PUBLIC UTILITIES COMMISSION AGENDA

City of Brainerd, Minnesota
BPU Service Center, 8027 Highland Scenic Rd, Commission Room
Tuesday, January 30, 2024 @ 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. **Election of 2024 Officers**
   Elected President to appoint committee positions.

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

6. **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**

   B. **Approval of Bills**

   C. **Approval of partial Pay App. #3 Minger Construction in the amount of $498,503.**

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

8. **Commission Committee Reports**

   A. **Personnel Committee**

   B. **Finance Committee**

9. **Unfinished Business**

   A. **See Attached Separate Memo Regarding Updates on Unfinished Business Items**

10. **New Business**

A. **Accept the Resignation of Water Plant Relief Operator Tanner Josephson**

B. **Approval of Engineering services RFP**

C. **Surplus Auction Items**

D. **Adopt Policy 2024-01 Frozen Water Lines**

E. **Wastewater Management Board Meeting**

F. **Office Closure - February 13 - Safety Meeting 9:30 - 2:30**

G. **Customer Communications**

H. **Alley Project - Joseph to Ronald street**

I. **Payment of Administrator Salary**

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

A. **City Administrator Report**

B. **Council Liaison Report**

C. **Public Utilities Director Report**

D. **Managers Reports**

E. **HR Director Report**

12. **Commission Member Reports**

13. **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 December 19, 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
Electric Distribution Supervisor	Mitch Lachelt
Recording Secretary	Mandy Selisker

Others in Attendance

Interim City Administrator	Patrick Wussow
HR Director	Kris Schubert
Bolton & Menk	Morgan Salo, PE
Widseth	Bill Westerberg, PE
Brainerd Dispatch	Theresa Bourke

Commissioner Matten opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the agenda. There was a unanimous roll call vote in favor of the motion. Motion carried.

Approval of Consent Items

Commissioner Matten requested item D be removed from the consent calendar to be discussed separate from the consent calendar and prior to public forum.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the minutes of the regular monthly meeting of November 28, 2023, approval of current month's bills, 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) and approval of 2024 Commission meeting dates. There was a unanimous roll call vote in favor of the motion. Motion carried.

Item D (from the consent calendar):
Approval of Magney Construction via SEH Pay Application No. 24 in the amount of $296,440.47 (see attached payment application).

- Commissioner Matten inquired on the retainage and if the credit for the previously billed staining has been credited back.
  - Public Utilities Director Wicklund discussed the staining was replaced with clear coat application which resulted in an approximate adjustment of $26,000 via a change order. Wicklund noted the actual cost of the staining was in the $50,000 range.

Motion by Commissioner O'Day and seconded by Commissioner Angland to approve Pay Request No. 24 received from Magney Construction for $296,440.47 (see attached payment application). There was a unanimous vote in favor of the motion. Motion carried.

Public Forum
None

Commission Committee Reports
Personnel
None
Finance
None

- Credit card transaction fees to be discussed under New Business.

Unfinished Business - *See board packet for staff memo.*
The following unfinished business items were noted and presented by Public Utilities Director Wicklund:

Unflorinated Tap
A memorandum from the City's Attorney was included in the packet with the response to the outstanding concern of the unfluorinated tap at the Water Plant recommending the tap remain off. Discussion included:

- Johnson noted that the memo does not address the option of a non-potable sign/designation that could potentially allow us to keep the tap available. Johnson noted the historical value and beneficial resource to those with private wells that are potentially needing clean water during times with their own well maintenance. Johnson also suggested looking into whether making the tap non-municipal would be an option.
- Wicklund noted that the signage option was brought up to Attorney as part of a verbal discussion although not specifically addressed in the memorandum provided.

Motion by Commissioner O'Day and seconded by Commissioner Angland to not turn the unfluorinated tap back on based on the City Attorney's recommendation. There was a vote with Matten, Angland and O'Day voting aye and Johnson voting nay. Motion carried.

Schedule of Authority Roles of Commission and Council in Operation of BPU

A draft document was included in the meeting packet to start identifying and provide discussion around roles and responsibilities of the City Council and BPU Commission.

- Johnson noted that for the upcoming joint meeting with City Council that this would be good to have on the agenda, with staff comments added that would help increase efficiency and make the operation of the utility more effective.

Development of Plan to be Carbon Free by 2040

Commissioner Angland provided an update on a recent grant submission.

- BPU staff along with Commissioners Angland and Johnson worked with BJ Allen, Region 5, to submit a communities Local Energy Action Program (LEAP) grant. April 24th is the notification date for those that will be receiving the grant.

Wellhead Protection Plan (WHP)

Ongoing meetings are taking place with Bolton & Menk and Minnesota Rural Water Association (MRWA). There are about 147 potential wells that are in the area that affects BPU's well field.

Directional Drilling Forcemain River Crossing Project

Bill Westerberg, PE, of Widseth, provided updates on the river crossing forcemain, noting that is in service and the old forcemain is in the process of being abandoned.

Crypto Mining Activity

- There is a call scheduled with VCV this afternoon. Indications are that they will be starting soon.
- JFK has been increasing load to 20MW with intent to be at 25MW for the 1st quarter of 2024. They have also been registering load on the MISO system.

New Business

WAC Request for City Council- *see board packet transfer request letter.*

Finance Manager Loch noted a signed official request from the BPU Commission was requested by City Finance Director Hillman to transfer the requested WAC funds.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the request for the transfer of WAC funds currently being held by the City to BPU by February 1, 2024. There was a unanimous vote in favor of the motion. Motion carried.

Customer Credit Card Policy 2003-2-*see board packet for staff memo.*

Finance Manager Loch presented the memo and summarized the current credit card transaction fees.

Commissioner Matten requested that BPU staff research and discuss further with the Finance committee to break the process down, analyze staff time and percentage of various payment methods and provide an update at next meeting with potential options to consider.

Surplus Auction Items - *see board packet for auction request.*
Loch presented the items that would be listed on the Online Auction with the Minnesota Department of Administration – Surplus Services that are no longer needed by BPU.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the surplus items presented to be sold on the Minnesota Department of Administration Surplus Services Auction. There was a unanimous vote in favor of the motion. Motion carried.

Ratify appointment of Commission Secretary

Motion by Commissioner O'Day and seconded by Commissioner Johnson to ratify Finance Manager Daniel Loch as the Commission Secretary. There was a unanimous vote in favor of the motion. Motion carried.

City Administrator Report
Interim City Administrator Wussow reported on the following:

- $25 million in federal grant funding was awarded for the Highway 210 project. Senator Klobuchar noted this in a press release. Requirements of funding to be coming. Wussow thanked Senator Klobuchar for her work on this project.
- Budget presentation for truth in taxation was held last week. A 6.24% increase was noted followed by a closed session to discuss union negotiations. At last night's City Council meeting, an 8% levy increase was approved to allow funds for union negotiations that wasn't previously budgeted.
- Wussow requested a meeting with the BPU Commission Personnel Committee to discuss the upcoming retirement of Wicklund. Wicklund has identified May 3rd as his upcoming retirement date and per the Personnel policy, this committee will be assisting in the interviews for the replacement of that position. Anticipating authorization to move forward will be given on either the January 2nd or 16th City Council meeting. The meeting with the Commission Personnel Committee is to occur prior to the City Council meeting.

City Liaison Report
Nothing to report.

Public Utility Director's Report
Wicklund reported on the following:

- BPU is working on a federal funded grant application that came through MMUA. Deadline is December 20, 2023. Several of BPU's projects may qualify.
- Commissioner Matten inquired on the status of automation at the Hydro Dam with the upcoming retirement of Brad Holtz and being down to one operator. Wicklund noted that in the short term, BPU will be utilizing an IBEW union employee to assist at the Hydro Dam. Commissioner Matten requested that the Automation of the Hydro Dam be added to unfinished business.

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

Managers Reports
Operations Manager Hawkinson reported on the following:

- Electric/Hydro:
  - Automation at hydro includes both water flow and governor controls. Equipment was supposed to arrive last week for gate controls but has been delayed but should arrive in the 1st quarter of 2024.
  - Automation of hydro generators themselves is an ongoing project with Barr Engineering which is not yet completed. Water controls are still currently being operated manually with 24-hour monitoring and staff working 12-hour shifts. After-hours monitoring is being done by Hawkinson currently.
  - Currently flows are currently at 2,000 cubic feet per second with generator 3 down for maintenance.
  - Operating west tainter gate remotely.
  - Annual reporting requirements are coming up with FERC in 1st quarter of 2024.
  - Electric Outages: on December 15, 2023: Arrestor failed in Baxter that caused a blink on the system. Equipment and system operated as intended.
  - Training: MMUA Technical and Operations Conference was attended by Hawkinson and five other employees in St. Cloud. Hawkinson mentioned it would be a good conference for Commissioners and City Council members in the future.

Commissioner Johnson inquired on the status of estimate from Barr Engineering on putting a generator in Pit 6. Hawkinson reported that pit 6 was modified during the AmJet project which requires additional engineering because of those modifications. The tailrace below is also needing additional maintenance and needs to be addressed before a generator is placed.

- Water Department:
  - The water main on Wright Street between 11th and 13th street was leaking as of this morning. This project did not make the City's Road project list this year due to lack of funding. The water crew will repair the saddles this week.

- Wastewater Solar Project:
  - All panels are up and functioning. BPU was working with the contractor on wiring, permits and interconnection process. The Metering cabinet and transformer are set and ready. The expectation is to have the project live by the end of 2023 or beginning of 2024.

Commissioner Matten is still interested in having a public-facing option to watch and see generations on our website. Hawkinson responded that this is still a goal, however the current option has a very engineered look and feel to it.

Water/Wastewater Manager Gammon reported:

- Water Production:
  - Automation is continuing to be worked on with water and wastewater.
  - Continued work with Fiber SCADA and security in house.
  - Integrator completed at the Water Treatment Plant.
  - The replacement of chemical tanks and pumps is being done in house.
  - Request for Proposals (RFP) for engineering of reclamation and back wash upgrade was held on December 15th and had a good response with seven to nine engineering companies interested.
- Wastewater:
  - River crossing forcemain went into service December 13th.
  - Generators were installed at SW 6th lift station and Riverside Booster station.
  - Filtrate system at Wastewater Treatment Plant had a break that has been repaired by BPU staff.

Commissioner O'Day inquired on the leak last fall on Linden Lane that was bypassed and if that is an upcoming project.

- Hawkinson explained the proximity of the sewer line and water line are extremely close in the high-water table. City crews are trying to get a camera in to get pictures for a better look at the condition of the sewer line. With the Roberts Gravel Pit project, the hopes would be to relocate that line in the future.

