



# BRAINERD PUBLIC UTILITIES

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The special meeting of the Brainerd Public Utilities Commission was held at 10:00 AM on October 22, 2024.

Commission President Matten called the meeting to order at 10:00 AM.

### **Commission Roll Call**

Mike Angland – Absent  
Tad Erickson – Present

Mark O’Day – Present  
Dolly Matten – Present

### **Utility Staff Present**

Public Utilities Director  
Finance Manager  
Operations Manager  
Water/Wastewater Manager  
Business Office Supervisor  
Electric Line Supervisor  
I.T. Supervisor

Christopher Evans  
Danny Loch  
Trent Hawkinson  
Charlie Gammon  
Jana Pernula  
Mitch Lachelt  
Aaron Andersen

### **Others in Attendance**

City Council Liaison  
Community Member

Jeff Czczok  
Michael Duval

President Matten opened the meeting with introductions. Roll call was taken, and discussion of the strategic plan was turned over to Director Evans.

Evans presented a compilation of the discussion points that were made at the last meeting. Included in this summary was a continuation of the strengths, weaknesses, threats, and opportunities that were discussed as well as an outline of a strategic plan. The strategic plan outline included the vision and mission statements, values: Safety, fiscal responsibility and accountability, reliability, efficiency and innovation, environmental stewardship, and community centered attitude, with definitions and descriptions of each.

Evans then summarized the needs outlined by the group for success within the department and the discussion related to these goals focused on determining what could be measurable and attainable with focus on: community centered attitude, fiscal responsibility and accountability, operational excellence, reliability, efficiency, and innovation.

During discussion the creation of a policy related to return on investment was presented. Additional consideration was discussed on the liability protections related to the hydro facility and various financial

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performance metrics that could be presented regularly to Commission. Suggested presentation of these metrics was quarterly as a starting point.

Direction was provided to staff to provide an executive summary of what has been discussed during the strategic planning special meetings and to add a discussion topic for the regular commission meeting. Commission would like to have a scheduled timeline for review of the strategic plan and the process to obtain the goals at least biannually. Suggestions for consideration were the months of February and August or November and June.

A motion to adjourn to the regular commission meeting was made by Commissioner O'Day, seconded by Commissioner Erickson, and carried unanimously.



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Dolly Matten, Commission President



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Danny Loch, Finance Manager/Secretary