



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, January 8, 2024 @ 6:00 PM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___K. Terry ___T. Stenglein ___G. Johnson ___J. Czczok ___M. O'Day ___K.
Stunek ___K. Bevans ___Mayor Badeaux

___M. Angland ___T. Johnson ___M. O'Day ___D. Matten

3. **Discussion Items**

A. **Public Utilities Director Succession Planning**

B. Discuss Roles and Responsibilities of City Council and City of Brainerd Public Utilities
Commission

C. **Discuss Coordination of Future Street Improvement Projects**

4. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"



City Council Agenda Request

MEETING DATE: January 8, 2024

TITLE OF ITEM: Public Utilities Director Succession Planning

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Patrick Wussow, Interim City
Administrator

DEPARTMENT: Administration

PRESENTER: Patrick Wussow, Interim City
Administrator, Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 15 minutes

SUMMARY OF ISSUE: On January 2, 2024, the City Council accepted with regret the retirement of Public Utilities Director Todd Wicklund. Mr. Wicklund's retirement will be effective May 3, 2024. The Council also approved moving the Joint City Council/City of Brainerd Public Utilities Commission meeting originally scheduled for January 22nd to January 8th to allow both groups to discuss succession planning and to keep the hiring process moving forward to backfill Mr. Wicklund's position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Interim City Administrator Wussow met with Staff to discuss the transition and the hiring process to backfill Mr. Wicklund's position. After Mr. Wicklund's retirement, it is recommended that the Public Utilities Director position be filled with an Assistant City Administrator position that will serve as the Department Head for the Public Utilities Department and oversee the Public Utilities Municipal Division Managers. Attached is a redlined Public Utilities Director job description noting the applicable changes along with the updated Assistant City Administrator job description for Council consideration. Todd Wicklund is not in favor of changing the position title or job description as proposed. In addition, please note that Section 6.01 of the Employee Policy Manual requires that "When hiring for BPU Department Heads, the City Council will establish a Work Group to oversee the hiring process and up to two representatives from the BPU Commission Personnel Committee will be included in said Work Group."

Staff also has concerns relative to Flaherty & Hood's recommended wage for the position. Mr. Wicklund's 2023 wage is \$79.85 per hour (Step 7). Flaherty and Hood's 2023 recommended hiring range is \$51.51 - \$57.18 per hour. The last attachment to this agenda item is a proposed modification for wages from the Flaherty and Hood's recommendation.

Finally, for your information we have attached a portion of the March 2023 Public Utilities Commission packet where the Public Utility commission reviewed the current job description and the Flaherty & Hood process.

RECOMMENDED ACTION/MOTION: 1. Determine the appropriate job title/position when backfilling Mr. Wicklund's position -- Options could be either the attached Assistant City Administrator position (a redlined and final version are attached) or the current Public Utilities Director job description that is also attached.

2. Approve the draft hiring process timeline as presented;

3. Consider a possible wage adjustment; and

4. Create the Assistant City Administrator Work Group to oversee the hiring process and to designate one or two Council members to serve on said Work Group.

FINANCIAL IMPACT: The Public Utilities Director position was included in the 2024 Public Utilities Department budget.

ASSISTANT CITY ADMINISTRATOR/PUBLIC UTILITIES PROPOSED HIRING TIMELINE

Task	Date	Action
Council Approval	1/2/2024	Accept with regret Todd's up coming retirement, authorize filling position as either new title, revised title, or existing title and authorize advertising.
Advertise Job Opening	1/8/2024 - 2/9/2024	Post to Neogov, LMC, JobsHQ, MMUA
Review Applications	2/12/2024 - 2/16/2024	Review applicants with work group.
Conduct Interviews	2/26/2024 - 3/1/2024	Schedule interviews with chosen candidates.
Conditional Job Offer	3/4/2024	Schedule drug/physical. Finalize start date.
Tentative Start Date	4/15/2024	



Public Utilities Director

Department: Brainerd Public Utilities (BPU)

FLSA Status: Exempt

General Definition of Work

Provides leadership and direction relating to the Brainerd Public Utilities (BPU) Department municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities. Requires a high degree of communication skills to establish and maintain a positive and productive work environment. Work is performed under the supervision of the City Administrator with oversight and guidance from the Brainerd Public Utilities Commission. Exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Supervises all BPU Department staff directly or indirectly through department supervisors including training, inspecting and assigning work, developing staff schedules, coaching, and counseling; conducts performance evaluations; disciplines when needed in accordance with City policies; oversees and/or participates in the selection of employees; recommends hiring and terminating personnel to the City Administrator with final determination by the City Council.
- Plans, organizes and administers the BPU Department to meet the goals and objectives established by the BPU Commission; confers with supervisors regarding work priorities, operating policies and problems, and field operation issues.
- Oversees the Department's operation including personnel, equipment, programs, methods and facilities to ensure BPU customers promptly receive reliable and efficient service.
- Performs administrative activities including capital budget preparation and report review with a basic understanding of utility accounting.
- Evaluates potential projects, programs, and services to determine feasibility and impact on utility operations and makes recommendations to Commission; Oversees cost-of-service and rate design studies for BPU.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Commission for approval.
- Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of the BPU Department.
- Negotiates long-term Purchase Power Agreements with power provider and service territory boundary agreements subject to Commission approval.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Provides information to State agencies and the public regarding utility operations; Has coordination responsibilities with supervisors, City staff, consultants, neighboring power and utility agencies, Township officials, County Engineer, Minnesota Department of Transportation Engineers, Minnesota Department of Health (MDH), Minnesota Public Utilities Commission (MPUC), and Minnesota Pollution Control Agency (MPCA) staff; Works with Federal Energy Regulatory Commission (FERC) on hydro dam license requirements.
- Maintains active membership in local, state, and national associations in order to remain current on issues and trends of the industry and improve effectiveness of the utility's management.
- Assists with bargaining unit agreement negotiations as needed.
- Attends and participates in all Commission meetings and other official meetings as needed.
- Performs other duties as assigned or when necessary.