<u>Commission Members – Future Agenda Items</u>

Commissioner Angland reported:

- After the first of the year, looking for a presentation to the Eco Club at the High School with Hawkinson again. This could include an update on the solar project, site visit, and potential coverage by the Brainerd Dispatch.
- There is another opportunity for BPU to speak from a career standpoint, if Gammon, Hawkinson, or any others are interested it would be an opportunity for public outreach.
- Inquired on what is done for an employee's last day with upcoming retirement of Brad Holtz at the Hydro Dam. Hawkinson, responded that it can vary by the employee and what level of recognition they are comfortable with but at a minimum a cake and farewell.

Commissioner Matten reported:

- Staff did an excellent job on the notifications and website updates for the copper communications.
- Last update on the chlorination of the water distribution system was November 17th – Matten requested at least monthly updates be done even if the update is no changes and continuing to chlorinate.
- Acknowledged a City alert notification that was sent out to all residents with the option to sign up.
    - Business Office Supervisor Pernula noted that BPU only emergency notifications are currently being worked on though this same system.
    - Commissioner Matten expressed that if it can work through the same system rather than duplicating resources that would be great.
- Expressed gratitude to staff for taking pride in their work and it is appreciated.

Commissioners wished staff Merry Christmas and Happy New Year.

Next Board meeting is scheduled for January 30, 2024.

Adjournment

Motion by Commissioner Angland and seconded by Commissioner Johnson to adjourn to the January 22nd joint meeting of the BPU Commission and City Council. Motion carried at 10:31 AM.

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Dolly Matten, Commission Vice-President

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Danny Loch, Finance Manager/Secretary

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount / Payable Amount	Number
Bank Code: AP2-BREMER BANK							
00140	AEP ENERGY PARTNERS, INC.		12/18/2023	EFT	0.00	1,244,426.43	168
175-21466806	Invoice	12/15/2023	Invoice Period: 11/01/23 - 11/30/23		0.00	1,244,426.43	
10095	AEP ONSITE PARTNERS, LLC		12/18/2023	EFT	0.00	25,675.61	169
419-21466912	Invoice	12/15/2023	Invoice Period: 11/01/23-11/30/23		0.00	25,675.61	
00140	AEP ENERGY PARTNERS, INC.		01/18/2024	EFT	0.00	1,336,243.83	171
175-21471546	Invoice	12/31/2023	Invoice Period: 12/01/23 - 12/31/23		0.00	1,336,243.83	
10095	AEP ONSITE PARTNERS, LLC		01/18/2024	EFT	0.00	13,994.77	172
419-21471441	Invoice	12/31/2023	Invoice Period: 12/01/2023 - 12/31/2023		0.00	13,994.77	
00504	AUTOMATIC SYSTEMS CO		01/23/2024	EFT	0.00	71,849.00	173
040485	Invoice	12/31/2023	Screens Development for SCADA		0.00	51,849.00	
040678	Invoice	12/31/2023	Startup/Commissioning- L.S Program & AI		0.00	20,000.00	
00075	A W RESEARCH		12/14/2023	Regular	0.00	3,611.20	81339
60284	Invoice	12/14/2023	WWT TESTING		0.00	2,984.80	
60285	Invoice	12/14/2023	WTR TESTING		0.00	626.40	
00105	ACE HARDWARE-BRAINERD		12/14/2023	Regular	0.00	336.79	81340
319621	Invoice	12/14/2023	WALL THERMOMETER		0.00	23.99	
320272	Invoice	12/14/2023	BROOM/DUSTPAN		0.00	14.42	
320297	Invoice	12/14/2023	BRUSHES/DUSTER		0.00	30.76	
320326	Invoice	12/14/2023	CABLE TIES		0.00	22.10	
320334	Invoice	12/14/2023	BRUSHES/DUSTERS		0.00	47.10	
320366	Invoice	12/14/2023	SPRAY PAINT		0.00	6.72	
320411	Invoice	12/14/2023	BAIT NUGGETS/SAWZALL BLADES		0.00	87.26	
320444	Invoice	12/14/2023	MISC HARDWARE		0.00	28.46	
320464	Invoice	12/14/2023	PAINT/SUPPLIES		0.00	75.98	
00226	AMERICAN DOOR WORKS		12/14/2023	Regular	0.00	24.37	81341
03-013757	Invoice	12/14/2023	FLANGE BEARING - WASTE WATER		0.00	24.37	
00337	AMERICAN WELDING & GAS INC		12/14/2023	Regular	0.00	82.70	81342
09760950	Invoice	12/14/2023	CYLINDER RENTAL INVOICE		0.00	82.70	
00340	ARAMARK UNIFORM SERVICES		12/14/2023	Regular	0.00	33.67	81343
2530215567	Invoice	12/14/2023	WORK UNIFORMS		0.00	33.67	
00670	BARR ENGINEERING CO		12/14/2023	Regular	0.00	46,238.55	81344
23181016.06-22	Invoice	12/14/2023	WORK ORDER NO. 6-SUPPORT FOR HYDR		0.00	26,070.55	
23181016.07-1	Invoice	12/14/2023	HYDRO PROJECT PHASE II GENERATION ST		0.00	20,168.00	
00692	BATTERIES PLUS # 035		12/14/2023	Regular	0.00	79.96	81345
P67208762	Invoice	12/14/2023	INSPECTOR POCKET LIGHTS		0.00	79.96	
00706	BELL LUMBER & POLE COMPANY		12/14/2023	Regular	0.00	20,600.00	81346
INV-025973	Invoice	12/14/2023	INV EP0035 35' POLES		0.00	20,600.00	
00735	BEST OIL COMPANY		12/14/2023	Regular	0.00	1,339.00	81347
32954	Invoice	12/14/2023	DIESEL		0.00	735.00	
32955	Invoice	12/14/2023	GAS		0.00	604.00	
00820	BOLTON & MENK, INC.		12/14/2023	Regular	0.00	9,811.65	81348
0325805	Invoice	12/14/2023	WHPP PART 2 - 10/14/23-11/10/23		0.00	4,626.00	
0325807	Invoice	12/14/2023	WTP ASSET INVENTORY 10/14/23-11/10/		0.00	5,185.65	

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount (Payable)	Payable Amount	Discount Amount	Payment Amount	Number
00825	BORDER STATES ELECTRIC		12/14/2023	Regular			0.00	7,373.70	81349
927503502	Invoice	12/14/2023	INV EU3602 CAPS		0.00	4,826.70			
927503510	Invoice	12/14/2023	INV 35KV 600A PARTS FOR STOCK		0.00	2,547.00			
01402	BUILDERS FIRSTSOURCE		12/14/2023	Regular			0.00	20.81	81350
88257057	Invoice	12/14/2023	1 X 6 / SHIMS		0.00	20.81			
01805	CENTERPOINT ENERGY		12/14/2023	Regular			0.00	983.37	81351
8000014432-1-11	Invoice	12/14/2023	MONTHLY GAS BILL - WTR PROD/WTR DIS		0.00	983.37			
01837	CENTURYLINK		12/14/2023	Regular			0.00	483.73	81352
218Z01-0080497-	Invoice	12/14/2023	MONTHLY PHONE BILL: 12/2023		0.00	483.73			
01890	CHARTER COMMUNICATIONS		12/14/2023	Regular			0.00	39.47	81353
17559020112012	Invoice	12/14/2023	TV SERVICE: 12/2023		0.00	39.47			
02715	CROW WING COUNTY LANDFILL, LLC		12/14/2023	Regular			0.00	494.50	81354
194678	Invoice	12/14/2023	INDUSTRIAL WASTE LOOSE		0.00	161.25			
194694	Invoice	12/14/2023	INDUSTRIAL WASTE LOOSE		0.00	161.25			
194758	Invoice	12/14/2023	INDUSTRIAL WASTE LOOSE		0.00	172.00			
05009	ERIC KLEIN		12/15/2023	Regular			0.00	-104.70	81355
05009	ERIC KLEIN		12/14/2023	Regular			0.00	104.70	81355
12/12/23-SAFETY	Invoice	12/14/2023	REIMBURSE SAFETY BOOTS @ 50%		0.00	104.70			
03118	ESSENTIA HEALTH		12/14/2023	Regular			0.00	258.00	81356
8000007619-11/	Invoice	12/14/2023	OCC MED TESTING/PHYSICAL		0.00	258.00			
03275	FASTENAL COMPANY		12/14/2023	Regular			0.00	26.80	81357
MNBAX265122	Invoice	12/14/2023	FASTENAL - PARTS		0.00	26.80			
03687	GOODIN COMPANY		12/14/2023	Regular			0.00	380.53	81358
6651322+00	Invoice	12/14/2023	VALVES/GASKETS		0.00	380.53			
03695	GOPHER STATE ONE-CALL		12/14/2023	Regular			0.00	121.50	81359
3110110	Invoice	12/14/2023	GSOC TICKETS: 11/2023		0.00	121.50			
03790	GREENHECK AUTO GLASS INC.		12/14/2023	Regular			0.00	333.90	81360
32688	Invoice	12/14/2023	BACK WINDOW - GREEN TINT		0.00	333.90			
03915	HACH COMPANY		12/14/2023	Regular			0.00	424.78	81361
13834975	Invoice	12/14/2023	REFILL VIALS / CHLORINE		0.00	424.78			
04050	HAWKINS INC.		12/14/2023	Regular			0.00	5,540.71	81362
6638348	Invoice	12/14/2023	CHLORINE / SODIUM HYROXIDE / CYLIND		0.00	5,540.71			
09540	HD SUPPLY, INC.		12/14/2023	Regular			0.00	538.72	81363
INV00214073	Invoice	12/14/2023	KOP KIT / WRENCHES / COIL / WASH BOT		0.00	538.72			
04096	HENGEL READY MIX & CONST		12/14/2023	Regular			0.00	130.00	81364
227461	Invoice	12/14/2023	7 YARDS LANDFILL		0.00	70.00			
227642	Invoice	12/14/2023	6 YARDS LANDFILL		0.00	60.00			
10006	In Control, Inc.		12/14/2023	Regular			0.00	11,367.59	81365
S-INV01173	Invoice	12/14/2023	CHEMICAL MONITORING INTEGRATION		0.00	11,367.59			
04555	INTEGRATED PROTECTION SYSTEMS, INC.		12/14/2023	Regular			0.00	20,059.00	81366
81063	Invoice	12/14/2023	ANNUAL SERVICE AGREEMENT: CENTRAL		0.00	376.00			
81064	Invoice	12/14/2023	ANNUAL SERVICE AGREE: MAIN LIFT BUIL		0.00	915.00			
81065	Invoice	12/14/2023	ANNUAL SERVICE AGREEMENT: NISSWA E		0.00	232.00			
81066	Invoice	12/14/2023	ANNUAL SERVICE AGREE: SERVICE CTR/ Y		0.00	5,930.00			
81067	Invoice	12/14/2023	ANNUAL SERVICE AGREEMENT: WWTP /		0.00	5,519.00			
81068	Invoice	12/14/2023	ANNUAL SERVICE AGREE: EVERGREEN LIF		0.00	738.00			
81069	Invoice	12/14/2023	ANNUAL SERVICE AGREEMENT: SBR / YEA		0.00	2,308.00			
81070	Invoice	12/14/2023	ANNUAL SERVICE AGREEMENT: MAIN SU		0.00	461.71			

