



BRAINERD PUBLIC UTILITIES

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www.bpu.org

The regular meeting of the Brainerd Public Utilities Commission was held at the Brainerd City Council Chambers at 9:00 AM on August 26, 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

Business Office Supervisor

Recording Secretary

Billing Representative

Danny Loch

Trent Hawkinson

Charlie Gammon

Jana Pernula

Becky Ridlon

Kelly Dean

Others in Attendance

City of Brainerd Mayor

City Council Liaison

City Administrator

HR Director

Public Works Director

Community Development Director

Technology Director

Bolton & Menk

Citizen

Dave Badeaux

Jeff Czczok

Nick Broyles

Kris Schubert

Mike Habighorst

James Kramvik

Shawn Strong

Morgan Salo, PE

Brian Timmers

Commissioner Angland opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Motion by Commissioner Matten and seconded by Commissioner O'Day to approve the agenda, there was a unanimous voice vote in favor of the motion.

Approval of Consent Items

Motion by Commissioner Matten and seconded by Commissioner O'Day to approve the minutes from July 29th, 2025, regular monthly meeting, approve the bills, and approve Save the Date: Invitation to Commissioners/Council Members to attend MMUA's Governance in Action Training on January 23rd, 2026. There was a unanimous roll call vote in favor of the motion. Motion carried.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

August 26, 2025

Presentation of Tower Award

Mayor Badeaux presented Kelly Dean with the tower award and thanked her for her nearly twenty-eight years of service.

Public Forum

None

Commission Committee Reports

Personnel Committee

Commissioner Matten stated no meeting was held this last month.

Commissioner Angland asked if there were any other personnel items to discuss - Water/Wastewater Manager Charlie Gammon informed the commission that employee Eric Kline has submitted his resignation his last day will be September 19th. He also requested a meeting to discuss upcoming personnel changes with backfilling this position.

Finance/Operations Committee

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

Unfinished Business

Memo -See board packet. - See board packet for updates.

Discussion included:

Loch let the commission know about the reorganization of the Memo to reflect the areas that have received the most recent activity. Additionally, Loch reported the final update regarding the electric transmission service to Brainerd, moving the item from *Unfinished Business* to *Completed*. A response was received indicating that they are looking to move forward with either an interconnection study or further consideration of building capacity. Hawkinson noted that "the ball is in our court" if we wish to proceed by investing in the transmission study, this can be discussed in an operations committee meeting.

New Business

Credit Card Processing - See board packet for agenda request.

Discussion included:

Matten inquired whether the percentage rate is subject to increase annually. Loch clarified that the agreement is structured as a year-to-year term. Higgins expressed interest in proceeding with Tyler Payments for one year to evaluate the service, with the potential to pursue a 5-year contract, thereafter, based on performance and satisfaction. O'Day agreed with Higgins' approach.

Motion by Commissioner Higgins and seconded by Commissioner O'Day to approve Tyler payments for a year contract. There was a unanimous roll call vote in favor of the motion. Motion carried.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

August 26, 2025

Discuss eReliability Report - *See board packet for agenda request.*

Discussion included:

Angland stated he appreciated seeing this report and will follow up with Hawkinson after meeting.

Matten asked if we could post this on the website, Hawkinson said he is more than happy to share this report.

Staff Reports

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

In addition, Broyles updated the commission about the charter commission meeting talked about charter chapter 5 section 4 looking to update language and looking to combine all sanitary within the same department, Charter commission is looking for staff to recommend some language and bring to the charter commission within thirty days.

City Council Liaison Report Jeff Czeczok reported:

Nothing to report

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

Commissioner Higgins asked whether we conduct exit interviews. Schubert responded that we don't always do them but have conducted them in the past for certain employees. Higgins requested that we conduct one for Eric Klein. Schubert said she will get it scheduled.

Manager's Reports

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

Danny Loch reported:

In addition to report rotary solar project final cost hasn't changed from when it was approved in July 2024. Finance committee will start to meet to talk about 2026 budget items.

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

Trent Hawkinson reported:

Washington street we had a water line leaking, our crew were out through the night last night making repairs.

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

Commission Members – Reports

Commissioner Matten extended a thank you to everyone from the city that attended the Housing summit on August 6th.

BRAINERD PUBLIC UTILITIES COMMISSION MEETING

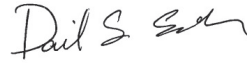
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Adjournment

Motion by Commissioner Matten and seconded by Commissioner O'Day to adjourn to the August 28th Joint Wastewater Management board meeting and the MN House Capitol Investment Committee presentation on September 23rd. There was a unanimous vote in favor of the motion. Motion carried at 9:32 AM.



Mike Angland, Commission President



Danny Loch, Finance Manager/Secretary