

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, December 19, 2:00 PM, at City Hall – Council Chambers.

Present: Commissioners Larson Martinson, Graves, Summerville

Absent: Commissioner Karlgaard

Others Present: Director of Public Services Crocker, Finance Officer Johnson, City Administrator Conway

Approval of Agenda

The Agenda was approved as printed.

Approval of Minutes

Commissioner Martinson offered a motion to approve the minutes from the regular meeting of Monday, December 5th, 2022. The motion was seconded by Commissioner Graves and carried unanimously.

City Officials

No updates from the City Officials.

Utility Management

Bills and Claims

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

12-19-22 Bills and Claims - Utility		
Albertson's Parts City Auto	Ranger Parts- Water	\$ 4.53
Auto Creation & Signs	Decal Replacement- Sludge Truck- Water	263.00
Blazer Express, Inc.	Util Fuel	761.29
Border States Electric Supply	Ped Connector- Elect	228.93
CNA Surety	Surety Bond- Util	267.85
Daily News	Lineman Ad- Electrical	104.28
Dakota Supply Group	Inventory- Elect, Hydrant Repair- 3 rd & Oregon	1,352.53
EconoFoods-Breck	Coffee, Filters, Toilet Paper- Elect	32.85
EconoFoods-Wahpeton	UPS- Transformer Oil Test- Elect	17.09
Farm City Supply	Lights, Clothing, Keys, Misc- Util	203.96
Farmers Union Oil Co.	Fuel, Gloves, Wire, Valve, Misc- Util	912.42
Fergus Falls Daily Journal	Lineman Ad- Elect	135.00
Gopher State One-Call	Locates	44.55
Great Plains Natural Gas	Nat Gas- Util	173.50
Interstate Engineering	Eng Services- Watermain- Minn-Kota Exp.	1,773.40
Jerry Dimmer	MRES- Rebate- HVAC	1,425.00
KBMW	Electric Advertising	221.00
Kindred Plumbing & Heating,	Phase 1, 2- SS Drainage, Flax Ave, NY Ave	18,954.95
Midcontinent Communications	Lm/Int- W Plant and Util Shop	198.72
Missouri River Energy Ser	MRES Bill	141,157.51
MN Dept. of Commerce	Electric Assessments- Qtr 3	650.56
Pitney Bowes	PM Rental	171.00

Railroad Mgmt. Company, LLC	Pope St Watermain Crossing	313.34
Red River Communications	Phone Lines - Util	97.94
RMB Environmental Lab, Inc.	Water Bacteria Testing- Water	92.57
Schmitt's Plumbing & Hea	MRES- Rebate- Dimmer- HVAC	200.00
Tyler Technologies-Incode	2023 Ann Software Support- Util	14,690.33
US AutoForce	Tires- Ford Diesel- Water	799.76
Waste Mgmt Of WI-MN	Garbage PU	467.65
Wesco Distributing, Inc.	Htaps- Electric	97.79

\$ 185,813.30

601 - Elect	\$150,804.25
602 - Sewer	\$10,355.36
603 - Water	\$24,653.69
TOTAL	\$185,813.30

Crew Updates

Electric: Crew has been reading meters, assisting with snow removal the last week, working on repairs for the bucket truck and will be training in new Lineman- Easton Gravelle.

Water/Wastewater: Crew has been assisting with snow removal the last week, reading meters, sending in lagoon pond samples, continuing training with new employee and working on lead pipe identification project, and did do a curb stop replacement on Mendenhall Ave..

Utility Shop Office Area Quotes

Director of Public Services Neil Crocker provided the following office area quotes:

Cooper's Office Supply	\$15,269.97
Christianson's/Dakota Cab.	\$21,625.29

Director of Public Services informed the Commission with the Utility shop update he went out for bids on office area furniture that included cabinetry, and furniture. The Cooper's quote includes installation and two additional storage cabinets for the supervisors to utilize. Christian's only factored in the furniture so with their quote and Dakota Cabinetry supplying cabinets and table tops the quote was as described above.

Commissioner Summerville offered a motion to accept Cooper's Office Supply quote. The motion was seconded by Commissioner Martinson and carried unanimously.

Utility Bill Stuffer Quotes

Director of Public Services Neil Crocker provided the following quotes:

Dakota Mailing (Pitney Bowes Relay 3500 Inserting System)	\$13,695.00
Whitaker Brothers (Formax FD 6210 Advanced 2 Folder Inserter)	\$18,850.00

Director of Public Services Crocker informed the members of the Utility Commission that the Utility Bill Stuffer will need to be replaced in the future. Director Crocker provided the following quotes:

Director of Public Services shared the Dakota Mailing quote does include a \$1,200.00 trade in value with the system we have currently.

Commissioner Martinson offered a motion to accept the Dakota Mailing quote. The motion was seconded by Commissioner Graves and carried unanimously.

Skid Steer Quotes

Director of Public Services Neil Crocker provided the following quotes:

Lillegard- Bobcat 2022 S-740 C27 Pkg Skid steer	\$64,000.00
Swanston- Bobcat 2022 S-740 C37 Pkg Skid steer	\$71,479.97

Director of Public Services Crocker shared with the members of the commission that the Bobcat at Lillegaard has very little hours and 3 year warranty with the option to purchase an extended warranty at the end of warranty term compared to the brand new model from Swanston with only a 2 year warranty.

Commissioner Graves offered a motion to accept the \$64,000.00 from Lillegaard for the S-740 C27 Pkg Skid steer . The motion was seconded by Commissioner Summerville and carried unanimously.

Sump Pump Policy

Director of Public Services Crocker provided the Sump Pump Policy to the Utility Commission for the second and final reading.

Commissioner Martinson offered a motion recommend to the City Council the Sump Pump Policy for the second and final reading . The motion was seconded by Commissioner Graves and carried unanimously.

Other

No items were presented.

Commission Comments

There were no Commission comments.

There being no further business Commissioner Graves offered a motion to adjourn the meeting at 2:52PM. The motion was seconded by Commissioner Summerville and carried unanimously.

Russell Graves, Secretary/Treasurer
Breckenridge Public Utilities Commission