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount / Payable Amount	Number
81071	Invoice	12/14/2023	ANNUAL SERVICE AGREE: HYDRO / YEAR 2		0.00	3,579.29	
06201	MPCA		12/14/2023	Regular	0.00	1,370.00	81367
10000176437	Invoice	12/14/2023	WWT LAB CERTIFICATION RENEWAL		0.00	1,370.00	
06790	NAPA AUTO PARTS BAXTER		12/14/2023	Regular	0.00	172.50	81368
656135	Invoice	12/14/2023	MULTI PURPOSE CLEANER		0.00	172.50	
07110	NORTHERN SAFETY TECHNOLOGY, INC		12/14/2023	Regular	0.00	276.45	81370
56811	Invoice	12/14/2023	MINI CENTURY 11' AMBER MAGS		0.00	276.45	
07665	PITNEY BOWES GLOBAL FINANCIAL SERV. LLC		12/14/2023	Regular	0.00	1,557.06	81371
3106401783	Invoice	12/14/2023	CONTRACT: 0040216585 -POSTAGE MACH		0.00	1,557.06	
07641	PITNEY BOWES INC.		12/14/2023	Regular	0.00	351.38	81372
1024328196	Invoice	12/14/2023	OFFICE SUPPLIES/METER SUPPLIES		0.00	351.38	
08058	RESCO		12/14/2023	Regular	0.00	645.03	81373
3014911	Invoice	12/14/2023	INV ELEC METER BASE U2594-X/E2872-XT		0.00	645.03	
08380	SCHWEITZER ENGINEERING LABORITORIES, INC		12/14/2023	Regular	0.00	35,150.00	81374
60683	Invoice	12/14/2023	PUR HYDROGENERATOR RELAYING UPGR		0.00	35,150.00	
09200	TEREX GLOBAL GMBH		12/14/2023	Regular	0.00	67.69	81375
5004775509	Invoice	12/14/2023	BREATHER - FA# 1034		0.00	67.69	
09663	VIKING ELECTRIC SUPPLY, INC		12/14/2023	Regular	0.00	543.44	81376
S007489018.002	Invoice	12/14/2023	1/2 X CLOSE		0.00	11.23	
S007563795.001	Invoice	12/14/2023	PVC CONDUIT / CLAMPS/ ADAPTERS/ CO		0.00	79.61	
S007564604.001	Invoice	12/14/2023	LIQ CONN PUSH ON / CLAMP		0.00	278.02	
S007564604.002	Invoice	12/14/2023	REDUCER / POWER CORD		0.00	25.59	
S007564604.003	Invoice	12/14/2023	PVC ACCESS FITTING / REDUCER		0.00	12.68	
S007574002.001	Invoice	12/14/2023	PLASTIC END CAP		0.00	2.21	
S007582833.001	Invoice	12/14/2023	PVC ACCESS FITTING / CLAMP /ELBOW		0.00	26.01	
S007590734.001	Invoice	12/14/2023	120VAC		0.00	18.73	
S007590734.002	Invoice	12/14/2023	30AMP ENCLOSED RELAY DPST		0.00	89.36	
09899	WESCO RECEIVABLES CORP		12/14/2023	Regular	0.00	3,501.10	81377
330656	Invoice	12/14/2023	PUR 7X10 TRI WARNING LABEL		0.00	3,501.10	
09925	WEX HEALTH, INC		12/14/2023	Regular	0.00	27.50	81378
0001864008-IN	Invoice	12/14/2023	MONTHLY COBRA BILLING: 11/2023		0.00	27.50	
09948	WIDSETH SMITH NOLTING & ASSOC., INC		12/14/2023	Regular	0.00	46,047.21	81379
227305	Invoice	12/14/2023	DIRECTIONAL DRILLING FORCEMAIN: SVC		0.00	46,047.21	
10224	WSB & ASSOCIATES, INC.		12/14/2023	Regular	0.00	281.50	81380
R-022389-000-6	Invoice	12/14/2023	SCREENING/BLUFF SURVEY - WWTP SOLA		0.00	281.50	
10188	XTONA		12/14/2023	Regular	0.00	400.00	81381
10084	Invoice	12/14/2023	Monthly IT Billing: 12/2023		0.00	400.00	
05755	MAGNEY CONSTRUCTION, INC		12/20/2023	Regular	0.00	296,440.47	81400
00578-PYMT#24	Invoice	12/20/2023	PROJ. #00578/15774-WATER STORAGE TA		0.00	296,440.47	
06085	Minger Construction Companies, Inc		12/20/2023	Regular	0.00	505,411.49	81401
12/08/23-PYMT#	Invoice	12/20/2023	FORCEMAIN RIVER CROSSING: PYMT #2		0.00	505,411.49	
00825	BORDER STATES ELECTRIC		12/27/2023	Regular	0.00	10,745.41	81415
927560409	Invoice	12/27/2023	INV ELEC TOP TIES AND 35KV ELBOWS		0.00	10,432.80	
927560427	Invoice	12/27/2023	INV 35KV 600A ADAPTERS		0.00	312.61	
10216	ABIGAIL SOVA		12/28/2023	Regular	0.00	260.70	81416
12/11-12/14 TRA	Invoice	12/28/2023	REIMBURSE TRAVEL EXPENSES: MN GOVI		0.00	260.70	
00105	ACE HARDWARE-BRAINERD		12/28/2023	Regular	0.00	123.61	81417

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount (Payable)	Payable Amount	Discount Amount	Payment Amount	Number
320760	Invoice	12/28/2023	CABLE/ROBE CLIPS/SNAPS		0.00	79.88			
320814	Invoice	12/28/2023	PAINT SUPPLIES		0.00	43.73			
00340	ARAMARK UNIFORM SERVICES		12/28/2023	Regular			0.00	67.44	81418
2530218102	Invoice	12/28/2023	WORK UNIFORMS		0.00	33.77			
2530221029	Invoice	12/28/2023	WORK UNIFORMS		0.00	33.67			
00670	BARR ENGINEERING CO		12/28/2023	Regular			0.00	13,900.99	81419
23181016.06-23	Invoice	12/28/2023	WORK ORDER # 6 - SUPPORT FOR HYDRO		0.00	4,833.00			
23181016.07-2	Invoice	12/28/2023	HYDRO PROJ. PHASE II UNIT 6 - GENERATI		0.00	9,067.99			
00735	BEST OIL COMPANY		12/28/2023	Regular			0.00	2,024.09	81420
33083	Invoice	12/28/2023	DIESEL		0.00	315.00			
33084	Invoice	12/28/2023	GAS		0.00	377.50			
5551	Invoice	12/28/2023	GAS		0.00	409.09			
5552	Invoice	12/28/2023	DIESEL		0.00	922.50			
02002	CITY OF BAXTER		12/28/2023	Regular			0.00	966.32	81421
007335-000-12/1	Invoice	12/28/2023	STORMWATER - ACCT# 007335-000		0.00	966.32			
02025	CITY OF BRAINERD		12/28/2023	Regular			0.00	168,911.65	81422
11/2023-MILL RA	Invoice	12/28/2023	MONTHLY TRANSFER: 11/2023		0.00	56,666.66			
11/30/23-SAN/S	Invoice	12/28/2023	SANITARY & STORM SWR BILLING/COLLEC		0.00	112,244.99			
02025	CITY OF BRAINERD		12/28/2023	Regular			0.00	329.00	81423
12/08/23-CIP REB	Invoice	12/28/2023	CIP REBATE @ 23 LAUREL ST: LED LIGHTI		0.00	329.00			
02785	DACOTAH PAPER CO		12/28/2023	Regular			0.00	1,889.18	81424
15932	Invoice	12/28/2023	CLEANING/PAPER SUPPLIES		0.00	1,706.66			
18940	Invoice	12/28/2023	CAN LINERS		0.00	182.52			
09218	DARYL J THESING		12/28/2023	Regular			0.00	68.00	81425
12/19/23-SAFETY	Invoice	12/28/2023	REIMBURSE SAFETY BOOTS @ 50%		0.00	68.00			
03295	DYLAN FERRARI		12/28/2023	Regular			0.00	209.70	81426
12/12/2023-SAFE	Invoice	12/28/2023	Reimburse Safety Boots @ 50%		0.00	104.70			
12/14/23-SAFETY	Invoice	12/28/2023	REIMBURSE SAFETY BOOTS @ 50%		0.00	105.00			
03118	ESSENTIA HEALTH		12/28/2023	Regular			0.00	1,266.26	81427
12/19/23-CIP REB	Invoice	12/28/2023	CIP REBATE: 523 N 3RD ST - ENERGY EFF. L		0.00	1,266.26			
03557	FRONTIER ENERGY, INC.		12/28/2023	Regular			0.00	8,363.11	81428
193496	Invoice	12/28/2023	CIP SERVICES - 11/2023		0.00	8,363.11			
03687	GOODIN COMPANY		12/28/2023	Regular			0.00	372.00	81429
6652268-00	Invoice	12/28/2023	PVC PIPES		0.00	331.06			
6652282-00	Invoice	12/28/2023	PVC		0.00	40.94			
04050	HAWKINS INC.		12/28/2023	Regular			0.00	4,410.21	81430
6646265	Invoice	12/28/2023	CHLORINE CYLINDER		0.00	10.00			
6646266	Invoice	12/28/2023	CHLORINE CYLINDER		0.00	10.00			
6651456	Invoice	12/28/2023	CHLORINE CYLINDER/CHLORINE/SODIUM		0.00	4,390.21			
09540	HD SUPPLY, INC.		12/28/2023	Regular			0.00	342.20	81431
INV00217673	Invoice	12/28/2023	STENNER SUCTION LINE STRAINER		0.00	342.20			
10228	J & J EXCAVATING, INC.		12/28/2023	Regular			0.00	4,325.00	81432
231111	Invoice	12/28/2023	OAK STREET/HWY 25		0.00	4,325.00			
05607	JAKE LIPSKI		12/28/2023	Regular			0.00	120.77	81433
12/22/2023-SAFE	Invoice	12/28/2023	REIMBURSE SAFETY BOOTS @ 50%		0.00	120.77			
05415	LANDIS-GYR TECHNOLOGY, INC/FKA CELLNET		12/28/2023	Regular			0.00	1,671.65	81435
90385742	Invoice	12/28/2023	MONTHLY ENDPOINT FEE: 12/2023		0.00	1,418.45			
90386330	Invoice	12/28/2023	TECH STUDIO ANNUAL MAINT. 11/2023-1		0.00	253.20			