Public Utilities Director

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Knowledge, Skills and Abilities

- Strong interpersonal, oral, and written communications skills.
- Ability to effectively formulate and execute Commission policies and programs to ensure successful and efficient operations that support strategic initiatives.
- Supervise staff and delegate work; Is a team builder with the ability to coach, mentor, and develop all direct reports.
- Strong knowledge of codes and regulations including Minnesota state rules and statutes, MPCA, MDH, MPUC, and FERC.
- Sound understanding of information technology and experience with appropriately investing in capital equipment.
- Proficient in the use of PC's and relevant business software.
- Strong leadership skills including problem solving and decision making.
- Fundamentals of electricity and electric substation operation.
- Maintenance and repair knowledge of hydraulic, mechanical and electrical systems.
- Methods, materials and equipment used in electrical underground and overhead construction, hydroelectric plant generation, water treatment and distribution, and wastewater treatment.
- Principles and practices of civil engineering; Basic understanding of GIS/AutoCad drafting software.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

- Bachelor's degree in public administration, business, engineering or an equivalent field.
- Five (5) years of senior level management municipal and/or utility related experience of which two (3) years of experience must be as a department manager or supervisor.
- An equivalent combination of education and experience may be considered as determined by the City Administrator.
- Valid MN driver's license.
- Utility supervisory experience is highly desirable.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration.

For the most part, work will be done in a typical office environment with ambient room temperatures, lighting and traditional office equipment. The noise level is usually moderate. The duties of this position may require occasional exposure to operations areas where personal protective equipment such as hard hats, safety glasses or hearing protection is required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: March 10, 2023



Public Utilities DirectorAssistant City Administrator/Public Utility

Department: Administration/Brainerd-Public Utilities-(BPU)

FLSA Status: Exempt

General Definition of Work

Provides leadership and direction relating to the Brainerd-Public Utilities (BPU)-Department municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities. Requires a high degree of communication skills to establish and maintain a positive and productive work environment. Work is performed under the supervision of the City Administrator with oversight and guidance from the Brainerd Public Utilities Commission. Exercises general and administrative supervision over all BPU-Public Utilities Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Supervises all BPU-Public Utilities Department staff directly or indirectly through department division managers supervisors including training, inspecting and assigning work, developing staff schedules, coaching, and counseling; conducts performance evaluations; disciplines when needed in accordance with City policies; oversees and/or participates in the selection of employees; recommends hiring and terminating personnel to the City Administrator with final determination by the City Council.
- Plans, organizes and administers directs, and evaluates the operation of the Public Utilities Department as directed by the City Administrator and City Council and to meet the goals and objectives established by the BPU -inCommission in all areas of responsibility including the business office, electric distribution, water production and distribution, wastewater treatment, and hydro-electric generation. the BPU Department as directed by the City Administrator and City Council and to meet the goals and objectives established by the BPU Commission.
- ; eConfers with supervisors division managers regarding work priorities, operating policies and problems, and field operation issues.
- Oversees the Department's operation including personnel, equipment, programs, methods and facilities to ensure BPU customers promptly receive reliable and efficient service.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Public Utilities Department staff, personnel policies and actions, -oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs; Oversees Department training program to ensure proper training and certification of departmental personnel.
- Performs administrative activities including capital budget preparation and report review with a basic understanding of utility accounting.
- Develops an annual budget and capital budget proposal; controls budgeted expenses for all divisions; Prepares, coordinates, and implements the 30-year Public Utility Department facility improvement plan including capital facility project planning with applicable division managers.
- Evaluates potential projects, programs, and services to determine feasibility and impact on utility operations and makes recommendations to Commission; Oversees cost-of-service and rate design studies for BPU.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Commission for approval.

- Assists the City Administrator to develop and issues administrative rules, policies and procedures necessary to ensure proper functioning of the BPU Public Utilities Department.
- Coordinates ~~long-term~~ Purchase Power Agreements with power provider and service territory boundary agreements subject to Commission approval.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Provides information to State agencies and the public regarding utility operations as directed by City Administrator which includes working with ; Has coordination responsibilities with the City Administrator, supervisors, municipal utility managers, City staff, consultants, neighboring power and utility agencies, Township officials, County Engineer, Minnesota Department of Transportation Engineers, Minnesota Department of Health (MDH), Minnesota Public Utilities Commission (MPUC), and Minnesota Pollution Control Agency (MPCA) staff; Works with Federal Energy Regulatory Commission (FERC) on hydro dam license requirements.
- Maintains active membership in local, state, and national associations in order to remain current on issues and trends of the industry and improve effectiveness of the utility's management.
- ~~Assists with bargaining unit agreement negotiations as needed.~~
- Attends and participates in all Commission and Council meetings ~~as and other official meetings as needed and/or directed.~~
- Performs other duties as assigned or when necessary.

