



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, July 6, 2026 @ 7:30 PM

The public is invited to attend these meetings in person

Dial in by phone

[+1 469-250-2695](tel:+14692502695)

City Council - Meeting Access Code: 696 752 361#

Personnel and Finance Committee held: 2nd Floor Conference Room at 7:15 PM

Safety and Public Works Committee held: Council Chambers at 6:45 PM

Per MN Statutes 13D.02 Subd 1 Council Members may participate by interactive technology.

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

1. **Call To Order**

2. **Roll Call**

___ G. Johnson ___ K. Stunek ___ K. Yeager ___ T. Erickson ___ K. Bevans ___ J. Czczok ___ M.
O'Day ___ Mayor Badeaux

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council 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 Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Bills**

(Available upon request in the City Administrator's Office)

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Transfer of Funds**

E. **Event/Street Closure - Brainerd Night Out**

F. **MN Lawful Gambling - Lower South Long Lake Improvement Assoc**

G. **Resignation - Records Management Technician Brandi Westom**

- H. **Resignation - Community Service Officer Caleb Wahlstrom**
 - I. **Hiring - Business Office Supervisor Heidi Gandsey**
 - J. **Hiring & Paid On-Call MOA - Water/Wastewater Operator Lee Anderson**
 - K. **Hiring - Journey Electrical Lineworker Jordan Wegscheid**
 - L. **Updated Job Descriptions - Electric Department**
 - M. **Resolution - One Time Election to Contribute to PERA Defined Contribution Plan for Public Utilities Commissioner**
 - N. **Memorandum Of Agreement - Outdoor Warning Siren Annual Maintenance**
 - O. **Surplus and Sale of Equipment - Street Department**
 - P. **Surplus and Sale of Equipment - Public Utilities**
6. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed
7. **Presentations**
- A. **Airport Presentation**
8. **Council Committee Reports**
- A. **Safety & Public Works Committee**
 - 1. 2027 Capital Improvement Program - Discuss Consultant and City Led Project Recommendations
 - 2. Change Order 4 - Improvement 23-14 - Hawkins Drive, Ronald Street, Joseph Street, and Alley Reconstruction Project
 - 3. Proposal for Sanitary Sewer Lateral Locating Services - Improvement 26-07 - 2027 Haines Addition Reconstruction Project
 - 4. Final Contractor Payment - Improvement 26-02 - 2026 Large Patching Project
 - 5. Proposal for Geotechnical Services - 2027 Street Reconstruction Projects
 - 6. Tax-Forfeit Non-Conservation Parcels
 - B. **Personnel & Finance Committee**
 - 1. Letter of Support - Northland Arboretum use of Levy Dollars as Grant Match

2. Hiring - Public Services Director Zachary Swarhout

9. **Unfinished Business**

A. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)

Charter Commission – 2 terms (Expire 2029) 2 terms (Expire 2026)

Economic Development Authority-- 1 term (Expire 2028) 1 term (Expire 2031)

Library Board-- 1 term (Expire 2027)

Public Utilities Commission - 1 term (Expire 2026)

Transportation Advisory Committee- 2 terms (Expire 2027)

Council President Recommended: (terms expire on 12/31 of said year)

Airport Commission -- 1 term (Expire 2028)

Planning Commission- 1 term (Expire 2028)

Water Tower Committee—2 terms

B. **Transit Fares - City of Baxter**

C. **Funding Request - YMCA**

D. **Anabec Street Stormwater Discussion**

E. **Final Reading - Ordinance 1604 - Special Events**

F. **Final Reading - Ordinance 1605 - Airport Agreement**

10. **New Business**

A. **First Reading - Ordinance 1606 - Floodplain Ordinance**

B. **Discussion - Council Committee Structure**

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

15. **Council Communications**

A. **Crow Wing County HRA**

B. **YMCA - Citizen Email**

C. **Hwy 210 Update Invitation**

Visit the City's Website at www.brainerdmn.gov

MISSION

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

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President O'Day.

Upon roll call the following Members were noted as present: Czczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day. Mayor Badeaux was also noted as present.

Chair O'Day led the Pledge of Allegiance to the flag.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO APPROVE THE CONSENT CALENDAR.

Approval of Bills

Approved as on file in the Administrator's Office.

Approval of Minutes

Approved June 1, 2026, Council Minutes.

Approval of Licenses

Approved business licenses as presented.

Department Activity Reports

Approved reports as presented.

Temporary On-Sale Liquor Applications

Approved Temporary On-Sale applications submitted by:

Brainerd Jaycees for an event on 7/24 & 7/25 in Downtown Brainerd

Jack Pine Brewery for an event on 6/12/26 at Lyman P. White Park, 484 E River Rd

Lakes Area Music Festival for an event on 7/31/26 at Gichi Ziibi Center, 602 S 5th St

Lakes Area Music Festival for an event on 8/5/26 at Gichi Ziibi Center, 602 S 5th St

Lakes Area Music Festival for an event on 8/14/26 at Gichi Ziibi Center, 602 S 5th St

Lakes Area Music Festival for an event on 8/19/26 at Gichi Ziibi Center, 602 S 5th St

Lakes Area Music Festival for an event on 8/22/26 at Gichi Ziibi Center, 602 S 5th St

Relationship Safety Alliance for an event on 7/25/26 at C.c.'s Bar Parking Lot, 121

Washington St - Contingent upon approvals

Brainerd American Legion for an event on 7/18/26 at Essentia Health Sports Center, 502

Jackson St – Contingent upon approvals

Resolution MN Lawful Gambling Application – American Legion

Adopted resolution 38:26 approving MN Lawful Off-Site Gambling application submitted by the Brainerd American Legion #255 for an event on July 18th at Essentia Health Sports Center 502 Jackson Street, Brainerd.

Event/ Street Closure – Relationship Safety Alliance

Approved application with conditions.

Event/ Extension of Premise– Shep's on 6th

Approved application with conditions.

Event/ Extension of Premise – Elbow Convention

Approved application with conditions.

Event/ Street Closure – Run for the Son

Approved application with conditions.

Start Date - Deputy Public Works Director/City Engineer Jennifer Schumann

Approved July 20,2026 as the start date for Jennifer Schumann.

Hiring - Summer Temporary Employees

Approved hiring list as presented.

Hiring - Records Management Technician Madison Lloyd

Approved the hiring of Madison Lloyd for the Police Records Management Technician position effective June 16, 2026; further, that she be placed on Step 1 of the Police Records Management Technician wage grid (\$26.80 per hour).

City Building Closures - Employee Wellness Event

Approved closure of City offices from 11:30 am to 1:30 pm on October 1st for the Employee Appreciation Event at Streets/Parks Maintenance Building.

Upon roll call, Council Members Czczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Public Forum

The Chair opened the public forum at 7:31 p.m.

No one came forward.

The chair closed the public forum at 7:32 p.m.

Presentation

Brainerd Public Library

April Ristau, Brainerd Public Library Director, gave an overview of the Library's funding sources, current services, 2026 initiatives, and improvements that are being supported by the Department of Education Grant.

Member Czczok asked about accessibility services.

Ms. Ristau stated that any of the staff at the Brainerd Library would be happy to assist anyone from the public in using accessible services.

Member Yeager asked what Ms. Ristau's favorite novel of all time was.

Ms. Ristau stated that she has read Ender's Game too many times to count.

Council Committee Reports

Personnel and Finance Committee

Authorization to Attempt to Acquire an ARFF Apparatus

Committee Member Stunek stated that the committee thoroughly discussed the maintenance on the apparatus.

Member Johnson stated that he is against attempting to acquire the apparatus as the actual financial impact isn't known. He would like to know the actual cost for accepting this piece of equipment, maintenance, lifespan, and replacement cost. He would like to hold off until the next meeting to get more information.

Member Stunek stated that there is a timeframe for getting on the list for the opportunity to obtain the apparatus.

Member Yeager stated that he feels he is missing the correct information to make an educated decision.

Member Czczok asked if the City could dispose of the apparatus at any time, the value, and current state of the apparatus.

Fire Chief Holmes stated that the City could dispose of the apparatus if they felt it was unnecessary but he would need to look into the process. The apparatus would be a back up to existing airport apparatus and if there were off airport incidences since the airport vehicles cannot leave the airport. The truck is a 2011 apparatus estimated value of \$150,000 to \$200,000. He has looked at the apparatus several times. Some of the City's Firefighters work full-time at Camp Ripley Fire and have first-hand knowledge of the maintenance schedule.

Member Czczok stated that if the apparatus becomes too expensive, the City could dispose of it. If the City is able to acquire the apparatus he would like to see the maintenance taken on eventually by the airport.

Chair O'Day asked about the timeline.

Fire Chief Holmes stated that the vehicle isn't currently in the excess program. There is a potential that they could put it in the excess program in the coming weeks.

Member O'Day stated that during his tour at the airport, he learned that the truck the airport has can run out of water in under a minute. He understands the concerns about ongoing maintenance, but it does come down to safety for him.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND BEVANS TO AUTHORIZE THE FIRE DEPARTMENT TO ATTEMPT TO ACQUIRE AN ARFF (AIRCRAFT RESCUE AND FIRE FIGHTING) APPARATUS THROUGH THE FEDERAL EXCESS PROPERTY PROGRAM.

Upon roll call Members Czczok, Stunek, Erickson, Bevans, and O'Day voted "aye" Members Johnson and Yeager voted "nay". The Chair declared the motion carried.

Funding Request - YMCA

Committee Chair Johnson stated that the committee had a couple of options, and the committee decided to take no action.

Member Czczok stated that he would like to see Council act on the item. He stated that the Council had requested language for a referendum and to work with the YMCA at two previous meetings. There was a letter received from the YMCA after the June 1st meeting stating that the referendum doesn't work for their timeline. They had plenty of time up to June 1st to state that a referendum wasn't feasible.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO HAVE DISCUSSION REGARDING THE REFERENDUM LANGUAGE.

Member Czczok stated that if the City is going to keep working with the YMCA we need to decide whether or not to vote give the money or go to a special election. The City has not seen a business plan and the City will have no say in the use of the \$4 million.

Member Johnson stated that the Council Member Czczok is having the discussion prior to voting on whether to have discussion or not.

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

Member Johnson stated that discussion in committee was that the YMCA does not want a referendum. The question that remains is whether or not to give the YMCA \$4 million. They did not discuss the language that the YMCA doesn't want.

Member Czczok stated that the YMCA doesn't want the decision of whether the City awards them \$4 million to go to the voters. However, if the City just gives the YMCA \$4 million it works out perfectly. If the City bonds for the requested funds it wouldn't have any oversight in construction and operation of the facility. He feels if the City moves forward, the people should have a say. If we wait for more information the only thing it prevents is the people from having a say with a special referendum.

Member Erickson stated that he has been opposed to using the City's bonding capacity for a specific non-profit. However, he would support a referendum but it doesn't appear that that's what the YMCA wants.

Chair O'Day stated that he agrees with Member Erickson. After looking into everything. Bonding for an extra \$4 million dollars isn't the answer. He wants the project to succeed, but he doesn't see the City as a main contributor.

Member Czczok stated that he would have thought that after the last meeting that the City would be interested in putting this matter on the ballot. He would think the business community would be jumping up and down to support the amount after hearing about the \$52 million economic impact.

Member Johnson stated he would recommend to the Council that if there is a decision going to be made about the YMCA, the City should communicate with the YMCA that it would be on the Council meeting and a deadline.

Chair O'Day stated that his understanding was that the previous motion was to discuss the draft language. The deadline to put a question on the ballot is August 11th.

MOVED BY COUNCIL MEMBER CZECZOK TO DIRECT COUNCIL TO PROVIDE RECOMMENDATIONS ON THE REFERENDUM LANGUAGE AT THE JULY 6TH MEETING.

The Chair declared the motion failed for lack of a second.

Donation Request - 4th of July Fireworks

Committee Chair Johnson gave an overview of the history of the request.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE REQUEST FROM BRAINERD COMMUNITY ACTION FOR A DONATION FOR 4TH OF JULY FIREWORKS IN THE AMOUNT OF \$8,000 TO BE PAID FROM SPECIAL PROJECTS BUDGETED LINE ITEM.

Safety and Public Works Committee

Procurement Policy - Transit

Committee Chair Erickson stated that the procurement policy needs to be reviewed and up to date per the Federal Transit Administration. A lot of the changes were administrative.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE AMENDED TRANSIT PROCUREMENT POLICY.

Amendment No. 2 – BWSR Clean Water Fund: Brainerd Gully Stormwater Project & Potential Soil Stabilization at Outlet

Committee Chair Erickson stated that this is for a different portion of the Buffalo Hills gully. The amendment will update the completion date and authorize SWCD to solicit a proposal for survey and design services. Remediation could be completed with grant dollars available through SWCD.

Chair O’Day stated that he has a hard time with this item as the project was just completed.

Member Johnson stated that he didn’t support the original project as he didn’t think the City should take ownership of “God’s Gully”. Now, the City is responsible for it until the end of time.

Committee Chair Erickson asked Public Works Director Sandy to give additional details on the project.

Public Works Director Sandy stated that this area is downstream from the original project. The remaining funds will be used to do some design down to the flat area before the water spreads out in Little Buffalo Creek. Staff is looking into doing the work in-house, but we want to ensure that the design is sufficient.

Mayor Badeaux stated that he has spoken very strongly against this project from the beginning. There are a lot of two-year cycles within perpetuity to maintain the area.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE AMENDMENT NO. 2 TO THE CITY-SWCD AGREEMENT, EXTENDING THE PROJECT COMPLETION DATE TO DECEMBER 31, 2026, AUTHORIZE STAFF TO SOLICIT A PROPOSAL FROM HR GREEN FOR TOPOGRAPHIC SURVEY, DESIGN, AND COST ESTIMATING SERVICES RELATED TO THE STABILIZATION WORK DOWNSTREAM OF THE PLUNGE POOL, AND AUTHORIZE STAFF TO COORDINATE WITH THE SWCD REGARDING THE POTENTIAL USE OF SUPPLEMENTAL ENGINEERING FUNDS TO OFFSET A PORTION OF THE ANTICIPATED DESIGN COSTS.

Change Order 5 - S 10th Street Reconstruction - Lane Closure on Industrial Park Road (CR 117)

Committee Chair Erickson stated that there was additional lane closures needed on Industrial Park Road for the S 10th Street reconstruction. The cost is for the mobilization and cost of cones. There is additional volume on the road due to the Highway 210 project.

Public Works Director Sandy stated that this was a formal traffic control setup that has many requirements through the State of Minnesota. The liability on the City setting up the traffic control would be too great to do this on its own.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER NO. 5 TO THE S 10TH STREET WATERMAIN PROJECT CONTRACT WITH LANDWEHR CONSTRUCTION IN THE AMOUNT OF \$2,826.78 FOR ADDITIONAL TRAFFIC CONTROL SERVICES AT THE INTERSECTION OF S 10TH STREET AND INDUSTRIAL PARK ROAD.

Final Pay Voucher No. 9 - Police Department Exterior Improvements Project

Committee Chair Erickson stated that this is the final pay. The contractor needs to submit the IC-134 which confirms that they have paid all their subcontractors.

Member Johnson stated that the project was \$90,352 under budget. He thanked Police Chief Runde.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY VOUCHER OF \$23,025 TO HY-TEC CONSTRUCTION OF BRAINERD, INC. FOR THE POLICE DEPARTMENT EXTERIOR IMPROVEMENTS PROJECT, WITH PAYMENT RELEASED UPON RECEIPT OF IC-134 DOCUMENTATION.

Unfinished Business

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)

Charter Commission – 2 terms (Expire 2029) 2 terms (Expire 2026)

Economic Development Authority-- 1 term (Expire 2028) 1 term (Expire 2031)

Library Board-- 1 term (Expire 2027)

Public Utilities Commission – 1 term (Expire 2026)

Transportation Advisory Committee- 1 term (Expire 2026) 2 terms (Expire 2027)

Council President Recommended: (terms expire on 12/31 of said year)

Airport Commission -- 1 term (Expire 2028)

Planning Commission-- 1 term (Expire 2028)

Water Tower Committee—2 terms

Preliminary Draft - Orderly Annexation - Riverside Drive

Community Development Director Kramvik gave an overview of the amended orderly annexation agreement. Staff recommend that the City address the connection charges and update Mississippi Headwaters regulations prior to presenting the annexation agreement to the Crow Wing County Board of Commissioners. The Planning Commission has the headwater regulations on its itinerary for Fall 2026.

Member Johnson stated that he supports the annexation amendment. Item number two fixes the concerns he had regarding connecting to City water and sewer outside of the city limits.

Member Erickson stated that he does not see the value in the annexation agreement. He doesn't have a problem with a two-step process for owner led annexations.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO DIRECT STAFF TO BRING BACK THE ORDERLY ANNEXATION AGREEMENT FOR CITY COUNCIL CONSIDERATION AFTER REVIEW OF THE DEFERRED CONNECTION CHARGES AND APPROVAL OF UPDATED MISSISSIPPI HEADWATERS REGULATIONS.

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

Resolution - Deny CMHP Wright Street Development

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK TO ADOPT RESOLUTION DENYING THE CENTRAL MINNESOTA HOUSING PARTNERSHIP REZONING, FUTURE LAND USE MAP AMENDMENT, CONDITIONAL USE PERMITS, AND VARIANCE REQUEST.

RESOLUTION 39:26

Upon roll call, Council Members Czeczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Final Reading - Ordinance 1603 - Shoreland Overlay District

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND BEVANS TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1603 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK TO ADOPT ORDINANCE 1603.

ORDINANCE 1603

Upon roll call, Council Members Czeczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK TO ADOPT RESOLUTION PROVIDING FOR SUMMARY PUBLICATION OF ORDINANCE 1603.

RESOLUTION 40:26

Upon roll call, Council Members Czeczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

First Reading - Ordinance 1604 - Special Events

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO CONDUCT THE FIRST READING OF ORDINANCE 1604 AND DISPENSE WITH THE ACTUAL READING.

Mayor Badeaux requested that the Park Board review policy at its next meeting so that when the ordinance is codified there is a policy to follow.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO HAVE THE PARK BOARD REVIEW

New Business

Letter of Intent - Apartment Development City Hall Parking Lot

Community Development Director Kramvik stated that the EDA recommends moving forward with the letter of intent. The letter of intent allows the developer 90 days to develop a purchase and development agreement. The developer is proposing purchasing the property for a dollar and intends to request tax abatement. The development will require a rezone, CUP, and variance requests may be required.

Member Bevans asked about the logistics of the letter of intent.

Community Development Director Kramvik stated that during the 90-days the property will not be marketed to other developers. The City is not agreeing to the purchase terms that the developer stated in the letter by approving it.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND JOHNSON TO APPROVE THE LETTER OF INTENT SUBMITTED BY LUMBER ONE DEVELOPMENT COMPANY FOR THE CITY HALL PARKING LOT.

Members Czczok, Johnson, Yeager, Erickson, Bevans, and O'Day voted "aye". Member Stunek voted "nay". The Chair declared the motion carried.

First Reading - Ordinance 1605 - Airport Agreement

Administrator Broyles gave an overview of the ordinance. He noted that the structure of the funding and the make-up of the Airport Commission are noteworthy changes.

Member Johnson thanked the County and staff for meeting and putting the ordinance together. This structure seems more equitable for the Citizens of Brainerd.

Member Czczok asked about the compensation of the Airport Commissioners. He asked to clarify that this is an independent decision from the ordinance. He also asked about capital improvements being agreed upon by both entities.

Administrator Broyles stated that, yes, the compensation is an independent decision.

Member Johnson stated that both bodies will approve the budget, and the capital budget is a part of the budget.

Member Czczok stated that he does not see an argument happening again about twice tax with the amended agreement. This is a fantastic agreement.

Member Yeager thanked all those who have been working on this agreement. He believes that Commissioner Barrows will have a larger lift to get support from the County Board. He stated that this agreement is not a divestment by the City from the Airport, it is a document that allows the City and County to move forward with co-ownership in a healthy manner.

Member Czczok asked about the presentation of the budget by the Airport Commission. He stated he would like to see a requirement for the Airport to not have a committee of the commission to discuss the budget. It should be required to have the whole commission discuss the budget.

Member Yeager asked for a bit of grace on the date of the presentation.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1605 AND DISPENSE WITH THE ACTUAL READING.

Member Johnson stated that generally he is in favor of hearing from the public regarding ordinances.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND BEVANS, DULY CARRIED, TO SCHEDULE A PUBLIC HEARING FOR ORDINANCE 1605 ON JULY 6TH, 2026 AT 7:30 P.M. IN THE CITY COUNCIL CHAMBERS.

Letter of Support - Baxter Tax-Forfeit Lots

Member Czczok stated that this is a letter of support to the Crow Wing County HRA asking that they use a competitive process for the purchase of tax forfeit lots. There are 29 lots in Baxter that the County HRA moved forward to bring a draft purchase and development agreement for without a competitive process.

Member Yeager stated that his position is that the County HRA has moved forward with this purchase in a legal manner. He is concerned about derailing this project as there is already money being spent. If a project is in motion, it should continue. A greater conversation could be had in the future, in a different manner.

Member Bevans asked about supporting the current letter.

Member Yeager stated that the County HRA could deny the letter.

Member Johnson stated that he supports open public processes. He complains a lot about only meeting the bare legal minimum. The City has no authority to change the process, just stating that they support an open process. He attested to Level Contracting's performance in the City of Brainerd.

Member Czeczok stated that there may be opportunity for more income generation if the properties were sold in a competitive process.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO AUTHORIZE SIGNATURE ON LETTER OF SUPPORT TO CROW WING COUNTY HRA REGARDING BAXTER TAX-FORFEIT LOTS AND SEND TO THE CROW WING COUNTY HRA BOARD AND CROW WING COUNTY BOARD OF COMMISSIONERS.

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

Staff Reports

Community Development Director Kramvik thanked Ms. Roach and staff for the tour at the Airport.

Public Works Director Sandy stated that the Council received notice that staff at BPU have received an excellence in service award from the Coalition of Greater Minnesota Cities for the work that Finance Manager Loch and himself did testifying in front of multiple legislature committees regarding the Lead Service Line funding. It wasn't a successful year for funding, but there is momentum going into future years to continue replacing galvanized sewer lines. They will be heading down to receive the award in July. He gave an update on the construction projects. Staff has been working to build rate structures in the new software.

Mayor's Report

Mayor Badeaux stated that there are no lead service lines in the City of Brainerd. The Independence Day holiday is coming up, it is the 250th year of independence for America. He stated that the most important thing you can do over the holiday is to spend time with your family. The fireworks are going to be the biggest yet. Finally, there will be a treasure hunt starting June 19th.

Council Member Reports

Member Bevans thanked the Airport for a fantastic tour.

Member Yeager stated that the Airport Commission will be beginning the effort to create a long-term strategy for the Airport. Input from a variety of stakeholders will be accepted. The enplanements are up 35% from 2025, he attributes that to the morning flights. He also welcomed his first grandchildren.

Member Erickson stated that he is looking forward to the Planning Commission meeting on the 17th of June.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND BEVANS, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 9:03 p.m.

Nicholas W. Broyles
City Administrator



Brainerd Fire Department Monthly Report

June 2026

The Brainerd Fire Department experienced a highly active and productive start to the summer season. Operations remained steady as we balanced high-priority emergency responses with comprehensive regional training, community outreach, and critical milestones in our ongoing capital infrastructure improvements.

Progress on the Fire Station 1 renovation project remains on schedule, with major structural milestones reached this month.



As of the end of June, all structural footings and foundation walls have been successfully poured and completed. Moving into July, community members and staff will

begin to see significant visual changes such as vertical framing and walls begin to go up on the east side of the facility.

Training & Emergency Preparedness

Maintaining top operational readiness and nurturing regional partnerships remain top priorities for the department. June focused heavily on disaster preparedness, multi-agency coordination, and core firefighting disciplines.



Chief Holmes traveled to the Bemidji Fire Department to participate in their International Association of Fire Chiefs (IAFC) Wildland Mentorship project, enhancing our regional strategies for Wildland-Urban Interface (WUI) incidents.

BFD leadership and personnel participated in a joint workshop with Crow Wing County Emergency Management and regional partners to streamline unified command and disaster response readiness.

The department engaged with the public and regional stakeholders at this annual event hosted in Crosslake, emphasizing mitigation and community wildfire safety.





Brainerd Fire Department Monthly Report

June 2026

In addition to disaster preparedness, crews completed proficiency training in the following areas:

- SCBA Air Fill Trailer Operations: Refreshed personnel on safe, rapid air-bottle replenishment during prolonged, high-volume incidents. This trailer is from the Deerwood Fire Department and is being used during our renovation.
- Hose Management: Focused on efficient deployment, advancement, and hose line management techniques for structural fire attack.
- Ground Ladders: Practiced rapid placement, raising, and rescue techniques using various apparatus ground ladders.

Community Engagement & Public Events

The department proudly supported and participated in several community-oriented initiatives and public relations events throughout June:



- Bio charring Project: Partnered with Great River Greening on an innovative ecological initiative focused on sustainable forestry management and wildfire fuel reduction in the Rotary Park and Buffalo Creek area.
- Elks Youth Outdoor Expo: Provided safety demonstrations and interactive equipment displays for local youth.

- Flag Day: Participated in local observances honoring national traditions.
- Junior Jaycees Rubber Ducky Race: Provided logistical assistance to support this local youth-sponsored fundraiser event.





Brainerd Fire Department Monthly Report

June 2026

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	7
Rescue & Emergency Medical Service	8
Hazardous Situation	19
Public Service	22
No Emergency	1
Law Enforcement Assistance	3
TOTAL	60
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	5
Rescue & Emergency Medical Service	1
Hazardous Situation	6
Public Service	7
No Emergency	0
Law Enforcement Assistance	1
TOTAL	20

INSPECTIONS	
Fire Alarm	27
Fire Pump	6
Hood Suppression	25
Commercial Kitchen Exhaust	9
5 Year Sprinkler	8
Special Suppression	1
Sprinkler System	29
Private Fire Hydrants	2
Standpipe	1



HR DIRECTOR REPORT

In this report:

- IUOE/IBEW Meeting
- Current Job Opportunities
- Personnel
- Wellness Committee

IUOE/IBEW Meeting

On May 11, staff received a meeting request from the IUOE and IBEW unions following the May 4 City Council meeting to discuss the updated organizational chart. The original dates proposed by the unions did not work for staff, so an alternative date of June 23 was offered and accepted. On June 23, staff and City Attorney Tim Sullivan met with representatives from both IUOE and IBEW.

Current Job Opportunities

Network Administrator - Accepted applications through June 23 with interviews scheduled.

Administrative Specialist - Payroll - Interviews will take place on June 24.

Journey Electrical Lineworker - Offer has been made and candidate is going through the pre-employment process.

Police Officer - Two offers have been made and were accepted. Candidates are going through pre-employment process

Airport Operations Manager - Offer has been made and candidate is going through the pre-employment process.

Parks Weekend Custodial Worker - Open until filled.

Umpire - Adult Softball - Open until filled.

Weekend Ball Field Maintenance - Open until filled.

Personnel

New Hires/Promotions for City/HRA/Airport:

Andy Moody - Water/Wastewater Operator (06/01)
Daniel Doucette - Water/Wastewater Operator (06/01)
Jesse Simenson - Water/Wastewater Operator (06/01)
Darrin Smith - Water/Wastewater Operator (06/01)
Bradley Knapp - Water/Wastewater Operator (06/01)
Jason Gage - Water/Wastewater Operator (06/01)
Madison Lloyd - Police Records Management Tech (06/16)
Heidi Gandsey - Business Office Supervisor (06/23)
Katie Sandberg - ROSS Resident Services Coordinator (06/23)
Lee Anderson - Water/Wastewater Operator (07/13)
Jennifer Schumann - Deputy Public Works Director/City Engineer (07/20)
Zachary Swarthout - Public Services Director (07/27)

Farewell to:

Jacob Walz - Network Administrator (06/12)
Brandi Westom - Police Records Management Tech (06/12)
Caleb Wahlstrom - Community Service Officer (06/18)

There are currently eight City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. Four of those cases are for intermittent leave when needed.

Wellness Committee

For the month of July, the Wellness Committee will be hosting a Lunch N Learn. We are very fortunate to have Jenelle Thelen from PERA joining us to present. Her presentation will cover "From Hire to Retire" and she will also answer any additional questions staff may have. Please RSVP to HR Assistant Ashley Thrasher by July 2 with the session you would like to attend, as well as your lunch choice from Jimmy John's.



RECREATION REPORT

- Registration open for fall leagues
 - Kickball
 - MS2 Softball
 - MS1 Softball (Women's as a backup)
 - Coed Softball
 - Competitive Pickleball
 - Recreational Pickleball
- Registration open for end of summer softball tournament
- Concessions (Memorial, Bane, Jaycees)
- Summer leagues
- Movies in the Park July 1st: National Treasure

PARKS MAINTENANCE REPORT

- Planting & watering grass
- Put up 3 park signs & landscaped
- Pressure washing
- Mowing and garbage
- Watering downtown flowers
- Preparing for 4th of July
- Removing miscellaneous graffiti
- Ball field & tournament maintenance
- Tree trimming
- Weeding & weed whipping
- Stump grinding

STREETS & SEWER REPORT

- Paint crosswalks
- Patch potholes
- NW 2nd Storm sewer maintenance and repair



- Northtown Storm sewer pond mowing and sediment removal
- MNDOT inspections and vehicle repairs
- Jet Sanitary sewer mains. SE Brainerd
- Camera sanitary sewers for 2027 construction projects
- Locate sanitary sewer taps for Spruce Drive storm sewer/mill and overlay project
- Coordinate surplus items to be auctioned at public surplus

TRANSPORTATION REPORT

Regulatory Compliance & Reporting

- Monthly ridership statistics and budget reporting for April 2026 were submitted to the Minnesota Department of Transportation and accepted.
- Continued preparation of the 2027 Transit Operating Grant application, including required certifications, policy updates, supporting documentation, budget development, and grant compliance requirements.
- Continued coordination with the Minnesota Department of Transportation regarding 2027 operating funding, budget development, and grant application requirements.

Budget & Financial Planning

- Completed a comprehensive transit financial and operational review for the City Council related to the cooperative funding agreement and fare structure between the City of Brainerd, City of Baxter, and Crow Wing County.
- The review included historical financial analysis, fare revenue trends, local funding contributions, ridership analysis, operational data, and future financial projections to support policy discussion and long-term planning.

Fleet & Capital Planning

- Continued coordination regarding replacement transit vehicles previously approved through the capital grant program.



- Preventive air conditioning maintenance was completed on the transit fleet to improve vehicle reliability and rider comfort during the summer operating season.

Service Performance & Technology

- Service levels and operations remain consistent with prior reporting periods.
- Continued coordination with Spare Software to improve scheduling efficiency and operational performance.
- Continued promotion of the rider app and online booking portal to improve customer convenience and increase self-service trip management.
- Transit continues maintaining a 99% positive rider satisfaction rating through the Spare rider application.

Ridership & Service Demand

- May 2026 total ridership was 3,279 passengers, with 74% of trips occurring within Brainerd.
- Up 5% from 3,126 passengers in May 2025.
- May 2026 averaged 164 passengers per operating day.
- Up 10% from 149 passengers per operating day in May 2025.
- 49 new rider profiles were created during May.
- 37 riders completed their first transit trip during May.
- 332 unique riders actively utilized the transit system during May.
- Up 6% from the previous month.

Contractor Oversight

- Ongoing contractor oversight continues, including operational monitoring, billing review, service quality management, and performance discussions.
- Weekly operational meetings continue with contractor leadership to review service performance, operational concerns, and continuous improvement initiatives.



Community Engagement

- Continued coordination with Brainerd for All Ages, sponsored by AARP, regarding transportation accessibility and mobility initiatives for older adults.
- Continued collaboration with Central Lakes College to improve transportation access and mobility options for students.
- Social media outreach continues to increase public awareness of available transit services, rider resources, and community engagement opportunities.

Staff & Professional Development

- Staff participated in the monthly Minnesota Department of Transportation Procurement Office Hours.
- Staff continue participating in professional development opportunities, peer collaboration, and operational training to support continuous improvement and transit best practices.



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401

Business Office: 218.829.8726 ■ *Repair Service:* 218.829.2193

www.bpu.org

Brainerd Public Utilities Public Works Director Report June 2026

Public Works Director Activities – May – June 2026

In addition to the discussion items on today's agenda, I have participated in numerous staff- and consultant-led meetings over the past month to advance projects currently underway. These meetings have supported ongoing coordination, project development, and planning efforts across departments and with external partners. Activities included the following:

Capital Projects & Construction

- Washington Street (TH 210) weekly construction progress meetings, including a dedicated meeting to address contaminated soils and watermain issues encountered during construction
- Weekly construction progress meetings for the 2026 Resurfacing Projects, including attendance at the preconstruction meeting
- Bi-weekly construction progress meetings for the Voyageur Heights Project
- Weekly construction progress meetings for the Beech Street/Oakridge Road and Wright Street/S. 10th Street Projects
- Bid reconciliation meeting with Bolton and Menk and Rice Lake Construction Group for the Backwash Reclaim Tank Project
- 90% design review meeting with SEH for the East River Road Sanitary Sewer CIPP Project
- Site meeting with the contractor for the Central Minnesota Dermatology Project

Project Development & Planning

- 2029 Oak Street Project Management Team meetings with City staff and Council members, including the 2029 Oak Street Public Informational Meeting
- 2029 Oak Street weekly consultant project manager and staff meetings
- Brainerd Oaks West coordination meeting with the developer, City staff, and engineering consultant
- Serene Pines Development stormwater drainage maintenance scoping meeting with maintenance staff
- Developer meetings with the Community Development Department
- Master Services Agreement scoping discussions for the professional engineering and architecture services pool with the City Attorney
- Meeting with HR Green to discuss scope of services for the Buffalo Hills Gully Repair Project
- Site meeting with Crow Wing County Engineer Tim Bray regarding the Anabec Street stormwater issue
- Staff meetings with the Soil and Water Conservation District (SWCD) regarding the Buffalo Hills Gully Repair Project

Utility & Infrastructure

- Meetings with Bolton and Menk to discuss the 2026 Lead Service Line (LSL) inventory certification to the Minnesota Department of Health (MDH)
- Meeting with Flaherty and Hood, P.A. to discuss the Brainerd/Baxter Wastewater Treatment Facility Sewer Use and Capacity Agreement
- BPU Main Lift Station check-in meeting
- Meeting with Bolton and Menk regarding Labor Compliance review initiative for State Aid projects
- Meeting with finance staff regarding State Aid fund advancement and reimbursement requests

**PUBLIC WORKS DIRECTOR REPORT
JUNE 2026 (CONTINUED)**

Administration & Operations

- Weekly Brainerd Public Utilities (BPU) management team meetings
- Department Head meetings
- Safety and Public Works agenda review meeting with Chair Erickson
- BPU LMCIT Insurance Renewal meeting
- Department Head Union Negotiation Strategy Meeting
- Interviews for the Business Office Supervisor position
- Interviews for the Water/Wastewater Operator position
- Waterworth implementation check-in meetings
- Meetings with various residents regarding stormwater and general construction concerns

Community & Outreach

- Recording of water plant tour video with DyingToFilm
- Meeting with staff and Skate Park group to discuss project advancement and grant agreement with the Department of Employment and Economic Development (DEED)
- Staff discussion with the Chair of the Water Tower Committee regarding grant funds and next steps
- Attendance at the 2026 MESERB Summer Conference

2026 Major Capital Construction Projects Progress and Updates

2026/2027 Highway 210 (Washington Street) Reconstruction

- **Construction Progress:**

R.L. Larson Excavating is actively advancing utility installation and construction operations within the Phase 1 improvement area spanning from 10th Avenue NE to 5th Avenue NE. The contractor has also mobilized into the Phase 2A rehabilitation area, which extends from 10th Avenue NE to the eastern project termini. Watermain and sanitary sewer installations within this phase are anticipated to be substantially complete by the end of June 2026. Final grading, storm sewer work, and surface improvements are scheduled to follow and are planned to be carried out through the month of July 2026.

- **Pending Change Orders:**

Staff has been engaged in ongoing discussions with MnDOT, R.L. Larson Excavating, and SRF Consulting (design engineer) regarding necessary watermain improvements within areas of known soil contamination along the project corridor. Specifically, these discussions have focused on areas where Diesel Range Organics (DROs), Gasoline Range Organics (GROs), and Volatile Organic Compounds (VOCs) have been identified. Based on MnDOT's environmental assessment findings, these organic contaminants present a risk of material degradation to PVC watermain pipe, necessitating a change in pipe material through the affected areas.

As a result of these discussions and consistent with MnDOT's environmental assessment, it has been determined that Ductile Iron Pipe (DIP) will be substituted for PVC pipe in the identified contaminated soil areas to ensure the long-term integrity and performance of the watermain infrastructure. Staff is currently working with MnDOT and R.L. Larson Excavating to finalize unit pricing for the affected locations. Upon completion of pricing negotiations and final cost resolution, a formal change order will be prepared and presented to the Public Utilities Commission and City Council for review and approval at a future meeting.

2025/2026 Beech Street/Oakridge Road

- **Construction Progress:**

The project is substantially complete. Landwehr Construction is currently addressing minor punch list items to finalize the work, and the project is awaiting the establishment and maturation of perennial grass growth in disturbed areas before final completion and acceptance can be confirmed. Staff will continue to monitor site conditions and coordinate with the contractor to ensure all remaining items are resolved in a timely manner.

**PUBLIC WORKS DIRECTOR REPORT
JUNE 2026 (CONTINUED)**

- **Pending Change Orders:**

Staff has completed a thorough review of all project documentation and disputed quantity claims arising from the 2025 construction of the Beech Street and Oakridge Road Project. Following a comprehensive evaluation of documentation submitted by both City staff and Landwehr Construction, staff has prepared a detailed memorandum outlining the City's position on all disputed quantities and outstanding extra work requests submitted by the contractor. The memorandum has been forwarded to Landwehr Construction, and staff is currently awaiting the contractor's response.

Upon receipt of Landwehr Construction's response and the conclusion of negotiations, a final change order encompassing all agreed-upon disputed quantities and trench backfill replacement work performed during the 2025 construction season will be prepared and presented to the City Council for review and approval. Finalization of the change order will allow the project to be formally closed out.

2025/2026 Wright Street/S 10th Street

- **Construction Progress**

The Wright Street Project is substantially complete. Remaining work is limited to minor punch list items and the placement of the final wear course of asphalt, which is planned to coincide with the wear course placement on S. 10th Street.

Utility work on the S. 10th Street Project has been completed. Curb and gutter installation is anticipated to be finished in late June 2026, with Landwehr Construction currently scheduling base course pavement placement for June 30, 2026. Following placement of the base course, work will shift to topsoil restoration, seeding, and general project cleanup. Placement of the final wear course of asphalt on both S. 10th Street and Wright Street is planned for mid- to late-July 2026.

- **Pending Change Orders**

Landwehr Construction has not yet submitted final quantity disputes or extra work claims for the Wright Street Project. As a result, staff has not yet had the opportunity to conduct a formal review of all related documentation and prior correspondence between the City and the contractor. Consistent with the approach being taken on the Beech Street and Oakridge Road Project, upon receipt of Landwehr Construction's quantity disputes and extra work claims, staff will conduct a thorough review of all supporting documentation, formalize the City's position in a written memorandum, and engage in negotiations with the contractor to resolve all outstanding items. A final change order encompassing all agreed-upon quantities and claims will subsequently be prepared and presented to the City Council for review and approval to formally close out the Wright Street Project. There are no other known pending change orders for the S 10th Street Project.

Ronald/Joseph/Alley Reconstruction

- **Construction Progress**

The project reached substantial completion on June 15, 2026. The contractor is currently working through final site cleanup, restoration activities, and outstanding punch list items necessary to achieve final project completion. Staff will continue to monitor progress and coordinate with the contractor to ensure all remaining work is completed in a satisfactory and timely manner.

- **Pending Change Orders**

A change order will be presented to the City Council at the July 6, 2026 meeting to formally extend the substantial completion date of the project to June 15, 2026. The time extension is warranted based on the additional coordination requirements and construction delays experienced by the contractor as a direct result of the authorized galvanized water service line replacement work incorporated into the project. The change order reflects only an adjustment to the contract completion date and does not include any additional cost to the City.

**PUBLIC WORKS DIRECTOR REPORT
JUNE 2026 (CONTINUED)**

2026 Brainerd Resurfacing Project

- **Construction Progress**

The contractor has completed all removal operations in accordance with the project plans and specifications and has successfully installed the storm sewer on Spruce Drive. Work is currently focused on spot curb and gutter replacements throughout the project limits. The project remains on schedule, with paving and substantial completion anticipated prior to the Fourth of July 2026.

- **Pending Change Orders**

None

2026 SE Brainerd Reconstruction Project

- **Construction Progress**

A preconstruction meeting is scheduled for the week after the 4th of July. Project work has not commenced.

- **Pending Change Orders**

None

2026 Galvanized Water Service Line Replacement Projects

- **Construction Progress**

The Galvanized Water Service Line Replacement Project associated with the Ronald Street/Joseph Street/Alley construction area is substantially complete. Galvanized Water Service Line Replacement Project Nos. 1 and 2 have not yet commenced construction, and preconstruction meetings for both projects have not yet been held. Staff will coordinate with the respective contractors to schedule preconstruction meetings and establish construction timelines in the near term.

- **Pending Change Orders**

Change Order No. 1 for Galvanized Water Service Line Replacement Project No. 2 is included on the June 2026 Public Utilities Commission agenda for consideration. If approved, the change order will authorize the addition of 17 service line replacements to the current scope of work for Project No. 2.

2025 Willow Street Roundabout

- **Construction Progress**

The project is substantially complete and is awaiting the establishment of perennial vegetation to a minimum of 70% ground cover in all disturbed areas before final completion and acceptance can be confirmed. Staff will continue to monitor site conditions and coordinate with the contractor accordingly.

- **Pending Change Orders**

None

2026 Reclaim/Backwash Tank

- **Construction Progress**

Construction has not yet commenced on this project. Staff is currently coordinating with the contractor to schedule the preconstruction meeting, which will serve as the formal initiation of the construction process and establish the project timeline and expectations prior to mobilization.

- **Pending Change Orders**

None

2026 Sanitary Sewer Lining

- **Construction Progress**

Lining of the 8-inch sanitary sewer mains within the project limits is complete. The contractor encountered a brief delay in operations due to a material shortage of approximately 15 linear feet of 10-inch sanitary sewer main liner, which required procurement of additional material before work could resume. Installation of the remaining 10-inch liner will commence when the contractor receives the materials. Manhole rehabilitation work will follow upon completion of all sewer main lining activities.

**PUBLIC WORKS DIRECTOR REPORT
JUNE 2026 (CONTINUED)**

- **Pending Change Orders**

During construction, it was determined that the contractor did not mobilize sufficient liner material to complete the full length of the 10-inch sanitary sewer main, and the original plan quantities were short by approximately 15 linear feet of the total material needed to line the entire segment. This discrepancy is not anticipated to require a formal change order; however, it will result in a minor overrun in the bid quantity for 10-inch sewer main lining. The overrun will be reconciled through the final quantity documentation and payment process at the conclusion of the project.

2026 Large Patching

- **Construction Progress**

The large patching project has been completed, and staff are coordinating with the contractor to finalize project quantities.

- **Pending Change Orders**

No change orders are pending for the project. One patch on Norwood Street required a greater pavement depth than originally estimated during quoting. This discrepancy will be addressed through final quantity documentation, and the contractor will be compensated based on the actual work performed.

2026 Seal Coat Project

- **Construction Progress**

The contractor plans to mobilize on site to begin the seal coating project after the Fourth of July. Public notices will be distributed in advance to inform residents of the upcoming construction.

- **Pending Change Orders**

None

2026 Street Striping Project

- **Construction Progress**

This project is substantially complete, and staff are finalizing project quantities and preparing final payment to the contractor.

- **Pending Change Orders**

None

Continued Capital Construction Design Engineering Coordination

Design and construction activities are actively underway across both City-led capital improvement projects and private development initiatives, with multiple efforts progressing concurrently. To maintain effective planning, scheduling, and execution, staff continue to hold regular bi-weekly coordination meetings. These meetings provide a structured forum to review the status of active projects, anticipate upcoming work, and coordinate efforts across City infrastructure and development projects currently in the review and approval process.

This coordinated approach allows staff to better align project timelines, identify cost-saving opportunities, reduce the potential for construction conflicts, and ensure that utility improvements are efficiently integrated with street reconstruction and resurfacing projects. Key coordination efforts include early design review, utility layout and conflict resolution, construction sequencing, and permitting. Proactive communication planning is also emphasized to minimize impacts to residents, businesses, and other stakeholders.

Current projects being coordinated across multiple City departments include, but are not limited to:

- Beech Street/Oakridge Road and Wright Street/S 10th Street Reconstruction Projects
- Ronald and Joseph Alley construction coordination
- Highway 210 Reconstruction Project
- Lead service line replacement projects (both in conjunction with planned reconstruction/resurfacing and as standalone utility projects)

PUBLIC WORKS DIRECTOR REPORT JUNE 2026 (CONTINUED)

- Southeast Brainerd Reconstruction Project
- 2026 Street Resurfacing Project
- Main Lift Station design and planning
- Backwash/Reclaim CMAR Project
- Willow Street Roundabout Project
- Buffalo Hills Gully Repairs
- 2026 Sanitary Sewer Lining Project
- East River Road trunkline rehabilitation project
- Kuepers development project south of Woodland Hills Lane
- Country Manor construction project
- Brainerd Oaks West project
- Coordination related to 2027 street reconstruction and resurfacing projects

Coordination across these efforts involves multiple City divisions, including engineering, utilities, public works, planning, and administration. Activities include design integration, construction phasing, budget alignment, and long-term asset management. This collaboration remains strong and effective, ensuring City investments are strategically aligned, regulatory requirements are met, and infrastructure improvements are delivered efficiently with minimal community disruption.

