



PUBLIC UTILITIES COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, December 23, 2025 @ 9:00 AM

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**

___ M. Higgins ___ D. Matten ___ M. O'Day ___ M. Angland

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Bills - Listing available in Public Utilities Director Office**

B. **Approval of Minutes**

C. **Approve Fee Schedule for 2026**

D. **Approve 2026 Commission Regular Meeting Calendar**

E. **Approve Increase in Rates as Approved at Previous Commission Meetings**

6. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Commission -
Time limits may be imposed

7. **Commission Committee Reports**

A. **Personnel Committee**

1. Approve Water/Wastewater Operator Job Description and Recommend to City Council for Final Approval

B. **Finance and Operations Committee**

8. **Unfinished Business**
(See attached separate memo regarding updates on unfinished business)
 - A. **Unfinished Business Memorandum**
9. **New Business**
 - A. **Approve Bolton and Menks Proposal for Design and Construction Engineering Services for the 2026 Lead Service Line Replacement Project - TH 210 and Northeast Brainerd**
 - B. **Approve Confidentiality Agreement with Eden Renewables, LLC for a Potential Solar Project**
10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **City Administrator Report**
 - B. **Council Liaison Report**
 - C. **HR Director Report**
 - D. **Public Utilities Director Report**
 - E. **Finance Manager Report**
 - F. **Operations Manager Report**
 - G. **Water/Wastewater Manager Report**
11. **Commission Member Reports**
12. **Adjourn**

Visit Brainerd Public Utilities website at www.bpu.org

MISSION

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



Public Utilities Commission Agenda Request

MEETING DATE: December 23, 2025

TITLE OF ITEM: Approval of Bills - Listing available in Public Utilities Director Office

ACTION REQUESTED:

ESTIMATED TIME (MIN): 1

SUBMITTED BY: Danny Loch, Finance Manager

PRESENTER: Danny Loch, Finance Manager, Paul Sandy, Public Utilities Director

SUMMARY OF ISSUE:

Staff are implementing a change to the distribution process for the monthly check register. Going forward, the detailed check register will no longer be routinely included in the Commission meeting packet and will instead be available upon request through the Public Utilities Director's office for members of the public.

This change aligns the Commission process with those used by other City departments and supports best practices related to cybersecurity and the protection of sensitive financial and vendor information by limiting unnecessary routine distribution.

The Commission will continue to receive all customary financial summaries and reports included in prior packets. The change impacts only the publication of the detailed check register within the packet and does not affect Commission or public access to the underlying information.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Not Applicable

RECOMMENDED ACTION/MOTION: Not Applicable

FINANCIAL IMPACT: None



BRAINERD PUBLIC UTILITIES

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The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on November 25, 2025.

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

Commission Roll Call

Mike Angland – Present
Dolly Matten – Absent

Mark O’Day – Present
Mike Higgins – Present

Utility Staff Present

Public Utilities Director
Finance Manager
Operation Manager
Water/Wastewater Manager
Business Office Supervisor

Paul Sandy
Danny Loch
Trent Hawkinson
Charlie Gammon
Jana Pernula

Others in Attendance

City Council Liaison
City Administrator
HR Director
Public Works Director
Bolton & Menk
Bolton & Menk
Widseth
Water Crew Chief
Citizen

Jeff Czczok
Nick Broyles
Kris Schubert
Mike Habighorst
Morgan Salo, PE
Bryan Drown, PE
Bill Westerberg, PE
Jeff Innes
Brian Timmers

Commissioner Angland opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Commissioner Angland requested to move Finance Managers report After public Forum.

Motion by Commissioner O’Day and seconded by Commissioner Higgins to approve the amended agenda. There was a unanimous vote in favor of the motion. Motion carried.

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Approval of Consent Items

Motion by Commissioner O'Day and seconded by Commissioner Higgins to approve the minutes from October 28th, 2025, regular monthly meeting, and current month's bills. There was a unanimous roll call vote in favor of the motion. Motion carried.

Presentation of Tower Award – Jeff Innes

Mayor Badeaux presented Jeff Innes with the tower award and thanked him for his over 30 years of service.

Public Forum

None

Finance Manager's Report – see board packet for report.

Loch noted that printed financial statements were distributed to Commissioners prior to the meeting.

Loch provided an update on customer growth trends, highlighting that growth within the industrial rate class has stabilized and is expected to plateau over the next year. No additional industrial load was assumed in the 2026 budget. In contrast, other customer classes are experiencing declining energy consumption. Loch explained that conservation improvement funding continues to drive energy efficiency gains, with kilowatt-hour (kWh) savings targets being met. Additionally, advances in new construction methods are contributing to increased conservation, resulting in reduced overall kWh consumption across non-industrial rate classes.

Loch indicated that upon completion of the budget process, staff's primary focus will shift to finalizing the three pending rate studies for water, wastewater, and street lighting.

Loch also reported that progress continues on the transition to Tyler Payments for credit card processing. While the administrative setup has taken longer than initially anticipated, the January 1, 2026 implementation date remains on track.

Finally, Loch informed the Commission of a significant process change related to Cold Weather Rule notifications. The utility will transition from physical door hangers to electronic notifications, consistent with industry practice. Loch emphasized the importance of customer outreach during the cold weather months and reiterated that staff are available to assist customers in need. However, customers must proactively contact the utility to establish payment arrangements and remain current with those agreements.

Commission Committee Reports

Personnel

Finance/Operations Committee

Approve 2026-2030 Capital and 2026 Operations Budgets

Loch introduced the 2026-2030 capital plan and 2026 operations budget.. Electric projects include the powerhouse roof replacement (\$350,000), generator pit 6 replacement (\$4.85M in 2028–2029, bonding

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requested), and a 2030 system impact assessment (\$350,000), all aimed at improving reliability and extending hydro generation life.

Water projects are the most ambitious in the five-year plan, including reclamation and backwash construction (\$2.825M in 2026–2027 with \$5M state funding), Well #9 construction (\$5M in 2027), new water treatment plant planning starting in 2028 (\$58M, state bonding requested), lead service line replacements (\$2.5M annually through 2033), and street reconstruction projects, including Highway 210 requiring a full 2026 down payment coordinated with MDOT. Ongoing SCADA, booster station, and metering improvements continue.

Wastewater projects include the bio-solids project (\$12M in 2026–2027), main lift station replacement (\$500K in 2026, \$7M in 2027), plant upgrades, and VFD/pump/SCADA improvements. The Vactron truck replacement is rescheduled to 2027–2028, and several carry-forward projects from 2025 will continue into 2026.

Decisions include prioritizing bonding for generator pit 6 and the water treatment plant, continuing lead line replacement funding, and coordinating Highway 210 payments with MDOT. Next steps include the generator pit 6 project tour and monitoring cash flows and planning milestones.

The 2026 operating budget maintains stable operations with an emphasis on staffing and regulatory compliance. Total revenue across divisions is \$40.3 million with expenses of \$40.08 million, largely driven by \$20 million in purchase power costs, wages, benefits, and consulting for engineering and regulatory studies. Staffing adjustments include a technical services lead, maintenance lead, two utility laborers, a business office support specialist, replacement for Jeff's retirement, and one wastewater operator to backfill a vacant position, ensuring full operational capacity.

Electric funds remain stable, with net position slightly reduced due to added staffing. The water fund shows a positive net position for the first time in years, aided by prior rate increases, while wastewater funds remain stable despite rising chemical and maintenance costs. Industrial revenue is budgeted at \$8.4 million for 2026, based on prior years' averages, with associated purchase power costs included in the budget.

The budget, covering both capital and operations for 2026, was recommended for approval and will be presented to the council at the first December meeting as required by the Charter.

Motion by Commissioner O'Day and seconded by Commissioner Higgins to approve the 2026-2030 Capital budget and Operations budgets for 2026, and that the approved budget is recommended for presentation for City Council. Motion Carried.

Unfinished Business

Memo -See board packet for updates.

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Approve Updated language for the City Contribution Policy 2003-001 – See board packet for agenda request.

Finance Manager Danny Loch presented.

A change to the City contribution policy was presented, transitioning from a mill rate–based contribution tied to kilowatt-hour sales to a contribution calculated as a percentage of electric utility revenue. At the request of City Council, options of 3 percent in 2026, 4 percent in 2027, and 5 percent in 2028 were evaluated. The Commission previously determined to move forward with the revenue-based approach at 3 percent for 2026 and to defer any future percentage increases until completion of a rate study. The amended policy reflecting a 3 percent revenue contribution was presented, and a motion was requested for approval.

Motion by Commissioner Higgins and seconded by Commissioner O’Day to approve 3% contribution based on electric revenues for the year 2026 and wait for any other changes until BPU has the Rate Study completed. Motion Carried.

Approve Revised Solar Development Agreement related to Solar Array Installation on the Rotary Riverside Park Pavillion- Public Utilities Director Paul Sandy presented and discussion followed. A revised agreement was presented on the solar array due to concerns raised by the Rotary club. The Rotary club had concerns requiring the replacement and decommissioning of the solar array. The redlined changes put the onus on the utility for these replacement and decommissioning costs as well as changing the Rotary club signatory.

Motion by Commissioner O’Day and seconded by Commissioner Higgins to Approve Revised Solar Development Agreement related to Solar Array Installation on the Rotary Riverside Park Pavillion There was a unanimous vote in favor of the motion. Motion carried.

Approve DRAFT Leaking Water Service Line Policy

Public Utilities Director Paul Sandy presented.

Discussion included

Commissioner Higgins expressed appreciation for the staff’s work on the policy and the improved clarity and readability, noting support for applying this consistent, strategic narrative approach across all utility policies. The commissioner emphasized the importance of alignment and consistency among policies for different utilities and suggested a “plug-and-play” framework. Concerns were raised about the use of the term “enforcement,” recommending softer language to better reflect the utility’s collaborative relationship with the community and avoid unintended negative perceptions. While acknowledging the need for compliance, the commissioner encouraged a more customer-friendly tone. The policy was ultimately supported, with recognition of the importance of addressing water loss and the value of the work completed.

Motion by Commissioner Higgins and seconded by Commissioner O’Day to approve DRAFT Leaking Water Service Line Policy. There was a unanimous vote in favor of the motion. Motion carried.

New Business

Approve Statement of Work for Audit Services with CliftonLarsonAllen LLP -See board packet for agenda request. Finance Manager Loch presented the Statement of work from CLA LLP with a 4% increase over previous years.

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Motion by Commissioner O'Day and seconded by Commissioner Higgins to approve Statement of Work for Audit Services with CliftonLarsonAllen LLP. There was a unanimous vote in favor of the motion. Motion carried.

Approve Bolton and Menk's Proposal for CMAR Design and Construction Services related to the Water Backwash and Reclaim Facility Improvements -See board packet for agenda request.
Public Utilities Director Paul Sandy and Morgan Salo, PE of Bolton & Menk Inc. presented.

Staff explained the Construction Management at Risk (CMAR) process being used for the water reclamation project, noting it focuses on value engineering and modifying existing infrastructure rather than rebidding the original design. The approach allows process, structural, and electrical changes that both meet current needs and support a future water treatment plant, with long-life infrastructure designed for reuse. A guaranteed maximum price (GMP) will establish a firm cost cap once approved, and the \$5 million state appropriation grant covers design, engineering, and construction services.

The primary goal of the project is water reclamation, addressing the current loss of 41–45 million gallons of backwash water annually to a seepage basin. Cost savings are largely achieved by reducing or removing the originally planned backwash system, which required extensive pumping, piping, and electrical infrastructure and would primarily serve the existing facility. A future water treatment plant is expected to incorporate a more efficient backwash system. Staff clarified that the revised project represents a reduced and refocused scope, not the original bid scope, and will be delivered within the \$5.6 million total budget through the GMP process. Commissioners expressed understanding and confidence in the approach, emphasizing reclamation as the top priority.

Motion by Commissioner O'Day and seconded by Commissioner Higgins to approve Bolton and Menk's Proposal for CMAR Design and Construction Services related to the Water Backwash and Reclaim Facility Improvements. There was a unanimous vote in favor of the motion. Motion carried.

Approve Bolton and Menk's Proposal for Design and Construction Engineering Services related to Lead Service Line Replacements in coordination with the City of Brainerd's 2026 Reconstruction and Resurfacing Projects -See board packet for agenda request.
Public Utilities Director Paul Sandy and Bryan Drown, PE of Bolton & Menk Inc. presented.

Staff explained that the \$2.6 million in annual lead service line replacement funding is part of the PFA Intended Use Plan and must be applied for and spent in the year awarded, making full utilization each year important. The city expects to receive similar funding annually and plans to maximize replacements each year.

Lead service line work will be coordinated with, but contracted separately from, street reconstruction projects to avoid future street cuts and federal funding complications. The City has identified approximately 1,046 galvanized service lines and will prioritize replacements in reconstruction areas, then target neighborhoods with high concentrations of remaining

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services. Commissioners and administration noted and praised the strong coordination between Public Utilities and Public Works, emphasizing the public benefit of the collaborative approach.

Motion by Commissioner Higgins and seconded by Commissioner O'Day to approve Bolton and Menk's Proposal for Design and Construction Engineering Services related to Lead Service Line Replacements in coordination with the City of Brainerd's 2026 Reconstruction and Resurfacing Projects. There was a unanimous vote in favor of the motion. Motion carried.

Approve Widseth Proposal for Design and Bidding Professional Services related to the Main Lift Station Reconstruction Project-See board packet for agenda request.

Public Utilities Director Paul Sandy presented.

Motion by Commissioner O'Day and seconded by Commissioner Higgins to approve Widseth Proposal for Design and Bidding Professional Services related to the Main Lift Station Reconstruction Project. There was a unanimous vote in favor of the motion. Motion carried.

Staff Reports

City Administrator Report -see board packet for report.

In addition to the administrators written report, Broyles welcomed Paul Sandy back to the city, noting he'll be a valuable addition to the team. He also updated that senior staff—including Paul, Trent, Danny, and Charlie—have been discussing potential charter revisions. The charter commission has asked staff to provide a draft by the end of the year, with a meeting tentatively expected on December 17. Broyles praised the commission's leadership team for their valuable participation and offered to answer any questions.

City Council Liaison Report

Czeczok wished everyone a happy Thanksgiving, expressed hopes for positive time with family and friends, and thanked staff and commission members for their dedication and involvement.

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

Public Utilities Director Report – see board packet for report.

Additional to Sandy's written report, Sandy reported a productive first month, highlighting meetings with staff, participation in managers' meetings, and attendance at a Minnesota Rural Water financing training focused on funding future capital projects. Key priorities include better alignment of capital planning and lead service line work, exploring shared engineering services, developing standard specifications, improving plan review processes, integrating GIS systems, and strengthening the fats, oils, and grease program.

Discussion also included interest in adopting Bluebeam software to improve plan review coordination and document tracking. Staff and commissioners expressed support for the tool as a low-cost, shared resource across departments.

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Finance Manager's Report – see board packet for report.

Additional from the previous report, Loch reported positive news for the electric utility, noting an increase in the electric revenue bond rating to A2 following a recent bonding call, with appreciation expressed to finance staff for their assistance. The City's bond rating remains at A1, and staff will review policies to work toward aligning the utility's rating with the City's. An update was also provided on the transition from physical cold weather rule door hangers to electronic notifications, which is expected to reduce costs while maintaining paper notices for customers not enrolled electronically. Lastly, staff noted ongoing discussions regarding potential solar development opportunities as part of planning for the City's renewable energy requirements for 2040, including the need for a confidentiality agreement.

Operations Manager Report - see packet board for report.

Additionally, Hawkinson acknowledged Jeff Innes's retirement, noting pride in retaining a high-quality employee for 30 years and expressing encouragement that other long-tenured staff will continue in the future. Thanksgiving greetings were extended to those present, and Paul Sandy was welcomed as a positive addition to the team.

Water/Wastewater Manager Report- see board packet for report.

Additionally, Gammon thanked staff and welcomed Paul Sandy, noting his positive impact on the team, and extended Thanksgiving wishes. Staff clarified that recent pump replacements improved redundancy where none previously existed, with older units retained as temporary backups. An update was also given that hauling operations were completed for the season, with equipment prepared for winter, and commissioners expressed appreciation for the staff's efforts.

Commission Members – Report

Higgins Wished everyone a Happy Thanksgiving.

Angland attended Career and Technical Education steering committee at Brainerd High School and noted the strong involvement of utility staff in presenting to environmental studies classes. A request was made for continued staff participation in outreach to students to promote career opportunities, with staff expressing support. Plans were noted to coordinate future involvement in the spring. Appreciation was also expressed for the addition of Paul Sandy and his presence with the team.

Adjournment

Motion by Commissioner O'Day and seconded by Commissioner Higgins to adjourn to meeting today At the Hydro Facility at 1:00pm and then December 11th at 5:30pm Wastewater Management Board Meeting. There was a unanimous vote in favor of the motion. Motion carried at 10:34 AM.

Mike Angland, Commission President

Danny Loch, Finance Manager/Secretary



Public Utilities Commission Agenda Request

MEETING DATE: December 23, 2025

TITLE OF ITEM: Approve Fee Schedule for 2026

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 1

SUBMITTED BY: Danny Loch, Finance Manager

PRESENTER: Danny Loch, Finance Manager

SUMMARY OF ISSUE: Each year, staff present the utility's fee schedule for Commission review and approval to confirm that customer charges remain current and aligned with the cost of providing service. The attached schedule reflects a continuation of the existing fees and structure.

The only change incorporated into the fee schedule is the labor-related component tied to payroll costs. As adopted last year, the hourly labor rate used in applicable fees reflects a 1% increase. No other fee amounts have been modified.

For clarity and consistency, staff also updated the presentation of the special events rate and bulk water sales to reference the current commercial base rate and applicable kWh charges, rather than listing individual rate components that may change over time. These are formatting and reference updates only and do not result in any additional fee increases. If there are future increases to these rates they will be charged, staff would not need to bring this schedule back to Commission for approval with the other rate changes.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommend the Commission approve the attached Annual Fee Schedule as presented.