Public Utilities Director Assistant City Administrator/Public Utility

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Knowledge, Skills and Abilities

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- Basic understanding of methods, materials and equipment used in electrical underground and overhead construction, hydroelectric plant generation, water treatment and distribution, and wastewater treatment including maintenance and repair of hydraulic, mechanical and electrical systems as well as fundamentals of electricity and electric substation operation.
- Basic understanding of the Pprinciples and practices of civil engineering; and ; ~~Basic understanding of~~ GIS/AutoCad drafting software.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

- Bachelor's degree in public administration, business, engineering or an equivalent field.
- ~~Five (5) years of senior level management municipal and/or utility related experience of which two (3) years of experience must be as a department manager or supervisor.~~
- Five (5) years of management and supervisory experience in a governmental agency or municipal utility.
- An equivalent combination of education and experience may be considered as determined by the City Administrator.
- Valid MN driver's license.
- Utility supervisory experience is highly desirable.

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Last Revised: ~~March 10~~December 28, 2023



Assistant City Administrator/Public Utility

Department: Administration/Public Utilities

FLSA Status: Exempt

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Assistant City Administrator/Public Utility

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- Basic understanding of the principles and practices of civil engineering; and GIS/AutoCad drafting software.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

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- An equivalent combination of education and experience may be considered as determined by the City Administrator.
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Last Revised: December 28, 2023

March 10, 2023

PUBLIC UTILITIES WORK GROUP REPORT

Present: Council Member Kara Terry, BPU Commissioners Dolly Matten and Mark O'Day, City Administrator Jennifer Bergman, HR Director Kris Schubert and HR Assistant Brittney Boser.

DISCUSSIONS/ACTIONS:

1. **Organizational Structure and Consider Flaherty & Hood's Recommendations** - The organizational structure of the Brainerd Public Utilities Department was discussed. After reviewing the recommendation from Flaherty & Hood, the Work Group believes that Brainerd Public Utilities Department should be under the direction of one Department Head. This position should be titled "Public Utilities Director". The Public Utilities Director will oversee the entire department including all division supervisors and employees.
2. **Public Utilities Director Job Description** – A draft Public Utilities Director job description was reviewed. Attached is the final version that the Work Group recommends for BPU Commission and Council consideration. Please note the Job Description will still be subject to review and may change in the near future as Flaherty and Hood will be recommending we utilize a new job description format template as part of its Classification and Compensation Study recommendations.
3. **Recommended Job Posting Process** – The Work Group recommends utilizing an internal-only process. Per our Employee Policy Manual, all positions must be posted for at least three working days; therefore, the recommendation was to post the Public Utilities Director position starting Wednesday, April 5 and through 4:30 pm on Monday, April 10th.

4. Proposed Public Utilities Director Promotional Process Schedule:

- a. **BPU Commission - March 28th meeting:** Review and recommend approval to the City Council of the attached Public Utilities Director job description and proposed internal-only job posting process as recommended by the Work Group.
- b. **City Council – April 3rd meeting:** Consider the Work Group and/or BPU Commission’s recommendation(s) as noted in 4a.
- c. **Internal Job Posting Timeframe:** April 5 – April 10.
- d. **Work Group Conduct Interviews – Proposed dates are April 14 or 17.**
- e. **BPU Commission – April 25th meeting** – Receive the Work Group’s promotional and next steps recommendations. Commission to provide recommendations to the City Council.
- f. **City Council – May 1st meeting** – Consider the Work Group and BPU Commission’s recommendations from 4e.

/ks

C: Public Utilities Director Job Description



Public Utilities Director

Department: Brainerd Public Utilities (BPU)

FLSA Status: Exempt

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Public Utilities Director

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Knowledge, Skills and Abilities

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Last Revised: March 10, 2023

February 27, 2023

BPU Commission Commissioners

VIA EMAIL

**Re: Interim Job Classification and Compensation Study Recommendations on
BPU Top-Level Organization**

Dear BPU Commissioners,

We are currently conducting a job classification and compensation study for the City of Brainerd (City). The City and Brainerd Public Utilities (BPU) Commission requested that we provide an interim recommendation on the reorganization of BPU's top-level employee(s) due to the upcoming retirement of the BPU Secretary/Finance Director. This correspondence constitutes our interim recommendations.

1. Background

Currently, the top job classifications for the BPU Department are as follows:

- Secretary/Finance Director
 - Responsible for guiding the financial and administrative functions for BPU.
 - Works under the administrative oversight of the Brainerd Public Utilities Commission (Commission).
 - Along with Superintendent, exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.
- Superintendent Of Utilities
 - Provides leadership and direction in matters relating to the construction, operation, maintenance and repair of the municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities.
 - Works under the administrative oversight of the Brainerd Public Utilities Commission (Commission).
 - Along with BPU Secretary/Finance Director, exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.

Organizational and structural changes were made to BPU by and through the amendment to the City Charter that became effective in January 2022.

Flaherty and Hood, P.A. reviewed documentation, analysis, and feedback from City administration and considered industry practices for municipal utility departments and City-wide department structures and job classifications (i.e., titles). Flaherty and Hood, P.A. did not consider nor is making any recommendations related to individual employees.

