - Elec	298.75
Omni-Pro Software Inc	2022 SCADA License Fee	2,710.00
Quill Corporation	Paper, Pens, Misc Office - Util	126.80
School District #846	Billing Error Refund	168.00
Stuart C. Irby Company	Rubber Goods Test, Wire-2022 URD Project	67,508.66
Summerville Electric, Inc	LM Receiver Installation	97.00
Todd's Welding Shop	DOT Inspections/Repairs - Utility	772.34
Toshiba American Bus Sol	Newsletter Copies	26.48
USA BlueBook	Chemical Supplies - Water Plant	129.24
Verizon Wireless	Util Cell Phones	119.37

\$ 80,608.27

601 Electric \$ 74,362.34

602 Sewer 1,608.64

603 Water 4,637.29

TOTAL - \$ 80,608.27

Crew Updates

Electric: Crew has been working on tree trimming, general maintenance, meter reading, etc.

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

Minn-Kota Ag Products Development – Assessment Discussion

Discussion regarding how cost should be appropriated for the Minn-Kota Ag Products development. There was misinformation given to Minn-Kota regarding our policy. Members reviewed policy, etc. It was noted that the past practice and policy has been that once water line is on property (up to the curb stop) it is the responsibility of the owner to connect. It was noted that if the Utility Commission decides to share in the cost of water line installation on the private property that a recommendation to the City Council will be needed as cost to the Utility will be over \$25,000.00. After considerable discussion Commissioner Graves offered a motion that the Utility follow the Policy that is in place along with past practices regarding costs associated with water line installations. The motion was seconded by Commissioner Karlgaard. Roll call vote: Karlgaard-yes, Martinson-no, Graves-yes, Summerville-yes, Larson-no. Motion passed 3-2.

Water Plant Tanker Truck Issues

The following 3 quotes were received to replace the current Tanker Truck (Sludge Truck):

FM Truck Sales, Moorhead, MN	\$28,700.00
Truck Paper, Lincoln, NE	\$27,000.00 (needs engine work)
Truck Paper, Clear Lake, MN	\$36,500.00

Director Crocker informed members that Public Works employee Corey Haugen along with himself went to Clear Lake and Moorhead and drove trucks. After some discussion, Director Crocker recommended that the Utility purchase the truck from FM Truck Sales. Commissioner Martinson offered a motion to recommend to the City Council to accept the quote from FM Truck Sales in the amount of \$28,700.00. The motion was seconded by Commissioner Karlgaard and carried unanimously.

February 28, 2022 Financial Statements

The February 28, 2022 Financial Statements were reviewed. There was no formal action taken.

Other

Director Crocker informed members that he has received the following 2 quotes for a Labeler/Printer:

Graphic Products	\$1,783.92 (Labeler and Supplies)
Brady Worldwide	\$2,220.83 (Labeler and Supplies)

Director Crocker stated that purchasing this labeler was approved in the Management Letter. This will be used to label transformers, poles, piping, etc. Commissioner Martinson offered a motion to purchase Labeler/Printer from Graphic Products. The motion was seconded by Commissioner Graves and carried unanimously.

Commission Comments

There were no Commission comments at this time.

There being no further business, Commissioner Graves offered a motion to adjourn at 2:45 PM. The motion was seconded by Commissioner Karlgaard and carried unanimously.

