

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, January 23rd, 2:00 PM, at City Hall – Council Chambers.

Present: Commissioners Larson Martinson, Graves, Karlgaard, Summerville via teleconference

Absent: Commissioner Martinson

Others Present: Director of Public Services Crocker, City Administrator Conway, Finance Officer Johnson, Easton Gravelle

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, January 23rd, 2022. The motion was seconded by Commissioner Karlgaard and carried unanimously.

New Employee Introduction

Director Public Services introduced the new Lineman for Breckenridge Public Utilities, Easton Gravelle. He shared about his interests and the work he is doing here. This was information only.

City Officials

No updates from the City Officials.

Utility Management

Bills and Claims

Commissioner Karlgaard offered a motion to approve the following Bills and Claims. The motion was seconded by Commissioner Graves and carried unanimously.

Bills and Claims 12-31-22		
Dakota Supply Group	Inventory- Electric	\$ 18,574.64
Farmers Union	Fuel, Shop Project Supplies, Misc- Util	888.48
Stuart C. Irby Company	Inventory- Electric	7,802.83
USA BlueBook	Chemical Supplies- Water Plant	226.98
Wesco Distributing, Inc.	Inventory- Electric	763.93
		\$ 28,256.86

601 Electric \$27,452.71

602 Sewer 79.77

603 Water 724.38

TOTAL: \$28,256.86

Bills and Claims 01-23-23 Util		
AM Conservation Group, Inc.	LED Giveaway Lights	\$ 253.29
Amaril Uniform Company	FR Clothing- Electric	270.55
American Solutions for Bus.	Utility Envelopes	2,013.42
Blazer Express, Inc.	Fuel- Util	569.26

Border States Electric Supply	Inventory- Electric	460.55
Dakota Supply Group	Shop Lights- Utility	1,390.29
Digital Guru	Printer Ink- F Officer	116.99
Great Plains Natural Gas	Nat Gas- Util	173.50
Hawkins, Inc.	Cylinders- W Plant	30.00
John Deere Financial	Bucket Truck Repair- Electric	1,073.03
Midcontinent Communications	Int- W Plant	110.08
Missouri River Energy Ser	MRES Bill	191,977.62
MN Municipal Util. Assn.	2023 Jan-March Safety,Elect Training- Util	2,695.35
Red River Communications	Phone Lines - Util	98.66
RMB Environmental Lab, Inc.	Water Bacteria, Mercury Testing, Sample Test	548.86
Stuart C. Irby Company	Rubber Goods Testing- Electric	1,848.55
T & R Service	PCB Transformer Disposal	1,324.00
Vertin's V-Mart	Flooring- Util Shop	4,386.49
Waste Mgmt Of WI-MN	Garbage- W Plant	191.43

	\$209,531.92
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601 Electric

\$201,591.12

602 Sewer 3,124.88

603 Water 4,815.92

TOTAL:

\$209,531.92

Crew Updates

Electric: Director of Public Service Crocker informed the Commission the 2002 Small Bucket Truck has went in for some repairs. The Electrical crew has been working on mapping, tree trimming and assiting the Water/Wastewater with final Utility Shop remodel.

Water/Wastewater: Crew will be reading meters, sending in lagoon pond samples, working on lead line detections, crew has also been working on Utility Shop remodel.

Laptop Quotes

Director of Public Services Neil Crocker shared the Electric Supervisor as well as the Sewer/Water Supervisor are in need of updated laptops'. He provided the following Laptop Quotes:

Digital Guru \$1,499.00

Costco \$1,099.00

Director of Public Services recommended to the Commission Costco as both quotes provided the same laptop, HP Envy 17.3" Touchscreen, 12th Gen Intel Core and the lower bid. Commissioner Karlgaard offered a motion to accept Costco quote. The motion was seconded by Commissioner Graves and carried unanimously.

Daily News Profile Ad

Finance Officer Johnson informed the Commission Daily News had reached out about the Profile ad that was placed last spring. Breckenridge Public Utilities placed a quarter page ad last year, the cost to place an ad this is \$424.00 She also shared that MRES reimburses BPU if ads utilized are with Bright Energy Solutions. Commissioner Karlgaard offered a motion to place the ¼ ad for \$424.00. The motion was seconded by Commissioner Graves and carried unanimously.

Purchase Order Policy

City Administrator Conway brought for the current Purchase Order Policy and informed the Commission about discussion that took place in the Finance Committee where there had been requests to increase the purchase order amount from \$400.00 to \$1000.00. The Commission went over the Purchase Order Policy and agreed with the highlighted changes. Commissioner Graves offered a motion to recommend the updated Purchase Order Policy to City Council. The motion was seconded by Commissioner Karlgaard and carried unanimously.

Underground Twitto Substation Project Update

Director of Public Service Crocker shared with the Commission plans for the underground Twitto Substation project were put together and sent out to contractors and placed in the local newspaper. Bid opening for this project will be February 9th. The project is to replace about 45-year-old wire on Circuit C of Twitto Substation. This was information only.

Water System Leak Detection Update

Director of Public Service Crocker did reach out to MRWA to get assistance on trying to detect water leaks. A representative did come and found one leak on the south side by the Senior Center. No other leaks were detected as the system used could only detect concrete and cast iron piping and the City of Breckenridge has that but about 50% of the water lines with PVC in which the representative informed Director of Public Service upon his arrival that they are unable to accurately detect PVC for leaks. An invoice will come for the services provided, the representative was able to test all 250+ fire hydrants for leaks.

Other

Director of Public Services Crocker informed the Commission he wants to send Easton Gravelle to a substation training in Marshall. This will help with his daily duties or BPU. He shared the cost to send him to the training would be \$515.00 and asked for approval to do so. Commissioner Karlgaard offered a motion to spend \$515.00 to send Easton to the Substation Training. The motion was seconded by Commissioner Graves and carried unanimously.

Director of Public Services also shared the Utilities Shop is need of new window air conditioning units. He provided the following quotes:

10,000 BTU

Hinsverks \$399.99

Home Depot \$399.99

12,00 BTU

Hinsverks \$429.99

Home Depot \$439.99

Director of Public Services recommended to the Commission Hinsverks with the lower bid as well as it being a local business. Commissioner Karlgaard offered a motion to accept the Hinsverks quotes. The motion was seconded by Commissioner Graves and carried unanimously. No items were presented.

Commission Comments

There being no further business Commissioner Karlgaard offered a motion to adjourn the meeting at 2:44PM. The motion was seconded by Commissioner Graves and carried unanimously.

Russell Graves, Secretary/Treasurer
Breckenridge Public Utilities Commission