

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday October 16th at 2:00pm, at City Hall – Council Chambers.

Present: Commissioners Martinson, Summerville, Graves and Karlgaard

Absent: Commissioner Larson

Others Present: Director of Public Services Crocker, Finance Officer Johnson, and 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, October 16th, 2023. The motion was seconded by Commissioner Karlgaard and carried unanimously.

City Officials

None

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- 10/16/23		
Albertson's City Auto Parts	Ranger Parts- Water	\$ 191.63
Blazer Express, Inc.	Fuel- Water	102.45
Border States Electric Supply	Inventory- Electric	263.62
CNA Surety	2023 Surety Bond- Hwy 75	100.00
Dakota Mailing & Shipping, Inc.	Sorter Fees	92.26
Disposal Services, Inc.	Sludge Disposal	3,058.33
Drew Cvancara	Mileage- Parts for W Plant- Cvancara	87.50
Ehlert Excavating, LLC	Waterline- MinnKota Exp. & Water Repairs	19,107.68
Gopher State One-Call	Locates	270.00
Grainger	Belt, Clamp- W Plant	469.09
Great Plains Natural Gas	Nat Gas- Util	185.26
Jeff Kugler	Mileage- RMB Samples- Water	84.37
John Deere Financial	Bolt- W Plant	45.54
KBMW	Electric Advertising	210.00
Mark Sand & Gravel Co.	FOB Mix- Wegener Dr- Electric	1,204.00
Midcontinent Communications	Int- W Plant	110.22
Missouri River Energy Ser	MRES Bill, Tech Days Reg- Gefre	126,609.51
MN Dept. of Labor & Industry	Compressor Reg- W Plant & Util Shop	110.00
Quill Corporation	Paper- Util	109.44
Red River Communications	Phone Lines - Util	98.71
RMB Environmental Lab, Inc.	Bacteria Testing- Water	114.35
T & R Electric	Transformer-150 KVA- Electric	11,068.53
Wahpeton Ace Hardware	Rapid Load Set- Electric	23.99

Waste Mgmt Of WI-MN	Garbage- PU	497.43
Wesco Distributing, Inc.	Inventory- Electric	1,321.94

		\$165,535.85
601 Electric	\$141,031.74	
602 Sewer	190.12	
603 Water	24,313.99	

Crew Updates

Electric: Director of Public Services Crocker informed the Commission the electrical department is still working on Twito Substation Circuit C as Scott’s Electric continues to complete their portion of the project. They are also doing locates and other work orders.

Water/Wastewater: The water/sewer is reading meters, releasing from the ponds, working on service orders as well as the lead and copper line identification project.

Utility Software Updates

Utility Billing Clerk, Gefre, joined the meeting to share information she had learned from recent trainings and networking sessions regarding streamlining some utilities services offered through Tyler Technologies (Breckenridge Public Utilities- Utility Billing Software). Information was shared on Text/ Call Service that can be implemented to reduce multiple employees to provide service to customers, such as Cut Off Notices, Door Hangers, planned Service Outages, to implement on the Utility Billing side. The service would cost would be approximate \$5.00/month, but allowing the Utilities to reduce use of paper, multiple employees involved in one service and limiting potential human error. She also provided information on Mobile Service Orders, this would allow the Utility foreman to provide meter change outs, take off inventory, and have documentation on the system related to the customer’s account done in a meaningful manner with again less involved employees and potential for human error. At this time the process has four different employees within the Utility department to carry out the process taking time away from other essential duties. The last item discussed for potential updating was Customer Access, at this time customers have to call to find out their bill if they lost or did not for some reason receive their utility bill. This would allow them to look at their services to see how much water, electric, etc. types of usage they have used, look back at older bills, see service orders and have documentation of services provided on their account that right now we do not have. This service would also benefit the City as we could implement payments to be taken through the software, instead right now if we have a camping rental, building permit, etc. the credit card company gets a minimum \$3.00 processing fee, the higher dollar amount after \$120.00 is 2.5% of the payment that all goes to the credit card processing company as well. Tyler Technologies has a flat rate of \$2.00 no matter how little or expensive payment is. Commissioner Summerville offered a motion to approve immediate implementation of the Mass Text/Calls Service. The motion was seconded by Commissioner Graves and carried unanimously. The mobile Service Orders, and Customer Access items were tabled until pricing can be provided by the sales rep and will be shared at the next Utility Commission meeting.

Other

None

Financials

Finance Officer Johnson, provided handouts of the Financials with breakouts and explanations of overages from various line items and where the Utilities is sitting as for remaining balances from Revenue and Expenses. This was to be added as a monthly update from Utility Commission feedback. This was information only.

Commission Comments

None.

There being no further business, Commissioner Graves offered a motion to adjourn the meeting at 3:04p.m. The motion was seconded by Commissioner Karlgaard and carried unanimously.

Russell Graves, Secretary/Treasurer
Breckenridge Public Utilities Commission