2. Recommendations

Based on the above-background, Flaherty and Hood, P.A. recommends to reorganize BPU's top-level job classifications, in summary, as follows:

- A. Replace the Superintendent of Utilities job classification with Public Utilities Director job classification:
 - i. This job classification would be directly supervised by the City Administrator with oversight and guidance from the BPU Commission
 - ii. This job classification would directly supervise the top job classifications in each Public Utilities division (Finance, Electric Operations, Water Operations, Wastewater Operations)
- B. Modify the Secretary/Finance Director job classification to be Finance Supervisor:
 - i. This job classification would be supervised by the Public Utilities Director
 - ii. This job classification would directly supervise finance and administrative job classifications
 - iii. This job classification would no longer supervise operational job classifications
- C. Further changes to BPU's organizational structure may arise from the results of Job Classification and Compensation Study.

Please contact us at (651) 225-8840 or via email at rtparker@flaherty-hood.com if you have any further questions related to this study.

We look forward to continuing to conduct the complete study for the City!

Very truly yours,

/s/
Brandon M. Fitzsimmons
Shareholder Attorney

/s/
Rachel T. Parker
Human Resource Analyst

Assistant City Administrator- PU
As of 1/2/2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant City Administrator								
FH - 12/31/2023	49.62	51.51	53.40	55.29	57.18	59.07	63.80	66.16
FH - Annualized	103,209	107,141	111,073	115,005	118,936	122,868	132,698	137,612
Proposed	54.58	56.66	58.74	60.82	62.90	64.98	70.18	72.78
Proposed Annualized	113,526	117,853	122,179	126,506	130,832	135,155	145,974	151,382

City Council Agenda Request

Summary of Issue: Job title and job description for Public Utilities Director position which will be open with the retirement of Todd Wicklund on May 3, 2024.

Alternative, Options, Effects on Others/Comments: A proposal was presented at the Council meeting of January 2, 2024, which would change the job title and job description of current BPU department head position of Public Utilities Director (PUD) to an Assistant City Administrator position along with changes to related job description (see attached redline version). Attached is memo prepared by Flaherty & Hood (FH) back on February 27, 2023, which was their recommendation regarding the reorganization of BPU based on City Charter amendment which became effective in January 2022. A key recommendation made by FH would be the creation of Public Utilities Director job classification.

This recommendation was followed up by a meeting of Public Utilities Work Group on March 10, 2023, (see attached memo) to review recommendation of FH related to the PUD position. This group reviewed a draft PUD job description for consideration and adoption by BPU Commission and City Council which occurred later in March. The PUD job description recommended by BPU Commission and approved by City Council in March 2023 is also attached.

It has only been nine months since the PUD position related job description was created.

The salary of the PUD position is also a concern. The recommendation of FH of a range of \$51.51 - \$57.18 is extremely low for this position and does not reflect market conditions for this type of position.

Recommendations:

1. Leave PUD job title and job description as they already exist. There have been no changes to this position since it was adopted back in March 2023.
2. Begin the hiring process as soon as possible for the PUD position since Todd Wicklund is retiring on May 3, 2024.
3. Determine a wage for the PUD position that reflects current market conditions. A 2023 salary survey by American Public Power Association (APPA) for public utilities located in North Central region of United States (62 responses) for the PUD or General Manager position indicates a median maximum salary of \$82.40 per hour. A similar 2023 salary survey by Minnesota Municipal Utilities Association (MMUA) (10 responses) indicates a median maximum salary of \$77.99 per hour.

Financial Impact: The PUD position is included in the 2024 BPU operating budget.



City Council Agenda Request

MEETING DATE: January 8, 2024

TITLE OF ITEM: Discuss Roles and Responsibilities of City Council and City of Brainerd Public Utilities Commission

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Patrick Wussow, Interim City Administrator

DEPARTMENT: Administration

PRESENTER: Patrick Wussow, Interim City Administrator

ESTIMATED TIME (MIN): Ten Minutes

SUMMARY OF ISSUE: In November 2023, the City of Brainerd Public Utilities Commission requested a joint meeting with the City Council to discuss utility and street projects and timelines in the City of Brainerd. Additionally, the Commission created a work group to discuss with the City Council the role of the City's Utility Commission that they also wish to discuss on January 8th. I have included a copy of a document that was present to the Commission at their December meeting. For added background, I have attached the related city charter and minutes from the joint meeting held between the City Council and the City of Brainerd Public Utilities Commission in June 2022.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT: NA

CHAPTER SIX

PUBLIC UTILITIES COMMISSION

1. The Public Utilities Commission shall control, operate and manage the following utilities of the City:
 - a. Water works system, including the filtration plant, water towers and distribution system.
 - b. Wastewater system, including the wastewater treatment facility, force mains and lift stations, but not including the gravity fed wastewater collection system, which is operated by the Public Works Department.
 - c. Electric generation and distribution system.
 - d. Except as provided above, all other public utilities that are hereafter owned by the City.
2. Such Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the Commission.
3. The Secretary of the Commission or his/her designee shall attend all meetings of the Commission and keep a record of all proceedings.

. The Secretary shall perform such other and further duties as may be prescribed or directed by said Commission.
4. The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City's personnel policies.
5. Subject to state law, the Commission shall have 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 the said departments.
6. The Public Utilities Commission shall have power to institute, prosecute and defend, in the name of the City of Brainerd, all actions which they may deem proper to carry out and enforce their authority as such board; but no real estate or easement shall be acquired by purchase or condemnation proceedings.

No water or wastewater utility listed in Paragraph 1 may be extended beyond the existing service territories unless the City Council shall so order the same by a

resolution passed by a majority vote of all its members. With respect to water and wastewater utilities, the "service territories" are defined as those areas of the City served by existing mains and laterals. Service lines from mains and laterals to customer structures may be extended under the sole authority of the Public Utilities Commission.

