

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 July 29, 2025.

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

Commission Roll Call

Mike Angland – Present

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

Public Works Director

Community Development Director

Citizen

Jeff Czczok

Nick Broyles

Kris Schubert

Mike Habighorst

James Kramvik

Brian Timmers

Commissioner Angland opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Commissioner Mike Angland requested to move line item 7 B. 1. Discuss Annexation Request related to Dunmire's to be right after public forum.

Motion by Commissioner Higgins and seconded by Commissioner O'Day to approve the agenda with the amendment for discussion after the public forum. There was a unanimous vote in favor of the motion. Motion carried.

Approval of Consent Items

Motion by Commissioner O'Day and seconded by Commissioner Higgins to approve the minutes from June 24th, 2025, regular monthly meeting, approve the bills, and approve out of state travel request for Finance Manager Loch. There was a unanimous roll call vote in favor of the motion. Motion carried.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

July 29, 2025

Public Forum

None

Finance/Operation Committee

Discuss Annexation Request related to Dunmire's - See board packet for agenda request.

Finance Manager Danny Loch presented.

Motion by Commissioner Matten and seconded by Commissioner Higgins to continue with the 200% billing until final approval by the state and making policy giving credit to the first of the month when the application is approved by the state. There was a unanimous vote in favor of the motion. Motion carried.

Commission Committee Reports

Personnel Committee

Commissioner Angland updated the commission on discussions the committee have been working on, primarily a discussion related to organizational structure and the vacancies that continue. Hawkinson spoke about open job positions and the need to fill vacancies. HR Director Kris Schubert stated the process is to create job descriptions and then negotiate wages with the union and all of that is subject to approval from the commission.

Angland would like to meet collectively to identify open positions to be able to create job descriptions to be able to send to the union.

Finance/Operations Committee

Commissioner O'Day said nothing to report for this month's meeting.

Unfinished Business

Memo -See board packet.

Discussion included:

Czczok inquired about item C. Rewrite of Brainerd City Code Section 705. Asked if there was an update on this project and who makes final approval commission and or city council? Charlie Gammon Water/Wastewater Manager updated the council stating with the absence of the Utilities Director this item has been on pause and can resume moving forward for approvals

Matten inquired about A. Hydro Generation. What is the percentage that it is servicing?

Hawkinson stated if we break it down into rate classes of how many homes the hydro dam is serving, Residential is 17% this percentage changes monthly with temperatures and water flows.

Commercial is a lot bigger load.

Matten stated with the crypto usage and as we're moving forward are we billing appropriately and where we are for renewables? Hawkinson responded, saying he will work on getting a chart of something together for the commission to see and understand how this works but that the crypto customers are responsible for their renewable energy standard just as BPU is responsible for theirs. These standards are currently being met through purchase on the open market of the renewable energy credits.

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New Business

Discussion on Drop boxes use - *See board packet for agenda request.*

Finance Manager Danny Loch presented. Presentation included usage reports for locations and research from what other municipalities are doing similar in size throughout the state.

Motion by Commissioner Higgins and seconded by Commissioner O'Day to eliminate drop boxes at the Senior Center, Food Co-op, and Cub Foods locations after ninety days of notice is given. There was a unanimous roll call vote in favor of the motion. Motion carried.

Approve Hydrant Maintenance Agreement - *See board packet for agenda request.*

Operation Manager Trent Hawkinson presented.

Discussion included:

Czeczok asked what the process would look like if property owners chose not to participate in the easement agreement. Hawkinson stated that property owners may decline participation; however, in that case, BPU will provide them with the required maintenance standards. The property owners will then be responsible for performing the necessary maintenance and must submit annual maintenance records to BPU in order to remain connected to the public water system. Angland Inquired whether we are currently operating under an easement agreement. Hawkinson stated that, since these properties are 100% commercially owned from the water main onward, and if any water hydrants are connected to the service lines, BPU must ensure that these services are properly maintained. This is necessary both to support fire department access in the event of an emergency and to protect the integrity of the public water system.

Motion by Commissioner O'Day and seconded by Commissioner Matten to approve the contract as presented and review annually. There was a unanimous vote in favor of the motion. Motion carried.

Staff Reports

City Administrator Report – *see board packet for report.*

Additionally wanted to thank the Commission for attendance and contribution to the Joint meeting with the City Council earlier this week.

City Council Liaison Report Jeff Czeczok reported:

Thanked the commission for attending and having a discussion at the joint meeting with the City Council.

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

Manager's Reports

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

Loch presented some funding concerns for upcoming infrastructure projects and asked a meeting be scheduled with the finance/operations committee to discuss and pointed out that there may have to be some tough decisions made on the next budgeting cycle.

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

Trent Hawkinson reported:

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- Next commission meeting we should be able bring a red line contract regarding the weather radar with ClimaVision to get this project done in 2025.

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

Commission Members – Reports

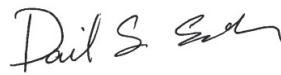
Commissioner Higgins – Would like to get the Wastewater Distribution lines separated out and back under the Commission. Czezok said he will try to get this item put on the City Council agenda.

Adjournment

Motion by Commissioner Matten and seconded by Commissioner O'Day to adjourn to the August 4th City council meeting, there was a unanimous vote in favor of the motion. Motion carried at 10:32 AM.



Mike England, Commission President



Danny Loch, Finance Manager/Secretary