FINANCIAL IMPACT:

**BRAINERD PUBLIC UTILITIES
SCHEDULE OF FEES
January, 2026**

Disconnect/Reconnect Electricity

7:00 a.m. - 3:00 p.m. (dropping lines, meter maintenance, etc)	No Charge
After hours Emergency Disconnect/Reconnect	No Charge
Temporary Service-If line is extended additional fees could be incurred	\$150.00
Disconnected delinquent accounts & Foreclosures - 7:00 a.m. - 3:00 p.m.	\$50.00

Special Events

Service Charge (Additional charges could be incurred)	\$150.00
Electric Commercial - Single Phase - base service charge per meter + kWh	<i>Current Commercial Base + kWh</i>

Turn Off/On Water

7:00 a.m - 3:00 p.m.	No Charge
After hours Emergency Turn Off	No Charge
Disconnected delinquent accounts & Foreclosures - 7:00 a.m. - 3:00 p.m.	\$50.00

Tampering With Meter

Tampering Fee	\$350.00
Additional Reconnect Fee	\$50.00
3 month average deposit	Varies

New Water Service-1" (main to curb stop) RESTORATION IS OWNER'S RESPONSIBILITY Total Costs Incurred

Water Main Tap

3/4" or 1" plus materials	\$300.00
1 1/2" or 2" plus materials	\$600.00

Water Meters

5/8" - 1/2" Iperl	\$275.00
3/4" Iperl	\$275.00
1" Iperl	\$380.00
1 1/2" Omni-C2	\$2,170.00
2" Omni-C2	\$2,505.00
3" Omni-C2	\$3,175.00
4" Omni T2	\$5,510.00

Bulk Water Sales

Residential 3/4" - base service charge per meter + kWh	<i>Current Res Mo. Charge</i>
Charge per 1,000 gallons	<i>Current Res Commodity Charge</i>
Hydrant Meter Deposit - (Refundable)	\$1,000.00

Pole Attachments - annually per pole

\$7.00

Security Lights - monthly per light

\$12.50 + sales tax

No charge to install if installed on existing pole

Oversize Loads

Under \$500 estimate	Full estimate before move
Over \$500 estimate	\$500 + 50% of est. cost over \$500

BPU Equipment and Employees

Hourly Rate Per Employee	\$71.50/hr
After Hours Hourly Rate Per Employee	\$107.25/hr
Materials	Materials + 20% & sales tax
Truck	\$100/day
Backhoe	\$45/hr
Generator	\$950/day + fuel



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To: Brainerd Public Utilities Commission

From: Daniel Loch

Date: December 23, 2025

Subject: 2026 Commission Meeting Dates

The following is the schedule of the tentative dates for the regular monthly meetings for 2026. The meetings are scheduled to start at 9:00 AM on the last Tuesday of each month unless otherwise noted by an asterisk.

January	27	July	28
February	24	August	25
March	31	September	29
April	28	October	27
May	26	November	24
June	30	December	22*



Public Utilities Commission Agenda Request

MEETING DATE: December 23, 2025

TITLE OF ITEM: Approve Increase in Rates as Approved at Previous Commission Meetings

ACTION REQUESTED: Approve/Deny Motion **ESTIMATED TIME (MIN):** 1

SUBMITTED BY: Danny Loch, Finance Manager **PRESENTER:** Danny Loch, Finance Manager

SUMMARY OF ISSUE:

During the April 29, 2025, regular Commission meeting, the Commission approved a multi-year rate strategy consisting of four scheduled rate increases effective June 1, 2025; January 1, 2026; June 1, 2026; and January 1, 2027. At that time, the Commission requested a six-month review prior to moving forward with future scheduled increases.

The attached rate schedules reflect the rate adjustments by rate class as presented and approved at the April meeting. Staff have included this item on the consent calendar to satisfy the Commission's requested six-month review.

As part of the annual budget process, staff incorporated the previously approved rate increases into the 2026 operating and capital budgets to support ongoing operational requirements, system maintenance, and planned capital investments. The budget, inclusive of these rate assumptions, was reviewed and approved through the established budget process.

For the January 1, 2026 adjustment, the approved increases are as follows:

- Water: 2.75% increase across all rate classes
- Wastewater: 9.9% increase across all rate classes
- Electric: Increases ranging from 1.8% to 6.82%, depending on rate class

Based on the six-month review and the approved 2026 budget, staff are recommending proceeding with the January 1, 2026 rate increase as previously approved by the Commission to ensure continued alignment with operational and capital funding needs.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommend the Commission acknowledge the six-month review and confirm implementation of the January 1, 2026 rate increase in accordance with the rate schedule approved on April 29, 2025.

FINANCIAL IMPACT:

	2024 BASE - CC	PRESENT	6/1/2025	1/1/2026	6/1/2026	1/1/2027
WATER			0.00%	2.75%	2.45%	2.39%
3/4 Inch	4,487	\$ 23.16	\$ 23.16	\$ 25.50	\$ 26.25	\$ 27.00
1 Inch	199	\$ 59.64	\$ 59.64	\$ 42.50	\$ 43.75	\$ 45.00
1+1/2 Inch	117	\$ 88.68	\$ 88.68	\$ 85.00	\$ 87.50	\$ 90.00
2 Inch	122	\$ 153.36	\$ 153.36	\$ 136.00	\$ 140.00	\$ 144.00
3 Inch	26	\$ 276.12	\$ 276.12	\$ 272.00	\$ 280.00	\$ 288.00
4 Inch	16	\$ 414.12	\$ 414.12	\$ 425.00	\$ 437.50	\$ 450.00
6 Inch	5	\$ 661.20	\$ 661.20	\$ 850.00	\$ 875.00	\$ 900.00
8 Inch	1	\$ 1,162.08	\$ 1,162.08	\$ 1,360.00	\$ 1,400.00	\$ 1,440.00
\$/1000gal	433,465,663	\$ 4.92	\$ 4.92	\$ 5.02	\$ 5.12	\$ 5.22
period rev (0% growth)	\$ 3,729,936.00	\$ 2,045,200.81	\$ 2,045,200.81	\$ 2,101,368.81	\$ 2,152,847.10	\$ 2,204,325.38
period exp (2.3% compd)	\$ 3,876,948.00	\$ 1,986,935.85	\$ 2,026,674.57	\$ 2,073,288.08	\$ 2,120,973.71	\$ 2,169,756.10
P/L	\$ (147,012.00)	\$ 58,264.96	\$ 18,526.24	\$ 28,080.73	\$ 31,873.39	\$ 34,569.28
WWTP			11.12%	9.90%	8.51%	7.85%
3/4 Inch	4,487	\$ 16.30	\$ 18.15	\$ 19.95	\$ 21.45	\$ 22.95
1 Inch	199	\$ 19.10	\$ 21.30	\$ 23.45	\$ 25.23	\$ 27.00
1+1/2 Inch	117	\$ 21.80	\$ 24.45	\$ 26.85	\$ 28.93	\$ 31.00
2 Inch	122	\$ 22.90	\$ 25.75	\$ 28.35	\$ 30.55	\$ 32.75
3 Inch	26	\$ 30.90	\$ 34.58	\$ 38.25	\$ 41.25	\$ 44.25
4 Inch	16	\$ 35.60	\$ 40.05	\$ 44.50	\$ 48.05	\$ 51.60
6 Inch	5	\$ 42.40	\$ 47.95	\$ 53.50	\$ 58.00	\$ 62.50
\$/1000gal	564,989,778	\$ 3.65	\$ 4.05	\$ 4.45	\$ 4.85	\$ 5.25
329409778						
564989778						
period rev (0% growth)	\$ 3,437,697.00	\$ 1,534,316.74	\$ 1,704,860.70	\$ 1,873,640.36	\$ 2,033,151.51	\$ 2,192,662.67
period exp (2.3% compd)	\$ 4,023,232.00	\$ 2,061,906.40	\$ 2,103,144.53	\$ 2,151,516.85	\$ 2,201,001.74	\$ 2,251,624.78
P/L	\$ (585,535.00)	\$ (527,589.66)	\$ (398,283.83)	\$ (277,876.50)	\$ (167,850.23)	\$ (58,962.11)
WWTP-DSC			5.02%	0.00%	4.83%	0.00%
3/4 Inch	4,487	\$ 5.00	\$ 5.25	\$ 5.25	\$ 5.50	\$ 5.50
1 Inch	199	\$ 6.50	\$ 6.85	\$ 6.85	\$ 7.20	\$ 7.20
1+1/2 Inch	117	\$ 9.00	\$ 9.45	\$ 9.45	\$ 9.95	\$ 9.95
2 Inch	122	\$ 11.00	\$ 11.55	\$ 11.55	\$ 12.15	\$ 12.15
3 Inch	26	\$ 15.50	\$ 16.30	\$ 16.30	\$ 17.15	\$ 17.15
4 Inch	16	\$ 19.50	\$ 20.50	\$ 20.50	\$ 21.55	\$ 21.55
6 Inch	5	\$ 27.50	\$ 28.90	\$ 28.90	\$ 30.35	\$ 30.35
		\$ 161,856.00	\$ 169,985.70	\$ 169,985.70	\$ 178,201.20	\$ 178,201.20

	2024 BASE - CC	PRESENT	6/1/2025	1/1/2026	6/1/2026	1/1/2027
ELECTRIC	330,542,063					
<u>Residential</u>			5.71%	2.70%	2.63%	2.56%
Base Charge	6,021	\$ 17.50	\$ 18.50	\$ 19.00	\$ 19.50	\$ 20.00
Energy Charge - Per kWh		\$ 0.0863	\$ 0.09232	\$ 0.09232	\$ 0.0943	\$ 0.0943
<u>Duel Fuel</u>			3.09%	1.80%	1.76%	1.73%
Base Charge	157	\$ 8.10	\$ 8.35	\$ 8.50	\$ 8.65	\$ 8.80
Energy Charge - Per kWh		\$ 0.0605	\$ 0.06657	\$ 0.06657	\$ 0.0685	\$ 0.0685
<u>Off Peak</u>			3.09%	1.80%	1.76%	1.73%
Base Charge	20	\$ 8.10	\$ 8.35	\$ 8.50	\$ 8.65	\$ 8.80
Energy Charge - Per kWh		\$ 0.0605	\$ 0.06655	\$ 0.06655	\$ 0.0685	\$ 0.0685
<u>Commercial</u>		BPU+CITY+DMD+COMMWATRONLY+CS1+CS3				
Base Charge			4.00%	2.88%	2.80%	2.73%
1Φ Service	517	\$ 25.00	\$ 26.00	\$ 26.75	\$ 27.50	\$ 28.25
3Φ Service	258	\$ 30.00	\$ 33.00	\$ 35.00	\$ 37.00	\$ 39.00
Energy Charge - Per kWh		\$ 0.1058	\$ 0.11185	\$ 0.11185	\$ 0.1138	\$ 0.1138
<u>Small General Service</u>			6.67%	3.13%	3.03%	2.94%
Base Charge						
1Φ Service	58	\$ 52.45	\$ 55.95	\$ 57.70	\$ 59.45	\$ 61.20
3Φ Service	185	\$ 64.10	\$ 69.95	\$ 73.30	\$ 76.65	\$ 80.00
Energy Charge - Per kWh						
First 2,500 kWh per month		\$ 0.0884	\$ 0.09440	\$ 0.09440	\$ 0.0963	\$ 0.0963
All over 2500 kWh per month		\$ 0.0784	\$ 0.08448	\$ 0.08448	\$ 0.0864	\$ 0.0864
Demand Charge - Per kW						
First 8 kW per month		\$ 3.50	\$ 3.75	\$ 3.75	\$ 4.05	\$ 4.05
All over 8 kW per month		\$ 8.80	\$ 9.25	\$ 9.25	\$ 9.75	\$ 9.75
<u>Medium General Service (100<>1000 kW)</u>			13.58%	5.00%	4.76%	4.55%
Base Charge	25	\$ 88.00	\$ 99.95	\$ 104.95	\$ 109.95	\$ 114.95
Energy Charge - Per kWh		\$ 0.0553	\$ 0.06138	\$ 0.06138	\$ 0.0633	\$ 0.0633
Demand Charge - Per kW		\$ 16.00	\$ 16.85	\$ 16.85	\$ 17.75	\$ 17.75
<u>Large General Service (1001<>2500kW)</u>			15.38%	6.67%	6.25%	5.88%
Base Charge		\$ 130.00	\$ 150.00	\$ 160.00	\$ 170.00	\$ 180.00
Energy Charge - Per kWh		\$ 0.0559	\$ 0.06192	\$ 0.06192	\$ 0.0639	\$ 0.0639
Demand Charge - Per kW		\$ 14.25	\$ 15.00	\$ 15.00	\$ 15.75	\$ 15.75
<u>Large Power (2501<>5000 kW)</u>			15.79%	6.82%	6.38%	6.00%
Base Charge	1	\$ 190.00	\$ 220.00	\$ 235.00	\$ 250.00	\$ 265.00
Energy Charge - Per kWh		\$ 0.0871	\$ 0.09310	\$ 0.09310	\$ 0.0950	\$ 0.0950
Demand Charge - Per kW		\$ 13.25	\$ 14.00	\$ 14.00	\$ 14.75	\$ 14.75
period rev (0% growth)	\$ 28,132,281.00		\$ 15,154,875.64	\$ 15,350,060.78	\$ 15,598,408.10	\$ 15,846,755.42
period exp (2.3% compd)	\$ 25,977,036.00	\$ 13,313,230.95	\$ 13,579,495.57	\$ 13,891,823.97	\$ 14,211,335.92	\$ 14,538,196.64
P/L	\$ 2,155,245.00		\$ 1,575,380.07	\$ 1,458,236.81	\$ 1,387,072.18	\$ 1,308,558.77



Public Utilities Commission Agenda Request

MEETING DATE: December 23, 2025

TITLE OF ITEM: Approve Water/Wastewater Operator Job Description and Recommend to City Council for Final Approval

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 5 Minutes

SUBMITTED BY: Paul Sandy, Public Utilities Director **PRESENTER:** Paul Sandy, Public Utilities Director

SUMMARY OF ISSUE: Upon review of the roles and responsibilities of our current wastewater and water operators at each facility, the management team is presenting a new combined position to backfill the current vacancy at the wastewater treatment plant (wastewater operator). Attached is a new job description that combines the duties of the current water and wastewater operator job descriptions for review by the Commission.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Personnel Committee reviewed and discussed the proposed job description during its meeting on December 10, 2025.

The purpose of this new position is to consolidate the responsibilities of the existing Water Operator and Wastewater Operator roles into a single hybrid position. This approach is intended to enhance operational flexibility across both the water treatment plant and the wastewater treatment plant. By creating a combined role, management and operator staff will be better equipped to respond to operational needs and maintenance requirements at either facility, ensuring greater efficiency and adaptability in future staffing.

For current employees, both water and wastewater operators will have the option to reclassify into this new position, provided they meet the minimum qualifications outlined in the job description. In accordance with the Employee Policy Manual, they may reclassify and would advance to the next step on the wage grid with at least a 3% increase, unless they are already at Step 6.

Following approval of the job description by both the Commission and City Council, the next steps will include negotiating the wage rate with IBEW Local 31. Once a final wage agreement is reached, it will be presented to the Commission and City Council for formal approval. After these approvals, the position will be posted for applicants.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached Water/Wastewater Operator job description and further recommends forwarding that the City Council for review of the proposed position description.

FINANCIAL IMPACT: This position has been budgeted for during the 2026 budget process, approved by both Commission and City Council.



Water/Wastewater Operator

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled trades work operating the water and wastewater treatment plants, sanitary sewer lift stations and water booster stations; including monitoring, evaluating and troubleshooting water and wastewater operations to ensure permit requirements are met, and related work as apparent or assigned. Work is performed under the moderate supervision of the assigned facility Crew Chief.

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 employee 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

- Operates water and wastewater treatment plants, sanitary sewer lift stations, and water booster stations ensuring compliance with operating permit requirements including but not limited to chemical additions, testing results, maintaining records; and preparing reports.
- Makes regular inspections of plants and equipment to ascertain that it is always in proper operation; monitors treatment process and flow throughout plants; performs repair and maintenance of wastewater and water equipment and reports major repair needs to the assigned Supervisor; troubleshoots telemetry, mechanical, chemical, biological, hydraulic and pneumatic systems; conducts repairs.
- Maintains records of plant operations and prepares periodic reports for submission to the assigned facility Crew Chief, Water/Wastewater Manager and/or others as required.
- Inspects and monitors water and wastewater treatment plants equipment and machinery to determine that all machinery is operating properly and to ensure proper treatment of water and wastewater and the disposal of sludge and biosolids; takes samples of water and wastewater at various stages of treatment processes in the water and wastewater plants.
- Reads various charts, graphs, gauges and meters; monitors and regulates tank levels and flow pressures to document operations and prepare reports.
- Responds to calls; participates in an on-call rotation providing first response to after-hour alarms or calls.
- Monitors SCADA and alarm systems.
- Performs facility custodial duties.
- Performs drinking water sample collection procedures.
- Performs the sludge application and hauling process.
- Assists in training personnel in water/wastewater procedures, requirements, and equipment.
- Maintains state certifications for operations by attending training seminars.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of water and wastewater treatment plants, sanitary sewer lift stations and water booster stations.
- Thorough knowledge of hydraulic, chemical and mechanical principles pertinent to water and wastewater treatment plant operations.
- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to water and wastewater treatment industry, including MPCA, MDH, EPA, NELAC, and OSHA.

Water/Wastewater Operator

Page 2

Knowledge, Skills and Abilities (Cont.)

- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with OSHA safety requirements.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; skilled in the use and care of hand tools.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to read meters and gauges accurately and to maintain records of operations.
- Ability to write routine reports and correspondence.
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to plan workload to meet time requirements.
- Ability to read and interpret documents such as safety rules, as-built construction drawings, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

- High School Diploma or General Education Degree (GED).
- Valid driver's license.
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within twelve (12) months of hire.
- Possession of or ability to obtain within eighteen (18) months of hire:
 - MPCA Class D Wastewater Operator Certificate;
 - MDH Class D Water Operator Certificate;
 - MPCA Type 4 Sludge Certificate; and
 - Minnesota Special Class Boilers Operating Engineers License.
- Advancement to MPCA Class B Wastewater Operator Certificate as permitted by in-service time and training.

The following are highly desirable qualifications when hiring:

- Graduation from Technical/Community College training program with specialized training in wastewater operations.
- Training and/or experience in the operation, maintenance, repair and service of water and wastewater treatment facilities, sanitary sewer lift stations, water booster stations and related equipment.
- Possession of a Minnesota Class A CDL license with tanker endorsement.
- Possession of MPCA/MDH Water/Wastewater Class C or higher Operator certificate.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing, reaching with hands and arms and repetitive motions, frequently using hands to finger, handle or feel, tasting or smelling and lifting and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling, 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 measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposed to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration; work is generally in a moderately noisy location. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

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: December 3, 2025

**Brainerd Public Utilities
BPU Commission Unfinished Business
December 23, 2025**

A. ClimaVision (June 2024)

The project continues to move forward. Both the attorney review process and the structural analyses have been completed, including considerations related to bringing the tower back online and installing a mixer. Final easement language is still being refined with Attorney Langel, and staff are working through the remaining items to prepare the project for installation.

Utility Director Sandy and Finance Manager Loch met with Attorney Langel to discuss the project and outline the next steps required to advance it to the construction phase. One critical item identified is the need for a permanent easement for the water tower site located within the fenced area at the former State Hospital property. Current records from both City and the State indicate that no permanent easement has been formally dedicated for this location.

Finance Manager Loch will coordinate with representatives from the State of Minnesota to draft the necessary easement documentation. Concurrently, Utility Director Sandy will engage with MnDOT to confirm any existing dedicated right-of-way for the roadway providing access to the State Hospital complex. The required easements include ingress and egress rights to the water tower site, as well as a permanent easement for the tower area within the fenced perimeter.

B. Hydro Generation (1/31/23)

Procurement of a new generator remains in progress. After learning that previously identified models are no longer in production, staff and Barr Engineering are evaluating feasible alternative generation options, including the associated civil work and installation costs. While formal estimates have not yet been received, early indications suggest the project cost may increase from the original \$750,000 estimate to approximately \$1.0–\$1.2 million for the generator only. The anticipated lead time for the preferred generator option is expected to exceed one year.