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount / Payable Amount	Number
10174	LANDWERX		12/28/2023	Regular	0.00	1,675.00	81436
2975	Invoice	12/28/2023	EXCAVATION/CURB STOP @ BRAINERD O		0.00	1,675.00	
05895	MCMASTER CARR SUPPLY CO		12/28/2023	Regular	0.00	239.09	81438
19417473	Invoice	12/28/2023	SHEET HOOK LACING/CONNECTING PIN/B		0.00	239.09	
06065	MILLS AUTOMOTIVE GROUP		12/28/2023	Regular	0.00	676.05	81439
12/18/23-CIP REB	Invoice	12/28/2023	CIP REBATE @ 8465 ST HWY 210: ENERGY		0.00	676.05	
06190	MINNESOTA MUNICIPAL UTILITIES ASSOCIATIO		12/28/2023	Regular	0.00	250.00	81440
62955	Invoice	12/28/2023	COPY OF SALARY SURVEY		0.00	250.00	
06266	MINNESOTA VALLEY		12/28/2023	Regular	0.00	1,567.50	81441
1230629	Invoice	12/28/2023	TESTING		0.00	1,400.30	
1231215	Invoice	12/28/2023	TESTING		0.00	83.60	
1232271	Invoice	12/28/2023	TESTING		0.00	83.60	
06268	MIXTURE WEB LLC		12/28/2023	Regular	0.00	640.00	81442
650243	Invoice	12/28/2023	WEBSITE SUPPORT / TRAINING: 12/2023		0.00	640.00	
06790	NAPA AUTO PARTS BAXTER		12/28/2023	Regular	0.00	328.51	81443
664800	Invoice	12/28/2023	FUSES		0.00	4.46	
666464	Invoice	12/28/2023	BATTERY / DEPOSIT - FA: 2013		0.00	343.47	
666488	Credit Memo	12/28/2023	CREDIT MEMO - IRG INV: 2400-666464		0.00	-19.42	
10222	NICK MOSER		12/28/2023	Regular	0.00	118.00	81444
12/22/2023-SAFE	Invoice	12/28/2023	REIMBURSE SAFTEY BOOTS @ 50%		0.00	118.00	
08430	SHORT ELLIOT HENDRICKSON, INC		12/28/2023	Regular	0.00	6,694.49	81448
458790	Invoice	12/28/2023	BRDPU 2 MG STORAGE & BW TANKS		0.00	6,694.49	
09211	The Print Shop Ink		12/28/2023	Regular	0.00	198.01	81449
3624	Invoice	12/28/2023	2023 YE FORMS		0.00	198.01	
10224	WSB & ASSOCIATES, INC.		12/29/2023	Regular	0.00	1,374.25	81450
R-022389-000-5	Invoice	12/29/2023	SCREENING & BLUFF SURVEY: 09/01/23-0		0.00	1,374.25	
05725	Motors on Ten, LLC		01/09/2024	Regular	0.00	10,782.68	81461
80370	Invoice	01/09/2024	2023 Cargo Express Enclosed Trailer -Orde		0.00	10,782.68	
00820	BOLTON & MENK, INC.		01/10/2024	Regular	0.00	7,646.88	81462
0327910	Invoice	12/31/2023	BRAINERD PU/WHPP PART 2: 11/11/23-1		0.00	4,260.00	
0327911	Invoice	12/31/2023	WTP ASSET INVENTORY: 11/1123-12/08/2		0.00	3,386.88	
00877	BRAINERD LICENSE OFFICE		01/10/2024	Regular	0.00	-1,014.50	81464
00877	BRAINERD LICENSE OFFICE		01/11/2024	Bank Draft	0.00	1,014.50	81464
2024 License Tab	Invoice	01/11/2024	2024 License Registration renewal - Fleet		0.00	1,014.50	
00877	BRAINERD LICENSE OFFICE		01/10/2024	Regular	0.00	1,014.50	81464
2024 License Tab	Invoice	01/10/2024	2024 License/Registration renewal - Fleet		0.00	1,014.50	
01837	CENTURYLINK		01/10/2024	Regular	0.00	476.32	81465
218Z01-0080497-	Invoice	01/10/2024	MONTHLY PHONE BILL: 01/2024		0.00	476.32	
01890	CHARTER COMMUNICATIONS		01/10/2024	Regular	0.00	39.47	81466
17559020101012	Invoice	01/10/2024	TV SERVICE: 01/2024		0.00	39.47	
02025	CITY OF BRAINERD		01/10/2024	Regular	0.00	171,999.12	81468
12/2023-MILL RA	Invoice	12/31/2023	MONTHLY TRANSFER: 12/2023		0.00	58,944.60	
12/31/23-SAN/S	Invoice	12/31/2023	SANITARY & STORM SWR BILLING/COLLEC		0.00	112,922.10	
4146721 - Refund	Invoice	12/31/2023	Refund-Parcel# 4146721/K. Rager- Wtr/S		0.00	132.42	
00590	CLARK BACKSTROM		01/10/2024	Regular	0.00	132.50	81469
01/01/24-SAFETY	Invoice	01/10/2024	REIMBURSE SAFETY BOOTS @ 50%		0.00	132.50	
02210	CLIFTON LARSON ALLEN, LLP		01/10/2024	Regular	0.00	9,904.65	81470

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount	Number
L241004201	Invoice	01/10/2024	2023 Audit Services: 1st Installment		0.00	9,904.65	
03180	EVOLVING SOLUTIONS, INC.		01/10/2024	Regular	0.00	6,860.00	81471
202762	Invoice	12/31/2023	VMWARE VSPHERE 6 - 3 YR / VMWARE VS		0.00	6,860.00	
03321	FIRST IMPRESSION PRINTING		01/10/2024	Regular	0.00	13,130.70	81472
89618	Invoice	12/31/2023	PRINTING/PUBLISHING FORMS: ENVELOP		0.00	10,803.50	
89844	Invoice	12/31/2023	TENANT BOOKLET		0.00	946.00	
89857	Invoice	12/31/2023	PRINTING/PUBLISHING FORMS: LETTERH		0.00	550.00	
89912	Invoice	12/31/2023	PRINTING/PUBLISHING FORMS: WATT'S N		0.00	831.20	
03542	FORUM COMMUNICATIONS		01/10/2024	Regular	0.00	559.50	81473
MP3168201223	Invoice	12/31/2023	JOURNEYMAN LINEWORKER AD		0.00	559.50	
03695	GOPHER STATE ONE-CALL		01/10/2024	Regular	0.00	35.10	81474
3120110	Invoice	12/31/2023	GSOC TICKETS: 12/2023		0.00	35.10	
10006	In Control, Inc.		01/10/2024	Regular	0.00	42,316.00	81475
S-INV01023	Invoice	12/31/2023	SCADA IMPROVEMENTS: ELEC/CENTRAL P		0.00	17,954.50	
S-INV01215	Invoice	12/31/2023	SCADA IMPROVEMENTS: ELEC/CENTRAL P		0.00	24,361.50	
05530	LEAGUE OF MN CITIES INS. TRUST WC		01/10/2024	Regular	0.00	2,000.00	81476
8731	Invoice	12/31/2023	DEDUCTIBLE/CLAIM #323605 -TRAILER/V		0.00	1,000.00	
8734	Invoice	12/31/2023	DEDUCTIBLE/CLAIM# 302623 - RELATED A		0.00	1,000.00	
06190	MINNESOTA MUNICIPAL UTILITIES ASSOCIATIO		01/10/2024	Regular	0.00	8,798.75	81477
62999	Invoice	01/10/2024	SAFETY MGMT PROGRAM: Q1 2024		0.00	8,798.75	
06495	MP TECHNOLOGIES, LLC		01/10/2024	Regular	0.00	20,524.00	81478
14000178	Invoice	12/31/2023	BORING: 422 7TH ST/514 GROVE/7933 HI		0.00	20,524.00	
06556	MPOWER TECHNOLOGIES, INC.		01/10/2024	Regular	0.00	1,287.00	81480
5550	Invoice	12/31/2023	PIPE MATERIAL-TOOLS / LEAD SERVICE LI		0.00	1,287.00	
06982	NORTH COUNTRY CHEVROLET		01/10/2024	Regular	0.00	145,710.00	81481
4003449	Invoice	01/10/2024	PUR 2024 GMC SIERRA 2500SRW		0.00	48,570.00	
4003450	Invoice	01/10/2024	PUR TRUCK ELEC - 2024 GMC SIERRA 250		0.00	48,570.00	
4003451	Invoice	01/10/2024	PUR 2024 GMC SIERRA 2500 SRW		0.00	48,570.00	
07335	OFFICE SHOP		01/10/2024	Regular	0.00	4,807.88	81482
1135932-0	Invoice	12/31/2023	OFFICE SUPPLIES: CHAIRS		0.00	645.09	
1135932-1	Invoice	12/31/2023	OFFICE SUPPLIES: CHAIRS		0.00	215.75	
1136434-0	Invoice	12/31/2023	OFFICE SUPPLIES		0.00	51.49	
1136434-1	Invoice	12/31/2023	OFFICE SUPPLIES		0.00	16.75	
1136434-2	Invoice	12/31/2023	OFFICE SUPPLIES: EXPANDING POCKET FI		0.00	100.24	
1136434-3	Invoice	12/31/2023	OFFICE SUPPLIES		0.00	20.14	
1136434-4	Invoice	12/31/2023	OFFICE SUPPLIES: TONER		0.00	508.13	
1136434-5	Invoice	01/10/2024	OFFICE SUPPLIES: EXPANDABLE POCKET FI		0.00	501.19	
329680-0	Invoice	12/31/2023	COPIER/PRINTER MAINTAINANCE		0.00	2,749.10	
07339	ONLINE INFORMATION SERVICES, INC.		01/10/2024	Regular	0.00	162.80	81483
1231157	Invoice	12/31/2023	ONLINE UTILITY EXCHANGE REPORT: 12/2		0.00	162.80	
07641	PITNEY BOWES INC.		01/10/2024	Regular	0.00	844.00	81484
1024401088	Invoice	12/31/2023	SERVICE AGREE:2D CAMERA/HIGH CAP S		0.00	844.00	
07682	PLUNKETT'S PEST CONTROL		01/10/2024	Regular	0.00	597.67	81485
8365032	Invoice	01/10/2024	GENERAL PEST CONTROL PROGRAM: 202		0.00	597.67	
09524	TYLER TECHNOLOGIES INC.		01/10/2024	Regular	0.00	13,838.65	81488
025450332	Invoice	12/31/2023	INSITE TRANSACTION FEES: Q4 2023		0.00	13,768.75	
025-450894	Invoice	12/31/2023	INCODE SMART METER SMS: Q4 2023		0.00	69.90	
09728	WASTE PARTNERS		01/10/2024	Regular	0.00	1,534.59	81489

