PUBLIC UTILITIES COMMISSION AGENDA

City of Brainerd, Minnesota
BPU Service Center, 8027 Highland Scenic Rd, Commission Room
Tuesday, December 19, 2023 @ 9:00 AM

The public is invited to attend these meetings in person

1. **Call To Order**

2. **Roll Call**

   ___M. Angland ___T. Johnson___M. O'Day __D. Matten

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**
   NOTICE TO PUBLIC - all matters listed are considered routine by the Commission and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Commission votes on the motion to be ADOPTED BY ROLL CALL

   A. **Approval of Minutes for Regular Monthly Meeting of November 28, 2023**

   B. **Approval of Current Month's Bills**

   C. **Approval of Pay Request No. 2 Received from Minger Construction for $505,411.49 for Directional Drilling Forcemain River Crossing Project (see Attached Payment Application with Change Order 1 and 2).**

   D. **Approval of Magney Construction via SEH Pay Application No. 24 in the amount of $296,440.47.**

   E. **Approve 2024 Commission meeting dates**

6. **Public Forum**
   Time allocated for citizens to bring matters not on the agenda to the attention of the Commission - Time limits may be imposed

7. **Commission Committee Reports**

   A. **Personnel Committee**

   B. **Finance Committee**

8. **Unfinished Business**

A. **See Attached Separate Memos Regarding Update on Unfinished Business Items**

9. **New Business**

   A. **WAC Request for City Council**

   B. **Customer Credit Card Policy 2003-2**

   C. **Surplus Auction Items**

   D. **Ratify appointment of Commission Secretary**

   E. **Out of State Travel – IT Security Conference - 2 Employees**

10. **Staff Reports**
    (Verbal: Any Updates since Packet)

    A. **City Administrator Report**

    B. **Council Liaison Report**

    C. **Public Utilities Director Report**

    D. **Finance Manager**

    E. **HR Director Report**

    F. **Staff Reports**

11. **Commission Member Reports**
    Future Agenda Items

12. **Adjourn**

Visit Brainerd Public Utilities website at www.bpu.org

MISSION

"The mission of Brainerd Public Utilities is to provide safe, reliable, environmentally friendly electric, water and sewer services to our customers at the lowest reasonable cost."

BRAINERD PUBLIC UTILITIES
8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401
Business Office: 218.829.8726 ■ ***Repair Service:*** 218.829.2193
www.bpu.org

The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on November 28, 2023.

Commission Vice President Matten called the meeting to order at 9:00 AM.

Commission Roll Call

Mike Angland – Present	Mark O'Day – Present
Tad Johnson – Present	Dolly Matten – Present

Utility Staff Present

Public Utilities Director	Todd Wicklund
Operations Manager	Trent Hawkinson
Water/Wastewater Manager	Charlie Gammon
Finance Manager	Danny Loch
Business Office Supervisor	Jana Pernula
Recording Secretary	Mandy Selisker

Others in Attendance

Interim City Administrator	Patrick Wussow
HR Director	Kris Schubert
City Council Liaison	Jeff Czeczok
Bolton & Menk	Mac Graupman
Widseth	Bill Westerberg, PE
Sue Sterling	BPU Residential Customer

Commissioner Matten opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Motion by Commissioner O'Day and seconded by Commissioner Johnson 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 Angland to approve the minutes of the regular monthly meeting of October 31, 2023, approval of current month's bills and approval of Pay Request No. 1 received from Minger Construction for $538,587.35 for Directional Drilling Forcemain River Crossing Project. There was a unanimous roll call vote in favor of the motion. Motion carried.

Public Forum
Resident, Sue Sterling from 217 SW 4th Street, inquired on the status of the unfluorinated tap as discussed at the October 31st meeting and requested an update. Public Utilities Director Wicklund stated that BPU has reached out to the City Attorney with questions on liability and was awaiting a response. There is currently no further update. Resident Sterling asked if this means waiting another month before there is an update. Wicklund noted that no action can be taken by BPU staff and the Commission until the attorney's response is received. Sterling inquired if a stronger public opinion or presence would be beneficial. Commissioner Matten noted not, and that BPU needs a legal opinion and apologized for the delay. It was also noted that by Interim City Administrator Wussow that only City Staff can contact the City Attorney.

Commission Committee Reports
Personnel
None

Finance
Commissioner Angland reported that November 29th, the Finance Committee will be meeting to discuss the pursuing of grant opportunities.

Unfinished Business - *See board packet for staff memo.*
The following significant unfinished business items were noted:
Roberts Gravel Pit Purchase
BPU is currently waiting on response by City Attorney.

Unfluorinated Tap
BPU is waiting on the City Attorney's response before discussing further.

Schedule of Authority Roles of Commission and Council in Operation of BPU
No action has been taken on this yet. Wicklund noted he will work to try and begin in the next few weeks.

Development of Plan to be Carbon Free by 2040
Wicklund noted that one standard that is approaching soon is the Renewable Energy Standard (RES) requiring BPU to either generate or procure sufficient electricity generated by an eligible energy technology that is equivalent to at least 25% of total retail electric sales to retail customers by 2025. One way to meet the standard is by buying Renewable Energy Credits (REC's). BPU did sell some of the Airport Solar project prior to the law change. BPU is currently working with AEP on this and reviewing pricing to buy 15MW of capacity on an annual basis to put a cost value to this for future conversations with the Public Utilities Commission (PUC).

Commissioner O'Day inquired if AEP is subject to the 25% standard, and if so should not BPU be covered? Wicklund stated BPU has a market based energy agreement with AEP, which means the energy purchased by BPU could arrive from several sources within MISO, not just MN Power.

Commissioner Matten inquired what our current percentage is for renewables. Wicklund summarized that if Hydro was operating at full capacity and both the airport and current project behind the Wastewater Treatment plant were operating, BPU would be at approximately 16%. Commissioner Johnson inquired with BPU being at approximately 16%, where BPU is benchmarked with other municipal utilities.

City Liaison Czeczok inquired on consequences of not meeting this requirement, Wicklund noted that this has not be asked. Rules surrounding the law have not been set yet and are still being discussed.

Brainerd City Code Section 700 – Sewer Code

There was a language change related to delegation and MPCA stated that the revised Sewer Code is now in the 90-day public review. This allows BPU and the City of Brainerd to have authority if something happens in the City of Baxter or Brainerd that will be put into our system to allow Brainerd to deal with and address the Baxter issue and gives Water/Wastewater Manager Gammon authority to deal with the Baxter issues.

Water/Wastewater Manager Gammon noted that this is related to the significant users and materials that are hazardous to our facilities. Typically, a wastewater plant engineered over 5 million gallons a day is required to have a delegated pre-treatment program. Requirements apply to both Brainerd and Baxter cities. This helps to better maintain the discharge permit, communications and assess fines, if needed. Commissioner Matten inquired when the 90-day period is up and where the public would see this? Water/Wastewater Manager Gammon noted that the initial release came from the MPCA a couple weeks ago, but once the 90-day period is up, there is an additional 30 days to re-look at this before moving forward. The general public would see this on the MPCA's website. Several other parties also received copies such as the Mayor, Baxter Officials, and several Commissioners and City Staff.

City Liaison Czeczok inquired on the Joint Management Board that met in affiliation with this stating that current Interim City Administrator Wussow was the member from the Public Utilities Commission that served on this board and questioned who is going to take this place going forward. Wussow stated that he attended as the President of the Commission so it would be whomever the current chair is to be the representative on that board. It was also confirmed that no additional meetings were set until action is necessary. Water/Wastewater Manager Gammon will communicate when action is necessary.

Insurance Claims Related to August Boil Advisory

Adjusters' determination was that there was no liability of the City on Brainerd/BPU's part.

Lead Service Line (LSL) Inventory Assessment

BPU Staff are currently developing a plan to assess and inventory materials used on all water services within the City. Commissioner Matten inquired who will be collecting the data. Wicklund referenced that the information will likely be a joint effort of staff and BPU customers.

Operations Manager Hawkinson discussed that BPU's plan is to use the mapping software to house the information. Hawkinson stated that there are two separate material inventories that will need to happen. These inventories include from the water shutoff to the water main, to identify BPU's materials, and from the service line into the house on the customer side.

Commissioner Matten inquired if City Hall would have records of this from installation. Hawkinson, noted that technologies have drastically changed within the timeframe being reviewed and that older documents were handwritten and are hard to read due to their age.

Wellhead Protection Plan (WHP)

A meeting is scheduled for December 11th with MRWA to work on the next phase. Commissioner O'Day will be representing the Commission and Patrick Wussow as City Administrator.

Directional Drilling Forcemain River Crossing Project

Bill Westerberg, PE, Widseth, was present and provided an update.