Staff have been coordinating with Marty Siefert on updates to the project's funding bill and conducted a site visit with Representative Heintzeman and Senator Heintzeman. There is a strong likelihood that they will carry bill language on our behalf during the next legislative session to pursue a direct bonding appropriation for the generator project.

To move the project forward, staff will be reaching out directly to vendors to obtain updated estimates and determine the appropriate bidding requirements.

C. Rewrite of Brainerd City Code Section 705 – Water System (6/27/23)

The revision of Section 705 has begun and is currently underway. This effort was identified at the July Commission meeting and has been progressing since then. Community Development Director Kramvik has received updated changes from all staff, incorporated them into the City Code format, and the draft is now undergoing final internal review before being forwarded for legal review. In Q1 2026, staff will re-engage this process and ensure that the process can be completed in 2026.

D. Development of Plan to be Carbon Free by 2040 (10/31/23)

BPU remains subject to Minnesota's Renewable Energy Standard (RES), which requires utilities to generate or procure electricity from eligible renewable resources—solar, wind, hydroelectric, or biomass—equivalent to at least 25% of total retail electric sales by 2025 and 55% by 2035. In addition, the RES requires utilities to generate or procure 100% carbon-free electricity by 2040.

The amendments to the American Electric Power (AEP) purchase agreement continue to support BPU's compliance. The updated AEP contract has been finalized and approved, with contract pricing secured as of January 28, 2025.

Staff continue evaluating additional pathways and resource options to meet the upcoming RES and carbon-free requirements, including future procurement needs and potential local generation opportunities. Further updates will be provided as options are refined and cost impacts are better defined.

A developer reached out to us about a potential project and requested a confidentiality agreement. We are considering drafts so that BPU can evaluate project-specific information. This draft has been provided to the Commission for approval at this meeting. Once this agreement is executed, staff will have the ability to work directly with the developer on the potential development of a purchase power agreement and further development of the potential project.

E. Lead Service Line (LSL) Inventory Assessment and Replacements (9/26/23)

Work continues on mapping the public water system and identifying materials used in water service lines. All known data has been submitted to the Minnesota Department of Health (MDH) as required. Efforts to identify unknown service lines—particularly those at properties where staff were not granted access—remain ongoing.

Notices were mailed to customers with galvanized or unknown service lines on October 15, 2024, following a coordination and informational meeting with City department heads. Staff also met with the Public Facilities Authority (PFA) and MDH on December 18, 2024, to discuss funding options, with further updates provided during the MRWA Conference on March 5, 2025.

The State of Minnesota has since provided funding to Bolton & Menk to research unknown service lines and contact affected customers. That outreach phase is now complete, and Bolton & Menk are finalizing the project summary and updating state database information for staff review. Additional updates will be posted on the BPU website as they become available.

On November 7, 2025, staff received notification from MDH regarding required notices to property owners with galvanized service lines or unknown service line materials. Staff prepared the required mailing within the 30-day timeframe, and notices were sent to affected property owners. A certification form was subsequently completed and submitted to MDH in accordance with state requirements.

The City of Brainerd has been placed on the 2026 Intended Use Plan for Lead Service Line Replacement in the amount of \$2,625,000. This program provides 100% reimbursement, resulting in no cost to the utility or to property owners with known lead or galvanized service lines.

Following approval of the lead service line contract for design and construction engineering services at the previous Commission meeting, staff held a kickoff meeting with Bolton & Menk to discuss the project. Staff and Bolton & Menk are currently redlining and updating standard forms that will be provided to property owners to allow interior inspections, obtain authorization to perform lead service line replacements, and further develop project plans.

At its December 1 meeting, the City Council approved a design and construction engineering proposal with Bolton & Menk for the 2026 SE Brainerd Reconstruction Project. A subsequent kickoff meeting was held with City staff and Bolton & Menk to review project details and coordinate efforts with the lead service line replacement project.

The second proposal for the lead service line replacement program is being presented to the Commission at this meeting. This proposal represents a Phase 1 lead service line replacement project in the NE Brainerd neighborhood.

This work will bring the total project cost—including engineering and construction—to the full \$2,625,000 allocation. Utilizing the same consultant for both the reconstruction project and the lead service line replacement program will ensure seamless coordination and supports the updated 2026 work plan.

F. Strategic Planning (04/24/2025)

Former Director Evans initiated and presented a strategic planning session along with supporting documentation. Following the onboarding of Director Sandy, integration discussions with the City resumed and will continue through the remainder of 2025 as the Charter Commission and City Council consider potential Charter amendments. Because these changes could directly affect strategic planning, the planning process was paused to ensure that all City departments can ultimately be aligned under a single, comprehensive plan. This pause remains in effect.

Once integration discussions are complete and there is a clear understanding of how the Utility and the City will function operationally, strategic planning efforts will resume under the direction of the Public Utilities Director and the City Administrator. Long-range planning sessions with City staff will begin after the new year and are anticipated to be a one- to two-year process. The goal of these sessions is to develop long-range sanitary sewer and water distribution plans, integrate asset management activities—including long-range capital improvement planning—and identify strategies to better align capital improvement projects across the City's divisions.

G. Main Lift Station Painting

Staff have followed up with the Rotarian who previously expressed interest in donating paint for utility facilities. Messages were sent requesting confirmation of donation details, including color availability, quantities, and timing. As of the date of this memo, staff have not received a response.

Staff will provide an update to the Commission once a response is received or if additional outreach is required.

Given the anticipated design and construction of the main lift station, with construction planned for the 2027 construction season, additional staff-level discussions will be needed to determine whether painting the facility is necessary at this time and whether the associated costs are justified moving forward.

H. EV Charging Policy

Staff have begun researching EV charging policies from comparable utilities; however, the approaches and requirements vary significantly and do not align with one another. Additional research is underway to better understand best practices, rate structures, and regulatory considerations before bringing forward a recommended policy. Staff will also be suggesting the inclusion of an EV-specific rate as part of the upcoming electric cost-of-service and rate study.

Completed in 2024:

1. Organizational Restructuring – Job Descriptions
2. Water Treatment Plant (WTP) Asset Inventory Prepared by Bolton & Menk
3. Brainerd City Code Section 700 – Sewer Code
4. Wellhead Protection Plan (WHPP)
5. Directional Drilling Forcemain River Crossing Project
6. Proposal for Strategic Visioning and momentum Services
7. Credit Card Transaction Fees
8. Joint Committee for Parking and Car Chargers
9. Water Wastewater 20-year Feasibility Quote
10. Hydro Automation – tainter gate
11. Current Unfilled Employment Positions at BPU
12. Corrosion Control Plan to Minnesota Department of Health
13. Robert's Property Purchase

Completed in 2025:

1. Customer Communications Policy – GoldCross
2. Commissioners Health Insurance – Tabled
3. Website Updates: Solar Distributed Energy Resources – Posted on Website
4. Schedule of Authority Roles of Commission and Council in Operation of BPU
5. Electric Transmission Service to Brainerd – Interconnection Study v. Building Capacity
6. Reclamation and Backwash Project Design and Selection
7. Crypto Mining Activity



Public Utilities Commission Agenda Request

MEETING DATE: December 23, 2025

TITLE OF ITEM: Approve Bolton and Menks Proposal for Design and Construction Engineering Services for the 2026 Lead Service Line Replacement Project - TH 210 and Northeast Brainerd

ACTION REQUESTED: Approve/Deny Motion **ESTIMATED TIME (MIN):** 5 Minutes

SUBMITTED BY: Paul Sandy, Public Utilities Director **PRESENTER:** Paul Sandy, Public Utilities Director

SUMMARY OF ISSUE: Attached to this request, you will find Bolton and Menk's proposal for design and construction engineering services for the 2026 Lead Service Line Replacement Project for Highway 210 Reconstruction and the first phase of replacements in northeast Brainerd.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Following our last meeting and further discussions and coordination with staff, we've outlined the scope of the 2026 Lead Service Line Replacement Program. This program will include two main components: lead service line replacements tied to the City's 2026 street improvement projects and additional replacements in NE Brainerd to take advantage of funding available through the Public Facilities Authority (PFA) Intended Use Plan (IUP).

Originally, the SE Brainerd Street Reconstruction Project was planned to be completed in-house by City Engineering. However, given the administrative complexity of coordinating lead service line replacements in congruence with the planned reconstruction project, staff determined that partnering with Bolton & Menk for design and construction observation is the most efficient approach. The City Council approved Bolton & Menk's proposal for the SE Brainerd project at its December 1, 2025 meeting.

The proposal before the Commission today covers lead service line replacements in NE Brainerd and any replacements needed during the TH 210 reconstruction project and a first phase of replacements in northeast Brainerd. Brainerd Public Utilities has been allocated \$2,625,000 in PFA IUP funding for 2026, which will cover both design and construction costs. Because the City's street projects will not fully utilize these funds, a separate NE Brainerd project is proposed to ensure we make full use of the available funding.

Phase 1 of this project will focus on Gillis Avenue (Washington Street to D Street), 1st Avenue NE (Washington Street to H Street), and 2nd Avenue NE (Washington Street to F Street). There are currently 63 galvanized or unknown service lines in this area, though the final list may change as inspections are completed.

Project plans and specifications must be submitted by March 31, 2026 to meet PFA certification requirements. Bolton & Menk's proposal includes significant time for property owner correspondence,

rights-of-entry acquisition, and coordination during design and construction, as well as bidding and construction oversight. The proposed fee is \$191,750, which equates to roughly \$3,000 per service line. All costs are fully reimbursable through the Lead Service Line Replacement program, meaning there will be no cost to the utility or ratepayers.

Looking ahead, continued coordination with the City's Street and Sewer Capital Improvement Plan will be essential to program lead service line projects with planned resurfacing and reconstruction projects, along with addressing more projects to fully utilize the funds dedicated to Brainerd from MnPFA for LSL replacements.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Bolton and Menk Proposal for the 2026 Lead Service Line Replacement Project - TH 210 and Northeast Brainerd in the fee, not-to-exceed amount of \$191,750.

FINANCIAL IMPACT: The City of Brainerd and the utilities department has been authorized to receive up to \$2,625,000 from the Lead Service Line Replacement (LSLR) program through the Minnesota Public Facilities Authority for 2026. These funds will cover both design and construction costs, with the goal of replacing as many lead service lines as possible within the allocated amount. Importantly, these replacements will have no financial impact on Brainerd Public Utilities or its ratepayers.



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425

Phone: (218) 825-0684
Bolton-Menk.com

VIA EMAIL

November 26, 2025

Paul Sandy, PE – Public Utilities Director
Brainerd Public Utilities (BPU)
P.O. Box 373
Brainerd, MN 56401
psandy@bpu.org

RE: 2026 Lead Service Line Replacement – TH 210 and Northeast Brainerd
Engineering Proposal
Brainerd Public Utilities

Dear Paul,

The lead service line replacement funding is a new program offered through the Minnesota Public Facilities Authority (PFA), to help provide financial assistance for replacement of identified lead and galvanized services on both the private and public side. While funds exist, the program offers 100% grant for the replacement of the private side of the water service, and a 0% loan which will turn into a grant for the replacement of the public side of the water service. Residents within the community cannot receive this funding individually. This program is only offered through projects administered by a Public Water System.

BPU included three project areas on their request for placement on the 2026 PFA Intended Use Plan (IUP). The draft IUP was released on November 14, 2025 and BPU has been awarded \$2,625,000 of funding towards Lead Service Line Replacements (LSLR). The areas identified for LSLR are along TH 210, in Northeast Brainerd (north of Washington Street between Gillis Avenue and Mill Avenue), and the 2026 City of Brainerd Southeast Reconstruction Project and 2026 Resurfacing Projects. With placement on the IUP, it is required to submit plans and specs for certification to the MN Department of Health (MDH) by March 31, 2026 to utilize PFA funding.

BPU has requested a proposal to complete design plans, specifications, coordination with property owners, bidding services, and construction services to complete LSLR on TH 210 where reconstruction will be completed in 2026 and Northeast Brainerd where galvanized water service lines have been identified. The project area is based on our assumption that there will be grant funding available to replace approximately 60 water services. The project area for this proposal consists of:

- 111 Washington Street
- Northeast Brainerd
 - Gillis Avenue – Washington Street to D Street
 - 1st Avenue NE – Washington Street to H street
 - 2nd Ave NE – Washington Street to F Street

Based on the Lead Service Line Inventory there are 63 galvanized or unknown water services to replace in the project area.

The project will include final identification and listing of property addresses as well as construction plans, estimated quantities, and project specifications for the work site locations. Following MDH certification, the project will be advertised for bid and contracts will be awarded and executed. The plans and specifications will be developed with the understanding that service line replacement will be completed only if the property owner is willing to grant a right-of-entry agreement prior to working on any private property.

Bolton and Menk agrees to provide professional services required for design and administration of this project. It is our understanding that property owners will not be assessed as part of this project due to available grant funds. Below is a breakdown of the various tasks that are needed to complete this project.

Task 1: Design & Preparation of Plans & Specifications

Upon authorization to prepare plans and specifications for the Project, Bolton and Menk Inc. will perform the following:

1. Research utility records and plans as necessary to obtain information for detailed design and preparation of construction documents. We request all GIS data available for sanitary sewer, watermain and water services, storm sewer, and electrical is provided.
2. Meet on an as needed basis with BPU and City Staff to discuss and coordinate construction schedules, utility conflicts, property owner issues and other project concerns.
3. Hold one public information meeting inviting property owners to provide details of the funding program, discuss a right of entry agreement, and gain information specific to individual service replacements.
4. Perform final design and prepare plans and specifications for the Project, including a complete breakdown of quantities of construction and estimated cost of construction. Construction methods will vary for each service replacement. As a result, as built quantities will change based on the most economical solution determined during construction. The cost estimate will be based upon public construction cost information. Since Bolton and Menk has no control over the cost of labor, materials, competitive bidding process, and other factors affecting the cost of construction, all cost estimates shall be for general information and no warranty or guarantee as to the accuracy of construction estimates is made. BPU agrees that costs for project financing shall be based upon actual, competitive bid prices with reasonable contingencies.
5. Assist with the preparation of any permit applications such as MPCA stormwater/erosion control and Minnesota Department of Health, required for the Project.
6. Provide bid documents comprising of construction plans, construction specifications and construction contracts in accordance with the requirements of the BPU, City of Brainerd, MDH, and PFA.
7. Assist with necessary submittals to MN PFA and MDH to comply with funding requirements.

Task 2: Right of Entry Acquisitions

Right of Entry agreements will be required from all residents on the project. Bolton and Menk will perform the following related to right of entry acquisition needed to replace existing lead services from the property line to the meter inside the home:

1. Work with the City Attorney to obtain a generic agreement form for all residents to approve and sign.
2. Meet with individual residents on the project along with BPU staff, to go over the agreement form, determine best method of replacement, and gather existing condition information inside the home.

Task 3: Bidding Phase

Bolton and Menk will perform the following related to the bidding phase:

1. Answer questions from contractors interested in bidding on the project.
2. Attend pre-bid meeting
3. Attend the public bid letting, analyze bids received by BPU for completeness and accuracy and note any omissions and discrepancies.
4. Compile a bid summary of the results of the bids and write a letter to BPU recommending award of the construction contract to the apparent low bidder.
5. Prepare project contracts after award of contract.
6. Assist with PFA financing application.

Task 4: Construction Phase

Bolton and Menk will perform the following related to the construction phase:

1. Schedule and lead preconstruction meeting with BPU staff, City of Brainerd Staff, and contractor. Prepare and distribute meeting minutes.
2. Review shop drawing submittals and confirm materials meet Buy America Build America requirements.
3. Field document and record the water services that are replaced.
4. Coordinate with project contractors on 2026 Southeast Reconstruction Project and 2026 Resurfacing Project.
5. Prepare contractor progress pay applications.
6. Review certified payroll reports for compliance with PFA requirements.
7. Review all funding documentation from the contractors once the work is completed.
8. Assist BPU in submitting for reimbursement through PFA.

Fees

Based on our understanding of the project and experience utilizing the grant dollars available, we have provided our estimated fees below to provide the professional services outlined

above. We propose providing our estimated fee for the work elements described in this proposal on an actual hourly basis.

TASK	DESCRIPTION	Estimated Fee
1	Design & Preparation of Plans & Specifications	\$55,090
2	Right of Entry Agreements	\$27,370
3	Bidding Phase	\$5,550
4	Construction Services	\$103,740
	Total:	\$191,750

Schedule

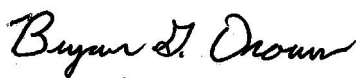
Schedule for performance of services will be as follows:

December 2025	Authorization of Plans & Specifications
March 2026	Submit Plans & Specifications to PFA for Certification
April 2026	Authorize Advertisement for Bids
May 2026	Award Construction Contract
June 2026	Finalize Loan Application
July 2026 – October 2026	Construction

Thank you for the opportunity to work with you on this project. Please feel free to contact me anytime with questions. You can reach me at 218-821-5242 or by email at bryan.drown@bolton-menk.com.

Sincerely,

Bolton & Menk, Inc.