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
3CX00116	Invoice	12/31/2023	TRASH/RECYCLING SERVICE: ACCT#24205		0.00	1,534.59	
09925	WEX HEALTH, INC		01/10/2024	Regular	0.00	27.50	81490
0001882046-IN	Invoice	12/31/2023	MONTHLY COBRA BILLING: 12/2023		0.00	27.50	
09948	WIDSETH SMITH NOLTING & ASSOC., INC		01/10/2024	Regular	0.00	35,623.89	81491
228017	Invoice	12/31/2023	FORCEMAIN RIVER CROSSING: SERVICES T		0.00	35,623.89	
10224	WSB & ASSOCIATES, INC.		01/10/2024	Regular	0.00	536.50	81492
R-022389-000-7	Invoice	12/31/2023	SCREENING & BLUFF STUDY/WWTP SOLA		0.00	536.50	
10188	XTONA		01/10/2024	Regular	0.00	400.00	81493
10167	Invoice	12/31/2023	Monthly IT Billing: 01/2023		0.00	400.00	
00877	BRAINERD LICENSE OFFICE		01/10/2024	Regular	0.00	10,210.32	81494
FA 1044-SALES TX	Invoice	01/10/2024	SALES TX/REGISTRATION FEES - FA#1044		0.00	3,403.44	
FA 1045-SALES TX	Invoice	01/10/2024	SALES TAX/REGISTRATION FEES - FA# 1045		0.00	3,403.44	
FA 4009-SALES TX	Invoice	01/10/2024	SALES TX/REGISTRATION FEES - FA# 4009		0.00	3,403.44	
00877	BRAINERD LICENSE OFFICE		01/10/2024	Regular	0.00	-10,210.32	81494
00877	BRAINERD LICENSE OFFICE		01/10/2024	Regular	0.00	10,234.32	81495
1044-SALES TAX/	Invoice	01/10/2024	Sales Tax/Registration Fees - FA# 1044		0.00	3,411.44	
1045-SALES TAX/	Invoice	01/10/2024	Sales Tax/Registration Fees - FA# 1045		0.00	3,411.44	
4009-SALES TX/F	Invoice	01/10/2024	Sales Tax/Registration Fees - FA# 4099		0.00	3,411.44	
02650	CROW WING POWER		01/17/2024	Regular	0.00	10,991.94	81511
2023 TRANSFER P	Invoice	12/31/2023	Service Territory Transfer Payment for: 20		0.00	10,991.94	
07665	PITNEY BOWES GLOBAL FINANCIAL SERV. LLC		01/17/2024	Regular	0.00	3,687.00	81512
3106487329	Invoice	01/17/2024	Relay 5000 Inserting System:11/28/23-02		0.00	3,687.00	
00447	SAMUEL ARNZEN		01/17/2024	Regular	0.00	80.73	81513
01/04/24-SAFETY	Invoice	01/17/2024	REIMBURSE SAFETY BOOTS @ 50%		0.00	80.73	
00105	ACE HARDWARE-BRAINERD		01/22/2024	Regular	0.00	320.83	81525
320503	Invoice	12/31/2023	Cleaning Supplies/Swiffer		0.00	14.42	
320566	Invoice	12/31/2023	Fasteners		0.00	7.79	
320631	Invoice	12/31/2023	Hardware		0.00	32.12	
320642	Invoice	12/31/2023	Keys		0.00	9.59	
320848	Invoice	12/31/2023	Hardware		0.00	9.11	
321084	Invoice	01/22/2024	Washer Locks/Lightbulbs		0.00	32.68	
321094	Invoice	01/22/2024	Hose/Caulk/Brace/Snap		0.00	43.24	
321177	Invoice	01/22/2024	Conduit hanger		0.00	8.53	
321211	Invoice	01/22/2024	Clamps		0.00	28.75	
321226	Invoice	01/22/2024	Hand soap/Isopropyl alcohol		0.00	134.60	
00337	AMERICAN WELDING & GAS INC		01/22/2024	Regular	0.00	84.85	81526
09822387	Invoice	12/31/2023	CYLINDER RENTAL INVOICE		0.00	84.85	
00340	ARAMARK UNIFORM SERVICES		01/22/2024	Regular	0.00	134.88	81527
2530223151	Invoice	12/31/2023	WORK UNIFORMS		0.00	33.77	
2530225724	Invoice	01/22/2024	WORK UNIFORMS		0.00	33.67	
2530228410	Invoice	01/22/2024	WORK UNIFORMS		0.00	33.77	
2530230919	Invoice	01/22/2024	WORK UNIFORMS		0.00	33.67	
00735	BEST OIL COMPANY		01/22/2024	Regular	0.00	1,773.93	81528
5574	Invoice	12/31/2023	GAS		0.00	437.90	
5662	Invoice	01/22/2024	GAS		0.00	721.03	
5663	Invoice	01/22/2024	DIESEL		0.00	615.00	
00982	BRAINERD HYDRAULIC AIR & INDUSTRIAL SUPP		01/22/2024	Regular	0.00	170.44	81529
30415	Invoice	12/31/2023	Brainerd Hydraulics: FA # 1247 - Hoses		0.00	170.44	
01805	CENTERPOINT ENERGY		01/22/2024	Regular	0.00	1,448.10	81530

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount (Payable)	Discount Amount	Payable Amount	Payment Amount	Number
8000014432-1-01	Invoice	12/31/2023	MONTHLY GAS BILL - WTR PROD/WTR DIS		0.00		1,448.10		
02025	CITY OF BRAINERD		01/22/2024	Regular		0.00		8,098.99	81531
24-0004057	Invoice	01/22/2024	2023 Cont.Disclosure Svcs-Baker Tilly #BT		0.00		1,830.00		
24-0004091	Invoice	12/31/2023	4th Qtr 2023 Billing/Benefits		0.00		6,268.99		
03557	FRONTIER ENERGY, INC.		01/22/2024	Regular		0.00		11,465.70	81532
193621	Invoice	12/31/2023	Grant Writing Services: 12/01/23-12/31/2		0.00		33.25		
193644	Invoice	12/31/2023	CIP SERVICES - 12/1/23-12/31/23		0.00		11,432.45		
10006	In Control, Inc.		01/22/2024	Regular		0.00		23,750.50	81533
S-INV01138	Invoice	12/31/2023	SCADA Improvements - Water/Central		0.00		23,750.50		
09996	ZIEGLER INC.		01/22/2024	Regular		0.00		1,847.10	81534
SI000434289	Invoice	12/31/2023	Injector nozzle replacement/troubleshoo		0.00		1,847.10		
00230	AFLAC		12/20/2023	Bank Draft		0.00		283.30	DFT0000867
298652	Invoice	12/20/2023	Aflac - Premium Inv. W/H: 1/5 & 1/19		0.00		283.30		
00472	AT&T MOBILITY		12/20/2023	Bank Draft		0.00		1,358.59	DFT0000868
287302792515X1	Invoice	12/20/2023	AT & T MONTHLY BILL		0.00		1,358.59		
01805	CENTERPOINT ENERGY		12/20/2023	Bank Draft		0.00		127.17	DFT0000869
11595232-7-11/1	Invoice	12/20/2023	50 JENNY STREET		0.00		127.17		
01805	CENTERPOINT ENERGY		12/20/2023	Bank Draft		0.00		16.11	DFT0000870
11582840-2-11/1	Invoice	12/20/2023	1602 E RIVER RD		0.00		16.11		
02717	CULLIGAN		12/20/2023	Bank Draft		0.00		55.00	DFT0000872
150-10024107-7-	Invoice	12/20/2023	150-10024107-7 Hydro		0.00		55.00		
02717	CULLIGAN		12/20/2023	Bank Draft		0.00		98.86	DFT0000873
150-01059575-2	Invoice	12/20/2023	150-01059575-2 Service Center		0.00		98.86		
09561	United Parcel Service, Inc		12/20/2023	Bank Draft		0.00		123.50	DFT0000876
0000E4015K483	Invoice	12/20/2023	UPS - SHIPPING		0.00		123.50		
00472	AT&T MOBILITY		12/28/2023	Bank Draft		0.00		633.00	DFT0000926
287260682523X1	Invoice	12/28/2023	AT & T MONTHLY BILL		0.00		633.00		
01191	BREMER BANK - CC		12/28/2023	Bank Draft		0.00		11,418.25	DFT0000927
11/24/23-CC STA	Invoice	12/28/2023	Bremer CC Statement: 11/24/2023		0.00		11,418.25		
01655	CANON FINANCIAL SERVICES, INC		12/28/2023	Bank Draft		0.00		598.10	DFT0000928
31761838	Invoice	12/28/2023	Canon Invoice - Contract Charge 11/20/2		0.00		598.10		
02455	CTC		12/28/2023	Bank Draft		0.00		2,220.72	DFT0000930
21302924	Invoice	12/28/2023	MONTHLY BILL: 12/12 - 01/11		0.00		2,220.72		
02978	EBSO		12/28/2023	Bank Draft		0.00		81,611.57	DFT0000932
9004-087130-200	Invoice	12/28/2023	HEALTH INSURANCE: 12/2023		0.00		81,611.57		
07640	PITNEY BOWES, INC.		12/28/2023	Bank Draft		0.00		3,500.00	DFT0000933
12/12/23-POSTA	Invoice	12/28/2023	POSTAGE REFILL		0.00		3,500.00		
06171	MN DEPT OF REVENUE		12/28/2023	Bank Draft		0.00		102,130.00	DFT0000934
11/2023-SALES T	Invoice	12/28/2023	SALES TAX DRAFT: 11/2023		0.00		102,130.00		
09961	XCEL ENERGY		12/28/2023	Bank Draft		0.00		3,709.17	DFT0000935
856331397	Invoice	12/28/2023	Xcel Energy - Service Center/WWT		0.00		3,709.17		
01805	CENTERPOINT ENERGY		12/28/2023	Bank Draft		0.00		16.11	DFT0000936
11582840-2-12/1	Invoice	12/28/2023	1602 E RIVER RD		0.00		16.11		
01805	CENTERPOINT ENERGY		12/28/2023	Bank Draft		0.00		184.85	DFT0000937
11595232-7-12/1	Invoice	12/28/2023	50 JENNY STREET		0.00		184.85		

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
07640	PITNEY BOWES, INC.		12/29/2023	Bank Draft	0.00	3,500.00	DFT0000938
12/29/23-POSTA	Invoice	12/29/2023	POSTAGE REFILL		0.00	3,500.00	
00472	AT&T MOBILITY		01/10/2024	Bank Draft	0.00	1,379.37	DFT0000948
287302792515X0	Invoice	12/31/2023	AT & T MONTHLY BILL: 11/26/23-12/25/2		0.00	1,379.37	
02717	CULLIGAN		01/10/2024	Bank Draft	0.00	100.99	DFT0000949
150-01059575-2-	Invoice	01/10/2024	150-01059575-2 Service Center		0.00	100.99	
02717	CULLIGAN		01/10/2024	Bank Draft	0.00	69.00	DFT0000950
150-10024107-7-	Invoice	12/31/2023	150-10024107-7 Hydro		0.00	69.00	
02978	EBSO		01/10/2024	Bank Draft	0.00	85,198.25	DFT0000951
9004-087500-200	Invoice	01/10/2024	HEALTH INSURANCE: 01/2024		0.00	85,198.25	