Corrosion Control Plan to Minnesota Department of Health

There was a plan submitted in early November to the Minnesota Department of Health. Following this, letters in the form of a brochure were sent out to water service customers in Brainerd. An interview with the Brainerd Dispatch was held to help with communications and updates regarding this program. There is an upcoming interview scheduled with Lakeland Public Television. The addition of orthophosphate to the distribution water supply once the proper chlorine level is achieved throughout the system will aid the copper corrosion control issue. Work will continue over the next several months.

Other discussion included:

Commissioner Matten summarized that BPU currently has several topics that involve public education:

- Lead Service Lines
- Potential Continued Chlorination of our service
- Corrosion Control Plan

Matten expressed thanks to Water/Wastewater Manager Gammon for participating in the public interviews and to Theresa with the Brainerd Dispatch for being cognizant of the information being summarized in a way that it is meaningful to the everyday homeowner. Matten also reiterated that public education in any form needs to be all on current public facing topics rather than just one and encouraged BPU to continue to use those media resources of local new stations, newspapers, social media, and radio.

Commissioner O'Day inquired on the update of the Chlorination of the drinking water system. Gammon replied that BPU's distribution system has a different style system and can be difficult to get the water in certain places and paths. Additionally, the seasonal fluctuation of low water use can lead to difficulties as well. Gammon also noted that his goal is March of 2024 to attain a good residual in the dead-end areas.

New Business

Approval of 2024 Operating Budget and 2024 through 2028 Capital Budget

Finance Manager Danny Loch presented the 2024 Operating Budget. Highlights of the presented budget included:

Combined All Departments

- Projected actual total revenue for 2023 is $33.4 million. Budgeted revenue for 2023 is $36.4 million and the 2024 budget total revenue is projected to be $34.1 million which includes $3.6 million from industrial crypto mining customers.
- Projected actual total expenses for 2023 are $32.9 million of which the two largest items are purchased power of $15.3 million and depreciation of $5.0 million. Budgeted expenses for 2023 are $34.7 million of which the two largest items are purchased power of $17.7 million and depreciation of $5.0 million. Budgeted expenses for 2024 are projected to be $32.9 million with purchased power being $15.3 million and depreciation being $5.0 million.
- Projected actual change in net position for 2023 is $451,000 while budgeted amount was projected to be $1.7 million. The budgeted amount for 2024 is projected to be $1.2 million.

Interim City Administrator Wussow pointed out the cost of credit card transaction fees. Commissioner Matten mentioned that the City of Baxter requires ACH with no associated fee. Wicklund mentioned there was a meeting with Bremer Bank last week to start exploring options related to credit card fees. There will be an update at the next meeting.

Public Utilities Director Wicklund presented the 2024 – 2028 Capital Budgets. Highlights of the presented budget included:

Electric Distribution and Hydro Generation

- The total 2024 amount is $5,665,000, of which $2,220,000 is anticipated to be funded by Electric Revenue Bonds, $2,171,800 by operations, and $1,274,000 by cash reserves.
- The three largest projects for 2024 are installation of new turbine at hydro of $1.5 million, upgrade of three substations of $700,000, and system distribution transformers of $600,000.
- It should be noted there are significant lead times in getting delivery for many projects shown on the capital projects summary ranging from one to three years.

Water Department

- The total 2024 amount is $4,750,000 of which $2.7 million is anticipated to be funded by a direct grant received from the State, $1.3 million to be funded by G.O. Water Revenue Bonds, $694,000 by operations, and $56,000 by cash reserves.
- The three largest projects for 2024 are the start of construction of reclamation/backwash system improvements of $2.7 million, South Brainerd Street reconstruction projects of $1.3 million, and purchase of actuators of $165,000.
- For the years 2025-2028 there is approximately $4.9 million in additional Street Reclamation projects scheduled to be completed. It is anticipated the reclamation project will be completed in 2025 for $2.7 million.

Wastewater Treatment Department

- The total 2024 amount is $2,689,000 of which $500,000 is anticipated to be funded by G.O. Sewer Revenue Bonds, $1,714,000 by operations, $475,000 by cash reserves.

- The three largest projects for 2024 are the preliminary design for biosolids upgrade of $500,000, Main Lift and Pumping Station improvements of $691,000, and Wastewater Treatment Facilities improvements of $995,000.

Commissioner Johnson inquired on the Hydro turbine project costs, and Wicklund noted amounts included in the capital budget are preliminary amounts received from Barr Engineering.

Commissioner O'Day inquired that if current rates are only funding 1/3 of depreciation in the Water Department, do we need to look at a rate increase? Wicklund mentioned new water rates will go into effect in December, and a rate study will be done by UFS in the upcoming months.

Commissioner Johnson mentioned the following items:

- In past years there was an overview of the capital budget in addition to the memo which was helpful.
- Suggested graphs be added of capital expenditures year over year to see trends.
- Split the bonds and grants from the funding section at the bottom of the budget.
- Inquired on current state bonding priorities and if that was now the Biosolids upgrade. Wicklund noted that current requests are related to the drinking water and the wastewater was added about 2 years ago but has been on hold with current water department projects. Johnson noted that that both department projects should continue to be submitted to keep legislature aware.
- When adding back interest charges and subtracting debt service, it would be nice to see a cash flow statement; to compare capital improvements with operating budget.
- Expressed gratitude of reviewing street projects and planning accordingly.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to recommend to City Council the approval of the 2024 Operating Budget and 2024-2028 Capital Budget. There was a unanimous vote in favor of the motion. Motion carried.

Ratify Letter of Support to Region Five Development Commission for Local Energy Action Plan Technical Assistance Grant for BPU - *see board packet for drafted letter.*

Public Utilities Director Wicklund reviewed that BPU is working with Region 5 to help obtain a $50,000 grant to help use electric business more efficiently. Additional letters of support are in the process of being obtained. Future grants opportunities may be identified through this process. This letter would accompany the grant application.

Motion by Commissioner O'Day and seconded by Commissioner Johnson to ratify the letter of support to Region Five Development Commission for Local Energy Action Plan Technical Assistance Grant for BPU. There was a unanimous vote in favor of the motion. Motion carried.

Approval of Audit Services with CLA for 2023 - *see board packet for Statement of Work – Audit Services.*

Motion by Commissioner Johnson and seconded by Commissioner Angland to approve the Audit Services Agreement with CLA for 2023. There was a unanimous vote in favor of the motion. Motion carried.

City Administrator Report

Interim City Administrator Wussow reported on the following:

- As of Wednesday, the search for a City Administrator is back on.
- The Mayor is currently advertising for the open seat on the BPU Commission.
- New Christmas lights are up with BPU assisting.
- Friday, December 1st is the Christmas tree lighting at City Hall.

City Liaison Report

City Council Liaison Czeczok reported on the following:

- Capital Improvement Projects
    - There is a joint meeting on January 22nd, 2023, to discuss street projects with City Council and BPU Commission and staff. Czeczok encouraged staff to discuss the potential impact if aging infrastructure is not replaced to help encourage City Council to act on these projects.

Public Utility Director's Report

Wicklund noted that all his updates were in the previously presented documents.

Managers Reports

Operations Manager Hawkinson reported:

- Slowing down generation to deal with water levels. The flows at the Hydro facility are starting to slow with ice being created.
- November 14, 2023: there was a BPU water service line break.
- November 18, 2023: Vehicle accident involving a hydrant and a light pole – working on insurance claims for the infrastructure damage.
- November 24th and 26th, there were calls with leaks on the customer side to have water turned off for repairs.
- Electric Outages:
    - November 4, 2023: VFI failed causing an outage for about 380 meters for 3 hours
    - November 8, 2023: A Missed locate caused an outage for about 1 hour to the YMCA daycare project on Oak Street.
    - November 20, 2023: Buffalo Hills Substation, 162 meters out for 1 hour and 17 minutes. Troubleshooting narrowed it down to a potential tree service.
- Electric loads are starting to grow a little bit with some electric heat starting to be used and raising costs of natural gas.
- Training: Hawkinson and five other employees will be attending the MMUA Technical and Operations Conference next week in St. Cloud.

Water/Wastewater Manager Gammon reported:

- Water Production:
    - Communication Flyers went out as a new requirement from the Minnesota Department of Health.
    - Currently seeing lower water production of – under 1 million gallons per day.
- Lift Stations: replacement of rails and guides and in-house on-going maintenance.
- Wastewater Treatment Plant: Keeping up on maintenance.

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

Interim City Administrator Wussow added that with the hiring of Public Utilities Director Wicklund's replacement, that the BPU Commission will be a part of that interview process, the personnel committee will be involved in that process and part of the work group.

Commission Members – Future Agenda Items
None

Next Board meeting is scheduled for December 19, 2023.

Adjournment
Motion by Commissioner O'Day and seconded by Commissioner Johnson to adjourn the meeting. Motion carried at 10:23 AM.