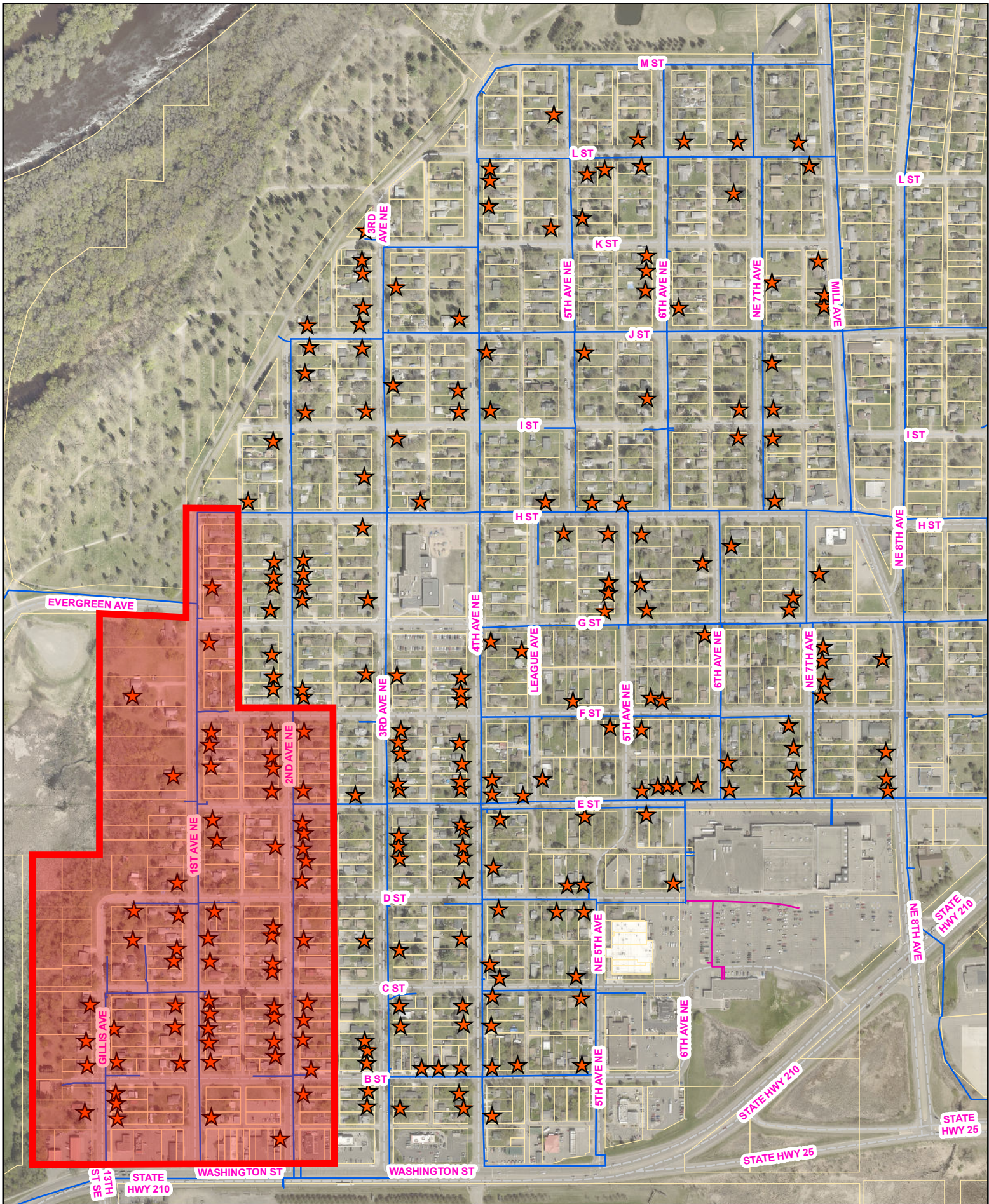


Bryan G. Drown, P.E.

Municipal Project Manager

Cc: Jessie Dehn, PE – Brainerd City Engineer

Enclosure: Northeast Brainerd Project Area Map



**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.



0 150 300 600 Feet

Date: 4/15/2025



Public Utilities Commission Agenda Request

MEETING DATE: December 23, 2025

TITLE OF ITEM: Approve Confidentiality Agreement with Eden Renewables, LLC for a Potential Solar Project

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 5 Minutes

SUBMITTED BY: Paul Sandy, Public Utilities Director, Trent Hawkinson, Operations Manager

PRESENTER: Paul Sandy, Public Utilities Director, Trent Hawkinson, Operations Manager

SUMMARY OF ISSUE: BPU staff have been in discussions with Eden Renewables, LLC about a potential solar project that could supply power to BPU and potentially result in a purchase power agreement between the parties.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Preliminary discussions regarding the potential project have been high-level, focusing primarily on general concepts. The next step involves a deeper examination of the project's intricacies, including preparation, evaluation, negotiation, and a thorough exploration of the project's purpose with the developer.

The confidentiality agreement is intended to protect any potential trade secret data that the developer may provide during these discussions and negotiations. Under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act), trade secret data is classified as non-public data when properly designated. Disclosure of such data could be detrimental to both the developer and BPU, as it may compromise proprietary information critical to the developer's competitive position.

It is important to note that, based on consultations with the City Attorney and BPU's legal counsel, Kaela Brennan of Spencer Fane LLP, BPU and the City of Brainerd do not own or generate trade secret data in this context. Therefore, any information, calculations, or documentation originating from BPU or the City is considered public data under the Data Practices Act. If the developer, as the disclosing party, provides information it considers to be trade secret data, it must clearly mark such documents as "non-public" and indicate that they contain trade secret data pursuant to Minn. Stat. § 13.37.

At the outset of this process, the developer submitted a confidentiality agreement for BPU's review. Upon examination, that document was found to be non-compliant with the Minnesota Government Data Practices Act, which governs BPU and other local government entities. The agreement presented to the Commission today was drafted by Kaela Brennan and reviewed by the City Attorney to ensure full compliance with applicable statutes. The developer has agreed to the revised terms and has executed the confidentiality agreement accordingly.

Other provisions within the agreement are self-explanatory. Staff will be available during the meeting to address any questions related to the agreement or its implications under Minnesota law.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached confidentiality agreement with Eden Renewables, LLC and authorizing the Utility Director as signatory on the agreement.

FINANCIAL IMPACT: There is not financial impact related to this action.

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (“Agreement”) shall be effective on December 9th, 2025 (the “Effective Date”) and is between the Water and Light Department d/b/a/Brainerd Public Utilities “BPU”) and Eden Renewables LLC (the “Company”). BPU and the Company are each referred to herein as a “Party” and collectively as the “Parties.”

WHEREAS, BPU is a municipal utility organized pursuant to City Charter and Minnesota Statutes Sections 412.321 to 412.391; and

WHEREAS, the Company is considering potential solar project(s) that could supply power to BPU and potentially result in an agreement between the Parties (the “Purpose”); and

WHEREAS, to prepare, evaluate, negotiate, and, explore the Purpose, it is contemplated that the Parties may share certain Trade Secret Data (as defined below);

WHEREAS, the Parties recognize that disclosure of Trade Secret Data would be detrimental to both the Parties; and

WHEREAS, the Parties enter into this Agreement because they wish to define and protect their respective rights and obligations as to the exchange and use of Trade Secret Data.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Definitions.

1.1 “Disclosing Party” means the Party providing data hereunder, either directly or through any Person for or on its behalf.

1.2 “Person” means an individual, a corporation, a partnership, a limited liability company, an association, a trust or other entity or organization, a government, political subdivision or an agency or instrumentality thereof.

1.3 “Protected Data” has the meaning specified in section 2.4.

1.4 “Receiving Party” means the Party receiving data hereunder, either directly or through any Person on its behalf.

1.5 “Receiving Party Representatives” means directors, officers, employees, attorneys, accountants, elected or appointed officials, shareholders, principals, agents, or advisors of the Receiving Party.

1.6 “Trade Secret Data” means (i) data that is the subject of efforts that are reasonable under the circumstances to maintain its secrecy, and (ii) data that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other Persons who can obtain economic value from its disclosure or use.

Trade Secret Data may be in any form whatsoever, including writings, computer programs, logic diagrams, component specifications, drawings or other media.

(a) Trade Secret Data and Protected Data do not include data that (i) was or becomes generally available to the public other than as a result of a disclosure by the Receiving Party; (ii) is already in the lawful or rightful possession of the Receiving Party at the time of disclosure by the Disclosing Party; or (iii) is obtained by the Receiving Party from a third party that lawfully and rightfully possesses such data and has not breached any obligations of confidentiality.

2. Maintaining Confidentiality.

2.1 The Disclosing Party shall identify any data that it believes to be Trade Secret Data (a) by clearly marking the first page or cover page of the document as “NONPUBLIC DOCUMENT – CONTAINS TRADE SECRET DATA” or with words of similar import, (b) by similarly marking every page in which Trade Secret Data appears, and (c) by underlining, placing in brackets, or otherwise clearly identifying the Trade Secret Data to be protected from disclosure.

2.2 The Receiving Party shall use the Trade Secret Data only in connection with the Purpose and for no other purpose. The Receiving Party shall keep confidential and not disclose to, discuss with, or otherwise make available to any Person any Trade Secret Data, except:

(a) to a Receiving Party Representative on a “need to know” basis to the extent the assistance of such Receiving Party Representative is required in connection with the Purpose; provided, however, that the Receiving Party shall advise such Receiving Party Representative of the confidentiality of such data pursuant to the terms of this Agreement, and use commercially reasonable efforts to cause such Receiving Party Representative to maintain the confidentiality of such data, or

(b) to the extent required by court order or applicable law, provided that the Receiving Party shall promptly notify the Disclosing Party so that the Disclosing Party has a reasonable opportunity to obtain an injunction against such disclosure and the Disclosing Party shall only disclose the amount of Trade Secret Data as required by such court order or applicable law.

2.3 If the Company provides to BPU data labeled as containing Trade Secret Data, it shall also provide to BPU a version of the document or data in which the Trade Secret Data has been removed. The first page or cover page of a document from which Trade Secret Data has been excised must be clearly marked as “PUBLIC DOCUMENT – TRADE SECRET DATA REMOVED” or words of similar import.

2.4 If a Disclosing Party provides data that does not constitute Trade Secret Data but it believes that the nature of the data or the circumstances surrounding its disclosure and that pursuant to Minnesota law, the data ought, in good faith, to be treated confidentially as nonpublic or not public data, including protected customer data (“Protected Data”), the Disclosing Party shall clearly mark such Protected Data in a manner similar to sections 2.1 and 2.3 of this Agreement and shall provide a brief accompanying explanation of why the Protected Data should be treated confidentially as nonpublic or not public data.

2.5 The Receiving Party will notify the Disclosing Party if any third party requests Trade Secret Data or Protected Data. In the event of any challenge under the Minnesota Government Data Practices Act, Open Meeting Law, or other law, BPU will determine how to respond based upon the specific facts and circumstances of the challenge and in light of its obligations under the law.

2.6 Notwithstanding termination of this Agreement for any reason, the obligations of the Receiving Party under this Agreement to maintain the confidentiality of Trade Secret Data survives the termination of this Agreement and remains so long as the item(s) qualify as trade secret under governing law.

3. Ownership of Data. The Disclosing Party shall retain exclusive ownership of the Trade Secret Data and Protected Data, and the Receiving Party shall not receive any right or interest whatsoever in any of the Trade Secret Data or Protected Data of the Disclosing Party merely by such disclosure.

4. Return of Trade Secret Data. Upon termination of negotiations between the Parties, or upon request by the Disclosing Party, the Receiving Party shall return to the Disclosing Party or destroy all tangible evidence of such Trade Secret Data. For the purposes of this Agreement, all terms regarding the use, return, and destruction of Trade Secret Data shall apply to all (i) copies or other reproductions of any Trade Secret Data, and (ii) summaries, abstracts, compilations, and analyses produced by or on behalf of the Receiving Party based on Trade Secret Data, but only to the extent of the portion thereof containing excerpted Trade Secret Data.

5. Miscellaneous.

5.1 It is understood and agreed that the Trade Secret Data is special, unique and of extraordinary character, and that the Parties shall be irreparably harmed by a breach of this agreement. Without prejudice to the rights and remedies otherwise available to the Disclosing Party, the Receiving Party agrees that the Disclosing Party shall be entitled to seek equitable relief by way of injunction or otherwise if the Receiving Party breaches or threatens to breach any of the provisions of this Agreement.

5.2. The Parties hereto agree that the restrictions contained in this Agreement are reasonable in area, scope, and duration.

5.3 The Company shall not assign this Agreement or any interest herein without the prior written consent of BPU, which may be withheld in its sole and absolute discretion.

5.4 This Agreement shall be governed by the laws of the State of Minnesota, excluding its conflict of law rules.

5.5 This Agreement is the entire agreement between the Parties relating to the subject matter of this Agreement and supersedes all prior agreements, written or oral, between the Parties relating to the subject matter of this Agreement. This Agreement may not be modified, in whole

or in part, except by an agreement in writing signed by the Parties. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which shall constitute one and the same document.

5.6 The provisions of this Agreement are severable, and if any one or more of such provisions is determined to be judicially unenforceable, the remaining provisions shall nevertheless be binding and enforceable. The titles used herein are for convenience only and shall not be considered in construing or interpreting any of the provisions of this Agreement.

IN WITNESS WHEREOF the Parties have signed this Agreement as of the date first set forth above.

THE COMPANY:

By: *Giovanni Maruca*

Name: Giovanni Maruca

Title: Chief Development Officer

WATER AND LIGHT DEPARTMENT d/b/a/
BRAINERD PUBLIC UTILITIES

By: _____

Name: _____

Title: _____

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 15 December 2025
SUBJ: City Administrator Report

In addition to routine administrative matters and in preparation of topics and business action items on the Council's work sessions and meeting agendas, the following is a summary of tasks and activities the City Administrator's office has been working on since the last report of 17 November 2025.

Community Engagement

17 Nov: various meetings re: Kuepers development and DWSMA continue
18 Nov: discussed fire contracts w/council member Johnson, fire chief, and finance director
18 Nov: met w/fire relief representatives, and union discussion re: paid family medical leave
19 Nov: HRA board meeting, and planning commission meeting
20 Nov: discussed downtown snow removal with IUOE, and budget meeting
21 Nov: public utility/hr discussion re: staffing, and more discussion on fire contracts
24 Nov: transit discussions, data center talks, skate park meeting, and YMCA pool project
24 Nov: discussed ideas around Gustofson park, and staff charter meeting
25 Nov: PUC meeting, and park board meeting
26 Nov: visited water/wastewater shops and staff
1 Dec: staff charter meeting, city council meeting
3 Dec: visited with police department staff, more skate park discussions
3 Dec: meeting w/potential developer
5 Dec: discussions re: the future of the annex
5 Dec: city hall tree lighting event
8 Dec: Kuepers discussion around water service line
8 Dec: met w/high school student re: job shadow and their teacher
8 Dec: special city council meeting
9 Dec: insurance review with our carrier to collect data for renewal
9 Dec: talked transit business model and downtown snow removal
10 Dec: visited w/public utility employees at the service center
11 Dec: joint wastewater management board meeting at public utilities

Charter Update

The Charter Commission met on 5 Nov and directed staff to come back with a draft charter by the end of the year. Staff has begun, and will continue to meet regularly, to develop a draft. The next Charter Commission meeting is noticed for 17 Dec. It is a joint meeting with the PUC.

Finance

Final preparations for 2026 budget continue. The preliminary levy has been set. The proposed final levy is a 4.75% increase over 2025. Final budget must be approved by EOY.

Human Resources

- Paid Leave Private Plan: staff submitted our Paid Leave Equivalent Plan and required \$500 fee to the State for approval. Payroll, Finance and HR staff are continuing to learn about MetLife's new processes for claims as well as reporting/payment requirements as the new PFL benefit and payroll deductions start on 1 Jan 26.
- Grievance: a police officer filed a grievance regarding his initial step placement on the 2025 wage grid. Mediation is scheduled for 15 Dec.
- Hiring: processes are underway for several positions including Police Officer, Paid on-call Firefighters, Police Records Management Tech, HR Assistant, CSOs, and our winter temporary positions.

Public Works/Utilities/Parks/Transit

Engineering

- Hwy 210/Washington Street Project: advertising for bids to engineering firms for inspection on city utilities
- Kicking off meeting with engineer firm for SE Brainerd

Streets

- Priority has been snow removal; crews will be cleaning College Drive and Oak Street
- Clearing select trees at Jaycee Park

Recreation

- Pond Hockey registration has started with season beginning on 8 Jan
- We need volunteer coaches for pond hockey

Parks

- Priority of downtown snow removal and preparing ice hockey and pleasure rinks
- Anticipated opening for rinks is the week of 22 Dec

Transit

- Our new rider app is now being used by 27% of our riders
- Our late bus (4:30 to 6pm) is often running at full capacity
- Staff is creating a new first-time rider guide, along with an updated, easy-to-read informational brochure to help riders better understand our services

Fire

We are finishing up the hiring process and will have new firefighters starting 1 Jan. New firefighter orientation will be on 29 Dec. Continue to work on the design and planning for the proposed renovation. There is an 80% progress meeting on 22 Dec for our new apparatus, a Tender, and we are looking to get the truck early 2026.

Technology

All city computers will be replaced in 2026 as part of the regular replacement schedule. All computer replacements will come with various additional security implementations. Significant progress is being made with GIS applications for sewer crew and others. Council will be considering a support agreement for Brainerd to assist Baxter as their one staff member is turning over.

Suspense Tracker

Subject	Due Date	Companies	Notes	Date Completed	% Complete	Status
BlockMetrix- Site Control	12/31/2025	Community Dev	<p>Purchase and Development Agreement- needs to be executed by BM</p> <p>Power Agreement- needs to be executed by BM</p> <p>Building Permits- have been applied for</p> <p>EDA will direct staff on next steps regarding the PDA at the June 5th meeting</p> <p>EDA took no action at the June 5th meeting</p> <p>Power Agreement is currently being reviewed by staff and will be reviewed by the PUC on 6/24</p> <p>Power Agreement has been forwarded to Blockmetrix for review 7/2</p> <p>Staff set up a virtual meeting with Blockmetrix on 7/30 - Blockmetrix did not attend - stated that an issue came up</p> <p>Staff virtually met with Blockmetrix - 8/15 - Staff have not received a response</p> <p>Staff will virtually meet with Blockmetrix on 9/11</p> <p>BPU Commission directed staff to not except the edits from Blockmetrix regarding the power agreement</p> <p>Staff is waiting on a response from Blockmetrix</p> <p>BPU Commission considered redlined changes from Blockmetrix at the October meeting and recommended no changes</p> <p>Blockmetrix stated without the redlined changes the project was not viable</p>		50%	In Progress
Shoreland Ordinance	12/31/2025	Community Dev	<p>9/17 - Planning Commission to review preliminary language</p> <p>10/15 - Planning Commission reviewed language and directed staff to work with the DNR on four outstanding items.</p> <p>Staff is currently negotiating with the DNR for smaller lot sizes, widths, and increased impervious surface amounts in the Shoreland District.</p> <p>Staff is currently analyzing lot sizes, lot widths, and impervious surface amounts for existing parcels in the Shoreland District.</p> <p>1/21 - Planning Commission will perform final review of shoreland ordinance and negotiated items</p> <p>Planning Commission is planning on holding a public hearing at the February meeting</p>		75%	In Progress

Misdemeanor Prosecution Agreement	1/31/2026	Administration	Agreement with Severson Porter (12/1) Staff has sent the agreement to the cities of Nisswa & Baxter to get approval from their Councils.	75%	In Progress
Kuepers Development	2/2/2026	Community Dev	9/17 - Planning Commission recommends approval of Rezoning, Preliminary Plat, and PUD Development Stage Plan 10/6 - City Council approves Preliminary Plat and PUD Development Stage Plan - Conducts First Reading of Rezoning Ordinance 10/6 - City Council approves distribution of EAW 10/28 - EAW Published in EQB Monitor - comment period ends December 1st 11/19 - Kuepers suspends application for Final PUD to redesign stormwater plans - Kuepers plans to resubmit in December. 12/1 - City Council reviewed EAW and held public meeting 12/15 - City Council to review EAW findings and will make declaration 12/17 - Planning Commission will review amended preliminary plat and PUD	50%	In Progress