Bank Code AP2 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	207	118	0.00	1,843,100.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-11,329.52
Bank Drafts	23	23	0.00	299,346.41
EFT's	6	5	0.00	2,692,189.64
	236	**149**	**0.00**	**4,823,307.52**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	207	118	0.00	1,843,100.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-11,329.52
Bank Drafts	23	23	0.00	299,346.41
EFT's	6	5	0.00	2,692,189.64
	236	**149**	**0.00**	**4,823,307.52**

Fund Summary

Fund	Name	Period	Amount
9	POOLED CASH CONTROL	12/2023	2,738,792.35
9	POOLED CASH CONTROL	1/2024	2,084,515.17
			4,823,307.52

PARTIAL PAYMENT APPLICATION
NUMBER 3

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:		**Amount of Contract:**		**Dates of Estimate:**	
Original:	See Agreement	**Original:**	$1,727,164.08	**From:**	12/8/23
Revised:		**Revised:**	$1,751,708.18	**To:**	1/5/24

Description of Project:

DIRECTIONAL DRILLING FORCEMAIN RIVER CROSSING

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS QTY.	UNIT	UNIT PRICE	AMOUNT	THIS PERIOD QTY.	AMOUNT	TOTAL TO DATE QTY.	AMOUNT
Plan	MOBILIZATION	1	LS	$135,000.00	$135,000.00	0.15	$20,250.00	0.9	$121,500.00
31 1100	CLEARING	0.9	AC	$5,500.00	$4,950.00			0.9	$4,950.00
31 1100	GRUBBING	0.9	AC	$2,750.00	$2,475.00			0.9	$2,475.00
02 4100	ABANDON EX MH 2-6	1	LS	$3,472.00	$3,472.00	1	$3,472.00	1	$3,472.00
02 4100	ABANDON EX MH 2-7	1	LS	$3,472.00	$3,472.00	1	$3,472.00	1	$3,472.00
02 4100	ABANDON EX VAULT MH-1	1	LS	$15,000.00	$15,000.00	1	$15,000.00	1	$15,000.00
02 4100	ABANDON EX VAULT MH-2	1	LS	$24,250.00	$24,250.00	1	$24,250.00	1	$24,250.00
02 4100	FLUSH EACH OF THE EXISTING 20" DIP FORCEMAIN	1	LS	$14,500.00	$14,500.00	1	$14,500.00	1	$14,500.00
31 2200	EXCAVATION- COMMON	825	CY	$20.00	$16,500.00	550	$11,000.00	750	$15,000.00
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	0.1	$346.00	0.1	$346.00
33 3913	AIR RELEASE MANHOLE	1	EA	$94,770.00	$94,770.00			0.9	$85,293.00
01 5526	TRAFFIC CONTROL	1	LS	$4,000.00	$4,000.00	0.15	$600.00	0.9	$3,600.00
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
33 3123	20" FORCEMAIN AND FITTINGS - EAST SIDE	1	LS	$128,500.00	$128,500.00	0.3	$38,550.00	1	$128,500.00
33 3111	30" GRAVITY PIPE AND MANHOLES - WEST SIDE	1	LS	$261,000.00	$261,000.00	0.15	$39,150.00	1	$261,000.00
33 7079	BYPASS PIPING, WET TAP, LINE STOPS - EAST VAULT	1	LS	$167,500.00	$167,500.00	1	$167,500.00	1	$167,500.00
33 3123	CAP FORCEMAIN IN EAST VAULT	1	LS	$4,750.00	$4,750.00	1	$4,750.00	1	$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	0.25	$172,000.00	1	$688,000.00
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	0.9	$9,900.00	0.9	$9,900.00
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
	Raise Existing MH 2-5	1	LS	$7,658.53	$7,658.53			1	$7,658.53
TOTAL:					**$1,751,708.18**		**$524,740.00**		**$1,623,686.15**

Notes:

	THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	$524,740.00	$1,623,686.15
AMOUNT RETAINED (5% OF THE AMOUNT EARNED TO DATE)	$26,237.00	$81,184.31
PREVIOUS PAYMENTS		$1,043,998.84
AMOUNT DUE	$498,503.00	$498,503.00

Estimated Percentage Completed: **92.7%**

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: 2024.01.04 08:29:11-06'00'

Date: 1/4/24

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 K. Westerberg
William Westerberg, P.E.

Date: 1/12/24

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:

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: See Attached Separate Memo Regarding Updates on Unfinished Business Items

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Todd Wicklund, Public Utilities Director, Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 15

SUMMARY OF ISSUE: Discussion from staff to provide updates on unfinished business items as noted on memo.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: N/A

FINANCIAL IMPACT: N/A

Brainerd Public Utilities
BPU Commission Unfinished Business
January 30, 2024

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

C. 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)

D. 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

Journeyman lineman position has been posted, applications have been received and interviews have been postponed due to uncertainty of pay.

E. Schedule of Authority Roles of Commission and Council in Operation of BPU (10/31/23)
Was presented at the joint session between council and commission, and no adjustments were made.

F. 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 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. Conversations have been occurring with AEP on purchasing renewable energy credits to meet our needs. Additional information will be presented at February's meeting.

G. 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.

H. 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 review and found compliant for the delegated management program. Revised code to be presented at City council in February.

I. Rewrite of Brainerd City Code Section 705 – Water System (6/27/23)
The process of rewriting Section 705 has begun.

J. 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 $44,000 per service.

K. 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.

L. 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.

M. 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.

N. Crypto Mining Activity (7/1/22)
JFK current mining load is approximately 16 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.

O. 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. The plan approval was received January 26, 2024. BPU also sent a brochure to all water customers describing important information about copper in drinking water as required by MDH. A corrosion control video has been posted to the website for informational purposes of this treatment plan.

P. 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.

Q. Credit Card Transaction Fees (01/30/2024)
Continued discussion and research occurring with Global Payments representatives and Bremer Bank. It appears that BPU can receive reduced rates as a utility provider.

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Accept the Resignation of Water Plant Relief Operator Tanner Josephson

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Todd Wicklund, Public Utilities Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE: Tanner Josephson, Water Plant Relief Operator, recently submitted his resignation with his last working day being January 30, 2024. Staff recommends that the Commission recommend that the Council accept Mr. Josephson's resignation with regret. Staff also recommends that we do not backfill this position at this time as Staff contemplates plans to automate the Water Plant in the future.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to recommend that the City Council accept Tanner Josephson's resignation with regret effective January 30, 2024.

FINANCIAL IMPACT: n/a

As of 1/10/2024. I'm turning in my notice to Brainerd Public Utilities. My last day of employment will be 1/30/2024. Thank you for the opportunity for working here.
Tanner

Tan Josephsa
1/9/24

received
1/9/24

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Approval of Engineering services RFP

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: A request for proposal related to engineering services for the addition of filter backwash reclamation system integration was advertised, and the Commission received 5 bids. These bids were discussed with staff and the Commission finance committee.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to approve the lowest bid to Bolton & Menk of $390,494.

FINANCIAL IMPACT: $390,494

Brainerd Public Utilities
Evaluation of Engineering Proposals Related to
Backwash Reclamation System and Facility Integration

	Apex Engineering		Bolton & Menk		HR Green		WSB		SEH	
	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours
Price of service provided										
Phase 1 - Preliminary Engineering	$ 141,336	581	$ 21,658	122	$ 140,476	817	$ 29,910	159	$ 54,700	306
Phase 2 - Final Design Engineering/Plans and Specifications	162,498	599	133,908	727	264,111	1,485	191,974	866	237,500	1,266
Phase 3 - Bidding Assistance	14,270	58	13,854	79	15,030	92	15,749	83	19,100	102
Phase 4 - Construction Contract Administration and Observation	380,732	2,208	221,074	1,301	447,582	2,614	306,245	1,760	283,700	1,736
Reimbursables	29,660		-		-					
Total	728,496	3,446	390,494	2,229	867,199	5,008	543,878	2,868	595,000	3,410
Value-Added Items (Not Included in Above Pricing)										
Water Plant Floor Drain Modifications	20,100	108								
Remove Existing Backwas Supply Tank	24,724	132								
Backwash Facility Sizing	21,764	116								
Sanitary Sewer Capacity for Backwash Waste	14,140	76								
Additional Construction Phase for Value-Added Items	32,488	200								
Wetland Delineation					15,000					
Archaeological Phase 1 Assessment					12,000					
Hazardous Material Assessment					TBD					
Geotechnical Borings and Report					13,000					
Geotechnical Materials Testing					29,000					
Alternative Plate Settler Treatment Process					TBD					
Environmental Review if Needed by State Funding Agency							20,580	140		
Backwash Option 1 (Alternatives 2a-2d)							21,590	-		
	113,216	632	-	-	69,000	-	42,170	140	-	-
Does the proposal conform to the RFP and project approach.	Yes		Yes		Yes		Yes		Yes	
Qualifications and experience of engineering firm and other key staff or subconsultants/subcontractors										
Primary Contact	Ryan Kotta	Primary Contact	Morgan Salo Mac Graupman	Project Manager Design Engineer	Mark Hardie Tim Korby	Project Manager Client Services Manager	Steve Nelson Paul Sandy	Project Manager Client Representative	Chad Katzenberger Jeff Ledin	Project Manager Client Representative
Years of Experience	17		9		31		30			
Subconsultants Used	Solien&Larson Eng. Design Intent Arch. JPK Engineering	Structural Architecture Mechanical	Barr Engineering Vanman Architects LSEngineers KFI	Electrical Architecture Structural Mechanical	Widseth	Architecture, Construction	Design Tree Oertel Architects	Electrical, Structural, Mechanical HVAC Architecture	None	None
Operational experience of the engineering firm										
Date Established	2010		1949		1913		1995		1927	
Financial strength and stability of the engineering firm	No Issues Noted		No Issues Noted		No Issues Noted		No Issues Noted		No Issues Noted	
Proposed project timeline										
Preliminary Design	2/24		2/24		2/24		2/24		2/24	
Project Completion	12/26		8/26		8/26		8/26		7/26	
Experience operating in Minnesota and with the regulatory agencies commanding review of all required agency submittals and approvals	Yes		Yes		Yes		Yes		Yes	
Any other pertinent factors deemed appropriate by BPU										
Has Funding Expert as part of engineering team			Yes		Yes				Yes	Instrumental in obtaining $5 million grant

1/25/2024

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Surplus Auction Items

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: Three vehicles were determined to no longer be of use to the Commission and have been replaced. These items have been selected to be put on the surplus auction.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to approve surplus vehicles for sale.