The service territory for the electrical utility is established by the Minnesota Public Utilities Commission. Any extension of the electrical utility outside the service territory by contract with another utility shall be approved by the City Council. Any extension of the electrical utility within the service territory, or any contract with another utility to provide power within the Commission's service territory, shall be approved by the Commission.

7. The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a five year capital improvement plan outlining anticipated future capital expenditures. The budget shall set forth all expenditures that can be anticipated for the operation of the Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for the Commission to make such expenditures, subject to the provisions of this Charter. The Commission shall have the power to purchase and pay for all supplies necessary for the management of said business, when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury to said plants, making such purchases and contracts necessary to repair the same.
8. The Commission's Finance Director shall keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of the Commission and shall receive and safely keep all funds belonging to the Commission in a bank or depository designated by the City Council. All funds shall be deposited in the name of the Commission, and all investments shall be subject to state law and the City of Brainerd Investment Policy. The Commission shall make financial transfers to the City in amounts as specified in Brainerd Public Utilities Policy 2003-01, as amended and approved by the City Council.

Pursuant to due call and notice thereof, the Joint Workshop of the Brainerd City Council and Public Utilities Commission was called to order at 5:00 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: Erickson, O'Day, Stunek, Johnson, Stenglein, and Bevans. Mayor Badeaux was noted as present at 5:11 p.m. Members of the Public Utilities Commission noted as present were Angland, Wussow, and Matten at 5:07 p.m. Also present were City Administrator Bergman, HR Director Schubert, Finance Director Hillman, BPU Superintendent Magnuson, BPU Finance Director Wicklund, and HR Assistant Boser.

Discussion on the Draft Employee Policy Manual

HR Director Schubert gave an overview of the reasoning for the review of the Employee Policy Manual. She stated that the Employee Policy Manual was adopted in 2019, staff began work to revise the manual due to employment law changes and the desire by Department Head for more input. The changes were put on hold to accommodate time for the Charter changes that affected the manual. HR Director Schubert reviewed the major changes to the Employee Policy Manual for discussion.

Council and Commission discussion took place around changing the responsibility of BPU Department Head performance reviews to the City Administrator.

Member O'Day clarified whether there were employment law concerns previous to the charter revision. He also stated that aside from having Jennifer present for BPU Department Head reviews with members of the Commission, the day-to-day work of the Commission will not change.

BPU Finance Director Wicklund stated that he does not agree with the need for the City Administrator to conduct BPU Department Head performance reviews because he speaks weekly with members of the Public Utilities Commission (PUC) and feels they know his position and it dilutes the responsibilities of the Commission.

City Administrator Bergman stated that consistency is important for uniformity across all City employees. She stated that with the Charter changes, the only duties of the Commission that changed are personnel, the Commission is still in charge of all of the utility decisions. These changes are also being proposed for pay equity across departments.

HR Director Schubert stated that the last two vacant Department Head positions have had a hiring committee for filling the position. Also with, employment law and changes over the past 10 years or so, having consistency across all employees is the best way to minimize the City's possible liability exposure.

Member Johnson stated that a compromise could be to define how the hiring committees for Department Heads are comprised to guarantee the Commission is a part of discussion.

HR Director Schubert inquired if the City should consider a Work From Home Policy in the Employee Policy Manual. She noted that job applicants and current employees have inquired about the possibility.

Member Johnson stated the Work From Home Option is very common now in the private sector and felt it should be included.

Review of the Contribution Policy Between City Council and Public Utilities Commission

BPU Finance Director Wicklund stated that with the addition of two crypto mining operations in the City, BPU will have a lot of cost to get the companies online. He proposes reducing the industrial rate per kilowatt hour (kWh) for these two projects that is contributed to the City. That rate can be reviewed in 18 months once more is known regarding the crypto mining. He proposes that the rate be reduced from .0030 to .00025 with a review of the policy at one year. This is not a rate drop for the customer, it is a reduction in the contribution from BPU to the City for utility costs.

Discussion on the Use of the Roberts Land

BPU Superintendent Magnuson stated that the Roberts land sale is not final, it is still in review by the attorneys. He also stated that a modern water plant may be needed in the future. The ideal spot for a new plant would be on the west edge of the property. He is requesting that the City hold off on making plans to develop the land until the review of the current water plant is complete.

Adjourn

The Chair adjourned the workshop at 6:06 P.M.

Jennifer Bergman
City Administrator

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 audited financial statements	x	
5	Personnel for vacant positions may be recommended by BPUC to City Council		x
	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

City Council Agenda Request

Summary of Issue: Development of better communication between City Council and BPU Commission, review of Chapter Six of the City Charter, the clarification of financial reporting of BPU, and other related matters related to communications and reporting.

