



BRAINERD PUBLIC UTILITIES

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The regular meeting of the Brainerd Public Utilities Commission was held at the Brainerd City Council Chambers at 9:00 AM on May 27, 2025.

Commission 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

Finance Manager

Operation Manager

Water/Wastewater Manager

Recording Secretary

Danny Loch

Trent Hawkinson

Charlie Gammon

Becky Ridlon

Others in Attendance

City Council Liaison

City Administrator

HR Director

City Engineer

Bolton & Menk

Clifton Larson Allen LLP

Clifton Larson Allen LLP

Brainerd Community Action

Citizen

Jeff Czczok

Nick Broyles

Kris Schubert

Jessie Dehm

Morgan Salo, PE

Mary Reedy, CPA, CGFM

Eric Smedsrud, CPA

Dave Badeaux

Brian Timmers

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

Approval of Agenda Items

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

Approval of Consent Items

Motion by Commissioner Higgins and seconded by Commissioner Matten to approve the minutes from April 29th, 2025, regular monthly meeting, approve the bills, partial pay application number 8 to Minger Construction in the amount of \$72,972.17, amend the 2025 fee schedule, approve use of the waiver/liability form, and approve customer request for credit of sewer treatment and collection charges. There was a unanimous roll call vote in favor of the motion. Motion carried.

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Public Forum

None

CliftonLarsonAllen Audit Presentation-

Mary Reedy and Eric Smedsrud from CliftonLarsonAllen presented.

Motion by Commissioner Matten and seconded by Commissioner Higgins to accept the CliftonLarsonAllen audit presentation. There was a unanimous vote in favor of the motion. Motion carried.

Commission Committee Reports

Personnel Committee

Matten presented and updated the Commission noting that meetings have been occurring on the personnel committee side. The committee recommended not moving forward with the Interim public utility director position and request to move forward with the previous company GMP consulting to hire a permanent public utilities director. Higgins stated that he does not believe it is necessary to fill this position at this time.

O'Day passed the gavel to Higgins.

Motion by Commissioner Matten and seconded by Commissioner O'Day recommending to City Council to move forward with hiring a full-time public utility director and engage GMP consultants for use of their guarantee to fill the position. There was a roll call vote with Matten and O'Day in favor and Higgins opposed. Motion carried.

Finance/Operations Committee

Request for Proposal for Construction Management Contract-Reclaim Tank

Loch presented, Matten asked what the reason is for BPU to go through a Construction Manager at Risk (CMAR) rather than using a traditional project delivery method.

Bolton & Menk Morgan Salo, PE responded, saying the Construction Manager at Risk (CMAR) will be securing the most competitive quotes and providing BPU with a more transparent Guaranteed Maximum Price (GMP), while the contract itself remains between the City utility and the contractor.

Motion by Commissioner O'Day and seconded by Commissioner Matten to accept staff recommendation going out for sealed bid on a Construction Management At-Risk proposal for construction of the reclamation and backwash building. There was a unanimous vote in favor of the motion. Motion carried.

Discuss/Approve Credit Card Transaction Processor

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Finance Manager Danny Loch presented. He noted that there were some changes that could be made to the customer portal that could lead to considerable savings on the utility or passing the fees on to the customer directly.

Discussion included:

- O'Day stated, savings are significant and is in favor of this new customer portal.
 - Matten said it would be nice to see the demo. Loch agreed to make the demo available to the commissioners, and stated the 212% - 300% increase is the reason staff are looking for change.
- O'Day asked how much lead time to you need once we decide
 - Loch said 120 days to come online

Commission is in favor of staff moving forward with a new portal and reduced rates.

Unfinished Business

Memo

Updates of Ongoing unfinished business. -*See board packet.*

Matten asked about item F. Electric Transmission Service to Brainerd, is Minnesota Power doing an impact study and the cost Hawkinson responded There's no cost yet, and they'll need to submit an application first. Once that's done, we'll be able to get more feedback on whether it's something they want to pursue.

Discuss Flaherty & hood P.A. Lobbying contract for Hydro Generation- *See board packet for agenda request.*

Finance Manager Danny Loch presented.

Motion by Commissioner Matten and seconded by Commissioner Higgins to table this item/discussion until the June Commission meeting. There was a unanimous vote in favor of the motion. Motion carried.

Approve SCR lowest quote Main Lift Make Up Air Unit- *See board packet for agenda request.*
WWTP Supervisor Charlie Gammon presented.

Motion by Commissioner Higgins and seconded by Commissioner Matten to Accept SCR quote for the main lift make up air unit in the amount of \$112,200. There was a unanimous vote in favor of the motion. Motion carried.

New Business

Tower Mixer Quote - *See board packet for agenda request.*

Finance Manager Danny Loch presented.

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Motion by Commissioner Higgins and seconded by Commissioner Matten to Accept Proposal from KLM Engineering Inc. to supply and install a new GridBee GS-12, 120v electric submersible mixer and GridBee SCADA control box for the 1,000,000 Gallon Torro Ellipsoidal "Downtown Tower". There was a unanimous vote in favor of the motion. Motion carried.

Discuss Brainerd Community Action Beautification Ideas- See board packet for agenda request.

Brainerd Community Action Dave Badeaux presented.

- Hometown Heros banners on light poles
 - Commissioners are in favor of this project.
- Decorative electrical boxes
 - Hawkinson will work with Badeaux on this project.

Staff Reports

City Administrator Report

- Brainerd city financial audit is still in process and moving forward. The Country Mannor groundbreaking ceremony is scheduled for June 10, 2025, YMCA project is in the works. Statewide fire request, Brainerd Fire Department sent one team to help out near Two Harbors. Brainerd Regional Airport Director resigned.

City Council Liaison Report

- Czczok reported that the City of Brainerd is moving to a complaint-driven code enforcement model, where staff will review complaints and take appropriate action.

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

Manager's Reports

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

Operations Manager Report - see board packet for report.

Water/Wastewater Manager Report- see board packet for report.

Commission Members – Reports – None noted

Adjournment

Motion by Commissioner Matten and seconded by Commissioner Higgins to adjourn the meeting, there was a unanimous vote in favor of the motion. Motion carried at 10:07 AM.

Mike Angland, Commission President

Danny Loch, Finance Manager/Secretary