



## CHARTER COMMISSION AGENDA

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Wednesday, November 5, 2025 @ 4:30 PM

A quorum of Public Utilities Commissioners may be in attendance

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. Bevans \_\_\_ J. Lambert \_\_\_ J. Norwood \_\_\_ A. Shipe

3. **Pledge of Allegiance**

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

5. **Approval Of Minutes**

A. **2025-08-20 Charter Commission**

6. **Unfinished Business**

A. **Procedure and Methodology for Potential Charter Revisions, and Draft Organization Chart (Director Level Only)**

7. **Commission Member Reports**

8. **Adjourn**

Visit the City's Website at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

### MISSION

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

Pursuant to due call and notice thereof, the meeting of the Brainerd Charter Commission was called to order at 5:00 P.M. by Administrator Broyles

**Oath of Office**

Oath of office was administered to Commissioner Norwood by Administrator Broyles.

Upon roll call, the following members were noted present: Commissioners Bevans, Lambert, Norwood, and Shipe.

**Approval/Amendment of Agenda**

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND NORWOOD, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF APPOINTING A VICE CHAIR.

**Appoint Chair & Vice Chair of Commission**

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND LAMBERT, DULY CARRIED, TO APPOINT COMMISSIONER SHIPE AS CHAIR.

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND SHIPE, DULY CARRIED, TO APPOINT COMMISSIONER LAMBERT AS VICE CHAIR.

Chair Shipe led the Pledge of Allegiance to the flag.

**Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND NORWOOD, DULY CARRIED, TO APPROVE MINUTES WITH CHANGES.

**New Business**

**Discuss Chapter 5 of the Charter**

Administrator Broyles gave an overview of the resolution passed by City Council that describes the adopted intention of the Charter regarding Chapter 5, Section 4. He stated that the Charter Commission could choose to codify the language into the Charter by directing staff to draft language. He also stated that there are other sections of the charter in Chapter 5 to consider.

Commissioner Lambert stated that she agrees that the sanitary sewer should be included in the Utility Department.

Commissioner Bevans stated that the Council resolution addresses Chapter 5, Section 4 specifically. If the Charter Commission wanted to include the sanitary sewer in Charter amendments it could. He also stated that the timeliness of this item is important as the City Council approved starting the hiring process for the Public Utilities Director position.

Chair Shipe stated that the discussion on the Council and Commission level was what the word “employ” means. He interprets the Charter to mean that Utility Department employees are employees of the City, and the duties of the Commission are laid out in Section 1 of Chapter 5. He stated that it would be helpful if the Charter referenced other sections instead of restating in different areas.

The Commission was agreeable to codifying the language from the resolution into the Charter. Discussion was had about a timeline for meeting again to discuss changes to the Charter.

Commissioner Norwood stated that according to the current Charter, the Public Utilities Department employees are City employees and should report to the City Administrator. He is in favor of drafting and codifying language to that effect.

The Commission discussed the scope of work directed to staff.

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO REVIEW CHAPTER 5 AND CONSULT WITH THE CITY ATTORNEY TO DRAFT LANGUAGE CODIFYING THE INTENT OF THE RESOLUTION ADOPTED BY THE CITY COUNCIL.

Chair Shipe requested historic information on the rationale for keeping the sanitary separate from the rest of the utilities.

### **Discussion of Current City Charter**

Chair Shipe directed staff to Chapter 2, Section 30 of the Charter. He stated that the language in this paragraph is inconsistent and should be changed to “utilities” as it was changed everywhere else in the charter.

Chair Shipe passed the gavel to Commissioner Lambert.

MOVED AND SECONDED BY COMMISSIONERS SHIPE AND NORWOOD, DULY CARRIED, TO DIRECT STAFF TO REVIEW THE CHARTER FOR LANGUAGE INCONSISTENCIES IN CHAPTER 2, SECTION 30.

### **Adjourn**

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND LAMBERT, DULY CARRIED, TO ADJOURN THE CHARTER COMMISSION MEETING.

Chair Shipe adjourned the meeting at 5:12 p.m.

Respectfully submitted by:  
Toni Gage



# Charter Commission Agenda Request

**MEETING DATE:** November 5, 2025

**TITLE OF ITEM:** Procedure and Methodology for Potential Charter Revisions, and Draft Organization Chart (Director Level Only)

**AGENDA:**

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** Nick Broyles, City Administrator

**DEPARTMENT:** Administration

**PRESENTER:** Nick Broyles, City Administrator

**ESTIMATED TIME (MIN):** 30 minutes

**SUMMARY OF ISSUE:** Staff is reviewing the current Brainerd City Charter and will be suggesting potential changes which we believe will provide improved service delivery to our citizens. The purpose of this agenda item is to update the Charter Commission on our recommended process and methodology and, in turn, to understand the Commission's thoughts and concerns, and to hear their direction regarding our proposed plan. As staff considers this task, our intent is to proceed with some substantive goals and to work within certain constraints identified in alternatives and options below.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**PROCESS** - The Charter is a governance document and should not address operational details with any degree of depth. Council and staff should be able to make future operational and organizational structure decisions without having to revisit the charter to enact. The process will be as follows:

1. Staff develops a draft charter.
2. The draft is presented to the Charter Commission for review, comment, and rework as directed. This process will be iterative until the Commission has a product that they approve with a majority vote and forward to the City Council for their consideration.
3. The draft is presented to the City Council for review, comment, and rework as directed. This process will also be iterative until the City Council has a document that they unanimously approve. However, any changes that the City Council directs will be presented to the Charter Commission to give them an opportunity to consider and comment.
4. The ultimate outcome is to produce a Charter that (1) the Charter Commission approves via a majority vote, and (2) that the City Council approves the same language via a unanimous vote.

**METHODOLOGY** - Currently, staff has certain criteria that we would like to incorporate into the draft charter.

1. Combine all underground infrastructure under one director.
2. Combine all capital project management under one director.
3. Combine all surface maintenance under one director.

4. Attempt to consolidate like functions under one director.
5. Incorporate more robust fleet management, ongoing transit discussions, and special projects under one director.
6. Consider the optimal organizational structure for city financial services.
7. Consider the best method/structure for conducting billing services.
8. Address PILOT qualitatively via process and procedure, but not quantitatively.

**RECOMMENDED ACTION/MOTION:** Discussion and direction on process and methodology.

**FINANCIAL IMPACT:** UNK

# DRAFT CITY OF BRAINERD ORG CHART – 11/03/2025