Alternative, Options, Effects on Others/Comments: The following is list of some items that could be addressed in helping the communication between Council and BPU Commission:

1. Discussion of Responsibilities and Authority Related to Operation of BPU Commission as defined in Chapter Six of the City Charter (See Attached Draft).
2. Clarification of financial reporting of BPU in City's audited financial statements. The BPU Commission has always been a department of the City of Brainerd. Where some of the confusion comes in as to type of entity BPU is for audited financial statement purposes. In the past (prior to 2023), BPU has been treated as a discrete component unit of the City compared to being reported as a business-type activity within the audited financial statements of the City. Where BPU financial information is included in the City's audited financial statements does not change how Chapter Six of the Charter is followed and implemented. Several large municipal utilities such as Rochester, Owatonna, Hutchinson, to name a few, are treated as departments of their respective city and are treated as business-type activity within the city's audited financial statements. Each of these utilities continues to be managed by a separate Commission and has a General Manager or equivalent position.
3. Clarification of reasons why a separate audit is required of BPU rather than having one combined audit report for both the City and BPU. First being the size of BPU's operations compared to operations of the City. The second and most important reason has to do with debt service. Most of the debt obligations that BPU is responsible for require the pledging of the revenue of BPU to make the debt service payments. Bondholders and rating agencies want to know on an annual basis whether BPU Commission is reviewing utility rates on an annual basis to make sure there will sufficient resources available to make the bond payments and since the BPU Commission is responsible for utility rates for electric, water, and wastewater treatment, annual audited financial statements are required.
4. Consideration should be given to having monthly BPU board minutes once approved by the BPU Commission sent to Council as additional information to be included in council packet as BPU Commission Report.
5. For informational purposes only is the list of Unfinished Business items at were discussed by BPU Commission at the December 19th board meeting.
6. Discussion of the potential of implementing an annual partnership agreement between the City and BPU. Attached is a sample of how the City of Marshall and Marshall Municipal Utilities do this. Implementing a process like this would hopefully enhance communications between the City and BPU and help reduce potential misunderstandings.

Recommended Action: See comments above.

Financial Impact: None



City Council Agenda Request

MEETING DATE: January 8, 2024

TITLE OF ITEM: Discuss Coordination of Future Street Improvement Projects

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 15 Minutes

SUMMARY OF ISSUE: At the November 6th Council meeting, Council member Czeczok requested holding a special workshop between the City Council, the Public Utilities Commission, and pertinent staff to discuss all associated issues surrounding future streets and public utilities projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See attached memo.

RECOMMENDED ACTION/MOTION: Discussion Item.

FINANCIAL IMPACT: N/A



MEMO

TO: BRAINERD CITY COUNCIL & PUBLIC UTILITIES COMMISSION

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: JANUARY 8, 2024

SUBJECT: ASSOCIATED ISSUES WITH STREET AND UTILITY IMPROVEMENT PROJECTS

There are many facets and considerations that staff study as they plan and prepare a Capital Improvement Plan for street and utility improvements. Some of those considerations include, but are not limited to, funding levels, pavement age and condition, utility material, age, and condition, and adjacent construction projects. The Capital Improvement Plan (CIP) is a document designed to anticipate capital improvement expenditures and schedule them over a ten-year period so that they may be financed in the most efficient and cost-effective method possible.

FUNDING LEVELS

There are numerous ways to fund capital replacement and rehabilitation projects. The City has numerous funds in which they pay for capital improvement projects, and include the Construction Fund, Sanitary Sewer Fund, Storm Sewer Fund, Water Fund, and Municipal State Aid. Currently, the City levies approximately \$375,000 into the Construction Fund. The Sanitary Sewer Fund generates approximately \$850,000 of revenue every year while the Storm Sewer Fund generates approximately \$500,000 of revenue every year. For reconstruction or resurfacing projects, as these are projects that include costs assessed to adjacent property owners, the other funding sources for these projects include issuance of general obligation utility bonds or statute 429 bonds and tax assessments to property owners. The City is allocated approximately \$950,000 annually through Municipal State Aid funding.

While the revenues tell one portion of the story, the other consideration in these funds are the other operating expenses that are funded through those individual funds. When factoring out the operating expenses, there is approximately \$400,000 of Sanitary Sewer funding available annually towards capital improvement projects. For the Storm Sewer Fund, there is approximately \$250,000 of funding annually available to allocate towards similar projects. Under the current levy level, the City levies approximately \$600,000 towards the repayment of debt from the bond issuances. The State Aid funding is also split into two “buckets”. 25% of the allocation is assigned to maintenance of the State Aid system, while the other 75% (slightly over \$700,000 annually) is available for construction costs on improvements to designated State Aid streets.

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN

PAVEMENT CONSIDERATIONS

The City maintains over 80 miles of streets. About 20 miles of streets are State Aid eligible streets. To monitor pavement conditions, the City has performed condition analysis using staff assigning a rating (0 to 4) to each street. Staff and Council have recently discussed the possibility of hiring an outside vendor to automate this process using technology such as vehicles outfitted with pavement scanning equipment to measure pavement cracking and distresses. With these ratings, staff can better evaluate which streets are candidates for preservation treatments (such as chip seals), and which are deteriorated to the level requiring a major rehabilitation/resurfacing or reconstruction.

UTILITY CONSIDERATIONS

The City maintains over 75 miles of sanitary sewer pipe, not including an equally vast network of watermain. Most of the watermain is ductile iron. The sanitary sewer is split between vitrified clay and PVC. Staff continues to work on inventory of the utility systems including pipe material and condition.

When a street is planned for reconstruction, it is advantageous to replace aged or distressed utilities. As a rule of thumb, the benefit of replacing utilities when a road is reconstructed is that the work can be done ahead of road building and thus the utility replacement effort does not include the costs of the replacement of curb and pavement. In the past, scoping projects has been challenging as sometimes the decision to replace utilities was made late in the process or left in place altogether.