_____
Dolly Matten, Commission Vice-President

_____
Danny Loch, Finance Manager

Brainerd Public Utilities, MN

Check Report

By Check Number

Date Range: 11/22/2023 - 12/13/2023

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
Bank Code: AP2-BREMER BANK							
00152	Truist Governmental Finance		12/01/2023	EFT	0.00	673,868.76	167
99230000940000...	Invoice	11/30/2023	LOAN #: 992300009400001 - ELEC REV REF...		0.00	673,868.76	
02002	CITY OF BAXTER		11/29/2023	Regular	0.00	966.32	81269
007335-000-11/1...	Invoice	11/29/2023	STORMWATER - ACCT# 007335-000		0.00	966.32	
10219	ENVIRONMENTAL SYSTEMS RESEARCH INSTITU		11/29/2023	Regular	0.00	12,109.85	81270
94585914	Invoice	11/29/2023	Online GIS User Annual Subscr. 01/19/24-...		0.00	809.85	
94586131	Invoice	11/29/2023	Enterprise Agree.-Software/Maint. 2/14/2...		0.00	11,300.00	
05597	LIFE INSURANCE COMPANY		11/29/2023	Regular	0.00	249.88	81271
AI960327-12/2023	Invoice	11/29/2023	ACCIDENT INS. COVERAGE: 12/2023 W/H:...		0.00	104.85	
CI960338-12/2023	Invoice	11/29/2023	CRITICAL ILL. COVERAGE:12/2023 W/H: 1...		0.00	125.25	
HC960740-12/20...	Invoice	11/29/2023	HOSPITAL INSURANCE: 12/2023 W/H: 12/...		0.00	19.78	
06085	Minger Construction Companies, Inc		11/29/2023	Regular	0.00	538,587.35	81272
10/30/23-PYMT #...	Invoice	11/29/2023	FORCEMAIN RIVER CROSSING: Payment A...		0.00	538,587.35	
05626	NICK LOCHNER		11/29/2023	Regular	0.00	19.00	81273
11/20/2023-CLAS...	Invoice	11/29/2023	Reimburse difference for Class A renewal		0.00	19.00	
07642	PITNEY BOWES BANK INC. PURCHASE POWER		11/29/2023	Regular	0.00	75.00	81274
11/16/23 STATE...	Invoice	11/29/2023	SUBSCRIPTION: 0041413034/ACCT#8000-...		0.00	75.00	
09566	UTILITY FINANCIAL SOLUTIONS, LLC		11/29/2023	Regular	0.00	10,750.00	81275
14873UFS	Invoice	11/29/2023	2022 COS FP & RATE STUDY		0.00	6,210.00	
9300UFS	Invoice	11/29/2023	2022 Opt'l Services: Interuptible Load Cust...		0.00	4,540.00	
00315	AMERICAN STEEL INC		12/08/2023	Regular	0.00	87.24	81291
118116	Invoice	12/08/2023	Channels - Alum.		0.00	87.24	
00340	ARAMARK UNIFORM SERVICES		12/08/2023	Regular	0.00	65.51	81292
2530210561	Invoice	12/08/2023	WORK UNIFORMS		0.00	31.74	
2530213068	Invoice	12/08/2023	WORK UNIFORMS		0.00	33.77	
00497	AUTO VALUE		12/08/2023	Regular	0.00	152.80	81293
17350101	Invoice	12/08/2023	SQUEEGEE HEAD/HANDLE		0.00	24.56	
17350548	Invoice	12/08/2023	FUEL LINE/NUT DRIVER/BLUBIRD		0.00	128.24	
00692	BATTERIES PLUS # 035		12/08/2023	Regular	0.00	189.99	81294
P67688798	Invoice	12/08/2023	12V 4D FLOODED 12		0.00	189.99	
00735	BEST OIL COMPANY		12/08/2023	Regular	0.00	4,091.11	81295
32818	Invoice	12/08/2023	DIESEL		0.00	543.75	
32819	Invoice	12/08/2023	GAS		0.00	702.00	
5369	Invoice	12/08/2023	GAS		0.00	301.47	
5370	Invoice	12/08/2023	DIESEL		0.00	623.00	
5401	Invoice	12/08/2023	GAS		0.00	620.14	
5402	Invoice	12/08/2023	DIESEL		0.00	356.00	
5403	Invoice	12/08/2023	DIESEL		0.00	944.75	
00825	BORDER STATES ELECTRIC		12/08/2023	Regular	0.00	979.95	81297
927410562	Invoice	12/08/2023	PUR - ELEC FLOOD LIGHT		0.00	278.51	
927410572	Invoice	12/08/2023	INV 350 MCM KIT PARTS		0.00	701.44	
03282	FERGUSON WATERWORKS #2518		12/08/2023	Regular	0.00	375.00	81299
0522603	Invoice	12/08/2023	PUR WATER TRIMBLE UNITY REMOTE SUB...		0.00	375.00	

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
04275	HOLDEN ELECTRIC CO., INC.		12/08/2023	Regular	0.00	23,724.25	81300
73791	Invoice	12/08/2023	PUR RE-PIPE WORK AND ELEC UPGRADES		0.00	23,724.25	
04613	JACO ANALYTICAL, INC.		12/08/2023	Regular	0.00	4,145.13	81301
38E90776	Invoice	12/08/2023	PUR SUB STATION TESTING		0.00	2,260.98	
38E90793	Invoice	12/08/2023	PUR SUB STATION TESTING		0.00	1,884.15	
08058	RESCO		12/08/2023	Regular	0.00	571.78	81304
3014133	Invoice	12/08/2023	INV METERBASES		0.00	571.78	
09214	THEIN WELL CO. INC.		12/08/2023	Regular	0.00	58,160.92	81307
8735	Invoice	12/08/2023	PUR THEIN WELL REPAIR PARTS WELL 7		0.00	58,160.92	
09651	VESSCO, INC.		12/08/2023	Regular	0.00	39,704.00	81308
092599	Invoice	12/08/2023	PUR SHELTER WORKS 4 C12 CYLINDER ST...		0.00	39,704.00	
09899	WESCO RECEIVABLES CORP		12/08/2023	Regular	0.00	35,768.00	81309
320669	Invoice	12/08/2023	INV NEW EPIC FIXTURE		0.00	5,542.00	
322525	Invoice	12/08/2023	INV BRECKENRIDGE AND POLES		0.00	30,226.00	
10140	Brainerd Lakes Regional Airport		12/11/2023	Regular	0.00	8,708.97	81310
11/21/23-CIP RE...	Invoice	12/11/2023	16384 AIRPORT RD-CIP REBATE-LIGHTING...		0.00	8,708.97	
01151	BRAINERD PUBLIC LIBRARY		12/11/2023	Regular	0.00	961.26	81311
11/11/23-CIP RE...	Invoice	12/11/2023	416 5TH ST SO-CIP REBATE-ENERGY EFF. L...		0.00	961.26	
02716	CROW WING COUNTY		12/11/2023	Regular	0.00	3,039.87	81313
11/22/23-CIP RE...	Invoice	12/11/2023	16589 CO RD 142-CIP REBATE-VFD MOTOR..		0.00	791.95	
11/22/23-CIP RE...	Invoice	12/11/2023	202 LAUREL ST-CIP REBATE-VFD MOTOR ...		0.00	2,247.92	
05009	ERIC KLEIN		12/11/2023	Regular	0.00	79.50	81314
11/24/23-SAFETY...	Invoice	12/11/2023	REIMBURSE SAFETY BOOTS @ 50%		0.00	79.50	
03321	FIRST IMPRESSION PRINTING		12/11/2023	Regular	0.00	1,253.80	81315
89518	Invoice	12/11/2023	BUSINESS CARDS: LOCH/LACHELT/STOCK		0.00	422.60	
89646	Invoice	12/11/2023	PRINTING/PUBLISHING FORMS: WATTS N...		0.00	831.20	
03699	GRAINGER		12/11/2023	Regular	0.00	1,004.84	81316
9911536770	Invoice	12/11/2023	PLEATED AIR FILTERS/SHIPPING BOXES		0.00	681.44	
9915182480	Invoice	12/11/2023	PLEATED AIR FILTERS		0.00	136.20	
9918619868	Invoice	12/11/2023	PLEATED AIR FILTERS		0.00	187.20	
05335	LAKES AREA MAT SERVICE II, INC		12/11/2023	Regular	0.00	94.38	81318
20231113	Invoice	12/11/2023	MAT/TOWEL SERVICE		0.00	47.19	
20231127	Invoice	12/11/2023	MAT/TOWEL SERVICE		0.00	47.19	
06181	MESERB		12/11/2023	Regular	0.00	150.00	81319
11/30/23-FALL C...	Invoice	12/11/2023	2023 MESERB FALL CONFERENCE - C. GA...		0.00	150.00	
06125	MINNESOTA DEPT OF COMMERCE		12/11/2023	Regular	0.00	3,957.43	81320
1000050789	Invoice	12/11/2023	Q3 2024 INDIRECT ASSESSMENT - #217		0.00	3,957.43	
06141	MINNESOTA DEPT OF HEALTH		12/11/2023	Regular	0.00	11,469.00	81321
1180002-Q4 2023	Invoice	12/11/2023	Q4 2023 WTR SUPPLY CONNECTION FEE - ...		0.00	11,469.00	
06266	MINNESOTA VALLEY		12/11/2023	Regular	0.00	2,041.60	81322
1227559	Invoice	12/11/2023	TESTING		0.00	462.00	
1227561	Invoice	12/11/2023	TESTING		0.00	341.00	
1227750	Invoice	12/11/2023	TESTING		0.00	83.60	
1228482	Invoice	12/11/2023	TESTING		0.00	1,155.00	
06268	MIXTURE WEB LLC		12/11/2023	Regular	0.00	640.00	81323
650239	Invoice	12/11/2023	WEBSITE SUPPORT / TRAINING: 11/2023		0.00	640.00	
06247	MN DEPARTMENT OF LABOR & INDUSTRY		12/11/2023	Regular	0.00	130.00	81324
ABR019491X	Invoice	12/11/2023	PRESSURE VESSEL/BOILER - 8027 HIGHLA...		0.00	30.00	