Transit Business Model	2/25/2026	Public Works	<p>10/6/2025 – Consultant presented study to CC – Directed staff to develop a Business Model and present to Council at a later date.</p> <p>10/13/2025 and Ongoing – What is needed per department if Transit is Operation by City – Departments involved: HR, Finance, IT, Public Works</p> <p>Business Model: The Business Model will outline the need, concern and why the model is required with outcomes and timelines. This model will also state what is needed and/or required of involved departments (HR, IT, Finance and PW).</p> <p>Timeline: October – Departments started their needs and analysis. December – Department will have analysis completed. January/February 2026 – Public Works will have Business Model completed. March – Present Business Model to TAC March/April – Present Business Model to City Council</p> <p>To date: 11/20/25: Public Works is waiting for more information from various department to finish the Business Model. 11/24/25: (staff meeting) – Financial numbers are complete. Take Aways: 1. Add following items to budget: OT, Training, Bus Storage and Drug Testing. 2. Develop Bus Driver schedule to determine OT hours. 3. Build model for Bus Drivers with no OT. 12/4/25:</p>	25%	In Progress
Improvement 23-12 Beech	6/1/2026	Public Works	Construction- 1st lift was completed for winter	50%	In Progress
Improvement 17-12 Wright	6/1/2026	Public Works	Construction- 1st lift was completed for the winter.	50%	In Progress
Improvement 23-14 Hawkins	10/20/2026	Public Works	Construction is complete on the Hawkins portion. The remainder of the construction on Ronald & Joseph will take place in 2026.	50%	In Progress

2026 Budget	1/1/2025	Administration	Preliminary Levy set on September 29th: \$7,666,013 (8% increase) December 8th- Budget Public Hearing 6:00 p.m. utilize at 4.75% increase for the presentation as directed by the PF Chair & Council President	12/31/2025	75%	In Progress
Stormwater Retention Pond- 1001 Anabec St- Bollig	8/18/2025	Public Works	Staff will meet with Dennis on 9/16/25 to discuss issue and outline process for construction improvement. Staff will meet/confirm with Joe Langel to collect additional information and conversations with Paul Sandy on the subject. Staff will add topic to City Council agenda for discussion on 12/1/2025. On 12/1 Council directed staff to go out for proposal to see how much a study into the Stormwater would cost.	12/31/2025	0%	In Progress
Gustafson Park Development		PW/CDD	5/27 - Brainerd HRA presents potential development of Gustafson Park to the Park Board 11/17 - City Council considers development opportunities and directs to include discussion of Gustafson Park at the December 8th budget meeting. 12/8/2025- City Council directed staff to bring a preliminary plan to the Park Board for a formalized recommendation and receive a quote from a surveying company to replat the property (1/27)	12/31/2025	25%	In Progress
Charter Discussions		Administration	Staff has been meeting weekly since 11/10 regarding the City of Brainerd Charter The next Charter Commission meeting is set for 12/17 with the Public Utilities Commission	12/31/2025	15%	In Progress
Annex Repair		Public Works	12/8/2025 Council directed staff to retain the Annex as an asset and enter into agreement with Hytec through the Gordian process for repairs.		10%	In Progress
Airport Resolution		Administration	8/5/2025 The City responded to the County's letter regarding the airport levies. 10/1/2025 The Airport released it's application process for hiring an Airport Manager 12/8/2025 Council discussed the Airport at its special meeting		25%	In Progress

Codification	Administration	Initial talks have taken place. Need to develop a schedule. Staff is working to do this internally.	0%	Not Started
805 Laurel	HRA	Developer is working on financing	10%	Waiting
Riverside Drive Orderly Annexation	Community Dev	Staff is coordinating with the Crow Wing County City Council directed staff to resolve connection charge issues and the Rural Service District prior to moving forward with annexation (Complete) Ordinance 1581 is set to eliminate future use of Rural Service District- adopted 6/2 (Complete) Public Works Department - Discuss Connection Charges set at 6/2 meeting (complete) Staff to seek direction from City Council regarding the Annexation of Riverside Drive on 7/7 Staff are working on an interdepartmental review and will complete review by 8/1 Draft joint resolution will be reviewed by the City Attorney prior to meeting with Crow Wing County staff Staff is currently making changes as directed by the City Attorney - Staff will forward amended document to City Attorney for final review City Attorney and City Engineer are discussing final edits - 9/9 City has completed the final document for the proposed orderly annexation agreement- 10/13 City staff met with the County on 10/30 to discuss the agreement Staff is researching legal descriptions and preparing the public notice	60%	In Progress
Pedestrian Bridge	Public Works	Staff is pursuing funding opportunities including State Bonding	25%	Waiting

Wastewater Reclamation

Hydrodam

Public Utilities Staff is pursuing funding opportunities including State Bonding Awarded \$5 million in Congressional Spending. Project bids were rejected at the November commission and December council meeting. Bolton and Menk are suggesting we pursue construction manager at risk (CMAR) to oversee the project and create a maximum price. The process for CMAR has been initiated in the May and June Commission meetings and Bolton & Menk has prepared draft requests for staff to begin reviewing and the review process has begun. In addition, the request for proposals has been advertised and will be open through September 4, 2025.

Public Utilities Barr Engineering and staff continue work related to procurement of one generator at the hydro facility. Barr recently found from multiple suppliers that the project type with the submersible generators are no longer in production or have been paused. In Barr's preliminary research the eliminated line of turbine was anticipated to be the most economical for the utility. Barr continues to evaluate options, for the generation at the hydro facility. The newest challenges are evaluating civil work and costs that would be incurred for installation of any new generators. The most recent option considered is a stream diver generator installed vertically in the pit or in the tail race. No estimates have been provided at this time as Barr continues to estimate the additional costs. Site visit by Senator and Representative Heintzeman on November 25th.

25% Waiting

25% Waiting

Fire Station #1 Renovation	Fire	<p>On 4/22/25 met with Widseth and sub-contractors to review scope of work and cost estimates.</p> <p>On 4/28/25 met with Widseth. Walk throughs with Nor-son and Hytec to review scope of work and cost estimates.</p> <p>5/9/25 Widseth is going to start working on the DNR permit process.</p> <p>5/12/25 Widseth onsite shooting grades for bluff setback confirmations. 5/19/25 On site</p> <p>6/16/25 Meeting with Widseth, Kramvik, and Dehn in reference to CUP and variance needed for project. Verifying we can do the project on the current site if funded.</p> <p>7/16/2025 Planning Commission approved CUP and variance needed for the proposed renovation.</p> <p>8/4/2025 City Council approved CUP and variance for proposed renovation.</p> <p>10/29/2025 with Widseth and sub-contractors to work on Design.</p> <p>11/12/2025 Met with Shawn to discuss IT issues; controller door access, phones, wireless internet, CAT 6 wiring needs. Also discussed alternate officing location for construction, Station #2 is first choice. Other option might be Annex, depending on annex construction schedule.</p> <p>11/13/2025 Met with Jory Danielson from CWC and his crew to start the conversations around using some garage space the county has kitty-corner to the fire station to house two apparatus during construction.</p>	10%	In Progress
Sale of Industrial Properties	Community Dev	<p>River Birch Investments submitted a letter of intent to purchase three industrial park lots at \$1 per acre - 6/5</p> <p>EDA was in favor of the project and directed staff to begin negotiations on a purchase and development agreement</p> <p>City Council directed staff to begin negotiations on a purchase and development agreement and were generally in favor of the project 6/16</p> <p>City Council passed ordinance to allow clinics in the industrial district - 7/21</p> <p>EDA reviewed language and provided direction for a purchase and development agreement with River Birch Investments - 9/4</p> <p>Developer's legal team and lender is reviewing the preliminary purchase and development agreement</p>	25%	In Progress

Country Manor	Community Dev	Development Agreement (executed) Tax Abatement Agreement (executed) Cost Share Agreement CWC (executed) Conduit Debt PH 3/17 (Complete) Conduit Debt Agreement 3/17 (executed) Will Issue Letter 5/12 (executed) Issue Conduit Debt (5/28) Groundbreaking Ceremony (6/10)	6/2/2025	100%	Complete
Rural Service District Ordinance	Community Dev	Review of Draft Ordinance (Complete) 1st Reading (Complete) Letters mailed to designated property owners 5/12 2nd Reading & Public Hearing 6/2	6/9/2025	100%	Complete
Ordinance to Amend Off-Street Parking – Allowing Unimproved Surfaces in General Industrial	Community Dev	Planning Commission Reviewed Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21 First Reading 6/2 Final Reading 6/16	6/13/2025	100%	Complete
Ordinance to Amend Screening Requirements – Outdoor Sales	Community Dev	Planning Commission Review Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21 First Reading 6/2 Final Reading 6/16	6/13/2025	100%	Complete
Code Enforcement Ordinance	Community Dev	Review Draft Ordinance 5/19 First Reading of Proposed Ordinance 6/2 Final Reading and public hearing 7/7	7/2/2025	100%	Complete

Office Business in the GI District	Community Dev	Developer submitted letter of intent to purchase three City owned industrial lots for a medical clinic - 6/5 EDA recommended that Office Business should be an allowed use in the GI District - 6/5 Planning Commission will consider request and conduct public hearing on 6/18 First Reading 7/7 Final reading and consideration by City Council 7/21	7/17/2025	100%	Complete
Corner Lot Fence Requirements	Community Dev	City Council Directed Planning Commission to Review Proposed Regulations for Corner Lot Fences 5/19 Planning Commission Reviewed Proposed Ordinance Language and Directed Staff to Hold a Public Hearing 6/18 at Planning Planning Commission Recommended Approval 6/18 First Reading 7/7 Final reading and City Council consideration 7/21	7/24/2025	100%	Complete
SRTS Lowell	Public Works	Construction	8/19/2025	100%	Complete
Amended Allowed Use Table - Zoning Code	Community Dev	Initial Planning Commission Review of Revised Allowed Use Table 5/21 Planning Commission Review and Direct Changes 6/18 Planning Commission Public Hearing 7/16 City Council First Reading - 8/4	8/19/2025	100%	Complete
St. Francis Development Agreement	Community Dev	Staff drafted a development agreement and e-mail the agreement for St. Francis to review - 7/1 St. Francis reviewed the development agreement and sent a revised version - 7/11 Staff met with City Attorney to discuss revisions - 7/14 City Attorney approved revisions - 7/29 City Council review on - 8/4	8/19/2025	100%	Complete

Arbitration Hearing with Teamsters Union	Human Resources	The Arbitration Hearing with the Teamsters (Police Lieutenant and Sergeants) Union took place on July 31st. (Update will be available) The results of the arbitration will be ratified on 9/15.	9/10/2025	100%	Complete
614 Front Street Building - Fire Damage	Community Dev	Fire occurred at 614 Front Street - 6/4 City Council waived fire escrow - 7/7 Property owner submitted structural plans - 7/29 Building permit submittal requires details on connection points - Building Official working with Structural Engineer to provide details - 7/30 Building permit issued for structural improvements - 8/4 Structural improvements and roof repair is complete Front Street Café reopened	9/11/2025	100%	Complete

John Stram, 921 SE
19th Street

Public Works

The owner, John Stram received a grant to install a well on his property.

9/17/2025

100%

Complete

9/8/25

Mike,

Good morning. I had spoken with John Stram multiple times on this over the last week. I don't know where he would receive a grant for this work. Regardless, if he is replacing his well, he needs to permit through Crow Wing County and MN Dept. of Health. We don't permit for wells, unless within the DWSMA. He has inquired about having the watermain extended on 19th Street and informed him that he is able to petition the Council for that extension project. His other thought was to connect to the northeast into the water serving the apartment buildings. As this is all private property and no public right of way, he would need an easement/permission from the property owners to do so, and we would only permit the connection.

Jessie Dehn, P.E.
City Engineer

9/8/25

Mike,

Looking over the location of this property with respect to the distance from existing water main, there isn't a whole lot that the utility can do without a major water main project. This would need approval from council to even start to evaluate scope of project. Crow Wing County with what Jesse was referring to is the first step if replacing existing well.

8th & Maple Parking Lot	Public Works	<p>First Lutheran Church is the primary owner of the parking lot at 8th & 9/24/2025 Maple along with The Office Shop and Anderson Cleaners. There is an 'L' shaped City Alley through the lot from Maple South to the middle of the block which then turns West to 7th in the middle of the block. The 3 abutting property owners are looking at resurfacing. What is the protocol to get the City to participate financially? The 2nd Question is that due to the high quantity of semi-truck traffic at the SE corner of the Office Shop bldg. we possibly will want to beef up this portion of the lot which crosses the Southern portion of the City's N/S alley. Will the City participate in what possibly could be an additional expense?</p> <p>Attached is an email from Jessie and Mike forwarded to Councilman Bevans.</p>	100%	Complete	
Transit Consultant Review	Public Works	<p>3rd party BlueSky has an extreme amount of Non-Performance Issues causing staff to have State conduct a Consultant Review. Presentation at the September 23rd TAC meeting.</p>	9/29/2025	100%	Complete
Improved Signage Ordinance	Community Dev	<p>Reviewed Example Ordinances and Selected New Proposed Language (complete)</p> <p>Planning Commission Reviewed Draft Ordinance on 6/18 and Directed Staff to Research Sign Lighting Standards</p> <p>Planning Commission to Review Final Draft on 7/16</p> <p>Planning Commission asked staff for additional lighting research - 7/16</p> <p>Planning Commission will review additional lighting standards - 8/20</p> <p>Planning Commission directed staff to hold a public hearing on - 9/17</p>	9/29/2025	100%	Complete

Improvement 23-16 S Brd Resurface	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 1ST MEETING OCTOBER Assessment Finalized 1ST MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	10/7/2025	100%	Complete
Hiring Public Utilities Director	Administration	Council and Public Utilities Commission conducted a workshop regarding roles and responsibilities. City Council approved the job description changes on 8/18 and directed staff to move forward with hiring using GMP guarantee. The job posting went live on the GMP website on 9/4/25. First review of applicants will occur on October 12th. Applicants were encouraged to apply as soon as possible as rolling interviews will occur.	10/31/2025	100%	Complete
M Street Outfall	Public Works	Construction	11/13/2025	100%	Complete
Solar Project Agreement for Rotary Park	11/26/2025 Public Works	Solar Project at Rotary Park Agreement was approved by Park Board and City Council, but Rotary board did not want the future responsibility of replacement of panels. So agreement adjusted and future responsibilities will be on BPU - as they manage/responsible for all solar in the City. New agreement to BPU Commission on 11/24/25 at 9am. New agreement to Park Board on 11/24/25 at 4pm. New agreement to City Council on 12/1/25 at 7:30pm.	12/1/2025	100%	Complete

Transit- Crow Wing 12/29/2025 Public Works
County Inquiry

Staff contacted Crow Wing County Administrator to a meeting to discuss 12/3/2025
Transit Operation and if County would be interested in supporting the
Transit Operation:

100%

Complete

1. Completely take on the complete Transit Operation,
2. If not completely operate the Transit program, help support the operation in some means, such as Fleet Management or Fleet Repairs, etc.
3. Brainerd is asking for a formal response of these requests.

October 6th City Council meeting, Council directed staff to "contact Crow Wing County to gauge their interest in solely operating Transit or partnering with the City to operate."

Meeting set for Monday, Nov. 24th at 9am

At meeting Deb (CC Administrator), Crow Wing County has no interest in operating Transit or partnering outside the current contract. Deb also asked for the YTD ridership numbers and the Consultant's PP presentation.

On 11/25/25, Mike emailed Deb ridership numbers and PP presentation.

11/25/25: Staff is waiting CWC response to assistance with Transit operation.

12/1/25: Nick emailed Deb, "does the County have any interest in solely operating transit or are you interested in any changes from the current agreement?"

12/1/25: Deb responded: "Crow Wing County does not have any interest in solely operating transit, and we would not be interested in any changes from the current agreement before the end of the agreement term in June of 2027."

Transit- Baxter Fares	12/9/2025	Public Works	<p>Meeting set for Monday Nov. 24th at 9am Request an Agenda Item at a future Baxter Council meeting to discuss rates to be lower to Brainerd rates; \$3 and \$5. October 6th City Council meeting, Council directed staff to "contact City of Baxter asking them to adjust their rates to match the City of Brainerd." Meeting set for Monday, Nov. 24th at 9am At meeting Brad (Baxter Administrator), when time allows, he will consult staff to develop Council agenda item to allow Nick/Mike to address Baxter Council regarding adjust Baxter Transit rates. Brad asked for the YTD ridership numbers and the Consultant's PP presentation. 11/25/25: Mike emailed Brad ridership numbers and PP presentation. 12/1/25: Nick emailed Brad if Baster is willing to adjust their rates to match Brainerd's rates? 12/1/25: Brad responded: "The City of Baxter is currently reviewing the ridership and revenue/expense data to determine any adjustments to its rates. The City bases its rates on the revenues derived from the program/service and does not subsidize the cost of this service through the use of its levy or other city funds." 12/1/25: Brad asked for the financial numbers from 2024 & 2025. 12/3/25: Mike emailed Brad, numbers will be sent by 12/5 12/5/25: Mike emailed Brad financial numbers for 2024 and YTD 2025.</p>	12/5/2025	100%	Complete
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HR Director's Report to the Public Utilities Commission

December 18, 2025

Personnel:

- Three Public Utilities Department employees were off work intermittently this past month with two of them for a work-related medical issue.
- Staff are currently reviewing the Business Office Support Specialist applications with the hope of selecting candidates and interviewing before the end of the year.
- Staff have been working on a job description for the new Water/Wastewater Operator position. The job description will be presented for Commission consideration at its December meeting. If approval is recommended, it will then be presented to the City Council for consideration.

Charter Work Group:

HR Staff are members of the Charter Work Group. The Work Group has been meeting weekly to review the current Charter. A deadline of December 31st was given by the Charter Commission for the Work Group to present its recommendations. The recommendation was presented at the joint Charter Commission/Public Utilities Commission meeting held on December 17th. We appreciate the diligence and commitment of all members working towards the common goal of improving our Charter and organizational structure.

Wellness Committee:

The Wellness Committee hosted a Holiday Party on December 17th from 11:30 am - 1:30 pm at the Fire Department. There was a great turnout and fun was had by all!

MN Paid Family & Medical Leave & One Big Beautiful Bill Laws:

HR, Finance and Technology Staff are working diligently trying to prepare for new laws that take effect on January 1, 2026. The first law is the new MN Paid Family & Medical Leave (PFML) that requires an employee payroll deduction, an employer contribution, and claims processing. As a refresher, the Council authorized utilizing MetLife's private plan to administer our PFML. We are aware that a couple of employees plan to utilize PFML right away in January so we will need to learn the new system quickly.

In addition, on July 4th, President Trump signed into law the "One Big Beautiful Bill Act" (OBBA). One of the provisions of this law is a tax deduction of up to \$12,500 in overtime pay and employers need to provide employees with the applicable amount. The tax deduction is effective for 2025; however, since it was signed into law in July, our payroll systems were not set up for this reporting. What makes this law very hard to implement is that not all overtime is eligible, and we can only report overtime that exceeds the federal FLSA overtime threshold i.e. working 40 or more hours per week versus most of our union contracts require overtime after a shift. We are trying to figure out how to calculate our 2025 data and we are trying to set up our payroll systems for 2026.



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Brainerd Public Utilities Utilities Director Report December 2025

Minnesota Rural Water Association (MRWA) Training – Financing Your Community Projects

Finance Manager Loch, Water/Wastewater Manager Gammon, and Utility Director Sandy all attended the Minnesota Environmental Science and Economic Review Board (MESERB) Annual Legal, Regulatory, and Legislative Update Conference, held at Arrowwood Lodge in Alexandria from December 4–5, 2025. MESERB's annual winter conference brings together wastewater professionals from across Minnesota to learn from expert speakers, exchange ideas, and stay informed on critical water quality regulatory and policy developments while supporting the organization's mission to research, study, and analyze issues important to Minnesota outstate communities.