OTHER CONSIDERATIONS

Other considerations that staff takes into account when planning street and utility improvement projects include adjacent construction or detours, staff availability, future construction, business/resident access, and others. These factors can be variable on a case-by-case basis and considered during the planning process. For example, during the upcoming two years of construction on Highway 210/Washington Street, our CIP is identifying projects that are not adjacent to this area to ensure that businesses and residents will have not have alternative accesses due to Highway construction disturbed by local construction. Staff availability is also important to note as the City engineering staff is able to administer a certain level of construction due to the amount of daily, weekly, and monthly tasks required throughout the process. To program projects beyond that ability, requires the City to hire consulting engineering firms to assist with the effort which comes at a considerably higher cost.

STAFF COORDINATION

It is important that City staff continues to be coordinated during the planning process of the CIP. One effort that has been taken since Fall 2022 is that staff are holding bi-weekly coordination meetings to discuss current projects, upcoming projects, and other updates. These discussions help all staff understand where there are street and utility priority areas and concerns. This coordination, along with the aforementioned evaluations, help craft the priorities for the overall capital improvement plan.



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2024	24-01	2024 Seal Coat	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	24-02	2024 Crack Sealing	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	24-03	2024 Street Patching	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	24-04	2024 Street Striping	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024		2024 Street Scanning	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	22-08	South Brainerd Reconstruction Project	\$4,280,000	\$1,225,000	\$915,000	\$0	\$490,000	\$350,000	\$1,300,000	\$0	Paul Circle, Madison Street (6th to 7th), S. 7th Street (Madison to Paul), Paul Street (6th to 8th), S. 8th Street (Paul to Wright), Todd Street (7th to Bane Park), Vine Street (6th to 7th), S. 7th Street (Pine to Tamarac), Rosewood Street, Sycamore Street, Tamarack Street
2024		Evergreen/Bluff Resurfacing Project	\$143,956	\$11,968	\$71,978	\$60,010	\$0	\$0	\$0	\$0	Evergreen Avenue (N. 10th to 1st NE), Bluff Avenue (10th to Evergreen)
2024	21-15	Buffalo Hills Gully Erosion Project	\$1,300,000	\$0	\$0	\$0	\$0	\$395,000	\$0	\$905,000	MN Clean Water Fund Grant Award
2024		Laurel Street Bridge Repairs	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	
2024		2024 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	O Street/10th Avenue NE
2024		2024 Sanitary Sewer Replacement Project	\$302,000	\$0	\$0	\$0	\$302,000	\$0	\$0	\$0	
		TOTAL 2024	\$6,445,956	\$1,531,968	\$986,978	\$135,010	\$792,000	\$795,000	\$1,300,000	\$905,000	
2025	25-01	2025 Seal Coat	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-02	2025 Crack Sealing	\$37,500	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-03	2025 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-04	2025 Street Striping	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025		S. 6th/Willow Roundabout Project	\$1,326,061	\$0	\$38,495	\$315,545	\$53,893	\$91,139	\$76,990	\$750,000	HSIP Grant Award, Includes Willow Street Reconstruction from from 6th to 7th
2025		Beech/Oakridge Reconstruction Project	\$2,223,925	\$108,089	\$345,413	\$489,691	\$377,249	\$364,556	\$538,927	\$0	Beech Street (Oak to Oakridge), Oakridge Street (Beech to 28th)
2025		S. 10th/Wright Resurfacing Project	\$404,022	\$0	\$176,001	\$228,021	\$0	\$0	\$0	\$0	S. 10th Street (Wright to Industrial Park), Wright Street (6th to 13th) includes Realignment
2025		South Brainerd Resurfacing Project	\$513,541	\$256,771	\$256,771	\$0	\$0	\$0	\$0	\$0	Ridge Drive, Ridge Court, Aspen Court, Carol Lane, Crestview Lane (Buffalo Hills to Pineview), Norway Court, Pineview Drive, Belle Rae Circle, Woodcrest Road, Graydon Avenue (Buffalo Hills to Woodcrest)
2025		Hawkins Drive Resurfacing Project	\$67,140	\$33,570	\$33,570	\$0	\$0	\$0	\$0	\$0	
2025		2025 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2025	\$4,863,191	\$676,930	\$850,250	\$1,033,257	\$431,142	\$505,695	\$615,917	\$750,000	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2026	26-01	2026 Seal Coat	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-02	2026 Crack Sealing	\$37,500	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-03	2026 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-04	2026 Street Striping	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026		TH 210/Washington Street Reconstruction Project (MnDOT)	\$3,351,000	\$0	\$0	\$2,710,000	\$66,000	\$0	\$575,000	\$0	
2026		Southeast Brainerd Reconstruction Project	\$2,004,940	\$505,666	\$373,015	\$0	\$412,279	\$46,481	\$667,500	\$0	Maple Street (17th to 19th), Norwood Street (17th to 19th), 18th Street SE (Oak to Laurel), 19th Street SE (Oak to Laurel)
2026		South Brainerd Resurfacing Project	\$550,413	\$275,207	\$275,207	\$0	\$0	\$0	\$0	\$0	Spruce Drive, Birchridge Drive, Linden Lane, Graydon Avenue (Woodcrest to S. 6th), Hillcrest Drive
2026		Pine Street Resurfacing Project	\$169,793	\$84,897	\$84,897	\$0	\$0	\$0	\$0	\$0	Pine Street (14th to Walnut)
2026		Dal-Mar Resurfacing Project	\$106,970	\$53,485	\$53,485	\$0	\$0	\$0	\$0	\$0	Dal-Mar Drive from end of curb to dead end
2026		S. 11th Street Resurfacing Project	\$327,986	\$163,993	\$163,993	\$0	\$0	\$0	\$0	\$0	S. 11th Street (Industrial Park to Thiesse)
