

Pursuant to due call and proper notice thereof, a regular meeting of the Breckenridge Public Utilities Commission was held on Monday, October 7, 2019, 2:00 PM.

Members Present: Commissioners Larson, Martinson, Graves, Rakow, Lorenz
Others Present: Director of Public Services Crocker, City Administrator Smith, Finance Officer Christensen

Approval of Agenda

The Agenda was approved as printed.

Approval of Minutes

Commissioner Lorenz offered a motion to approve the minutes from the regular meeting of September 16, 2019. The motion was seconded by Commissioner Graves and carried unanimously.

City Officials

City Administrator Smith informed members that there are many ways that Cities do Special Assessments. The City of Breckenridge, at this time, does not have any Policy regarding Specials. City Administrator Smith stated that a Special Assessment Committee will need to be formed to go over options, set policy and recommend to the Council. Commissioner Larson and Director Crocker stated that they would sit on Committee when formed. No formal action taken.

UTILITY MANAGEMENT

Bills and Claims

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

Wesco	Electrical Tubing	\$ 91.91
Breck Public Utilities	Lift Station Electricity	917.48
Breck Public Schools	Rebate-MRES-Lgt	723.60
Heitkamp Construction	Middle School Lift Station Sidewalk	4,252.00
Irby	Bike Path Poles/Banner Arms	93,114.70
Verizon	Utility Cell Phones	185.12
Disposal Services	Sludge Disposal	3,058.33
Gopher State One-Call	Locates	85.05
Farm City Supply	Cement, Wetdry Vac, Misc.	277.22
Summerville Electric	RDO Project Supplies	71.64
Breck Port Authority	Cold Storage Rental	600.00
Blazer Express	Fuel	278.89
USA Blue Book	Chemical Supplies - Water	43.50
Toshiba Financial	Newsletter Color Copies	12.45
RMB Environmental	Lagoon Sample Testing	152.00
Truck Utilities	2017 Bucket Truck Repairs	399.44
Graymont	Lime - New Water Plant	4,656.90
Valley FAB & Repairs	Bollard Sleeve Reinforcement	749.40
C.N.A. Surety	Bonding	100.00

Digital Guru	Printer Toner	174.99
Thrifty White	Water Testing Supplies	4.98
BeMobile-Verizon	Cell Phone Case/Protector-WP	194.61
PKG	Pay Request #22-Water Plant	251,691.83
Pipe Detectives	2019 Sewer Televising	10,317.44
Chelci Davenport	Rebate-MRES-Tune Up	30.00

\$372,183.48

601 Electric -	\$96,170.24
602 Sewer -	15,729.97
603 Water -	260,283.27
TOTAL - \$372,183.48	

Crew Updates

ELECTRIC: Electric crew has been working on bike path lighting project (Poles are up, putting arms on, etc.) along with general maintenance. Electric crew has also been doing overhead maintenance, reading meters, etc.

WATER/WASTEWATER: Water/Wastewater crew has been meter reading, hauling sludge, and performing general maintenance. At this time they are releasing from the lagoon - testing is going well so we are releasing much earlier than usual. Monthly water samples are going in for the new plant. Members were informed that the slaker machine is having some issues at the new Plant. They will be replacing the motor – will keep Commissioners updated.

Change Order #12 – Water Plant – Bike Path Rebuild

Change Order #12 regarding the Bike Path Rebuild in the amount of \$59,151.33 was reviewed by the Commission. Director Crocker stated that this was out of scope from the Bike path project. After considerable discussion Commissioner Lorenz offered a motion to recommend to the City Council to accept Change Order #12 in the amount of \$59,151.33. The motion was seconded by Commissioner Rakow and carried unanimously.

Water Tower Shed Electrical Quotes

Two quotes were received for electrical work that needs to be completed for the Water Tower Shed:

Summerville Electric	\$1,265.00
Muehler Electric	\$2,000.00

Director Crocker recommended that the low quote from Summerville Electric be accepted.

Commissioner Martinson offered a motion to accept the low quote for electrical work from Summerville Electric. The motion was seconded by Commissioner Graves and carried unanimously.

August 31, 2019 Financial Statements

The August 31, 2019 Financial Statements were reviewed. No formal action taken.

2020 Management Letter Review/Project Approvals

Commission members reviewed the 2020 Management Letter from Director Crocker. In the letter Director Crocker reviewed projects completed in 2019 in the Electric, Water and Wastewater Departments along with proposed 2020 Projects. Projects proposed for 2020 are as follows:

Electric:

**South Substation Upgrade – develop a long term plan by end of 2020. Possible go for Engineering Services. This plan will be a 10-15 year strategy.

**Continue to investigate AMI

**Bury all electrical Utilities along New York Avenue \$35,000.00

**Bury all electrical lines from Hospital to Hwy 75 9,000.00

**Bury all Street Lighting Lines on MN Avenue 64,500.00

**Bury Lines out by Schwans 39,500.00 (low priority)

**Install 50 fault indicators on transformers 12,500.00

**Re-Tin Utility Shop and new Doors (1/3 cost) 25,000.00

**GIS Software Package Purchase 9,463.00

**Purchase a hydro-vac excavator (1/4 cost) 13,750.00

\$208,713.00

Water:

**Replace 3 hydrants \$25,500.00

**Re-Tin Utility Shop and New Doors 25,000.00

**Purchase a hydro-vac excavator (1/4 cost) 13,750.00

\$ 64,250.00

Wastewater:

**Park Lift Station Valve Replacement (3 valves) \$26,000.00

**Hospital Lift-replace rail system for pumps 5,200.00

**Shore up rip-rap around primary pond at lagoon 24,500.00

**Re-Tin Utility Shop and new doors (1/3 cost) 25,000.00

**Purchase a hydro-vac excavator (1/4 cost) 13,750.00

\$ 94,450.00

After considerable discussion this was tabled until the next regular meeting to allow Commissioners to review.

Other

City Administrator Smith informed Commissioners that the Chamber is holding a Holiday Business After Hours Extravaganza on December 5th from 5-7:30 at the Wahpeton Event Center. The City would like to set up a booth to promote Lots that are for Sale along with Utility Rebates that are available. Cost to have a booth is \$150.00. City Administrator Smith asked if the Utility would be willing to split this cost with the Port Authority. Commissioner Lorenz offered a motion to pay \$75.00 towards the booth. The motion was seconded by Commissioner Rakow and carried unanimously.

Commission Comments

There were no Commission Comments at this time.

There being no further business Commissioner Graves offered a motion to adjourn at 3:25 PM. The motion was seconded by Commissioner Martinson and carried unanimously.