Throughout the two-day event, attendees participated in comprehensive sessions covering emerging regulatory, legal, and compliance topics. Flaherty & Hood attorneys provided updates on MPCA regulatory issues, including PFAS, nitrogen, and sulfate standards, anticipated rulemaking, permitting challenges, and MESERB's 2026 priorities. The agenda also featured presentations on cost-of-service rate studies and MPCA antidegradation standards, equipping staff with practical tools for financial planning and regulatory adherence. These sessions deepened understanding of how evolving rules and policies could impact wastewater utilities and laid out strategic considerations for the next legislative session and future compliance planning.

In addition to formal presentations, the conference offered valuable learning experiences through interactive discussions, case examples, and opportunities to explore best practices in water regionalization and emerging funding programs—helping attendees translate regulatory insight into operational decision-making. Peer-to-peer engagement was a key component, enabling staff to network with other wastewater professionals from outstate Minnesota, share challenges and solutions, and build collaborative relationships that enhance professional development and support community utility success.

Joint Wastewater Management Board Meeting – December 11, 2025

A Joint Wastewater Management Board meeting was held on December 11, 2025, to review progress on the ongoing wastewater treatment facility plan. During the meeting, the Board received a detailed presentation from Morgan Salo of Bolton & Menk summarizing the development of the facility plan and outlining preliminary findings related to liquid treatment process alternatives at the wastewater treatment facility.

The presentation focused on evaluating treatment options for the liquid side of the facility and how each alternative could address both existing permit requirements and potential future regulatory limits. Specifically, the analysis considered current and anticipated limits for biochemical oxygen demand (BOD), total suspended solids (TSS), total nitrogen (TN), and total phosphorus (TP). Bolton & Menk reviewed the facility's existing treatment process, which utilizes sequencing batch reactors (SBRs), and discussed how this system is currently performing relative to permit requirements.

A range of treatment technologies was evaluated as part of the facility planning process, including sequencing batch reactors (SBR), activated sludge with biological nutrient removal (BNR), integrated fixed-film activated sludge (IFAS/IFFAS), membrane bioreactors (MBR), and biologically aerated filters (BAF). For each technology, the presentation included a discussion of treatment performance capabilities, ability to meet current and potential future effluent limits, operational complexity, lifecycle considerations, and advantages

UTILITIES DIRECTOR REPORT DECEMBER 2025 (CONTINUED)

and disadvantages. Order-of-magnitude capital and operating cost ranges were also provided to support comparative evaluation and long-term financial planning.

Based on the technical and financial analysis, Bolton & Menk recommended continuing the use of the existing SBR process in the near term, provided that no new nitrogen limit or more stringent phosphorus limit is imposed through future permit modifications. To support this approach, the recommendation included targeted improvements to the existing SBR system to ensure continued compliance with current limits and to extend the useful life of the infrastructure. Proposed improvements include control system upgrades, pump and mixing enhancements, and the installation of a new chemical feed system to optimize treatment performance.

The recommendation also noted that, if future regulatory changes introduce a nitrogen limit or significantly lower phosphorus limit, the performance of the SBR system would need to be reevaluated at that time. A determination would then be made regarding whether to retrofit the existing system or transition to an alternative treatment technology better suited to meet the new requirements. To support future decision-making, the facility plan will include a decision-making matrix designed to help policymakers evaluate treatment alternatives when regulatory or operational drivers necessitate changes in biological treatment processes.

The next phase of the facility plan will focus on evaluating the biosolids treatment and handling components of the facility. Bolton & Menk will present these findings to the Joint Wastewater Management Board after the new year. Following completion of the biosolids evaluation and incorporation of Board feedback, the facility plan will be finalized and submitted to the Minnesota Pollution Control Agency (MPCA) for review and certification.

Continued Capital Construction Design Engineering Coordination

Design season is in full swing at both the City with numerous capital improvement and development-driven projects advancing simultaneously. To support effective planning, scheduling, and implementation, staff have continued regular bi-weekly coordination meetings. These meetings serve as a key forum for reviewing active and upcoming City infrastructure projects as well as private development projects currently moving through City review and approval processes.

Through this coordinated approach, staff are able to align project schedules, identify opportunities for cost savings, minimize construction conflicts, and ensure that utility improvements are integrated seamlessly with street, reconstruction, and resurfacing efforts. Coordination efforts include early design review, utility layout and conflict resolution, sequencing of construction activities, permitting considerations, and communication planning to reduce impacts to residents, businesses, and other stakeholders.

Projects currently being coordinated with City staff across multiple departments include the following (please note that this list is not all-encompassing):

- Ronald and Joseph Alley construction coordination
- Highway 210 Reconstruction Project
- Lead service line replacement projects, both in conjunction with planned reconstruction and resurfacing projects and as standalone utility projects
- Southeast Brainerd Reconstruction Project
- 2026 Street Resurfacing Project
- Main Lift Station design and planning
- Backwash/Reclaim CMAR Project
- East River Road trunkline rehabilitation project
- Kuepers development project south of Woodland Hills Lane
- Country Manor construction project
- Coordination on 2027 street reconstruction/resurfacing projects

UTILITIES DIRECTOR REPORT DECEMBER 2025 (CONTINUED)

Coordination on these projects spans multiple City divisions, including engineering, utilities, public works, planning, and administration, and encompasses a wide range of activities such as design integration, construction phasing, budget alignment, and long-term asset management considerations. This ongoing collaboration continues to be robust and effective, ensuring that City investments are strategically aligned, regulatory requirements are met, and infrastructure improvements are delivered efficiently and with minimal disruption to the community.

2026 Public Utilities Director Priorities

Pursuant to my last report, I have identified several opportunities for improvement that I plan to pursue in 2026. Some of these priorities and projects include:

1. Bluebeam PDF Software - The City currently lacks an integrated, centralized method for reviewing project submittals—whether for City-initiated infrastructure projects, private development proposals, or internal initiatives such as City Code updates, policies, and procedures. Bluebeam Software, a powerful PDF-based review platform similar to Adobe Acrobat, provides the ability to create collaborative review sessions across departments. Through these sessions, files can be uploaded, users added, and all redlines, comments, and revisions tracked and timestamped within a single document rather than across multiple versions. Implementation of Bluebeam is already underway with the IT Department, and access will be provided to designated staff for project-specific collaboration that has historically been challenging. Maintaining one live, version-controlled document per review cycle will significantly improve accuracy, transparency, and efficiency in document review. Additionally, because most consulting firms already use Bluebeam, this integration will streamline collaboration with external consultants as project deliverables are submitted to the City.
2. Pool Engineering Services - Establishing pool engineering services begins with a qualifications-based selection process to identify and pre-approve a group of highly capable consultants. By evaluating firms on experience, technical expertise, past performance, and capacity—rather than cost alone—the City can create a trusted pool of consultants ready to support projects through design and construction. Once this pool is established, the City retains full control over project scope, scheduling, and the issuance of project-specific RFPs or task orders, selecting the consultant best suited for each phase of work. This approach streamlines procurement, reduces administrative burden, expedites project delivery, and ensures consistency across planning and design efforts. Compared to issuing a full formal RFP for every project, a consultant pool provides greater flexibility, faster turnaround times, and stronger long-term partnerships, all while ensuring competitive, high-quality engineering support for developing and implementing capital improvement projects.
3. Integrated Capital Improvement Planning (CIP) - Since my onboarding at the City, discussions around continued collaboration between City staff have been ongoing. Looking forward, developing a fully integrated Capital Improvement Plan (CIP) is essential for assessing the City's infrastructure holistically and ensuring that the needs of each utility are fully addressed within capital improvement projects. As we move through 2026, City staff will continue this collaboration, working toward an integrated CIP that aligns priorities and plans across all departments and reflects the City's long range capital improvement plan strategy, included street projects and long range water and sewer plans.
4. City Standard Details and Specifications – The City has long needed a standardized set of construction details and specifications that are reviewed annually to incorporate lessons learned from the previous construction year. Historically, updates have been made on a project-by-project basis. In other communities I have worked with, a standard set of documents serves as the foundation for all projects, with adjustments made for project-specific conditions as needed. Looking ahead to future infrastructure and development projects in the City, establishing a consistent set of details and specifications will ensure all projects start from the same baseline, allowing for efficient and coordinated design adjustments. In 2026, City staff will work together—likely with support from a

**UTILITIES DIRECTOR REPORT
DECEMBER 2025 (CONTINUED)**

consultant engineer—to develop standardized documents that can be applied across both City-led and developer-initiated projects.

5. Capital Asset Planning – Use of GIS and MPower – I have been holding preliminary discussions with Technology Director Strong and internal staff regarding how to leverage the GIS expertise at City Hall to integrate BPU and City GIS data into a single platform that can be edited centrally and pushed out to MPower for use by all stakeholders. By consolidating all asset information into one GIS database, we will be able to manage infrastructure assets holistically, maximize the value of the work already completed in both systems, and ensure seamless coordination across departments. Upcoming meetings are scheduled to explore how to implement this integration and bring the project to fruition in the coming year.

6. Fats, Oils, and Grease (FOG) Control Program – In coordination with other City departments, including Building and Engineering, staff plan to work toward the development and implementation of a comprehensive, City-wide Fats, Oils, and Grease (FOG) management program for Food Service Establishments (FSEs). FSEs play a critical role in preventing FOG from entering the sanitary sewer system through proper installation, operation, and maintenance of grease traps and grease interceptors. A coordinated and consistent approach is necessary to ensure these systems function as intended and protect downstream infrastructure.

A successful FOG program will include multiple integrated components, such as public outreach and education to improve awareness and compliance, standardized criteria for sizing and installation of grease traps and interceptors, routine reporting requirements for FSEs through the submission of pumping and cleaning logs, and clearly defined, enforceable compliance and enforcement measures. Program development will be closely coordinated across departments to align permitting, inspection, and enforcement responsibilities and to create a clear, intuitive process for FSEs to follow.

FOG accumulation has been a longstanding issue throughout the City, contributing to blockages, maintenance challenges, and reduced performance within the sanitary sewer collection system, as well as increased biochemical oxygen demand (BOD) loading at the wastewater treatment facility. Implementing a comprehensive and enforceable FOG program will help mitigate these impacts, protect critical infrastructure, improve wastewater quality, reduce operational and maintenance costs, and support long-term system reliability.

In addition, preliminary discussions with Trevor Walter, Public Works Director and City Engineer for the City of Baxter, have identified a potential opportunity for collaboration and information sharing. The City of Baxter has recently developed a FOG management program, and there may be value in leveraging their experience as Brainerd advances its own program. This collaboration may also align with parallel efforts to develop a mercury control program applicable to both the City of Brainerd and the City of Baxter. Further staff-level coordination and continued discussions with the City of Baxter will be needed to evaluate opportunities for shared resources, consistent standards, and regional approaches that benefit both communities.



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Brainerd Public Utilities Finance Managers Report December 2025

Monthly Financial Statements

The November financial statements are in progress; journal entries are complete and the final journal entry numbers are included in the year-to-date information attached to this report. I will send the finalized report when completed. To reiterate the most up to date information is included in the attached report through the end of November.

2026 Budget Process

The 2026 Operating Budget and five-year Capital Improvement Plan were presented to and approved by the City Council without modification. In addition, the Council approved the amended Policy 2003-001 contribution policy, as previously amended and approved by the Commission. During the discussion, Council Liaison Czczok requested that the utility provide historical financial context related to the Hydro facility.

For audit and financial reporting purposes, the Hydro facility is reported using the avoided cost methodology. Under this approach, financial results for the period from 2021 through 2024 reflect an average annual operating loss of approximately \$536,000.

At the direction of the Commission, staff also evaluated hydro performance by valuing the power generated at the residential retail rate rather than avoided cost. When analyzed using this alternative method, the Hydro facility's average annual loss over the same 2021–2024 period is reduced to approximately \$275,000 per year.

It is important to note that these results reflect a period in which the hydro facility has not operated at full capacity. Energy production during this timeframe was constrained by extended maintenance downtime and periods of low river flows, which limited overall generation. As a result, the financial performance during this period does not reflect steady-state or optimal operating conditions.

Despite the reported losses under both accounting approaches, the Hydro facility remains a strategically important asset. It provides locally controlled, carbon-free generation that reduces exposure to power market volatility, supports system reliability, and contributes toward compliance with state renewable energy standards.

The capital investments planned over the coming years are intended to improve reliability, increase available capacity, and reduce unplanned outages. These investments focus on extending the useful life of the facility, improving operational efficiency, and positioning the Hydro plant for more consistent production. As these capital projects are completed and generational constraints are reduced, staff anticipate improved operational performance and a narrowing or elimination of the financial gap reflected in recent years.

When evaluated over the long term, the Hydro facility should be viewed as a generational infrastructure asset that supports energy diversity, system resiliency, and long-term cost stability, rather than being assessed solely on short-term annual profitability.

FINANCE MANAGERS REPORT OCTOBER 2025 (CONTINUED)

2025 Audit

The 2025 audit is underway, with on-site fieldwork scheduled for the week of March 2. As part of the audit procedures, related-party questionnaires will be provided to all Commissioners in early January. Completion of these questionnaires is required and supports the auditors' independence and compliance requirements.

Streetlighting/Water/Wastewater Cost Studies

The cost studies for Street Lighting, Water, and Wastewater are continuing. UFS is currently waiting for the finalized 2025 financial data, which will allow them to complete the studies using the most up-to-date information. That 2025 data is being compiled as part of the 2026 budget preparation process to ensure consistency across both efforts. The water data has been submitted to UFS since the last meeting. Once the budget process is completed and direction is received regarding the contribution policy, completing these cost-of-service studies will become a top priority.

Payment Processing/Credit Card Transaction Fees

Staff have continued work on the process change with Tyler Payments and Tyler Technologies to transition credit card transaction fees to a customer pass-through model as directed by the Commission. The required onboarding paperwork has now been fully submitted, reviewed, and approved by Tyler. During the week of December 15, TylerPayments indicated a review error with Chase bank which has slowed the process. Staff are continuing with the required posting of the fee changes as required by statute. Staff are hopeful there will be no additional delays in this process.

Waterworth – Rate analysis tool

Staff recently participated in a demonstration of the Waterworth software platform, a financial planning and rate analysis tool used by utilities to support long-term rate setting, capital planning, and evaluation of future projects. Based on the initial review, staff believe the program may offer benefits in supporting multi-year financial planning and informed decision-making. Additional information and potential next steps will be brought forward to the Commission at future meetings as staff continue to evaluate the tool.



Brainerd Public Utilities, MN

Packet Summary Budget Report

Group Summary

For Fiscal: 2025 Period Ending: 12/31/2025

Account Typ...	Original YTD Budget	Current YTD Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 1 - ELECTRIC						
Revenue	30,811,600.00	30,811,600.00	944,552.21	27,843,582.60	-2,968,017.40	9.63 %
Expense	29,196,000.00	29,196,000.00	1,613,847.60	26,988,559.02	2,207,440.98	7.56 %
Fund: 1 - ELECTRIC Surplus (Deficit):	1,615,600.00	1,615,600.00	-669,295.39	855,023.58	-760,576.42	47.08 %
Fund: 2 - WATER						
Revenue	4,609,100.00	4,609,100.00	166,988.97	4,107,200.15	-501,899.85	10.89 %
Expense	4,785,310.00	4,785,310.00	188,121.23	4,208,368.43	576,941.57	12.06 %
Fund: 2 - WATER Surplus (Deficit):	-176,210.00	-176,210.00	-21,132.26	-101,168.28	75,041.72	42.59 %
Fund: 3 - WASTEWATER TREATMENT						
Revenue	5,297,600.00	5,297,600.00	201,880.20	5,693,454.68	395,854.68	7.47 %
Expense	5,176,820.00	5,176,820.00	130,970.47	4,695,666.20	481,153.80	9.29 %
Fund: 3 - WASTEWATER TREATMENT Surplus (Deficit):	120,780.00	120,780.00	70,909.73	997,788.48	877,008.48	-726.12 %
Fund: 4 - HYDRO DAM						
Revenue	13,200.00	13,200.00	0.00	9,599.04	-3,600.96	27.28 %
Expense	629,480.00	629,480.00	30,199.22	382,247.36	247,232.64	39.28 %
Fund: 4 - HYDRO DAM Surplus (Deficit):	-616,280.00	-616,280.00	-30,199.22	-372,648.32	243,631.68	39.53 %
Report Surplus (Deficit):	943,890.00	943,890.00	-649,717.14	1,378,995.46	435,105.46	-46.10 %

Fund Summary

Fund	Original YTD Budget	Current YTD Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
1 - ELECTRIC	1,615,600.00	1,615,600.00	-669,295.39	855,023.58	-760,576.42
2 - WATER	-176,210.00	-176,210.00	-21,132.26	-101,168.28	75,041.72
3 - WASTEWATER TREATMENT	120,780.00	120,780.00	70,909.73	997,788.48	877,008.48
4 - HYDRO DAM	-616,280.00	-616,280.00	-30,199.22	-372,648.32	243,631.68
Report Surplus (Deficit):	943,890.00	943,890.00	-649,717.14	1,378,995.46	435,105.46

Brainerd Public Utilities
Calculation of Net Benefit of Hydro Generation
For the Year Ended December 31, 2025

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total Hydro Generation - kWh	1,021,000	917,000	1,002,000	968,000	1,252,000	1,094,000	1,242,000	1,213,000	992,000	1,032,000	978,000	543,000	12,254,000
Blended AEP Cost	\$ 0.06472	\$ 0.07869	\$ 0.08077	\$ 0.08472	\$ 0.08864	\$ 0.09010	\$ 0.08977	\$ 0.08937	\$ 0.08497	\$ 0.07107	\$ 0.08715	\$ 0.08715	\$ 0.0831
Calculated Full Benefit	66,079.12	72,158.73	80,931.54	82,008.96	110,977.28	98,569.40	111,494.34	108,405.81	84,290.24	73,344.24	85,232.70	47,322.45	1,020,814.81