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
ABR0319436X	Invoice	12/11/2023	PRESSURE VESSEL/BOILER - 7933 HIGHLA...		0.00	70.00	
ABR0319488X	Invoice	12/11/2023	PRESSURE VESSEL - WTR TREATMENT PLA...		0.00	30.00	
06495	MP TECHNOLOGIES, LLC		12/11/2023	Regular	0.00	69,412.70	81325
14000173	Invoice	12/11/2023	2'' PIPE-11800 ST HWY 18/501 COLLEGE D...		0.00	59,508.00	
14000174	Invoice	12/11/2023	3'' pIPE - ADDT'L PIPE - 12034 OAKRIDGE ...		0.00	9,904.70	
06556	MPOWER TECHNOLOGIES, INC.		12/11/2023	Regular	0.00	5,115.00	81326
5510	Invoice	12/11/2023	MPOWER CUSTOMER SUPPORT SERVICES		0.00	5,115.00	
06790	NAPA AUTO PARTS BAXTER		12/11/2023	Regular	0.00	122.55	81327
655175	Invoice	12/11/2023	IDLER PULLEY		0.00	18.35	
660054	Invoice	12/11/2023	OIL FILTERS		0.00	34.50	
660933	Invoice	12/11/2023	OIL/FUEL/AIR FILTERS - FA #1267		0.00	69.70	
10222	NICK MOSER		12/11/2023	Regular	0.00	26.75	81328
L0057536731	Invoice	12/11/2023	REIMBURSE - CDL - PERMIT APPLICATION/...		0.00	26.75	
07335	OFFICE SHOP		12/11/2023	Regular	0.00	2,244.93	81330
1134134-0	Invoice	12/11/2023	OFFICE SUPPLIES: TONER		0.00	508.56	
1134177-0	Invoice	12/11/2023	OFFICE SUPPLIES: NAME PLATE/BLOCK		0.00	42.90	
1134260-0	Invoice	12/11/2023	OFFICE SUPPLIES		0.00	40.19	
1134260-1	Invoice	12/11/2023	OFFICE SUPPLIES: 10-KEY		0.00	171.78	
1134392-0	Invoice	12/11/2023	OFFICE SUPPLIES: CALENDARS		0.00	278.66	
1134392-1	Invoice	12/11/2023	OFFICE SUPPLIES: BINDERS		0.00	64.94	
1134392-2	Invoice	12/11/2023	OFFICE SUPPLIES: BINDERS		0.00	25.98	
1134392-3	Invoice	12/11/2023	OFFICE SUPPLIES: CALENDAR		0.00	29.26	
1134392-4	Invoice	12/11/2023	OFFICE SUPPLIES: CALENDARS		0.00	86.28	
1134392-5	Invoice	12/11/2023	OFFICE SUPPLIES: BINDERS		0.00	64.94	
1134392-6	Invoice	12/11/2023	OFFICE SUPPLIES: CALENDARS		0.00	146.28	
1135077-0	Invoice	12/11/2023	OFFICE SUPPLIES		0.00	73.59	
1135077-1	Invoice	12/11/2023	OFFICE SUPPLIES: TONER		0.00	711.57	
07339	ONLINE INFORMATION SERVICES, INC.		12/11/2023	Regular	0.00	207.20	81332
1225559	Invoice	12/11/2023	ONLINE UTILITY EXCHANGE REPORT: 11/2...		0.00	207.20	
10225	POMP'S TIRE SERVICE INC.		12/11/2023	Regular	0.00	2,674.89	81333
2280003040	Invoice	12/11/2023	TIRES - FA# 1036		0.00	1,251.18	
2280003108	Invoice	12/11/2023	TIRES - FA #3009		0.00	1,204.31	
2280003166	Invoice	12/11/2023	FLAT REPAIR/TUBE - FA # 4245		0.00	145.59	
2300003527	Invoice	12/11/2023	FLAT REPAIR/VALVE STEM/CAP - FA# 1041		0.00	73.81	
10144	RAMSTAD TECHNOLOGIES, INC		12/11/2023	Regular	0.00	1,442.00	81334
1608	Invoice	12/11/2023	FIBER TROUBLESHOOTING/SPLICING: 9/25...		0.00	1,442.00	
08410	SCR-NORTHERN		12/11/2023	Regular	0.00	2,942.71	81335
W47029	Invoice	12/11/2023	WTR PLANT/50 JENNY ST - CHEMICAL RO...		0.00	197.71	
W47478	Invoice	12/11/2023	WWT DIGESTER - LEL SENSORS/BUMP TEST		0.00	326.00	
W47481	Invoice	12/11/2023	WWT HEADWORKS - LEL SENSORS/BUMP ...		0.00	109.00	
W47619	Invoice	12/11/2023	SERVICE CTR: TECH. HEATING MAINTENA...		0.00	2,310.00	
07715	U.S. POSTAL SERVICE		12/11/2023	Regular	0.00	226.00	81336
12/2023-PO BOX ...	Invoice	12/11/2023	POST OFFICE BOX SERVICE FEE - BOX # 373...		0.00	226.00	
09728	WASTE PARTNERS		12/11/2023	Regular	0.00	1,572.81	81337
3BX00112	Invoice	12/11/2023	TRASH/RECYCLING SERVICE: ACCT#242053		0.00	1,572.81	
09996	ZIEGLER INC.		12/11/2023	Regular	0.00	109.08	81338
IN001259468	Invoice	12/11/2023	LENS - FA # 4238		0.00	109.08	
06171	MN DEPT OF REVENUE		11/29/2023	Bank Draft	0.00	118,941.00	DFT0000765
10/2023-SALES T...	Invoice	11/29/2023	SALES TAX DRAFT: 10/2023		0.00	118,941.00	
02825	MN DEPARTMENT OF COMMERCE		11/29/2023	Bank Draft	0.00	2,732.33	DFT0000766

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
MDOC00000017...	Invoice	11/29/2023	MN Unclaimed Property Program: 10/31/...		0.00	2,732.33	
01191	BREMER BANK - CC		11/29/2023	Bank Draft	0.00	5,352.97	DFT0000767
10/25/2023 CC S...	Invoice	11/29/2023	BREMER CC STATEMENT: 10/25/2023		0.00	5,352.97	

Bank Code AP2 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	91	45	0.00	850,400.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	127,026.30
EFT's	1	1	0.00	673,868.76
	95	**49**	**0.00**	**1,651,295.41**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	91	45	0.00	850,400.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	127,026.30
EFT's	1	1	0.00	673,868.76
	95	**49**	**0.00**	**1,651,295.41**

Fund Summary

Fund	Name	Period	Amount
9	POOLED CASH CONTROL	11/2023	689,783.70
9	POOLED CASH CONTROL	12/2023	961,511.71
			1,651,295.41

PARTIAL PAYMENT APPLICATION
NUMBER 2

Name of Contractor:	Minger Construction Companies, Inc. 620 Corporate Drive Jordan, MN 55352	
Name of Owner:	Brainerd Public Utilities 8027 Highland Scenic Drive Baxter, MN 56425	
Date of Completion: **Original:** See Agreement **Revised:**	**Amount of Contract:** **Original:** $1,727,164.08 **Revised:** $1,751,708.18	**Dates of Estimate:** **From:** 10/27/23 **To:** 12/8/23

