

Pursuant to due and proper notice there of a meeting of the Breckenridge Public Utilities Commission was held on Monday, October 6, 2025, at 2:00 p.m. at City Hall – Council Chambers.

Members Present: Commissioners Dennis Larson, Paul Kaufman, and Hope Karlgaard.

Members Absent: Commissioners Nate Summerville and Tom Seliski.

Others: Director of Public Services Neil Crocker, City Administrator Sydney Wiertzema and Finance Officer Liane Mauch

Approval of Agenda. Motion by Commissioner Kaufman to approve the agenda as is. Seconded by Commissioner Karlgaard and carried unanimously.

Approval of Minutes. Commissioner Karlgaard moved to approve the minutes from the September 15, 2025, meeting. Seconded by Commissioner Kaufman and carried unanimously.

MRES Area Meeting. Neil will be attending the MRES meeting in Alexandria on October 22nd and has room for more. It is a 1-day meeting. Dennis and Paul would like to attend as well. Motion by Commissioner Kaufman to approve the attendance and expenses for the commissioners to attend the meeting. Seconded by Commissioner Karlgaard and carried unanimously.

Quotes – Lift Station 5 Repairs. Two quotes were received for a new pump and repairs to Lift Station #5:

ND Sewage Pump: \$25,300 with the Goulds brand pump – could start right away

Municipal Service Co: \$36,600 – could not do until December

Motion by Commissioner Kaufman to approve the quote from ND Sewage Pump in the amount of \$25,300 for the repairs to Lift Station #5. Seconded by Commissioner Karlgaard and carried unanimously.

Smart Energy Squad Program. Every year the 5th graders from St. Mary's School have participated in the Smart Energy Squad program. MRES provides energy efficient learning kits to all of the students for educational purposes. The City and MRES each pay 50% of the costs. Motion by Commissioner Karlgaard to approve the expenses for the program again this year. Seconded by Commissioner Kaufman and carried unanimously.

Utility Transfer to General Fund. Sydney explained to the Commission that the City's main funding source each year is from LGA. That amount has been stagnant for the past 5 years even though expenses have been increasing. Instead of raising the levy which would raise property taxes, she would like to increase the transfer from the utilities. Last year with the current transfer, the utilities still were \$760,000 ahead. She would like to double the transfer from \$230,000 to \$460,000. It was at \$225,000 from at least 2016 and then increased to \$230,000 in 2023.

Some of the additional monies would be put away for capital improvement projects such as street improvements and equipment. By doing this, the City would not have to bond for part or the entire project. The City paid over \$900,000 in interest for one of their bonds that will be paid off soon. By putting money aside ahead of time and not having to take a bond out and raise taxes, it would be less of a burden on the taxpayers. Transfers like this are frequently called PILOT (payment in lieu of taxes).

There were questions how to make sure that the increased transfer doesn't get swept into the everyday general fund costs and is kept for the capital improvement projects. That can be put into resolution form designating that a certain percentage must go to certain funds/projects.

The item was tabled until the next meeting when ALL commissioners are available to discuss and vote on the request.

City Officials – There was nothing to report from City Officials.

Utility Management

Bills and Claims. Commissioner Karlgaard offered a motion to approve the following Bills and Claims. Seconded by Commissioner Kaufman and carried unanimously.

Ace Wika	Meals for Lineman schooling - Elec	\$ 113.00
Blazer Express, Inc.	Fuel - Water dept	189.23
Bold Print	Paper for utility bills	587.60
Border States Electric Supply	PVC Conductor/rotate feed - Elec	1,194.23
Breckenridge Port Authority	October cold storage	1,125.00
Breckenridge Public Utilities	Lift station electricity	1,122.87
Disposal Services, Inc.	October Sludge disposal	3,058.33
Dorsey & Whitney, LLP	Legal services for PFA lead line bond - Water	5,000.00
Easton Gravelle	Meals from Lineman schooling - Elec	113.00
EconoFoods-Breck	UPS/tissue/water	158.03
EconoFoods-Wahpeton	Coffee/tissue/water	66.88
Farm City Supply	Gloves, grass seed, paint - Utility	221.24
Fastenal	Electric supplies	144.68
Graymont (WI) LLC	Quicklime - Water	7,144.83
Guderian Business Forms	Utility bill envelopes 15,000	745.00
I3G Media	Electric advertising	216.00
Jeff Kugler	Meals from Wtr/Wastewater school - Kugler	100.00
KLM Engineering, Inc.	Water tower inspection	3,200.00
Lillegard, Inc.	Oil filters - Elec	58.96
Locators & Supplies	Gas monitor kit - Sewer	1,576.15
Lori Gefre	Mileage for Tech Days training Sioux Falls	327.60
Missouri River Energy Ser	Tech days registration - Lori G	49.00
MN Dept. of Natural Resources	Permit-fix bank from watermain leak	1,200.00
MN Municipal Util. Assn.	Q4 Safety training - Utilities	2,929.20
MN Pollution Control Agency	Wastewater Class D license - Finkral	45.00
ND Sewage Pump & Lift Sta	Lift station repairs 1,2,3,5 - Sewer	3,880.00
OK Tire Store - Wahpeton	Tire repair #13 - Electric	25.00
Quill Corporation	Calendars - PU	31.85
RMB Environmental Lab, Inc.	Bacteria/Lagoon testing	627.01

Stuart C. Irby Company	Electric supplies	170.10
T & R Service	25 KVA GE salvage	1,663.00
Titan Machinery	Repairs to Backhoe - Elec	594.15
Valley FAB and Repair, Inc.	Bollards for electric boxes	742.80
Verizon Wireless	Cell phones - Utilities	139.69
Wesco Distributing, Inc.	Led fixtures/heads/wire/connectors	6,478.33

\$ 45,037.76

601 Electric Fund	\$	15,136.97
602 Sewer Fund	\$	7,682.05
603 Water Fund	\$	22,218.74
TOTAL:	\$	45,037.76

Crew Updates.

- Electric:
 - Helping with tree trimming at intersections.
 - Almost done with their underground project for the year.
- Water:
 - Closed off discharging on Sunday but still need to send in the quarterly and bacteria samples this week.
 - Blowing out the water lines in all of the parks except for Welles due to the Minn-Dak workers staying there yet.
 - Will start switching over sump pumps now as they need to be done by October 15th.

Other Comments. Neil mentioned that he will be setting up some presentations from various companies regarding AMI this winter/fall.

Commission Comments. None.

Commissioner Kaufman moved to adjourn at 2:26 p.m. Seconded by Commissioner Karlgaard and carried unanimously.

Hope Karlgaard, Secretary/Treasurer
Breckenridge Public Utilities Commission