



BRAINERD PUBLIC UTILITIES

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Fees for Water Meters

BPU_POL_2003-05

Latest Revision/Effective Date: February 24, 2026

Original Adoption Date: December 23, 2003

I. Purpose

To define charges for residential meters for consistency and transparency.

II. Scope

This policy applies to all residential water customers.

III. Definitions

Water Meter: A device installed by BPU to measure and record the volume of water supplied to a residential or commercial property for billing purposes.

Residential Water Meter: A water meter installed at a single-family, duplex, or multi-family dwelling used primarily for domestic purposes.

Commercial Water Meter: A water meter installed at a property used for business, industrial, institutional, or non-residential purposes.

Meter Purchase Charge: The fee assessed to a customer for the initial purchase of a residential water meter, as required by policy.

Meter Replacement: The removal and installation of a new water meter due to damage, malfunction, freezing, or failure.

Broken Meter: A water meter that is damaged, inoperable, or unable to accurately measure water consumption due to mechanical failure, external impact, freezing, or other causes not attributable to normal wear.

Frozen Meter: A water meter that has sustained damage or operational impairment as a result of exposure to freezing temperatures.

Fee Schedule: The Commission-approved schedule of rates, fees, and charges applicable to utility services, meter purchases, and meter replacements.

Customer: The property owner or account holder responsible for payment of water service and applicable meter charges.

IV. Policy Statement

Effective January 1, 2004, Brainerd Public Utilities (BPU) will charge for all residential water meters. Meters must be purchased from BPU and BPU will own and maintain the water meter.

All commercial and residential water meters that are broken or frozen will be replaced and charged to the customer, per BPU's fee schedule.

V. Procedures

The Repair Office shall utilize City permitting records, customer requests, and contractor inquiries to identify new construction, new service installations, or other situations requiring the purchase and installation of a water meter. Upon determining that a meter is required, the Repair Office shall coordinate with Billing to ensure the meter is properly assigned to the appropriate customer account and that payment has been received or applied in accordance with established procedures.

VI. Roles and Responsibilities

Materials control will ensure the meters are accounted for, repair will notify the billing specialist for billing purposes and function.

VII. Compliance and References

None.

VIII. Associated Forms and Attachments

Service Application as applicable.

IX. Review and Update Schedule

This policy will be reviewed when the utility has a meter change.

Revision Dates: June 26, 2012, February 24, 2026

X. Approval and Authority

The Public Utilities Commission originally adopted this policy December 23, 2003.