FINANCIAL IMPACT:

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 SENIC RD BAXTER, MN 56425		
Email:	ALAMSER@BPU.ORG		
Phone:	218-825-3233		
Item Location:	8027 HIGHLAND SENIC RD BAXTER, MN 56425		
Deposit Info Vendor Number:		Remittance Address:	

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	2006	**Make**	Chevrolet	**Model**	Silverado 1500
VIN/Serial Number	3GCEK14Z16G254609				
Mileage	118181	**Condition**	FAIR	**Reserve Price (optional)**	$3500
Remarks: Any known Defects and options the unit may have	Drivers seat bottom torn. Minor dings and dents. Uses oil Some holes in dash from equipment mounting				

LOT 2

Year	2001	**Make**	Ford	**Model**	E-250
VIN/Serial Number	1FTNE24L41HA17149				
Mileage	112759	**Condition**		**Reserve Price (optional)**	$2,000
Remarks: Any known Defects and options the unit may have	Rear end noisy, may need bearings.				

LOT 3

Year	2001	**Make**	GMC	**Model**	Sierra 2500 HD
VIN/Serial Number	1GTHK24G61E334957				
Mileage	111785	**Condition**		**Reserve Price (optional)**	$3,000
Remarks: Any known Defects and options the unit may have	Engine replaced @ 65015 miles from bad camshaft Will need front brake rotors, calipers and pads. Wheel wells and rockers rusted. Rear bumper bent Dings and dents.				

LOT 4

Year		**Make**		**Model**	
VIN/Serial Number					
Mileage		**Condition**		**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have					

LOT 5

Year		**Make**		**Model**	
VIN/Serial Number					
Mileage		**Condition**		**Reserve Price (optional)**	$
Remarks: Any known Defects and options the unit may have					

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

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Adopt Policy 2024-01 Frozen Water Lines

AGENDA: Approve

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: In order to provide guidance to staff and ensure clarity of treatment of a frozen water service, staff recommends adopting the attached policy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Adopt the policy as presented 2024-01 Frozen Water Lines

FINANCIAL IMPACT:

BRAINERD PUBLIC UTILITIES
POLICY 2024-01
ADOPTED JANUARY 30, 2024

FROZEN WATER SERVICE LINES

Brainerd Public Utilities (BPU) is responsible for frozen water mains. Residential and business customers are responsible for a frozen water service line from the main to their home or business.

Property owners are responsible for hiring and paying a licensed plumber, or other firm, capable of safely thawing their service lines. Property owners will assume all risk and liabilities of using a line thawing service.

If BPU is notified of a frozen water line, BPU staff will investigate the problem and determine if it's the main or service line. Notifications received during regular working hours shall be responded to within that business day. Notifications received after working hours will be responded to the following working day, unless deemed an emergency for shut off.

If the water meter is damaged due to the frozen water service, the customer will be billed per the fee schedule to replace the meter. BPU may require this payment before installing the meter.

Customers are responsible for taking all the necessary precautions to avoid frozen water lines. These precautions can be found at www.bpu.org. The costs associated with this preventative measure will be incurred by the customer; If BPU determines it is necessary for the customer to run their water to avoid a water main freeze up, the customer's water and wastewater charges will be adjusted to what their average monthly water consumption is.

BPU reserves the right to deviate from this policy at any time if deemed to be in the best interest of BPU and its customers based on safety and economic considerations. Any deviation and the reason for the deviation shall be documented in writing.

Public Utilities Commission

Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Wastewater Management Board Meeting

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Charlie Gammon

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: A joint wastewater managmeent board meeting will be scheduled in the upcoming weeks. Processes are in place with the consultants from MESRB and Bolton & Menk relating to delegation and verbiage that will need to be presented at an upcoming wastewater management board meeting for an amendment to be discussed between the City of Baxter and the City of Brainerd. The information is still being gathered from the consulting agencies. A meeting invite will be sent once the information is received. It is expected this information will be received prior to the next Commission meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Office Closure - February 13 - Safety Meeting 9:30 - 2:30

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager, Trent Hawkinson

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: Safety training is required for all BPU staff on a regular basis. In order for us to better train all staff we are requesting the office be closed so that all staff can attend the safety training on February 13, 2024 from 9:30 am until 2:30 pm. This allows all BPU staff to attend both sessions of Hector Speaks presentations related to safety and performance as well as deescalation training when talking with customers.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Adjournment to this meeting if the Commission would like to attend.

RECOMMENDED ACTION/MOTION: Motion to approve closing the office from 9:30am until 2:30pm February 13, 2024

FINANCIAL IMPACT: $4,000 already budgeted in 2024

DEALING WITH AND RESPONDING TO OUR VALUED MEMBERS / CLIENTS FOR UTILITY WORKERS

Dealing with and responding to our valued members/ clients teaches you how to plan to respond and exercise self- control in the most taxing times. A presentation designed to respond to real-life scenarios using body language and empathy. These are critical points in a successful two-way communication encounter to stay safe and protect your job and brand.

This presentation will teach you how not to take these encounters personally and will empower you with techniques that include

- Listening vs. hearing
- Contacting your members/clients with a plan
- Responding when member/client contacts you
- Body language for effective communication
- Responding to your valued members/clients
- How to empathize with your members/clients
- Identifying a threat
- Self-defense while working
- And much more!

Learn how to communicate productively with members/clients while staying calm and responding with respect in this presentation that took ten years to develop.

Dealing with and responding to our valued members/clients, presentation teaching strategies to use while dealing with our valued members/clients at work or in your everyday life. Without a plan, you will lead with emotions, which could set you up for failure and, in some cases, risk your safety and possibly your job.

HECTOR SPEAKS
A SPEAKER THAT MAKES YOU LISTEN
SPEAKER | AUTHOR | TRAINER

MOTIVATIONAL SPEAKER HECTOR HERNANDEZ

WWW.HECTORSPEAKS.COM

TOP EMPLOYEE PERFORMANCE FOR INCREASING MORALE, RESILIENCE AND SAFETY

In *Top Employee Performance*, Mr. Hernandez covers a variety of important topics, including human emotions and motivators, the power of seeking advice, attitude, appearance, body language, employee relations, effective conversations, setting boundaries, workplace ethics, dealing with conflict, and managing emotions. As the power of positive thinking and effective communication in the workplace becomes more and more prevalent, Hernandez distills his timely, empowering expertise.

Mr. Hernandez has garnered recognition as both a public speaker and consultant for various agencies in providing expertise and advisory on interpersonal relations. Prior to becoming a public speaker, he served as a law enforcement officer and a United States Marine, where he gained extensive experience in managing teams effectively in high-stress situations. He has also won several awards regarding his training and coaching expertise. Mr. Hernandez has presented to a variety of audiences, including presentations such as *Dealing with and Responding to our valued customers* and *Finding Your Life's Purpose*.

Public speaker Hector Hernandez provides essential messaging and crucial lessons in his new presentation, *Top Employee Performance*. Designed to assist employees in creating a positive, productive work environment, Mr. Hernandez's presentation provides audience members with the fundamental tools to increase morale and boost performance in the workplace. Through this presentation, employees and managers alike will be empowered and educated to work together optimize best practices and construct effective processes and procedures for communication and productivity.

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Customer Communications

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Trent Hawkinson

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: Notification and customer communication is a priority for staff. In providing consistent communication with customers, staff have found it challenging to provide this consistent message to customers after hours when staff are responding to an outage or service interruption. BPU has already invested in technologies for providing customers with consistent messaging if customers have enrolled in text notifications. These text notifications cost BPU $0.10/text, but would enable a customer to know when their meter is out of power at the same time as staff at BPU are notified. Additionally, having all customer calls being answered by an automated dealer after hours enable all customers to receive the same and consistent communication during an outage.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommend a motion to provide text message services for customers notifying them when they are out of power, and that after the business and repair office close customer calls are answered by an automated dialer.

FINANCIAL IMPACT:

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Alley Project - Joseph to Ronald street

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Danny Loch, Finance Manager, Trent Hawkinson

DEPARTMENT: Public Utilities

PRESENTER: Trent Hawkinson

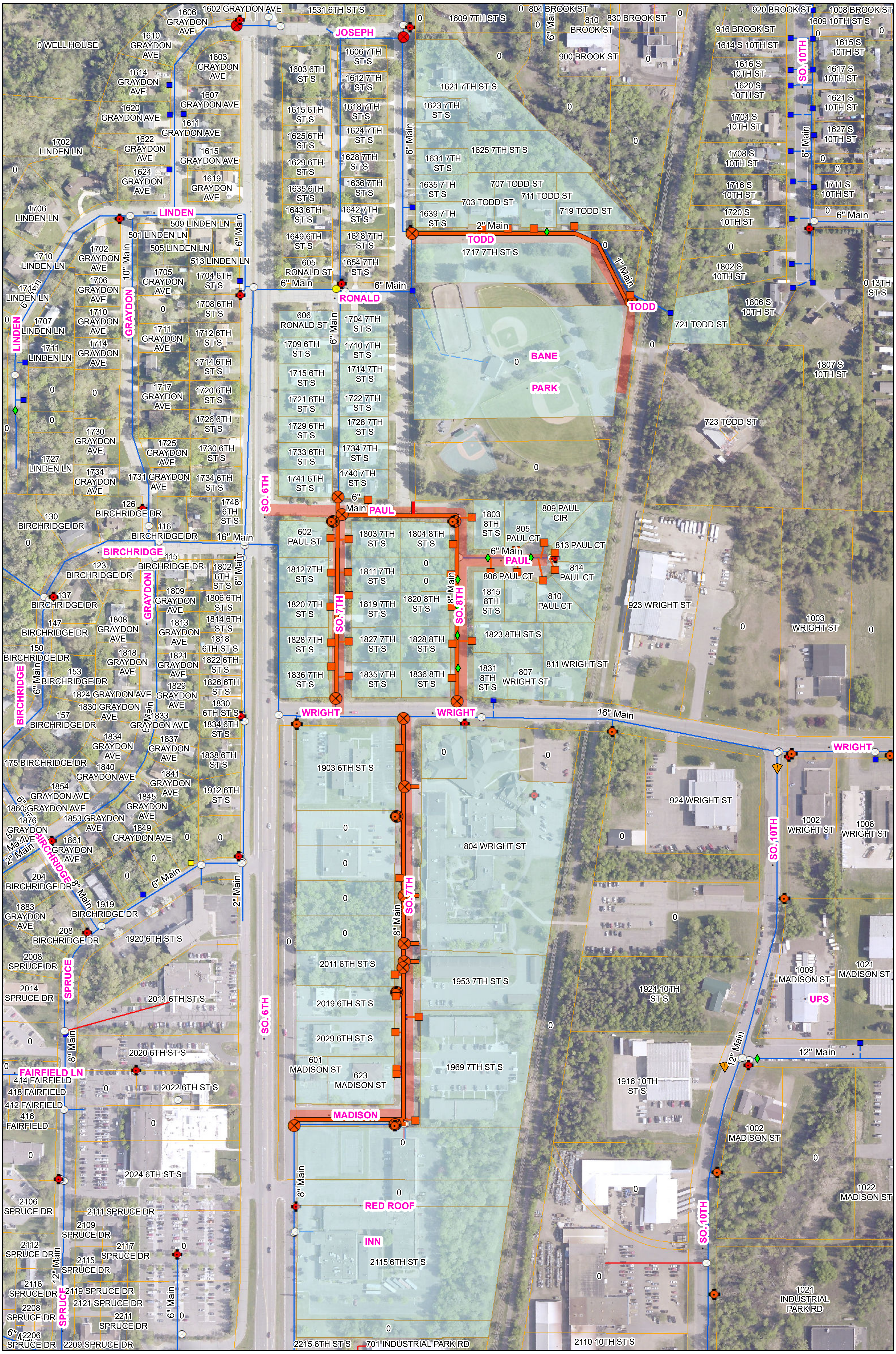
ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: The City engineering department as well as the council liaison, have made BPU staff aware of an upcoming road alley resurfacing project from Joseph street to Ronald street that was petitioned for by the citizens on these two streets. Staff want to provide insights for the commissioners on project scale.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