Description of Project:

DIRECTIONAL DRILLING FORCEMAIN RIVER CROSSING

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
Plan	MOBILIZATION	1	LS	$135,000.00	$135,000.00	0.25	$33,750.00	0.75	$101,250.00
31 1100	CLEARING	0.9	AC	$5,500.00	$4,950.00	0.1	$550.00	0.9	$4,950.00
31 1100	GRUBBING	0.9	AC	$2,750.00	$2,475.00	0.1	$275.00	0.9	$2,475.00
02 4100	ABANDON EX MH 2-6	1	LS	$3,472.00	$3,472.00				
02 4100	ABANDON EX MH 2-7	1	LS	$3,472.00	$3,472.00				
02 4100	ABANDON EX VAULT MH-1	1	LS	$15,000.00	$15,000.00				
02 4100	ABANDON EX VAULT MH-2	1	LS	$24,250.00	$24,250.00				
02 4100	FLUSH EACH OF THE EXISTING 20" DIP FORCEMAIN	1	LS	$14,500.00	$14,500.00				
31 2200	EXCAVATION- COMMON	825	CY	$20.00	$16,500.00	200	$4,000.00	200	$4,000.00
31 2200	COMMON TOPSOIL BORROW	150	CY	$75.00	$11,250.00				
32 1216	BITUMINOUS PAVEMENT RESTORATION	1	LS	$24,480.00	$24,480.00				
32 1500	AGGREGATE SURFACED ROADWAY RESTORATION	1	LS	$3,460.00	$3,460.00				
33 3913	AIR RELEASE MANHOLE	1	EA	$94,770.00	$94,770.00	0.9	$85,293.00	0.9	$85,293.00
01 5526	TRAFFIC CONTROL	1	LS	$4,000.00	$4,000.00	0.25	$1,000.00	0.75	$3,000.00
01 5713	STABILIZED CONSTRUCTION EXIT	4	EA	$1,215.00	$4,860.00			2	$2,430.00
01 5713	SILT FENCE, TYPE MS	1500	LF	$4.45	$6,675.00			1529	$6,804.05
33 3123	CONNECT TO HDD PIPE	2	EA	$18,200.00	$36,400.00	2	$36,400.00	2	$36,400.00
33 3123	20" FORCEMAIN AND FITTINGS - EAST SIDE	1	LS	$128,500.00	$128,500.00	0.7	$89,950.00	0.7	$89,950.00
33 3111	30" GRAVITY PIPE AND MANHOLES - WEST SIDE	1	LS	$261,000.00	$261,000.00	0.85	$221,850.00	0.85	$221,850.00
33 7079	BYPASS PIPING, WET TAP, LINE STOPS - EAST VAULT	1	LS	$167,500.00	$167,500.00				
33 3123	CAP FORCEMAIN IN EAST VAULT	1	LS	$4,750.00	$4,750.00				
33 0597.16	TRACER WIRE SYSTEM	1	LS	$1,500.00	$1,500.00				
33 0507.13	FORCEMAIN(HORIZONTAL DIRECTIONAL DRILL)	1	LS	$688,000.00	$688,000.00	0.05	$34,400.00	0.75	$516,000.00
01 5713	SEDIMENT CONTROL LOG TYPE WOOD FIBER	1330	LF	$4.45	$5,918.50				
01 5713	TEMPORARY EROSION CONTROL	1	LS	$11,000.00	$11,000.00				
32 9219	HYDRAULIC BONDED FIBER MATRIX(3500 #/AC)	11130	LBS	$1.85	$20,590.50				
	LANDSCAPING- BAXTER	1	LS	$24,500.00	$24,500.00				
32 9219	SEEDING	3.18	AC	$556.00	$1,768.08				
32 9219	SEED MIX 25-131(220 #/Ac)	22	LBS	$4.50	$99.00				
32 9219	SEED MIX 34-371(12.5 #/Ac)	13	LBS	$90.00	$1,170.00				
32 9219	SEED MIX 36-311 (33.5 #/Ac)	44	LBS	$31.00	$1,364.00				
32 9219	SEED MIX TRAIL (35 #/Ac)	30	LBS	$133.00	$3,990.00				
	Helical Piling Installation	1	LS	$16,885.57	$16,885.57	1	$16,885.57	1	$16,885.57
	Raise Existing MH 2-5	1	LS	$7,658.53	$7,658.53	1	$7,658.53	1	$7,658.53
TOTAL:					**$1,751,708.18**		**$532,012.10**		**$1,098,946.15**

Notes:

	THIS PERIOD	TOTAL TO DATE	
AMOUNT EARNED	$532,012.10	$1,098,946.15	
AMOUNT RETAINED (5% OF THE AMOUNT EARNED TO DATE)	$26,600.61	$54,947.31	
PREVIOUS PAYMENTS		$538,587.35 ~~$0.00~~	WKW
AMOUNT DUE	$505,411.49	$1,043,998.84	

Estimated Percentage Completed: **62.7%**

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR : MINGER CONSTRUCTION COMPANIES, INC.

BY: Mike Urban Digitally signed by Mike Urban DN: C=US, E=Mikeu@mingerconst.com, O=Minger Construction Co, Inc., CN=Mike Urban Date: 2023.12.08 12:23:13-06'00'

Date: 12/8/23

ENGINEER'S CERTIFICATION:

The undersigned endorses that to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

ENGINEER: WIDSETH SMITH NOLTING & ASSOCIATES INC.

BY: William Westerberg, P.E.

Date: 12/11/23

APPROVED BY BRAINERD PUBLIC UTILITIES:

BY:

Todd Wicklund, Public Works Director

Date:

RECOMMENDED FOR APPROVAL BY BRAINERD PUBLIC UTILITIES

BY:

Date:

APPROVED BY :

BY:

Date:

CHANGE ORDER NO.: 1

Owner:	**Brainerd Public Utilities**	Owner's Project No.:	
Engineer:	**Widseth Smith Nolting & Assoc Inc.**	Engineer's Project No.:	**2022-11121**
Contractor:	Minger Construction Companies, Inc.	Contractor's Project No.:	
Project:	**Directional Drilling Forcemain River Crossing**		
Contract Name:	**Directional Drilling Forcemain River Crossing**		
Date Issued:	December 8, 2023	Effective Date of Change Order:	December 19, 2023

The Contract is modified as follows upon execution of this Change Order:

Description:

The existing soils under the air release manhole would not support the 72" diameter precast concrete structure. The ground water was higher than anticipated.

Helical piles were designed through the poor soils to suitable material. A concrete slab with rebar was designed and constructed on top of the helical piles. Together these items support the air release manhole.

Attachments:

Revised plan and profile of forcemain and air release manhole.
Helical Design
Design of Concrete Slab
Revised shop drawing of air release manhole
Minger Construction Quote

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 1,727,164.08	Original Contract Times: Substantial Completion: March 1, 2024 Ready for final payment: June 1, 2026
$	**[Increase] [Decrease]** from previously approved Change Orders No.1 to No. **[Number of previous Change Order]**: Substantial Completion: Ready for final payment:
Contract Price prior to this Change Order: $ 1,727,164.08	Contract Times prior to this Change Order: Substantial Completion: March 1, 2024 Ready for final payment: June 1, 2026
[Increase] ~~[Decrease]~~ this Change Order: $ 16,885.57	**[Increase] [Decrease]** this Change Order: Substantial Completion: Ready for final payment:
Contract Price incorporating this Change Order: $ 1,744,049.65	Contract Times with all approved Change Orders: Substantial Completion: March 1, 2024 Ready for final payment: June 1, 2026

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	Recommended by Engineer (if required)	Accepted by Contractor
By:		
Title:		
Date:		
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

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CHANGE ORDER NO.: 2

Owner:	**Brainerd Public Utilities**	Owner's Project No.:	
Engineer:	**Widseth Smith Nolting & Assoc Inc.**	Engineer's Project No.:	**2022-11121**
Contractor:	Minger Construction Companies, Inc.	Contractor's Project No.:	
Project:	**Directional Drilling Forcemain River Crossing**		
Contract Name:	**Directional Drilling Forcemain River Crossing**		
Date Issued:	December 7, 2023	Effective Date of Change Order:	December 19, 2023

The Contract is modified as follows upon execution of this Change Order:

Description:

Existing manhole 2-5 on the east side of Eagle Ridge Road in Baxter has been buried below grade since the manhole was set in 1980.

It is proposed to raise the top of casting to match the existing grade.

This will require salvaging the existing slab top, providing 60" diameter precast concrete barrel section with a 2' build, replacing slab top, providing new rings and casting, and providing one step inside the manhole.