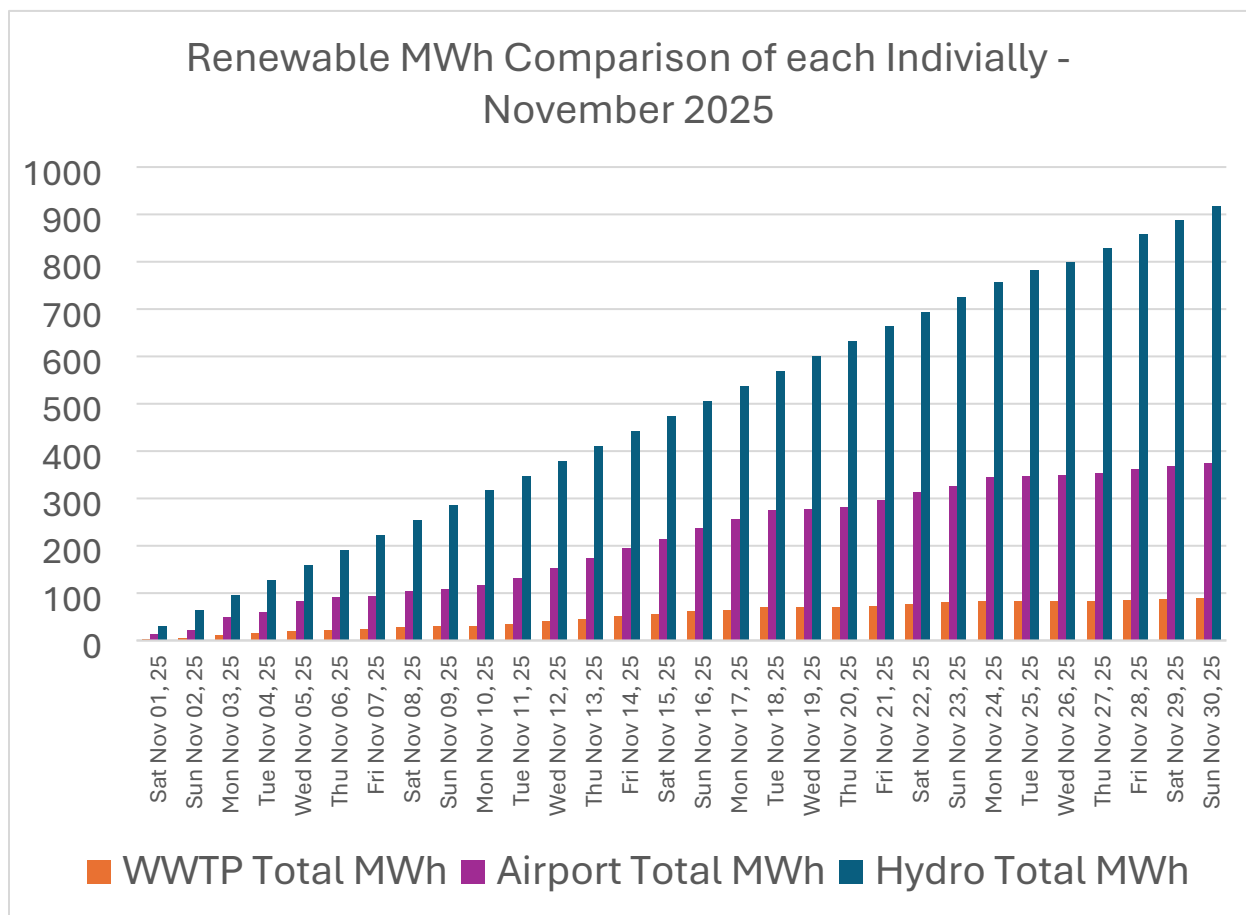
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Brainerd Public Utilities Operations Managers Updates December 2025

Renewable Comparison – November 2025

Below are a couple of graphs showing BPU Renewables production for November 2025



Hydro producing the most with 918.75 MWh or approximately 15% of Typical Residential Meters.

WWTP Solar produced 89.25 MWh or approximately 1% of Typical Residential Meters.

Airport Solar produced 374.5 MWh or approximately 6% of Typical Residential Meters.

**Operations Managers Updates
December 2025 (Continued)**

Renewable – October 2025

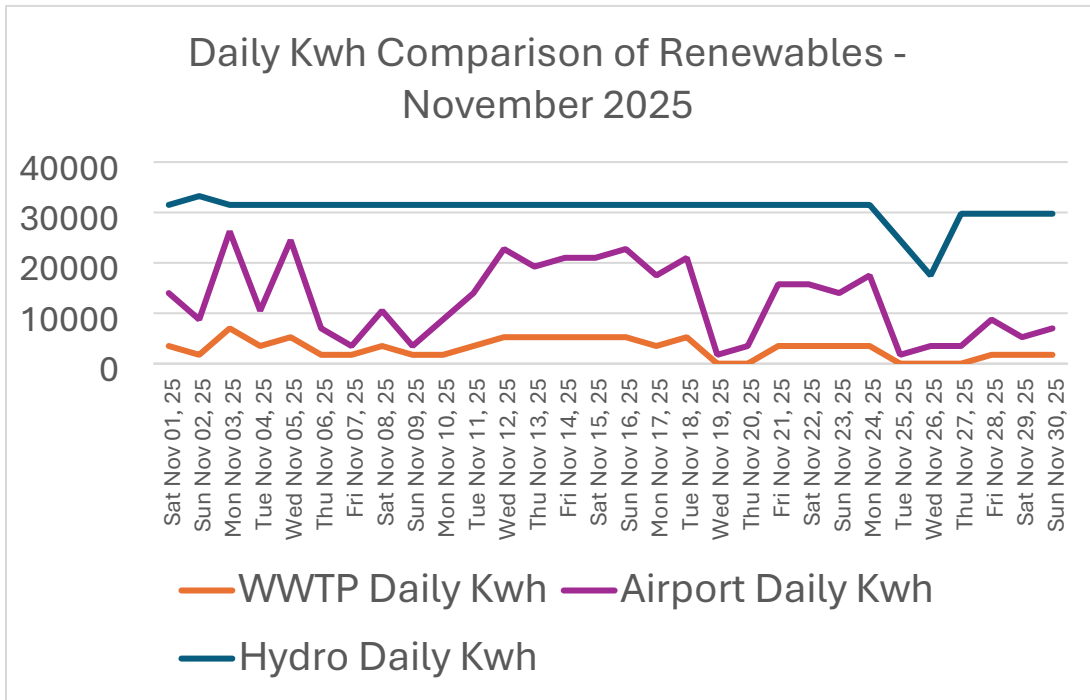
Hydro producing the most with 976.5 MWh (↓57.75 MWh this month)

WWTP Solar produced 147 MWh (↓57.75 MWh this month)

Airport Solar produced 602 MWh (↓227.5 MWh this month)

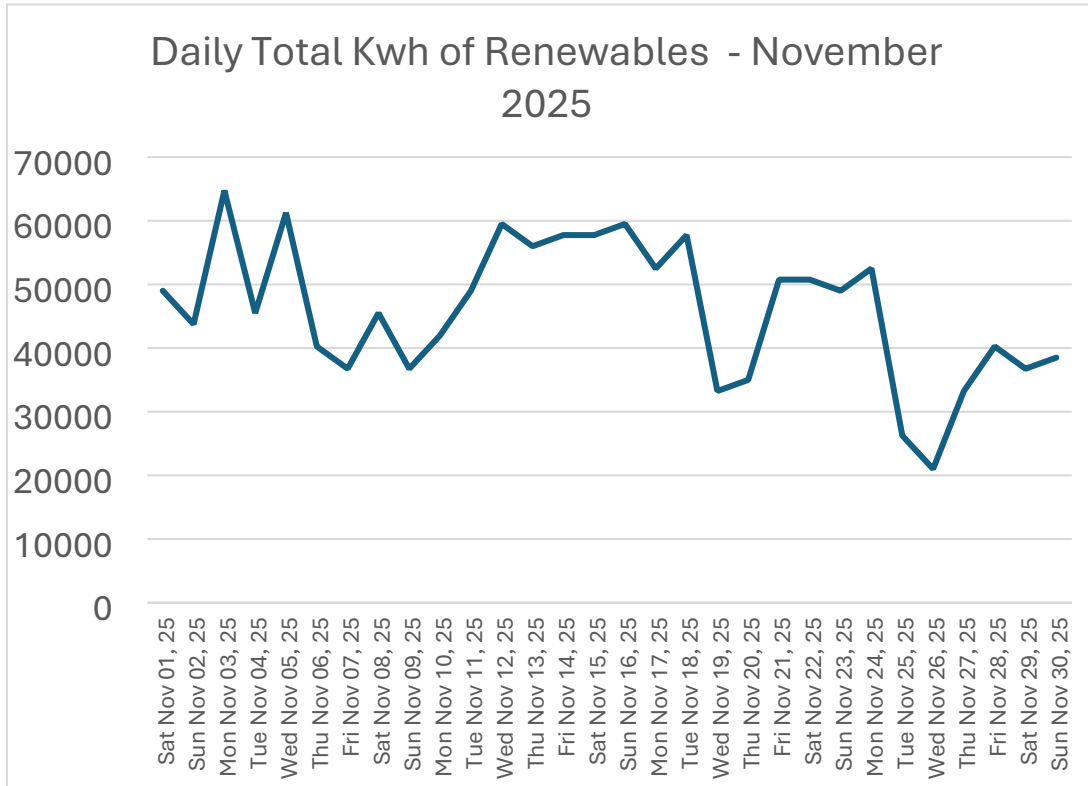
Airport Solar Capacity – 5.7 MW WWTP Solar Capacity – 1.372 MW Hydro Capacity – 3.1 MW

Daily Kwh Comparisons of Renewables – November 2025



**Operations Managers Updates
December 2025 (Continued)**

Daily Total Kwh of Renewables – November 2025



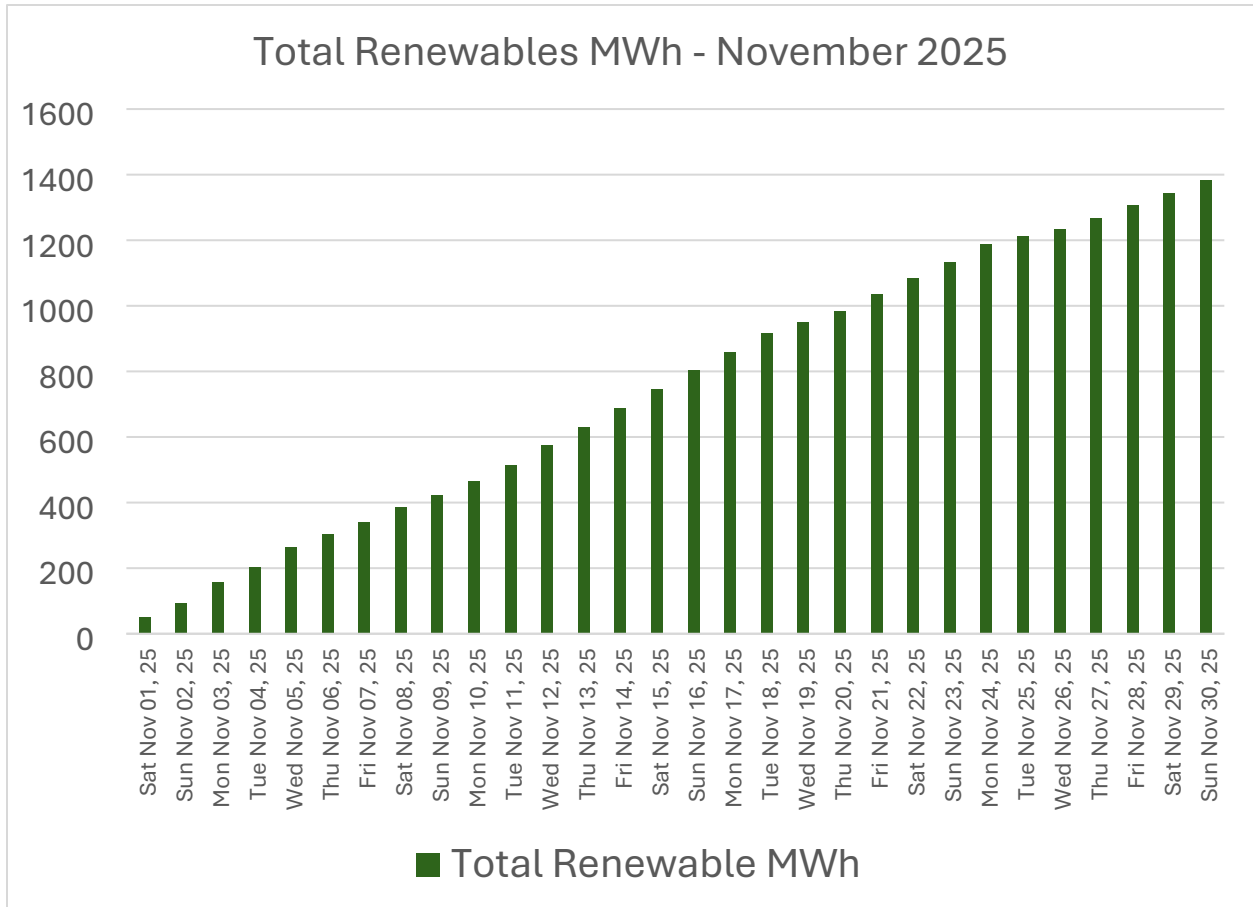
Together BPU Renewables produced 1382.5 MWh or approximately 22.0 % of Typical Residential Meters in November 2025.

Last Month

Together BPU Renewables produced 1725.5 MWh (↓343 MWh this month) or approximately 28.0 % (↓6 % this month) of Typical Residential load.

Residential meter Kwh use was based on approximately 800-1000 Kwh per meter, BPU had 6970 Residential meters in November 2025.

Operations Managers Updates
December 2025 (Continued)



Outages Nov 2025

Date	Meters	Time	Location		Cause
Water Interruptions					
11/19/2025	1		300 block	N 5th St	Customer side
11/19/2025					Wtr main leak Norgard Lift
11/20/2025	1		100 block	Pine St	Customer side
Electric Interruptions					
11/10/25	1		500 block	2nd Ave	Customer side
11/25/25	161	2 hours 14 minutes			winter storm
11/25/25	372	49 minutes			winter storm



BRAINERD PUBLIC UTILITIES

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Brainerd Public Utilities Water/Wastewater Manager's Report December 2025

Collection System Lift Stations

Performing annual lift station inspections. Continuous operations and maintenance of wet wells, pumps, generators, and controls for the 17 lift stations are ongoing. Cleaning and painting of main lift pumps and piping as time allows. Annual lift station inspections are completed. Lift Station operations and maintenance labor hours were 115.5 at a cost of \$6,578.87 dollars which includes weekends for the two stations that utilize pretreatment equipment. Lift Station Improvements labor were 3 hours at a cost of \$122.35 dollars.

Wastewater Treatment Facility Operations and Maintenance

On-call operators tested weekly SCADA alarms for the Wastewater Treatment Facility and lift stations to ensure reliability of emergency systems.

Land Application of Biosolids Program

Preparing the Biosolids Annual Report for Crop Year 2025, due by December 31, 2025. Working on the Minnesota Biosolids Pre – and Polyfluoroalkyl Substances (PFAS) Strategy compliance consisting of PFAS sampling, required actions include reduction efforts and communications with users. On-going development of the Minnesota Biosolids PFAS Strategy program for the approved Biosolids application sites. Currently there are 218,000 gallons in storage.

Wastewater Lab Testing and Compliance

Sent November 2025 Electronic Daily Monitoring Report to Minnesota Pollution Control Agency (MPCA). Ongoing Mercury Minimization, Copper Minimization Plan, and PFAS Minimization Plan continue. On-going program evaluation of delegation requirements with Brainerd and Baxter collection systems for Significant and Categorical Industrial Users (SIU and CIU).

Public Water System (PWS) Drinking Water Testing and Compliance

Collected 15 Coliform samples throughout the distribution system to comply with MDH coliform testing requirements. Received and responded to 2 calls from residents concerning drinking water in November 2025.

Emergency Generator Maintenance and Operations

Replaced Operations building generator cooling tubes O-rings as they were starting to leak more. Generator was down for 3 days and Baxter was notified. Test ran Lum Park (Airport extension) water booster/Lift station, Riverside water extension booster, Water plant. Evergreen Lift, Main Lift, SW6th Lift, portable 25KW, 150KW, 45KW and both Wastewater facilities generators. Added fuel as needed. Updating the portable generator Standard Operating Procedures (SOP's) for standardized emergency operations as various issues arise.

Water and Wastewater Personnel

Water/Wastewater operators attended Minnesota Rural Water Association (MRWA) and Minnesota Pollution Control Agency (MPCA) Advance Wastewater Treatment Training and Crane training provided by Midwest Crane. Training was held at the Wastewater facility.

November 2025 Water Pumping Statistics

Water pumped to the North distribution system was 25,487,000 gallons for an average of 850,000 gallons. Water pumped to the South distribution system was 4,001,000 gallons for an average of 133,000 gallons. Chemical usage averages for the month: 2.12 gallons of fluoride per day, 4.35 gallons of caustic soda per day, 5.79 gallons of orthophosphate per day, and 17.82 pounds of chlorine per day. Went through 16 filter backwash events totaling 58.5 hours of labor, at a cost of \$2,257.00 dollars. Backwash average of 269,000 gallons for each event.

Filtration Plant

November 2025 daily test results showed an average of 0.84 milligrams per liter of iron in the unfiltered raw water and an average of 0.03 milligrams per liter of iron in the filtered finished water, which indicates the plant is achieving an average of 96.4% removal of iron.

*Minimum standard for filtered finished water is 0.3 milligrams per liter of iron which would be 75% removal based on the unfiltered raw concentration.

November 2025 daily test results showed an average of 0.5 milligrams per liter of manganese in the unfiltered raw water and an average of 0.022 milligrams per liter of manganese in the filtered finished water which indicates 95.6% removal of manganese.

*Minimum standard for filtered finished water is 0.050 milligrams per liter of manganese which would be 90% removal based on the unfiltered raw concentration.

Callouts

Tuesday November 18, 2025, there was a SCADA alarm just after 3:30 PM related to the installation of mixing equipment and controls at Tower #2. Staff acknowledged alarm and verified the level of water was accurate.

Tuesday November 25, 2025, there were multiple callouts for alarm trouble alerts related to the power outages caused by a snowstorm. Staff were able to determine that no adverse effects were active, and operations could continue as normal.

Chart Summary for Wastewater treatment

November 2025-2024 Total influent flow comparisons

2025 Combined Total flow was 51,498,000 gallons which is up 657,000 gallons from the previous year.

2025 Brainerd Total Flow was 32,657,000 gallons which is down 20,000 gallons from the previous year.

2025 Baxter Total Flow was 18,841,000 gallons which is up 677,000 gallons from the previous year.

November 2025 Influent Daily Average Flows

2025 Combined Flow was 1,717,000 gallons

2025 Brainerd Flow was 1,089,000 gallons

2025 Baxter Flow was 628,000 gallons

Chart Summary for Water Production

November 2025-2024 North distribution Total flow was 25,487,000 gallons which is down 746,000 gallons from the previous year.

November 2025-2024 South distribution Total flow was 4,001,000 gallons which is up 237,000 gallons from the previous year.