2026 Public Works Director Priorities and Project Progress

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

1. Bluebeam PDF Software – Procurement of the software has been completed, and staff attended a training session to review its capabilities. Sessions are scheduled for multiple ongoing City projects, including developer-led and consultant-led initiatives. As staff become more familiar with Bluebeam, the software's tools are expected to streamline project coordination and enhance communication across projects.
2. Pool Engineering Services – Staff continue to work with legal counsel to finalize a master services agreement for all consultants within the approved pool.
3. Integrated Capital Improvement Planning (CIP) and Capital Asset Planning Sessions – Staff conducted the initial long-range capital improvement planning session and established a schedule for ongoing meetings and continued collaboration. Key deliverables from this effort will include long-range sanitary sewer and water system plans, with the potential for incorporation into the City's Comprehensive Plan.

The current schedule anticipates advancing several planning initiatives throughout 2026, followed by more detailed system modeling and analysis in 2027 once existing data gaps and modeling needs have been identified. These efforts will support evaluation of potential future sanitary sewer capacity upgrades, as well as watermain upsizing and looping to accommodate future development and improve system redundancy and reliability.

4. City Standard Details and Specifications – A kickoff meeting was held with SEH on May 19, 2026 to discuss project deliverables and schedule. The project team elected to pause development until early August, when the new City Engineer/Deputy Public Works Director joins the City. Given the significant influence this position will have on the development of these standards, staff would like them involved in the process from the outset.
5. Fats, Oils, and Grease (FOG) Control Program and Mercury Control Program – Staff has held a kickoff meeting with SEH to formally initiate project development for both programs. Regular check-in

**PUBLIC WORKS DIRECTOR REPORT
JUNE 2026 (CONTINUED)**

meetings and ongoing correspondence between staff and SEH are occurring as the programs are advanced through the development process. Upon completion of program development, the final deliverables will be presented to the Public Utilities Commission for review and approval. Following Commission acceptance, staff will proceed with implementation of the approved programs.

6. City Code 705 – Water System – The final draft of City Code Section 705 was reviewed by the City Council, with the first reading held at the May 4, 2026 Council Meeting. The final reading and adoption were approved at the May 18 City Council Meeting. Final publication of the ordinance is complete, and the ordinance has been submitted to become a part of the codification process.
7. Water Treatment Plant and Well Siting Study – Bolton and Menk continues to advance the Water Treatment Plant and Well Siting Study. Upcoming work includes finalizing the sizing parameters for a new treatment facility and developing conceptual site layout alternatives for Commission consideration.

In parallel, Traut Wells is scheduled to mobilize in mid-July 2026 to begin the drilling of a test well within a City-owned utility corridor located west of Buffalo Hills Park. This area was identified through a hydrogeologic study as a potentially viable location for new municipal well construction due to the possible presence of water-bearing sand formations capable of supporting adequate groundwater yields. The test well will be drilled as part of the ongoing study to evaluate pumping rates and the overall capacity of a potential municipal well at or near this location. The results of the test well drilling will inform the next phases of the study and help guide future decisions regarding new well development and facility siting.

8. WWTF Facility Plan and Sewer Use and Capacity Agreement between Brainerd and Baxter for Phase 1 and Phase 2 WWTF Improvements – The Wastewater Treatment Facility (WWTF) Facility Plan has been formally submitted to the Minnesota Pollution Control Agency (MPCA) for review and is currently awaiting agency comments.

The next phase of this project is presented to the Public Utilities Commission at the June 2026 meeting and involves the authorization of professional legal services to assist staff in initiating a structured review of the existing Sewer Use and Capacity Agreement between the Cities of Brainerd and Baxter. Legal counsel will conduct a cursory review of the existing agreement and prepare a written memorandum identifying recommended updates and amendments necessary to reflect the scope and financial implications of the planned Phase 1 and Phase 2 improvements at the WWTF.

Following completion and review of the legal memorandum by both cities' staff and legal counsel, the Joint Wastewater Management Board (WWMB) will be convened to formally present the findings and serve as the primary collaborative body through the amendment or re-write process. The Joint WWMB will guide negotiations and review of the updated agreement terms, ensuring that both the City of Brainerd and the City of Baxter are engaged transparently and collaboratively at each stage of the process.

9. Water Treatment Facility and Wastewater Treatment Facility Risk and Resiliency Assessments and Emergency Response Plans – The Risk and Resiliency Assessments for both the Water Treatment Facility and the Wastewater Treatment Facility have been completed and formally certified to the U.S. Environmental Protection Agency (EPA).

The next required phase of this effort is the preparation of Emergency Response Plans for both facilities, which must be completed and submitted within six months of the certification of the respective Risk and Resiliency Assessments. Staff is actively working with Bolton and Menk to develop the Emergency Response Plans and is coordinating to ensure timely submission in advance of the applicable deadlines.

Subject	Department	Notes	Due Date	% Complete	Status	Date Completed
Transit- Baxter Fares	Public Svcs	6/1/26: Council directed staff to conduct an analysis of transit data - Requested information includes historical fare revenue, local share contributions, fare structures, ridership totals, projected future fares, and trip pattern analysis for calendar years 2023 through 2025, along with any additional data staff determines may be relevant to evaluating fare equity and potential fare structure adjustments. The request also includes direction for staff to consult with MnDOT regarding local share management requirements and the City's authority, as the MnDOT contract holder, to independently adjust fare structures. The target date for this information to be presented to Council is 7/6/26 due to priorities regarding the transit grant.		25%	In Progress	
Transit Business Model	Public Svcs	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. 12/18/25: Staff met with HR to confirm the Job Descriptions. HR will review and finalize the descriptions and points; then forward points to Finance. 12/22/25: HR will post opening of part-time person. This person started 1/2/26.		25%	In Progress	
Codification	Administration	1/20 Council approved the proposal from American Legal Publishing for codifications services up to \$30,000 3/2 Staff has submitted necessary documents for codification to begin. The City's code will go into the queue and we will submit necessary ordinances that are passed in the meantime.		25%	In Progress	

BlockMetrix- Site Control	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>6/6 - EDA took no action at the June 5th meeting</p> <p>6/24 - Power Agreement is currently being reviewed by staff and will be reviewed by the PUC</p> <p>7/2 - Power Agreement has been forwarded to Blockmetrix for review</p> <p>7/30 - Staff set up a virtual meeting with Blockmetrix - Blockmetrix did not attend - stated that an issue came up</p> <p>8/15 - Staff virtually met with Blockmetrix - Staff have not received a response</p> <p>9/11 - Staff will virtually meet with Blockmetrix</p> <p>Staff is waiting on a response from Blockmetrix.</p> <p>10/28 - 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> <p>2/12/2026 - Staff met with the developer regarding development of the site.</p> <p>3/10/2026 - Staff met with the developer regarding potential development of the site.</p> <p>3/31/2026 - Public Utilities Commission to consider process for large power users.</p> <p>4/1/2026 - Staff met with developer on next steps</p> <p>6/8/2026 - Staff met with developer regarding transmission study</p>		50%	In Progress
Airport Resolution	Administration	<p>3/31/2026 Staff met with Crow Wing County and Airport Commissioners</p> <p>5/28/2026 Staff will meet with CWC and Airport Commissioners to continue development of a new agreement</p> <p>6/15/26 Council will review an amended ordinance and conduct the First Reading.</p> <p>7/6 Council will review the ordinance, hold a public hearing, and conduct the final reading of the ordinance.</p>		90%	In Progress
Annex Improvements	Public Works	<p>Construction Status: HyTec is nearing completion of work in the Annex. Electrical, windows, asbestos abatement, and carpentry are all complete. Remaining work is limited to minor HVAC improvements and interior finishes.</p>	6/30/2026	95%	In Progress
Special Events Ordinance	CDD/Public Svcs	<p>5/11 - Staff researched sample language from other cities and will present and seek direction from City Council on 5/18</p> <p>6/1 - City Council to review draft ordinance and provide direction to Staff</p> <p>6/18 - First reading of the ordinance</p> <p>7/6 - Final reading and public hearing</p>	7/6/2026	50%	In Progress
.Gov Transition	Technology	<p>2024 State Statute 471.3422 - Website Domain Requirement by June 1, 2026</p> <p>Planning for the transition is in progress.</p> <p>The website needs to have the .gov domain by 1 June.</p> <p>Staff will continue working after 1 June to update forms, documents, email addresses, etc.</p> <p>The complete transition date is scheduled for 7/26.</p>	7/26/2026	0%	In Progress

Review Deferred Connection Charges	Public Works	6/15 Council directed staff to bring back the orderly annexation agreement for City Council consideration after review of the deferred connection charges and approval of updated Mississippi Headwaters regulations.		0%	Not Started
Update Mississippi Headwaters Regulations	CDD	6/15 Council directed staff to bring back the orderly annexation agreement for City Council consideration after review of the deferred connection charges and approval of updated Mississippi Headwaters regulations. The Planning Commission will work on updating the Mississippi Headwaters regulations after the Comprehensive Plan update. Staff will begin working with the regulatory authority in the Fall of 2026.		0%	Not Started
Improvement 17-12/20-04 Wright Street and S 10th Street Reconstruction Project	Public Works	Construction Status: The project is currently in the construction phase. A second preconstruction meeting was held on May 1, 2026, during which Landwehr Construction presented the project schedule. Construction on S 10th Street began May 18, 2026, and is progressing well, with the contractor currently on schedule for an early August 2026 completion. Public notices have been distributed and businesses along the corridor have been notified. S 10th Street – Current Progress: Watermain work is expected to wrap up mid-June. Curb placement on the north half of S 10th Street was completed June 10, 2026. Remaining work includes completing grading operations and drain tile placement, curb installation on the south half, and final gravel grading in preparation for paving and boulevard restoration. Wright Street – Punch List: Minor remaining work on Wright Street consists of punch list items and cleanup from the 2025 construction season. Final pavement lift placement is anticipated to occur concurrently with the final lift on S 10th Street.	9/30/2026	75%	In Progress
Improvement 25-05 – SE Brainerd Reconstruction Project	Public Works	Project Overview: The SE Brainerd Reconstruction Project involves the full reconstruction of multiple streets in southeast Brainerd, including 17th Street, 18th Street, 19th Street, Norwood Street, Maple Street, and Laurel Street. Scope of work includes complete replacement of sanitary sewer and watermain infrastructure, storm sewer improvements, curb and gutter replacement, and new street surfacing. Bolton & Menk is serving as consultant project manager for both the design and construction phases. Design & Bidding: Final plans are 100% complete. Bids were opened May 5, 2026, and construction is anticipated to begin in late May or early June 2026. The construction Contractor is Ryan Contracting. Construction Status: A preconstruction meeting is scheduled for mid-June 2026. Following that meeting, the contractor's schedule will be finalized and affected property owners will be notified of construction dates and timelines.	10/5/2026	50%	In Progress
Improvement 23-14 Hawkins/Ronald/Joseph/Alley Improvement Project	Public Works	Construction Status: The Hawkins portion of the project is complete. Work on the Ronald/Joseph/Alley portion began in early April and is progressing on schedule. Galvanized water service line replacements in the alley have been completed as authorized by the Utilities Commission. Paving is scheduled to begin the week of June 8, weather permitting. The project is anticipated to reach substantial completion by end of June 2026, following which the City will monitor final turf restoration and 70% perennial growth before closeout.	10/31/2026	90%	In Progress

Improvements 21-13/21-14 Beech Street/Oakridge Road Improvements Project	Public Works	Project Status: The Beech Street/Oakridge Road project is nearing final closeout. Construction work is substantially complete, and staff have issued a punch list to Landwehr Construction for outstanding items. The remaining closeout requirement is achievement of 70% perennial growth in restored turf areas, after which the project will be formally closed out.	11/1/2026	95%	In Progress
Pedestrian Bridge	Public Works	Funding Status: Staff pursued multiple funding opportunities, including State Bonding, which was unsuccessful. The City was awarded Carbon Reduction Program funding but elected to decline it, as a complete project funding package had not been secured. Staff is currently reviewing the feasibility report to develop a comprehensive funding plan. Once complete, funding options will be presented to the Council for consideration.	12/31/2026	25%	In Progress
2027 Budget	Finance		12/31/2026	10%	In Progress
Comprehensive Plan Update	Community Dev	3/2 – City Council approved Bolton & Menk as the comprehensive plan consultant. 3/12 – Staff meeting with Bolton & Menk to review timeline and objectives. 4/15 – Comprehensive Plan kickoff meeting with Planning Commission. 5/5 – Staff meeting with Bolton & Menk to review Planning Commission comments and discuss community survey. 6/2 – Staff meeting with Bolton & Menk for updates. 7/15 – The Planning Commission will review a draft of the Comprehensive Plan – City Council will be invited to attend.	12/31/2026	25%	In Progress
Network Integration	Technology		12/31/2026	50%	In Progress
Fire Station #1 Renovation	Fire	2/2/2026 City Council approved Design/Construction Services with Widseth and Nor-Son Constructions as GC. 2/11/2026 Kickoff meeting with Widseth and Nor-Son Construction 2/23/2026 Continue with weekly meetings finalizing design as we work towards final construction documents. 2/27/2026 Widseth finalized construction documents enabling Nor-Son to solicit and secure bids for the renovation. 3/27/2026 Nor-Son finalized the bidding process utilizing Gordian ezIQC process. 4/6/2026 Council approved construction contract with Nor-Son Construction and project cost of \$5,994,282.76. 5/4/2026 Pre-construction meeting with GC and city staff 5/11/2026 Renovation project started. Weekly project progress meetings 6/3/2026 Demolition is 99% complete. Footings on the east side of the project have been dug. Power transformer set and temp. power to the project. 6/8/2026 Footings have been poured and CMU below grad foundation walls will start 6/11/2026. Weekly	1/29/2027	25%	In Progress

Riverside Drive Orderly Annexation	Community Dev	<p>2/17 – Public Hearing and CC consideration of Resolution to adopt Orderly Annexation Agreement with CWC. City Council directed staff to provide additional information based on questions from the public.</p> <p>3/2 – City Council approved joint resolution.</p> <p>3/24 – County Board to denied joint resolution at regular meeting.</p> <p>4/6 – City Council directed staff to amend the agreement to make annexation optional for properties not currently connected to municipal utilities.</p> <p>4/27 – OAA Reviewed by City Attorney and Forwarded to Crow Wing County for Review</p> <p>6/15 – Reviewed OAA agreement and directed staff to bring back the orderly annexation agreement for City Council consideration after review of the deferred connection charges and approval of updated Mississippi Headwaters regulations.</p>	2/26/2027	75%	In Progress
2026 Galvanized Water Service Line Replacement Program	Public Works	<p>Program Overview The Utilities Commission authorized three galvanized service line replacement projects in 2026, utilizing \$2,675,000 in funding received from the Minnesota Department of Health and Minnesota Public Facilities Authority.</p> <p>Ronald/Joseph/Alley Replacements This project is substantially complete. Staff is currently working with consultant engineer Bolton & Menk on funding reimbursement.</p> <p>City Resurfacing/Reconstruction Project Replacements (Project 1) In conjunction with the City's 2026 resurfacing and reconstruction program, 35 galvanized water service lines are being replaced. Bids have been opened and DeChantal Excavating has been selected as the construction contractor. Staff is coordinating a preconstruction meeting, after which construction will commence.</p> <p>NE Phase 1 – Gillis Avenue/1st & 2nd Avenue NE (Project 2) A standalone replacement project in NE Brainerd will replace an estimated 75 galvanized water service lines on Gillis Avenue, 1st Avenue NE, and 2nd Avenue NE. Bids have been opened and DeChantal Excavating has been selected as the construction contractor. Staff is coordinating a preconstruction meeting, after which construction will commence.</p>	6/30/2027	25%	In Progress
Improvement 25-06 – 2026 Resurfacing Project	Public Works	<p>Project Overview: The 2026 Resurfacing Project encompasses street resurfacing and minor utility improvements on the following corridors: Spruce Drive, Graydon Avenue, Hillcrest Drive, Pine Street, Dal-Mar Drive and Circle, and South 11th Street.</p> <p>Construction Status: Construction commenced the week of June 1, 2026. Removal operations across all roadways are expected to be complete by June 12, 2026. Storm sewer installation on Spruce Drive is scheduled to begin June 15, 2026. The project is anticipated to reach full completion prior to the Fourth of July.</p>	7/9/2027	50%	In Progress
Memorial Park Skate Park	CDD/Public Svcs	<p>3/24 – Park board denied additional skate park funding request from the Lakes Area Skate Park Association, but was in favor of the project</p> <p>4/28 – Park board approved preliminary design and phased construction plan</p> <p>5/26 – Park board approved grant application to DEED for \$750,000 in reimbursable funding</p> <p>6/3 – Council approved grant application to DEED</p> <p>6/11 – Waiting for funds to be transferred to the City from Lakes Area Skate Park Association</p>	11/30/2027	50%	In Progress

Hydrodam Generator	Electric	<p>Project Overview: The hydro facility generator replacement project involves procurement and installation of a new generation unit at the City's hydroelectric facility. Barr Engineering is serving as the project consultant and continues coordinating with City staff on equipment evaluation and project development.</p> <p>Equipment Evaluation: Barr Engineering has confirmed through multiple suppliers that the previously considered submersible generator units are no longer in production or have been paused. This turbine type had been anticipated as the most economical option. Barr continues to evaluate alternative generation options, with current analysis focused on both equipment feasibility and the civil improvements required for installation, as site modifications may significantly influence total project cost. One concept under consideration is a stream diver generator installed vertically within the pit or tailrace area. Cost estimates have not yet been finalized pending completion of installation and site requirement evaluations.</p> <p>Legislative Funding: A site visit was held November 25 with area legislative representatives to review the facility and discuss project needs, funding, and infrastructure considerations. Two bills were introduced during the 2025/2026 legislative session; however, both were unsuccessful. The BPU Commission is currently working with staff to identify and evaluate alternative funding strategies to finance project construction.</p> <p>Design: Design work is continuing with Barr Engineering.</p>	12/31/2027	25%	In Progress
Water Reclamation and Backwash Project	Public Works	<p>Delivery Method & Procurement: The Utility Commission shifted to a Construction Manager at Risk (CMAR) delivery method following rejection of high-cost competitive bids in 2024. After a May–June procurement process, the Utilities Commission awarded the CMAR contract to Rice Lake Construction Group in September with a preconstruction services fee of \$8,500. Bolton & Menk was also retained for design, CMAR coordination, and construction engineering/administration (NTE \$450,700).</p> <p>Value Engineering & GMP: The project team completed multiple pricing and value engineering reviews in late December 2025 and early 2026. The Guaranteed Maximum Price (GMP) of \$5,300,000 was presented to and approved by the Utilities Commission in April 2026. This price is fixed unless owner-directed changes are authorized via change order.</p> <p>Trade Partner Bidding: Prequalification of trade partners is complete. Bid packages are currently out for pricing, with submissions due June 18, 2026. A bid reconciliation meeting is scheduled for June 22, 2026, with results to be presented at the June 2026 Commission meeting.</p>	12/31/2027	50%	In Progress

Trunk Highway 210 Reconstruction – Construction Phase	Public Works	<p>Project Overview: The TH 210 Reconstruction Project is currently underway. Contractor RL Larson is actively working on Phase 1, which covers utility installation and roundabout construction between 10th Avenue NE and 5th Avenue NE on the east end of the project corridor.</p> <p>Phase 1 – Current Status: Watermain installation and sanitary sewer work are underway. Traffic detours are in place, rerouting traffic around the TH 210 corridor near Mill Avenue, 10th Avenue NE, and 5th Avenue NE to accommodate roundabout construction and highway reconstruction. Weekly progress meetings are being held to coordinate activities and monitor schedule. Phase 1 is scheduled for completion in early August 2026.</p> <p>Phase 2 – Upcoming Work: Following Phase 1 completion, summer construction will shift to Phase 2, which focuses on reconstruction of the highway segment between Gillis Avenue/13th Street SE and 5th Avenue NE.</p>	12/31/2027	25%	In Progress
Main Lift Station Reconstruction	Public Works	<p>Project Overview: The Main Lift Station Reconstruction project received Facility Plan certification from the Minnesota Pollution Control Agency (MPCA) in 2025, establishing regulatory approval and allowing the project to advance toward funding and design. The project has since been placed on the Clean Water Revolving Fund (CWRP) Project Priority List (PPL) and has fallen within the fundable range, making it eligible for a low-interest loan to support construction costs.</p> <p>Funding: The project has been placed on the CWRP Intended Use Plan (IUP), confirming eligibility for funding allocation and enabling final loan approval.</p> <p>Design: Final design is currently underway with Widseth and HR Green. The project team is coordinating closely to refine plans, evaluate constructability, and incorporate site-specific requirements. Submission of 90% complete plans to the MPCA was targeted for March 31, 2026, to align with regulatory and funding review timelines.</p> <p>Schedule: Construction is currently scheduled for 2027, following completion of final design, permitting, and procurement. The project team continues coordination with engineering consultants, regulatory agencies, and City staff to maintain schedule and ensure readiness for construction.</p>	6/30/2028	25%	In Progress
2029 Oak Street Reconstruction Project	Public Works	<p>Project Overview The 2029 Oak Street Reconstruction Project involves the full reconstruction of Oak Street from 19th Street SE to TH 25. Widseth is serving as the consultant for the project.</p> <p>Project Development The project is currently in the corridor study phase. A Project Management Team (PMT) has been organized and is meeting monthly to review corridor study deliverables and provide guidance to the consultant team.</p> <p>Public Engagement A public engagement meeting is scheduled for June 24, 2026 at 6:00 PM to present corridor concepts and gather feedback from adjacent property owners.</p> <p>Next Steps Geotechnical explorations are planned to commence in July 2026. Further project development will advance once the final layout is approved by the City Council following completion of the corridor study.</p>	1/31/2029	5%	In Progress

WWTF Facility Plan and Phase 1 Biosolids Improvements

Public Works

Project Overview: The Phase 1 Biosolids Improvements project involves proposed facility upgrades to the regional wastewater system. The Final Facility Plan was presented to the Joint Wastewater Management Board on February 12, 2026, followed by presentations to the Brainerd and Baxter City Councils at their February 17, 2026 meetings to provide project details, address scope and cost questions, and gather municipal feedback.
Regulatory & Approval Status: Following these briefings, the Public Utilities Commission reviewed the Facility Plan, held a public hearing to gather community input, and adopted a resolution formally approving the plan. The resolution also authorized staff to submit the plan to the Minnesota Pollution Control Agency (MPCA) for certification, a critical step in securing regulatory approval and ensuring compliance with state wastewater management standards.
Design: Upon receipt of MPCA certification, preliminary design activities are scheduled to begin in late 2026. Design efforts will include detailed engineering of biosolids processing equipment, facility layout optimization, and cost refinement.
Schedule: Construction of the Phase 1 improvements is planned for 2028, following completion of design, procurement, and required permitting. The project team continues coordination with engineering consultants, regulatory agencies, and municipal stakeholders to maintain schedule and ensure readiness for both design and construction phases.

12/31/2029

25%

In Progress

Massage Therapy ordinance

Police

10/22/25 – Lt. Kulzer met with Lutheran Social Services (LSS) Regional Coordinator of Safe Harbor. Specializes in youth and human trafficking. Discussed elements of illicitly run massage therapy providers.
10/29/25 – Chief Davis and Lt. Kulzer met with 30-year massage owner/operator Discussed lack of oversight by the State governing massage therapy.
Recommendations for training, licensing, and oversight.
11/6/25 – Lt. Kulzer had continued discussion with LSS Safe Harbor Regional coordinator. Discussed potential licensing requirements.
November 2025 – Lt. Kulzer reviewed massage therapy ordinances from St. Cloud, Willmer, Edina, Moorhead, Detroit lakes, and Rochester.
12/1/25 – Council direction to proceed with ordinance creation.
12/10/25 – Lt. Kulzer and Inv. Palcher attended the Minnesota BCA Internet Crimes against Children and Human trafficking conference. Illicit massage therapy and human/employment trafficking discussed as a nationwide problem.
12/11/25 – Lt. Kulzer discussed with assistant county attorney, who specializes in sex crimes the potential passage of a ordinance, which she supports as a tool to combat sex trafficking.
12/29/25 – Lt. Kulzer met with local owner/operator and discussed what elements should be included in an ordinance.
04/02/2026 – PD Administrative discussion on necessary elements of the ordinance. Need to finalize rough draft and bring to City Admin.

60%

Waiting

805 Laurel

HRA

Developer is working on financing

10%

Waiting

Friends of Library - Lease Agreement	Administration	<p>5/4 – Friends of Library requested use of the annex for book storage.</p> <p>5/4 – City Council directed staff to bring a lease agreement back to City Council for review with costs to cover their use.</p> <p>5/11 – Staff completed draft lease agreement and had the City Attorney review the document.</p> <p>5/12 – Friends of Library requested that City staff delay Council action as they are still looking into other options.</p>	0%	Deferred
---	----------------	--	----	----------

Completed 2026

Misdemeanor Prosecution Agreement	Administration	<p>Agreement with Severson Porter (12/1)</p> <p>Staff has sent the agreement to the cities of Nisswa & Baxter to get approval from their Councils.</p> <p>Executed fully on 1/5.</p>	100%	Complete	1/15/2026
Gustafson Park Development	PW/CDD	<p>12/8 – 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)</p> <p>12/17 – Staff received estimate to replat Gustafson Park</p> <p>1/20/2026 Council voted to bring forth a resolution to dedicate Gustafson Park as a park and discontinue talks about development.</p>	100%	Complete	2/6/2026
SAHA Funds	Community Dev	<p>1/20 – City Council authorized staff to advertise proposal for available SAHA funds</p> <p>2/20 – Final submittal deadline to apply for SAHA funds</p> <p>3/2 – City Council will determine distribution of SAHA funds</p>	100%	Complete	3/5/2026
Baxter Information - WWTF Annexation	Administration	<p>3/2/2026- MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO ASK THE CITY OF BAXTER FOR EITHER THE LETTER OR COUNCIL MINUTESREFERENCING THE LETTER MENTIONED BY MEMBER BEVANS.</p> <p>Staff initially conducted research into the topic, finding an article published 11/22/2016 in the Brainerd Dispatch: “Member Bevans asked if anyone had a copy of Baxter Mayor Darrel Olson’s response to the city’s requests regarding the city of Baxter’s position on the [WWTF] issue. After Administrator Thoreen said no copy was available, Bevans said it was because Olson has not responded.”</p> <p>The City of Baxter has no data responsive to the request.</p> <p>4/7/2026 Our City Attorney provided documents that are attached to the 4/20 packet.</p>	100%	Complete	4/7/2026

Kuepers Development	Community Dev	<p>12/1 – City Council reviewed EAW and held public meeting</p> <p>12/15 – City Council to review EAW findings and will make declaration</p> <p>12/17 – Planning Commission recommended approval of the preliminary plat and PUD</p> <p>2/2/26 – City Council rezoned the parcels, approved final plat, and PUD.</p> <p>2/17/26 – City Council approved Stormwater Management Maintenance Agreement</p> <p>2/20/26 – Developer purchased property</p> <p>4/09/26 – Building Permit Issued</p>	100%	Complete	4/15/2026	
Stormwater Retention Pond- 1001 Anabec St- Bollig	Public Works	<p>1/13/26: Tim, CC Engineer called Mike (PW Director) to discuss the drainage concerns on Bollig’s property. If drainage study is requested by council, CC would be asked to assist with cost (30% per maintenance agreement), Tim plans to discuss with commissioner.</p> <p>2/9: Contract for Stormwater Study awarded to HR Green. Contract has been revised and agreed upon. Work is expected to occur over the spring with presentation to CC in roughly May.</p> <p>5/4 Receive report with options for Council – Council made a motion to reject the options laid out by the study and to do nothing.</p>	100%	Complete	5/5/2026	
Charter Discussions	Administration	<p>At the special meeting on April 14 the Charter Commission recommended the draft of Chapter 5 Public Utilities to the City Council. The Council then directed staff to draft an ordinance with the amendments. Council conducted the first reading at the April 20th meeting and will hold the final reading and public hearing at the May 4th meeting. If passed unanimously by the Council, the ordinance will then need to be published in the newspaper and will take effect 90 days after publication.</p>	100%	Complete	5/14/2026	
Industrial Property Sale - Riverbirch Investments	Community Dev	<p>2/17/26 – City Council to approved resolution conveying subject property to EDA</p> <p>3/2/26 – City Council to consider resolution approving business subsidy</p> <p>3/5/26 – EDA approved PDA and Conveyance of the property</p> <p>Developer is working on finalizing construction plans</p> <p>5/27 – Closing date – property conveyed to the developer</p>	100%	Complete	6/2/2026	
Industrial Property Sale - CMHP - Wright Street Development	Community Dev	<p>3/5 – Central Minnesota Housing Partnership proposed a multi-family residential development on the Wright Street Extension to the EDA – EDA was generally in favor of the proposed development</p> <p>4/22 – Downpayment and application submitted to the City to purchase the property at \$1.00 per acre</p> <p>5/20 – Planning Commission reviewed land use requests and recommended denial</p> <p>6/1 – Council reviewed and denied land use requests</p>	7/1/2026	100%	Complete	6/10/2026

Shoreland Ordinance	Community Dev	2/18/26 – Staff meeting with DNR to perform final review of shoreland ordinance 2/20/26 – Staff submitted ordinance to MN DNR for final review 3/18/26 – DNR to present negotiated items to the Commission – Commission to make final recommendation on negotiated items 4/2 – Staff completed negotiated items with DNR 4/15/26 – Planning Commission reviewed shoreland ordinance 5/20/26 – Planning Commission held public hearing and recommend approval of the ordinance 6/18 Final Reading at Council	6/30/2026	100%	Complete	6/18/2026
2025 Financial Audit	Finance		6/30/2026	100%	Complete	7/1/2026



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Transfer of Funds

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): N/A

SUMMARY OF ISSUEThe following transfers between funds need to be made:

Transfer From	Transfer To	Amount
Fire Capital (404)	Public Safety (225)	\$45,082
Capital (400)	General Fund (101)	\$28,000

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSExplanation:

- The \$45,082 transfer is because the 2025 expenditures exceeded revenues in comparison to the budget used to compute the 2026 fire assessment. Per the agreements with the municipalities the City provides fire protection for, when revenues exceed expenditures, the funds are transferred to the capital fund. In the case of expenditures exceeding revenues, the FAB determines the remedy. At the May 19th FAB meeting, the board motioned to transfer the funds from the capital fund rather than allocating and billing out the difference.
- The \$28,000 is for the comprehensive plan update. The update was in the 2025 budget, but funds were not transferred, and the update was not started until 2026. Therefore, Staff is now requesting the funds be transferred. The update will be paid for out of the operating budget. We save and plan for the update in the capital fund and then transfer funds in the year of the update.

RECOMMENDED ACTION/MOTION

Approve the transfer of funds as presented.

FINANCIAL IMPACT

None. No funds are going to be spent.



SPECIAL EVENT APPLICATION

STREET/PARKING LOT CLOSURE

Date of Application: 6-25-2026

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or administration@brainerdmn.gov at least 30 calendar days prior to the event and will require City Council approval.

Type of Event:

- Event- City Parking Lot
- Event- Street Closure
- Other

Name of Event: BRAINERD NIGHT OUT (BNO)

Organizer Information

Organization Name	Brainerd Police Department/BNNA/Community Action
Organization Address	225 E River Rd Brainerd, MN 56401
Event Contact Person	Mike Kulzer & Krista Soukup
Event Contact Phone	MK - 218-825-3478 & KS - 218-828-4717
Event Contact Email	mike.kulzer@ci.brainerd.mn.us & bluecottageagency@gmail.com
Contact (Day of)	Mike Kulzer and/or Krista Soukup
For Profit/Nonprofit Status	Government/Non-profit

Event Information

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Road closure of 500 and 600 blocks of Juniper Street and use of Gregory Park to host event. Use of the park picnic tables, bathrooms, limited electric. Small tents and yard games near Gregory Park fountain. Event includes first responder, fire, and law enforcement vehicles & demonstrations. Live music. Open to the public. Event scheduled from 1700-1900.

Event has been insured by Community Action in past years. BNNA is affiliated with Community Action.

Event Details:

Event Date	Start Time	End Time	Event Location(s)
08/11/2026	1700	1900	Gregory Park, 500 and 600 block Juniper Street

City Locations/Facilities

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- Other (specify location above)

Sit Information

Electrical Usage YES NO

Describe the type of equipment to be used and how you intend to supply the power:

Use of electrical box near Gregory Park fountain for music amplifier

Amplified Sound YES NO

Describe any sound amplification equipment to be used in your event along with times:

Single guitarist with amplifier

Restrooms YES NO

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms:

(If restrooms are provided by neighboring property, please submit the location and property owner's signature to verify approval has been granted)

Signs/Banners/Posters/Flyers YES NO

Describe the signs, banners, posters, flyers, and locations: NA

Trash Receptacle Disposal YES NO

Company contracted for trash receptacle disposal:

Requesting use of park receptacles

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th st between Maple and Front Streets):

Requesting the closure of the 500 block and 600 block of Juniper Street. Requesting street barriers.

Date and Time for beginning of street closure: 08/11/2026 1600

Date and Time for reopening of streets: 08/11/2026 1930

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks):

Limited to no adverse impact on neighboring businesses or residences. In the past there have been no complaints from members of the public. Alternative routes exist for street closure of Juniper Street.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@brainerdmn.gov.

Hold Harmless Agreement and Insurance Information

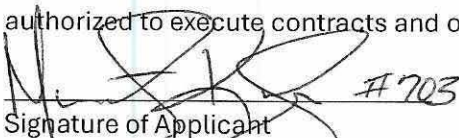
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

 #703
Signature of Applicant

MIKE KULZER BPD
Print Name

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions:



Gregory Park
Park for play areas,
basketball & tennis

Skating Rink

Ivy St

N 5th St

N 5th St

N 7th St

N 7th St

First Congrega
Church

Road block

Picnic Tables
Games
Community Partner
tables

Grills/Tents/Music

Road Barriers

Juniper St Vehicle Staging Area Juniper St

Grills/Tents/Music

Road Barrier

High Praise
Brainerd Lakes

Park United
Methodist Church



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: MN Lawful Gambling - Lower South Long Lake Improvement Assoc

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to approve MN Lawful Gambling Application for Exempt Bingo Submitted by Lower South Long Lake Improvement Association for an Event on September 6, 2026, at 300 South Highway 25

FINANCIAL IMPACT



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Resignation - Records Management Technician Brandi Westom

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Tony Runde, Police Chief

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

Brandi Westom recently submitted her resignation letter. Brandi's last day was on Friday, June 12, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to accept Brandi Westom's resignation effective Friday, June 12, 2026, and to authorize staff to begin the hiring process to backfill the position.

FINANCIAL IMPACT

This position is included in the 2026 budget.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Resignation - Community Service Officer Caleb Wahlstrom

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Tony Runde, Police Chief

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

Community Service Officer (CSO) Caleb Wahlstrom recently submitted his resignation effective June 18, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to accept Caleb Wahlstrom's resignation effective June 18, 2026, and to authorize staff to begin the hiring process to backfill the position.

FINANCIAL IMPACT

This position is included in the 2026 budget.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Hiring - Business Office Supervisor Heidi Gandsey

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Trent Hawkinson, Electric Director

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

We received 29 applications for the Business Office Supervisor position. Staff invited 7 applicants to interview and made an offer to Heidi Gandsey. Heidi started with us on June 23, 2026, at Step 1 of the 2026 Business Office Supervisor Wage Grid (\$41.90 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve the hiring of Heidi Gandsey for the Business Office Supervisor position effective June 23, 2026; further, that she be placed on Step 1 of the Business Office Supervisor wage grid (\$41.90 per hour).

FINANCIAL IMPACT

This position was included in the 2026 budget.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Hiring & Paid On-Call MOA - Water/Wastewater Operator Lee Anderson

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Paul Sandy, Public Works Director

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

We received 20 applications for the Water/Wastewater Operator position. Staff interviewed 5 and made an offer to Lee Anderson. Lee will start with us on July 13, 2026, at Step 2 of the 2026 Water/Wastewater Operator Wage Grid (\$35.38 per hour).

Lee Anderson is currently employed with the city as a Paid on-call (POC) Firefighter. A Memorandum of Agreement (MOA) following the Policy and MOA template for hiring full-time employees as POC Firefighters was drafted and approved by both the IBEW Local #31 Union and Mr. Anderson.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

1. Approve the hiring of Lee Anderson for the Water/Wastewater Operator position effective July 13, 2026; further, that he be placed on Step 2 of the Water/Wastewater Operator wage grid (\$35.38 per hour).
2. Approve the attached MOA establishing OT rate of pay for Anderson's duties.

FINANCIAL IMPACT

This position was included in the 2026 budget.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between the City of Brainerd (“City”), Lee Anderson (“Employee”) and the International Brotherhood of Electrical Workers, Local No. 31 (“Union”). The City, the Employee, and the Union are hereinafter referred to collectively as the “Parties,” and individually as a “Party.”

Whereas, the City and the Union are parties to a 2024-2026 collective bargaining agreement (“CBA”), which governs the terms and conditions of employment of the Employer’s Brainerd Public Utilities; and

Whereas, the Employee wishes to obtain a position with the City as a paid-on-call firefighter; and

Whereas, the CBA does not govern the terms and conditions of employment of the City’s paid-on-call firefighters; and

Whereas, the Parties wish to eliminate ambiguity that may arise in the event that the Employee is called on to perform paid-on-call firefighter duties during the Employee’s scheduled duties; and

Whereas, the Parties wish to agree on the rate of overtime pay that may become due to the Employee as a result of the Employee’s performance of paid-on-call firefighter duties.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this MOA and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Separation of Paid-on-Call Firefighter Duties: The Employee and the Union acknowledge and agree that the Employee’s position as a paid-on-call firefighter is not subject to the CBA, that the Employee does not acquire any right to continued employment or seniority with respect to the paid-on-call firefighter position by virtue of the CBA, and that, except as expressly provided herein, no provision of the CBA is applicable to the Employee’s position as a paid-on-call firefighter or firefighter duties.
2. Leave to Perform Service as a Firefighter: The Parties agree that, at the City’s sole discretion, the Employee may be granted an unpaid leave from the Employee’s duties as a Water/Wastewater Operator to perform service as a firefighter. Subject to the terms of the CBA regarding scheduling and use of leave, the Employee may also use accrued vacation or floating holiday leave or comp time to be excused from the Employee’s duties as a Water/Wastewater Operator to perform service as a firefighter.

The Employee shall not be required to leave assigned bargaining unit work to perform paid-on-call firefighter duties.

3. Overtime for Service as a Firefighter: In accordance with the Fair Labor Standards Act (as amended) and 29 C.F.R. § 778.419 (as amended), the Parties agree that the City will pay the Employee overtime at a rate equal to one and one half (1 ½) the hourly non-overtime rate for paid-on-call firefighter duties, for all firefighting duties performed during overtime hours, and a rate equal to one and one half (1 ½) times the Employee's regular hourly rate of pay, as described in the CBA, for all duties performed as a Water/Wastewater Operator during overtime hours. To the extent that this provision is found to be inconsistent with the Fair Labor Standards Act or other applicable law, the City shall pay the Employee overtime in accordance with such law.
4. Non-Precedential/No Legal Claims: This Memorandum of Agreement is non-precedential and will not be used by the City or Union to support or detract from any future grievance or complaint of any kind. This Memorandum of Agreement shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits for any other employee in any manner to require the City to take similar action in the future. This Memorandum of Agreement shall not be used as evidence in any proceeding, other than with respect to the payment of these particular benefits to this Employee.
5. Complete Agreement: The Parties acknowledge that this Memorandum of Agreement constitutes the entire agreement between the parties relating to the Employee's entitlement to leave or overtime with respect to the Employee's provision of paid-on-call firefighting services. No Party has relied upon any oral statements or promises that are not set forth in this Memorandum of Agreement. No changes to this Memorandum of Agreement will be valid unless they are in writing and signed by all of the Parties.

Employer:
City Administrator

Date: _____

Employee:

Lu Anderson

Date: 6/25/26

For the Exclusive Representative:
Union Representative

Kr Ae

Date: 06.22.2026



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Hiring - Journey Electrical Lineworker Jordan Wegscheid

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Trent Hawkinson, Electric Director

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

We received 9 applications for the Journey Electrical Lineworker position. Staff interviewed 6 applicants and made an offer to Jordan Wegscheid. Jordan will start with us on July 20, 2026, at Step 4 of the 2026 Journey Electrical Lineworker Wage Grid (\$51.48 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve the hiring of Jordan Wegscheid for the Journey Electrical Lineworker position effective July 20, 2026; further, that he be placed on Step 4 of the Journey Electrical Lineworker wage grid (\$51.48 per hour).

FINANCIAL IMPACT

This position was included in the 2026 budget.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Updated Job Descriptions - Electric Department

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

Following the recent updates to the Organizational Chart, staff have been updating job descriptions by Department.

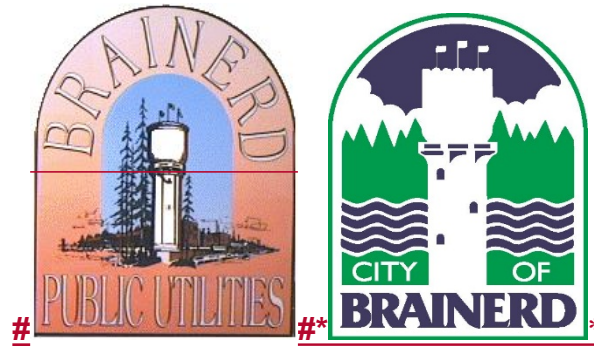
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve the attached updated Electric Department job descriptions.

FINANCIAL IMPACT

N/A



Administrative Assistant/Dispatcher

Department: ~~#Brainerd Public Utilities (BPU) Business Office#*Electric*~~

FLSA Status: Non-Exempt

General Definition of Work

The Administrative Assistant*/Dispatcher* ~~#job classification is a union position under the general supervision of the Accounting and Line Supervisors, who #~~performs a variety of customer service duties relating to customer utility accounts, repair and maintenance of customer's meters and/or services. Performs dispatching duties for crews in the field and makes necessary work orders; performs other duties as apparent or assigned. ~~*The Administrative Assistant/Dispatcher shall report to the Electric Director.*~~

Qualification Requirements

~~**Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.**~~

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

Essential Functions

- Oversee~~#s#~~ work orders for all divisions of ~~#utility#*the Electric Department*~~.
- Dispatch~~es#~~ for all crews out in the field.
- Address questions from utility customers and contractors and assist~~s~~ with finding answers to their problems, complaints, and service concerns.
- Schedule~~#s#~~ appointments to install and change electric/water meters ~~_and*#;#~~ remove tree branches~~#.##~~
- Coordinate~~#s#~~ electric/water locates process.
- Complete and submit~~#s#~~ required state and federal reports for all divisions.
- Create~~#s#~~ monthly newsletter
- Create~~#s#~~ and design~~#s#~~ brochures for utility.

- Prepare ~~##~~ various written correspondence, letters, mailings, and power point presentations for ~~BPU~~ staff.
- Develop ~~s~~, scan ~~s~~, laser fiche, and maintain ~~s~~ electronic and paper files, spreadsheets, reports, and other necessary forms for all divisions ~~of the utility~~. Prepare ~~s~~ monthly A/R billings for accountant.
- Back up for Materials Control position when necessary.
- Perform *other duties* ~~s routine office tasks~~ as assigned.

*Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability compile, review, and tabulate financial data.*

Administrative Assistant

Page 2

Knowledge, Skills and Abilities *(Cont.)*

- ~~Working knowledge of BPU's policies and procedures, including safety practices and procedures.~~
- ~~Demonstrates organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.~~
- ~~Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability compile, review, and tabulate financial data.#~~
- Outstanding communication and interpersonal skills and a commitment to customer service in dealing with issues and handling complaints.
- Ability to deal with complaints from angry customers both in person and on the phone.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner; and preserving confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of ~~BPU~~ accounting and billing systems, ~~BPU's~~ distribution system, and practices related to customer service, repair and/or maintenance of their accounts.
- Proficient in the use of PC's and relevant software packages.
- ~~s; p~~ *P ~~ossess excellent keyboarding skills~~
- ~~k~~ *K ~~nowledge of basic office equipment and 2-way radio, as well as administrative and clerical procedures*.*;~~
- ~~a~~ *A ~~ccurately managing files and records.~~
- *P ~~p~~ ~~ossess ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.~~

Education, Experience and Special Requirements

- High school diploma or GED equivalent.
- Completion of office practices, general accounting courses, and/or administrative assistant courses, and/or equivalent combination of related education and experience.
- One or more years of utility related experience desired.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse working conditions.

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: ~~# January 1, 2018~~ ~~#* May 27, 2026*~~



Administrative Assistant/Dispatcher

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Administrative Assistant/Dispatcher performs a variety of customer service duties relating to customer utility accounts, repair and maintenance of customer's meters and/or services. Performs dispatching duties for crews in the field and makes necessary work orders; performs other duties as apparent or assigned. The Administrative Assistant/Dispatcher shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Oversee work orders for all divisions of the Electric Department.
- Dispatch for all crews out in the field.
- Address questions from utility customers and contractors and assist with finding answers to their problems, complaints, and service concerns.
- Schedule appointments to install and change electric/water meters and remove tree branches.
- Coordinate electric/water locates process.
- Complete and submit required state and federal reports for all divisions.
- Create monthly newsletter
- Create and design brochures for utility.
- Prepare various written correspondence, letters, mailings, and power point presentations for staff.
- Develop, scan, laser fiche, and maintain electronic and paper files, spreadsheets, reports, and other necessary forms for all divisions. Prepare monthly A/R billings for accountant.
- Back up for Materials Control position when necessary.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability compile, review, and tabulate financial data.

Administrative Assistant

Page 2

Knowledge, Skills and Abilities (Cont.)

