

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, December 5, 2:00 PM, at City Hall – Council Chambers.

Present: Commissioners Martinson, Graves, Karlgaard, Summerville (via teleconference call)

Absent: Commissioner Larson

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 Graves offered a motion to approve the minutes from the regular meeting of Monday November 7th, 2022. The motion was seconded by Commissioner Karlgaard 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.

Bills and Claims- Util 12-05-22		
Breckenridge Port Authority	Cold Storage Rental- PU	\$ 600.00
Breckenridge Public Utilities	Lift Station- Electricity	884.11
Core & Main	Fire Hydrant- 11th St and Minn Ave	5,173.85
Disposal Services, Inc.	Sludge Disposal	3,058.33
Federal Licensing, Inc.	FCC Manuals- 5 years	119.00
Hawkins, Inc.	Chemicals- Water Plant	2,081.68
MESERB	MESERB Conference Reg- Crocker	150.00
MN Dept. of Health	Water Service Connection Fee	3,358.26
Omni-Pro Software Inc	2023 LM Sftwre Upgd/Web/ ATC Trnsmtr/Antenna	20,200.00
Postmaster-US Postal Service	Utility Bills Postage	275.00
School District #846	MRES Rebate- Lighting	60.00
Stuart C. Irby Company	RRVW Lights	2,064.29
Toshiba America Bus Solutions	Newsletter Copies	97.66
Verizon Wireless	Util Cell Phones	119.72

\$ 38,241.90

601	Electric	\$23,057.43
602	Sewer	\$1,198.22
603	Water	\$13,986.25

Crew Updates

Electric: Crew has been reading meters, working on mapping New York Ave etc.

Water/Wastewater: Crew has been reading meters, sending in lagoon pond samples, continuing training with new employee and working on lead pipe identification project, etc.

Water Plant Chemical Quotes

Director of Public Services Neil Crocker provided the following 2023 Chemical Quotes for the Water Plant to the Commission.

LIME: .1045 - 2022	Graymont, LLC 209.00/ton 0.1185	
	Killoran Trucking, Buffalo, ND 211.00/ton 0.1193	
SODIUM ALUMINATE: (COAGULANT) 1.3652 - 2022	Nalco Chemical Co., KS (8186)	
	Hawkins Water Treatment (607) 1.75	
CHLORINE: 1.33 - 2022	Hawkins Water Treatment, Fargo, ND 1.94	no longer bidding
	DPC Industries, Rosemount, MN Hawkins bought out	
918X (PHOSPHATE) 1.70 - 2022	Carus Corporation 3.17	
	Hawkins Water Treatment 1.74	
FLOURIDE HYDROFLUOSILICIC ACID .90 - 2022	Hawkins Water Treatment, Fargo, ND 1.00	no longer bidding
	DPC Industries, Rosemount, MN Hawkins bought out	
POLYMER: (FLOCCULANT) 3.08 - 2022	Nalco Chemical Co., KS (7766+)	55 gal drum
	Hawkins Water Treatment (9847) unknown	
CO2: .1475 - 2022	Ethanol Products 295.00/ton 0.3600	
	Praxair	

Commissioner Karlgaard offered a motion to accept the above highlighted quotes for 2023 water plant chemicals. The motion was seconded by Commissioner Graves and carried unanimously.

2023 Management Letter

Director of Public Services Crocker reviewed with Commission members the 2022 projects completed along with requested 2023 projects regarding the Enterprise Funds.

2023 Proposed Projects:

Electric Department:

Projects:

- Twito Substation Circuit C. Underground \$ 432,500.00 est.
- Utility Shop Lighting Update \$ 8,000.00 est.

Equipment:

- Dump Trailer (Purchase) \$ 12,785.00 est.
- Skid-Steer (Purchase) \$ 65,000.00 est.
- Backhoe (Sell) \$ +25,000.00 est.

TOTAL COST ESTIMATE: \$ 493,285.00

Commissioner Graves offered a motion to go forward with the above Electric projects and purchasing equipment. The motion was seconded by Commissioner Karlgaard and carried unanimously.

Water/Wastewater Department:

- Continuing Water Valve Replacement (7) \$ 8,400.00 est.
- Replace Hwy 75 Hydrant w/ 3 valve cluster \$ 19,500.00 est.
 - Will contract out
- Upsize Well #1 Pump and VFD \$ 85,000.00 est.
- Update Utility Shop Office, Breakroom, Bathroom \$ 24,000.00 est.
 - Split 3 ways (Elect, Water, Wastewater)

TOTAL COST ESTIMATE: \$136,900.00

Commissioner Karlgaard offered a motion to go forward with above Water/ Wastewater projects. The motion was seconded by Commissioner Summerville and carried unanimously.

It was noted the projects and equipment will come back to Commission and/or Council for final approval when pricing is obtained.

McCoy Environmental Inc. Letter

Director of Public Services Crocker shared McCoy Environmental Inc. cost estimate to complete a Phase 1 ESA (Environmental Site Assessment) at a flat fee rate of \$1,875 to assess the old Water Plant before listing it for sale for potential buyers. Commissioner Graves offered a motion to accept the cost estimate from McCoy Environmental Inc. The motion was seconded by Commissioner Karlgaard and carried unanimously.

October 31, 2022, Financial Statements

The October 31, 2022, Financial Statements were reviewed. No formal action was taken.

Electric Lineman Position- Easton Gravelle

City Administrator Conway informed the Commission that Director of Public Service Crocker made an offer to Easton Gravelle for the Electric Lineman position starting at Grade 6 Step 2. Commissioner Karlgaard made a motion to recommend to the City Council the hire of Public Utilities employee Easton Gravelle at a Grade 6 Step 2. The motion was seconded by Summerville and carried unanimously.

Other

City Administrator Conway informed the Commission that the City is working with Digital Guru on the IT Services Contract for 2023. She shared as the City moves forward in 2024 to the Cloud upgrade the Utilities will be asked to cost share the contract. No other updates.

Commission Comments

There were no Commission comments.

There being no further business Commissioner Karlgaard offered a motion to adjourn the meeting at 3:15PM. The motion was seconded by Commissioner Graves and carried unanimously.

Russell Graves, Secretary/Treasurer
Breckenridge Public Utilities Commission

