

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday September 11<sup>th</sup> at 2:00pm, at City Hall – Council Chambers.

Present: Commissioners Martinson, Summerville, Graves and Larson

Absent: Commissioner Karlgaard

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, August 7, 2023. The motion was seconded by Commissioner Martinson 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 Martinson and carried unanimously.

09-05-23 Utilities		
Alec Gjerdevig	MRES Rebate- HVAC- Gjerdevig	\$ 250.00
Ariel Johnson	MMUA Conference- Meal- Mileage- Hotel- Johnson	768.73
Border States Electric Supply	Inventory- Electric	958.96
Breckenridge Port Authority	Cold Storage Rent-PU	1,000.00
Breckenridge Public Utilities	Lift Station- Electricity	830.44
Dakota Supply Group	Street Light- Electric	329.18
Dennis Larson	MMUA Conference- Meal- Hotel- Larson	363.84
Digital Guru	Toner- F Officer	244.99
Ethanol Products, LLC	CO2- Water Plant	6,180.48
Farm City Supply	Batteries, Duct Tape, Misc- Util	81.00
Grainger	Switches, Valves- W Plant	648.30
Hawkins, Inc.	Chemicals- W Plant	2,331.25
Leonard Mienert	MRES Rebate- HVAC- Mienert	30.00
Midcontinent Communications	Int- Pu	113.97
Mike Eklind	MRES Rebate- R-ES- Eklind	25.00
Missouri River Energy Ser	Misc Scanning, Oil Sample- Electric	2,066.00
MN Dept. of Health	Water Service Connection Fee	3,336.39
Nathan Summerville	MMUA Conference- Meal- Hotel- Summerville	432.48
Neil Crocker	MMUA Conference- Hotel- Meal- Mileage- Crocker	768.73
Stuart C. Irby Company	Inventory- Electric	4,170.00
Tina Grenier	MRES Rebate- HVAC- Greiner	30.00
Verizon Wireless	Util Cell Phones	116.64

\$ 25,076.38

601 Electric	\$11,120.00
602 Sewer	\$ 950.98
603 Water	\$13,005.40
<b>TOTAL:</b>	<b>\$25,076.38</b>

**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 is about halfway done, they did have to do a repair as Scott’s Electric bored through a power line. They are also doing locates and other work orders.

**Water/Wastewater:** The water/sewer crew just finished repairing a water main break on Oak Street with Ehlert Excavating. They have also been working on the lead line identification project.

**M&M Contractors LLC**

Director of Public Services Neil Crocker shared with the commission a bill received by M & M Contracting LLC. Discussion was carried around whether to pay and how much for repairs done in May at St. Mary’s new school project. An invitation was given to M & M Contractors LLC to be at the September 18<sup>th</sup> meeting. This was discussion only.

**Utilities Funds Transfer to the City**

Finance Officer provided a spreadsheet breaking out the past year’s Utility funds transfer from the electric department to the City. Since 2003 the Utilities has given \$225,000.00 to the city on a yearly basis. Discussion was held around the amount requested and how often a request will be whether it’s yearly, every other year, etc. With short notice of the request to increase the amount given the Utilities Commission allowed an increase of \$5,000.00 this year as they want to budget accordingly for future requests. Commissioner Summerville offered a motion to approve \$230,000.00 to the City Council. The motion was seconded by Commissioner Martinson and carried unanimously.

**Camera for Drop Box**

Director of Public Services Crocker provided information to the Public Utilities Commission on purchasing a camera for the drop box outside of City Hall. The drop box is used for customers to drop off utility payments after or before business hours. There have been times where a customer says they dropped off money, but it wasn’t received by the Utility billing Clerk. The camera would free up time to find out if a payment was dropped off or not. Director of Public Services provided the following quotes:

Mobile Start	\$ 819.97
Digital Guru	\$1,930.12

Commissioner Graves offered a motion to approve Mobil Start’s quote of \$819.97. The motion was seconded by Commissioner Summerville and carried unanimously.

**Other**

None.

**Commission Comments**

None.

There being no further business, Commissioner Graves offered a motion to adjourn the meeting at 2:50p.m. The motion was seconded by Commissioner Summerville and carried unanimously.

Russell Graves, Secretary/Treasurer  
Breckenridge Public Utilities Commission