- Outstanding communication and interpersonal skills and a commitment to customer service in dealing with issues and handling complaints.
- Ability to deal with complaints from angry customers both in person and on the phone.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner; and preserving confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of accounting and billing systems, distribution system, and practices related to customer service, repair and/or maintenance of their accounts.
- Proficient in the use of PC's and relevant software packages.
- Possess excellent keyboarding skills
- Knowledge of basic office equipment and 2-way radio, as well as administrative and clerical procedures.
- Accurately managing files and records.
- Possess ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Education, Experience and Special Requirements

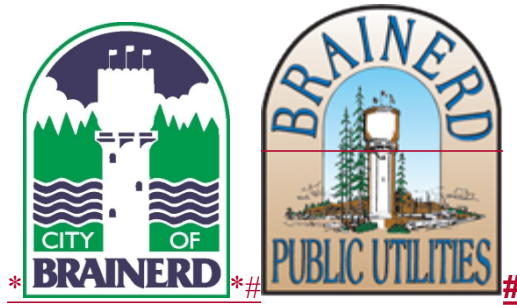
- High school diploma or GED equivalent.
- Completion of office practices, general accounting courses, and/or administrative assistant courses, and/or equivalent combination of related education and experience.
- One or more years of utility related experience desired.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee Is not required to work in adverse working conditions.

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: May 27, 2026



Finance Manager

Department: ~~*Electric*~~ ~~#Brainerd Public Utilities (BPU)#~~
 FLSA Status: Exempt

General Definition of Work

Responsible for guiding the financial and administrative functions for ~~*the Utility*#BPU#~~. These functions include finance, general accounting, budgeting, financial forecasting, business information systems, internal controls, investment/debt management, business/financial performance monitoring, rate structuring, and risk management initiatives. ~~#Works under the administrative oversight of the Public Utilities Director. Exercises general and administrative supervision over BPU Finance Division employees either directly or through supervisory staff.#*The Finance Manager shall exercise supervision over the Finance division. The Finance Manager shall report to the Electric Director.*~~

Qualification Requirements

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

Essential Functions

- ~~*E*#Assists the Public Utilities Director to e#~~establish financial and strategic goals and performance measures ~~#for BPU#~~, including long-range financing and investment strategies.
- Supervise ~~#s#~~ the operation of the ~~#BPU#~~ Business Office and Administrative Staff to ensure ~~#BPU#~~ customers promptly receive reliable and efficient service.
- Responsible for the supervision of all ~~#BPU#~~ Finance Division staff including training, inspecting and assigning work, ~~#developing staff schedules,#~~ coaching, and counseling; conduct ~~#s#~~ performance evaluations; discipline ~~#s#~~ when needed in accordance with city policies; assist ~~#s#~~ in making a recommendation for the selection of Finance Division employees.
- Assist ~~#s#~~ with the development and issuance of administrative rules, policies and procedures necessary to ensure proper functioning of all ~~# Public Utilities #~~ divisions.
- Attend ~~#s#~~ and participate ~~#s#~~ in all Commission meetings and other official meetings as needed.
- Evaluate ~~#s#~~ potential projects, programs, and services to determine feasibility and impact on utility operations and make ~~#s#~~ recommendations ~~#to the Public Utilities Director#*as necessary*~~.
- Respond ~~#s#~~ to concerns, issues, complaints, and questions from the public; mediates disputes and resolves issues as appropriate.
- Responsible for project investment and project financing of infrastructure and capital requirements related to all ~~#Public Utilities #~~ divisions.
- Participate ~~#s#~~ in planning for future capital needs, ~~#.—_O#*o*versee#s#~~ debt financing ~~#.#,*~~ ~~#M#*m#~~ manage ~~#s#~~ outstanding debt and development of debt issuance and retirement strategy.

- Maintain ~~relationships~~ with bankers, attorneys, bond rating agencies, and bond insurers.
- Administer ~~the Department's~~ property and casualty insurance program including maintaining appropriate insurance coverage.
- Oversee ~~business information system~~ function ~~to~~ ensure necessary resources are available to meet ~~BPU and~~ end user needs at an affordable cost.
- ~~Assists the Public Utilities Director to o~~ ~~versee and implement cost-of-service and rate design studies for~~ ~~BPU~~ ~~the Utility~~.
- ~~Manages all accounting operations including:~~
 - ~~Prepar~~ ~~e~~ ~~ing~~ financial statements and reports for internal and external use.
 - ~~Direct~~ ~~ing~~ preparation of annual operating budgets and projections.
 - ~~Direct~~ ~~ing~~ general accounting, payroll and accounts payable functions.
- ~~Oversee~~ ~~development, implementation, and monitoring of internal controls.~~

Finance Manager

Page 2

Essential Functions (Cont~~inued~~.)

- Ensure ~~compliance~~ with all pertinent local, state and federal regulations and Commission policy regarding financial and accounting systems and procedures.
- Assist ~~s the Public Utilities Director~~ ~~in~~ negotiating long-term Purchase Power Agreement with power provider and service territory boundary agreements subject to Commission approval.
- Prepare ~~and analyze~~ quotes and bids for products and services; recommend ~~selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Commission for approval.~~
- Responsible for ~~BPU~~ ~~Commission~~ and ~~Utilities Department Secretary~~ ~~duties~~ as required by the City Charter.
- Perform ~~other duties as assigned~~ ~~or when necessary~~.

Knowledge, Skills and Abilities

- Strong interpersonal, oral, and written communications skills.
- Ability to effectively formulate and execute Commission policies and programs to ensure successful and efficient operations that support strategic initiatives.
- Demonstrated expertise in a variety of financial concepts and functions with ability to leverage previous experience and knowledge of best practices.
- Supervise staff and delegate work; Is a team builder with the ability to coach, mentor, and develop all direct reports.
- Strong knowledge of accounting regulations such as Federal and Minnesota state rules and statutes, GASB, and GAAP.
- Knowledge of Utility codes and regulations including MPCA, MPUC and FERC.
- Sound understanding of information technology and experience with appropriately investing in capital equipment.
- Proficient in the use of PC's and relevant business software.
- Strong leadership skills including problem solving and decision making.

Education, Experience and Special Requirements

~~Minimum Qualifications:~~

- Bachelor's degree in accounting or business administration with concentration in accounting.

- Eight (8) years of experience in accounting of which two (2) years of experience must be as supervisor.
- Ability to obtain a valid MN driver's license upon hire.

Desired Qualifications:

- An advanced degree and/or CPA certification.
- Five years of municipal and/or utility related experience. Utility supervisory experience is highly desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

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: ~~*June 2, 2026*~~~~#~~ ~~May 11, 2023~~~~#~~



Finance Manager

Department: Electric

FLSA Status: Exempt

General Definition of Work

Responsible for guiding the financial and administrative functions for the Utility. These functions include finance, general accounting, budgeting, financial forecasting, business information systems, internal controls, investment/debt management, business/financial performance monitoring, rate structuring, and risk management initiatives. The Finance Manager shall exercise supervision over the Finance division. The Finance Manager shall report to the Electric Director.

Qualification Requirements

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

Essential Functions

- Establish financial and strategic goals and performance measures, including long-range financing and investment strategies.
- Supervise the operation of the Business Office and Administrative Staff to ensure customers promptly receive reliable and efficient service.
- Responsible for the supervision of all Finance Division staff including training, inspecting and assigning work, coaching, and counseling; conduct performance evaluations; discipline when needed in accordance with city policies; assist in making a recommendation for the selection of Finance Division employees.
- Assist with the development and issuance of administrative rules, policies and procedures necessary to ensure proper functioning of all divisions.
- Attend and participate in all Commission meetings and other official meetings as needed.
- Evaluate potential projects, programs, and services to determine feasibility and impact on utility operations and make recommendations as necessary.
- Respond to concerns, issues, complaints, and questions from the public; mediates disputes and resolves issues as appropriate.
- Responsible for project investment and project financing of infrastructure and capital requirements related to all divisions.
- Participate in planning for future capital needs, oversee debt financing, manage outstanding debt and development of debt issuance and retirement strategy.
- Maintain relationships with bankers, attorneys, bond rating agencies, and bond insurers.
- Administer the Department's property and casualty insurance program including maintaining appropriate insurance coverage.
- Oversee business information system functions to ensure necessary resources are available to meet end user needs at an affordable cost.
- Oversee and implement cost-of-service and rate design studies for the Utility.
- Prepare financial statements and reports for internal and external use.
- Direct preparation of annual operating budgets and projections.
- Direct general accounting, payroll and accounts payable functions.
- Oversee development, implementation, and monitoring of internal controls.

Finance Manager

Page 2

Essential Functions (Cont.)

- Ensure compliance with all pertinent local, state and federal regulations and Commission policy regarding financial and accounting systems and procedures.
- Assist in negotiating long-term Purchase Power Agreement with power provider and service territory boundary agreements subject to Commission approval.
- Prepare and analyze quotes and bids for products and services; recommend selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Commission for approval.
- Responsible for Commission and duties as required by the City Charter.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Strong interpersonal, oral, and written communications skills.
- Ability to effectively formulate and execute Commission policies and programs to ensure successful and efficient operations that support strategic initiatives.
- Demonstrated expertise in a variety of financial concepts and functions with ability to leverage previous experience and knowledge of best practices.
- Supervise staff and delegate work; Is a team builder with the ability to coach, mentor, and develop all direct reports.
- Strong knowledge of accounting regulations such as Federal and Minnesota state rules and statutes, GASB, and GAAP.
- Knowledge of Utility codes and regulations including MPCA, MPUC and FERC.
- Sound understanding of information technology and experience with appropriately investing in capital equipment.
- Proficient in the use of PC's and relevant business software.
- Strong leadership skills including problem solving and decision making.

Education, Experience and Special Requirements

- Bachelor's degree in accounting or business administration with concentration in accounting.
- Eight (8) years of experience in accounting of which two (2) years of experience must be as supervisor.
- Ability to obtain a valid MN driver's license upon hire.

Desired Qualifications:

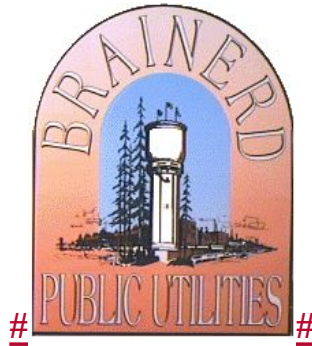
- An advanced degree and/or CPA certification.
- Five years of municipal and/or utility related experience. Utility supervisory experience is highly desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

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: June 2, 2026



Accountant *I*#1#

Department: ~~- *Electric*~~ #Brainerd Public Utilities (BPU)
~~Business Office #~~ FLSA Status: Non-Exempt

General Definition of Work

The Accountant ~~#1#*I*~~ #job classification is a union position under the general supervision of the Accounting Supervisor. This position # performs a variety of accounting procedures for the #Finance Director and Accounting Supervisor#*Finance division*, including customer service duties.- Performs other duties as apparent or assigned. *The Accountant I shall report to the Finance Manager.*

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

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

Essential Functions

- Reconcile## daily cash collections, billing accounts receivable, and pooled cash accounts.
- Oversee## bad debt collection and tax lien process.
- Compile## and prepare## reports for utility billings, monthly sales tax computation, NSF checks, and miscellaneous billings and submit## them to the appropriate staff.
- ~~Reviews completed billing service orders to insure that new accounts are set up properly.~~
- ~~Implements new utility rates when approved by the BPU Commission; Reviews billing reports to be certain that customers are being billed correctly.~~
- Verif*y*#ies# and prepare## customer deposit refunds, account credits, sales tax exemption refunds and unclaimed money report.
- Maintain## capital asset records.
- Prepare## property schedules for annual insurance renewal.
- Reconcile## monthly bank statement.
- Prepare## JE's to close month to GL accounts.
- Assist## in preparing monthly financial statement.
- Assist## in preparing for annual financial audit.
- Assist## Finance ~~Director~~ ~~Manager~~ ~~and Accounting Supervisor~~ in implementing new accounting systems, procedures, and/or practices.
- Perform## ~~other duties as assigned~~ ~~routine office tasks as assigned~~.

#Accountant 1

Page 2#

Knowledge, Skills and Abilities

- Demonstrate## organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency and to able to work with minimal direct supervision.
- Strong written and oral communication skills.
- Commitment to excellent customer service.
- Analytical and problem-solving skills.
- Understanding of mathematics*,* ~~and~~ accounting*,* and financial processes.

*Accountant 1

Page 2*

Knowledge, Skills and Abilities (Cont.)

- Require knowledge and understanding of #BPU# accounting and billing systems and practices related to customer accounts.
- Working knowledge of #BPU's# policies and procedures, including safety practices and procedures.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures;_
- *A*##a#ccurately *able to* manag#ing##*e* files and records##;#*.*
- #p##P*ossess ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- Bachelor's degree in accounting or related field and two years of related experience.
- Experience in use of computer software applications for accounting systems.
- Experience in customer service.
- Valid MN driver's license.
- *Desired Qualifications:*
- Experience in electric and water utility financial systems is desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

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: *June 29, 2026-##July 1, 2021#



Accountant I

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Accountant I performs a variety of accounting procedures for the Finance division, including customer service duties. Performs other duties as apparent or assigned. The Accountant I shall report to the Finance Manager.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Reconcile daily cash collections, billing accounts receivable, and pooled cash accounts.
- Oversee bad debt collection and tax lien process.
- Compile and prepare reports for utility billings, monthly sales tax computation, NSF checks, and miscellaneous billings and submit them to the appropriate staff.
- Verify and prepare customer deposit refunds, account credits, sales tax exemption refunds and unclaimed money report.
- Maintain capital asset records.
- Prepare property schedules for annual insurance renewal.
- Reconcile monthly bank statement.
- Prepare JE's to close month to GL accounts.
- Assist in preparing monthly financial statement.
- Assist in preparing for annual financial audit.
- Assist Finance Manager in implementing new accounting systems, procedures, and/or practices.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency and to able to work with minimal direct supervision.
- Strong written and oral communication skills.
- Commitment to excellent customer service.
- Analytical and problem-solving skills.
- Understanding of mathematics, accounting, and financial processes.

Accountant 1

Page 2

Knowledge, Skills and Abilities (Cont.)

- Require knowledge and understanding of accounting and billing systems and practices related to customer accounts.
- Working knowledge of policies and procedures, including safety practices and procedures.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures.
- Accurately able to manage files and records.
- Possess ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- Bachelor's degree in accounting or related field and two years of related experience.
- Experience in use of computer software applications for accounting systems.
- Experience in customer service.
- Valid MN driver's license.

Desired Qualifications:

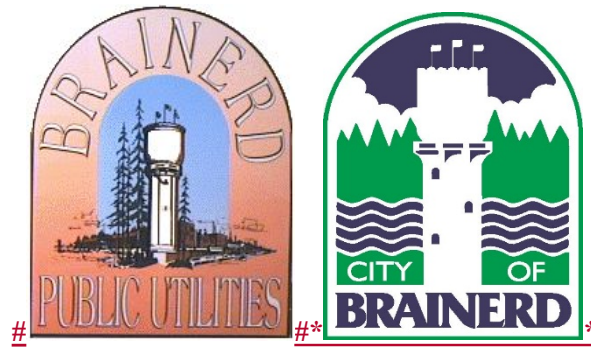
- Experience in electric and water utility financial systems is desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

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: June 29, 2026



Payables/Payroll Specialist

Department: ~~#Brainerd Public Utilities (BPU) Business Office#*Electric*~~
 _____ FLSA Status: Non-Exempt_____

General Definition of Work

~~The # Payables/Payroll Specialist #job classification is a union position under the general supervision of the Accounting Supervisor who # performs routine to skilled clerical, administrative, and accounting duties relating to payroll/benefits and accounts payable and performs other duties as apparent or assigned. The nature of this work requires outstanding organizational skills, with utmost importance to detail, accuracy, and confidentiality. *The Payables/Payroll Specialist shall report to the Finance Manager.*~~

Qualification Requirements

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

Essential Functions

#Payroll:#

- Prepare#s# and process#es# bi-weekly payroll by completing time and attendance through time entry which interfaces with payroll.
- Update#s# payroll records including the addition of new and/or termed employees and all necessary payroll changes.
- Review#s# payroll for accuracy and compliance with internal policies, labor contracts, pay schedules, legal and contractual requirements, and approved accounting standards.
- Prepare#s# bi-weekly, monthly, quarterly and year-end payroll reports for various agencies and all supporting documentation as required including tax withholding, unemployment, W2's, Affordable Care Act required filings, and the annual PERA Exclusion Report.
- Process#es# and maintain#s# all personnel records for current and new employees and fill out necessary forms required by law.
- Maintain#s# employee confidence and protect#s# payroll operations by keeping information confidential.

#Accounts Payable:#

-
- Code#s# and process#es# invoices, check requests, etc. with coding that conforms to correct G/L accounts and enter data into financial system.
- Prepare#s# and process checks, ACH drafts and EFT's.
- Audit#s# and process#es# credit card bills.
- Receive#s#, research#es#, and resolve#s# a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Compile#s# and maintain#s# listing for vendors subject to Form 1099 reporting.
- *Oversee vehicle registrations and files.
- Register employees and commissioners for seminars and conferences.
- Purchase and maintain office supplies and forms.
- Perform other duties as assigned.*
-

Payables/Payroll Specialist

Page 2

#Miscellaneous:

- ~~Oversees vehicle registrations and files.~~
- ~~Registers employees and commissioners for seminars and conferences.~~
- ~~Post-Commission Meeting notice and record minutes at Commission meetings and prepares the first draft for Finance Director.~~
- ~~Purchases and maintains office supplies and forms.~~
- ~~Performs routine office tasks as assigned.~~
- ~~Attendance is an essential function for this position.#~~

Knowledge, Skills and Abilities

- Excellent attention to detail.
- Exceptional mathematical and calculation skills.
- Decision-making and problem-solving skills.
- Must be very dependable and reliable to meet ~~# important time#*important*~~ deadlines.
- ~~#Need to be flexible with taking time off when deadlines must be met.#~~
- Strong time management and organizational skills, ability to work independently and prioritize tasks.
- Ability to deal sensitively with confidential material.
- High degree of professionalism.
- Strong interpersonal (verbal and written) communication skills.
- Ability to communicate with ~~#various levels of BPU#*all*~~ team members.
- Working knowledge of ~~#BPU's#~~ policies and procedures, including safety practices and procedures.
- Require knowledge and understanding of ~~#BPU#~~ accounting and billing systems and practices related to vendor and customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures; accurately managing files and records; ~~#possess#~~ ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED.
- Associate degree in accounting or related business field.
- Two years of experience in general accounting or customer service.
- Equivalent combination of education and experience as determined by management.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse work conditions.

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:- ~~*June*~~~~#May 14#~~* 3*, 202~~*6*~~~~#1#~~



Payables/Payroll Specialist

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Payables/Payroll Specialist performs routine to skilled clerical, administrative, and accounting duties relating to payroll/benefits and accounts payable and performs other duties as apparent or assigned. The nature of this work requires outstanding organizational skills, with utmost importance to detail, accuracy, and confidentiality. The Payables/Payroll Specialist shall report to the Finance Manager.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Prepare and process bi-weekly payroll by completing time and attendance through time entry which interfaces with payroll.
- Update payroll records including the addition of new and/or termed employees and all necessary payroll changes.
- Review payroll for accuracy and compliance with internal policies, labor contracts, pay schedules, legal and contractual requirements, and approved accounting standards.
- Prepare bi-weekly, monthly, quarterly and year-end payroll reports for various agencies and all supporting documentation as required including tax withholding, unemployment, W2's, Affordable Care Act required filings, and the annual PERA Exclusion Report.
- Process and maintain all personnel records for current and new employees and fill out necessary forms required by law.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Code and process invoices, check requests, etc. with coding that conforms to correct G/L accounts and enter data into financial system.
- Prepare and process checks, ACH drafts and EFT's.
- Audit and process credit card bills.
- Receive, research, and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Compile and maintain listing for vendors subject to Form 1099 reporting.
- Oversee vehicle registrations and files.
- Register employees and commissioners for seminars and conferences.
- Purchase and maintain office supplies and forms.
- Perform other duties as assigned.

Payables/Payroll Specialist

Page 2

Knowledge, Skills and Abilities

- Excellent attention to detail.
- Exceptional mathematical and calculation skills.
- Decision-making and problem-solving skills.
- Must be very dependable and reliable to meet important deadlines.
- Strong time management and organizational skills, ability to work independently and prioritize tasks.
- Ability to deal sensitively with confidential material.
- High degree of professionalism.
- Strong interpersonal (verbal and written) communication skills.
- Ability to communicate with all team members.
- Working knowledge of policies and procedures, including safety practices and procedures.
- Require knowledge and understanding of accounting and billing systems and practices related to vendor and customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures; accurately managing files and records; ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED.
- Associate degree in accounting or related business field.
- Two years of experience in general accounting or customer service.
- Equivalent combination of education and experience as determined by management.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse work conditions.

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: June 3, 2026



Business Office Supervisor

Department: ~~*Electric*~~ ~~#Public Utilities#~~
Exempt

FLSA Status:

General Definition of Work

This position plans, organizes, and directs complex professional, administrative and technical work overseeing all utility service account activities including billing, utility services, collections, meter reading, and other work as required. The Business Office Supervisor shall exercise general supervision over Business Office personnel. The Business Office Supervisor shall report to the Finance Manager.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Participate in Utility strategic planning efforts as well as addressing policy and management issues.
- Attend training and education seminars on areas of customer service and utility services.
- Oversee and participate in the retention and disposal of official records for the business office.
- Provide professional advice to Public ~~#Utilities#~~ ~~*Works*~~ Director, ~~*Electric Director*~~, Finance Manager, and Board of Commissioners.
- Participate in meetings with boards, commissions, and the general public.
- Provide assistance, as needed, to all divisions of the Utility.
- Oversee all areas of monthly utility billing.
- Implement and review billing rates for electric, water, and wastewater for all customers.
- Manage the customer portal platform for customers to view their utility usage.
- Strive to establish good relations with local businesses, with the purpose of increasing the opportunity for promoting energy efficiency.
- Oversee and participate in utility services which includes the energy conservation program, rebates, budget billing, and summer sewer rates.
- Participate in reporting annual utility energy savings and conservation spending to the State of MN.
- Design brochures, pamphlets, and other necessary forms for means of communication with customers.
- Oversee the Utility website and social media accounts.
- Provide leadership and direction in the development of short and long-range plans for business office and utility services.
- Supervise workflow and activities of business office staff, to create a work environment conducive to creativity and teamwork.

- Plan, develop, and implement training programs for staff and customers.

Business Office Supervisor

Page 2

Essential Functions (Continued)

- Develop and manage policies, procedures, operating structure, and set standards and guidelines to ensure consistent customer service and satisfaction.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of management practices and techniques in each of the functional areas above which falls within current or potential responsibilities of the position; relevant legal requirements; the mission, services, and challenges of the division.
- Ability to plan, direct and effectively supervise the work of professional, technical, and support staff; develop and maintain effective working relationships at all levels within and outside of the division; prepare effective correspondence and reports; and communicate effectively verbally and in sensitive interpersonal situations.
- Ability to provide leadership, motivation, and constructive performance reviews to staff, ensuring their respective commitments to their work-related goals.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, Commission, and the general public.
- Knowledge of marketing practices and principles.
- Proficient in the use of PC's and relevant software packages. Possess the ability to create spreadsheets, compose correspondence, reports, documents, brochures, and pamphlets.

Education, Experience and Special Requirements

- Graduation with the minimum requirement of a two-year post-secondary degree in business, accounting, communications, or related field.
- Three or more years of professional related experience.
- Three or more years of supervisory experience working with employees and heavy public contact.
- Equivalent combination of education and experience as determined by the Utilities Director.
- Valid MN driver's license.
- Notary Public Certification may be obtained within six months of hire.

Desired Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, communications, or related field is desirable.

Physical Requirements

Work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

Last Revised: ~~*June*~~~~#March#~~ *29*~~#4#~~, 2026



Business Office Supervisor

Department: Electric

FLSA Status: Exempt

General Definition of Work

This position plans, organizes, and directs complex professional, administrative and technical work overseeing all utility service account activities including billing, utility services, collections, meter reading, and other work as required. The Business Office Supervisor shall exercise general supervision over Business Office personnel. The Business Office Supervisor shall report to the Finance Manager.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Participate in Utility strategic planning efforts as well as addressing policy and management issues.
- Attend training and education seminars on areas of customer service and utility services.
- Oversee and participate in the retention and disposal of official records for the business office.
- Provide professional advice to Public Works Director, Electric Director, Finance Manager, and Board of Commissioners.
- Participate in meetings with boards, commissions, and the general public.
- Provide assistance, as needed, to all divisions of the Utility.
- Oversee all areas of monthly utility billing.
- Implement and review billing rates for electric, water, and wastewater for all customers.
- Manage the customer portal platform for customers to view their utility usage.
- Strive to establish good relations with local businesses, with the purpose of increasing the opportunity for promoting energy efficiency.
- Oversee and participate in utility services which includes the energy conservation program, rebates, budget billing, and summer sewer rates.
- Participate in reporting annual utility energy savings and conservation spending to the State of MN.
- Design brochures, pamphlets, and other necessary forms for means of communication with customers.
- Oversee the Utility website and social media accounts.
- Provide leadership and direction in the development of short and long-range plans for business office and utility services.
- Supervise workflow and activities of business office staff, to create a work environment conducive to creativity and teamwork.
- Plan, develop, and implement training programs for staff and customers.

Business Office Supervisor

Page 2

Essential Functions (Continued)

- Develop and manage policies, procedures, operating structure, and set standards and guidelines to ensure consistent customer service and satisfaction.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of management practices and techniques in each of the functional areas above which falls within current or potential responsibilities of the position; relevant legal requirements; the mission, services, and challenges of the division.
- Ability to plan, direct and effectively supervise the work of professional, technical, and support staff; develop and maintain effective working relationships at all levels within and outside of the division; prepare effective correspondence and reports; and communicate effectively verbally and in sensitive interpersonal situations.
- Ability to provide leadership, motivation, and constructive performance reviews to staff, ensuring their respective commitments to their work-related goals.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, Commission, and the general public.
- Knowledge of marketing practices and principles.
- Proficient in the use of PC's and relevant software packages. Possess the ability to create spreadsheets, compose correspondence, reports, documents, brochures, and pamphlets.

Education, Experience and Special Requirements

- Graduation with the minimum requirement of a two-year post-secondary degree in business, accounting, communications, or related field.
- Three or more years of professional related experience.
- Three or more years of supervisory experience working with employees and heavy public contact.
- Equivalent combination of education and experience as determined by the Utilities Director.
- Valid MN driver's license.
- Notary Public Certification may be obtained within six months of hire.

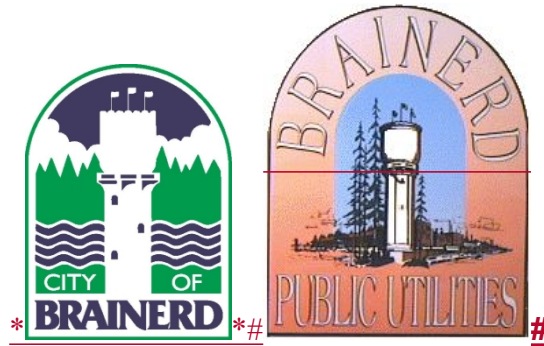
Desired Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, communications, or related field is desirable.

Physical Requirements

Work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

Last Revised: June 29, 2026



Credit/Collections Representative

Department: ~~#Brainerd Public Utilities (BPU) Business Office#*Electric*~~

FLSA Status: Non-Exempt

General Definition of Work

The Credit/Collections Representative ~~#job classification is a union position under the general supervision of the Accounting Supervisor who #~~oversees a variety of clerical and customer service duties relating to the collection of delinquent customer utility accounts and performs other duties as assigned. *The Credit/Collections Representative shall report to the Business Office Supervisor.*

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

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

Essential Functions

- Perform~~#s#~~ all duties related to collection of delinquent accounts including preparing and mailing delinquent and disconnect notices on a weekly basis.
- Prepare accounts for disconnection of services. Contacts landlords when necessary.
- Prepare penalty postings for billing zones.
- Prepare~~#s#~~ weekly report of disconnected accounts.
- Establish and maintain arrangements on customer accounts ~~*and a.*# A#~~approves/denies changes to arrangements.
- Assist~~#s#~~ customers with delinquent bill issues, including referring customer to outside agencies for assistance in paying their bill.
- *Prepare and send delinquent final billings and coordinate collection of unpaid utility accounts.*

- Ability to communicate effectively and deal diplomatically with irate customers.
- Maintain a good working relationship with rental property owners and assistance agencies.
- Prepare credit reference letters and delinquent utility requests.
- Process energy assistance payments/refunds and does annual electric consumption report for LSS.
- Perform ~~routine office tasks~~ *other duties* as assigned.

#Credit/Collections Representative

Page 2#

Knowledge, Skills and Abilities

- Working knowledge of ~~BPU's~~ policies and procedures, including safety practices and procedures. ~~;~~
- Have knowledge of municipal, city, state, and federal rules and regulations pertaining to disconnection policies.
- Demonstrate ~~s~~ organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Have a high degree of independent judgment ~~;~~
- ~~A~~ ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms to customers who are in delinquent status.

***Credit/Collections Representative**

Page 2*

Knowledge, Skills and Abilities (Cont.)

- Outstanding communication and interpersonal skills and a commitment to customer service in dealing with issues and handling complaints.
- Ability to deal with complaints from angry customers both in person and on the phone.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner. ~~;~~ ~~and~~
- ~~p~~ Ability to ~~p~~reserve ~~ing~~ confidentiality ~~of account and credit information~~ relating to customer accounts.
- Heavy volume of communication by telephone and 2-way radio.
- Require knowledge and understanding of ~~BPU~~ accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, mailing system and 2-way radio ~~;~~
- ~~Knowledge of~~ ~~;~~ ~~as well as~~ accounting and clerical procedures ~~;~~ ~~;~~
- ~~Ability to~~ accurately manage ~~ing~~ files and records ~~;~~ ~~possess~~
- ~~A~~ ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.

- *Desired Qualifications:*
- One or more years of utility related experience desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse working conditions.

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: *June 29, 2026*# January 1, 2018#



Credit/Collections Representative

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Credit/Collections Representative oversees a variety of clerical and customer service duties relating to the collection of delinquent customer utility accounts and performs other duties as assigned. The Credit/Collections Representative shall report to the Business Office Supervisor.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Perform all duties related to collection of delinquent accounts including preparing and mailing delinquent and disconnect notices on a weekly basis.
- Prepare accounts for disconnection of services. Contacts landlords when necessary.
- Prepare penalty postings for billing zones.
- Prepare weekly report of disconnected accounts.
- Establish and maintain arrangements on customer accounts and approves/denies changes to arrangements.
- Assist customers with delinquent bill issues, including referring customer to outside agencies for assistance in paying their bill.
- Prepare and send delinquent final billings and coordinate collection of unpaid utility accounts.
- Ability to communicate effectively and deal diplomatically with irate customers.
- Maintain a good working relationship with rental property owners and assistance agencies.
- Prepare credit reference letters and delinquent utility requests.
- Process energy assistance payments/refunds and does annual electric consumption report for LSS.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Have knowledge of municipal, city, state, and federal rules and regulations pertaining to disconnection policies.

Credit/Collections Representative

Page 2

Knowledge, Skills and Abilities (Cont.)

- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Have a high degree of independent judgment.
- Ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms to customers who are in delinquent status.
- Outstanding communication and interpersonal skills and a commitment to customer service in dealing with issues and handling complaints.
- Ability to deal with complaints from angry customers both in person and on the phone.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- Ability to preserve confidentiality relating to customer accounts.
- Heavy volume of communication by telephone and 2-way radio.
- Require knowledge and understanding of accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, mailing system and 2-way radio.
- Knowledge of accounting and clerical procedures.
- Ability to accurately manage files and records.
- Ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.

Desired Qualifications:

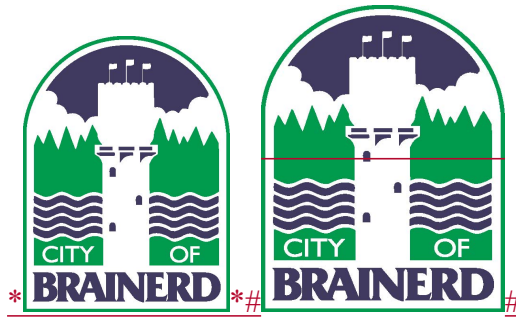
- One or more years of utility related experience desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse working conditions.

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: June 29, 2026



Billing Representative

Department: ~~- *Electric* #Public Utilities #~~
FLSA Status: Non-Exempt

General Definition of Work

The Billing Representative ~~#job classification is a union position under the general supervision of the Business Office Supervisor. This role #~~is responsible for performing a range of duties related to the accurate and timely billing of customer utility accounts, including electric, water, and wastewater services. In addition to billing responsibilities, the position provides support across various business office functions such as customer service, data entry, records management, and front-desk operations.
~~*The Billing Representative shall report to the Business Office Supervisor.*~~

Qualification Requirements

~~**Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.**~~

~~*#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

- Oversee~~#s#~~ all necessary procedures and functions to generate regular and final billings for all utility customers, including billing customer deposits.
- Responsible for the proper creation and maintenance of customer accounts including the resolution of associated problems.
- Generate~~#s#~~ utility bills ensuring all charges are billed accurately~~*.#s#~~
- Assist~~#s#~~ with the preparation and mailing of billing statements to customers.
- Evaluate~~#s#~~ customer accounts with irregular consumptions and makes adjustments when necessary.
- Assist~~#s#~~ customers with billing issues, complaints, service concerns, and responds to outside agencies related to the same.

- Update meter log and AMR/RF command center including changing out meters on customer accounts.
- Runs and checks for accuracy, monthly and yearly reports for billing, including seasonal accounts, sprinkling sewer credits, and electric heat tax exemptions.
- Prepare, distribute, and maintain a variety of billing and customer reports, documents, and correspondence for utility customers, utility staff, realtors, and other outside agencies.
- *Enroll and maintain customer budget billing accounts.
- Implement new utility rates when approved by the Commission and review billing reports to be certain that customers are being billed correctly. *
- Assist with ACH bank drafts and credit cards and monthly processing of ACH payments, and NSF Charge backs.
- Perform other duties as ~~apparent or~~ assigned.

Billing Representative Page 2

Knowledge, Skills and Abilities

- Working knowledge of BPU's policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Outstanding communication and interpersonal skills and ~~be~~ able to work with customers to answer questions and provide service in a professional manner.
- ~~Must~~ Ability ~~be able~~ to deal with complaints, difficult situations, and angry individuals.
- ~~Possesses the a~~ Ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.;
- ~~and~~ Ability to ~~preserv~~ ing ~~e~~ confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of BPU accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages.;
- ~~k~~ Knowledge of basic office equipment, as well as accounting and clerical procedures.;
- Ability to ~~accurately~~ manag ~~e~~ ing files and records ~~.~~ .;
- ~~possess a~~ Ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- One or more years of utility related experience.

- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee Is not required to work in adverse weather conditions.

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: ~~#September 24, 2025#~~*June 29, 2026*



Billing Representative

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Billing Representative is responsible for performing a range of duties related to the accurate and timely billing of customer utility accounts, including electric, water, and wastewater services. In addition to billing responsibilities, the position provides support across various business office functions such as customer service, data entry, records management, and front-desk operations. The Billing Representative shall report to the Business Office Supervisor.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Oversee all necessary procedures and functions to generate regular and final billings for all utility customers, including billing customer deposits.
- Responsible for the proper creation and maintenance of customer accounts including the resolution of associated problems.
- Generate utility bills ensuring all charges are billed accurately.
- Assist with the preparation and mailing of billing statements to customers.
- Evaluate customer accounts with irregular consumptions and makes adjustments when necessary.
- Assist customers with billing issues, complaints, service concerns, and responds to outside agencies related to the same.
- Update meter log and AMR/RF command center including changing out meters on customer accounts.
- Runs and checks for accuracy, monthly and yearly reports for billing, including seasonal accounts, sprinkling sewer credits, and electric heat tax exemptions.
- Prepare, distribute, and maintain a variety of billing and customer reports, documents, and correspondence for utility customers, utility staff, realtors, and other outside agencies.
- Enroll and maintain customer budget billing accounts.
- Implement new utility rates when approved by the Commission and review billing reports to be certain that customers are being billed correctly.
- Assist with ACH bank drafts and credit cards and monthly processing of ACH payments, and NSF Charge backs.
- Perform other duties as assigned.

Billing Representative

Page 2

Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Outstanding communication and interpersonal skills and able to work with customers to answer questions and provide service in a professional manner.
- Ability to deal with complaints, difficult situations, and angry individuals.
- Ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- Ability to preserve confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages.
- Knowledge of basic office equipment, as well as accounting and clerical procedures.
- Ability to manage files and records.
- Ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Education, Experience and Special Requirements

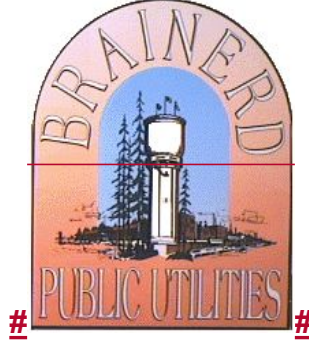
- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- One or more years of utility related experience.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee Is not required to work in adverse weather conditions.

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: June 29, 2026



Materials Control

Department: ~~*Electric*~~ ~~#Brainerd Public Utilities (BPU) Business Office#~~
FLSA Status: -Non-Exempt

General Definition of Work

The Materials Control ~~#job classification is a union position under the general supervision of the Accounting Supervisor. P#*p*~~ performs intermediate skilled clerical work involving the procurement of supplies, materials and equipment and the maintenance of related records ~~*and*#; does related work as required#*~~ performs other duties as assigned. The Materials Control shall report to the Business Office Supervisor.*

Qualification Requirements

~~*Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.*~~

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

Essential Functions

- Maintain~~#s#~~ purchasing records and issuing purchase orders.
- Perform~~#s#~~ purchasing procedures established by ~~#BPU #*the Utility*~~ with regard to requisitions, receiving reports and invoices.
- Responsible for ensuring deliveries of equipment and supplies are received and stored properly, including participation in annual inventory of equipment and supplies

- Maintain#s# adequate inventory stock balances including fuel through an ordering/stocking program including tracking material usage.
- Conduct#s# the annual physical inventory with# the# assistance *from*# of BPU #crews.
- Responsible for# BPU's# Globally Harmonized System (formerly known as MSDS/SDS).
- Prepare#s#, solicit#s#, and evaluate#s# quotes and/or bids*.*#;#
- Assist#s# with the compilation of data for the budget and various purchasing related reports.;
- #w#*W*orks with #accounting department#*Staff* to resolve invoice discrepancies.
- Keep#s# up to date on purchasing laws and regulations and verif*y*#ies# compliance with #BPU# *current policies* and state legal bidding procedures.
- Maintain#s# vendor catalog and relationships with vendors and co-workers.
- Maintain#s# documentation relating to the disposal of all scrap materials.
- Back up for Administrative Assistant position when required
- Maintain#s# supply and inventory storage area.
- Perform *other duties* #s-related tasks #as assigned.

Materials Control

Page 2

Knowledge, Skills and Abilities

- Working knowledge of #BPU's# policies and procedures, including safety practices and procedures.
- Demonstrate#s# organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Thorough knowledge of procurement methods, procedures, and sources of supply for a variety of goods and services.
- Proficient in the use of PC's and relevant software packages.#;#
- #k#*K* knowledge of basic office equipment and 2-way radio, accurately manage files and records*. *#;#
- ~~#have a#*A* ability to create spreadsheets*, *#-and# reports*, and*#;#~~ manage data-bases.
- *K*#Require k# knowledge and understanding of #BPU# accounting and billing systems.
- Ability to communicate effectively both orally and in writing.
- Ability to operate a forklift.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, vendors, and the general public.

Education, Experience and Special Requirements

- High school diploma or GED.
- One year of job-related experience*. *#; ~~previous utility accounting experience preferred.~~
- ~~Previous experience in material control, purchasing and storeroom operations is desired.#~~
- Valid MN driver's license.
- Forklift Certification or ability to obtain within six months of hire.

*Desired Qualifications:

- Previous experience in material control, purchasing and storeroom operations is desired.
- Previous utility accounting experience is desired.*
- _____

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, occasional exertion of up to 50 pounds of force, and rarely-not daily exertion of up to 70 lbs.; work regularly requires standing, walking and using hands to finger, handle or feel and repetitive motions; frequently sitting and reaching with hands and arms; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; The worker is occasionally exposed to outdoor weather conditions and occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (business office with office equipment and light traffic).

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: *June 3, 2026*~~January 1, 2018~~



Materials Control

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Materials Control performs intermediate skilled clerical work involving the procurement of supplies, materials and equipment and the maintenance of related records and performs other duties as assigned. The Materials Control shall report to the Business Office Supervisor.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Maintain purchasing records and issuing purchase orders.
- Perform purchasing procedures established by the Utility with regard to requisitions, receiving reports and invoices.
- Responsible for ensuring deliveries of equipment and supplies are received and stored properly, including participation in annual inventory of equipment and supplies
- Maintain adequate inventory stock balances including fuel through an ordering/stocking program including tracking material usage.
- Conduct the annual physical inventory with assistance from crews.
- Responsible for Globally Harmonized System (formerly known as MSDS/SDS).
- Prepare, solicit, and evaluate quotes and/or bids.
- Assist with the compilation of data for the budget and various purchasing related reports.
- Works with Staff to resolve invoice discrepancies.
- Keep up to date on purchasing laws and regulations and verify compliance with current policies and state legal bidding procedures.
- Maintain vendor catalog and relationships with vendors and co-workers.
- Maintain documentation relating to the disposal of all scrap materials.
- Back up for Administrative Assistant position when required
- Maintain supply and inventory storage area.
- Perform other duties as assigned.

Materials Control

Page 2

Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Thorough knowledge of procurement methods, procedures, and sources of supply for a variety of goods and services.
- Proficient in the use of PC's and relevant software packages.
- Knowledge of basic office equipment and 2-way radio, accurately manage files and records.
- Ability to create spreadsheets, reports, and manage databases.
- Knowledge and understanding of accounting and billing systems.
- Ability to communicate effectively both orally and in writing.
- Ability to operate a forklift.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, vendors, and the general public.

Education, Experience and Special Requirements

- High school diploma or GED.
- One year of job-related experience.
- Valid MN driver's license.
- Forklift Certification or ability to obtain within six months of hire.

Desired Qualifications:

- Previous experience in material control, purchasing and storeroom operations is desired.
- Previous utility accounting experience is desired.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, occasional exertion of up to 50 pounds of force, and rarely-not daily exertion of up to 70 lbs.; work regularly requires standing, walking and using hands to finger, handle or feel and repetitive motions; frequently sitting and reaching with hands and arms; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; The worker is occasionally exposed to outdoor weather conditions and occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (business office with office equipment and light traffic).

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: June 3, 2026



Accounts Receivable Representative

Department: ~~*Electric*~~ ~~#Brainerd Public Utilities (BPU)~~
~~Business Office #~~ FLSA Status: Non-Exempt

General Definition of Work

The Accounts Receivable Representative ~~#job classification is a union position, under the general supervision of the Accounting Supervisor, who o#*o*~~ oversees a variety of clerical, accounting, and/or customer service duties relating to customer utility account*s and p*#s. ~~P#~~ performs other duties as ~~#apparent or#~~ assigned. ~~*The Accounts Receivable Representative shall report to the Business Office Supervisor.*~~

Qualification Requirements

~~**Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.**~~

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

Essential Functions

- Process mail, phone credit card, EFT, and on-line payments daily, process ~~#BPU-#*internal*~~ bills monthly.

- Receive payments from the public at the counter, drive-thru, and by telephone.
- Balance ~~##~~ and post ~~##~~ all payments at end of day ~~*and* #. R##*r*un##~~ necessary daily reports for accountant.
- Oversee ~~##~~ ACH bank drafts and credit cards and does monthly processing of ACH payments.
- Charge back and maintain ~~##~~ NSF checks.
- Respond ~~##~~ to questions from utility customers and other outside agencies and assist ~~##~~ with problems, complaints, and service concerns.
- Ability to work as a team. ~~#-with Cashier/Postal Specialist.#~~
- Perform ~~##s routine office tasks##*other duties*~~ as assigned.

~~**#Accounts Receivable Representative
Page 2#**~~

Knowledge, Skills and Abilities

- Working knowledge of ~~##BPU's #~~ policies and procedures, including safety practices and procedures.
- Demonstrate ~~##~~ organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms, and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Outstanding communication and interpersonal skills and ~~#-be#~~ able to work with customers to answer questions and provide service in a professional manner.
- ~~#Must be a##*A*b*ility*#le#~~ to deal with complaints, difficult situations, and angry individuals.
- ~~#Possesses the a##*A*b*ility~~ to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner. ~~*.##;#~~
- ~~*Ability to *and p##*p*reserv*e*#ing#~~ confidentiality ~~#of account and credit information#~~ relating to customer accounts.
- ~~#Require knowledge and understanding of BPU accounting and billing systems and practices related to customer accounts.#~~

~~***Accounts Receivable Representative
Page 2***~~

~~***Knowledge, Skills and Abilities (Cont.)***~~

- ~~*Knowledge and understanding of accounting and billing systems and practices related to customer accounts.*~~
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures.
- ~~##; accurately##*Ability to*- manag*e*#ing#~~ files and records ~~*.##;#~~
- ~~#possess a##*A*b*ility~~ to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- ~~• One or more years of utility related experience desired.~~
- Valid MN driver's license

***Desired Qualifications:**

- One or more years of utility related experience desired.*

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). -Employee is not required to work in adverse weather conditions.

