



# BRAINERD PUBLIC UTILITIES

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The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on December 23, 2025.

Commission President Angland 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

Public Utilities Director  
Finance Manager  
Operation Manager  
Water/Wastewater Manager

Paul Sandy  
Danny Loch  
Trent Hawkinson  
Charlie Gammon

### Others in Attendance

City Council Liaison  
City Administrator  
HR Director  
Public Works Director  
Citizen

Jeff Czczok  
Nick Broyles  
Kris Schubert  
Mike Habighorst  
Ken Heintzeman

Commissioner Angland opened the meeting with the Pledge of Allegiance.

### Approval of Agenda Items

**Motion by Commissioner Higgins and seconded by Commissioner Matten to approve the agenda. 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 November 25th, 2025, regular monthly meeting, current month’s bills, fee schedule for 2026, 2026 Commission regular meeting calendar, and approve increase in rates as approved at previous commission meeting. There was a unanimous roll call vote in favor of the motion. Motion carried.**

### Public Forum

None

## **BRAINERD PUBLIC UTILITIES COMMISSION MEETING**

**December 23, 2025**

### **Commission Committee Reports**

#### Personnel

Approve Water/Wastewater Operator Job Description and Recommend to City Council for Final Approval

*-See board packet for agenda request*

Public Utilities Director Paul Sandy presented.

Discussion included: City Council Liaison Czczok asked if this combined position is popular across the industry or if these positions stay separate. Water/Wastewater Manager Charlie Gammon said across the state he is seeing a lot of positions going to these combined hybrid positions.

Commissioner Matten noted that the job description requires both water and wastewater licenses. Current wastewater operators already hold these licenses and can transition easily into the role. Appreciation was expressed for staff pursuing additional permits, certifications, and education, and for leadership's encouragement of ongoing professional development, which supports the ability to fulfill dual roles effectively.

**Motion by Commissioner Matten and seconded by Commissioner Higgins to Approve Water/Wastewater Operator Job Description and Recommend to City Council for Final Approval. Motion Carried.**

#### Finance/Operations Committee

Commissioner Higgins stated they did have a meeting but nothing to report outside of what is on the agenda.

### **Unfinished Business**

Memo *-See board packet for updates.*

### **New Business**

Approve Bolton and Menk's Proposal for Design and Construction Engineering Services for the 2026 Lead Service Line Replacement Project-TH 210 and Northeast Brainerd. *See board packet for agenda request.*

Public Utilities Director Paul Sandy presented.

Discussion included: Commissioner Matten said approximately 1,046 service lines have been identified. This funding applies solely to 2026 and does not address service lines outside of those sections. What is future financing like for other areas? Sandy stated The Minnesota Department of Health has placed the city on its project priority list for service line replacements, with funding capped at approximately \$2.6 million per year due to similar needs statewide. This level of funding is expected to continue for the foreseeable future, depending on how long the funding stream lasts, the State has a goal of all replacements being completed by 2033. Projects will continue using a phased approach focused on areas with higher concentrations of service lines requiring replacement, allowing work to remain consolidated, and the goal is to replace roughly 120 to 150 service lines per year. Only property owners directly affected by a given project will receive project-specific notices, while separate annual notices are sent to all residents with known or unknown galvanized service lines, as required and certified to the Department of Health.

**BRAINERD PUBLIC UTILITIES COMMISSION MEETING**

**December 23, 2025**

**Motion by Commissioner Higgins and seconded by Commissioner O'Day to approve Bolton and Menk's Proposal for Design and Construction Engineering Services for the 2026 Lead Service Line Replacement Project-TH 210 and Northeast Brainerd. There was a unanimous vote in favor of the motion. Motion Carried.**

Approve Confidentiality Agreement with Eden Renewables, LLC for a Potential Solar Project  
Public Utilities Director Paul Sandy presented.

**Motion by Commissioner Matten and seconded by Commissioner O'Day to approve Confidentiality Agreement with Eden Renewables, LLC for a Potential Solar Project. There was a unanimous vote in favor of the motion. Motion carried.**

**Staff Reports**

City Administrator Report -see board packet for report.

In addition to the administrator's written report, Broyles stated the Charter commission met and will be having another meeting in January. He wished everyone a Merry Christmas and Happy New Year, and thanked Commissioner O'Day for the many years of service and hope he enjoys his retirement.

City Council Liaison Report

Czczok thanked commissioner O'Day and wished everyone a Merry Christmas.

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

Thanked commissioner O'Day and wished everyone a Merry Christmas.

Public Utilities Director Report – see board packet for report.

Staff were thanked for their quick response to recent water main breaks, including one that occurred on one of the coldest days of the year, and for successfully completing the repairs under difficult conditions. He wished everyone a Merry Christmas and Happy New Year.

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

Thanked Commissioner O'Day and wished everyone a Merry Christmas.

Operations Manager Report - see packet board for report.

Thanked Commissioner O'Day & HR Director Schubert and wished everyone a Merry Christmas.

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

Thanked Commissioner O'Day & HR Director Schubert and wished everyone a Merry Christmas.

**BRAINERD PUBLIC UTILITIES COMMISSION MEETING**

**December 23, 2025**

**Commission Members – Report**

Higgins Thanked Commissioner O’Day & HR Director Schubert for many years of service. Thanked staff for responding and fixing the water main so quickly.

O’Day stated he is looking forward to retirement.

Matten Thanked Commissioner O’Day & HR Director Schubert and wished everyone a Merry Christmas.

Angland Thanked Commissioner O’Day & HR Director Schubert and wished everyone a Merry Christmas.

**Adjournment**

**Motion by Commissioner Higgins and seconded by Commissioner Matten to adjourn to January upcoming Charter commission board Meeting. There was a unanimous vote in favor of the motion. Motion carried at 09:35 AM.**



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Mike Angland, Commission President



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Danny Loch, Finance Manager/Secretary