2026		2026 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2026	\$6,839,603	\$1,361,747	\$950,596	\$2,710,000	\$478,279	\$96,481	\$1,242,500	\$0	
2027	27-01	2027 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-02	2027 Crack Sealing	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	2027 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-04	2027 Street Striping	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$3,351,000	\$0	\$0	\$2,710,000	\$66,000	\$0	\$575,000	\$0	
2027		Northeast Brainerd Reconstruction Project	\$2,475,739	\$661,366	\$420,525	\$0	\$308,385	\$284,463	\$801,000	\$0	14th Avenue NE (L to O), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2027		2027 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$6,173,739	\$958,366	\$420,525	\$2,710,000	\$374,385	\$334,463	\$1,376,000	\$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2028	28-01	2028 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-02	2028 Crack Sealing	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-03	2028 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-04	2028 Street Striping	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028		Southeast Brainerd Reconstruction Project	\$3,142,214	\$1,068,198	\$612,765	\$0	\$257,361	\$386,870	\$817,020	\$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak)
2028		Northeast Brainerd Resurfacing Project	\$365,083	\$182,541	\$182,541	\$0	\$0	\$0	\$0	\$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
2028		2028 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$3,854,297	\$1,547,740	\$795,306	\$0	\$257,361	\$436,870	\$817,020	\$0	
		TOTALS 2024-2028	\$28,176,785	\$6,076,750	\$4,003,654	\$6,588,267	\$2,333,167	\$2,168,509	\$5,351,436	\$1,655,000	
		% PARTICIPATION	100.0%	21.6%	14.2%	23.4%	8.3%	7.7%	19.0%	5.9%	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2029	29-01	2029 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-02	2029 Crack Sealing	\$42,500	\$42,500	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-03	2029 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-04	2029 Street Striping	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		2029 Street Scanning	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		Oak Street Reconstruction	\$2,989,961	\$0	\$591,235	\$703,852	\$55,182	\$56,308	\$1,583,384	\$0	Oak Street (16th St SE to TH 18/25)
2029		Laurel Street Resurfacing Project	\$266,344	\$133,172	\$133,172	\$0	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
2029		Wright/Thiesse Extensions Resurfacing Project	\$632,153	\$316,076	\$316,076	\$0	\$0	\$0	\$0	\$0	Wright Street (13th to End), Thiesse Drive (West End to East End)
		TOTAL 2029	\$4,238,958	\$799,748	\$1,040,484	\$703,852	\$55,182	\$56,308	\$1,583,384	\$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2030	30-01	2030 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-02	2030 Crack Sealing	\$42,500	\$42,500	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-03	2030 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-04	2030 Street Striping	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030		Southeast Brainerd Reconstruction Project	\$3,959,405	\$1,037,263	\$595,019	\$0	\$684,272	\$452,812	\$1,190,038	\$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2030		15th Street SE Resurfacing Project	\$66,233	\$33,117	\$33,117	\$0	\$0	\$0	\$0	\$0	Oak Street to Maple Street
		TOTAL 2030	\$4,341,138	\$1,385,880	\$628,136	\$0	\$684,272	\$452,812	\$1,190,038	\$0	
2031	31-01	2031 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-02	2031 Crack Sealing	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-03	2031 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-04	2031 Street Striping	\$29,000	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		Pine/Quince Reconstruction Project	\$2,384,678	\$680,148	\$390,163	\$0	\$364,152	\$256,593	\$693,622	\$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
2031		Northeast Brainerd Reconstruction Project	\$2,721,062	\$755,720	\$433,514	\$0	\$546,228	\$205,275	\$780,325	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
		TOTAL 2031	\$5,439,740	\$1,769,869	\$823,677	\$0	\$910,379	\$461,868	\$1,473,948	\$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2032	32-01	2032 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-02	2032 Crack Sealing	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-03	2032 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-04	2032 Street Striping	\$29,000	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032		Southeast Brainerd Reconstruction Project	\$3,999,796	\$1,194,794	\$685,386	\$0	\$495,246	\$209,380	\$1,414,990	\$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
		TOTAL 2032	\$4,333,796	\$1,528,794	\$685,386	\$0	\$495,246	\$209,380	\$1,414,990	\$0	
2033	33-01	2033 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-02	2033 Crack Sealing	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-03	2033 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-04	2033 Street Striping	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033		Oak Street/TH 18/TH 25 Roundabout Project	\$1,075,000	\$0	\$0	\$1,000,000	\$0	\$0	\$75,000	\$0	
2033		Northeast Brainerd Reconstruction Project	\$3,245,329	\$943,502	\$541,234	\$0	\$599,867	\$213,568	\$947,159	\$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	
		TOTAL 2033	\$5,172,829	\$1,296,002	\$541,234	\$1,000,000	\$1,099,867	\$213,568	\$1,022,159	\$0	
		TOTALS 2029-2033	\$23,526,461	\$6,780,292	\$3,718,915	\$1,703,852	\$3,244,947	\$1,393,936	\$6,684,518	\$0	
		% PARTICIPATION	100.0%	28.8%	15.8%	7.2%	13.8%	5.9%	28.4%	0.0%	

		TOTALS 2024-2033	\$51,703,245	\$12,857,043	\$7,722,570	\$8,292,119	\$5,578,114	\$3,562,445	\$12,035,955	\$1,655,000	
		% PARTICIPATION	100.0%	24.9%	14.9%	16.0%	10.8%	6.9%	23.3%	3.2%	