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: ~~*June 29, 2026*~~ *January 1, 2018*



Accounts Receivable Representative

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Accounts Receivable Representative oversees a variety of clerical, accounting, and/or customer service duties relating to customer utility accounts and performs other duties as assigned. The Accounts Receivable Representative shall report to the Business Office Supervisor.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Process mail, phone credit card, EFT, and on-line payments daily, process internal bills monthly.
- Receive payments from the public at the counter, drive-thru, and by telephone.
- Balance and post all payments at end of day and run necessary daily reports for accountant.
- Oversee ACH bank drafts and credit cards and does monthly processing of ACH payments.
- Charge back and maintain NSF checks.
- Respond to questions from utility customers and other outside agencies and assist with problems, complaints, and service concerns.
- Ability to work as a team.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms, and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Outstanding communication and interpersonal skills and able to work with customers to answer questions and provide service in a professional manner.
- Ability to deal with complaints, difficult situations, and angry individuals.
- Ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- Ability to preserve confidentiality relating to customer accounts.

Accounts Receivable Representative

Page 2

Knowledge, Skills and Abilities (Cont.)

- Knowledge and understanding of accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures.
- Ability to manage files and records.
- Ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- Valid MN driver's license

Desired Qualifications:

- One or more years of utility related experience desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

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: June 29, 2026



Business Office Support Specialist

Department: ~~*Electric*~~ ~~#Public Utilities #~~
Status: -Non-Exempt

FLSA

General Definition of Work

The Business Office Support Specialist ~~is a union position under the general supervision of the Business Office Supervisor. The primary duties for this position are to~~ perform ~~s~~ a variety of administrative and/or customer service duties relating to customer utility accounts and other utility business including providing relief/back up various positions within the business/repair office. ~~The Business Office Support Specialist shall report to the Business Office Supervisor.~~ *

Qualification Requirements

~~*Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.*~~

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

Essential Functions

- ~~*R~~ ~~Ability to~~ ~~r~~elieve and/or assist other administrative and customer service positions as needed. ~~##~~
- Work ~~s~~ as a team with other Customer Service personnel to provide exceptional customer service.
- Responsible for daily bank deposits, post office/City Hall mail pick up and drop off, and oversee ~~s~~ mailing of customer utility bills, outgoing mail, maintain ~~s~~ the postage and mailing system.
- Responsible for preparation of ~~BPU~~ ~~Commission board~~ packets including agenda and related documents.
- Address questions from utility customers and other outside agencies and assist with problems, complaints, and service concerns.
- Assist in reviewing, scanning, and compiling information for utility service applications, ~~calculate~~ customer deposits, ~~re~~ ~~cei~~ ~~pt~~ ~~customer~~ ~~v~~ ~~ing~~ payments, ~~from the public at the counter, drive thru, and by telephone~~ and track ~~ing~~ any changes on customer accounts for inaccurate mailing information, name changes, bank foreclosures etc.
- ~~and~~ ~~r~~ ~~R~~ ~~e~~concil ~~e~~ ~~ing~~ cash drawers and prepa ~~re~~ ~~ing~~ daily deposits from payments received.
- Scanning and organizing Laserfiche files.
- Monitor ~~BPU~~ ~~incoming~~ emails and respond or forward to appropriate staff.
- Review, approve, and process customer and/or electric service upgrade rebates.
- Assist with preparation on daily service orders for final readings.

- Assist in the process and maintenance in the collection of bad debts including corresponding with collection agencies.
- ~~Occasional administrative work for Wastewater Supervisor.~~
- Perform ~~other duties~~ ~~routine office tasks as required~~ and special projects as assigned.

Business Office Support Specialist

Page 2

The duties listed in the Essential Functions section are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Knowledge, Skills and Abilities

- Working knowledge of BPU's policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills to organize daily work schedule efficiently with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms, and an aptitude for math to provide the ability to compile, review, and tabulate financial data.

***Business Office Support Specialist**

Page 2

Knowledge, Skills and Abilities (Cont.)

- Outstanding communication and interpersonal skills and be able to work with customers to answer questions and provide service in a professional manner.
- ~~Ability~~ ~~Must be able~~ to deal with complaints, difficult situations, and angry individuals.
- Possess ~~es~~ the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- ~~and p~~ ~~Ability to p~~ ~~reserv~~ ~~e~~ ~~ing~~ confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of BPU accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures.
- ~~Ability to~~ ~~accurately~~ ~~manag~~ ~~ing~~ ~~e~~ files and records.
- ~~;~~ ~~p~~ ~~A~~ ~~ossess a~~ ~~ility~~ to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- ~~Experience with Microsoft Office Products: Word and Excel desired~~
- ~~One or more years of utility related experience desired.~~
- Valid MN driver's license

***Desired Qualifications:**

- Experience with Microsoft Office Products: Word and Excel desired
- One or more years of utility related experience desired.*

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

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: *June 29, 2026*# ~~November 17, 2025~~



Business Office Support Specialist

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Business Office Support Specialist performs a variety of administrative and/or customer service duties relating to customer utility accounts and other utility business including providing relief/back up various positions within the business/repair office. The Business Office Support Specialist shall report to the Business Office Supervisor.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Relieve and/or assist other administrative and customer service positions as needed.
- Work as a team with other Customer Service personnel to provide exceptional customer service.
- Responsible for daily bank deposits, post office/City Hall mail pick up and drop off, and oversee mailing of customer utility bills, outgoing mail, maintain the postage and mailing system.
- Responsible for preparation of Commission board packets including agenda and related documents.
- Address questions from utility customers and other outside agencies and assist with problems, complaints, and service concerns.
- Assist in reviewing, scanning, and compiling information for utility service applications, calculate customer deposits, receipt customer payments, and track any changes on customer accounts for inaccurate mailing information, name changes, bank foreclosures etc.
- Reconcile cash drawers and prepare daily deposits from payments received.
- Scanning and organizing Laserfiche files.
- Monitor incoming emails and respond or forward to appropriate staff.
- Review, approve, and process customer and/or electric service upgrade rebates.
- Assist with preparation on daily service orders for final readings.
- Assist in the process and maintenance in the collection of bad debts including corresponding with collection agencies.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of policies and procedures, including safety practices and procedures.
- Demonstrate organizational and time management skills to organize daily work schedule efficiently with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms, and an aptitude for math to provide the ability to compile, review, and tabulate financial data.

Business Office Support Specialist

Page 2

Knowledge, Skills and Abilities (Cont.)

- Outstanding communication and interpersonal skills and able to work with customers to answer questions and provide service in a professional manner.
- Ability to deal with complaints, difficult situations, and angry individuals.
- Possess the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner
- Ability to preserve confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures.
- Ability to manage files and records.
- Ability to create spreadsheets, compose correspondence, reports, and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- Valid MN driver's license

Desired Qualifications:

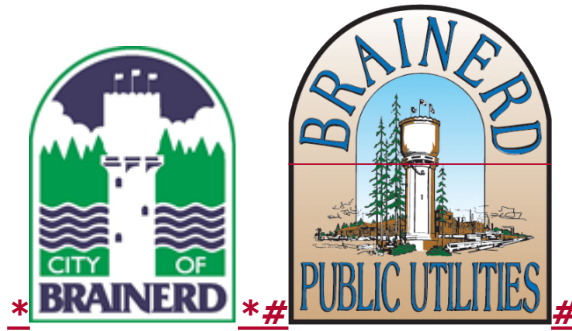
- Experience with Microsoft Office Products: Word and Excel desired
- One or more years of utility related experience desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

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: June 29, 2026



Maintenance Mechanic

Department: #Public Utilities#*Electric*
 FLSA Status: Non-Exempt

General Definition of Work

Perform## skilled mechanical work performing preventative and corrective maintenance on #BPU's## motorized fleet, motorized and non-motorized support equipment and various stationary mechanical equipment associated with facility systems*.*#; m##M*aintains records and files## and *completes* related work as apparent or assigned. #Work is performed under the general supervision of the Operations Manager.##*The Maintenance Mechanic shall report to the Electric Director.*

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

~~*##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

- Perform## preventative and corrective maintenance, including general mechanical overhaul and adjustments and repair work on all vehicles and equipment.
- Diagnose## and determine## the extent of mechanical problems and replace## or rebuild## equipment based upon cost and quality of equipment operation considerations.
- Inspect##, adjust##, repair##, replace## components and related parts for drive train, cooling, fuel, exhaust, brake, ignition and electrical systems.
- Inspect##, adjust##, repair##, replace## components and related parts for hydraulic systems and compressed air systems.
- Weld##, modify*#ies# equipment, and fabricate## parts as needed.
- Replace## or rebuild## components as required to meet industry standards and DOT requirements.
- Operate## standard testing equipment to diagnose malfunctions; drive## to sites to repair equipment.
- Order## and maintain## shop supplies and service parts as necessary.
- Maintain## required cost-accounting and service/repair records in accordance with established #BPU# practices and DOT requirements.
- Keep## work area clean and orderly.
- Respond## to trouble and emergency calls and perform## necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.

- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other ~~#Bramerd Public Utilities #~~service crews as needed and in emergencies.
- Perform~~s#~~ other duties ~~*as*# when #assigned# or when necessary#~~.

Knowledge, Skills and Abilities

- Thorough knowledge of the standard methods, practices, tools, materials, equipment and technology used in the maintenance and repair of motorized fleets, motorized and non-motorized support equipment, and various types of stationary mechanical equipment;

Maintenance Mechanic

Page 2

Knowledge, Skills and Abilities (Cont.)

- Thorough knowledge of the principles of two and four cycle internal combustion engines; electrical systems; hydraulic systems; hydraulic and pneumatic control systems; air compressors and of mechanical principles in general.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with ~~#BPU and#~~*current policy and* OSHA safety requirements.
- Ability to write routine reports and correspondence.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to read and interpret documents and a variety of instructions in diagram or schedule form such as ~~#BPU#~~safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Skill in the use and care of tools of the trade.
- Basic knowledge of computers, and diagnostic equipment.
- Ability to operate various vehicles and equipment for diagnostic and road testing.
- Ability to properly operate specialty tools and support equipment.
- Ability to work under adverse conditions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education*,*# and #Experience *and Special Requirements*

- Associates/Technical degree in operating and performing maintenance of heavy trucks and equipment *or a*

#OR#

- #A# minimum of four years' experience in the maintenance and repair of vehicles, equipment, and pumps, including welding and troubleshooting.

#Special Requirements#

-
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within one year of hire.
- ASE certification and/or DOT Inspector license.

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 70 pounds of force; work regularly requires walking, frequently requires standing and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception, night vision 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposed to outdoor weather conditions, working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: # ~~February 8, 2024~~ # *May 27, 2026*



Maintenance Mechanic

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Perform skilled mechanical work performing preventative and corrective maintenance on motorized fleet, motorized and non-motorized support equipment and various stationary mechanical equipment associated with facility systems. Maintains records and files and completes related work as apparent or assigned. The Maintenance Mechanic shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Perform preventative and corrective maintenance, including general mechanical overhaul and adjustments and repair work on all vehicles and equipment.
- Diagnose and determine the extent of mechanical problems and replace or rebuild equipment based upon cost and quality of equipment operation considerations.
- Inspect, adjust, repair, replace components and related parts for drive train, cooling, fuel, exhaust, brake, ignition and electrical systems.
- Inspect, adjust, repair, replace components and related parts for hydraulic systems and compressed air systems.
- Weld, modify equipment, and fabricate parts as needed.
- Replace or rebuild components as required to meet industry standards and DOT requirements.
- Operate standard testing equipment to diagnose malfunctions; drive to sites to repair equipment.
- Order and maintain shop supplies and service parts as necessary.
- Maintain required cost-accounting and service/repair records in accordance with established practices and DOT requirements.
- Keep work area clean and orderly.
- Respond to trouble and emergency calls and perform necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other service crews as needed and in emergencies.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the standard methods, practices, tools, materials, equipment and technology used in the maintenance and repair of motorized fleets, motorized and non-motorized support equipment, and various types of stationary mechanical equipment;

Maintenance Mechanic

Page 2

Knowledge, Skills and Abilities (Cont.)

- Thorough knowledge of the principles of two and four cycle internal combustion engines; electrical systems; hydraulic systems; hydraulic and pneumatic control systems; air compressors and of mechanical principles in general.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with current policy and OSHA safety requirements.
- Ability to write routine reports and correspondence.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to read and interpret documents and a variety of instructions in diagram or schedule form such as safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Skill in the use and care of tools of the trade.
- Basic knowledge of computers, and diagnostic equipment.
- Ability to operate various vehicles and equipment for diagnostic and road testing.
- Ability to properly operate specialty tools and support equipment.
- Ability to work under adverse conditions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

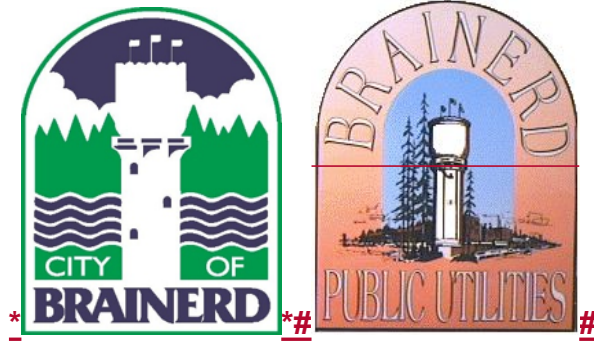
- Associates/Technical degree in operating and performing maintenance of heavy trucks and equipment or a minimum of four years' experience in the maintenance and repair of vehicles, equipment, and pumps, including welding and troubleshooting.
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within one year of hire.
- ASE certification and/or DOT Inspector license.

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 70 pounds of force; work regularly requires walking, frequently requires standing and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception, night vision 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposed to outdoor weather conditions, working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: May 27, 2026



Laborer

Department: *Electric* #Brainerd Public Utilities (BPU)#
 FLSA Status:- Non-Exempt

General Definition of Work

Performs work on a wide variety of manual tasks of a nature requiring some skill or special knowledge acquired through work experience including tasks for all #BPU# facilities and assisting #BPU# crews in the field. #Work is performed under the general supervision of the assigned BPU Department Supervisor. #*-The Laborer shall report to the Electric Director.*

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

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

Essential Functions

- Perform#s# unskilled to limited-skilled duties in the construction, alteration, maintenance, and repair of # BPU # facilities and systems.
- Perform#s# a variety of maintenance activities including but not limited to custodial, groundskeeping, and building maintenance duties.
- Assist#s# as a laborer in all #BPU#d#epartments#*ivisions.*
- Assist#s# in the maintenance and repair of machinery and equipment as requested.
- May assist in reading utility meters.
- Perform#s# related tasks as assigned.

Knowledge, Skills and Abilities

- Good working knowledge of cleaning methods, materials and equipment; methods, tools, and equipment used in repair and maintenance work including carpentry and plumbing.
- Ability to understand hazards associated with a variety of cleaning supplies.
- General knowledge of grounds keeping methods, simple horticulture practices and proper use of related equipment and tools.
- General knowledge of building utilities, electrical and mechanical plant operations.

- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with #BPU #*current policy* and OSHA safety requirements.
- Ability to operate forklift.
- Ability to establish and maintain effective relationships with customers, co-workers, supervisors and the public.

Laborer

Page 2

Education, Experience and Special Requirements

- High school diploma or GED.
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within one year of hire.
- Three years of facilities and grounds maintenance experience or equivalent combination of education and experience.
- Forklift Certification or ability to obtain within six months of hire.

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 requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires standard, close, and distance vision; vocal communication is required for expressing or exchanging ideas; operation of motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions including exposure to extreme hot and cold; work is generally in a moderate noise location (business office with office equipment and light traffic).

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

Last Revised:- ~~#March 28, 2023#~~*May 27, 2026*



Laborer

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs work on a wide variety of manual tasks of a nature requiring some skill or special knowledge acquired through work experience including tasks for all facilities and assisting crews in the field. The Laborer shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Perform unskilled to limited-skilled duties in the construction, alteration, maintenance, and repair of facilities and systems.
- Perform a variety of maintenance activities including but not limited to custodial, groundskeeping, and building maintenance duties.
- Assist as a laborer in all divisions.
- Assist in the maintenance and repair of machinery and equipment as requested.
- May assist in reading utility meters.
- Perform related tasks as assigned.

Knowledge, Skills and Abilities

- Good working knowledge of cleaning methods, materials and equipment; methods, tools, and equipment used in repair and maintenance work including carpentry and plumbing.
- Ability to understand hazards associated with a variety of cleaning supplies.
- General knowledge of grounds keeping methods, simple horticulture practices and proper use of related equipment and tools.
- General knowledge of building utilities, electrical and mechanical plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with current policy and OSHA safety requirements.
- Ability to operate forklift.
- Ability to establish and maintain effective relationships with customers, co-workers, supervisors and the public.

Laborer

Page 2

Education, Experience and Special Requirements

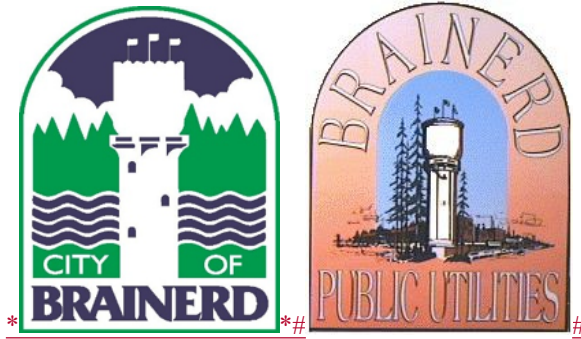
- High school diploma or GED.
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within one year of hire.
- Three years of facilities and grounds maintenance experience or equivalent combination of education and experience.
- Forklift Certification or ability to obtain within six months of hire.

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 requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires standard, close, and distance vision; vocal communication is required for expressing or exchanging ideas; operation of motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions including exposure to extreme hot and cold; work is generally in a moderate noise location (business office with office equipment and light traffic).

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: May 27, 2026



Facilities and Grounds Maintenance Worker

Department: * Electric* -# Brainerd Public Utilities (BPU)#

FLSA Status: Non-Exempt

General Definition of Work

The Facilities and Grounds Maintenance Worker ~~#job classification is a union position under the general supervision of the Accounting Supervisor. This position #~~provides custodial, maintenance, and grounds keeping services at ~~*the*# BPU#~~ Service Center and other ~~# BPU#~~ facilities. ~~# This job is also responsible for reading meters when necessary and performs other duties as assigned.#~~~~*The Facilities and Grounds Maintenance Worker shall report to the Electric Director.*~~

Qualification Requirements

~~*Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.*~~

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

Essential Functions

- Assist~~#s~~ ~~Custodian/Groundskeeper#~~ in performing custodial services at Service Center and assist~~#s#~~ in custodial services at other ~~#BPU#~~ facilities ~~*as needed*~~, including implementation of comprehensive building custodial services schedule and inspections of facilities and grounds.
- Assist~~#s~~ ~~Custodian/Groundskeeper#~~ in the operation and maintenance of Service Center mechanical, electrical and building component support systems, including implementation of comprehensive preventative maintenance schedule for these support systems.
- Assist~~#s#~~ with grounds keeping services at Service Center and oversee~~#s#~~ grounds keeping services at other ~~#BPU#~~ facilities, including implementation of comprehensive grounds keeping service schedule.
- Supervise~~#s~~ ~~summer temporary grounds personnel.~~
- ~~#Reads electric and water meters and gets readings from command center for service orders when required.#~~
- Responsible for mail runs.
- Assists as a laborer in all ~~#BPU #d~~ ~~*visions*#e~~ ~~partments#~~ as assigned and/or when time permits.
- Perform ~~*other duties*#~~ ~~s-related tasks#~~ as assigned.

Facilities and Grounds Maintenance Worker

Page 2

Knowledge, Skills and Abilities

- Good working knowledge of cleaning methods, materials and equipment; methods, tools, and equipment used in repair and maintenance work including carpentry and plumbing.
- Ability to understand hazards associated with a variety of cleaning supplies.
- General knowledge of grounds keeping methods, simple horticulture practices and proper use of related equipment and tools.
- General knowledge of building utilities, electrical and mechanical plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with ~~*current policies*~~ ~~# BPU #~~ and OSHA safety requirements.
- Ability to operate fork lift.
- Ability to establish and maintain effective relationships with customers, co-workers, supervisors and the public.

Education, Experience and Special Requirements

- High school diploma or GED,
- Three years of facilities and grounds maintenance experience or equivalent combination of education and experience.
- Valid MN driver's license.
- Forklift Certification or ability to obtain within six months of hire.
- Minnesota Class 2C boilers license or ability to obtain within six months of hire.

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 requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires standard, close, and distance vision; vocal communication is required for expressing or exchanging ideas; operation of motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions including exposure to extreme hot and cold; work is generally in a moderate noise location (business office with office equipment and light traffic).

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: ~~*June 24, 2026*~~ ~~#November 1, 2018#~~



Facilities and Grounds Maintenance Worker

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Facilities and Grounds Maintenance Worker provides custodial, maintenance, and grounds keeping services at the Service Center and other facilities. The Facilities and Grounds Maintenance Worker shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Assist in performing custodial services at Service Center and assist in custodial services at other facilities as needed, including implementation of comprehensive building custodial services schedule and inspections of facilities and grounds.
- Assist in the operation and maintenance of Service Center mechanical, electrical and building component support systems, including implementation of comprehensive preventative maintenance schedule for these support systems.
- Assist with grounds keeping services at Service Center and oversee grounds keeping services at other facilities, including implementation of comprehensive grounds keeping service schedule.
- Supervise summer temporary grounds personnel.
- Responsible for mail runs.
- Assists as a laborer in all divisions as assigned and/or when time permits.
- Perform other duties as assigned.

Facilities and Grounds Maintenance Worker

Page 2

Knowledge, Skills and Abilities

- Good working knowledge of cleaning methods, materials and equipment; methods, tools, and equipment used in repair and maintenance work including carpentry and plumbing.
- Ability to understand hazards associated with a variety of cleaning supplies.
- General knowledge of grounds keeping methods, simple horticulture practices and proper use of related equipment and tools.
- General knowledge of building utilities, electrical and mechanical plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with current policies and OSHA safety requirements.
- Ability to operate fork lift.
- Ability to establish and maintain effective relationships with customers, co-workers, supervisors and the public.

Education, Experience and Special Requirements

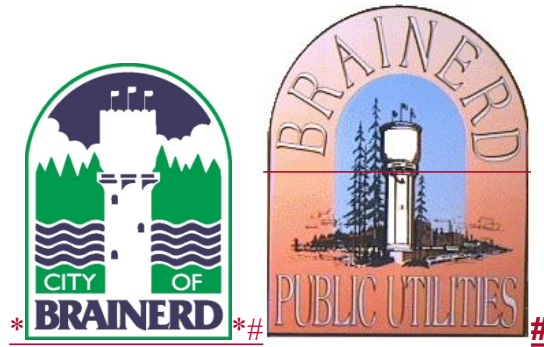
- High school diploma or GED,
- Three years of facilities and grounds maintenance experience or equivalent combination of education and experience.
- Valid MN driver's license.
- Forklift Certification or ability to obtain within six months of hire.
- Minnesota Class 2C boilers license or ability to obtain within six months of hire.

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 requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires standard, close, and distance vision; vocal communication is required for expressing or exchanging ideas; operation of motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions including exposure to extreme hot and cold; work is generally in a moderate noise location (business office with office equipment and light traffic).

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: June 24, 2026



Electric Line Crew Chief

Department: ~~#~~—~~#~~Electric
Exempt

FLSA Status: Non-

General Definition of Work

Performs skilled line work overseeing and participating in the construction, operation, maintenance and repair of overhead and underground electrical distribution system and related work as apparent or assigned. ~~*The Electric Line Crew Chief shall exercise general supervision over line crew personnel. The Electric Line Crew Chief shall report to the Electric Director.*# Work is performed under the supervision of the Electric Supervisor. Supervision is exercised over electric line crew personnel.#~~

Qualification Requirements

~~*Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.*~~

~~#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

- Plan~~#s#~~, organize~~#s#~~, direct~~#s#~~, and inspect~~#s#~~ the work of crews engaged in the installation and maintenance of the energized and de-energized overhead and underground electrical distribution system and components including but not limited to poles, overhead and underground transformers and conductors, meters, switches, fuses and cutouts, junction boxes, protective devices, and other related electric equipment.
- Supervise~~#s#~~ subordinate personnel~~#~~; ~~may provide coaching and/or recommend disciplinary action up to and including dismissal.#~~
- Instruct~~#s#~~ subordinates in safety, methods of operation, and maintenance of equipment.
- Participate~~#s#~~ in the work performed by electric line crew personnel.
- Ensure~~#s#~~ that the electric system operations and work assignments are carried out within acceptable standards.
- Participation in the on-call rotation is required; Responds to trouble and emergency calls and performs necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Perform~~#s#~~ substation construction and maintenance including structures and equipment.
- Install~~#s#~~, connect~~#s#~~ and reconnect~~#s#~~ wire, meters and other electrical services on customer premises; effectively respond~~#s#~~ and resolve~~#s#~~ customer concerns and problems.
- Perform~~#s#~~ voltage power quality and load checks.
- Trim~~#s#~~ trees to ensure the operating integrity of the ~~#Brainerd Public Utilities' #~~overhead electrical system as required.

- Assist#s# in the training and instruction of line workers in appropriate procedures of construction, installation, replacement or maintenance of both overhead and underground electrical systems.
- Install#s# and maintain#s# street lighting system and maintains signal lighting.
- Prepare#s# and maintain#s# records of work performed, material and equipment utilized; stocks service vehicles as required.
- Maintain#s# vehicles, equipment and shop areas.
- Operate#s# all vehicles and related equipment used in both overhead and underground construction and maintenance activities.
- Review#s# voltage problems, power quality problems, and other customer complaints/problems.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other# Brainerd Public Utilities #service crews as needed and in emergencies.
- Perform#s-related tasks as required##* other duties as assigned*.

Electric Line Crew Chief ~~#Job-Description#~~

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the technique~~#s#~~, material~~#s#~~ and equipment used in the construction, maintenance and repair of electric distribution system ranging from 110 Volts to 34.5 KV and related equipment.
- Thorough knowledge of the layout of the existing distribution network.
- Thorough knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Thorough knowledge of the methods, practices and tools utilized in electrical system troubleshooting.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with ~~#BPU#~~*current policy*, NESC, and OSHA safety requirements.
- Ability to plan and supervise the work of subordinates.
- Leadership including problem solving and decision making.
- Ability to read, interpret, and implement documents such as ~~*BPU*~~-safety rules, 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.
- Demonstrate~~*s*~~ the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintain~~*s*~~ skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED).
- Graduate of electrical lineworker program at a vocational or technical college.
- The qualified candidate must have successfully completed a Lineman Apprenticeship Program or equivalent Lineman training courses.
- Must be a journeyman lineman or combination of experience and training to meet ~~#BPU#~~requirements as determined by ~~#Electric Line Supervisor and BPU Superintendent#~~*the Electric Director*.
- Must have a minimum of seven years experience as a lineworker with a utility.
- Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.
- Achieve and maintain MMUA "Certified Climber" certification.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires climbing, balancing, bending, kneeling, stooping, reaching, standing, pushing, pulling, lifting, feeling, grasping and repetitive movements; vocal communication is required to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

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: ~~*June 1, 2026#~~ ~~January 1, 2018#~~



Electric Line Crew Chief

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled line work overseeing and participating in the construction, operation, maintenance and repair of overhead and underground electrical distribution system and related work as apparent or assigned. The Electric Line Crew Chief shall exercise general supervision over line crew personnel. The Electric Line Crew Chief shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Plan, organize, direct, and inspect the work of crews engaged in the installation and maintenance of the energized and de-energized overhead and underground electrical distribution system and components including but not limited to poles, overhead and underground transformers and conductors, meters, switches, fuses and cutouts, junction boxes, protective devices, and other related electric equipment.
- Supervise subordinate personnel.
- Instruct subordinates in safety, methods of operation, and maintenance of equipment.
- Participate in the work performed by electric line crew personnel.
- Ensure that the electric system operations and work assignments are carried out within acceptable standards.
- Participation in the on-call rotation is required; Responds to trouble and emergency calls and performs necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Perform substation construction and maintenance including structures and equipment.
- Install, connect and reconnect wire, meters and other electrical services on customer premises; effectively respond and resolve customer concerns and problems.
- Perform voltage power quality and load checks.
- Trim trees to ensure the operating integrity of the overhead electrical system as required.
- Assist in the training and instruction of line workers in appropriate procedures of construction, installation, replacement or maintenance of both overhead and underground electrical systems.
- Install and maintain street lighting system and maintains signal lighting.
- Prepare and maintain records of work performed, material and equipment utilized; stocks service vehicles as required.
- Maintain vehicles, equipment and shop areas.
- Operate all vehicles and related equipment used in both overhead and underground construction and maintenance activities.
- Review voltage problems, power quality problems, and other customer complaints/problems.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other service crews as needed and in emergencies.
- Perform other duties as assigned.

Electric Line Crew Chief

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the technique, material and equipment used in the construction, maintenance and repair of electric distribution system ranging from 110 Volts to 34.5 KV and related equipment.
- Thorough knowledge of the layout of the existing distribution network.
- Thorough knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Thorough knowledge of the methods, practices and tools utilized in electrical system troubleshooting.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with current policy, NESC, and OSHA safety requirements.
- Ability to plan and supervise the work of subordinates.
- Leadership including problem solving and decision making.
- Ability to read, interpret, and implement documents such as safety rules, 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.
- Demonstrate the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintain skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience & Special Requirements

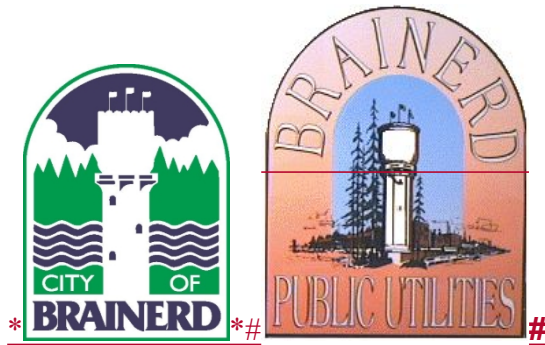
- High School Diploma or general education degree (GED).
- Graduate of electrical lineworker program at a vocational or technical college.
- The qualified candidate must have successfully completed a Lineman Apprenticeship Program or equivalent Lineman training courses.
- Must be a journeyman lineman or combination of experience and training to meet requirements as determined by the Electric Director.
- Must have a minimum of seven years experience as a lineworker with a utility.
- Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.
- Achieve and maintain MMUA "Certified Climber" certification.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires climbing, balancing, bending, kneeling, stooping, reaching, standing, pushing, pulling, lifting, feeling, grasping and repetitive movements; vocal communication is required to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

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: June 1, 2026



Apprentice Lineworker

Department: ~~#~~—~~#~~Electric
Exempt

FLSA Status: Non-

General Definition of Work

Performs skilled line work in the construction, operation, maintenance and repair of overhead and underground electrical distribution system and related work as apparent or assigned. ~~#Work is performed under the supervision of an Electric Crew Chief. #*The Apprentice Lineworker shall report to the Electric Line Crew Chief. *~~

Qualification Requirements

~~**Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.**~~

~~*#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

- Install~~#s#~~ and maintain~~#s#~~ the energized and de-energized overhead and underground electrical distribution system and components including but not limited to poles, overhead and underground transformers and conductors, meters, switches, fuses and cutouts, junction boxes, protective devices, and other related electric equipment.
- Respond~~#s#~~ to trouble and emergency calls and perform~~#s#~~ necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. -Call out/call back can be declined for good cause only.
- Perform~~#s#~~ substation construction and maintenance including structures and equipment.
- Install~~#s#~~, connect~~#s#~~ and reconnect~~#s#~~ wire, meters and other electrical services on customer premises; effectively respond~~#s#~~ and resolve~~#s#~~ customer concerns and problems.
- Perform~~#s#~~ voltage power quality and load checks.
- Trim~~#s#~~ trees to ensure the operating integrity of the ~~#Brainerd Public Utilities'##~~overhead electrical system as required.
- ~~#Assists in the training and instruction of less tenured or apprentice line workers in appropriate procedures of construction, installation, replacement or maintenance of both overhead and~~

~~underground electrical systems. May assign tasks on site and monitor progress of less experienced line workers.#~~

- Install## and maintain## street lighting system and maintain## signal lighting.
- Prepare## and maintain## record## of work performed, material and equipment utilized; stocks service vehicles as required.
- Maintain## vehicles, equipment and shop areas.
- Operate## all vehicles and related equipment used in both overhead and underground construction and maintenance activities.
- Review## voltage problems, power quality problems, and other customer complaints/problems.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assist## other ~~#Brainerd Public Utilities #~~service crews as needed and in emergencies.
- Perform ~~*other duties as assigned*##s related tasks as required.#~~

~~#Apprentice Lineworker Job Description Page 2#~~

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of electric distribution system ranging from 110 Volts to 34.5 KV and related equipment.
- Thorough knowledge of the layout of the existing distribution network.

Apprentice Lineworker Page 2

Knowledge, Skills and Abilities (Cont.)

- General knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools utilized in electrical system troubleshooting.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with BPU, NESC, and OSHA safety requirements.
- Ability to read and interpret documents such as BPU safety rules, 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.
- Demonstrates the ability to adopt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintains skills and knowledge in the proper and safe techniques for performing job functions.

Education*,## and #Experience *and Special Requirements*

#Minimum Requirements:#

- High School Diploma or general education degree (GED).
- Graduate of Electrical Lineworker program at a vocational or technical college.
- *Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.
- Achieve and maintain MMUA "Certified Climber" certification.*

*Desirable Qualifications:##Preferred:#

- Currently enrolled in a Lineworker Apprenticeship Program or equivalent Lineworker training courses.
- Previous employment with a utility or electrical contractor.

#Special Requirements

- ~~Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.~~
- ~~Achieve and maintain MMUA "Certified Climber" certification.~~

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires climbing, balancing, bending, kneeling, stooping, reaching, standing, pushing, pulling, lifting, feeling, grasping and repetitive movements; vocal communication is required to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

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: ~~# January 1, 2018~~#* June 1, 2026*



Apprentice Lineworker

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled line work in the construction, operation, maintenance and repair of overhead and underground electrical distribution system and related work as apparent or assigned. The Apprentice Lineworker shall report to the Electric Line Crew Chief.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Install and maintain the energized and de-energized overhead and underground electrical distribution system and components including but not limited to poles, overhead and underground transformers and conductors, meters, switches, fuses and cutouts, junction boxes, protective devices, and other related electric equipment.
- Respond to trouble and emergency calls and perform necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Perform substation construction and maintenance including structures and equipment.
- Install, connect and reconnect wire, meters and other electrical services on customer premises; effectively respond and resolve customer concerns and problems.
- Perform voltage power quality and load checks.
- Trim trees to ensure the operating integrity of the overhead electrical system as required.
- Install and maintain street lighting system and maintain signal lighting.
- Prepare and maintain record of work performed, material and equipment utilized; stocks service vehicles as required.
- Maintain vehicles, equipment and shop areas.
- Operate all vehicles and related equipment used in both overhead and underground construction and maintenance activities.
- Review voltage problems, power quality problems, and other customer complaints/problems.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assist other service crews as needed and in emergencies.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of electric distribution system ranging from 110 Volts to 34.5 KV and related equipment.
- Thorough knowledge of the layout of the existing distribution network.

Apprentice Lineworker

Page 2

Knowledge, Skills and Abilities (Cont.)

- General knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools utilized in electrical system troubleshooting.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with BPU, NESC, and OSHA safety requirements.
- Ability to read and interpret documents such as BPU safety rules, 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.
- Demonstrates the ability to adopt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintains skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED).
- Graduate of Electrical Lineworker program at a vocational or technical college.
- Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.
- Achieve and maintain MMUA "Certified Climber" certification.

Desirable Qualifications:

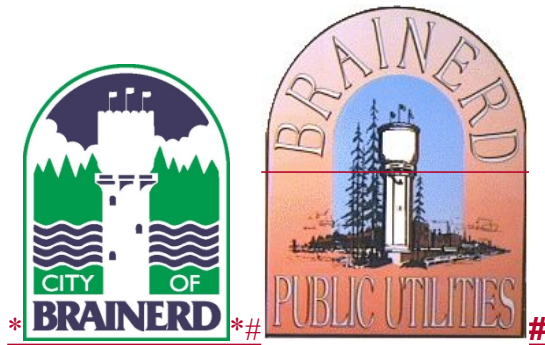
- Currently enrolled in a Lineworker Apprenticeship Program or equivalent Lineworker training courses.
- Previous employment with a utility or electrical contractor.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires climbing, balancing, bending, kneeling, stooping, reaching, standing, pushing, pulling, lifting, feeling, grasping and repetitive movements; vocal communication is required to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

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: June 1, 2026



Hydro Operator

Department: *Electric*#-Hydro#
 Non-Exempt

FLSA Status:

General Definition of Work

Performs intermediate skilled trades work operating the hydro plant and related facilities. Work involves shift responsibility for the operation, repair, and maintenance of the hydro plant and related facilities## *and* perform#s related work as apparent or##*other duties as* assigned. #Work is performed under the limited supervision of the Hydro Lead/Relief Operator.##*The Hydro Operator shall report to the Electric Director. *

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

~~#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

- Typically works alone and functions as control room operator, starting and stopping units, coordinating unit discharge rates in accordance with FERC license, monitor##s# and maintain##s# upstream pool elevations, taking and reporting #hourly# readings of various plant equipment and systems.
- Maintain##s# logs, reports, work requests, or other records of work performed in hydroelectric plants including taking readings and record data such as water levels, temperatures, or flow rates.
- Identify##s#*y and*##or# address##ses##*s* malfunctions of hydroelectric plant operational equipment, such as generators, transformers, or turbines.
- Monitor##s# hydroelectric power plant equipment operation and performance, adjusting to performance specifications, as necessary.
- Communicate##s# status of hydroelectric operating equipment to supervisor.
- Start##s#, adjust##s#, or stop##s# generating units, operate##s# valves, gates, or auxiliary equipment in hydroelectric power generating plants.
- Implement##s# load or switc*h*#hing# orders in hydroelectric plants, in accordance with specifications or instructions.
- Inspect##s# water-powered electric generators or auxiliary equipment in hydroelectric plants to verify proper operation or to determine maintenance or repair needs.
- Change##s# oil, hydraulic fluid, or other lubricants to maintain condition of hydroelectric plant equipment.
- Lift##s# and move##s# loads, using cranes, hoists, and rigging, to install or repair hydroelectric system equipment or infrastructure.
- ~~#Maintains Fire suppression system consisting of pumps and motors for both hydro plant and adjacent mill site.##~~

- Clean ~~#s#~~ debris from intake screens utilizing the trash rake and other equipment to provide for the maximum available differential head water to the units.
- Perform ~~#s#~~ facility custodial and grounds maintenance duties including cleaning, trash removal, painting and other tasks as assigned to maintain the general upkeep of the plant facilities.
- Perform ~~#s#~~ pier and field inspections of hydroelectric plant facilities or resources.
- Maintain ~~#s#~~ security of hydro plant and related facilities ~~*and*# ;#~~ responds to alarms and emergency situations.
- Assist ~~#s#~~ in training personnel in procedures, requirements, and equipment.
- Assist ~~#s#~~ other ~~#Brainerd Public Utilities #~~ service crews as needed and in emergencies.
- Perform ~~#s-related tasks#* other duties*~~ as assigned.

Hydro Operator

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of the hydro plant and related facilities including hydraulic and mechanical principles pertinent to hydro plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU's current policies and OSHA safety requirements.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- General knowledge of BPU's communication systems and procedures including emergency action plan requirements.
- Ability to read meters and gauges accurately and to maintain records of operations.
- Ability to write routine reports and correspondence.
- Ability to read and interpret documents such as BPU's safety rules, operating and maintenance instructions, procedure manuals, and policies including high and low flow conditions.
- Ability to listen and speak effectively and 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.
- Possess a Minnesota Special Class Boilers Operating Engineers License or ability to obtain within eighteen (18) months of hire.

The following are desirable qualifications when hiring:

- Graduation from Technical/Community College training program with specialized training in plant operations.
- Experience in the operation, maintenance, repair and service in any plant facility preferably in a hydro plant operation.

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 other 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 arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure 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, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

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: ~~January 1, 2018~~ June 24, 2026*



Hydro Operator

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled trades work operating the hydro plant and related facilities. Work involves shift responsibility for the operation, repair, and maintenance of the hydro plant and related facilities and perform other duties as assigned. The Hydro Operator shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Typically works alone and functions as control room operator, starting and stopping units, coordinating unit discharge rates in accordance with FERC license, monitor and maintain upstream pool elevations, taking and reporting readings of various plant equipment and systems.
- Maintain logs, reports, work requests, or other records of work performed in hydroelectric plants including taking readings and record data such as water levels, temperatures, or flow rates.
- Identify and address malfunctions of hydroelectric plant operational equipment, such as generators, transformers, or turbines.
- Monitor hydroelectric power plant equipment operation and performance, adjusting to performance specifications, as necessary.
- Communicate status of hydroelectric operating equipment to supervisor.
- Start, adjust, or stop generating units, operate valves, gates, or auxiliary equipment in hydroelectric power generating plants.
- Implement load or switch orders in hydroelectric plants, in accordance with specifications or instructions.
- Inspect water-powered electric generators or auxiliary equipment in hydroelectric plants to verify proper operation or to determine maintenance or repair needs.
- Change oil, hydraulic fluid, or other lubricants to maintain condition of hydroelectric plant equipment.
- Lift and move loads, using cranes, hoists, and rigging, to install or repair hydroelectric system equipment or infrastructure.
- Clean debris from intake screens utilizing the trash rake and other equipment to provide for the maximum available differential head water to the units.
- Perform facility custodial and grounds maintenance duties including cleaning, trash removal, painting and other tasks as assigned to maintain the general upkeep of the plant facilities.
- Perform pier and field inspections of hydroelectric plant facilities or resources.
- Maintain security of hydro plant and related facilities and responds to alarms and emergency situations.
- Assist in training personnel in procedures, requirements, and equipment.
- Assist other service crews as needed and in emergencies.
- Perform other duties as assigned.

Hydro Operator

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of the hydro plant and related facilities including hydraulic and mechanical principles pertinent to hydro plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with current policies and 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.
- General knowledge of communication systems and procedures including emergency action plan requirements.
- Ability to read meters and gauges accurately and to maintain records of operations.
- Ability to write routine reports and correspondence.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies including high and low flow conditions.
- Ability to listen and speak effectively and 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.
- Possess a Minnesota Special Class Boilers Operating Engineers License or ability to obtain within eighteen (18) months of hire.

Desirable Qualifications:

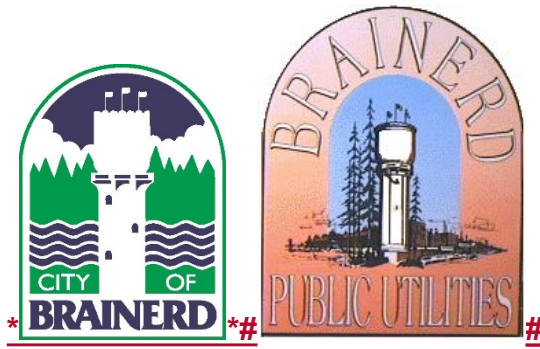
- Graduation from Technical/Community College training program with specialized training in plant operations.
- Experience in the operation, maintenance, repair and service in any plant facility preferably in a hydro plant operation.