Attachments:

Existing Topography sheet showing the location of Ex MH 2-5 highlighted in yellow
Minger Construction Quote

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 1,744,049.65	Original Contract Times: Substantial Completion: March 1, 2024 Ready for final payment: June 1, 2026
$	**[Increase] [Decrease]** from previously approved Change Orders No.1 to No. **[Number of previous Change Order]**: Substantial Completion: Ready for final payment:
Contract Price prior to this Change Order: $ 1,744,049.65	Contract Times prior to this Change Order: Substantial Completion: March 1, 2024 Ready for final payment: June 1, 2026
[Increase] ~~[Decrease]~~ this Change Order: $ 7,658.53	**[Increase] [Decrease]** this Change Order: Substantial Completion: Ready for final payment:
Contract Price incorporating this Change Order: $ 1,751,708.18	Contract Times with all approved Change Orders: Substantial Completion: March 1, 2024 Ready for final payment: June 1, 2026

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	Recommended by Engineer (if required)	
By:		Accepted by Contractor
Title:	Widseth Civil Engineer	
Date:	12/7/28	
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

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Contractor's Application For Payment No. 24

	Application Period: 10/1/2023 - 11/1/2023	Application Date: 10/31/2023
To (Owner): Brainerd Public Utilities	From (Contractor): Magney Construction, Inc.	Via (Engineer): Short Elliot Hendrickson Inc. (SEH)
Project: 2.0 MG Water Storage Tank	Contract: All Construction	
Owner's Contract No.:	Contractor's Project No.: 00578	Engineer's Project No.: BRDPU 157774

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
COR No. 02	$29,708.98	
COR No. 03	$3,572.47	
COR No. 04		$13,424.76
COR No. 05	$13,275.46	
COR No. 06		$15,742.00
COR No. 07		$24,914.18
TOTALS	$46,556.91	$54,080.94
NET CHANGE BY CHANGE ORDERS	-$7,524.03	

1.	**ORIGINAL CONTRACT PRICE**			$5,974,000.00
2.	**Net change by Change Orders**			-$7,524.03
3.	**CURRENT CONTRACT PRICE (Line 1 ± 2)**			$5,966,475.97
4.	**TOTAL COMPLETED AND STORED TO DATE**			
	(Column F on Progress Estimate)			$5,966,475.97
5.	**RETAINAGE:**			
a.	**$5,966,475.97**	**Work Completed**		$5,369.83
b.	**$0.00**	**Stored Materials**		$0.00
c.	**Total Retainage (Line 5a + Line 5b)**			$5,369.83
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**			$5,961,106.14
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**			$5,664,665.67
8.	**AMOUNT DUE THIS APPLICATION**			**$296,440.47**
9.	**BALANCE TO FINISH, PLUS RETAINAGE**			
	(Column G on Schedule of Values + Line 5c above)			$5,369.83

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:	Date:
	10/31/2023

Payment of: $296,440.47
(Line 8 or other - attach explanation of other amount)

is recommended by:
(Engineer) (Date)

Payment of: $296,440.47
(Line 8 or other - attach explanation of other amount)

is approved by:
(Brainerd Public Utilities) (Date)

Approved by:
Funding Agency (if applicable) (Date)

EJCDC No. C-620 (2002 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

Schedule of Values

Brainerd Public Utilities 2.0 MG Water Storage Tank

Payment Application No. 24

Date of Application: 10/31/2023

Work completed through: 11/1/2023

Item			C	D	E	F		G
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
006113	Bonding & Insurance	$56,200.00	$56,200.00			$56,200.00	100	$0.00
017113	Mobilization and General Conditions	$597,300.00	$596,300.00	$1,000.00		$597,300.00	100	$0.00
024119	Selective Demolition	$133,400.00	$133,400.00			$133,400.00	100	$0.00
024121	Water Tank Demolition	$150,750.00	$150,750.00			$150,750.00	100	$0.00
032000	Concrete Reinforcing	$714,300.00	$714,300.00			$714,300.00	100	$0.00
033000	Cast-In-Place Concrete	$2,345,000.00	$2,345,000.00			$2,345,000.00	100	$0.00
033510	Decorative Concrete Staining	$85,320.00	$83,000.00	$2,320.00		$85,320.00	100	$0.00
055000	Metal and FRP Fabrications	$123,250.00	$123,250.00			$123,250.00	100	$0.00
061000	Rough Carpentry	$19,130.00	$19,130.00			$19,130.00	100	$0.00
066000	PVC Liner Panel	$15,220.00	$15,220.00			$15,220.00	100	$0.00
072100	Thermal Insulation	$1,670.00	$1,670.00			$1,670.00	100	$0.00
072129	Sprayed Insulation	$10,555.00	$10,555.00			$10,555.00	100	$0.00
076200	Sheet Metal Flashing and Trim	$35,310.00	$35,310.00			$35,310.00	100	$0.00
077233	Roof and Floor Hatches	$16,770.00	$16,770.00			$16,770.00	100	$0.00
079200	Joint Sealants	$3,250.00	$3,250.00			$3,250.00	100	$0.00
081600	Corrosion Resistant Doors and Frames & Hardware	$10,210.00	$10,210.00			$10,210.00	100	$0.00
099720	Coating Systems for Industrial Facilities	$39,980.00	$39,980.00			$39,980.00	100	$0.00
104400	Safety Specialties	$350.00	$0.00	$350.00		$350.00	100	$0.00
Division 22	Plumbing	$15,000.00	$15,000.00			$15,000.00	100	$0.00
Division 23	Heating, Ventilating and Air Conditioning	$8,500.00	$8,500.00			$8,500.00	100	$0.00
Division 26	Electrical	$37,300.00	$37,300.00			$37,300.00	100	$0.00
311100	Clearing & Grubbing	$17,700.00	$17,700.00			$17,700.00	100	$0.00
311315	Site Preparation	$25,000.00	$25,000.00			$25,000.00	100	$0.00
312210	Earthwork	$329,200.00	$329,200.00			$329,200.00	100	$0.00
315000	Ground Support Systems	$319,200.00	$319,200.00			$319,200.00	100	$0.00
321122	Aggregate Base	$22,700.00	$22,700.00			$22,700.00	100	$0.00
321216	Plant-Mixed Asphalt Pavement	$51,300.00	$51,300.00			$51,300.00	100	$0.00
329100	Topsoil Placement	$3,500.00	$3,500.00			$3,500.00	100	$0.00

Schedule of Values

Brainerd Public Utilities 2.0 MG Water Storage Tank
Payment Application No. 24

Date of Application: 10/31/2023
Work completed through: 11/1/2023

Item			C	D	E	F		G
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
329212	Establishing Turf and Controlling Erosion	$13,600.00	$13,600.00			$13,600.00	100	$0.00
329300	Exterior Plants	$31,415.00	$31,415.00			$31,415.00	100	$0.00
331100	Water Distribution Systems	$423,320.00	$423,320.00			$423,320.00	100	$0.00
331630	Disinfection of Water Storage Facilities	$4,570.00	$4,570.00			$4,570.00	100	$0.00
334100	Storm Sewer Systems	$9,270.00	$9,270.00			$9,270.00	100	$0.00
334420	Manholes and Catch Basins	$17,240.00	$17,240.00			$17,240.00	100	$0.00
402310	Process Water and Waste Piping	$231,120.00	$231,120.00			$231,120.00	100	$0.00
402320	Process Piping Valves	$25,300.00	$25,300.00			$25,300.00	100	$0.00
402330	Process Piping Specialties	$4,500.00	$4,500.00			$4,500.00	100	$0.00
402340	Process Piping Hangers and Supports	$2,500.00	$2,500.00			$2,500.00	100	$0.00
402350	Process Piping Testing, Adjusting and Disinfection	$1,000.00	$1,000.00			$1,000.00	100	$0.00
409119	Instrumentation	$22,800.00	$22,800.00			$22,800.00	100	$0.00
COR No. 02	*30" Pipe & Fittings*	$29,708.98	$29,708.98			$29,708.98	100	$0.00
COR No. 03	*Demo Valve Vault*	$3,572.47	$3,572.47			$3,572.47	100	$0.00
COR No. 04	*Deleted Work Credit & FRP*	($13,424.76)	($13,424.76)			($13,424.76)	100	$0.00
COR No. 05	*New 16" Gate Valve*	$13,275.46	$13,275.46			$13,275.46	100	$0.00
COR No. 06	*Tank Coatings Credit*	($15,742.00)	($15,742.00)			($15,742.00)	100	$0.00
COR No. 07	*Paving Modifications*	($24,914.18)	($24,914.18)			($24,914.18)	100	$0.00
	Totals	$5,966,475.97	$5,962,805.97	$3,670.00	$0.00	$5,966,475.97	100.0%	$0.00

EJCDC No. C-620 (2002 Edition)
Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

BRAINERD PUBLIC UTILITIES
8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401
Business Office: 218.829.8726 ■ ***Repair Service:*** 218.829.2193
www.bpu.org

To: Brainerd Public Utilities Commission

From: Danny Loch

Date: December 13, 2023

Subject: 2024 Commission Meeting Dates

The following is the schedule of the tentative dates for the 2024 regular monthly meetings. The meetings are scheduled to start at 9:00 AM on the last Tuesday of each month unless otherwise noted.

