



BRAINERD PUBLIC UTILITIES

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www.bpu.org

The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on March 25, 2025.

Commissioner O'Day called the meeting to order at 9:00 AM.

Commission Roll Call

Mike Angland – Absent
Dolly Matten – Present

Mark O'Day – Present
Mike Higgins – Present

Utility Staff Present

Public Utilities Director
Finance Manager
Operation Manager
Water/Wastewater Manager
Business Office Supervisor
Recording Secretary

Christopher Evans
Danny Loch
Trent Hawkinson
Charlie Gammon
Jana Pernula
Becky Ridlon

Others in Attendance

City Council Liaison
HR Director
Public Works Director
Community Development Director
Technology Director
Bolton & Menk
Widseth
City of Baxter
Citizen
Citizen
Lakeland News

Jeff Czczok
Kris Schubert
Mike Habighorst
James Kramvik
Shawn Strong
Morgan Salo, PE
Bill Westerberg, PE
Brad Chapulis
Brian Timmers
Jan Burton

Commissioner O'Day opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Commissioner Matten added three items into the agenda under the personnel committee.

- 3. Recommend reclassifying Mitch Lachelt from the Electric Distribution Supervisor position to the Journeyman position.
- 4. Recommend the Council to advertise Electric Distribution Supervisor position.
- 5. Recommend Staff to create a Job description and wage scale for the Water Distribution Supervisor position.

Motion by Commissioner Matten and seconded by Commissioner Higgins to approve the amended agenda. There was a unanimous vote in favor of the motion. Motion carried.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

March 25, 2025

Approval of Consent Items

Motion by Commissioner Matten and seconded by Commissioner Higgins to approve the minutes from January 28th, 2025, regular monthly meeting, current month's bills, final payment to Magney Construction Inc for the 2M gallon reservoir project in the amount of \$5,369.83, the announcement of the Susan Hardman training on chemical hazards and the 2025 cogeneration and small power production rate. There was a unanimous roll call vote in favor of the motion. Motion carried.

Public Forum

None

Commission Committee Reports

Personnel

Commissioner Matten presented

1. The Personnel Committee is recommending to City Council the hiring of a Second Laborer Position.

Motion by Commissioner Matten and seconded by Commissioner Higgins to approve the recommendation to City Council of hiring a second laborer position. There was a unanimous vote in favor of the motion. Motion carried.

2. The Personnel Committee is recommending to City Council to backfill the Meter Service Worker Position.

Motion by Commissioner Matten and seconded by Commissioner Higgins to recommend Backfilling Meter Service Worker Position. There was a unanimous vote in favor of the motion. Motion carried.

3. The Personnel Committee is recommending the reclassification of Mitch Lachelt from the Electric Distribution Supervisor position to the Journeyman position and that he be placed at step 6 based on his qualification.

Motion by Commissioner Matten and seconded by Commissioner Higgins to approve recommending to City Council the reclassification of Mitch Lachelt from the Electric Distribution Supervisor position to the Journeyman position and that he be placed on step 6. There was a unanimous vote in favor of the motion. Motion carried.

4. The Personnel Committee is recommending the Council advertise the Electric Distribution Supervisor Position Internally first and then advertise external posting.

Motion by Commissioner Matten and seconded by Commissioner Higgins to recommend to the council to the advertise the Electric Distribution Supervisor Position Internally first and then advertise external posting. There was a unanimous vote in favor of the motion. Motion carried.

5. The Personnel Committee is recommending staff to create a Job description and wage scale for the Water Distribution Supervisor position.

Motion by Commissioner Matten and seconded by Commissioner Higgins to recommend to Staff to create a Job description and wage scale for the Water Distribution Supervisor position. There was a unanimous vote in favor of the motion. Motion carried.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

March 25, 2025

Finance/Operations Committee

Commissioner O'Day presented

The Finance Committee are in the process of discussing electric rates.

- Planning to have more information at the next Commission meeting.

Unfinished Business - *See board packet for staff memo.*

Commissioner Matten inquired about a strategic plan and requested it to be added to the unfinished business.

New Business

Conduct Public Hearing related to the Project Priority List application on Main Lift Station

Widseth Bill Westerberg, PE Presented the project priority list application and options to Commission, the Commission held the public hearing on the main lift project. -*See board packet for agenda request.*

Consider Request from Customer for Credit of Wastewater Treatment and Collection Charges -*See board packet for agenda request.*

Finance Manager Danny Loch Presented

Discussion included:

- Matten asked if BPU did credit this back to the customer, would this also be able to be turned in for an insurance claim?
 - O'Day said insurance only covers your damage.
- O'Day commented the one credit request is one of the highest credit requests he has seen in past years.
- Higgins inquired how long this took to accrue?
 - Loch stated this was a rental that was vacant for a few months.

Motion by Commissioner Matten and seconded by Commissioner Higgins to approve Customer Request for Credit of Wastewater Treatment and Collection Charges. There was a unanimous vote in favor of the motion. Motion carried.

Staff Reports

City Administrator Report

City administrator Nick Broyles reported

- City council, BPU commission and Staff – Meeting March 10th offsite with good attendance talked about Organization, Structure, Facilities and Commission Vision and Values.
- County Mannor – City Council did approve the conduit debt and looking to begin late May.
- Block Metrics did submit their building permits and is moving forward.
- Joint City council and Commission Meeting (to be scheduled) for potential Finance Integration.
- Looking into hiring a Utilities Director as part of the process that was set previously.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

March 25, 2025

City Council Liaison Report

Czeczok thanks Evans for his time of service.

HR Director's Report – *see board packet for report.*

Public Utilities Director's Report

Public Utilities Director Chirs Evans reported

- Updated a preliminary five-year rate study and will be presented to the committee at the next meeting.
- Updated the Council on some Minnesota House Bills.
- Main Lift project budget update.

Manager's Reports – *see board packet for report.*

Finance Manager's Report – *see board packet for report.*

Loch Thanked Evans for his mentorship and time of service.

Operations Manager Report - *see board packet for report.*

Hawkinson Thanked Evans for his mentorship and time of service.

Commission Members – Reports -*see board packet for report.*

Commissioner Matten reported on the following:

- Commend and Thanked BPU staff for adding additional Educational Resources to the website.
- Thanked Evans for his time of service.

Commissioner Higgins reported on the following:

None

Commissioner O'Day reported on the following:


- Sertoma inquired about expanding their park in the wetland area, interest in cleaning up Buffalo Creek.
 - Broyles will inquire with Sertoma (John).

Adjournment

Motion by Commissioner O'Day and seconded by Commissioner Higgins to adjourn the meeting, there was a unanimous vote in favor of the motion. Motion carried at 10:16 AM.



Mike Angland, Commission President



Danny Loch, Finance Manager/Secretary