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 other 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 arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure 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, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

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: June 24, 2026



Utilities Senior Engineering Tech-/Project ~~Coordinator~~ ~~Manager~~

Department: ~~Electric~~ ~~IT~~ ~~Electric~~
 Non-Exempt

FLSA Status:

General Definition of Work

~~The Utilities Senior Engineering Tech/Project Manager performs complex office and field engineering work such as; represents BPU at construction meetings; perform research, draw plans and prepare maps; operate surveying and automated drafting equipment; prepares and maintains records, files and reports; and related work as apparent or other duties as assigned. Work is performed under the limited supervision of the BPU Information Technology Supervisor. The Utilities Senior Engineering Tech/Project Manager shall report to the Electric Director.~~

Qualification Requirements

~~Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.~~

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

Essential Functions

- ~~Develop, maintain, and update electric, water, wastewater, and streetlight system maps using GIS, CAD, and related software applications.~~
- ~~Maintain outage mapping systems, utility databases, and associated records. Works independently under the general direction of BPU Management Team; Develops, prepares, and updates the electric, water, wastewater, and street light system maps using CAD and/or GIS software; Utilizes the Utility's software to maintain and update the Utility's outage mapping system and related databases.~~
- ~~Review construction and development plans, attend pre-construction meetings, and provide recommendations to ensure compliance with Utility standards.~~
- ~~Communicate Utility requirements and coordinate with engineers, consultants, contractors, developers, property owners, and regulatory agencies.~~
- ~~Provide technical analysis, advanced troubleshooting, and procedural guidance related to utility infrastructure and operations.~~
- ~~Reviews construction plans, attends pre-con meetings and makes recommendations; Communicates Utility requirements to engineers, consultants, contractors, and developers as they relate to installation of utilities; Performs advanced troubleshooting or analysis, and frequently interacts to provide detailed procedural explanations or technical responses.~~

- *Develop, manage, and coordinate utility projects, including scheduling, administrative oversight, and implementation of standards and procedures. *
- ~~#Develops, recommends, and manages projects, strategies, standards, and procedures consistent with organizational priorities. Additional responsibilities include project review and timeline coordination, as well as assisting with the administrative management of Utility projects.#~~
- *Operate surveying equipment, including GPS and total station systems, for utility mapping, data collection, and staking activities. *
- ~~#Operates survey equipment including total station, GPS, etc. to perform tasks including utility infrastructure data and pole line staking.#~~
- *Collect, analyze, and maintain technical data, permits, easements, right-of-way documentation, and project records.
- Manage utility locating and Dig Safe activities for construction and maintenance projects. *
- ~~#Performs office-related functions including preparing correspondence, maps, presentation materials, brochures, field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff and the general public; prepares and maintains records, files and reports as required.#~~
- *Oversee easement acquisition activities, including property owner coordination, documentation, and filing requirements.
- Serve as a liaison between the Utility, contractors, governmental agencies, and the public to provide information and resolve issues.
- Prepare correspondence, reports, presentations, maps, and other documentation while responding to customer and stakeholder inquiries.
- Coordinate projects with internal departments and external agencies to ensure successful project delivery.
- Remain current on applicable regulations, codes, engineering standards, and industry best practices.
- Work flexible hours including overtime when required.
- Perform other duties as assigned.*
- ~~#Uses computer-aided drafting; i.e. Auto-CAD and ESRI equipment and software.~~
- ~~Collects and analyzes technical data for Utility projects; Reviews plans for needed easements, right-of-way and work permits; Submits required installation and work permits to the proper entity i.e. state, county, municipal; Manages dig safe tickets for various utility projects; Reviews private development plans for conformance with Utility standards as well as other regulatory agencies.~~
- ~~Oversees easement acquisition process including contacting property owners, developing payment options, securing easements and filing appropriate documents.~~
- ~~Acts as liaison to contractors and the public to provide information and solve problems; Communicates with property owners about construction projects and keeps them informed of the status of the project, including project explanations, answering questions about schedule and the impact to property; Coordinates projects with other Utility and City departments and other governmental agencies.~~
- ~~Must be willing to work flexible hours including overtime when required.~~
- ~~Keeps informed on all specifications, regulations, codes, construction practices, and general accepted engineering standards.~~
- ~~Perform related task as assigned.#~~

Utilities Senior Engineering Tech/Project Manager

Page 2

Knowledge, Skills and Abilities

- *Strong knowledge of utility operations, engineering principles, construction practices, and infrastructure systems.
- Proficient in technical engineering work, including design, drafting, surveying, inspection, engineering calculations, and applicable state regulations.
- Skilled in Microsoft Office, GIS, CAD, and other related software applications.
- Strong analytical, problem-solving, troubleshooting, and decision-making abilities.
- Excellent organizational skills with the ability to manage multiple priorities effectively.
- Ability to communicate clearly and professionally, both verbally and in writing, with diverse audiences.
- Ability to build and maintain positive working relationships with customers, contractors, engineers, property owners, coworkers, and regulatory agencies.
- Ability to respond to inquiries and resolve issues promptly, professionally, and tactfully.
- Ability to work independently, exercise sound judgment, and demonstrate critical thinking.
- Thorough knowledge of workplace safety practices, OSHA requirements, and hazard recognition.
- Ability to interpret and apply policies, procedures, regulations, technical documents, and safety requirements.
- Ability to enforce policies fairly and consistently while maintaining professionalism.
- Demonstrated leadership skills with the ability to implement change, improve processes, and motivate others.
- Commitment to professionalism, customer service, and the accurate and timely completion of work.*
- ~~• #Knowledge of the Utility industry, engineering principles, and construction activities; Must be detailed and possess strong technical skills.~~
- ~~• Thorough knowledge of BPU's infrastructure systems.~~
- ~~• Applies knowledge of the principles, practices, methods, techniques, State statutes, rules, regulations and directives, tools and equipment used in technical engineering work in office and field, including drafting, cartography, engineering calculations, surveying and inspection work.~~
- ~~• Knowledge of Microsoft Office programs and other computer applications including GIS and CAD; Skill in the use of GPS equipment and robotic total station equipment.~~
- ~~• Ability to work cooperatively and establish good relations with all internal and external customers; Ability to deal effectively and tactfully with property owners, contractors, engineers, and the general public.~~
- ~~• Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers. Responds to inquiries in a prompt and professional manner regarding questions, concerns, and problems that arise.~~
- ~~• Has excellent organizational skills; Ability to solve problems and troubleshoot technical issues; Able to simultaneously manage multiple projects and deadlines and coordinate department-wide projects, delegating when necessary.~~
- ~~• Demonstrates, by example, the highest standards of conduct, performance, integrity and public service; Ability and desire to project a professional image through knowledge of job, positive attitude, and accurate and timely completion of work.~~
- ~~• Makes sound decisions, uses good judgment, and demonstrates critical thinking capabilities.~~
- ~~• Ability to effectively communicate both orally and in written format to communicate ideas, explanations and recommendations clearly using tact, sensitivity and understanding of diverse audiences to build trusting and cooperative relationships.~~
- ~~• Ability to act without supervision and to exercise appropriate independent judgment.~~
- ~~• Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements;~~
- ~~• Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.~~
- ~~• Ability to enforce policies and regulations firmly, tactfully, and impartially.~~
- ~~• Able to initiate change and to implement new processes with the ability to motivate and provide leadership in area of expertise. #~~

Education, Experience and Special Requirements

- High school diploma or GED.

- Associates/Technical degree with coursework in civil engineering, engineering technology, or related field and four years' experience performing surveying and/or engineering technician duties, or equivalent combination of education and experience as determined by # BPU Superintendent#*the Electric Director.*
- Possession of a valid MN driver's license prior to employment.
- Computer skills utilizing Microsoft Office suite of programs and GIS software *and*#; P# *p*roficient in AutoCAD computer aided design software.

- *Desired Qualifications:*
- Utility experience is desired.

Physical Requirements

This work requires the frequently exertion of up to 25 pounds of force and the occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires standing, walking, sitting, speaking or hearing and reaching with hands and arms and occasionally requires stooping, kneeling, crouching or crawling, tasting or smelling, 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 of measuring devices, assembly or fabrication of equipment within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: ~~#January 23, 2019#~~ June 24, 2026*



Utilities Senior Engineering Tech/Project Manager

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

The Utilities Senior Engineering Tech/Project Manager performs complex office and field engineering work such as performing research, drawing plans and preparing maps, operating surveys and automated drafting equipment, and other duties as assigned. The Utilities Senior Engineering Tech/Project Manager shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Develop, maintain, and update electric, water, wastewater, and streetlight system maps using GIS, CAD, and related software applications.
- Maintain outage mapping systems, utility databases, and associated records.
- Review construction and development plans, attend pre-construction meetings, and provide recommendations to ensure compliance with Utility standards.
- Communicate Utility requirements and coordinate with engineers, consultants, contractors, developers, property owners, and regulatory agencies.
- Provide technical analysis, advanced troubleshooting, and procedural guidance related to utility infrastructure and operations.
- Develop, manage, and coordinate utility projects, including scheduling, administrative oversight, and implementation of standards and procedures.
- Operate surveying equipment, including GPS and total station systems, for utility mapping, data collection, and staking activities.
- Collect, analyze, and maintain technical data, permits, easements, right-of-way documentation, and project records.
- Manage utility locating and Dig Safe activities for construction and maintenance projects.
- Oversee easement acquisition activities, including property owner coordination, documentation, and filing requirements.
- Serve as a liaison between the Utility, contractors, governmental agencies, and the public to provide information and resolve issues.
- Prepare correspondence, reports, presentations, maps, and other documentation while responding to customer and stakeholder inquiries.
- Coordinate projects with internal departments and external agencies to ensure successful project delivery.
- Remain current on applicable regulations, codes, engineering standards, and industry best practices.
- Work flexible hours including overtime when required.
- Perform other duties as assigned.

Utilities Senior Engineering Tech/Project Manager

Page 2

Knowledge, Skills and Abilities

- Strong knowledge of utility operations, engineering principles, construction practices, and infrastructure systems.
- Proficient in technical engineering work, including design, drafting, surveying, inspection, engineering calculations, and applicable state regulations.
- Skilled in Microsoft Office, GIS, CAD, and other related software applications.
- Strong analytical, problem-solving, troubleshooting, and decision-making abilities.
- Excellent organizational skills with the ability to manage multiple priorities effectively.
- Ability to communicate clearly and professionally, both verbally and in writing, with diverse audiences.
- Ability to build and maintain positive working relationships with customers, contractors, engineers, property owners, coworkers, and regulatory agencies.
- Ability to respond to inquiries and resolve issues promptly, professionally, and tactfully.
- Ability to work independently, exercise sound judgment, and demonstrate critical thinking.
- Thorough knowledge of workplace safety practices, OSHA requirements, and hazard recognition.
- Ability to interpret and apply policies, procedures, regulations, technical documents, and safety requirements.
- Ability to enforce policies fairly and consistently while maintaining professionalism.
- Demonstrated leadership skills with the ability to implement change, improve processes, and motivate others.
- Commitment to professionalism, customer service, and the accurate and timely completion of work.

Education, Experience and Special Requirements

- High school diploma or GED.
- Associates/Technical degree with coursework in civil engineering, engineering technology, or related field and four years' experience performing surveying and/or engineering technician duties, or equivalent combination of education and experience as determined by the Electric Director.
- Possession of a valid MN driver's license prior to employment.
- Computer skills utilizing Microsoft Office suite of programs and GIS software and proficient in AutoCAD computer aided design software.

Desired Qualifications:

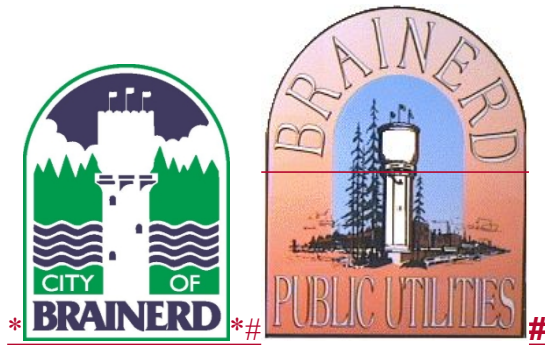
- Utility experience is desired.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and the occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires standing, walking, sitting, speaking or hearing and reaching with hands and arms and occasionally requires stooping, kneeling, crouching or crawling, tasting or smelling, 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 of measuring devices, assembly or fabrication of equipment within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: June 24, 2026



Meter Tech/Locator

Department: ~~Electric~~

FLSA Status: Non-Exempt

General Definition of Work

Perform ~~difficult technical skilled work testing, repairing and calibrating meters, installing and removing meters, and reading meters, using electronic locators, to perform BPU underground infrastructure locates and related work as apparent or completes other duties as assigned. Work is performed under the limited supervision of the Operations Manager. The Meter Tech/Locator shall report to the Electric Director.~~

Qualification Requirements

~~Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.~~

~~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

- Test, repair, rebuild, and calibrate utility meters within acceptable standards.
- Install and remove utility meters including RF deployment.
- Perform disconnects of delinquent accounts.
- Install and wire 3 phase meter cabinets and primary and secondary CT cabinets.
- Check in new meters and enter meter information into computer system.
- Read utility meters and check to see that meters are correctly installed, not tampered with and functioning properly.
- Conduct meter re-reads as required and investigate theft of service.
- Keep accurate inventory of meters, parts, and associated measuring equipment and maintain records of work performed.
- Answer inquiries relating to BPU metering system and applicable codes and regulations in a professional manner.
- Maintain meter department equipment and tools.
- Locate existing BPU underground infrastructure including electric, fiber and water utilities.
- Work with the general public, private contractors, developers, public service companies and other utility companies.
- Assist in the preparation of mapping underground utilities.
- Read and interpret maps, plans and specifications of underground electric, water distribution mains, fiber network and water service connections.

- Participation in the on-call rotation is required* and*#;# *r*#R#espond*ing*#s# to trouble and emergency calls *to*#and# perform#s# necessary maintenance.
- Willingness to accept call out/call back for outages and emergency repairs is essential. -Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assist#s# other #Brainerd Public Utilities #service crews as needed and in emergencies.
- Perform#s related tasks#*other duties* as assigned.

Meter Tech/Locator ~~#Job Description#~~

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of, and the ability to use, electronic locators and other equipment used in connection with underground locating.
- Thorough knowledge of the street system and physical layout of the ~~#BPU's#~~ electric and water distribution systems.
- General knowledge of the technique~~#s#~~, material~~#s#~~, equipment and tools used in the meter system ~~*as well as*#;#~~ skilled in the use of measuring devices.
- General understanding of metering theory, electrical distribution system, NESC, NEC, and ~~#BPU#~~ rules and regulations.
- General knowledge of electrical theory including electronics.
- Ability to diagnose malfunctions in equipment and take proper corrective measures ~~* and*#; R#*1*~~ responsible for making routine checks of equipment to assure their proper operation.
- Thorough knowledge of the hazards connected with the electric system and the necessary safety precautions to comply with ~~*current policies*#BPU#~~ and OSHA safety requirements.
- Ability to read and interpret plans and documents such as ~~#BPU#~~ safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to plan, organize and complete work assignments as required.
- Ability to listen and speak effectively and follow oral and written instructions including sketches and diagrams.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to keep records and prepare reports as required by ~~#BPU and #~~ regulations.
- Working knowledge of personal computers and related software.
- Ability to work under adverse weather conditions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED);
- A minimum of one (1) year utility locating or utility meter repair experience.
- Possess and maintain a MN Class D driver's license;

~~*D*#The following are d#~~ desirable ~~*Q*#q#~~ qualifications:

- Graduation from Technical/Community College training program with specialized training in the electronic/computer technology trade or closely related field.
- Additional training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. heavy traffic, large earth-moving 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: ~~*June 24, 2026*#~~ ~~May 28, 2025#~~



Meter Tech/Locator

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Perform difficult technical skilled work testing, repairing and calibrating meters, installing and removing meters, reading meters, using electronic locators, underground infrastructure locates and completes other duties as assigned. The Meter Tech/Locator shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Test, repair, rebuild, and calibrate utility meters within acceptable standards.
- Install and remove utility meters.
- Perform disconnects of delinquent accounts.
- Install and wire 3 phase meter cabinets and primary and secondary CT cabinets.
- Check in new meters and enter meter information into computer system.
- Read utility meters and check to see that meters are correctly installed, not tampered with and functioning properly.
- Conduct meter re-reads as required and investigate theft of service.
- Keep accurate inventory of meters, parts, and associated measuring equipment and prepare and maintain records of work performed.
- Answer inquiries relating to metering system and applicable codes and regulations in a professional manner.
- Maintain meter equipment and tools.
- Locate existing underground infrastructure including electric, fiber and water utilities.
- Work with the general public, private contractors, developers, public service companies and other utility companies.
- Assist in the preparation of mapping underground utilities.
- Read and interpret maps, plans and specifications of underground electric, water distribution mains, fiber network and water service connections.
- Participation in the on-call rotation is required and responding to trouble and emergency calls to perform necessary maintenance.
- Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assist other service crews as needed and in emergencies.
- Perform other duties as assigned.

Meter Tech/Locator

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of, and the ability to use, electronic locators and other equipment used in connection with underground locating.
- Thorough knowledge of the street system and physical layout of the electric and water distribution systems.
- General knowledge of the technique, material, equipment and tools used in the meter system as well as skilled in the use of measuring devices.
- General understanding of metering theory, electrical distribution system, NESC, NEC, and rules and regulations.
- General knowledge of electrical theory including electronics.
- Ability to diagnose malfunctions in equipment and take proper corrective measures and responsible for making routine checks of equipment to assure their proper operation.
- Thorough knowledge of the hazards connected with the electric system and the necessary safety precautions to comply with current policies and OSHA safety requirements.
- Ability to read and interpret plans and documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to plan, organize and complete work assignments as required.
- Ability to listen and speak effectively and follow oral and written instructions including sketches and diagrams.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to keep records and prepare reports as required by regulations.
- Working knowledge of personal computers and related software.
- Ability to work under adverse weather conditions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED);
- A minimum of one (1) year utility locating or utility meter repair experience.
- Possess and maintain a MN Class D driver's license;

Desirable Qualifications:

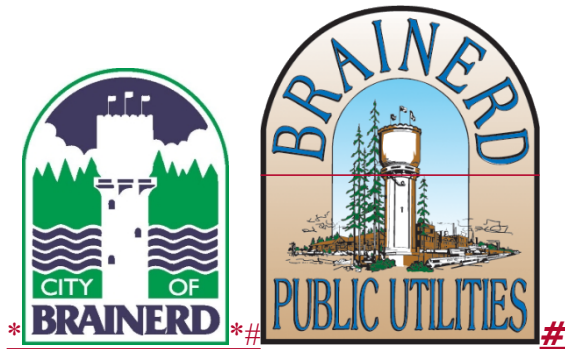
- Graduation from Technical/Community College training program with specialized training in the electronic/computer technology trade or closely related field.
- Additional training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. heavy traffic, large earth-moving 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: June 24, 2026



Meter Serviceworker

Department: ~~# Public Utilities~~ ~~# Electric~~
 Non-Exempt

FLSA Status:

General Definition of Work

Perform ~~##~~ advanced technical work in providing a variety of utility technical services including but not limited to utility meter services, advanced metering infrastructure (AMI) system, energy management systems, supervisory control and data acquisition (SCADA) system, process control and instrumentation systems, and protective device coordination and ~~#related work as apparent or ## other duties as~~ assigned. ~~*The Meter Serviceworker shall report to the Electric Director.* # Work is performed under the limited supervision of the Operations Manager. #~~

Qualification Requirements

~~**Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.**~~
~~*#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

- In conjunction with other ~~#utility #~~ departments, plans, schedules and participates in the installation, reading, repairing, replacement and testing of utility meters.
- Perform ~~##~~ a variety of installation, monitoring and investigative duties on a wide range of utility electronic equipment and systems.
- Read ~~##~~ and interpret ~~##~~ substation primary metering devices such as voltage recorders, voltmeters, ammeters, KVA, KVAR and power factor meters to verify correct operation of substation systems ~~* and* .- #R#*r~~ report ~~##~~ abnormal conditions to the ~~*Electric Director*#Operations Manager.#~~
- Investigate ~~##~~ customer complaints of high utility bills ~~*,*# ;#~~ check ~~##~~ for misreading of meter or leakage ~~*, and*#;#~~ tests meter upon customer's request.
- Investigate ~~##~~ customer complaints of power quality using specialized test equipment such as power factor meter, single and three-phase power analyzer and various recording devices.
- Checks in new meters ~~##;#* and* enter## and update##~~ meter information into computer system.
- Keep accurate inventory of meters, parts, and associated measuring equipment ~~*and*#; P# *p*repare## and maintain##~~ records of work performed.
- Test ~~##~~, repair ~~##~~, rebuild ~~##~~, and calibrate ~~##~~ utility meters within acceptable standards.
- Install ~~##~~ and maintain ~~##~~ metering transformers for high volume customers.
- Install ~~##~~ and remove ~~##~~ utility meters and related components ~~*and* #; #perform##~~ duties association with disconnects/reconnects of delinquent accounts.
- Monthly read, download and printout metering informational reports for all large power accounts and substations.
- Read ~~##~~ utility meters ~~*and*#;# check##~~ to see that meters are correctly installed, not tampered with and functioning properly.
- Conduct ~~##~~ meter re-reads as required ~~##;#* and* investigate##~~ theft of service.

- Answer## inquiries relating to #BPU# metering system and applicable codes and regulations in a professional manner.
- Maintain## meter department equipment and tools.
- Operate, maintain, repair & upgrade the process controls for the Water and Wastewater Treatment plants and facilities.
- Assist## in training personnel in meter #department# procedures, requirements, and equipment.
- Work## with customers, the general public, private contractors, developers, public service companies and other utility companies.
- Serve## as backup for locating existing #BPU# underground infrastructure including electric, fiber and water utilities.
- *Participation in the on-call rotation is required and responding to trouble and emergency calls and performs necessary maintenance.
- Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.*

Meter Serviceworker

Page 2

Essential Functions (Cont.)

- ~~• #Participation in the on-call rotation is required; Responds to trouble and emergency calls and performs necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.~~
- ~~• Attendance at continuing education events applicable to the position is strongly encouraged.#~~
- Assist##s# other #Brainerd Public Utilities #service crews as needed and in emergencies.
- Perform#s related tasks#*other duties* as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials, equipment, tools and software used in the meter system *and*## skilled in the use of measuring devices.
- Thorough understanding of metering theory, electrical distribution system, NESC, NEC, and #BPU# rules and regulations.
- Thorough knowledge of electrical theory including electronics.
- Ability to use software for electric relays and recorders to diagnose malfunctions in #BPU's# electric system and to make proper corrective measures.
- ~~• #; Responsible for making routine checks of equipment to assure their proper operation.-#~~
- Thorough knowledge of the hazards connected with the electric system and the necessary safety precautions to comply with *current policies*# BPU #and OSHA safety requirements*.*#;#
- Thorough knowledge of the street system and physical layout of the #BPU's# electric and water distribution systems*.*#;#
- General knowledge of, and the ability to use, electronic locators and other equipment used in connection with underground locating.
- Ability to read and interpret plans and documents such as# BPU #safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to plan, organize and complete work assignments as required.
- Ability to listen and speak effectively and follow oral and written instructions including sketches and diagrams.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to keep records and prepare reports as required by #BPU and #regulations.
- Working knowledge of personal computers and related #BPU #software including AMI software (Command Center), programming of process controls and soft starts.
- Knowledge of modern developments, current literature, and sources of information as required for position.
- Ability to work under adverse weather conditions.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Possess and maintain a MN Class D driver's license;
- Graduation from Technical/Community College training program with specialized training in the electronic/computer technology trade or closely related field.
- A minimum of two (2) years of electric metering experience that includes installation, maintenance, retrofitting, programming, and repair of revenue meters. -Additional experience may be substituted for education requirement.
- *Desired Qualifications:*
- Two-year degree or higher in electronic/computer technology trade is highly desirable.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions

and occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. heavy traffic, large earth-moving 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: ~~#April 16, 2025#~~ *June 4, 2026*



Meter Serviceworker

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Perform advanced technical work in providing a variety of utility technical services including but not limited to utility meter services, advanced metering infrastructure (AMI) system, energy management systems, supervisory control and data acquisition (SCADA) system, process control and instrumentation systems, and protective device coordination and other duties as assigned. The Meter Serviceworker shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- In conjunction with other departments, plans, schedules and participates in the installation, reading, repairing, replacement and testing of utility meters.
- Perform a variety of installation, monitoring and investigative duties on a wide range of utility electronic equipment and systems.
- Read and interpret substation primary metering devices such as voltage recorders, voltmeters, ammeters, KVA, KVAR and power factor meters to verify correct operation of substation systems and report abnormal conditions to the Electric Director.
- Investigate customer complaints of high utility bills, check for misreading of meter or leakage, and tests meter upon customer's request.
- Investigate customer complaints of power quality using specialized test equipment such as power factor meter, single and three-phase power analyzer and various recording devices.
- Checks in new meters and enter and update meter information into computer system.
- Keep accurate inventory of meters, parts, and associated measuring equipment and prepare and maintain records of work performed.
- Test, repair, rebuild, and calibrate utility meters within acceptable standards.
- Install and maintain metering transformers for high volume customers.
- Install and remove utility meters and related components and perform duties association with disconnects/reconnects of delinquent accounts.
- Monthly read, download and printout metering informational reports for all large power accounts and substations.
- Read utility meters and check to see that meters are correctly installed, not tampered with and functioning properly.
- Conduct meter re-reads as required and investigate theft of service.
- Answer inquiries relating to metering system and applicable codes and regulations in a professional manner.
- Maintain meter department equipment and tools.
- Operate, maintain, repair & upgrade the process controls for the Water and Wastewater Treatment plants and facilities.
- Assist in training personnel in meter procedures, requirements, and equipment.
- Work with customers, the general public, private contractors, developers, public service companies and other utility companies.
- Serve as backup for locating existing underground infrastructure including electric, fiber and water utilities.
- Participation in the on-call rotation is required and responding to trouble and emergency calls and performs necessary maintenance.
- Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.

Meter Serviceworker

Page 2

Essential Functions (Cont.)

- Assist other service crews as needed and in emergencies.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials, equipment, tools and software used in the meter system and skilled in the use of measuring devices.
- Thorough understanding of metering theory, electrical distribution system, NESC, NEC, and rules and regulations.
- Thorough knowledge of electrical theory including electronics.
- Ability to use software for electric relays and recorders to diagnose malfunctions in electric system and to make proper corrective measures.
- Thorough knowledge of the hazards connected with the electric system and the necessary safety precautions to comply with current policies and OSHA safety requirements.
- Thorough knowledge of the street system and physical layout of the electric and water distribution systems.
- General knowledge of, and the ability to use, electronic locators and other equipment used in connection with underground locating.
- Ability to read and interpret plans and documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to plan, organize and complete work assignments as required.
- Ability to listen and speak effectively and follow oral and written instructions including sketches and diagrams.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to keep records and prepare reports as required by regulations.
- Working knowledge of personal computers and related software including AMI software (Command Center), programming of process controls and soft starts.
- Knowledge of modern developments, current literature, and sources of information as required for position.
- Ability to work under adverse weather conditions.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Possess and maintain a MN Class D driver's license;
- Graduation from Technical/Community College training program with specialized training in the electronic/computer technology trade or closely related field.
- A minimum of two (2) years of electric metering experience that includes installation, maintenance, retrofitting, programming, and repair of revenue meters. Additional experience may be substituted for education requirement.

Desired Qualifications:

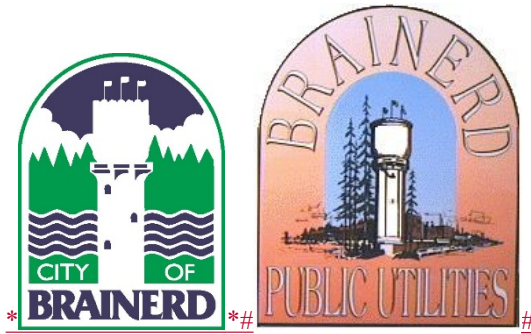
- Two-year degree or higher in electronic/computer technology trade is highly desirable.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. heavy traffic, large earth-moving 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: June 4, 2026



Maintenance Electrician

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Perform skilled work in the construction, operation, maintenance and repair of the Utility's electrical and metering systems and equipment; ~~perform related work as apparent or other duties as~~ assigned. ~~Work is performed under the supervision of an Electric Supervisor~~ The Maintenance Electrician shall report to the Electric Director.

Qualification Requirement

*Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.**

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

- Inspect, maintain, dismantle, repair, test, alter, install and reassemble such electrical and electronic equipment as motors, generators and related auxiliary equipment, circuit breakers, control equipment, relays, signals, power and light circuits, programmable logic controllers and other digital control systems, SCADA, transformers, revenue meters, and other power equipment.
- Test and repair problems on high and low voltage electrical and electronic circuits and systems including substation and recloser inspections.
- Assist in the planning and layout of jobs including parts and equipment identification and ordering needed to complete the job.
- Prepare work permits and administer the Lock Out/Tag Out program, or similar systems, as it applies to the equipment under the control of the Maintenance Electrician.
- Operate bridge cranes, forklifts, scissor lifts, and other mobile equipment as required.
- Clean electrical equipment, electrical equipment areas, and shop areas, as required.
- Maintain generators and related auxiliaries; inspect and lubricate motors and controllers, conducts monthly generator inspections and testing.
- Preventative maintenance activities and equipment performance analysis using diagnostic technologies and portable test equipment.
- Participation in the on-call rotation is required as well as; Respond to trouble and emergency calls to and perform necessary maintenance.
- Willingness to accept call out/call back for outages and emergency repairs is essential.
- ~~Call out/call back can be declined for good cause only.~~
- Read, interpret, modify, and implement technical information found in manufacturer's technical manuals, electrical drawings and blueprints, and operating and maintenance procedures.
- Participate in ongoing training to maintain and enhance skills required to perform all Maintenance Electrician duties and assist in the training of others.
- Establish/review metering and metering related equipment inventory and assist in ordering all meters and supplies.

- Determine type and size of meters and associated equipment for service installations.
- Assist#s# with distribution load studies and power factor studies.
- Assist#s# customers with voltage/high bill complaints *and* #; ~~May #~~ assist electricians in special problems on customer premises.
- Prepare#s# required records of installation, repair and maintenance of facilities *and*#; ~~G#*g*~~ generate#s# reports as needed.
- Perform#s# electrical construction and alteration of Utility electrical equipment and systems.
- Ability to interface with the public in a professional manner and to effectively communicate orally and in writing.
- Must be willing to accept overtime assignments.
- Utilize#s# appropriate leadership and human relationship skills in working with other employees and the public.
- Assist#s# with locating and fault finding.
- Perform#s# other duties ~~#when#*-as*~~ assigned ~~#or when necessary#~~.

Maintenance Electrician

Page 2

Knowledge, Skills and Abilities

- Must have substantial knowledge and aptitude in instrument control, maintenance, instrument transformer connections, testing, troubleshooting and addressing problems associated with the electrical system.
- Thorough knowledge of electric utility safety practices and specialized use of tools and meter test equipment.
- Thorough knowledge of all types of electrical construction materials and methods.
- Considerable knowledge of modern developments, current literature, and sources of information in the field of electrical construction and maintenance.
- Thorough understanding of metering theory, electrical distribution practices,
- Good working knowledge of personal computers including AMI software (Command Center) and building temperature control software/system.
- Ability to inspect and analyze malfunctions in electrical and mechanical equipment;
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with #BPU#, *current policies*, NESC, NEC, and OSHA safety requirements.
- Ability to read and interpret documents such as #BPU#-safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively *and*#/#-follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrate#s# the ability to ad#ea#pt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintain#s# skills and knowledge in the proper and safe techniques for performing job functions.

Education, #and# Experience *and Special Requirements*

#Minimum Requirements:#

- High School Diploma or general education degree (GED);
- Possess and maintain a MN Class D driver's license;
- Licensed as a Class "A" Journeyman electrician# to bid on this position.#
- Must hold and maintain a valid Class "A" Master Electrician's license within 18 months of hire to remain in this classification.

Desired Qualifications:

#Preferred:#

1. Graduation from Technical/Community College training program with specialized training in the electrical trades.
2. Considerable experience involving a wide variety of residential, commercial, and industrial electric operations.
3. Training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This is heavy work requiring the exertion of up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: ~~# January 1, 2018~~ *June 24, 2026*



Maintenance Electrician

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Perform skilled work in the construction, operation, maintenance and repair of the electrical and metering systems and perform other duties as assigned. The Maintenance Electrician shall report to the Electric Director.

Qualification Requirement

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Inspect, maintain, dismantle, repair, test, alter, install and reassemble such electrical and electronic equipment as motors, generators and related auxiliary equipment, circuit breakers, control equipment, relays, signals, power and light circuits, programmable logic controllers and other digital control systems, SCADA, transformers, revenue meters, and other power equipment.
- Test and repair problems on high and low voltage electrical and electronic circuits and systems including substation and recloser inspections.
- Assist in the planning and layout of jobs including parts and equipment identification and ordering needed to complete the job.
- Prepare work permits and administer the Lock Out/Tag Out program, or similar systems, as it applies to the equipment under the control of the Maintenance Electrician.
- Operate bridge cranes, forklifts, scissor lifts, and other mobile equipment as required.
- Clean electrical equipment, electrical equipment areas, and shop areas, as required.
- Maintain generators and related auxiliaries, inspect and lubricate motors and controllers, and conducts monthly generator inspections and testing.
- Preventative maintenance activities and equipment performance analysis using diagnostic technologies and portable test equipment.
- Participation in the on-call rotation is required as well as responding to trouble and emergency calls to perform necessary maintenance.
- Willingness to accept call out/call back for outages and emergency repairs is essential.
- Call out/call back can be declined for good cause only.
- Read, interpret, modify, and implement technical information found in manufacturer's technical manuals, electrical drawings and blueprints, and operating and maintenance procedures.
- Participate in ongoing training to maintain and enhance skills required to perform all Maintenance Electrician duties and assist in the training of others.
- Establish/review metering and metering related equipment inventory and assist in ordering all meters and supplies.
- Determine type and size of meters and associated equipment for service installations.
- Assist with distribution load studies and power factor studies.
- Assist customers with voltage/high bill complaints and assist electricians in special problems on customer premises.
- Prepare required records of installation, repair and maintenance of facilities and generate reports as needed.
- Perform electrical construction and alteration of Utility electrical equipment and systems.
- Ability to interface with the public in a professional manner and to effectively communicate orally and in writing.
- Must be willing to accept overtime assignments.
- Utilize appropriate leadership and human relationship skills in working with other employees and the public.
- Assist with locating and fault finding.
- Perform other duties as assigned.

Maintenance Electrician

Page 2

Knowledge, Skills and Abilities

- Must have substantial knowledge and aptitude in instrument control, maintenance, instrument transformer connections, testing, troubleshooting and addressing problems associated with the electrical system.
- Thorough knowledge of electric utility safety practices and specialized use of tools and meter test equipment.
- Thorough knowledge of all types of electrical construction materials and methods.
- Considerable knowledge of modern developments, current literature, and sources of information in the field of electrical construction and maintenance.
- Thorough understanding of metering theory, electrical distribution practices,
- Good working knowledge of personal computers including AMI software (Command Center) and building temperature control software/system.
- Ability to inspect and analyze malfunctions in electrical and mechanical equipment;
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with current policies, NESC, NEC, and OSHA safety requirements.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrate the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintain skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Possess and maintain a MN Class D driver's license;
- Licensed as a Class "A" Journeyman electrician.
- Must hold and maintain a valid Class "A" Master Electrician's license within 18 months of hire to remain in this classification.

Desired Qualifications:

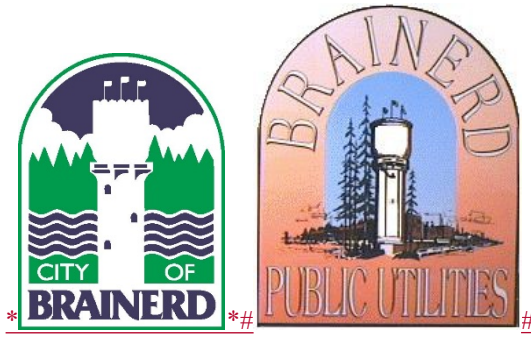
- Graduation from Technical/Community College training program with specialized training in the electrical trades.
- Considerable experience involving a wide variety of residential, commercial, and industrial electric operations.
- Training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This is heavy work requiring the exertion of up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: June 24, 2026



J#OURNEYMAN ELECTRICIAN#*ourneyman Electrician*

D*epartment*#ivision#:- Electric
Exempt

_____FLSA Status: Non-

General Definition of Work

Performs skilled work in the construction, operation, maintenance and repair of the #Utility's# electrical and metering systems # and equipment;#* and* perform#s related work as apparent or#*other duties as* assigned. #W#*The Journeyman Electrician shall report to the Electric Director.*# ork is performed under the general supervision of the Operations Manager.#

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

#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

- Inspect, maintain, dismantle, repair, test, alter, install and reassemble such electrical and electronic equipment as motors, generators and related auxiliary equipment, circuit breakers, control equipment, relays, signals, power and light circuits, programmable logic controllers and other digital control systems, SCADA, transformers, revenue meters, and other power equipment.
- Test and repair problems on high and low voltage electrical and electronic circuits and systems including substation and recloser inspections.
- Assist in the planning and layout of jobs including parts and equipment identification and ordering needed to complete the job.
- Prepare work permits and administer the Lock Out/Tag Out program, or similar systems, as it applies to the equipment under the control of the# Maintenance #*Journeyman* Electrician.
- Operate bridge cranes, forklifts, scissor lifts, and other mobile equipment as required.
- Clean electrical equipment, electrical equipment areas, and shop areas, as required.
- Maintain generators,#and# related auxiliaries* ,*# ;#-inspect and lubricate motors and controllers *and*#;# conducts monthly generator inspections and testing.
- Preventative maintenance activities and equipment performance analysis using diagnostic technologies and portable test equipment.
- Participation in the on-call rotation is required *as well as*#; R#*r*espond#s#*ing* to trouble and emergency calls *to*#and# perform#s# necessary maintenance.
- Willingness to accept call out/call back for outages and emergency repairs is essential.
- Call out/call back can be declined for good cause only.
- Read, interpret, modify, and implement technical information found in manufacturer's technical manuals, electrical drawings and blueprints, and operating and maintenance procedures.
- Participate in ongoing training to maintain and enhance skills required to perform all #Maintenance- Electrician#*Journeyman Electrician* duties and assist in the training of others.

- Establish/review metering and metering related equipment inventory *and*#;# assist#s# in ordering all meters and supplies.
- Determine type and size of meters and associated equipment for service installations.
- Assist#s# with distribution load studies and power factor studies.
- Assist#s# customers with voltage/high bill complaints *and *#; May# assist electricians in special problems on customer premises.
- Prepare#s# required records of installation, repair and maintenance of facilities, * and*#; G#*g*enerat#s# reports as needed.
- Perform#s# electrical construction and alteration of Utility electrical equipment and systems.
- Ability to interface with the public in a professional manner and to effectively communicate orally and in writing.
- Must be willing to accept overtime assignments.
- Utilize#s# appropriate leadership and human relationship skills in working with other employees and the public.
- Assist#s# with locating and fault finding.
- Perform#s# other duties #when assigned or when necessary#*as assigned*.

***Journeyman*#Maintenance# Electrician**

Page 2

Knowledge, Skills and Abilities

- Must have substantial knowledge and aptitude in instrument control, maintenance, instrument transformer connections, testing, troubleshooting and addressing problems associated with the electrical system.
- Thorough knowledge of electric utility safety practices and specialized use of tools and meter test equipment.
- Thorough knowledge of all types of electrical construction materials and methods.
- Considerable knowledge of modern developments, current literature, and sources of information in the field of electrical construction and maintenance.
- Thorough understanding of metering theory, electrical distribution practices.
- Good working knowledge of personal computers including AMI software (Command Center) and building temperature control software/system.
- Ability to inspect and analyze malfunctions in electrical and mechanical equipment.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with #BPU#*current policies*, NESC, NEC, and OSHA safety requirements.
- Ability to read and interpret documents such as #BPU#-safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively *and*; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrate#s# the ability to ad*a*#e#pt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintain#s# skills and knowledge in the proper and safe techniques for performing job functions.

Education and Experience *and Special Requirements*

#Minimum Requirements:#

1. High School Diploma or general education degree (GED);
2. Possess and maintain a MN Class D driver's license;
3. Licensed as a Class "A" Journeyman electrician#to bid on this position.#

#Preferred:#*Desired Qualifications:*

1. Graduation from Technical/Community College training program with specialized training in the electrical trades.
2. Considerable experience involving a wide variety of residential, commercial, and industrial electric operations.
3. Training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This is heavy work requiring the exertion of up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: ~~# July 21~~*~~June 24~~*#, ~~2023~~*#, 2026*



Journeyman Electrician

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Perform skilled work in the construction, operation, maintenance and repair of the electrical and metering systems and perform other duties as assigned. The Journeyman Electrician shall report to the Electric Director.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Inspect, maintain, dismantle, repair, test, alter, install and reassemble such electrical and electronic equipment as motors, generators and related auxiliary equipment, circuit breakers, control equipment, relays, signals, power and light circuits, programmable logic controllers and other digital control systems, SCADA, transformers, revenue meters, and other power equipment.
- Test and repair problems on high and low voltage electrical and electronic circuits and systems including substation and recloser inspections.
- Assist in the planning and layout of jobs including parts and equipment identification and ordering needed to complete the job.
- Prepare work permits and administer the Lock Out/Tag Out program, or similar systems, as it applies to the equipment under the control of the Journeyman Electrician.
- Operate bridge cranes, forklifts, scissor lifts, and other mobile equipment as required.
- Clean electrical equipment, electrical equipment areas, and shop areas, as required.
- Maintain generators, related auxiliaries, inspect and lubricate motors and controllers and conducts monthly generator inspections and testing.
- Preventative maintenance activities and equipment performance analysis using diagnostic technologies and portable test equipment.
- Participation in the on-call rotation is required as well as responding to trouble and emergency calls to perform necessary maintenance.
- Willingness to accept call out/call back for outages and emergency repairs is essential.
- Call out/call back can be declined for good cause only.
- Read, interpret, modify, and implement technical information found in manufacturer's technical manuals, electrical drawings and blueprints, and operating and maintenance procedures.
- Participate in ongoing training to maintain and enhance skills required to perform all Journeyman Electrician duties and assist in the training of others.
- Establish/review metering and metering related equipment inventory and assist in ordering all meters and supplies.
- Determine type and size of meters and associated equipment for service installations.
- Assist with distribution load studies and power factor studies.
- Assist customers with voltage/high bill complaints and assist electricians in special problems on customer premises.
- Prepare required records of installation, repair and maintenance of facilities, and generate reports as needed.
- Perform electrical construction and alteration of Utility electrical equipment and systems.
- Ability to interface with the public in a professional manner and to effectively communicate orally and in writing.
- Must be willing to accept overtime assignments.
- Utilize appropriate leadership and human relationship skills in working with other employees and the public.
- Assist with locating and fault finding.
- Perform other duties as assigned.

Journeyman Electrician

Page 2

Knowledge, Skills and Abilities

- Must have substantial knowledge and aptitude in instrument control, maintenance, instrument transformer connections, testing, troubleshooting and addressing problems associated with the electrical system.
- Thorough knowledge of electric utility safety practices and specialized use of tools and meter test equipment.
- Thorough knowledge of all types of electrical construction materials and methods.
- Considerable knowledge of modern developments, current literature, and sources of information in the field of electrical construction and maintenance.
- Thorough understanding of metering theory, electrical distribution practices.
- Good working knowledge of personal computers including AMI software (Command Center) and building temperature control software/system.
- Ability to inspect and analyze malfunctions in electrical and mechanical equipment.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with current policies, NESC, NEC, and OSHA safety requirements.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrate the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintain skills and knowledge in the proper and safe techniques for performing job functions.

Education and Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Possess and maintain a MN Class D driver's license;
- Licensed as a Class "A" Journeyman electrician.

Desired Qualifications:

- Graduation from Technical/Community College training program with specialized training in the electrical trades.
- Considerable experience involving a wide variety of residential, commercial, and industrial electric operations.
- Training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This is heavy work requiring the exertion of up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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: June 24, 2026



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Resolution - One Time Election to Contribute to PERA Defined Contribution Plan for Public Utilities Commissioner

AGENDA: Consent

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN): N/A - Consent Calendar

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Adopt resolution providing for PERA defined contribution plan for Public Utilities Commissioner Dolly Wussow.

FINANCIAL IMPACT

RESOLUTION

xx:26

**A RESOLUTION TO ENROLL PUBLIC OFFICIALS IN THE DEFINED CONTRIBUTION PLAN
DURING THE ONE-TIME OPEN ELECTION PERIOD**

WHEREAS, Dolly Wussow is the Brainerd Public Utilities Commissioner of City of Brainerd, having taken office on January 21, 2025 ; and

WHEREAS, acting under Minnesota 2024 Session Law Chapter 102—H. F. No. 5040, article 4, sec. 17, subd. 2, Dolly Wussow has chosen to participate in the Defined Contribution Plan (DCP) of the Public Employees Retirement Association (PERA); and

WHEREAS, in making this election, Dolly Wussow understands that participation in the DCP is permanent for all current and future DCP-eligible service with City of Brainerd.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brainerd, Minnesota, as follows:

- 1) The City of Brainerd hereby approves Dolly Wussow to be enrolled in the Defined Contribution Plan of the Public Employees Retirement Association of Minnesota; and
- 2) The Brainerd Public Utilities Commissioner for the City of Brainerd is hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Adopted this 6th day of July 2026

Mike O'Day
President of the Council

Approved this 7th day of July 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Memorandum Of Agreement - Outdoor Warning Siren Annual Maintenance

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE

Authorize the appropriate signature on a MOA between Crow Wing County and the City of Brainerd for the participation in a countywide Outdoor Warning Siren Maintenance Program.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Memorandum of Agreement (MOA) establishing a coordinated, countywide Outdoor Warning Siren Maintenance Program. This agreement outlines the roles, responsibilities, and cost-sharing structure for annual preventative maintenance and system inventory services performed by our selected certified provider, Emergency Communication Systems (ECS).

By participating in this program, cities and townships within Crow Wing County will benefit from standardized service levels, uniform pricing, coordinated scheduling, and consistent reporting. The MOA ensures that all outdoor warning sirens across the county are maintained to manufacturer specifications, remain in a state of readiness, and receive documented annual inspections.

RECOMMENDED ACTION/MOTION

Authorize the appropriate signature on the attached Memorandum of Agreement between Crow Wing County and the City of Brainerd for the participation in the countywide Outdoor Warning Siren Maintenance Program.

FINANCIAL IMPACT

The 2026 budget for Civil Defense Operating is \$5000. This MOA establishes a cost between \$600 and \$700 per siren depending on countywide participation. The City of Brainerd owns and maintains 6 outdoor warning sirens. The estimated annual cost is \$3600-\$4200 per year starting in 2027.



MEMORANDUM OF AGREEMENT

Between Crow Wing County and Participating Cities and Townships Within Crow Wing County Regarding Annual Outdoor Warning Siren Maintenance Services

1. Purpose

This Memorandum of Agreement (MOA) establishes the terms and conditions under which Crow Wing County (“the County”) will procure, manage, and administer a countywide Outdoor Warning Siren Maintenance Service Agreement. Participating cities and townships (“Participating Jurisdictions”) agree to reimburse the County for annual maintenance services based on the number of outdoor warning sirens located within their jurisdiction. This MOA ensures consistent maintenance standards, reliable system performance, and compliance with manufacturer specifications for all outdoor warning sirens in Crow Wing County.

2. Background

Crow Wing County issued a Request for Proposal (RFP) seeking a certified Federal Signal service provider to perform:

- Annual preventative maintenance on outdoor warning sirens
- A one-time comprehensive inventory and inspection of all siren sites
- Required reporting to Crow Wing County Emergency Management

The County will serve as the contract holder. Participating Jurisdictions will benefit from uniform pricing, coordinated scheduling, and standardized maintenance practices.

On June 9th, 2026 Emergency Communications Systems (ECS) was selected as the certified Federal Signal provider to perform this annual maintenance service.

3. Term of Agreement

This MOA becomes effective upon signature by both parties and remains in effect for the duration of the County’s service contract, currently July 1, 2026 through June 30, 2028, including any mutually agreed annual renewals thereafter.

A Participating Jurisdiction may withdraw from this MOA with 60 days written notice. Withdrawal does not relieve the jurisdiction of financial obligations for services already rendered.