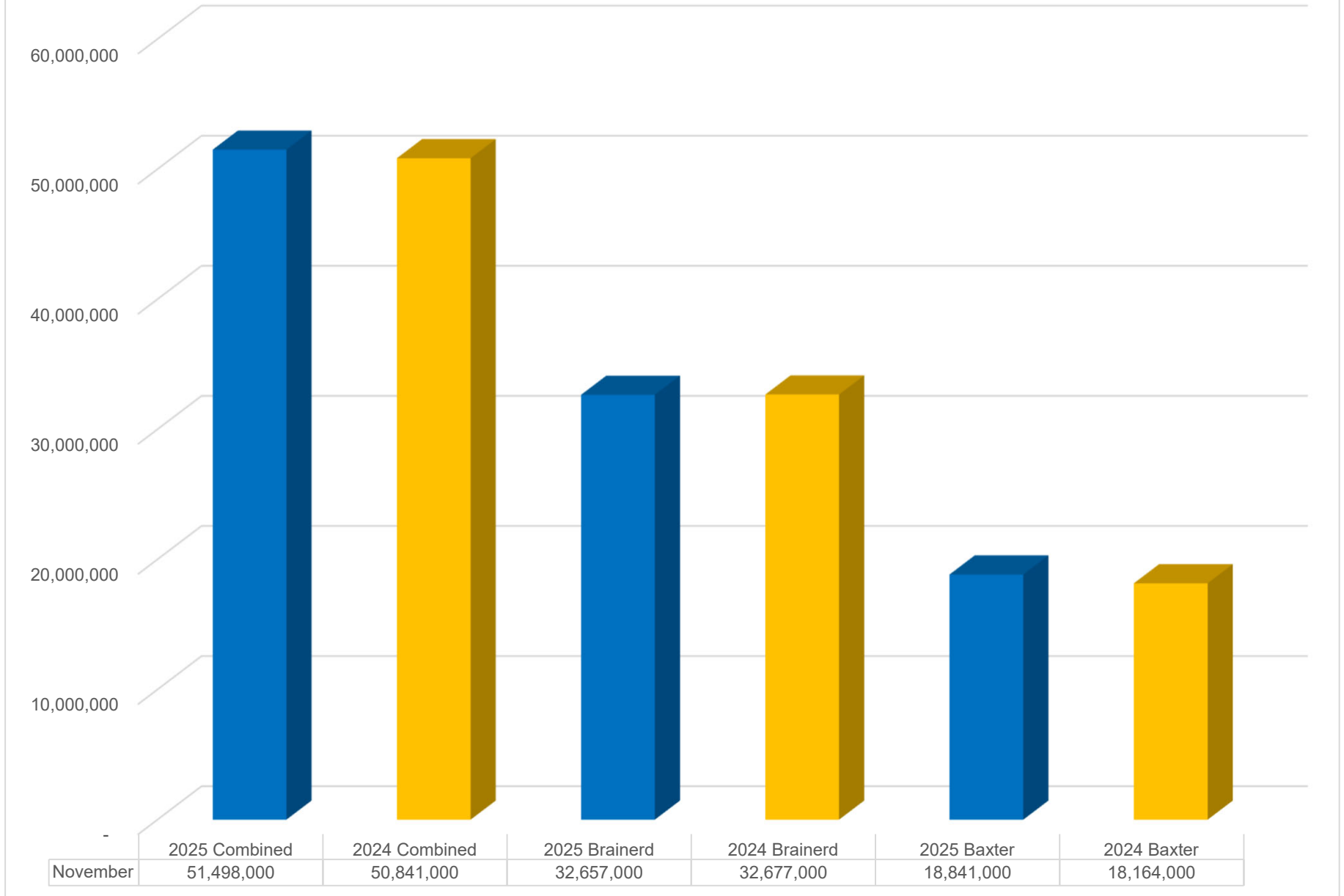
November 2025-2024 Baxter's Total flow was 128,000 gallons which is up 128,000 gallons from the previous year.

November 2025 Daily Average Water North and South Distribution

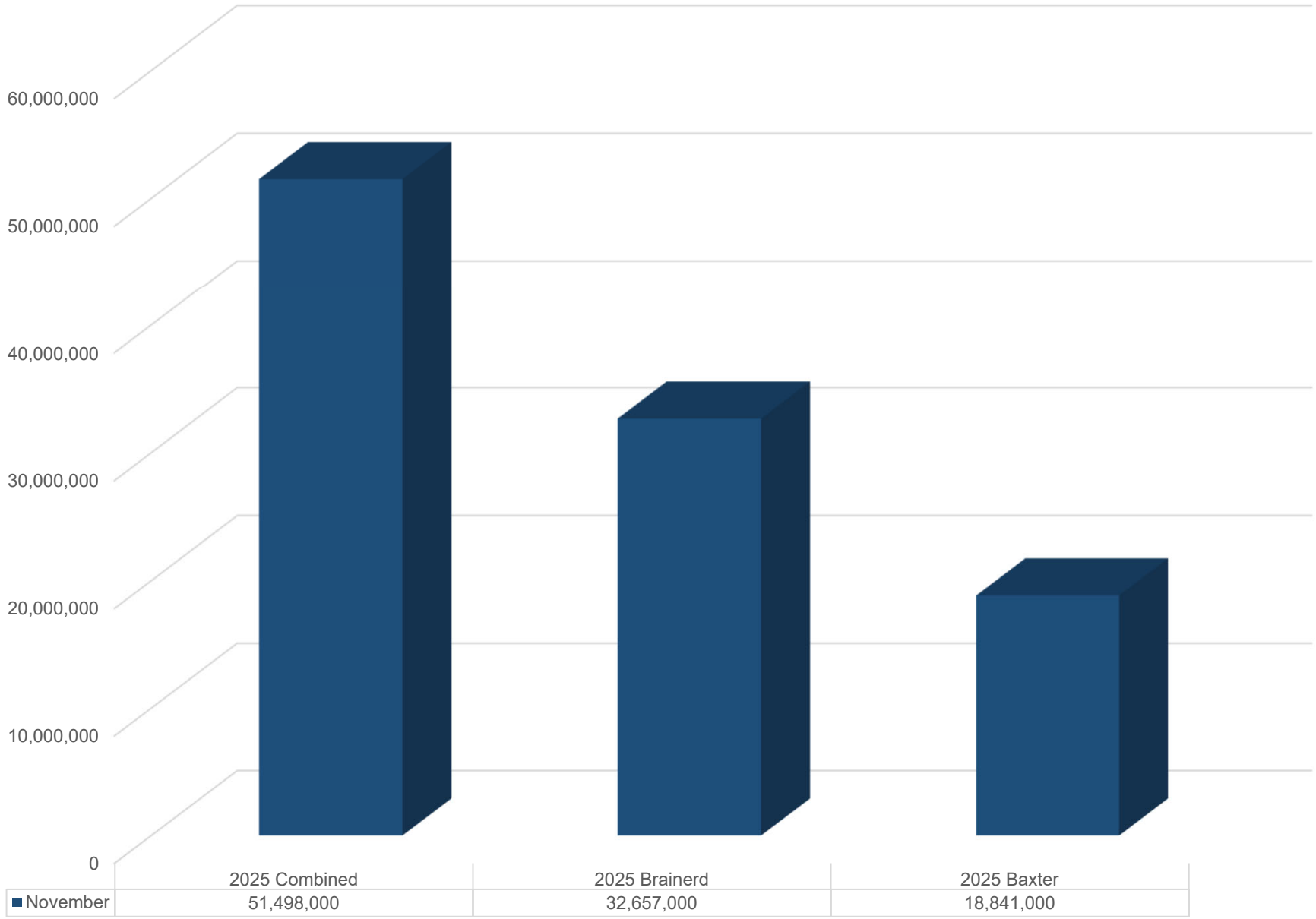
2025 North distribution average was 850,000 gallons

2025 South distribution average was 133,000 gallons

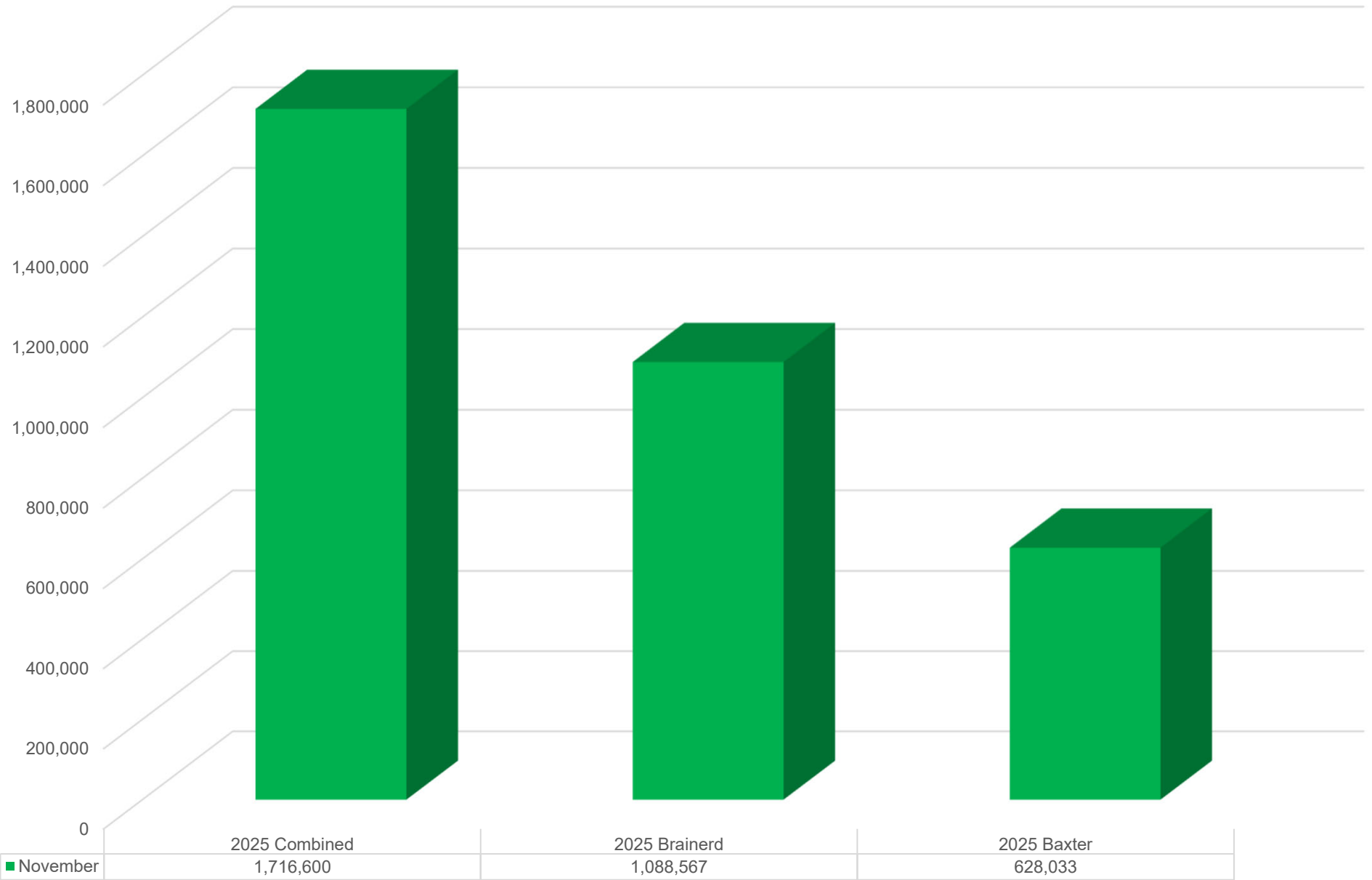
November 2025 - 2024 Wastewater Influent Flow Comparisons



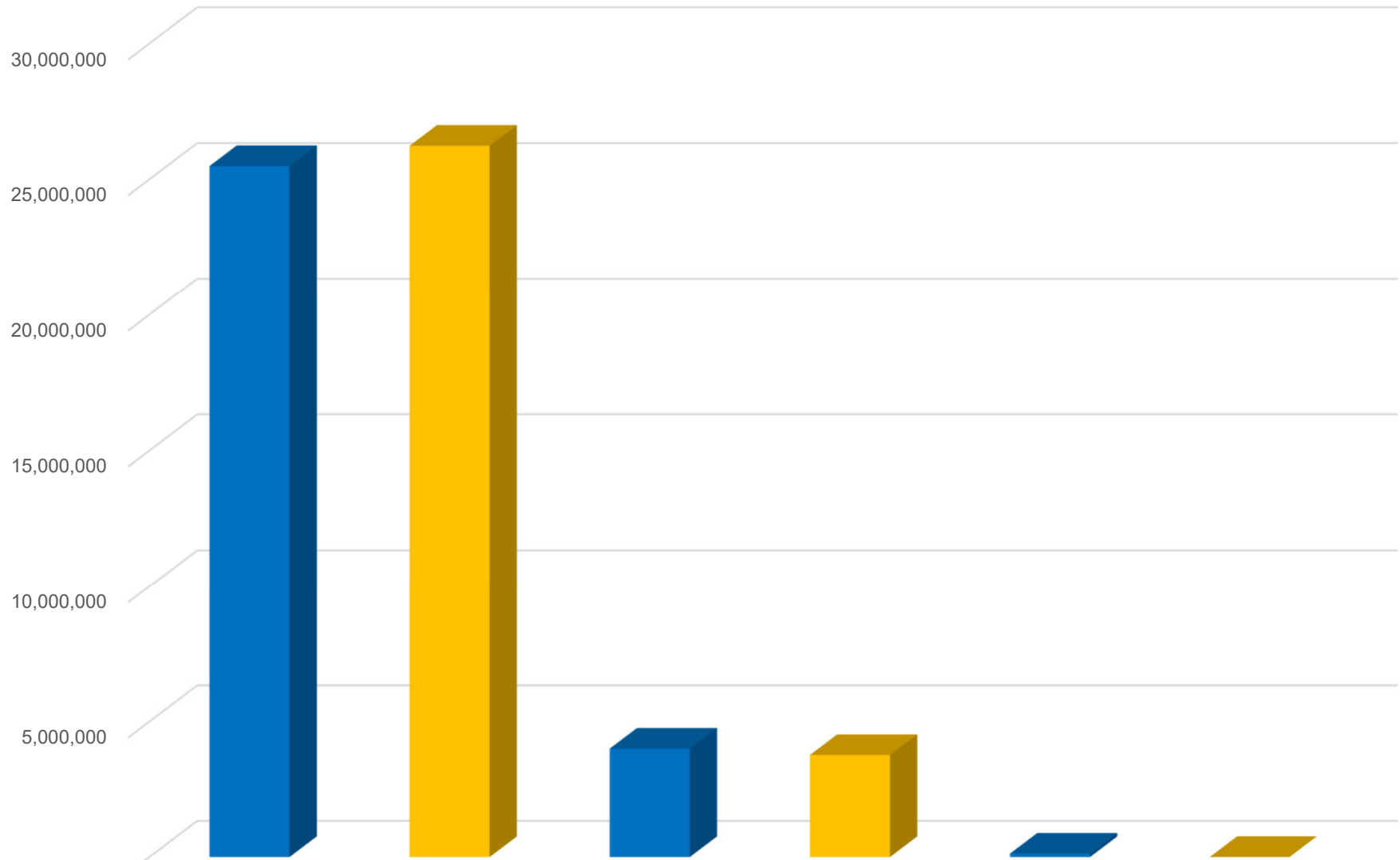
November 2025 Wastewater Influent Total Flows



November 2025 Wastewater Influent Daily Average Flows

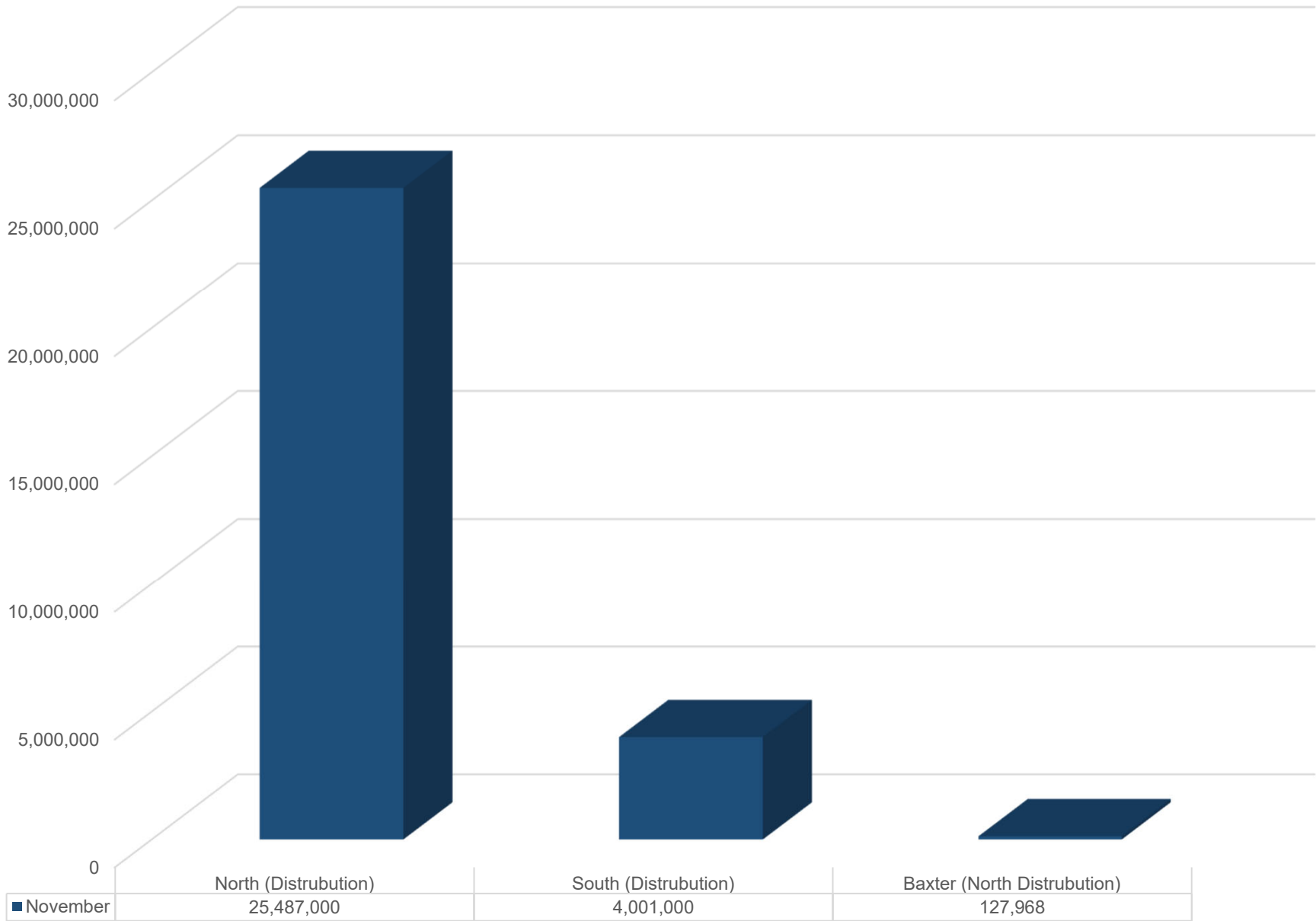


November 2025 - 2024 Comparison Water Production Totals North and South Distribution



November	2025 North 25,487,000	2024 North 26,233,000	2025 South 4,001,000	2024 South 3,764,000	2025 Baxter 127,968	2024 Baxter -
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November 2025 Total North and South Distribution



November 2025 Daily Average North and South Distribution

