

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, August 15, 2022, 2:00 PM, at City Hall – Council Chambers.

Present: Commissioners Graves, Martinson, via teleconference Summerville

Absent: Commissioner Larson, Karlgaard

Others Present: Director of Public Services Crocker, Finance Officer Johnson, Finance Officer Christensen, 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 August 1, 2022. The motion was seconded by Commissioner Summerville and carried unanimously.

**Bike Trail Donations- MRES/Utility**

Scott Nicholson informed members about a new recreational area called the Bois De Sioux Adventure Area. Many volunteers have completed a substantial amount of work. Some items that are still needed is trail signage, donor panels, maps, etc. Scott requested that the Utility Commission match the Port Authority contribution of \$500. Director Crocker shared that MRES would match the amount donated by the Breckenridge Public Utilities with the stipulation that both entities be recognized on donor board. Commissioner Graves offered a motion to approve a \$500 donation to the Bois De Sioux Adventure Area with MRES matching donation. The motion was seconded by Commissioner Summerville and carried unanimously.

**Port Authority funding Request-Scott Nicholson**

Scott Nicholson shared with members that the advertising budget for the Port Authority is currently at \$7,000. The Port Authority has had discussions with professional marketing/media companies regarding costs associated with developing an Ad Campaign promoting Breckenridge. Scott stated that costs could run up to \$75,000. At this time the Port Authority is requesting that this \$75,000 be split 3 ways (Port Authority/City/Utility). Discussion regarding actual cost for this type of Ad Campaign, etc. After some discussion this matter was table until the Breckenridge Port Authority has quotes on advertising costs and a full Commission is present to discuss and vote on.

**City Officials**

City Administrator Conway discussed with the Commission the \$225,000 budget line item that is provided to the City annually from the Electric Department. There was discussion on the history of the budget item. This was information only. There was nothing more to report from 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.

Util Bills 08-15-22		
Albertson's Parts City Auto Parts	Trailer Repair- Elect	\$ 172.72
Ben Differding	Sump Pump Refund	100.00
Blazer Express, Inc.	Fuel- Util	416.65
Builders First Source	Welles Park Sewer Dump	56.56
Creative Stitches	Logos- Elect	24.00
Cummins Sales and Service	WP Generator Inspection	2,954.27
Davids Concrete, LLC	Curb Repair- Sewer Issue- Hall Ave	1,780.00

Farmers Union Oil Co.	Hillman parts, Sockets, Misc, Fuel	1,735.66
Fastenal Company	Stripe Wand- Water	75.27
Gopher State One-Call	Locates	95.85
Great Plains Natural Gas	Plant Heat	350.18
Hawkins, Inc.	Water Plant- Chemicals	182.70
KBMW	Electric Advertising	204.00
Lloyd's 75 Service	Ford Truck Repair- Elect.	32.40
MESERB	MESERB Conference Regist- Neil	100.00
Midcontinent Communications	LM/ Internet- Water Plant, Util Shop	209.09
Minn-Kota Ag Products	Tank Cleaner- Sewer	54.00
Missouri River Energy Ser	MRES Bill	169,563.10
Nardini Fire Equipment Co., Inc.	Fire Extinguisher- Util Shop	156.00
RMB Environmental Lab, Inc.	Lagoon Sample Testing	92.57
Schmitt's Plumbing & Heat	Rebate- MRES Neppi, Krump- HVAC	200.00
Sherven Sales, Inc.	Trailer Repairs- Jetter Truck	908.00
US AutoForce	Ford Truck Repair- Elect	146.47
Valley FAB and Repair, Inc.	Sludge Truck Repairs	300.00
Waste Mgmt Of WI-MN	Garbage PU	442.42

\$ 180,351.91
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601 Electric \$171,519.59  
602 Sewer 3,123.08  
603 Water 5,709.24

Total \$180,351.91

**Crew Updates**

**Electric:** Crew has finished work at New York Avenue. They have also been reading meters, working on mapping, etc.

**Water/Wastewater:** Crew is jetting sewers, flushing hydrants, and started draining the pool. They have also been reading meters, sending in lagoon pond samples, etc.

**Sump Pump Policy Update**

Director Crocker reviewed with members the amended Sump Pump Policy. Discussion regarding the proper procedure to follow to amend Policy. Commissioner Graves offered a motion to forward policy on to the City Administrator to update Ordinance 419 and bring to City Council for their approval. The motion was seconded by Commissioner Martinson and carried unanimously.

**Salvation Army Heat Share Program**

The Salvation Army (Heat Share) has requested that the Utility participate in this Program. Heat Share provides emergency assistance with heating and utility bills. Utility customers are asked to donate to Heat Share. If donations are received Utility Staff forwards on to the Salvation Army. Commissioner Martinson offered a motion to enter into the Salvation Army Heat Share Program Agreement. The motion was seconded by Commissioner Summerville and carried unanimously.

**Paving Project- Street Repairs**

Director Crocker informed members that four areas in Breckenridge need paving repairs due to water valve replacements. There is also a large area that the City needs to pave by the Senior Citizens Center. The following two quotes were received:

Buck's Paving	\$36,300.00
Serocki Excavating	\$41,599.53

Commissioner Gordon offered a motion for approve the quote from Buck's Paving with the Utility being responsible for ½ of total costs (\$18,150.00). The motion was seconded by Commissioner Summerville and carried unanimously.

**Other**

Director Crocker informed members that the lime silo rotary feeder and clear gate need to be replaced on the slaker at the water plant as it has malfunctioned. Merrick has quoted \$12,291.00 for these parts. It was noted that Merrick supplied the system when the new water plant was built so for it to work efficiently the parts will need to come from the same vendor. Commissioner Summerville offered a motion to go forward with the purchase. The motion was seconded by Commissioner Gordon and carried unanimously.

**Commission Comments**

There were no Commission comments.

There being no further business Commissioner Martinson offered a motion to adjourn the meeting at 2:49 PM. The motion was seconded by Commissioner Gordon and carried unanimously.