Our Vision: Being Minnesota’s favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

4. Responsibilities of Crow Wing County

Crow Wing County agrees to:

1. **Serve as the contract holder** for the Outdoor Warning Siren Maintenance Service Agreement.
2. **Coordinate all scheduling** with the selected service provider.
3. **Ensure vendor compliance** with all RFP requirements, including:
 - Annual maintenance completed by **May 15** each year
 - One-time comprehensive site inventory completed by **May 15, 2027**
4. **Receive and review all maintenance reports**, inventory documentation, and issue notifications.
5. **Provide a County point of contact** for coordination and site access.
6. **Invoice Participating Jurisdictions** based on the per-siren rate established through the County's contract.
7. **Maintain records** of siren locations, ownership, and maintenance status.

5. Responsibilities of Participating Cities and Townships

Each Participating Jurisdiction agrees to:

1. Participate in the County-managed maintenance program for all outdoor warning sirens within their jurisdiction.
2. Provide accurate siren inventory information, including ownership, location, and access requirements.
3. Ensure site access for vendor technicians as scheduled by the County.
4. Review maintenance reports provided by the County and address any jurisdiction-specific issues requiring local action.
5. Reimburse the County for annual maintenance costs based on the number of sirens within the jurisdiction.
6. Cover costs for non-routine repairs, replacement parts, or upgrades not included in the annual maintenance rate.
7. Notify the County of any changes to siren ownership, location, or operational status.

6. Cost-Sharing and Reimbursement Structure

6.1 Vendor Service Schedule and Availability

The selected vendor, Emergency Communications Systems (ECS), will:

- Complete all annual maintenance **between February and May** each year
- Ensure all work is completed **no later than May 15** annually
- Coordinate scheduling with the County’s designated point of contact
- Complete annual maintenance as **one continuous project**, rather than spread over multiple months

6.2 Vendor Cost Proposal (Contracted Rates)

The following per-siren pricing applies for the contract term **July 1, 2026 – June 30, 2028**:

Number of Sirens (Countywide Total) Cost Per Siren

1-24	\$700
25-44	\$600
45 or more	\$575

These rates include only the annual maintenance services described in the RFP.

Additional materials or labor (e.g., replacement parts, non-routine repairs) are billed separately. ECS will contact Crow Wing County for approval before installing additional materials or charging for labor.

6.3 Jurisdiction Reimbursement

Each Participating Jurisdiction agrees to reimburse the County annually based on:

- The **per-siren rate** applicable to the County’s total siren count
- The **number of sirens** located within the jurisdiction

6.4 Annual Invoicing

- The County will issue invoices after completion of annual maintenance.
- Payment is due within **60 days** of invoice date.
- Late payments may be subject to penalties consistent with County policy.

6.5 Additional Costs

Non-routine repairs, replacement parts, or upgrades identified during maintenance will be:

- Documented by the vendor
- Communicated to the jurisdiction
- Billed separately at actual cost

7. Reporting and Documentation

Crow Wing County will provide Participating Jurisdictions with:

- Annual maintenance reports for each siren
- The comprehensive 2027 inventory report for their jurisdiction
- Notifications of deficiencies, recommended repairs, or required upgrades
- Any vendor-provided documentation relevant to the jurisdiction's sirens

8. Liability

Each party is responsible for its own acts and omissions and those of its employees, officers, and agents. Nothing in this MOA shall be construed as creating a joint powers entity, partnership, or shared liability arrangement.

9. Amendments

This MOA may be amended at any time by mutual written agreement of the County and the Participating Jurisdiction.

10. Termination

Either party may terminate participation in this MOA with 60 days written notice. Termination does not relieve the Participating Jurisdiction of responsibility for payment of services already rendered.

11. Signatures

For Crow Wing County

Name: _____ Title: _____
Date: _____

For Participating City/Township of _____

Name: _____ Title: _____
Date: _____

Appendix A – Vendor Cost Proposal (ECS)
Service Schedule:

- Annual maintenance completed February–May
- All work completed by May 15 annually
- Scheduling coordinated with Crow Wing County
- Work performed as one continuous project

Pricing (Valid July 1, 2026 – June 30, 2028):

- 1–24 sirens: **\$700 per site**
- 25–44 sirens: **\$600 per site**
- 45+ sirens: **\$575 per site**

Additional Costs:

- Replacement parts, non-routine materials, and additional labor billed separately
- ECS will obtain County approval before installing additional materials



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Surplus and Sale of Equipment - Street Department

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): N/A - Consent Calendar

SUMMARY OF ISSUE

The Street Department has identified several pieces of equipment that are no longer needed for daily operations and is requesting authorization to formally declare this equipment as surplus. Upon approval, staff intends to list the items on public auction for sale, allowing for proper disposal in accordance with applicable procedures. A detailed list of the equipment under consideration is attached to this agenda request for review.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Much of this equipment has been phased out and replaced with newer models in recent years, and several items have sat unused by the Street Department for an extended period of time. By formally declaring this equipment as surplus and listing it for public auction, the City is able to maximize the return received for these assets rather than allowing them to continue depreciating in value while sitting idle. In accordance with state statute governing the sale and disposal of public equipment, staff recommends that the Council formally declare all equipment listed in the attached document as surplus property, and further authorize staff to proceed with the public auction of said equipment.

RECOMMENDED ACTION/MOTION

Motion to declare all equipment listed as surplus property, and further authorize staff to proceed with the public auction of said equipment.

FINANCIAL IMPACT

Minimum bid prices established for each item will be set to reflect current market values for comparable equipment. Prior to listing the items on the public auction website, staff will research and evaluate the fair market value of each piece of equipment to ensure the City receives appropriate and fair compensation through the sale process.

Streets Auction Items

1. LOT STREETS 2 - Sno-Way Snowplow Attachment
Condition – Fair



2. LOT STREETS 3 - MB Companies Sweeper Attachment
Condition – Fair



Streets Auction Items

- 3. LOT STREETS 4 - Hiniker 2750-N Snowplow Attachment
Condition – Fair



- 4. LOT STREETS 5 - Sreco Flexible Sewer Rodder Trailer
Condition – Fair



Streets Auction Items

5. LOT STREETS 6 - Bobcat Hydraulic Angle Broom Attachment
Condition - Fair



6. LOT STREETS 7 - Kromer B200 Athletic Field Maintenance Machine
Condition - Fair



Streets Auction Items

7. LOT STREETS 8 - InstaPrime MP200S Trailer-Mounted Diesel Dewatering Pump
Condition – Fair



8. LOT STREETS 9 - Bros Boiler Pull Behind Compactor
Condition – Fair



Streets Auction Items

9. LOT STREETS 10 - (2) Reels of SP16 Piranha Sewer Cleaning Hose (approximately 600' of hose).

Condition – Fair





City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Surplus and Sale of Equipment - Public Utilities

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Electric

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 1

SUMMARY OF ISSUE

The attached list includes equipment and miscellaneous items that staff have determined are no longer needed for utility operations. This is part of our normal asset management process and helps recover any remaining value from equipment that has reached the end of its useful life or has otherwise been replaced.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to declare all equipment listed as surplus property, and further authorize staff to proceed with the public auction of said equipment.

FINANCIAL IMPACT

Minimum bid prices established for each item will be set to reflect current market values for comparable equipment. Prior to listing the items on the public auction website, staff will research and evaluate the fair market value of each piece of equipment to ensure the City receives appropriate and fair compensation through the sale process.

Online Auction Request

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

Contact information

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

Lot Information

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

LOT 1

Year	2009	Make	KAESER	Model	
VIN/Serial Number					
Mileage		Condition	USED	Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have	TWO KAESER MOTORS AND TWO KAESER COMPRESSORS. MOTOR 1 (53230 HRS). COMPRESSOR 1. (16200 HRS). MOTOR 2 (57844 HRS). COMPRESSOR 2 (15790 HRS). PURCHASED NEW IN 2009 AND USED CONTINUOUSLY FROM 2009 TO 2024. WE UPGRADED TO A NEW UNIT.				

LOT 2

Year		Make	Simplex	Model	329
VIN/Serial Number					
Mileage		Condition	Used	Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have	Simplex model 329 15 ton pole pulling & pole straightening jack. 95lbs 3' 6"-H, 9"-W, 10"-D				

LOT 3

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

LOT 4

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

LOT 5

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

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

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

Authorized Signature

Title

Date

Surplus Services Use Only	
	Surplus Services Authorization



Brainerd Lakes Regional Airport

July 06, 2026

Brainerd Lakes Regional Airport

Presented by: Jennifer Roach, Airport Manager

Fly BRD...Worth It!



Airport Overview

- Primary commercial service airport for central Minnesota
- Daily commercial service to MSP
- General aviation, business aviation, and flight training
- Multiple on-field tenants and aviation businesses



**BRAINERD
HELICOPTER
SERVICE**

Passenger Service & Performance

Strong
enplanement

Reliable MSP
connections

Schedules
supporting
business and
leisure

High seasonal
demand from
tourism



Operated by **SkyWest**
AIRLINES®



Transportation
Security
Administration



General & Business Aviation

- Business aviation supporting local companies
- Recreational flying community
- Flight training and aviation careers
- High demand for hangar space



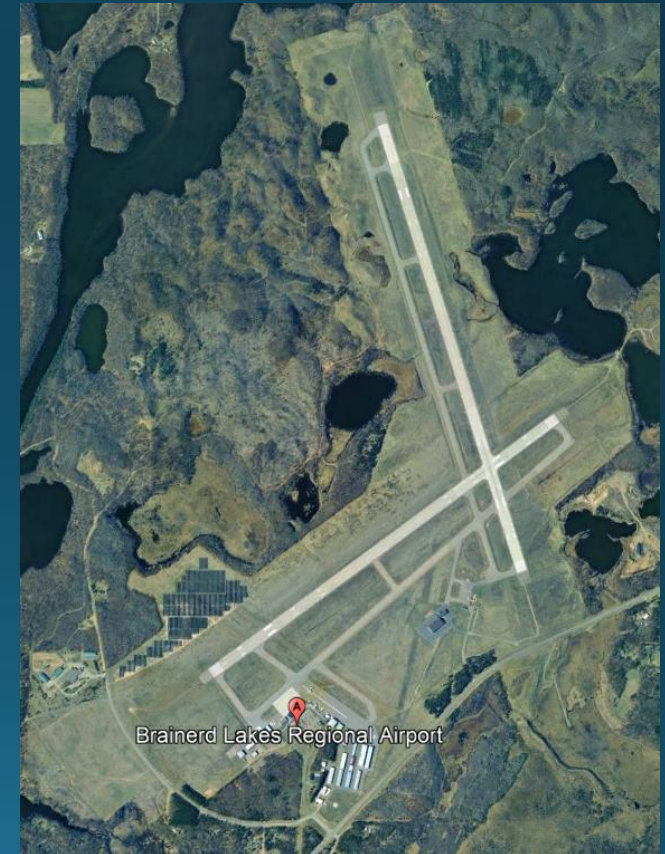
Capital Projects & Improvements

Pavement and
airfield
maintenance

Lighting and
navigational aid
upgrades

Security
compliance
enhancements

Future: hangar
development &
long-term
planning



Non-Aeronautical Services

- Adding value to customer experience



Economic Impact



Millions in annual economic output



Supports jobs across aviation, tourism, and hospitality



Critical to business travel and investment



Keeps local spending in the region

Community & Regional Benefit



**Brainerd Lakes
Regional Airport**

Gateway for tourism and recreation

Quality-of-life advantages for residents

Supports business relocation and expansion

Reliable, convenient air access

Public Safety & Emergency Support



Partnership with City & County



Joint governance structure



Transparency and responsible budgeting



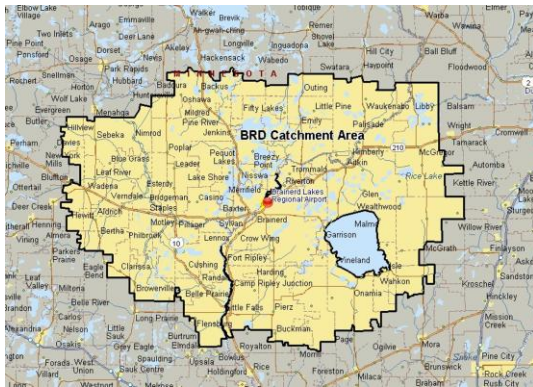
Leveraging state and federal funding



Long-term capital planning



Conclusion



- Airport is strong, stable, and growing
- Focus on safety, service quality, and strategic development
- Significant economic and community value
- Thank you and open for questions



**Brainerd Lakes
Regional Airport**



**Brainerd Lakes
Regional Airport**

Thank you!



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: 2027 Capital Improvement Program - Discuss Consultant and City Led Project Recommendations

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE

Attached to this request is a snapshot of the 2027 Capital Improvement Plan (CIP) for streets, sanitary sewer, water, and storm sewer improvements. For reference, the BPU Commission reviewed the full 10-year Capital Improvement Plan at its regularly scheduled meeting in April 2026, prior to the previous City Engineer's departure. In accordance with the new Charter language approved by the City Council, a presentation of the full 10-year Capital Improvement Plan will be provided to the City Council prior to September 1, 2026.

To continue moving project development forward, staff is presenting a recommended course of action for the 2027 improvement program. This will allow staff to begin soliciting professional services for those projects recommended for consultant involvement, while also identifying the projects that will be retained in-house and performed by City staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSBased on the attached information, staff has developed the following recommendations for the 2027 Capital Improvement Program, identifying which projects will be led in-house by City staff and which are recommended for consultant-led design and/or construction engineering and administration:

- **Improvement 27-01 – 2027 Seal Coat:** In-house design and construction engineering/administration
- **Improvement 27-02 – 2027 Street Patching:** In-house design and construction engineering/administration
- **Improvement 27-03 – 2027 Street Striping:** In-house design and construction engineering/administration
- **2027 Sanitary Sewer Lining:** In-house design and construction engineering/administration
- **TH 210/Washington Street Reconstruction Project (MnDOT):** SEH under contract for City construction engineering and administration
- **Lynnwood/Edgewood/Brentwood Reconstruction Project:** Consultant-led design and construction engineering/administration

- **Haines Addition Reconstruction Project:** In-house design and construction engineering/administration
- **East River Road Sanitary Sewer Interceptor Lining Project:** SEH under contract for design services; consultant-led construction engineering and administration recommended (SEH)
- **28th Street/Clara Street Resurfacing Project:** In-house design and construction engineering/administration
- **Northtown Street Resurfacing Project:** Consultant-led design and construction engineering/administration (combined with Gilbert View and Laurel Street)
- **Gilbert View Resurfacing Project:** Consultant-led design and construction engineering/administration (combined with Northtown Street and Laurel Street)
- **Laurel Street Patching Project:** Consultant-led design and construction engineering/administration (combined with Northtown Street and Gilbert View)

From a staff workload perspective, this recommended program retains a significant portion of project development and construction administration work in-house for the City's two engineering technicians and the City Engineer. This approach allows staff resources to be allocated effectively without overburdening staff during the summer construction season.

Staff is seeking Council concurrence with this proposed program moving forward. Upon the arrival of the new City Engineer, and assuming Council concurrence with this recommendation, staff will begin soliciting services from the consultant pool for those projects identified above as consultant-led that are not already under contract.

RECOMMENDED ACTION/MOTION

Staff recommends that the City Council concur with the work plan outlined above. Task Order Agreements with consultants for work not currently under contract will be brought forward to the City Council for approval at a later date as part of the 2027 construction program.

FINANCIAL IMPACT

Consultant-led projects are typically higher in overall project development and construction engineering/administration costs compared to those managed in-house. As a general rule of thumb, City-led construction projects can be expected to incur design and construction engineering costs of approximately 10% of total project cost, while consultant-led projects typically range between 15% and 25% for project development and construction administration/engineering costs, depending on project complexity.

To fully deliver a program of this size entirely in-house, staffing levels would need to be increased accordingly. Removing or delaying projects from the program in an effort to manage in-house staffing capacity carries the risk of allowing pavement and utility conditions to further deteriorate, as projects are pushed back to future years, thus falling behind on overall pavement and utility conditions City-wide.



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2027	27-01	Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	Wright St, 10th St, Beech St, Oakridge Rd, Graydon Ave, Ridge Dr, Ridge Ct, Aspen Ct, Crestview Ln, Woodcrest Rd, Pineview Dr, Belle Rae Cir
2027	27-02	Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	Street Striping	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	North Brainerd - Juniper Street
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$2,431,105	\$0	\$0	\$80,007	\$328,454	\$0	\$2,022,644	\$0	Costs are 50% of the two year total. Paid in 2026.
2027		Lynnwood/Edgewood/Brentwood Reconstruction Project	\$2,550,000	\$500,000	\$500,000	\$0	\$350,000	\$175,000	\$1,025,000	\$0	Graydon Avenue (S. Leg Birchridge to S. 6th), Birchridge Drive (S. Leg Graydon to S. 6th), Linden Lane
2027		Haines Addition Reconstruction Project	\$2,775,000	\$750,000	\$575,000	\$0	\$525,000	\$225,000	\$700,000	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
2027		East River Road Sanitary Sewer Interceptor Lining Project	\$1,400,000	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	Sanitary Sewer Main CIPP Lining - College Drive to Main Lift
2027		28th Street/Clara Street Resurfacing Project	\$200,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	28th Street (Oakridge Rd to Oak St), Clara Street (28th St to Addison Ave)
2027		Northtown Street Resurfacing Project	\$325,000	\$200,000	\$125,000	\$0	\$0	\$0	\$0	\$0	
2027		Gilbert View Resurfacing Project	\$200,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	Island Drive, Sunset Way, Sandhill Circle
2027		Laurel Street Patching Project	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
		TOTAL 2027	\$10,286,105	\$1,905,000	\$1,400,000	\$130,007	\$2,703,454	\$400,000	\$3,747,644	\$0	



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Change Order 4 - Improvement 23-14 - Hawkins Drive, Ronald Street, Joseph Street, and Alley Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Change Order 4 for the above-referenced project is being presented to the SPW Committee and City Council tonight for consideration. This zero-dollar change order revises the project schedule, extending the substantial completion date to June 29, 2026, and the final completion date to July 15, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

City-driven schedule adjustments affected contractor operations on this project. The most significant adjustment resulted from the addition of lead service line replacements at 14 addresses along the alleyway, incorporated as part of the City's 2026 galvanized water service line replacement program. J & J Excavating, the contractor on the reconstruction project, coordinated seamlessly with the Commission-hired contractor performing the galvanized water service line replacement work. Because that contractor was working in close proximity to the reconstruction site, J & J Excavating had to wait to complete final restoration, including placement of certain curb segments, gravel, bituminous surfacing, and topsoil.

The original contract established a substantial completion date of June 15, 2026, with final completion scheduled for July 1, 2026. Under Change Order 4, the revised dates are June 29, 2026, for substantial completion and July 15, 2026, for final completion.

The contractor is currently completing punchlist items and awaiting 70% perennial grass growth, which is largely weather-dependent. Recent rain events have kept the project on schedule, and the contractor has met the substantial completion date. Staff will keep the Council updated as the project approaches final completion and acceptance on July 15, 2026. If adequate grass growth is achieved within the next two weeks, the project will be finalized and closed.

RECOMMENDED ACTION/MOTION

Staff recommends approval of Change Order 4 for Improvement 23-14 - Hawkins Drive, Ronald Street, Joseph Street, and Alley Reconstruction Project.

FINANCIAL IMPACT

There is no financial impact related to this change order.

CHANGE ORDER NO.: 4

Owner: City of Brainerd
 Engineer: Moore Engineering, Inc.
 Contractor: J&J Excavating, Inc.
 Project: Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing
 Contract Name: 2025 Street and Utility Improvements
 Date Issued: 6/11/2026
 Owner's Project No.: 23-14
 Engineer's Project No.: 24538
 Contractor's Project No.: 0
 Effective Date of Change Order: 6/11/2026

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

Description: Due to items beyond the Contractor's control, the Contractor is requesting an extension of time to finish the project. The contractor has been pushing hard to finish the project and has completed additional work for the City. This, on top of working around a different contractor who is completing lead service line replacements, make this change order for extension time reasonable.

Attachments: Change Order Extension Request

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 698,026.50	Original Contract Times: Substantial Completion: June 15, 2026 Ready for Final Payment: July 1, 2026
Increase from previously approved Change Orders No. 0 to No. 3 \$ 59,971.50	Change from previously approved Change Orders No. 0 to No. 3 Substantial Completion: _____ Ready for Final Payment: _____
Contract Price prior to this Change Order: \$ 757,998.00	Contract Times prior to this Change Order: Substantial Completion: June 15, 2026 Ready for Final Payment: July 1, 2026
Increase this Change Order: \$ _____	Change of this Change Order: Substantial Completion: June 29, 2026 Ready for Final Payment: July 15, 2026
Contract Price incorporating this Change Order: \$ 757,998.00	Contract Times with all approved Change Orders: Substantial Completion: June 29, 2026 Ready for Final Payment: July 15, 2026

Recommended by Engineer (If required)

By: _____
 Title: Project Manager
 Date: 06/19/2026
 Authorized by Owner
 By: _____
 Title: City Engineer/Public Works Director
 Date: _____

Accepted by Contractor

By: J&J Excavating Inc. - Jamie Johnson
 Title: OWNER
 Date: 6-16-26
 Approved by Funding Agency (if applicable)

By: _____
 Title: _____
 Date: _____



Request for Extra Time

We tried to start removals April 6th, but it was too cold for our temporary water so we held up 1 week. After we had the temporary installed the nights were too cold still so that held us up another 7 days also.

There were 3 May rain days and 2 June Rain days so far.

Extra Work- Reconstructed 5 MH's (2 days), Water Diversion (1 day)

Scheduling with another contractor with replacing lead services delayed a sub contractor of ours.

We also tried to get more done last fall but weren't allowed to continue because of a detour for Landwerer's bypass on their construction project.

We are hoping to get a 2 week Extension, if rain continues we might need more time.

Thank You, Jamie Johnson - J&J Excavating Inc

JAMIE JOHNSON,

J&J EXCAVATING INC.

OFFICE: **218.894.3366** JAMIE'S CELL: **218.414.0398** JEFF'S CELL: **218.639.4749**
120 KANSAS AVENUE SE | STAPLES, MN
WWW.JANDJEXCAVATINGINC.COM



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Proposal for Sanitary Sewer Lateral Locating Services - Improvement 26-07 - 2027 Haines Addition Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff is presenting a proposal from NPL Construction to locate sanitary sewer laterals for the 2027 Haines Addition Reconstruction Project. The project involves full reconstruction and rehabilitation of sanitary sewer, watermain, and storm sewer infrastructure on 6th Avenue NE (E Street to H Street), 7th Avenue NE (E Street to H Street), F Street (6th Avenue NE to Mill Avenue), and G Street (6th Avenue NE to Mill Avenue).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Sewer replacement or rehabilitation is being considered as part of the scope of this project. As with the services provided for the 2026 SE Brainerd Reconstruction Project on 17th Street SE, 18th Street SE, 19th Street SE, Maple Street, Norwood Street, and Laurel Street, staff recommends hiring a sewer lateral locating firm to accurately pinpoint the horizontal coordinates and vertical elevations of all sanitary sewer laterals within the reconstruction area.

This information provides significant value to the engineering design process. Having precise lateral locations up front reduces the likelihood of costly field changes during construction and gives design staff the data needed to plan service line placement and elevations with confidence, including early identification of potential conflicts. It also allows staff to evaluate the overall efficiency of the sanitary sewer system and consider whether better routing options exist for the utility system.

This data also supports the City's galvanized water service line replacement program. Knowing the exact location of sanitary sewer services in advance helps contractors avoid damaging those lines while installing new water services, reducing the risk of unintended conflicts between the two utility programs.

Given the age of these sanitary sewer lines, existing records are often unreliable. It is frequently impossible to tell whether a lateral is live or which direction it runs, since many services enter the main at the twelve o'clock position with no clear directional indication. Staff has found this locating service to be extremely valuable for resolving that uncertainty before design and construction begin.

NPL Construction, which has performed similar work in Brainerd for CenterPoint Energy over the past several years, has submitted the attached quote to locate sanitary sewer services for 64 residences within the project limits at a total cost of \$20,800. This expense would be included as part of the total engineering cost for the project, subject to special assessments based on the engineering cost splits associated with the construction fund, sanitary sewer fund, water fund, and storm sewer fund.

RECOMMENDED ACTION/MOTION

Staff recommends approving the proposal from NPL Construction Company for sanitary sewer service locating services in the total amount of \$20,800.

FINANCIAL IMPACT

The total cost of \$20,800 will initially be financed through Construction Fund 401, with final allocation among Construction Fund 401, Sanitary Sewer Fund, Water Fund, and Storm Sewer Fund to be determined based on final bid costs.



A Centuri Company
8190 215th St W
Lakeville, MN 55044

Date: June 15th, 2026
To: James Reed
Subject: Bid Proposal – Sanitary Lateral locates
Project: Brainerd area

Dear James,
NPL is pleased to submit pricing as requested for televising and locating of the sanitary system associated with your project. Approximately 64 addresses will be completed based on the map provided.

Scope of Work – Included:

- Mobilization of all crew and equipment required to complete the scope of work.
- Sewer Laterals will be located and a map provided past the ROW.

Scope of Work – Excluded:

Toilet pulling to complete the locate.
Large volume traffic control. (Cones and work ahead signs will be provided by the crew)

Total Proposal Price: \$20,800.00

We appreciate the opportunity to provide this proposal and look forward to working with you on this project.

Please feel free to reach out with any questions or clarifications.

Sincerely,

Tony Sauter
tsauter@gonpl.com
507-993-1378
General Superintendent
NPL Construction Co.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Final Contractor Payment - Improvement 26-02 - 2026 Large Patching Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The final invoice from Knife River, associated with Improvement 26-02 (2026 Large Patching Project), is attached for review.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Background:

Through the City's 5-year Capital Improvement Plan process for streets, the City Council has historically budgeted \$55,000 annually for planned patching work of this nature.

Cost Overage Explanation:

The attached invoice reflects a total project cost that significantly exceeds the budgeted amount. This overage is due to the patched areas requiring greater bituminous depth than what was originally indicated in the quotation document prepared by the previous City Engineer.

During the patching process, Knife River operated multiple crews simultaneously: a saw-cutting crew marking the patch areas, a removal crew excavating and prepping the areas, and a paving crew following behind to complete the patches. Once saw cuts are made, work cannot practically be halted, and the true pavement depth is not known until the existing bituminous material is removed.

Staff does not have full insight into how the original quotation package was developed. Typically, as-built pavement section drawings on file with the City are reviewed during quote preparation to ensure estimated depths reflect actual field conditions. While minor variation between as-built records and field conditions is expected due to constructability, in this case the discrepancy between the quoted depths and actual field conditions was more substantial. As a result, Knife River needed to use additional material to properly fill the patch areas, which increased the final project cost. The total SY-in placed in the field was originally estimated at 4,414 SY-in, and the final amount pursuant to the invoice and verified by staff is 5,779 SY-in.

Staff acknowledges this shortcoming in the original quoting process and will ensure a thorough review of on-file as-built drawings is conducted prior to future projects of this type, so that the best available data is used. Given the pace of work and sequencing of crews, staff was unable to halt operations before costs exceeded the quoted amount.

Verification of Costs:

Staff has reviewed and concurs with Knife River's field measurements of the patch areas and the additional depths recorded. Staff also independently verified the actual tonnage used on site against the calculated estimate; the two figures are within 6 tons of one another, further confirming the additional pavement depth encountered at these locations that was not reflected in the original approved cost.

For reference, the original quotation document and supporting patch area documentation are attached.

Recommendation:

Based on the information above, staff recommends approval of the attached invoice, reflecting an increased project amount of \$16,857.75, for a total project cost of \$71,370.65.

RECOMMENDED ACTION/MOTION

Staff recommends approval of the final invoice from Knife River Corporation - North-Central in the amount of \$71,370.65.

FINANCIAL IMPACT

The original budgeted amount for this project through the Capital Improvement Plan (CIP) was \$55,000. The total invoiced amount for the completed work is \$71,370.65. Funding for this project is typically provided through the Construction Fund (Fund 401).



Remit To:

Knife River Corporation - North Central
 PO Box 1333
 St. Cloud, MN 56302-1333
 Ph. (320)251-9472

Customer:

580553
 BRAINERD CITY OF
 501 LAUREL STREET
 BRAINERD MN 56401

Contract Billing		
Contract No: 32262096	Project No. 32262096	Invoice No. 19523
Job Description BRAINERD-LARGE PATCHING PROJ		
Invoice Date: 06/25/26	Appl No. 1	Adjust No.
Bill From:	Bill To: 06/25/26	Cust Ref No. 32262096

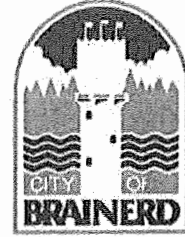
C/O	Bid Item	Description	Units	UM	Unit Price	Extension	Total Units To Date	Total Billing	Previous Units To Date	Previous Billing	Current Units	Current Billing
10		Large Patching By the SY Inch	4,414.00	SY	12.35	54,512.90	5,779.00	71,370.65	0.00	0.00	5,779.00	71,370.65
Subtotal Amount:					\$	54,512.90	\$	71,370.65	\$	0.00	\$	71,370.65
Total Invoice Amount:							\$	71,370.65	\$	0.00	\$	71,370.65

Previous Invoices:	\$	0.00
Current Invoices:	\$	71,370.65
Total Amount Billed to Date:	\$	71,370.65
Total Payments Received to Date:	\$	0.00
Total Outstanding	\$	71,370.65

Street	Length	Width	Area (SY)	Approx. Depth (in)
S. 8th Street				
416 S. 8th Street	31	12	41	5
401 S. 8th Street	89	7	69	5
Maple Street Intersection Leg (West)	42	14	65	5
Front Street Intersection	60	6	40	5
Andrew Street (TH 371B Right-of-Way to East Edge of SE Driveway of 11610 Andrew St)				
Bituminous	295	24	787	3.5
Class 5 Gravel	295	24	787	8
Norwood Street				
1211 Norwood	100	12	133	2
S. 10th Street Intersection	15	14	23	2
Bluff Avenue (N. 4th Street to N. 8th Street)				
515 Bluff Avenue	69	5	38	3
Grove Street (N. 4th Street to N. 8th Street)				
N. 6th Street Intersection	33	11	40	2
N. 6th Street Intersection	25	13	36	2

Title: Public Works Director

City of Brainerd
2025 Large Patching Project
Form of Proposal



Description	Unit	Unit Price	Est. Qty.	Ext. Price
LARGE PATCHING (VARIABLE DEPTH)	SY-in	\$ 12.35	4,414	\$ 54,512.90
CLASS 5 GRAVEL BASE (EXCAVATE, PLACE, AND SHAPE)	CY	\$ 63.00	175	\$ 11,025.00
TOTAL PROPOSAL				\$ 54,512.90

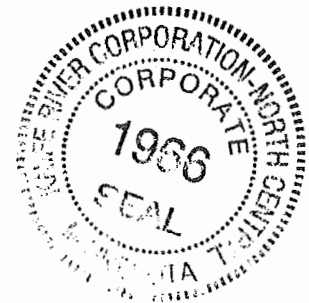
Additional Considerations:

1. Bituminous mix is to be SPWEA230B or approved alternative by Engineer prior to work.
2. Work shall conform to the latest version of MnDOT Standard Specifications for Construction.
3. Any pavement removal areas left unattended must be marked with traffic cones.
4. Price to include all labor, equipment, and materials necessary to complete the work.
5. All patching areas to be completed by October 2nd, 2026.

This proposal dated this 20 day of May, 2026

Signed: Jerome Clark II

Title: VP



Knife River Corporation - North Central
 4787 Shadow Wood Dr NE
 Sauk Rapids MN 56379
 (320) 251-9472
 KRCMN.Subquotes@kniferiver.com



Note Transaction Tags

Paved patches
324.39 tons total and placed
30 gallons tack tack

ACTUAL Area Depth
845Y 3.5

Bluff
10x76@3 1/2"

465Y 1.5
365Y 1.5

Grove
12.5x33@1 1/2"
13x25@1 1/2"

345Y 3.0
200SY 5.0

Norwood
15.5x20.5@3"
18x100@5"

485Y 5.0
455Y 6.0
795Y 6.0
685Y 7.0

8th
14x43@5"
13x31@6"
8x89@6"
7x87@7"

Finished all the small patches @ 152.70 tons

Andrew St
24x300@3 1/2"

800SY 3.5

5,779 SY @ 110 LB/SY = 317.8 TONS



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Proposal for Geotechnical Services - 2027 Street Reconstruction Projects

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Attached to this request are two Task Order Agreement (TOA) proposals from Braun Intertec for geotechnical services associated with two upcoming 2027 reconstruction projects. Staff and the City Attorney are currently working through several items with consultants within the FY 2027–2029 Professional Engineering and Architecture Pool, and are presently reviewing consultant-provided redlines to the master agreement. This review must be completed prior to execution of the Master Services Agreement, which will ultimately be referenced within the attached TOAs.

As staff continues working through this process with all consultants in the pool, staff would like to take advantage of geotechnical work that Braun Intertec is already performing for the 2029 Oak Street Reconstruction Project. By coordinating and combining geotechnical work across these City projects where possible, staff aims to reduce overall costs associated with multiple separate mobilizations to perform the required work.

Master Services Agreements and associated TOAs will be executed prior to the commencement of any work on these projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS Staff notes that the Task Order Agreements (TOAs) attached to this request remain unsigned at this time. Staff is seeking Council approval of the scope of work and associated costs this evening, while staff continues to work with consultants to finalize the underlying Master Services Agreements and associated TOAs. This approach will allow project work to move forward and be coordinated effectively without delay, while ensuring the appropriate contractual documents are properly executed.

The two TOAs attached to this request are for geotechnical engineering services related to two separate 2027 street reconstruction projects, both to be performed by Braun Intertec.

Project 1: Lynnwood/Edgewood/Brentwood Reconstruction Project (South Brainerd)

This project is located in the South Brainerd area and includes full street reconstruction along with watermain, sanitary sewer, and storm sewer improvements on Linden Lane, Birchridge Drive, and Graydon Avenue. All work associated with this project lies north of the limits of the 2026 resurfacing

project.

The scope of work to be performed by Braun Intertec includes:

- Drilling 12 soil borings throughout the project limits, each to a depth of 10 feet, to evaluate sub-surface soil conditions;
- Sampling of soils and performing select laboratory testing to evaluate soil performance parameters;
- Development of recommendations for pavement design sections, trench backfill materials, frost susceptibility, groundwater levels, and other geotechnical criteria necessary for design of the proposed improvements.

The total fee for this scope of work, as prepared by City staff, is \$20,432. The full scope of work is detailed in the attached TOA.

Project 2: Haines Addition Reconstruction Project (NE Brainerd)

This project is located in the NE Brainerd area and includes full street reconstruction along with watermain, sanitary sewer, and storm sewer improvements on 6th Avenue NE, 7th Avenue NE, F Street, and G Street, located behind the east Brainerd Mall.

The scope of work to be performed by Braun Intertec includes:

- Drilling 9 soil borings throughout the project limits, each to a depth of 15 feet, to evaluate sub-surface soil conditions;
- Sampling of soils and performing select laboratory testing to evaluate soil performance parameters;
- Development of recommendations for pavement design sections, trench backfill materials, frost susceptibility, groundwater levels, and other geotechnical criteria necessary for design of the proposed improvements.

The total fee for this scope of work, as prepared by City staff, is \$18,750. The full scope of work is detailed in the attached TOA.

RECOMMENDED ACTION/MOTION

Staff recommends that the Council approve the scope of work and associated costs for both projects as outlined above, and direct staff and the City Attorney to finalize the TOA documents and associated Master Services Agreements with all consultants prior to obtaining final signatures on the documents.

FINANCIAL IMPACT

Geotechnical related services for both projects become a part of the overall project engineering cost. Projects are financed through Construction Fund 401, with portions of the total engineering cost being distributed through multiple funds such as Construction Fund 401, Sanitary Sewer Fund, Water Fund, and Storm Sewer Fund based on as-bid construction cost splits. Costs attributed to Construction Fund 401 are subject to Special Assessments pursuant to the City's Assessment Policy.

Geotechnical Investigation — Scope of Services

City of Brainerd, Minnesota | Lynnwood/Edgewood/Brentwood Reconstruction Project | Subsurface Exploration, Laboratory Testing & Pavement Design Evaluation

Project Background & Purpose

The City of Brainerd is soliciting proposals for geotechnical investigation services in support of a planned street reconstruction project. The purpose of the geotechnical evaluation is to characterize subsurface conditions at selected exploration locations along the project corridor, assess their impact on proposed improvements, and provide geotechnical recommendations for use in the design and construction of roadway pavements and underground utilities.

The investigation shall include pavement coring, standard penetration test (SPT) borings, laboratory testing, engineering analysis, and preparation of a written geotechnical evaluation report. The report will be used by the City's design engineer to develop the pavement section design, utility installation specifications, earthwork requirements, and construction contract documents.

Instructions to Proposers

Please provide your firm's proposed staffing, estimated hours or quantities, and fee for each task in the attached Excel spreadsheet. Tasks are organized by phase. For each task, identify the key personnel classification(s) (e.g., Principal Engineer/PE, Project Engineer, Staff Engineer/EIT, Drill Crew, Laboratory Technician, Traffic Control Subcontractor), estimated hours or units, applicable unit type, and any relevant budget or fee notes (lump sum, time-and-materials, unit price, subconsultant, reimbursable, etc.).

Phases 4, 5, and 9 (amber shaded) are not included in this scope of work.

For any additional tasks proposed within this scope of work, insert new rows beneath the most relevant existing task and include the proposed hours or quantities along with the associated fee.

Scope of Services — Task Matrix (attached)

Schedule Requirements

Proposers shall include an anticipated project schedule with the following milestones: (1) field mobilization and exploration date range, (2) preliminary results turnaround after field completion, (3) draft report submittal date, and (4) final report submittal date. Field work shall be performed during normal weekday working hours (7:00 a.m. to 4:00 p.m., Monday through Friday) unless otherwise authorized in writing by the City. Any overtime or off-hours work required shall be identified in advance and authorized by the City; additional costs associated with overtime shall be identified in the proposer's fee schedule.

Exclusions & Additional Services

The following services are NOT included in this base scope of services and are explicitly excluded from the base fee proposal. If any of the following are required, the scope and associated fee shall be negotiated and authorized through a separate written Change Order prior to proceeding:

Private utility locating services beyond Gopher State One Call (MN 811) | Debris, obstruction, or snow removal required for drill rig or coring equipment site access | Stand-by time due to circumstances beyond the consultant's control | Restoration of vegetation, turf, or landscaping disturbed during drilling or coring operations | Re-leveling or re-patching of borehole or core backfill after initial restoration is complete | Phase I or Phase II Environmental Site Assessment (ESA) services | Contaminated soil characterization, sampling, manifesting, or disposal oversight | Right-of-entry or easement acquisition from private property owners — if required, those services will be addressed through a separate fee amendment once need and extent are defined during design

Firm Name: Braun Intertec Corporation

Project Manager / Principal-in-Charge (PE License #): Andrew Hillerud (59434)/Steve Thayer (24674)

Total Proposed Base Fee: \$20,432

Proposed Field Mobilization Date: Week of 7/13 or 7/20

Proposal Date: 6/30/2026

Geotechnical Investigation — Scope of Services Fee Proposal

City of Brainerd, Minnesota

Phase #	Phase Title	Tag	Total Est. Hours	Budget / Fee
1	Project Coordination & Site Access		8.5	\$ 1,983.50
2	Field Exploration — Pavement Coring	<i>Field</i>	13	\$ 3,800.00
3	Field Exploration — Standard Penetration Test (SPT) Borings	<i>Field</i>	14	\$ 6,028.00
4	Field Exploration — GPR Testing (Optional)	<i>Optional</i>	0	\$ -
5	Field Exploration — FWD Testing (Optional)	<i>Optional</i>	0	\$ -
6	Sample Review & Laboratory Testing	<i>Lab</i>	19.5	\$ 3,392.50
7	Engineering Analysis & Pavement Design Evaluation	<i>Engineering</i>	9	\$ 1,971.00
8	Geotechnical Evaluation Report	<i>Deliverable</i>	17.5	\$ 3,257.00
9	Post-Deliverable Consulting & Construction Support (Optional)	<i>Optional</i>	0	\$ -
TOTAL PROJECT			81.5	Total Proposed Fee: \$20,432

PHASE 1 Project Coordination & Site Access					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
1.1	Review project documents, existing utility as-builts, City GIS/CAD files, and any prior geotechnical data for the project corridor	<i>Project Engineer</i>	0.5	\$ 112.50	
1.2	Coordinate with City project manager and design engineer; attend project kickoff meeting	<i>Project Engineer</i>	1	\$ 225.00	
1.3	Prepare boring and core location plan; submit to City/engineer for review and confirmation prior to field mobilization	<i>Project Engineer</i>	0.5	\$ 112.50	
1.4	Contact Gopher State One Call (MN 811) and arrange utility marking and clearance at all exploration locations prior to drilling or coring	<i>Project Engineer</i>	0.5	\$ 112.50	
1.5	Stake and GPS-locate proposed boring and core locations in MN State Plane coordinates and NAVD88 datum; provide coordinates to City/engineer	<i>Staking Technician</i>	5.5	\$ 1,308.50	
1.6	Coordinate traffic control requirements; engage traffic control subcontractor for lane closure signage and personnel as required per MnMUTCD				Drill crew will provide signs and cones
1.7	Provide status updates to City and design engineer during field investigation; notify City of any encountered conditions warranting scope adjustment prior to proceeding	<i>Project Engineer</i>	0.5	\$ 112.50	
Phase 1 Subtotal			8.5	\$ 1,983.50	

PHASE 2 Field Exploration — Pavement Coring [Field]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
2.1	Mobilize coring equipment to project site; set up traffic control per approved traffic control plan	<i>Coring Crew</i>	2.5	\$ 710.00	
2.2	Core existing pavement at specified locations; measure and record pavement layer thicknesses (bituminous, base, and subbase layers)	<i>Coring Crew</i>	6	\$ 1,822.00	12 locations
2.3	Photograph each core; document pavement surface condition, cracking, raveling, and visible distress at each location	<i>Coring Crew</i>	1	\$ 240.00	
2.4	Patch all cored openings with cold-mix asphalt (bituminous pavement) or non-shrink grout (concrete pavement) immediately following core extraction	<i>Coring Crew</i>	1	\$ 318.00	
2.5	Demobilize coring equipment; restore traffic control and work area to pre-work condition	<i>Coring Crew</i>	2.5	\$ 710.00	
Phase 2 Subtotal			13	\$ 3,800.00	

PHASE 3 Field Exploration — Standard Penetration Test (SPT) Borings [Field]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
3.1	Mobilize truck-mounted drill rig to project site; set up and maintain traffic control throughout drilling operations	<i>Drill Crew</i>	1.5	\$ 637.50	
3.2	Drill SPT borings through existing pavement and subgrade to specified nominal depths using hollow-stem auger methods; 12 borings, 10 feet deep each	<i>Drill Crew</i>	3	\$ 1,275.00	
3.3	Perform standard penetration tests (SPT) at 2.5-foot vertical intervals from surface to boring termination depth per ASTM D1586	<i>Drill Crew</i>	3	\$ 1,275.00	12 borings, each to 10 feet deep
3.4	Collect disturbed split-spoon samples and bag samples from auger cuttings at each SPT interval for laboratory testing and visual classification	<i>Drill Crew</i>	2	\$ 850.00	
3.5	Measure and record depth to groundwater if encountered during or immediately following drilling	<i>Drill Crew</i>	2	\$ 850.00	
3.6	Backfill boreholes immediately following drilling; restore pavement surface with cold-mix asphalt or non-shrink grout patch	<i>Drill Crew</i>	1	\$ 503.00	
3.7	Demobilize drill rig; restore all traffic control and work area to pre-work condition	<i>Drill Crew</i>	1.5	\$ 637.50	
Phase 3 Subtotal			14	\$ 6,028.00	

PHASE 4 Field Exploration — GPR Testing (Optional) [Optional]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
4.1	Mobilize GPR equipment to project corridor				
4.2	Perform GPR testing in both directions of travel along the full project corridor to estimate pavement layer thicknesses continuously between core locations				
4.3	Process and interpret GPR data; correlate results with pavement core measurements and boring data				
Phase 4 Subtotal			0		

PHASE 5 Field Exploration — FWD Testing (Optional) [Optional]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
5.1	Mobilize FWD equipment to project corridor				
5.2	Perform FWD testing at specified intervals along the project corridor; collect load-deflection data for pavement structural evaluation				
5.3	Analyze FWD data; backcalculate pavement layer moduli for use as inputs to pavement design				
Phase 5 Subtotal			0		

PHASE 6 Sample Review & Laboratory Testing [Lab]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
6.1	Transport recovered soil samples and cores to laboratory; visually classify and log all soil samples per ASTM D2487 (Unified Soil Classification System)	<i>Project Engineer</i>	1	\$ 225.00	
6.2	Moisture content testing (AASHTO T-265) — determine in-situ moisture conditions for soil classification and engineering property estimation	<i>Soil Lab</i>	12	\$ 1,608.00	12 tests, including 12 loss by washing through #200 sieve
6.3	Atterberg limits — Liquid Limit and Plastic Limit (AASHTO T-89 & T-90) — evaluate soil plasticity and suitability for subgrade reuse or structural fill				
6.4	Gradation analysis / sieve-hydrometer analysis (AASHTO T-88) — classify soil particle size distribution for subgrade and subbase evaluation	<i>Soil Lab</i>	1	\$ 228.00	1 test
6.5	Standard Proctor compaction testing (AASHTO T-99) — determine maximum dry density and optimum moisture content	<i>Soil Lab</i>	1	\$ 216.00	1 test
6.6	California Bearing Ratio (CBR) testing (ASTM D1883) — pavement design input parameter per MnDOT methodology	<i>Soil Lab</i>	1	\$ 399.00	1 test
6.7	Sulfate and pH testing (ASTM C1580 / ASTM D4972) — evaluate soil corrosivity potential to concrete and metallic utility conduits	<i>Subcontracted Soil Lab</i>	1	\$ 275.00	1 test
6.8	Organic content testing (if organic soils are encountered) — evaluate suitability of native materials for reuse as structural fill or subgrade	<i>Soil Lab</i>	1	\$ 104.00	1 test
6.9	Review and confirm final laboratory testing program based on encountered conditions; submit written Change Order for any testing exceeding budgeted scope	<i>Project Engineer</i>	1.5	\$ 337.50	
Phase 6 Subtotal			19.5	\$ 3,392.50	

PHASE 7 Engineering Analysis & Pavement Design Evaluation [Engineering]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
7.1	Evaluate subsurface soil profile and groundwater conditions along the project corridor based on boring logs and laboratory test results	<i>Project Engineer</i>	1	\$ 225.00	
7.2	Assess existing pavement section condition and estimated remaining service life; evaluate full reconstruction vs. rehabilitation alternatives	<i>Project Engineer</i>	1	\$ 225.00	
7.3	Perform pavement design analysis using MnDOT pavement design methodology; develop recommended new pavement section thicknesses	<i>Pavement Design Engineer</i>	2	\$ 396.00	
7.4	Evaluate subgrade soils for frost susceptibility, moisture sensitivity, and potential for subgrade instability; provide subgrade preparation recommendations	<i>Project Engineer</i>	1	\$ 225.00	
7.5	Evaluate pavement improvement alternatives including geogrid reinforcement, cement-stabilized subgrade, or full depth reclamation (FDR) where applicable	<i>Project Engineer</i>	1	\$ 225.00	
7.6	Evaluate utility trench excavation conditions — groundwater effects, excavation stability, dewatering requirements, and backfill recommendations	<i>Project Engineer</i>	1	\$ 225.00	
7.7	Evaluate suitability of on-site excavated materials for reuse as structural fill, utility trench backfill, or embankment	<i>Project Engineer</i>	1	\$ 225.00	
7.8	Evaluate soil and groundwater corrosivity conditions for proposed metallic utility pipes and concrete utility structures	<i>Project Engineer</i>	1	\$ 225.00	
Phase 7 Subtotal			9	\$ 1,971.00	

PHASE 8 Geotechnical Evaluation Report [Deliverable]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
8.1	Prepare project base map / exploration location sketch showing all boring and core locations with GPS coordinates	<i>Cad Drafter</i>	1.5	\$ 210.00	
8.2	Prepare boring logs describing all materials encountered, SPT blow counts, sample depths, groundwater measurements, and lab test results	<i>Project Assistant</i>	5	\$ 572.00	Includes project billing
8.3	Prepare pavement core photograph plate, core thickness summary table, and pavement condition documentation for each core location	<i>Project Engineer</i>	1	\$ 225.00	
8.4	Prepare written summary of subsurface soil profile and groundwater conditions along the project corridor	<i>Project Engineer</i>	1	\$ 225.00	
8.5	Provide discussion of subsurface conditions that will impact design and construction (soft soils, high groundwater, fill materials, frost-susceptible soils)	<i>Project Engineer</i>	1	\$ 225.00	
8.6	Provide earthwork recommendations: subgrade preparation, select granular material requirements, fill placement procedures, and compaction specifications	<i>Project Engineer</i>	1	\$ 225.00	
8.7	Provide utility installation recommendations: trench excavation, shoring requirements, dewatering considerations, pipe bedding, and backfill compaction requirements	<i>Project Engineer</i>	1	\$ 225.00	
8.8	Provide pavement design recommendations: recommended pavement section thicknesses, subgrade treatment options, and construction considerations	<i>Project Engineer</i>	1	\$ 225.00	
8.9	Internal QA/QC review of report, boring logs, and all analyses by a licensed MN Professional Engineer (PE)	<i>Senior Engineer</i>	4	\$ 900.00	
8.10	Submit draft geotechnical evaluation report to City and design engineer for review; incorporate review comments prior to final submittal	<i>Project Engineer</i>	0.5	\$ 112.50	
8.11	Submit final signed and sealed geotechnical evaluation report (PDF and native CAD/data files) to City and design engineer; provide boring logs for bid document appendix	<i>Project Engineer</i>	0.5	\$ 112.50	
Phase 8 Subtotal			17.5	\$ 3,257.00	

PHASE 9 Post-Deliverable Consulting & Construction Support (Optional) [Optional]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
9.1	Respond to design engineer and contractor RFIs related to geotechnical findings during design and bidding phases				
9.2	Attend design team or City staff meetings to present geotechnical findings and recommendations (if requested)				
9.3	Provide geotechnical construction observation for subgrade preparation verification, utility trench conditions, and pavement base compaction review				
9.4	Perform supplemental soil borings or testing if unexpected subsurface conditions are encountered during construction (requires prior written Change Order authorization)				
Phase 9 Subtotal			0		

Geotechnical Investigation — Scope of Services

City of Brainerd, Minnesota | Haines Addition Reconstruction Project | Subsurface Exploration, Laboratory Testing & Pavement Design Evaluation

Project Background & Purpose

The City of Brainerd is soliciting proposals for geotechnical investigation services in support of a planned street reconstruction project. The purpose of the geotechnical evaluation is to characterize subsurface conditions at selected exploration locations along the project corridor, assess their impact on proposed improvements, and provide geotechnical recommendations for use in the design and construction of roadway pavements and underground utilities.