January	30	July	30
February	27	August	27
March	26	September	24
April	30	October	29
May	28	November	26
June	25	December	31

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Brainerd Public Utilities
BPU Commission Unfinished Business
December 19, 2023

A. Roberts Gravel Pit Purchase (1/31/23)
Recommendation to proceed with eminent domain process approved by Brainerd Council has begun and the appraisers are evaluating the property.

B. Hydro Generation (1/31/23)
Barr Engineering continues work on designing different turbine options and final review by Commission is anticipated in Q1 of 2024.

C. Unfluoridated Tap at Water Plant (9/26/23)**
The unfluoridated tap located at the water plant remains closed until legal guidance is received from City Attorney regarding City's liability if tap is opened again for public to use. See attached attorney response.

D. Current Open Employment Positions at BPU
The following job descriptions were recommended by Commission to City Council for approval with date of recommendation included:
- Business Office Support Specialist (5/30/23)
- Facilities Custodian (5/30/23)
- Journeyman Electrician (7/25/23)

E. Organizational Restructuring (10/31/23)
Due to the restructuring and realignment of BPU positions it will be necessary to revise the following job descriptions:
- Water Plant Chief Operator
- Water Plant Operator
- Water Crew Chief
- Water Service Worker
- Maintenance Mechanic to Maintenance Lead
- Operations Manager
- Water/Wastewater Manager

F. Schedule of Authority Roles of Commission and Council in Operation of BPU (10/31/23)
The development of this schedule is in process.

G. Development of Plan to be Carbon Free by 2040 (10/31/23)
BPU is subject to the State's Renewable Energy Standard (RES). The RES will require BPU to either generate or procure sufficient electricity generated by an eligible energy technology (solar, wind, hydroelectric, or biomass) to retail customers of BPU that is equivalent to at least 25% of total retail electric sales to retail customers by 2025 and 55% by 2035. In addition to the RES BPU must generate

** Notes possible action items

or procure sufficient electricity generated from a carbon-free energy technology (technology that generates electricity without emitting carbon dioxide) that will be 100% by 2040.

H. Water Treatment Plant (WTP) Asset Inventory Prepared by Bolton & Menk (10/31/23)
Evaluation of Report indicates that many items included in report are long-range projects that will be discussed with Commission at a future date.

I. Brainerd City Code Section 700 – Sewer Code (3/28/23)
Reviewed by BPU Commission and recommended to Council for approval. Prior to final approval by Council the revised Code was sent to MPCA for possible revisions. The MPCA has stated the revised Sewer Code is now under public review for a 90-day period.

J. Rewrite of Brainerd City Code Section 705 – Water System (6/27/23)
The process of rewriting Section 705 has not yet started.

K. Lead Service Line (LSL) Inventory Assessment (9/26/23)
Work continues mapping of all water services within the City. Identification of types of materials used in water service lines along with inventory process is required to be completed and submitted to the Minnesota Department of Health before October 16, 2024.Total cost to replace on complete service line could cost as much as $44,000per service.

L. Wellhead Protection Plan (WHP) (7/25/23)
Continue to work with Minnesota Rural Water Association and Bolton & Menk on completing WHPP Part 2 Amendment by July 1, 2024.

M. Directional Drilling Forcemain River Crossing Project (10/31/23)
Final landscaping scheduled for the spring of 2024, forcemain has been in use since December 13.

N. Electric Transmission Service to Brainerd (1/31/23)
Continue to work on scheduling a meeting in Q1 of 2024 with Minnesota Power to discuss capacity constraints imposed on BPU by MP on transmission line serving Brainerd.

O. Crypto Mining Activity (7/1/22)
JFK current mining load is approximately 12 MWs with ramp up to 20 MWs in next few weeks. Plan to be at 25 MWs in early Q1 of 2024. VCV is in the process of designing building structure and their industrial location and actual load is still several months away.

P. Corrosion Control Plan to Minnesota Department of Health (10/31/23)
A plan was submitted to the Minnesota Department of Health by November 6, 2023, describing the intended plan for dealing with copper corrosion. BPU also send a brochure to all water customers describing important information about copper in drinking water as required by MDH by November 15, 2023.BPU is awaiting MDH approval of continued treatment plan.

Q. Proposal for Strategic Visioning and momentum Services (10/31/2023)
Work continues obtaining pricing from at least one other consulting firm in order to compare pricing received from Red Ribbon Consulting, LLC.

MEMORANDUM

RRM
Ratwik, Roszak & Maloney, P.A.

TO: Todd Wicklund, BPU

FROM: Joe Langel, City Attorney

DATE: December 7, 2023

RE: Public Access to Untreated Water

For many years, the City made water available to the public via a water tap that supplies water from the City's water system downstream of the filtration plant but before the water is treated. That means the water is filtered for iron and manganese but is not chlorinated or fluoridated. There is no backflow prevention on the tap to prevent a user from contaminating the water, and there is no way to guarantee that water in the reservoirs upstream from the tap is not contaminated in some manner when a person uses the tap. The tap is currently turned off. On behalf of the BPU Commission, you inquired about the propriety of turning the tap back on and allowing the public to access the free tap once again. The Department of Health is aware of the tap and advised against turning it on.

The tap is part of Brainerd's municipal water supply. Minnesota law requires fluoridation of municipal water supplies. *Minn. Stat. § 144.145.* Pursuant to that statute, cities are to "control the quantities of fluoride in the water so as to maintain a fluoride content prescribed by the state commissioner of health." The Department of Health promulgated a rule many years ago requiring a specific fluoride content, testing, sampling, etc. *Minn. R. 4720.0030.* The City fought the fluoride mandate for years and ultimately lost before Minnesota Supreme Court in 1976. *Minnesota Bd. of Health v. City of Brainerd, 241 N.W.2d 624 (1976).*

State law also requires that chlorine be used to disinfect the water supply. *Minn. R. 4720.3965.* Also, to further protect the water, no physical connection between the public water supply and any device is permitted unless protected by a backflow preventer. *Minn. R. 4720.0025.*

In its current location and configuration, the tap violates state law. Adding a backflow preventer would be relatively simple, but historically the primary point of the tap was to allow access to water without fluoride. Such access is not permitted in a municipal water system. Furthermore, it exposes the City to liability given that the reservoir water made available through the tap can be contaminated but is not disinfected. Knowing that this tap is prohibited by state law and may result in the release and consumption of contaminated water, it is not advised to turn the tap back on for access by the public.

Brainerd Public Utilities Commission (BPUC)
And
City of Brainerd
DRAFT Responsibilities and Authority Related to Operation of BPUC
As Defined in Chapter Six of City Charter

Item No.	DRAFT Role or Authority	BPUC	City of Brainerd
1	Control, Operate, and Manage the following Utilities of the City:		
	a. Water works system, including the filtration plant, water towers and distribution system	x	
	b. Wastewater system, including the wastewater treatment facility, force mains and lift stations	x	
	c. Gravity fed wastewater collection system		x
	d. Stormwater collection system		x
	e. Electric generation and distribution system	x	
2	Appoint from its members a President and Vice-President and Secretary who is not a member of the Commission	x	
3	Secretary will attend all meetings of the BPUC and keep a record of all proceedings	x	
4	Employ all necessary help for BPUC to properly perform its duties and approve all terms and conditions of employment		x
	a. Hiring BPUC staff		x
	b. Directing BPUC staff	x	
	c. Public Utilities Director reporting pertaining to:		
	1. Personnel matters		x
	2. Operation of utility other than personnel matters	x	
	d. Setting wages/correspondence with wage consultants		x
	e. Negotiating union contracts		x
	f. Reporting to regulatory agencies	x	
	g. Emergency response chain of command	x	
	h. Preparation of auditied financial statements	x	
5	Personnel for vacant positions may be recommended by BPUC to City Council		x
6	All BPUC personnel subject to City personnel policies		x

