

The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on February 28, 2017.

Commission President Dolly Matten called the meeting to order.

Commissioners Roll Call

Lucy Nesheim – Present
Don Samuelson - Present
William Wroolie – Absent

Mark O'Day – Present
Dolly Matten – Present

Utility Staff Present

Secretary/Finance Director
Superintendent of Utilities
Recording Secretary
Line Supervisor

Todd Wicklund
Scott Magnuson
Sharon Jensen
Trent Hawkinson

Others in Attendance

Brainerd City Administrator
Brainerd Mayor
Brainerd Dispatch
Brainerd Industrial Center
Barr Engineering
Kennedy & Graven

Jim Thoreen
Ed Menk
Spenser Bickett
Mike Higgins
Adele Braun
Jim Strommen (arrived 9:25 AM)

Approval of Minutes

Motion by Commissioner O'Day and seconded by Commissioner Nesheim to approve the minutes of the January 24, 2017 regular monthly meeting and to approve payment of the February 2017 bills. There was a unanimous roll call vote in favor of the motion. Motion carried.

Public Forum

Mike Higgins, the owner of Brainerd Industrial Center (BIC) wanted the Commission to know that Line Supervisor Trent Hawkinson and Superintendent Magnuson are great to work with on issues that come up. He also stated he is invested in the future of alternative energy. If BPU is interested in partnering up or just discussing solar or wind projects he would be willing to listen. Commissioner O'Day stated that BPU has a lot going on right now with the hydro dam and finishing out our contract with Minnesota Power. Commissioner Nesheim thanked Mr. Higgins for all his efforts in Brainerd.

President's Report

Commission President Matten asked if staff could contact Aitkin County's new administrator to discuss the operation of Brainerd's hydro dam and river levels. Magnuson reminded the Commission that the Corps of Engineers controls the level of the Mississippi River and that the dam in Brainerd only affects River elevation up-river for approximately nine miles to Riverton while Aitkin is approximately forty five river miles away. Magnuson stated that he will offer the Aitkin County Commissioners and Administrator a tour of the facility again.

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Other Commissioners' Reports

None

City Administrator Report

City Administrator Jim Thoreen reported that the Minnesota Legislature is in session and that on March 23rd he will participate in League of Minnesota Cities Day at the Capital. Some of the topics include LGA and Brainerd seeking funding for the historic concrete water tower and extending the Cuyuna bike trail.

The City Council held a retreat on February 11th to reflect on successes and to identify future focus and projects.

Commissioner Matten inquired if the Riverwalk had been discussed for bonding.

Secretary's Report

Review of December 2016 Financial Information

Wicklund reviewed the draft of the December 2016 financial information. The impact of recording PERA pension expense in accordance with new Government Accounting Standards Board (GASB) No. 68 has yet to be calculated. The auditors will be here starting April 3rd.

Employee Evaluations

Wicklund noted the revised employee evaluation form.

Meeting with PPES

Wicklund stated that Mike Kumm, Public Power Energy Services (PPES) would like to meet with a couple of Commissioners to discuss future potential generation opportunities. Commissioners O'Day and Nesheim volunteered.

Annexation/Detachment

The Annexation/detachment of BPU property hearing has been moved to May.

Representative Heintzeman Tour

Representative Josh Heintzeman toured the wastewater treatment and hydro facilities.

Superintendent's Report

Superintendent Magnuson reported on the following:

Water Department

- Leaks/Breaks/Complaints –
 - A couple of residential complaints/staff flushed the systems
 - Airport Line- leaks on line-I&I issue for Jordan Road
- Filtration Plant
 - New controls for one train of the plant
- Projects
 - Business 371/South 6th Street – Estimated BPU share of cost will be \$1 million for water improvements (street lighting will be BPU's design)
 - Airport Extension and Airport Project – Airport will hook up sewer and water after Anderson Brothers is hooked up

Wastewater Treatment Department

- WWTF/Projects
 - Plant is running excellent
 - Impeller issues - BPU modified impellers working so far. Manufacturer has suggested CD4M (a step above stainless steel) as alternative: getting quotes for impellers

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Electrical Department

- Outages/Interruptions/Complaints
 - February 2nd – 428 customers affected for approximately ½ hour
 - MP 504 feeder thru our substation had two bumps, no customer calls received
- Projects
 - Cypress Drive – scheduled for 2018 and electric facilities will need to be moved
 - Excelsior Drive - NW corner of highways 371 and 210 – 2017 project and will need to meet with Crow Wing Power regarding service territory in the area

Hydro Department

- Projects
 - Flood wall – replace old green doors with four panel system that is installed easier and quicker
 - AmJet- met with AmJet last week - generator is ready, however there will be a design change from 600 to 480 kW, civil design ongoing

Administration Department

Technology Supervisor Retirement

Scott Sjolund, Technology Supervisor, has submitted his retirement notice effective June 5, 2017.

Motion by Commissioner O'Day and seconded by Commissioner Nesheim to accept retirement of Technology Supervisor Scott Sjolund effective June 5, 2017 with regret. There was a unanimous vote in favor of the motion. Motion carried.

- Wastewater Operator – posting ended and review of applications has begun
- Small Cell Antenna-attended a meeting to discuss pole attachments, LMC is working on issue at the Legislature.

Old Business

None

New Business

None

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Motion by Commissioner Nesheim and seconded by Commissioner Samuelson to meet in closed session to receive and discuss report from Barr Engineering on the final design for the apron repair which is deemed to be Critical Energy Infrastructure Information pursuant to Minnesota Statutes Section 13D.05, subd. 3(d) and to consider or develop offers or counteroffers for the purchase of Roberts property located next to water plant pursuant to Minnesota Statutes Section 13D.05, subd. 3(c)3. There was a unanimous vote in favor of the motion. Motion carried at 9:55 AM.

Those present at the closed session included Commissioners Matten, Nesheim, Samuelson, O'Day, Superintendent Magnuson, Secretary/Finance Director Wicklund, Adele Braun, Barr Engineering and Attorney Jim Strommen, Kennedy and Graven.

The Commission reconvened into open session at 11:09 AM.

Adjournment

President Matten adjourned the meeting at 11:09 AM.