The investigation shall include pavement coring, standard penetration test (SPT) borings, laboratory testing, engineering analysis, and preparation of a written geotechnical evaluation report. The report will be used by the City's design engineer to develop the pavement section design, utility installation specifications, earthwork requirements, and construction contract documents.

Instructions to Proposers

Please provide your firm's proposed staffing, estimated hours or quantities, and fee for each task listed below. Tasks are organized by phase. For each task, identify the key personnel classification(s) (e.g., Principal Engineer/PE, Project Engineer, Staff Engineer/EIT, Drill Crew, Laboratory Technician, Traffic Control Subcontractor), estimated hours or units, applicable unit type, and any relevant budget or fee notes (lump sum, time-and-materials, unit price, subconsultant, reimbursable, etc.).

Phases 4, 5, and 9 (amber shaded) are not included in this scope of work.

For any additional tasks proposed within this scope of work, insert new rows beneath the most relevant existing task and include the proposed hours or quantities along with the associated fee.

Scope of Services — Task Matrix (attached)

Schedule Requirements

Proposers shall include an anticipated project schedule with the following milestones: (1) field mobilization and exploration date range, (2) preliminary results turnaround after field completion, (3) draft report submittal date, and (4) final report submittal date. Field work shall be performed during normal weekday working hours (7:00 a.m. to 4:00 p.m., Monday through Friday) unless otherwise authorized in writing by the City. Any overtime or off-hours work required shall be identified in advance and authorized by the City; additional costs associated with overtime shall be identified in the proposer's fee schedule.

Exclusions & Additional Services

The following services are NOT included in this base scope of services and are explicitly excluded from the base fee proposal. If any of the following are required, the scope and associated fee shall be negotiated and authorized through a separate written Change Order prior to proceeding:

Private utility locating services beyond Gopher State One Call (MN 811) | Debris, obstruction, or snow removal required for drill rig or coring equipment site access | Stand-by time due to circumstances beyond the consultant's control | Restoration of vegetation, turf, or landscaping disturbed during drilling or coring operations | Re-leveling or re-patching of borehole or core backfill after initial restoration is complete | Phase I or Phase II Environmental Site Assessment (ESA) services | Contaminated soil characterization, sampling, manifesting, or disposal oversight | Right-of-entry or easement acquisition from private property owners — if required, those services will be addressed through a separate fee amendment once need and extent are defined during design

Firm Name: Braun Intertec Corporation

Project Manager / Principal-in-Charge (PE License #): Andrew Hillerud (59434)/Steve Thayer (24674)

Total Proposed Base Fee: \$18,750

Proposed Field Mobilization Date: Week of 7/13 or 7/20

Proposal Date: 6/30/2026

Geotechnical Investigation — Scope of Services Fee Proposal

City of Brainerd, Minnesota

Phase #	Phase Title	Tag	Total Est. Hours	Budget / Fee
1	Project Coordination & Site Access		8	\$ 1,875.00
2	Field Exploration — Pavement Coring	<i>Field</i>	11	\$ 3,294.00
3	Field Exploration — Standard Penetration Test (SPT) Borings	<i>Field</i>	13	\$ 5,577.00
4	Field Exploration — GPR Testing (Optional)	<i>Optional</i>	0	\$ -
5	Field Exploration — FWD Testing (Optional)	<i>Optional</i>	0	\$ -
6	Sample Review & Laboratory Testing	<i>Lab</i>	16	\$ 2,878.00
7	Engineering Analysis & Pavement Design Evaluation	<i>Engineering</i>	9	\$ 1,971.00
8	Geotechnical Evaluation Report	<i>Deliverable</i>	16.5	\$ 3,155.00
9	Post-Deliverable Consulting & Construction Support (Optional)	<i>Optional</i>	0	\$ -
TOTAL PROJECT			73.5	Total Proposed Fee: \$18,750

PHASE 1 Project Coordination & Site Access					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
1.1	Review project documents, existing utility as-builts, City GIS/CAD files, and any prior geotechnical data for the project corridor	<i>Project Engineer</i>	0.5	\$ 112.50	
1.2	Coordinate with City project manager and design engineer; attend project kickoff meeting	<i>Project Engineer</i>	1	\$ 225.00	
1.3	Prepare boring and core location plan; submit to City/engineer for review and confirmation prior to field mobilization	<i>Project Engineer</i>	0.5	\$ 112.50	
1.4	Contact Gopher State One Call (MN 811) and arrange utility marking and clearance at all exploration locations prior to drilling or coring	<i>Project Engineer</i>	0.5	\$ 112.50	
1.5	Stake and GPS-locate proposed boring and core locations in MN State Plane coordinates and NAVD88 datum; provide coordinates to City/engineer	<i>Staking Technician</i>	5	\$ 1,200.00	
1.6	Coordinate traffic control requirements; engage traffic control subcontractor for lane closure signage and personnel as required per MnMUTCD				Drill crew will provide signs and cones
1.7	Provide status updates to City and design engineer during field investigation; notify City of any encountered conditions warranting scope adjustment prior to proceeding	<i>Project Engineer</i>	0.5	\$ 112.50	
Phase 1 Subtotal			8	\$ 1,875.00	

PHASE 2 Field Exploration — Pavement Coring [Field]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
2.1	Mobilize coring equipment to project site; set up traffic control per approved traffic control plan	<i>Coring Crew</i>	2.5	\$ 710.00	
2.2	Core existing pavement at specified locations; measure and record pavement layer thicknesses (bituminous, base, and subbase layers)	<i>Coring Crew</i>	4.5	\$ 1,462.00	9 locations
2.3	Photograph each core; document pavement surface condition, cracking, raveling, and visible distress at each location	<i>Coring Crew</i>	0.75	\$ 180.00	
2.4	Patch all cored openings with cold-mix asphalt (bituminous pavement) or non-shrink grout (concrete pavement) immediately following core extraction	<i>Coring Crew</i>	0.75	\$ 232.00	
2.5	Demobilize coring equipment; restore traffic control and work area to pre-work condition	<i>Coring Crew</i>	2.5	\$ 710.00	
Phase 2 Subtotal			11	\$ 3,294.00	

PHASE 3 Field Exploration — Standard Penetration Test (SPT) Borings [Field]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
3.1	Mobilize truck-mounted drill rig to project site; set up and maintain traffic control throughout drilling operations	<i>Drill Crew</i>	1.5	\$ 637.50	
3.2	Drill SPT borings through existing pavement and subgrade to specified nominal depths using hollow-stem auger methods - 9 borings, 15 feet deep each	<i>Drill Crew</i>	4	\$ 1,700.00	
3.3	Perform standard penetration tests (SPT) at 2.5-foot vertical intervals from surface to boring termination depth per ASTM D1586	<i>Drill Crew</i>	3	\$ 1,275.00	9 borings, each to 15 feet deep
3.4	Collect disturbed split-spoon samples and bag samples from auger cuttings at each SPT interval for laboratory testing and visual classification	<i>Drill Crew</i>	1	\$ 425.00	
3.5	Measure and record depth to groundwater if encountered during or immediately following drilling	<i>Drill Crew</i>	1	\$ 425.00	
3.6	Backfill boreholes immediately following drilling; restore pavement surface with cold-mix asphalt or non-shrink grout patch	<i>Drill Crew</i>	1	\$ 477.00	
3.7	Demobilize drill rig; restore all traffic control and work area to pre-work condition	<i>Drill Crew</i>	1.5	\$ 637.50	
Phase 3 Subtotal			13	\$ 5,577.00	

PHASE 4 Field Exploration — GPR Testing (Optional) [Optional]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
4.1	Mobilize GPR equipment to project corridor				
4.2	Perform GPR testing in both directions of travel along the full project corridor to estimate pavement layer thicknesses continuously between core locations				
4.3	Process and interpret GPR data; correlate results with pavement core measurements and boring data				
Phase 4 Subtotal			0		

PHASE 5 Field Exploration — FWD Testing (Optional) [Optional]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
5.1	Mobilize FWD equipment to project corridor				
5.2	Perform FWD testing at specified intervals along the project corridor; collect load-deflection data for pavement structural evaluation				
5.3	Analyze FWD data; backcalculate pavement layer moduli for use as inputs to pavement design				
Phase 5 Subtotal			0		

PHASE 6 Sample Review & Laboratory Testing [Lab]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
6.1	Transport recovered soil samples and cores to laboratory; visually classify and log all soil samples per ASTM D2487 (Unified Soil Classification System)	<i>Project Engineer</i>	1	\$ 225.00	
6.2	Moisture content testing (AASHTO T-265) — determine in-situ moisture conditions for soil classification and engineering property estimation	<i>Soil Lab</i>	9	\$ 1,206.00	9 tests, including 9 loss by washing through #200 sieve
6.3	Atterberg limits — Liquid Limit and Plastic Limit (AASHTO T-89 & T-90) — evaluate soil plasticity and suitability for subgrade reuse or structural fill				
6.4	Gradation analysis / sieve-hydrometer analysis (AASHTO T-88) — classify soil particle size distribution for subgrade and subbase evaluation	<i>Soil Lab</i>	1	\$ 228.00	1 test
6.5	Standard Proctor compaction testing (AASHTO T-99) — determine maximum dry density and optimum moisture content	<i>Soil Lab</i>	1	\$ 216.00	1 test
6.6	California Bearing Ratio (CBR) testing (ASTM D1883) — pavement design input parameter per MnDOT methodology	<i>Soil Lab</i>	1	\$ 399.00	1 test
6.7	Sulfate and pH testing (ASTM C1580 / ASTM D4972) — evaluate soil corrosivity potential to concrete and metallic utility conduits	<i>Subcontracted Soil Lab</i>	1	\$ 275.00	1 test
6.8	Organic content testing (if organic soils are encountered) — evaluate suitability of native materials for reuse as structural fill or subgrade	<i>Soil Lab</i>	1	\$ 104.00	1 test
6.9	Review and confirm final laboratory testing program based on encountered conditions; submit written Change Order for any testing exceeding budgeted scope	<i>Project Engineer</i>	1	\$ 225.00	

PHASE 7 Engineering Analysis & Pavement Design Evaluation [Engineering]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
7.1	Evaluate subsurface soil profile and groundwater conditions along the project corridor based on boring logs and laboratory test results	<i>Project Engineer</i>	1	\$ 225.00	
7.2	Assess existing pavement section condition and estimated remaining service life; evaluate full reconstruction vs. rehabilitation alternatives	<i>Project Engineer</i>	1	\$ 225.00	
7.3	Perform pavement design analysis using MnDOT pavement design methodology; develop recommended new pavement section thicknesses	<i>Pavement Design Engineer</i>	2	\$ 396.00	
7.4	Evaluate subgrade soils for frost susceptibility, moisture sensitivity, and potential for subgrade instability; provide subgrade preparation recommendations	<i>Project Engineer</i>	1	\$ 225.00	
7.5	Evaluate pavement improvement alternatives including geogrid reinforcement, cement-stabilized subgrade, or full depth reclamation (FDR) where applicable	<i>Project Engineer</i>	1	\$ 225.00	
7.6	Evaluate utility trench excavation conditions — groundwater effects, excavation stability, dewatering requirements, and backfill recommendations	<i>Project Engineer</i>	1	\$ 225.00	
7.7	Evaluate suitability of on-site excavated materials for reuse as structural fill, utility trench backfill, or embankment	<i>Project Engineer</i>	1	\$ 225.00	
7.8	Evaluate soil and groundwater corrosivity conditions for proposed metallic utility pipes and concrete utility structures	<i>Project Engineer</i>	1	\$ 225.00	
Phase 7 Subtotal			9	\$ 1,971.00	

PHASE 8 Geotechnical Evaluation Report [Deliverable]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
8.1	Prepare project base map / exploration location sketch showing all boring and core locations with GPS coordinates	<i>Cad Drafter</i>	1.5	\$ 210.00	
8.2	Prepare boring logs describing all materials encountered, SPT blow counts, sample depths, groundwater measurements, and lab test results	<i>Project Assistant</i>	4	\$ 470.00	Includes project billing
8.3	Prepare pavement core photograph plate, core thickness summary table, and pavement condition documentation for each core location	<i>Project Engineer</i>	1	\$ 225.00	
8.4	Prepare written summary of subsurface soil profile and groundwater conditions along the project corridor	<i>Project Engineer</i>	1	\$ 225.00	
8.5	Provide discussion of subsurface conditions that will impact design and construction (soft soils, high groundwater, fill materials, frost-susceptible soils)	<i>Project Engineer</i>	1	\$ 225.00	
8.6	Provide earthwork recommendations: subgrade preparation, select granular material requirements, fill placement procedures, and compaction specifications	<i>Project Engineer</i>	1	\$ 225.00	
8.7	Provide utility installation recommendations: trench excavation, shoring requirements, dewatering considerations, pipe bedding, and backfill compaction requirements	<i>Project Engineer</i>	1	\$ 225.00	
8.8	Provide pavement design recommendations: recommended pavement section thicknesses, subgrade treatment options, and construction considerations	<i>Project Engineer</i>	1	\$ 225.00	
8.9	Internal QA/QC review of report, boring logs, and all analyses by a licensed MN Professional Engineer (PE)	<i>Senior Engineer</i>	4	\$ 900.00	
8.10	Submit draft geotechnical evaluation report to City and design engineer for review; incorporate review comments prior to final submittal	<i>Project Engineer</i>	0.5	\$ 112.50	
8.11	Submit final signed and sealed geotechnical evaluation report (PDF and native CAD/data files) to City and design engineer; provide boring logs for bid document appendix	<i>Project Engineer</i>	0.5	\$ 112.50	
Phase 8 Subtotal			16.5	\$ 3,155.00	

PHASE 9 Post-Deliverable Consulting & Construction Support (Optional) [Optional]					
Task #	Task Description	Key Personnel	Est. Hours	Budget / Fee	Notes
9.1	Respond to design engineer and contractor RFIs related to geotechnical findings during design and bidding phases				
9.2	Attend design team or City staff meetings to present geotechnical findings and recommendations (if requested)				
9.3	Provide geotechnical construction observation for subgrade preparation verification, utility trench conditions, and pavement base compaction review				
9.4	Perform supplemental soil borings or testing if unexpected subsurface conditions are encountered during construction (requires prior written Change Order authorization)				
Phase 9 Subtotal			0		



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Tax-Forfeit Non-Conservation Parcels

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Crow Wing County has submitted information to the City regarding a tax-forfeited parcel (41360584) located at the intersection of Park Street and Pennsylvania Avenue. The County is proposing to include this parcel in the Crow Wing County Land Sale, unless the City elects to designate it for conservation and have the parcel transferred to City ownership.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff conducted a comprehensive review of this parcel from a planning and zoning, utility, street, and general infrastructure perspective.

From a planning and zoning standpoint, the parcel would be difficult to build on without multiple variances; however, an application submitted to the Community Development Department would likely have a strong case for practical difficulties.

From a utility standpoint, the 18-inch watermain from the water treatment plant runs down Park Street, with smaller distribution mains running along Pennsylvania Avenue. Sanitary sewer service to the parcels on Pennsylvania Avenue is provided through the alley behind the residences. Staff did not identify any utility conflicts that would prohibit or strongly discourage the City from agreeing with the County's non-conservation designation for this parcel.

There may be an opportunity for adjacent property owners to purchase this odd-shaped, triangular parcel and incorporate it into their existing property. This could allow for a future lot split to create two larger lots, or simply provide additional yard area for the current owner.

Staff sees no compelling reason for the City to hold this parcel in conservation status, and therefore recommends the City Council concur with the County's non-conservation designation and allow the parcel to be offered during the land sale.

RECOMMENDED ACTION/MOTION

Staff recommends concurring with Crow Wing County's non-conservation designation for PID 41360584, allowing the County to offer the parcel for sale during the Crow Wing County Land Sale.

FINANCIAL IMPACT

There is no financial impact associated with the recommended action. However, if the Council chooses to hold the parcel in conservation, fees would apply for recording and deed tax related to the property transfer.



6/25/2026

Nicholas Broyles
501 Laurel St.
Brainerd, MN 56401

RECEIVED

JUN 29 2026

**CITY OF BRAINERD
ADMINISTRATION**

Re: Classification to "Non-Conservation" and Future Direct Sale of Tax Forfeited Lands

Dear Nicholas:

In the near future, the Crow Wing County Board of Commissioners will consider reclassifying the attached list of tax forfeited parcels as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, Crow Wing County can proceed with its plans to offer this/these parcels for sale, the city or township wherein these parcels lie "must first approve the classification and intended sale" by the County Board. The city or township "is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date" of this letter.

If you respond within 60 days and **do not support** the County Board's action, "the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."

Please review the attached list of tax forfeited parcel(s), attached, and inform our office of your approval or disapproval of the County Board's future action to classify said parcels to a "non-conservation" status with intentions to sell at a future direct sale.

Please include the zoning information for each tax forfeited parcel along with any special assessments that are or will be attached to each parcel.

Maps have been enclosed to aid your review of our request. If you have any questions about this letter or the process of tax forfeited land sales, please contact us.

Sincerely,
Jessica Shea
Operations Manager

Gary Griffin, Director
Land Services Department
322 Laurel Street, Suite 15
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Office: (218) 824-1010
Fax: (218) 824-1126
www.crowwing.gov

PARID 41360584
NBHD 09_SWRES
TAX FORFEITED

JUR 018
ROLL RP
0

Owner Details For

Assessment Year: 2025
Pay Year: 2026
Owner Number: 1
Name: TAX FORFEITED

In Care Of:
Owner Address: CROW WING COUNTY LAND SERVICES 322 LAUREL ST STE 15 BRAINERD, MN 56401-3590
City State Zip:
% Owned: 100%
Owner Type Code 1: OTH - OTHER

Parcel

Assessment Year: 2025
Pay Year: 2026
Property Address: 0
City: BRAINERD
State: MN
Zip: 56401
Multiple Addresses: No
Legacy Parcel ID: 09202006009Z009
Neighborhood: 09_SWRES - BRAINERD-SW RESIDENTIAL
Class: 960 - 5E TAX FORFEITURE NOT REPORTED
Property Use Code: -
Lake
GIS Acres: .11
Plat: 09202-WOODLAND PARK ADDITION TO BRAINERD
Lot: 009
Block: 006
Section-Twp-Range: 36 - 045 - 031
Tax District: 41100 - 41 - CITY OF BRAINERD
Town/City: 010200 - CITY OF BRAINERD
School District: 020181 - BRAINERD
Fire District:
Rural Service:
Watershed:
Sewer District:
Hospital:
HRA: 080110 - BRAINERD HRA
Commissioner District: 3

Values

Tax Market Value: 0
Estimated Market Value: 10,300
Ref Market Value:
TIF Tax Capacity: 0
Tax Capacity: 0
State Tax Capacity: 0
Old House Market Value: 0
New Construction Value: 0

Parcel Status

In Forfeiture: No
COJ: No-
In Bankruptcy
Escrow Company
ACH: No
MH Court Agreement
Cash Only
Delinquent: No
Homestead: N - Non-Homestead
Relative

Legal

ALL THAT PART OF LOT 9 BLOCK 6 LYING S. OF

NEW'LYCONSTRUCTED PARK STR. AND N. 33 FT OF
NOW VACATED JENNY STR. LYINGDIRECTLY S. OF
LOT 9 BLK 6 OF WOODLAND PARK ADD. TO
BRAINERD.

Property Description

Plat/Park #: 09-202
Plat/Park Name: WOODLAND PARK ADDITION TO BRAINERD
Lot Block: ALL THAT PART OF LOT 9 BLOCK 6 LYING S. OF
Property Address: 0
Description:
Building/Unit #:
Deeded Acres: 0
Deeded Sq Ft:
Municipality: 010200 - CITY OF BRAINERD

Tax Description

WOODLAND PARK ADDITION TO BRAINERD

Legal

ALL THAT PART OF LOT 9 BLOCK 6 LYING S. OF
NEW'LYCONSTRUCTED PARK STR. AND N. 33 FT OF
NOW VACATED JENNY STR. LYINGDIRECTLY S. OF
LOT 9 BLK 6 OF WOODLAND PARK ADD. TO
BRAINERD.

Property Tax by Jurisdiction

Pay Year: 2026
County Tax: \$.00
City / Town Tax: \$.00
State Tax: \$.00
School District Voter Levies: \$.00
School District Other Levies: \$.00
Special Taxing Districts-NTC: \$.00
Special Tax-TIF: \$.00
Special Tax-Fiscal Disp.: \$.00
Total Tax before Spec Asmts: \$.00
Special Assessments: \$.00

Total Tax Including Specials: \$.00

Half Payment: \$.00

Property Tax and Credits

Gross Tax Before Credits: \$.00
Taconite Credit: \$.00
Power Line Credit: \$.00
AG Credit: \$.00
Disater Credit: \$.00
School Bond Credit: \$.00
Net Tax After Credits: \$.00

Miscellaneous Statement Information

Qualifying Tax Amount: \$.00
Veterans Exclusion: \$0
Senior Deferral: N
Exempt: Y
Tax Change: N
MSA Int: N
Coop #:
Escrow Code:
Homestead: N – Non-Homestead
Parcel Grouping: N
Tax District: BRAINERD CITY - ISD 181

Rates

Total TCAP Rate %: 99.1229

Total Market Rate %: 0.0691
 State Gen Tax Commercial Rate %: 28.3130
 State Gen Tax Seasonal Rec Rate %: 9.2030

Sales

Sale Date	Sale Price	Instr. Type	CRV #	Grantor/Seller	Grantee/Buyer
01/01/1800		OTH			TAX FORFEITED

Sale Details

Instrument Type: OTHER TYPE OF TRANSFER
 Grantor/Seller:
 Grantee/Buyer: TAX FORFEITED
 Instrument/Sale Date: 01/01/1800
 Transfer Date: 01/01/1800
 Recorded Date:
 Auditor/Accept Date:
 Improved/Vacant: -
 State Validity Code: -
 Sale Property Use: -
 CRV #:
 Old Document Number
 Total Sale Price:
 # of Pcls:
 Adjusted Sale Price:
 Instrument#
 Filing Office -
 COT#

Land Summary

Line	Class	Rec #	Code	Land Description	Acres	SF	FF	Value
1		1	HWD	HIGH WOODED ACREAGE	.11	4,792		10,300
Total:					.11	4,792	0	10,300

Land

Line: 1
 Class:
 Rec #: 1
 Land Type: A - ACREAGE
 Land Code: HWD
 Land Tier:
 Square Feet: 4,792
 Acres: .11
 Land Value: 10,300
 Frontage:
 Depth:
 Notes:
 Vegetation:
 Elevation:
 Low:
 Road:
 Location:
 FF Size:
 FF Depth:
 Golf Course:
 Easements:
 Public Land:
 Water:
 % Adjust 1:
 Reason 1:
 % Adjust 2:
 Reason 2:

Green Acres/Rural Preserve

Land Program
 Total Land Program EMV 0
 Tillable Land EMV 0
 Land Program Tillable EMV 0
 Acres .00
 Tillable Acres .00
 Land Program Tillable Acres .00

Values

Reason Code:	
Review Date:	
Review Code:	1 - COST APPROACH
Review Reason:	
Appraiser ID:	
Exempt %:	%
Exempt Building:	0
Spec Proc Flag:	
Appraised Land:	10,300
Appraised Building:	0
Appraised Total:	10,300
Cost Land Value:	10,300
Cost Building Value:	0
Cost Total Value:	10,300
Market Value:	
Income Value:	0
GRM Value:	0
Total Residential Living Area:	
Total Commercial Living Area:	
Converted Land:	10600
Note 1:	
Note 2:	



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

ArcGIS Web Map

Date: 6/25/2026 Time: 10:16 AM





City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Letter of Support - Northland Arboretum use of Levy Dollars as Grant Match

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

The Northland Arboretum requested a letter of support for the use of levy dollars as a grant match for the Greater Minnesota Regional Parks and Trails Commission grant. The project would allow Crow Wing County to acquire approximately 116 acres adjacent to the Arboretum and include it within the Arboretum's long-term management lease. This is an important step in implementing their Regional Park Master Plan and strengthens the Arboretum's long-term financial sustainability. By increasing the size of the regional park and expanding the protected land it manages, the Northland Arboretum becomes more competitive for future state and regional funding opportunities, reducing their reliance on annual operating support over time.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The application is due July 31, 2026.

RECOMMENDED ACTION/MOTION

Motion to authorize letter of support for the Northland Arboretum to utilize levy dollars as a grant match.

FINANCIAL IMPACT

None. The Arb would utilize the funds appropriated by the Charter as a grant match if selected by the GMRPTC.

[City of Brainerd Letterhead]

June XX, 2026

Greater Minnesota Regional Parks and Trails Commission
c/o Northland Arboretum
14250 Conservation Drive
Brainerd, MN 56401

RE: Commitment of City of Brainerd Levy Funds in Support of the Northland Arboretum
GMRPTC Application

To the Greater Minnesota Regional Parks and Trails Commission and Northland Arboretum:

The City of Brainerd is pleased to support the Northland Arboretum's 2026 Greater Minnesota Regional Parks and Trails Commission (GMRPTC) funding application.

The Northland Arboretum serves as a regionally significant destination for outdoor recreation, environmental education, conservation, and community wellness. Through its extensive trail system, educational programming, accessible recreation opportunities, and stewardship of natural resources, the Arboretum provides meaningful benefits to residents and visitors throughout the region.

As part of this application, the City of Brainerd authorizes the use of a portion of the annual levy funds allocated to the Northland Arboretum as local matching funds and financial support for the proposed GMRPTC project. The City recognizes the importance of leveraging local investments to secure regional funding opportunities that enhance public access to recreation and protect valuable community assets for future generations.

The City of Brainerd remains committed to its partnership with the Northland Arboretum and supports efforts to expand recreational opportunities, improve accessibility, conserve natural resources, and strengthen the region's park and trail system.

We respectfully request favorable consideration of this application and appreciate the Commission's continued investment in Greater Minnesota's regional parks and trails.

Sincerely,

Mayor
City of Brainerd

City Administrator
City of Brainerd



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Hiring - Public Services Director Zachary Swarhout

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Nick Broyles, City Administrator

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE

Four applicants were interviewed for the Public Services Director position. Zachary Swarhout was offered, and has accepted, the position. Zachary will start with us on July 27, 2026, at Step 1 of the 2026 Public Services Director Wage Grid (\$55.17 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to approve the hiring of Zachary Swarhout as our Public Services Director effective July 27, 2026, at Step 1 of the Public Services Director Wage Grid (\$55.17 per hour).

FINANCIAL IMPACT

The restructuring of the Organizational Chart, including the hiring of a Public Services Director, was approved by the Council on April 14, 2026.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Transit Fares - City of Baxter

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE

On June 1, 2026, City Council directed staff to compile and present additional transit financial and operational information related to fare structures, local share funding participation, and the cooperative transit agreement between the City of Brainerd, the City of Baxter, and Crow Wing County.

The attached report summarizes fare revenue, allocated transit costs, annual reconciliation results, fare structures, ridership, travel patterns, documented fare-related rider decisions, and additional operational information for calendar years 2023 through 2025. The report also includes MnDOT guidance regarding fare-setting authority and local share management as requested by Council.

The report is provided for Council review and discussion.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Preparation of the attached report required approximately 30 combined staff hours and included research, data extraction, verification, reconciliation, analysis, and preparation of historical financial and operational information from multiple reporting sources. The report was prepared in response to City Council's June 1, 2026 direction.

RECOMMENDED ACTION/MOTION

Receive the attached transit financial and operational review and provide any direction deemed appropriate.

FINANCIAL IMPACT

30 hours of staff time.

Transit Financial and Operational Review

Fare Structure, Local Share Funding, Ridership, and Travel Analysis

Prepared in Response to City Council Direction

July 6, 2026

Background

The City of Brainerd operates the Brainerd & Crow Wing County Public Transit System and serves as the recipient of state and federal transit grant funding. On June 1, 2026, City Council directed staff to compile financial, ridership, fare structure, travel pattern, and fare authority information for Council review. The following sections respond to each component of City Council's request.

Report Overview

This report summarizes fare revenue, allocated operating and capital costs, annual reconciliation results, fare structures, ridership, travel patterns between Brainerd and Baxter, additional ridership information, and MnDOT guidance regarding fare-setting authority.

1. What fare revenue was collected by each entity?

- 2023: The City of Brainerd collected \$88,404 in fare revenue, City of Baxter collected \$27,148, and Crow Wing County collected \$41,843.
- 2024: The City of Brainerd collected \$89,563 in fare revenue, City of Baxter collected \$49,242, and Crow Wing County collected \$13,432.
- 2025: The City of Brainerd collected \$98,914 in fare revenue, City of Baxter collected \$58,186, and Crow Wing County collected \$13,888.

2. What was each entity's share of transit costs?

- 2023: The City of Brainerd's allocated operating and capital costs were \$55,032.67. The City of Baxter's allocated operating and capital costs were \$14,356.35, and Crow Wing County's allocated operating and capital costs were \$41,872.69. Cost allocations during 2023 differed from subsequent years due to Pine River Transit participating during part of the year and reductions in Crow Wing County transit service later in the year.
- 2024: The City of Brainerd's allocated operating and capital costs were \$54,302.66. The City of Baxter's allocated operating and capital costs were \$15,037.66, and Crow Wing County's allocated operating and capital costs were \$14,202.24.
- 2025: The City of Brainerd's allocated operating and capital costs were \$68,178.26. The City of Baxter's allocated operating and capital costs were \$18,880.13, and Crow Wing County's allocated operating and capital costs were \$17,831.24.

3. How did each entity's revenues compare to its share of transit costs?

Annual reconciliation compares each entity's fare revenue, advertising revenue, interest income, and allocated operating and capital costs to determine the resulting annual reconciliation balance.

The annual reconciliation balances were:

- **2023:** Brainerd \$34,630; Baxter \$14,050; Crow Wing County \$1,229.
- **2024:** Brainerd \$38,036; Baxter \$36,980; Crow Wing County \$2,005.
- **2025:** Brainerd \$34,532; Baxter \$43,102; Crow Wing County deficit (\$147).

Table 3A summarizes the annual reconciliation balances for calendar years 2023 through 2025.

Table 3A. Annual Reconciliation Balances

Entity	2023	2024	2025
Brainerd	\$34,630	\$38,036	\$34,532
Baxter	\$14,050	\$36,980	\$43,102
Crow Wing County	\$1,229	\$2,005	(\$147)

Over the three-year review period, Brainerd's cumulative annual reconciliation balance totaled **\$107,198**, Baxter's totaled **\$94,133**, and Crow Wing County's totaled **\$3,087**.

4. What were the fares?

In 2023, Brainerd's advance fare was \$1.25 and the same-day fare was \$2.50. Baxter's advance fare was \$2.25 and the same-day fare was \$4.50. Crow Wing County's advance fare was \$4.00 and the same-day fare was \$8.00.

In 2024, Brainerd's advance fare was \$3.00 and the same-day fare was \$6.00. Baxter's advance fare was \$7.00 and the same-day fare was \$11.00. Crow Wing County's advance fare was \$8.00 and the same-day fare was \$12.00.

In 2025, Brainerd's advance fare remained \$3.00. Brainerd's same-day fare was reduced from \$6.00 to \$5.00 effective March 14, 2025. Baxter's fares remained \$7.00 for advance trips and \$11.00 for same-day trips. Crow Wing County's fares remained \$8.00 for advance trips and \$12.00 for same-day trips.

Table 4 provides the fare structures in effect during the review period.

2023			
Fare Type	Brainerd	Baxter	Crow Wing County
Advance	\$1.25	\$2.25	\$4.00
Same Day	\$2.50	\$4.50	\$8.00
2024			
Fare Type	Brainerd	Baxter	Crow Wing County
Advance	\$3.00	\$7.00	\$8.00
Same Day	\$6.00	\$11.00	\$12.00
2025			
Fare Type	Brainerd	Baxter	Crow Wing County
Advance	\$3.00	\$7.00	\$8.00
Same Day (through Mar. 13)	\$6.00	\$11.00	\$12.00
Same Day (effective Mar. 14)	\$5.00	\$11.00	\$12.00

5. How many people used transit?

2023: 45,623 passenger trips.

2024: 36,225 passenger trips. Ridership declined from 2023 following the conclusion of Pine River Transit participation, reductions in Crow Wing County service, and fare increases and service changes implemented throughout the service area.

2025: 40,678 passenger trips. Ridership increased approximately 12% over 2024, reflecting continued growth in general public transit use.

During 2025, approximately 76% of all passenger trips originated in Brainerd, 20% in Baxter, and 4% in Crow Wing County.

Table 5. Annual Ridership by Entity

Year	Brainerd	Baxter	Crow Wing County	Agency Total
2023	28,360	6,178	11,085	45,623
2024	27,847	6,743	1,635	36,225
2025	31,061	7,917	1,700	40,678

6. How do riders travel between Brainerd and Baxter?

Staff reviewed completed trips between Brainerd and Baxter from July 28, 2025 through June 22, 2026 to better understand travel patterns between the two communities. This period reflects implementation of the current transit software and the availability of detailed travel pattern data. The analysis includes only trips between Brainerd and Baxter and does not include trips that both originated and ended within the same community.

For this analysis, a one-way trip represents completed travel from Brainerd to Baxter or from Baxter to Brainerd without a return trip. A round trip represents completed travel from Brainerd to Baxter and back to Brainerd, or from Baxter to Brainerd and back to Baxter.

Table 6 – Travel Between Brainerd and Baxter

Trip Origin	One-Way Trips	Round Trips	Total Completed Trips
Brainerd	2,185	5,644	7,829
Baxter	1,005	2,882	3,887
Total	3,190	8,526	11,716

Note: Round trips represent two completed passenger trips (an outbound trip and a return trip). These totals reflect completed trips between Brainerd and Baxter only and do not include trips that originated and ended within the same community. Passenger counts are not reflected. For example, a family of five traveling together would be counted as one trip rather than five individual passengers.

Key Findings:

- More than half of travel between Brainerd and Baxter consisted of round trips.
- Similar travel patterns were observed for riders originating in both Brainerd and Baxter.

- Travel between Brainerd and Baxter supports access to employment, healthcare, shopping, and other essential daily destinations.

7. Additional Information

7A. Ridership Trends

Productive Alternatives ridership declined significantly beginning in late 2025. Overall transit ridership remained stable and later exceeded prior levels through continued growth in general public ridership.

Figure 1. Productive Alternatives as a Percentage of Monthly Ridership

Productive Alternatives accounted for approximately one-fifth of monthly ridership during much of 2025. Beginning in late 2025, Productive Alternatives ridership declined significantly and remained at substantially lower levels through the review period.

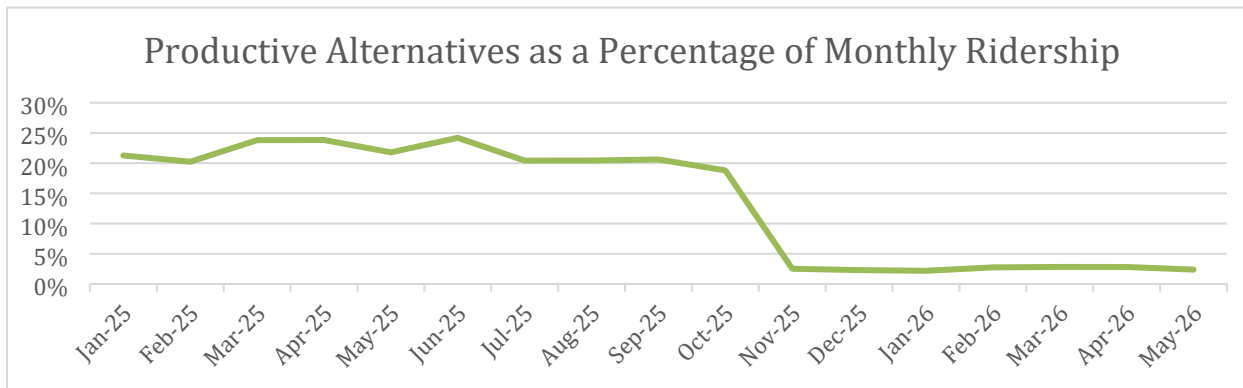
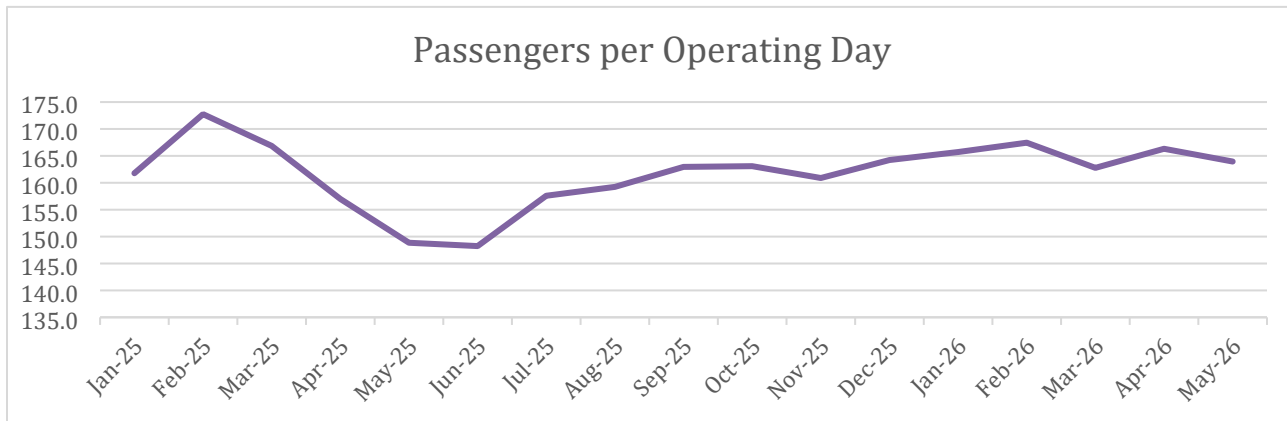


Figure 2. Average Passengers per Operating Day

Average passengers per operating day remained relatively stable throughout the review period and later increased, demonstrating continued demand for public transit services despite the reduction in Productive Alternatives ridership.



7B. Grocery Destination Activity

Staff also reviewed completed passenger trips to and from Walmart and Super One Foods locations in Brainerd and Baxter during the review period. These locations were reviewed because they are among the transit system's most frequently served destinations and provide access to essential grocery shopping and other daily needs.

During the review period, Super One Foods in Brainerd was the most frequently served grocery destination with 2,216 completed trips, followed by Walmart in Baxter with 1,684 trips. Super One Foods in Baxter accounted for 448 completed trips during the same period.

Table 7B summarizes completed passenger trips to and from these locations between July 28, 2025 and June 22, 2026.

Grocery Destination	Trips To	Trips From	Total Trips
Walmart (Baxter)	995	689	1,684
Super One (Brainerd)	1,156	1,060	2,216
Super One (Baxter)	291	157	448

8. Examples of Fare-Related Ride Decisions

During preparation of this report, staff reviewed documented rider contacts to determine whether fare costs were identified as a reason riders chose not to use transit. The following examples were identified during 2026:

- April 17, 2026:** Two riders from Baxter requested same-day transportation to lunch in Baxter. After learning the total same-day fare for two passengers, the riders cancelled the trip and chose to use a taxi because the total taxi fare was less than round-trip transit fare.
- May 8, 2026:** A rider requested transportation between two retail businesses in Baxter. After being advised of the applicable fare, the rider declined the trip.
- May 15, 2026:** A rider requested same-day transportation within Baxter to a grocery store. After learning the applicable fare, the rider declined the trip due to the cost of the fare.
- Trinity Lutheran Church Children's Center:** Transit staff documented that the Children's Center discontinued summer trips to Baxter parks because of the cost of the return fare. Summer outings continue to Brainerd destinations, where advance fares remain lower.
- Baxter Grocery Trip:** Transit staff were contacted on behalf of a Baxter resident who could not afford the fare for a short trip to the Baxter Super One Foods. Instead, the rider chose to travel to the Brainerd Super One Foods because the overall round-trip fare was lower despite the greater travel distance.

These documented examples demonstrate that fare cost influenced some riders' travel decisions during the review period, including declining trips, selecting alternative destinations, and choosing other transportation options.

9. What did MnDOT say about fare authority?

City Council requested that staff inquire with the Minnesota Department of Transportation (MnDOT) regarding fare-setting authority for the transit system.

MnDOT confirmed that the City of Brainerd, as the owner of the transit system and recipient of state and federal transit funding, has authority to establish the transit fare structure.

MnDOT further advised that fare changes require notification to MnDOT, updates within the BlackCat grant management system, and public notification before implementation.

MnDOT did not indicate that participating entities are required to establish or approve their own fare structures. Staff was advised to keep MnDOT informed of any fare changes and complete the required notification and reporting requirements.