Item No.	DRAFT Role or Authority	BPUC	City of Brainerd
7	Power to fix all rates to be paid by consumers of water, wastewater and power, and to make and enforce such rules, regulations and penalties as they may deem proper to affect such collections and to protect all property and rights pertaining to BPUC	x	
8	Power to institute, prosecute and defend, in the name of the City, all actions deemed proper to carry out and enforce authority	x	
9	Acquired by purchase real estate or easements and condemnation proceedings and issuance of all debt issues		x
10	Extension of water or wastewater utility services beyond existing service territories which are defined as those areas of the City served by existing mains and laterals		x
11	Service lines from mains and laterals to customer structures may be extended under the sole authority of BPUC	x	
12	Extension of the electrical utility outside the service territory by contract with another utility		x
13	Service territory for the electric utility is established by the MN Public Utilities Commission. Extension of the electrical utility within the service territory, or any contract with another utility to provide power within the BPUC's service territory	x	
14	BPUC at first City Council meeting in December present an expenditure operating budget as well as five-year capital budget. Once approved in whole or or such part as may be approved by Council will constitute the authority for BPUC to make such expenditures, subject to the provisions of Charter.		x
15	Power to purchase and pay for all supplies necessary for the management of BPUC when approved by the Council either as a part of said budget or by resolution of Council authorizing same	x	
16	Power to purchase supplies and machinery in case of sudden and extraordinary injury to utilities, making such purchases and contracts necessary to repair the same	x	

Item No.	DRAFT Role or Authority	BPUC	City of Brainerd
17	BPUC Finance Director will keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of BPUC and will keep all BPUC funds in a bank designated by Council. All funds deposited in the name of BPUC and all investments are subject to state law and City Investment Policy.	x	
18	BPUC will make financial transfers to City amounts specified in BPUC's Policy 2003-01, as amended and approved by Council.	x	x

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www.bpu.org

To: Brainerd City Council

From: Brainerd Public Utilities Commission

Date: December 19, 2023

Re: Transfer of WAC Funds

The Commission is requesting that WAC funds currently being held by the City be transferred to the Commission by February 1, 2024, in order that these funds can be used to offset costs associated with the construction of the larger groundwater storage water tanks and related backwash tank. Phase 1 of the project consisted of the construction of two one-million-gallon ground storage tanks and demolition of the existing ground storage tanks. Phase 2 will consist of the construction of a new 500,000-gallon backwash/reclamation tank and the demolition of the existing backwash tank for an estimated cost of $5.4 million.

The projects are anticipated to be funded by a mixture of user charges, debt issuance, state bonding proceeds, and available WAC. The Phase 2 portion of the project is anticipated to be let out for bid in January with actual work starting on Phase 2 in July or August of 2024.

Thank you for considering this request.

Sincerely,

Dolly Matten
BPU Commission Vice-President

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Memorandum

To: Commissioners

From: Danny Loch

cc: Todd Wicklund, Jana Pernula

Date: December 19, 2023

Re: Credit Card Transaction Fee Policy 2003-2

In researching the question that was posed at the last commission meeting related to credit card transaction fees it was noted that the policy 2003-2 is outdated and not enforceable. See attached policy.

Staff and I are requesting guidance to determine a direction for an updated policy. I have noted that Tyler Technologies charges a flat $1.25/transaction that equates to approximately $53,000/year. These transaction fees originate from approximately 44% of the total customer base for BPU.

Additionally, Global Payments charges BPU a transaction fee based on a percentage of the total transaction amount charged. Total estimated costs through year end approximate $359,000. This is up compared to previous years. Total for 2022 and 2021 transaction fees from the credit card processer were $295,624 and $222,262, respectively. Total credit card transaction fee costs for BPU including Global Payments and Tyler Technology for the year ended December 2023 will approximate $412,000.

In conversations Jana and I have had with multiple utilities from the local area and greater Minnesota it was noted that half of the utilities absorb the fees and half pass them on to their customers. Depending on the direction of the commission additional research and communication with the credit card processor and changes to the present system would be required if we were to change how the transaction fees are being handled internally.

DEPARTMENT OF ADMINISTRATION
SURPLUS SERVICES

Online Auction Request

Online auctions run for 7 to 10 days. Each lot is run as a separate auction. Inspections will be done by appointment only. Please provide all the information below along with digital photos of the lots and copies of titles for all vehicles and trailers. **BIDDER PAYMENTS MUST BE A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO SURPLUS SERVICES.** Full payments must be sent to Surplus Services as soon as possible.

Contact information

Department/Agency:	BRAINERD PUBLIC UTILITIES		
Contact Name:	ANNMARIE LAMSER		
Address:	8027 HIGHLAND SCENIC RD, BAXTER, MN 56425		
Email:	ALAMSER@BPU.ORG		
Phone:	218-825-3233		
Item Location:	8027 HIGHLAND SCENIC RD, BAXTER, MN 56425		
Deposit Info Vendor Number:		Remittance Address:	8027 HIGHLAND SCENIC RD, BAXTER, MN 56425

Lot Information

Please review our website: www.MinnBid.org. Look over some of the past and current Online Auctions. This will give you and idea of what the information should be provided in the Remarks section.

LOT 1

Year		**Make**		**Model**	
VIN/Serial Number					
Mileage		**Condition**	FAIR	**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have	8' Steel flatbed off a 2015 GMC 2500 SRW Receiver comes with Had wood 2X6 bed Rusty in some spots				

LOT 2

Year		**Make**		**Model**	
VIN/Serial Number					
Mileage		**Condition**	New	**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have	25 – 8' 1" MAST ARMS ON PALLET. Stored outdoors 10+ years and never used. I believe they are aluminum but can't guarantee.				

LOT 3

Year		**Make**		**Model**	
VIN/Serial Number					
Mileage		**Condition**	used	**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have	Misc chain link fence with gate and posts. Rough guess is 200'.				

LOT 4

Year	2003	**Make**	Newman	**Model**	
VIN/Serial Number					
Mileage		**Condition**	Used	**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have	2003 Newman two place snowmobile trailer. Needs a new deck and tires. Jack wheel and hitch latch are broken.				

LOT 5

Year	1952	**Make**	Mccabe	**Model**	
VIN/Serial Number					
Mileage		**Condition**	Used	**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have	1952 Mccabe army surplus pole trailer with pintle eye hitch. Unused and stored outside 15+ years. May have unknown issues.				

BIDDER PAYMENTS MUST BE A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO SURPLUS SERVICES. Full payments must be sent to Surplus Services, 5420 Old Highway 8, Arden Hills, MN 55112 as soon as possible.

I certify that this is property owned by agency submitting this form and is not subject to any lien, restriction, or other encumbrance.

Authorized Signature _____ Title _____ Date _____

Surplus Services Use Only	
	Surplus Services Authorization

P42518

Scott
BODIES
BY TAFCO Blue Earth, MN
Serial No.

ALUMA

MINNESOTA
190-061
24

SEIBERLING

HR Director's Report to BPU Commission

December 15, 2023

Personnel:

Two BPU Department employees were off from work this past month for non-work-related medical issues. One of those employees was absent intermittently.

Hydro Operator/Mechanic Brad Holtz will be retiring as of December 31, 2023. We thank him for his service and wish him well in his retirement! After Brad's retirement, we will only have one full-time hydro operator.

The deadline to apply for our Journeyman Lineworker position was December 8th and we received 16 applications. We are currently reviewing the applications and hope to conduct interviews in the near future.

2023 wage grids for the new Facilities Custodian, Journeyman Electrician and Business Office Support Specialist positions were presented to the IBEW Public Utility Union on October 27th. To date, the Union has not accepted the proposed wage. After an agreement is reached with the union and approved by the City Council, we can start advertising for those positions. Please note we are holding union negotiations again today.

The HR Department has created a tentative hiring process schedule realizing that Public Utilities Director Wicklund plans to retire in May. Details will be shared with the Commission's Personnel Committee in the near future.

2023 Classification and Compensation Study:

We are hoping to wrap up the Job Evaluation Points Review Process appeal meetings early next week. The information will be submitted to Flaherty & Hood for their review and final determination. The finalized points need to be approved by the City Council on January 2, 2024, so we can resubmit our Pay Equity Report to the State.

Wellness Committee:

Thank you to all who participated in our Santa to a Senior event through Home Instead. Together we collected and donated approximately 50 gifts to be distributed to Seniors to help bring a little extra joy to their holiday season.

On December 13th, the Wellness Committee organized "A Christmas Dinner to Remember" featuring a traditional holiday meal prepared by The Green Lantern. The food and attendance was great with both sessions being full. In addition, there was a fun DYI ornament, goofy game, prizes and excellent social interaction. Many thanks to the Wellness Committee members for organizing another fun event for our Staff!

2024 Open Enrollment:

On December 4th, the City Council decided to continue its current wage and utilize our past benefit package for the Council and BPU Commission to encourage members to select a higher deductible plan. 2024 health insurance election forms were distributed to the BPU Commission members on December 6th with a December 15th deadline to submit their 2024 elections. A first reading of an ordinance is scheduled for December 18th to officially ratify the current wages for both the Council and Commission. The ordinance cleans up the Council's current wage language and officially sets the Commission's wage since we could not find Council minutes that officially approved the last BPU Commission wage adjustment that occurred in 1987.