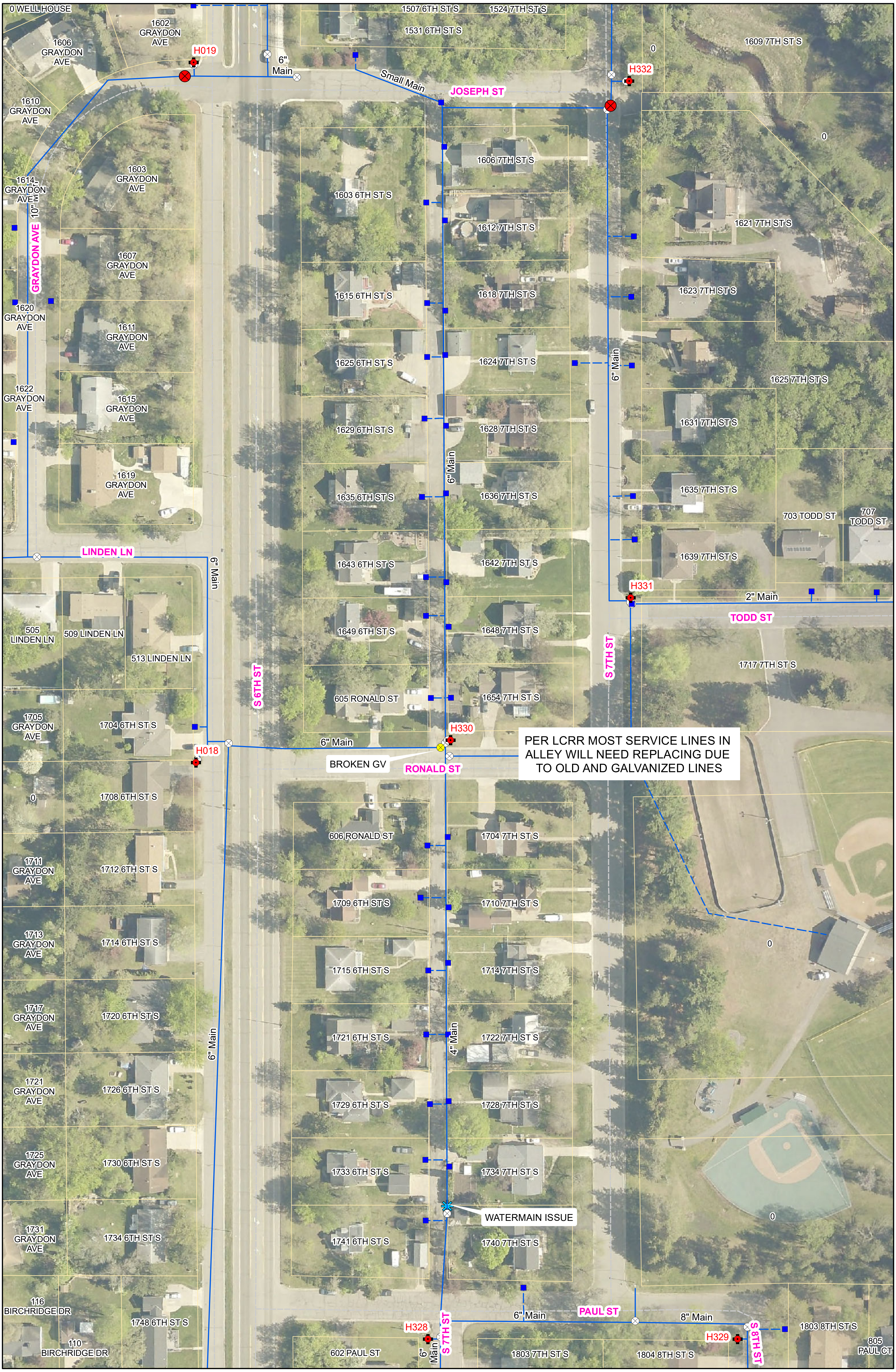


BRAINERD PUBLIC UTILITIES
WATER MAP

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

0 105 210 420 Feet

Date: 11/10/2022



BRAINERD PUBLIC UTILITIES
WATER MAP

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

Date: 1/17/2024

Public Utilities Commission
Agenda Request

MEETING DATE: January 30, 2024

TITLE OF ITEM: Payment of Administrator Salary

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Patrick Wussow, Interim City Adminstrator

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: During the December 4th Council meeting, discussion occurred related to payment of a portion of the City administrators' budget from BPU. During 2024 the City administrator will track their time spent on BPU business and use that percentage going forward. For budgeting purposes, the City administration department proposes BPU contribute 12.5% of the City administrators salary for 2024 as they are 1 of 8 departments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT: Approx. $28,000

BPU Finance Manager Loch stated that yes, the reclamation project will use the bonding money. Each turbine is $1.5 million over the next four years.

Member Johnson asked about the Operating budget and the changes with the Charter. The City Administrator and City Engineer are putting considerably more time into the public utilities. He would like to see a portion of each of their salaries accounted for in the BPU operating budget.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK TO APPROVE THE BRAINERD PUBLIC UTILITIES CAPITAL AND OPERATING BUDGETS AS PRESENTED.

Member Johnson stated that he would vote no on the approval because he would really like to have a portions of the City Administrator and Public Works Director salaries accounted for in the BPU Budget.

Interim Administrator Wussow stated that the Council could request a specific amount from BPU at the meeting and adopt the budget. The Commission could also come back with an amended budget at the next meeting.

Member Johnson would like an exact calculation of time spent on Public Utilities for the City Administrator and Public Works Director like the HR Department does with their time at BPU. He stated that he would vote no to the motion because it does not require the Public Utilities to come back and present the updated budget.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY TO AMEND THE MOTION TO INCLUDE THE EXCEPTION OF ACCOUNTING FOR STAFF TIME SPENT BY THE CITY ADMINISTRATOR AND ENGINEER WITH PUBLIC UTILITIES.

Members Stunek, Stenglein, Czeczok, and O'Day voted "aye". Members Johnson and Bevans voted "nay". The Chair declared the motion carried.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK TO ACCEPT THE BRAINERD PUBLIC UTILITIES CAPITAL AND OPERATING BUDGETS WITH THE EXCEPTION OF ACCOUNTING FOR STAFF TIME SPENT BY THE CITY ADMINISTRATOR AND ENGINEER WITH PUBLIC UTILITIES.

Members Stunek, Stenglein, Czeczok, and O'Day voted "aye". Members Johnson and Bevans voted "nay". The Chair declared the motion carried.

Council Committee Reports

Personnel and Finance Committee

Award Contract for Police Department HVAC Replacement Project and Amend APRA Budget

Committee Chair Johnson stated that with the amendment to the ARPA budget, the ARPA funds will be completely designated. The balance for the HVAC system will come from the Capital budget.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AWARD OF THE POLICE DEPARTMENT HVAC REPLACEMENT PROJECT

HR Director's Report to BPU Commission

January 25, 2024

Personnel:

Water Plant Relief Operator Tanner Josephson submitted his resignation and his last day will be January 30, 2024. Included on the January 30th Commission agenda is a recommendation to accept Tanner's resignation. Staff is not recommending to backfill this position at this time as we contemplate Water Plant automation.

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

We received 16 applications for the Journeyman Lineworker position and selected 8 individuals for interviews. Staff decided to postpone the interviews until mid-February to allow additional time to clarify the 2024 Lineworker wage during the union negotiation process. Mediation with the IBEW BPU Union is scheduled for February 8th.

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.

HR Staff have begun updating several job descriptions as noted in the Commission's Unfinished Business where duties were modified by the department's organizational restructuring.

Public Utilities Director Position:

On January 2nd, the City Council accepted with regret Public Utilities Director Wicklund's retirement effective May 3, 2024. A joint City Council/City of Brainerd Public Utilities Commission meeting was held January 8th and a discussion was held regarding succession planning for this position. The Work Group, that worked on the reorganization of the Public Utilities Department in March of 2023, was asked to review the current Public Utilities Director job description, proposed hiring timeline and wage. The Work Group met on January 9th and provided their recommendations including that Step 6 for the 2024 wage grid be $151,382.

The Personnel and Finance (P & F) Committee met on January 10th and agreed with most of the recommendations from the Work Group; however, the P & F Committee recommended that the Step 6 wage be reduced to $140,000. At the Council meeting on January 16th, the City Council accepted the P & F Committee's recommendations and empowered the Work Group to continue to oversee our 2024 Public Utilities Director hiring process. We are currently seeking applicants for the position. The Work Group plans to meet on February 12th to review applications and select finalists.

Update regarding Pay Equity Report for wages as of 12/31/23:

On January 2, 2024, the City Council approved the updated job classification points as recommended by Flaherty & Hood. On January 16, 2024, the City Council approved wage adjustments effective 12/31/23 for five non-union female positions to help achieve pay equity compliance. Our Pay Equity Report will be submitted to the State by the January 31, 2024, deadline.

Wellness Committee:

The Wellness Committee held a Lunch 'N Learn on January 11, 2024, and featured a presentation regarding our online Wellness Program platform. Please note that the City receives an annual grant from The Better Health Collective (Sourcewell) based on our wellness participation. This event helped educate our employees about our online wellness program and will hopefully increase our participation levels too.

Employee Policy Manual Update – New Earned Sick and Safe Time (ESST) Accrual:

On January 2, 2024, the City Council approved our updated Employee Policy Manual that was modified to include news laws enacted during the 2023 MN Legislative session. One of those laws was the new ESST law that requires employees that work at least 80 hours per year to receive at least one hour of sick leave for every 30 hours worked up to a maximum of 48 hours for 2024. HR, IT, Finance/Payroll staff and our employment attorney have been working diligently to create a new policy and to modify our payroll systems to comply with this new law. Commissioners were asked to track your hours to determine eligibility for this leave as well.