Summary

- This report summarizes fare revenue, allocated transit costs, annual reconciliation results, fare structures, ridership, travel patterns, documented fare-related rider decisions, and MnDOT guidance requested by City Council.
- Annual reconciliation applies revenues against each entity's allocated operating and capital costs in accordance with the cooperative agreements.
- Brainerd accounted for approximately 76% of all passenger trips during 2025, while overall system ridership remained stable despite a significant reduction in Productive Alternatives trips.
- Staff documented examples of riders declining transit trips after learning the applicable fare during the review period.
- MnDOT confirmed that the City of Brainerd, as the transit system owner and grant recipient, has authority to establish the transit fare structure.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Funding Request - YMCA

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jeff Czczok, Councilmember

DEPARTMENT: Administration

PRESENTER: Jeff Czczok, Councilmember

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

Member Czczok requested that staff provide information regarding staff communications with the YMCA since June 15.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Attached is an email received from Mr. Riffle on July 2nd.

RECOMMENDED ACTION/MOTION

FINANCIAL IMPACT

From: Shane Riffle <sriffle@blymca.org>
Sent: Thursday, July 2, 2026 9:06 AM
To: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Cc: Lindsey Kriens <Lindsey.Kriens@widseth.com>; pmeans2@gmail.com
<pmeans@nbcbanking.com>; Warren Larson <Wclarson57@gmail.com>
Subject: YMCA partnership with City

*** **Warning:** External sender, use extreme caution with attachments and links ***

Dear Nick,

Thank you for your email and for keeping us informed regarding the recent City Council discussion surrounding the aquatic center component of the new Brainerd Family YMCA. We appreciate the time you, City staff, and the Council have invested in considering the YMCA's request and the broader conversation about expanding community access to aquatic opportunities in Brainerd.

After discussion with our Capital Campaign leadership, we believe the best course of action is to respectfully pause our request for City participation. This decision does not reflect our belief in the value of a public-private partnership. In fact, we still believe an aquatic center operated by the YMCA would greatly benefit the residents of Brainerd and the surrounding region. Our intent is to allow both the City and the YMCA to continue their respective planning efforts without creating unnecessary pressure or expectations around a funding process that does not fit our current timeline and schedule.

At the same time, we want to emphasize that we remain very interested in partnering with the City should another funding solution emerge. If the Council and City leadership identify an alternative approach that aligns with the City's priorities and are interested in leading that discussion, we would certainly welcome the opportunity to revisit a partnership. We continue to believe this project presents a unique opportunity to leverage private philanthropy alongside public investment to create a community asset that will serve residents for generations.

We remain committed to building a new YMCA that strengthens the health and vitality of the community which we serve, and we look forward to continuing a positive working relationship with the City as our plans advance. Thank you again for your leadership and your willingness to keep the lines of communication open. We appreciate your partnership and look forward to future conversations.

Sincerely,
Shane Riffle

Chief Executive Officer
Brainerd Family YMCA



SHANE RIFFLE

CHIEF EXECUTIVE OFFICER
P 218.454.2552
C 843.240.7679
W brainerdlakesymca.org





City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Anabec Street Stormwater Discussion

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Kelly Bevans, Councilmember

DEPARTMENT: Public Works

PRESENTER: Kelly Bevans, Councilmember

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE

Member Bevans asked that the City Council revisit the matter of the stormwater depression located in Mr. Bollig's backyard, which falls under a Crow Wing County easement. For reference, an email outlining the request along with the subsequent correspondence is attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Mr. Bevans requested that Mr. Bollig be given 5–10 minutes to speak on the topic, in order to share any new information he may have on the subject.

RECOMMENDED ACTION/MOTION

Discussion item.

FINANCIAL IMPACT

N/A

From: Paul Sandy <psandy@bpu.org>
Sent: Monday, June 29, 2026 4:27 PM
To: Mike ODay <moday@ci.brainerd.mn.us>; Kelly Bevans <kbevans@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Tad Erickson <terickson@ci.brainerd.mn.us>; cdbollig@brainerd.net <cdbollig@brainerd.net>
Subject: Re: Bollig Pond

*** **Warning:** External sender, use extreme caution with attachments and links ***

Hi all,

I recently met with Tim Bray to discuss a joint maintenance project in the County easement area behind Mr. Bollig's residence. We discussed performing a joint maintenance project with County and City staff to remove deadfall, pick up trash, remove some of the sediment buildup, seed and spend some time down in this area to maintain the depression and associated outfall.

The last I heard, Tim Bray was going to work on scheduling with his staff and reach out to us to coordinate schedules to get this work completed.

Not sure if that is what Mr. Bollig wants to see done, but we are working on a maintenance project to be performed sometime in late summer/early fall when we get some drier weather and dependent on our other scheduled maintenance work.

Just wanted to provide some context to this discussion, as this maintenance project was brought up at previous Council meetings. We are working on this and planned to have something done in this area in the next couple of months.

Reach out with questions.

Get [Outlook for iOS](#)

From: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Sent: Monday, 29 June 2026 16:00:27
To: Mike O'Day - City Council <moday@ci.brainerd.mn.us>
Cc: Nick Broyles - Administration <nbroyles@ci.brainerd.mn.us>; Paul Sandy <psandy@bpu.org>; Tad Erickson - City Council <terickson@ci.brainerd.mn.us>; cdbollig@brainerd.net <cdbollig@brainerd.net>
Subject: Bollig Pond

Mike,

Is it possible to put Denny Bollig back on the agenda 1st in July (I suggest SP&W) as he's still having problems with the storm water retention pond in his back yard. His Email is cc'd to this Email if you need it.

Thank You

Kelly



Kelly Bevans
Brainerd City Council
Ward 2

From: [Paul Sandy](#)
To: [Kelly Bevans](#); [Denny Bollig](#)
Cc: [Nick Broyles](#); [Tad Erickson](#); [Mike ODay](#); [Toni Gage](#); [Dunteman, Conner](#)
Subject: RE: Bollig Pond
Date: Thursday, July 2, 2026 12:31:33 PM
Attachments: [image001.png](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Kelly and Denny,

Thank you both for this additional discussion.

Staff did have this discussion, and I was able to do some research along with talking to Mr. Dunteman, whom did the study, about french drains. I performed some quick, back of the napkin math, regarding an overflow pipe to the SW 6th stormwater basin.

Here are the findings:

1. **Wrong tool for the water volume.** French drains are designed to manage shallow, localized seepage — foundation water, a soggy corner of a yard, a downspout outlet. They work by allowing water to slowly infiltrate into surrounding soil through a gravel- or rock-filled trench. They are not designed to receive piped, concentrated discharge from an entire municipal and county stormwater system. The contributing drainage area here — city street systems plus the county system — is almost certainly orders of magnitude larger than what a French drain is built to handle. It would be overwhelmed within minutes of a real storm event.

2. **Soil infiltration capacity is the actual constraint, not the pipe.** A French drain only works as fast as the surrounding soil can absorb water. Digging a gravel trench doesn't change the soil's permeability — it just creates a slightly bigger temporary reservoir that fills up just as fast and has nowhere additional to send the water. The soils in this area already have adequate permeability, particularly once a maintenance project removes accumulated debris and buildup within the easement. A French drain would not improve capacity or soil permeability here.

Our analysis confirms this: even a pond sized to fill the entire drainage easement would not provide adequate capacity or freeboard to the lowest adjacent grade (i.e., the resident's garage). That's why an expanded pond extending south into the neighboring parcel was evaluated — it's only by expanding into that parcel that we achieve sufficient volume to handle the 50-year storm event while maintaining adequate freeboard to the garage.

A French drain would provide orders of magnitude less storage volume than either of these basin options. We need thousands of additional cubic feet of storage, not hundreds — and again, the limiting factor is soil permeability, not conveyance. It is far more effective to spread water over a large area to allow gradual infiltration than to

centralize it into a small French drain.

3. **It doesn't create an outlet — it can't manufacture capacity.** Water has to go somewhere: infiltrate, evaporate, or be conveyed to a downstream outfall. A French drain adds no conveyance capacity and no new discharge point. If a feasible, low-cost way to move this water elsewhere existed, that is essentially what the engineered detention basin option was evaluating — and it carries real capital cost precisely because doing this properly requires actual hydraulic capacity, not a perforated pipe in gravel.
4. **Sediment loading and clogging.** Street systems carry grit, sand, and debris. Without pretreatment (e.g., sediment traps), a French drain receiving this flow would clog and lose function within a few seasons, often sooner. Rather than solving the problem, it would become an ongoing maintenance liability.
5. **College Drive Holding Pond Overflow.** Based on rough measurements, an overflow pipe would need to run approximately 1,500 feet. For a conservative cost estimate, I used a 15" pipe. Cost figures are based on recent directional drilling work from the Kuepers Voyageur Heights project, which involved drilling a 12" HDPE watermain — a comparable material type to what would be used here. That project's unit cost was \$130/foot, covering drilling, pipe procurement, and installation. Accounting for the increase from 12" to 15" (additional pipe cost and drilling time), I'm estimating roughly \$150/foot, which puts installation alone in the range of \$200,000–\$250,000. This figure does not include the overflow structure, end section, riprap, maintenance manholes, soil stabilization, or other incidental work needed to complete the project. Applying a rough 25% contingency to cover those items brings the estimated project cost to near \$300,000 or more. That estimate also does not include easements that would be required across several properties — including the college — to route the pipe from point A to point B. In addition, we would need to evaluate the capacity of the SW 6th stormwater pond to confirm it can accommodate the additional flow. I have not yet pulled construction reports for that pond, so this estimate does not account for any expansion that may be necessary if capacity is inadequate.
6. **Grade and elevation concerns**

Beyond cost, there may be grade challenges. The bottom of the depression sits at approximately elevation 1186, while the pond water elevation at SW 6th Street is 1176 — a 10-foot difference between the two sites (based on Crow Wing County contours). At a minimum pipe grade of 0.5% over 1,500 feet, roughly 7.5 feet of fall is required to convey water by gravity from the depression to the SW 6th pond. With only 10 feet of elevation difference available and 7.5 feet of that needed just to maintain minimum grade, there is very little margin left to also maintain adequate pipe cover. We would want a minimum of 5 feet of cover to help reduce the risk of freezing, and even that wouldn't eliminate the concern. Given these constraints, the grades may not work between the two sites.

Pumping assistance may be needed somewhere along the route. In addition, some sections of the alignment would potentially end up with shallow cover, creating a freezing risk — particularly during spring and fall. In short, diverting the overflow to the SW 6th stormwater basin would remain a substantial capital project — not only due to construction and easement costs, but also because of grade limitations that raise real questions about whether gravity flow is feasible at all, independent of whether the SW 6th basin has adequate capacity to receive the additional flow.

Staff recommendation. Based on the findings above, staff strongly recommends against pursuing a french drain or overflow pipe from this area. For the reasons outlined, it would not achieve the intended outcome.

Sincerely,

Paul

Paul Sandy, PE

Public Works Director

218-825-3220 | Direct

218-839-1775 | Mobile

218-829-8726 | Office



8027 Highland Scenic Rd | Brainerd, MN 56401

BPU.org

[Electricity](#) | [Water](#) | [Wastewater](#)

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

From: Denny Bollig <cdbollig@brainerd.net>

Sent: Thursday, July 2, 2026 11:22 AM

To: Kelly Bevans - City Council <kbevans@ci.brainerd.mn.us>

Cc: Nick Broyles - Administration <nbroyles@ci.brainerd.mn.us>; Tad Erickson - City Council <terickson@ci.brainerd.mn.us>; Mike O'Day - City Council <moday@ci.brainerd.mn.us>; Paul Sandy <psandy@bpu.org>; Toni Gage <tgage@ci.brainerd.mn.us>
Subject: Re: Bollig Pond

I met with Paul after the study was presented to the city council. We discussed an option that wasn't included in the study, feasibility of a French drain with an overflow to the college holding pond. Maybe the time to look at that option is when the county and city are cleaning out the pond. It's my understanding that Paul needs direction from the city council to look into it to see if it's a feasible option.

Thank You.

Denny

Sent from my iPhone

On Jul 1, 2026, at 4:33 PM, Kelly Bevans <kbevans@ci.brainerd.mn.us> wrote:

Thank You.

Denni, I suggest you Email your new information to Nick by 10AM Thursday (tomorrow) to get it in the packet.


Kelly

Get [Outlook for Android](#)

From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Sent: Wednesday, 01 July 2026 16:27:34
To: Tad Erickson <terickson@ci.brainerd.mn.us>; Mike ODay <moday@ci.brainerd.mn.us>; Kelly Bevans <kbevans@ci.brainerd.mn.us>; Paul Sandy BPU <psandy@bpu.org>; Toni Gage <tgage@ci.brainerd.mn.us>
Cc: cdbollig@brainerd.net <cdbollig@brainerd.net>
Subject: RE: Bollig Pond

We will include on the main agenda under old business.

nb

 **Nick Broyles, MPA** | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218.828.2307 | nbroyles@ci.brainerd.mn.us



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Final Reading - Ordinance 1604 - Special Events

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE

The Special Event process is not codified in City Code, which makes it difficult for staff to require and enforce a special event application. The proposed ordinance defines a special event and requires those holding special events to apply for and have a special event permit prior to holding an event.

The penalty for violating the ordinance is listed below and has been reviewed by the City's prosecuting attorney.

Criminal Penalty. Subdivision 1. Any violation of this section by the event organizer is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed. Subd. 2. No person may be prosecuted under this chapter unless the person has been warned that their conduct is a violation of this section, subject to criminal prosecution. An individual who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The proposed ordinance includes a line in Section 835.09 that states, “the applicant is responsible for enforcing and following all City Ordinances, Park Regulations, and Special Event Policies.”

The Special Event Policy for parks was reviewed by the Park Board on June 30th. The Park Board was generally in favor of the language. The policy is attached to the agenda item for City Council review. Staff recommends City Council review the policy and provide recommendations or comments to the Park Board prior to their final consideration of the policy on July 28th.

Staff is currently working on a Special Event Policy for street closures that will be reviewed by the Safety and Public Works Committee at a future meeting.

RECOMMENDED ACTION/MOTION

1. Hold a public hearing.
2. Motion to conduct the final reading of Ordinance 1604 and dispense with the actual reading. A motion to dispense with the actual reading must be unanimous.
3. Motion to adopt Ordinance 1604.
4. Motion to approve resolution approving summary publication of Ordinance 1604.
5. Review the Park Special Event Policy and provide comments or a recommendation to the Park Board.

FINANCIAL IMPACT

N/A

**ORDINANCE
NO. 1604**

**AN ORDINANCE AMENDING CHAPTER 8 – STREETS, ALLEYS, PUBLIC WAYS AND
GOUNDS OF THE CITY CODE OF
THE CITY OF BRAINERD**

WHEREAS, a public hearing was held by the City Council, on July 6th, 2026

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota,
as follows:

SECTION ONE: Purpose

The purpose of this Ordinance is to regulate large public gatherings to protect public health, safety, and welfare of the community. It provides a formal permit system that manages the time, place, and manner of events while coordinating necessary city services like traffic control, sanitation, and emergency response.

SECTION TWO: Chapter 8 - Streets, Alleys, Public Ways & Grounds of the City Code is hereby amended by adding the following Section:

Section 835 – Special Events

835.01 Definitions. For purposes of this Section the term “Special Event” means an organized event, gathering, or activity, held on public property, including public streets, sidewalks, walkways, alleys, right-of-way, parks, or any other publicly owned property, which interferes with normal vehicular or pedestrian traffic, or involves fifty (50) or more participants, or amplified sound, or the sale of food or beverages, or the addition of temporary structures, or requires the use of City services. Examples include, but are not limited to: Parade, Community Festival, Run/Walk Event, Sporting Event, and a Public Assembly.

835.03 Permit Requirement. Any person or organization desiring to conduct or sponsor a special event in the City shall first obtain a special event permit from the City and are subject to the following provision:

- a) Requests are accepted on a first-come, first-served basis.
- b) The submittal of an application does not guarantee permission to conduct the planned event.
- c) All applications are subject to review and approval by the City.

835.05 Permit Applications. Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

- a) Submission of a completed permit application form, including all required attachments.

835.07 Insurance. The City, at its discretion, may require the applicant to obtain liability insurance for any special event. If liability insurance is required, the following requirements apply:

- a) The Applicant shall provide insurance which indemnifies the City of Brainerd and its elected and/or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney's fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at a minimum of \$1,000,000 in commercial general liability insurance.
- b) Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims if alcohol will be served.
- c) Applicant's insurance shall be primary.
- d) The policy shall name the City of Brainerd as an additional insured "as their interest may appear". The name, date and location of event shall be listed under "Description of Operations".
- e) The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- f) At least ten (10) days prior to the event, the Applicant must provide a Certificate of Insurance showing the required coverage to the City.

835.09 Issuance of Permit; Conditions. The City may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare of the public or public property. In addition, the applicant shall agree to the following provisions:

- a) The Applicant must take all reasonable safety precautions during the event. If canceling or postponing your event, the applicant must notify the City of Brainerd in advance of the original event date.
- b) The Applicant is responsible for enforcing and following all City Ordinances, Park Regulations, and Special Event Policies.
- c) The City of Brainerd may require a security deposit for a special event. Permits for the event will not be issued until the full security deposit is paid.
- c) The Applicant is responsible for cleaning up and disposing of garbage at the event's conclusion. City of Brainerd personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of your deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.

835.11 Criminal Penalty. Subdivision 1. Any violation of this section by the event organizer is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed.

Subd. 2. No person may be prosecuted under this chapter unless the person has been warned that their conduct is a violation of this section, subject to criminal prosecution. An individual who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2026

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

**RESOLUTION
NO. xx:26**

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1604

BE IT RESOLVED by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

WHEREAS, on July 6th, 2026, the City Council adopted Ordinance No. 1604 which amends Chapter 8 – Streets, Alleys, Public Ways and Grounds of the City Code.

WHEREAS, Ordinance No. 1604 is lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1604 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1604 SPECIAL EVENTS

AN ORDINANCE AMENDING CHAPTER 8 – STREETS, ALLEYS, PUBLIC WAYS AND
GOUNDS OF THE CITY CODE.

The City of Brainerd City Council adopted a special event ordinance at the July 6th City Council meeting. The purpose of this Ordinance is to regulate large public gatherings to protect public health, safety, and welfare of the community. It provides a formal permit system that manages the time, place, and manner of events while coordinating necessary city services like traffic control, sanitation, and emergency response.

A copy of the ordinance in its entirety is available for inspection at Brainerd City Hall, 501 Laurel Street, Brainerd, MN 56401.

Adopted this ___ day of _____ 2026

MIKE O'DAY
President of the Council

Approved this ___ day of _____ 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider an Ordinance regulating special events. The purpose of this Ordinance is to regulate large public gatherings to protect public health, safety, and welfare of the community. It provides a formal permit system that manages the time, place, and manner of events while coordinating necessary city services like traffic control, sanitation, and emergency response.

A full copy of the proposed Ordinance is available at City Hall in the Community Development Department.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, July 6, 2026, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding the proposed Ordinance. Any individual needing special accommodations please call (218) 828-2307.

Dated this 3rd day of June 2026

Publication Date: June 10th, 2026



James L. Kramvik
Community Development Director

City of Brainerd Public Services Department

Special Event Policy

Purpose

The purpose of the special event policy is to establish clear procedures for organizers using public property or city services. This policy ensures all events protect the health, safety and welfare of the community while managing traffic and city resources effectively.

Park Special Event Policies

Event organizers are required to obtain a special event permit subject to the Special Event Section of the City Code.

Insurance

The event organizer shall meet all requirements for commercial general liability insurance in the Special Event Section of the City Code. Events of the following size and characteristics require the following minimum commercial general liability insurance:

- Events under (100) guests do not require insurance
- Events over (100) guests or those utilizing the stage at Lyman P. White Park, those with additional structures, or those with food vendors require \$250,000 in commercial general liability insurance.
- Events over (250) guests require \$500,000 in commercial general liability insurance.
- Events over (500) guests require \$1,000,000 in commercial general liability insurance.
- The Park Board, at its discretion, may increase or decrease the liability insurance for any special event.

Certificate of insurance must be provided to the City (10) days prior to the event.

Deposit

The applicant shall submit a cleaning deposit with their application for the following special events:

- Events renting indoor facilities shall submit a \$100 deposit per structure.
- Events over (500) guests shall submit a \$250 deposit for the park.
- The Park Board, at its discretion, may increase or decrease the deposit for any special event.

Park staff will inspect the facility or park the next working day. Staff hours will be tracked for any cleaning required because of the special event.

Deposits will not be cashed unless there is a cleaning issue determined by staff.

Deposits will be returned promptly if there are no issues.

Restrooms

Events that are over 2 hours in duration require nearby restroom facilities. Restroom facilities are required for the following event size(s):

- One portable restroom facility or park restroom stall is required for every (100) guests.
- Events under (100) guests require one restroom facility.

Event organizers are responsible for providing additional portable restroom facilities.

Location and delivery/ pickup of the portable restroom facilities must be approved by staff prior to the event.

Garbage

Events over two hundred (200) guests require additional garbage containers provided by the event organizer. Staff will determine the amount of additional garbage containers based on the event characteristics.

Food Vendors

Food vendors selling items that are prepackaged from a commercial retail store or wholesale food distributor do not require city licensing. The vendor shall ensure that they meet all State Licensing requirements.

The event organizer or the food vendor preparing food or catered food for the public must submit the proper State License to the City prior to the event. The license must be accepted and confirmed by staff. The food vendor shall not operate if they fail to submit the proper license to the City.

Food trucks must be licensed by the City and Inspected by the Fire Department prior to the event. The food truck shall not operate at the event without a City food truck license.

Structures

All structures for the event must be listed in the application along with its dimensions.

A drawing must be submitted along with the application for placement of structures.

The application must indicate how the structure will be secure(d).

Structures must be approved by the City prior to the event.

Portable canopies 12x12 or under are not required to be listed.

Alcohol

Alcohol sales and use are regulated in City Code.

Special Event Agreement

The Park Board, at its discretion, may require a special event agreement.

Policy Review

This policy shall be reviewed periodically by the Park Board and City staff to ensure the requirements meet community needs.



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Final Reading - Ordinance 1605 - Airport Agreement

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE

City Staff has been working with County staff, Commissioner Barrows, and Member Yeager to develop an amended agreement for the Airport. This ordinance is the result of those efforts and has been approved by both the County Attorney and City Attorney. The ordinance includes changes to the structure of the funding from each government and the makeup of the Commission to reflect the funding structure.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

**Please note that the ordinance has been updated since the first reading to include language in subdivision 7 preventing "twice tax". The County and both attorneys have reviewed this language. Council may choose to include the language or not in the final reading.

RECOMMENDED ACTION/MOTION

1. Conduct public hearing.
2. Motion to conduct final reading Ordinance 1605 and dispense with the actual reading.
3. Motion to adopt Ordinance 1605.
4. Motion to adopt resolution providing for the summary publication of Ordinance 1605.

FINANCIAL IMPACT

Financial details are included within the ordinance.

**ORDINANCE
NO. 1605**

**AN ORDINANCE AMENDING CITY CODE SECTION 305.19 BRAINERD LAKES
REGIONAL AIRPORT COMMISSION**

The Council of the City of Brainerd ordains as follows:

305.19 Brainerd Lakes Regional Airport Commission

Subdivision 1 Purpose and Joint Operation. The City of Brainerd (“City”) and the County of Crow Wing (“County”) agree to jointly maintain and operate a public airport. The airport shall be known as the Brainerd Lakes Regional Airport (“Airport”).

Subdivision 2 Airport Commission. There is hereby established the Brainerd Lakes Regional Airport Commission (“Commission”). The Commission is established as a joint airport operating board pursuant to Minnesota Statutes, Section 360.042, and shall exercise the powers conferred by that section and by Minnesota Statutes, Sections 360.011 to 360.076, on behalf of the City and County, except as otherwise provided in this ordinance.

Subdivision 3 Membership and Appointments.

- a) Phased Composition. The Commission shall consist of six members. Recognizing the County's increased financial responsibility, the composition of the Commission shall transition according to the following schedule, with each phase taking effect on January 1 of the applicable year:
 - 1. Phase 1 (Effective Date through December 31, 2026): Three members appointed by the Crow Wing County Board of Commissioners, one of whom shall be a County Commissioner; and three members appointed by the Brainerd City Council, one of whom shall be a Councilmember.
 - 2. Phase 2 (Effective Date through December 31, 2027): Four members appointed by the Crow Wing County Board of Commissioners, one of whom shall be a County Commissioner; and two members appointed by the Brainerd City Council, one of whom shall be a Councilmember.
 - 3. Phase 3 (Effective Date January 1, 2028 and thereafter): Five members appointed by the Crow Wing County Board of Commissioners, two of whom shall be a County Commissioner; and one member appointed by the Brainerd City Council, who shall be a Councilmember.
- b) Ex Officio Member. The Airport Manager shall serve as a non-voting ex officio member of the Commission.
- c) Terms. Members serving by virtue of their position as a City Councilmember or County Commissioner shall serve annual terms. Other appointed members shall serve three-year terms.

- d) Vacancies and Holdover. Appointments upon expiration of a term or upon a vacancy shall be made by the respective appointing authority. Members shall serve until their successors are duly appointed.
- e) Compensation. Members shall receive such compensation as the City Council and County Board shall jointly determine.
- f) Officers. The Commission shall elect a Chairperson and Vice Chairperson from among its voting members. The Chairperson shall serve a two-year term. Chairperson elections shall be held at the first regular meeting of January following the expiration of the prior Chairperson's term. No person may serve as Chairperson for two consecutive terms; upon completing a second consecutive year in the position, a Chairperson shall not be eligible for reelection as Chairperson until at least one full two-year term has elapsed. The Vice Chairperson shall serve a one-year term and may be reelected without limitation. Vice Chairperson elections shall be held at the first regular meeting of January each year. In the event of a vacancy in either office, the Commission shall elect a successor at its next regular meeting to serve the remainder of the unexpired term.

Subdivision 4. Meetings and Voting.

- a) Quorum. A quorum shall consist of four members of the Commission. Official business may only be conducted at a meeting at which a quorum is present.
- b) Voting. All voting members present, including the Chairperson and Vice Chairperson, shall have the right to vote on all matters. Action shall require the affirmative vote of a majority of members present at a meeting at which a quorum exists, unless a higher threshold is specified in this ordinance.

Subdivision 5 Powers of the Commission.

- a) General Powers. The Commission, on behalf of the City and County, shall have authority to acquire necessary property for, establish, construct, enlarge, improve, maintain, equip, operate, and regulate the Airport and other air navigation facilities jointly controlled and operated under this ordinance. The Commission may exercise all powers granted to municipalities under Minnesota Statutes, Sections 360.011 to 360.076, except as otherwise provided in this ordinance or by law.
- b) Rules and Regulations. Rules and regulations for the management, government, and use of Airport property may be proposed by the Commission but shall be enacted only by concurrent action of the City Council and County Board, pursuant to Minnesota Statutes, Section 360.038, subdivision 3, and Section 360.042.
- c) Leases, Concessions, and Disposition of Property. Pursuant to Minnesota Statutes, Section 360.042, the Commission may on its own authority lease space, area, or improvements on the Airport and grant concessions for aeronautical purposes or purposes incidental thereto, consistent with the term limits established by Minnesota Statutes, Section 360.038, Subdivision 4. No

airport, air navigation facility, or air protection privilege owned jointly under this ordinance shall be disposed of by sale, lease, or otherwise, except by authority of both the City Council and the County Board, pursuant to Minnesota Statutes, Section 360.042.

- d) Personnel and Professional Services. The Commission shall have authority to hire, retain, and terminate all employees and professional service providers necessary to carry out its purposes. The Commission shall adopt personnel policies consistent with applicable law.
- e) Purchasing Policy. Pursuant to Minnesota Statutes, Section 360.042, which requires that a sum above which governing body approval is required for property acquisition be fixed by the joint agreement, the Commission shall adopt a purchasing policy establishing specific dollar thresholds above which Commission approval, and above which City Council and County Board approval, shall be required for the acquisition of personal property, equipment, or services. The purchasing policy shall constitute the "sum fixed by the joint agreement" for purposes of Minnesota Statutes, Section 360.042. No real property shall be acquired, and no condemnation proceedings shall be instituted without prior approval of both the City Council and the County Board in each individual instance. Condemnation proceedings shall be instituted in the names of the City and County jointly, pursuant to Minnesota Statutes, Section 360.042, Subdivision 9. The purchasing policy and any amendments thereto shall be subject to approval by both the City Council and the County Board.

Subdivision 6 Real Property; Ownership. Real property acquired under this ordinance shall be held by the City and County as tenants in common, with the City holding an undivided fifty percent (50%) interest and the County holding an undivided fifty percent (50%) interest, regardless of the financial contribution percentages in effect under Subdivision 7 at any given time. The parties expressly agree that changes to the financial contribution schedule under Subdivision 7 do not alter or imply any change to the ownership interests established by this subdivision. Any change to the ownership percentages shall require a separate written agreement and, where applicable, a recorded deed of conveyance.

Subdivision 7 Financial Contributions.

- a) Phased Contribution Schedule. The respective contributions of the City and County to the Airport Fund, as established in Subdivision 9, for operating, maintenance, and capital costs not covered by federal, state, or other revenues shall transition according to the following schedule:
 - 1. Phase 1 (effective January 1, 2027): County seventy-five percent (75%); City twenty-five percent (25%).
 - 2. Phase 2 (effective January 1, 2028): County eighty percent (80%); City twenty percent (20%).
 - 3. Phase 3 (effective January 1, 2029): County eighty-five percent (85%); City fifteen percent (15%).

- b) Ownership Not Affected. The financial contribution percentages set forth in this subdivision are independent of and do not affect the ownership interests of the City and County in Airport real property, which are governed exclusively by Subdivision 6.
- c) Surplus Revenues. Any surplus of Airport revenues over operating and maintenance expenses may be transferred by the Commission to the City and County in proportion to their respective contribution percentages applicable for that year under paragraph (a).
- d) *Airport Levy. To the extent the County's annual levy includes an airport levy to raise funds for the County's financial obligations under this ordinance, that airport levy shall not be imposed upon property within the corporate boundaries of the City.*

Subdivision 8 Annual Budget.

- a) Preparation. The Commission shall annually prepare a budget for Airport finances for the ensuing calendar year. The budget shall be substantially balanced and shall identify all anticipated revenues and expenditures, presented in a format adopted by the Commission and approved by both the City Council and the County Board, consistent with generally accepted governmental accounting principles.
- b) Submission. The proposed budget shall be submitted to the City Council and the County Board no later than July 1st, or such earlier date as the City Council and County Board may jointly require to meet their respective budget adoption cycles. The submission date shall be set to allow both governing bodies sufficient time to review, deliberate, and act on the budget prior to the December 1 approval deadline required by paragraph (c).
- c) Governing Body Approval. Pursuant to Minnesota Statutes, Section 360.042, the total amount of expenditures to be made by the Commission for any purpose in any calendar year shall be determined by approval of the budget by each of the City Council and the County Board on or before December 1 of the preceding year. Each governing body shall notify the Commission of its approved contribution amount on or before December 1.
- d) No Deficit Spending. The Commission shall not approve claims or incur obligations for expenditures unless there is unencumbered cash in the Airport Fund sufficient to pay the same.

Subdivision 9. Airport Fund and Financial Administration.

- a) Airport Fund. There is hereby created a special fund designated the Airport Fund. All revenues of the Commission shall be deposited into a bank account maintained to the credit of the Airport Fund at a financial institution designated by the Commission.
- b) Expenditures. All expenditures from the Airport Fund shall be made within the limits of the annual budget approved pursuant to Subdivision 8 and in accordance with the purchasing policy adopted pursuant to Subdivision 5(e).

- c) Fiscal Year. The fiscal year of the Commission and the Airport Fund shall commence on January 1 and end on December 31.
- d) Audit. The Airport Fund shall be audited annually. The audit may be conducted independently or in conjunction with audits of either the City or the County.

Subdivision 10. Annual Report. The Commission shall, as soon as practicable after the end of each calendar year, prepare and present to the City Council and County Board a comprehensive annual report of its activities, finances, and operations. The Commission shall also prepare and present to federal and state officials such reports as may be required by law, regulation, or contract.

Subdivision 11. Termination. This ordinance may be terminated by the repeal thereof by either the City or the County. In the event of such repeal, the powers of the Commission shall continue to the extent necessary to maintain and operate the Airport until disposition of Airport property has been completed. Any termination resulting in closure of the Airport shall be subject to the notice and preservation requirements of Minnesota Statutes, Section 360.046, which governs the process for closure of a municipal airport. Following satisfaction of those requirements, the City and County shall dispose of all Airport property and surplus funds by mutual agreement, and any disputes regarding disposition shall be resolved pursuant to Subdivision 12. In the absence of a mutually agreed arrangement, each party shall assume responsibility for outstanding debts and liabilities of the Commission in proportion to its then-applicable financial contribution percentage under Subdivision 7.

Subdivision 12. Dispute Resolution and Enforcement. In the event of a dispute between the City and County regarding the interpretation or enforcement of this ordinance, the parties shall first attempt resolution through good faith negotiation between their respective chief administrative officers. If negotiation does not resolve the dispute within thirty days of written notice of the dispute, the parties shall submit the matter to non-binding mediation before a mutually agreed mediator prior to initiating legal proceedings. Either party may seek specific performance or other appropriate legal or equitable relief in a court of competent jurisdiction.

Subdivision 13. Three-Year Review.

- a) Review Cycle. Commencing with the third anniversary of the Effective Date of this ordinance, and every three (3) years thereafter, the Commission shall conduct a comprehensive review of Airport operations, governance, and finances.
- b) Effect of Review. The review process does not automatically amend this ordinance. Any amendments proposed following a review require concurrent action of the City Council and County Board. If no amendments are proposed or adopted within the ninety-day period following presentation, this ordinance shall continue in effect without change until the next review cycle.

Subdivision 14. Repeal of Prior Ordinances. All prior versions of Section 305.19 of the Brainerd City Code, are hereby repealed and replaced in their entirety by this ordinance.

Subdivision 15. Effective Date. This ordinance shall take effect one week after its passage and publication, and upon adoption of a substantially identical ordinance or resolution by the Crow Wing County Board of Commissioners authorizing joint operation of the Airport on the terms set forth herein. The date on which both conditions are satisfied shall be the "Effective Date" for purposes of this ordinance.

Adopted this __ day of ____, 2026

MIKE O'DAY
President of the Council

Approved this __ day of ____, 2026.

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published One Time: _____

R E S O L U T I O N
xx:26

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1605

BE IT RESOLVED by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

WHEREAS, on July 6th, 2026, the City Council adopted Ordinance No. 1605 which amends Section 305.19 Brainerd Lakes Regional Airport Commission.

WHEREAS, Ordinance No. 1605 is lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1605 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1605

An Ordinance Amending City Code Section 305.19 Brainerd Lakes
Regional Airport Commission

The City of Brainerd adopted a restated ordinance that serves as an agreement between the City and Crow Wing County concerning the operation of the Brainerd Lakes Regional Airport Commission. The revised agreement phases in greater control and financial responsibility by the County over a three-year period, clarifies that the County's airport levy will exempt City properties, and updates other terms.

This is a summary of the ordinance. The full text is available for public inspection at City Hall.

Adopted this 6th day of July 2026

MIKE O'DAY
President of the Council

Approved this 7th day of July 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: First Reading - Ordinance 1606 - Floodplain Ordinance

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The Floodplain Ordinance regulates development in the flood hazard areas of Brainerd. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote public health, safety, and general welfare by minimizing these losses and disruptions.

This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

The Legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462, delegated the responsibility to local governmental units to adopt regulations designed to minimize flood losses.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

At the June 15th Planning Commission meeting, the Commission reviewed the ordinance and held a public hearing for the proposed floodplain ordinance. The Planning Commission unanimously recommended approval of the ordinance as presented.

The DNR Conditional approval letter is attached to this agenda item.

RECOMMENDED ACTION/MOTION

Motion to conduct the first reading of Proposed Ordinance 1606 and dispense with the actual reading.
Note: A motion to dispense with the actual reading must be unanimous.

FINANCIAL IMPACT

N/A

**ORDINANCE
NO. 1606**

AN ORDINANCE AMENDING SECTION 515-2 ZONING DISTRICTS OF THE ZONING CODE

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on June 17th, 2026

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE Purpose:

The purpose of this proposed Ordinance is to regulate development in the flood hazard areas of the City of Brainerd. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote public health, safety, and general welfare by minimizing these losses and disruptions.

SECTION TWO: Section 515-2 Zoning District of the Zoning Code is hereby amended by adding the following language.

515-2-24	FLOODPLAIN OVERLAY (FP)
515-2-24 A:	STATUTORY AUTHORIZATION AND PURPOSE
515-2-24 B:	DEFINITIONS
515-2-24 C:	JURISDICTION AND DISTRICTS
515-2-24 D:	REQUIREMENTS FOR ALL FLOODPLAIN DISTRICTS
515-2-24 E:	FLOODWAY DISTRICT
515-2-24 F:	GENERAL FLOODPLAIN DISTRICT
515-2-24 G:	SUBDIVISION STANDARDS
515-2-24 H:	PUBLIC AND PRIVATE UTILITIES, SERVICE FACILITIES, ROADS, BRIDGES, AND RAILROADS
515-2-24 I:	MANUFACTURED HOMES AND RECREATIONAL VEHICLES
515-2-24 J:	ADMINISTRATION
515-2-24 K:	NONCONFORMITIES
515-2-24 L:	VIOLATIONS AND PENALTIES
515-2-24 M:	AMENDMENTS

A. STATUTORY AUTHORIZATION AND PURPOSE

1. **Statutory Authorization.** This floodplain ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 – 6120.6200; the rules and regulations of the National Flood Insurance Program (NFIP) in 44 CFR § 59 to 78; and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.

2. Purpose.

- a. This ordinance regulates development in the flood hazard areas of the City of Brainerd. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote public health, safety, and general welfare by minimizing these losses and disruptions.
 - b. This ordinance is adopted in the public interest to promote sound land use practices, and floodplains are a land resource to be developed in a manner which will result in minimum loss of life and threat to health, and reduction of private and public economic loss caused by flooding.
 - c. This ordinance is adopted to maintain eligibility in the National Flood Insurance Program.
 - d. This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.
3. **Abrogation and Greater Restrictions.** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. The standards in this ordinance take precedence over any less restrictive, conflicting local laws, ordinances, or codes. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
4. **Warning and Disclaimer of Liability.** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. Not all flood risk is mapped. Larger floods do occur and the flood height may be increased by man-made or natural causes, such as ice jams or bridge openings restricted by debris. This ordinance does not create liability on the part of the City of Brainerd or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.
5. **Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

B. DEFINITIONS

1. **Definitions.** Unless specifically defined, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.
 - a. **Accessory Structure.** A structure, as defined in this ordinance, that is on the same parcel of property as, and is incidental to, the principal structure or use; an accessory structure specifically excludes structures used for human habitation.
 - b. **Base Flood.** The flood having a one-percent chance of being equaled or exceeded in any given year. "Base flood" is synonymous with the term "regional flood" used in Minnesota Rules, part 6120.5000.
 - c. **Base Flood Elevation (BFE).** The elevation of the base flood, regional flood, or one-percent annual chance flood. The term "base flood elevation" is used in the flood insurance study.
 - d. **Basement.** Any area of a structure, including crawl spaces, having its floor subgrade (below ground level) on all sides, regardless of the depth of excavation below ground level.
 - e. **Building.** See Structure.
 - f. **Channel.** A natural or artificial depression of perceptible extent, with definite bed and banks to confine and conduct flowing water either continuously or periodically.
 - g. **Conditional Use.** A land use or development that would not be appropriate generally but may be allowed with

appropriate restrictions upon a finding that certain conditions as detailed in the zoning ordinance exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with the existing neighborhood.

- h. **Critical Facilities.** Buildings and structures that contain essential facilities and services necessary for emergency response and recovery, or that pose a substantial risk to the public in the event of failure, disruption of function, or damage by flooding. Specifically, this includes facilities identified as Flood Design Class 4 in ASCE 24-14, Flood Resistant Design and Construction, as amended. Examples include health care facilities, facilities required for emergency response, power generating stations, communications towers, or electrical substations
- i. **Development.** Any man-made change to improved or unimproved real estate, including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
- j. **Equal Degree of Encroachment.** A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.
- k. **FEMA.** Federal Emergency Management Agency.
- l. **Farm Fence.** An open type of fence of posts and horizontally run wire, further specified in Minnesota Statutes, section 344.02, Subd. 1(a-d).
- m. **Flood.** A temporary rise in the stream flow or water surface elevation from any source that results in the inundation of normally dry land areas.
- n. **Flood Fringe.** The portion of the one-percent annual chance floodplain located outside of the floodway.
- o. **Flood Insurance Rate Map (FIRM).** An official map on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).
- p. **Flood Insurance Study (FIS).** The study referenced in Section C.2, which is an examination, evaluation and determination of flood hazards, and if appropriate, corresponding surface elevations, or an examination, evaluation, and determination of mudslide (i.e. mudflow) and/or flood-related erosion hazards.
- q. **Floodplain.** The beds, channel and the areas adjoining a wetland, lake or watercourse, or other source which have been or hereafter may be inundated by the base flood.
- r. **Floodproofing.** A combination of structural and non-structural additions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.
- s. **Floodway.** The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which must be reserved to carry or store the base flood discharge without cumulatively increasing the water surface elevation more than one-half foot.
- t. **General Floodplain.** Those floodplains designated on the Flood Insurance Rate Maps referenced in Section C.2, but that do not have a delineated floodway.
- u. **Light Duty Truck.** Any motor vehicle that has all three of the following:
 - i. 8,500 pounds Gross Vehicle Weight Rating or less;
 - ii. vehicle curb weight of 6,000 pounds or less; and
 - iii. basic vehicle frontal area less than 45 square feet.
- v. **Lowest Floor.** The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in

violation of the applicable non-elevation design requirements of 44 CFR § 60.3.

- w. **Manufactured Home.** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”
- x. **New Construction.** Structures for which the start of construction commenced on or after the effective date of an adopted floodplain management regulation, and includes any subsequent improvements to such structures.
- y. **Principal Structure.** The main building or other structure on a lot that is utilized for the property’s principal use.
- z. **Reach.** A hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.
- aa. **Recreational Vehicle.** A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Those vehicles not meeting this definition shall be considered a structure for the purposes of this ordinance. For the purposes of this ordinance, the term “recreational vehicle” is synonymous with the term “travel trailer/travel vehicle.”
- bb. **Regulatory Flood Protection Elevation (RFPE).** An elevation that is one foot above the elevation of the base flood plus any increases in the water surface elevation caused by encroachments on the floodplain that result from designation of a floodway. These increases in water surface elevations are typically identified in the Floodway Data Tables, found in the Flood Insurance Study.
- cc. **Repetitive Loss.** Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.
- dd. **Special flood hazard area (SFHA).** An area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, A99, AH, VO, V1-30, VE, V, M, or E.
- ee. **Stage Increase.** Any increase in the water surface elevation during the one-percent annual chance flood caused by encroachments on the floodplain.
- ff. **Start of Construction.** Includes substantial improvement, and means the date the permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
- gg. **Structure.** A roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Recreational vehicles not considered travel ready, as detailed in Section J.2b., shall also be considered a structure for the purposes of this ordinance.
- hh. **Subdivision.** Land that has been divided for the purpose of sale, rent, or lease, including planned unit developments.
- ii. **Substantial Damage.** Damage of any origin sustained by a structure where the cost of restoring the structure to its

before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

- jj. **Substantial Improvement.** Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:
 - i. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
 - ii. Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is defined in 44 CFR § 59.1.
- kk. **Variance.** “Variance” means the same as that defined in 44 CFR § 59.1 and Minnesota Statutes, Section 462.357, Subd. 6(2).
- ll. **Violation.** “Violation” means the failure of a structure or other development to be fully compliant with the community’s flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation of until such time as that documentation is provided.
- mm. **Watercourse.** A channel in which a flow of water occurs either continuously or intermittently in a definitive direction. The term applies to either natural or artificially constructed channels

C. JURISDICTION AND DISTRICTS

1. **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Brainerd within the Special Flood Hazard Areas (SFHAs) identified on the Flood Insurance Rate maps identified in Section C.2. Areas within the SFHA are within one of three districts: the Floodway, Flood Fringe, or General Floodplain.
 - a. The Floodway, Flood Fringe or General Floodplain Districts are overlay districts. The standards imposed in the overlay districts are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.
 - b. These regulations apply to all areas within the SFHA. If areas below the Base Flood Elevation (BFE) extend beyond the mapped SFHA based on actual field conditions, the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain and these regulations apply to the outer boundary of the one-percent annual chance floodplain.
 - c. Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Planning Commission and to submit technical evidence.
2. **Incorporation of Maps by Reference.** The following maps together with all attached material are hereby adopted by reference and declared to be a part of the official zoning map and this ordinance. The attached material includes the Flood Insurance Study for Crow Wing County, Minnesota, and Incorporated Areas, dated August 15, 2017, and the Flood Insurance Rate Map panel numbers 27035C0414C, 27035C0418C, 27035C0419C, 27035C0425C, 27035C0526C, 27035C0527C, 27035C0528C, 27035C0529C, 27035C0531C, 27035C0550C, all dated August 15, 2017, all prepared by the Federal Emergency Management Agency. These materials are on file in City Hall.
3. **Districts**
 - a. **Floodway District.** Those areas within Zone AE delineated within floodway areas as shown on the Flood Insurance Rate Maps referenced in Section C.2 and those areas within Zone A determined to be located in the floodway based on the delineation methods in Section G.4.

- b. Flood Fringe District. Those areas within Zone AE located outside of the delineated floodway as shown on the Flood Insurance Rate Maps referenced in Section C.2, and those areas within Zone A determined to be located in the flood fringe based on the delineation methods in Section G.4.
 - c. General Floodplain District. Those areas within Zone A or AE that do not have a floodway delineated as shown on the Flood Insurance Rate Maps referenced in Section C.2.
4. **Annexations.** The Flood Insurance Rate Map panels referenced in Section C.2 may include floodplain areas that lie outside of the corporate boundaries of the City of Brainerd at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Brainerd after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation. Annexations into panels not referenced in Section C.2 require ordinance amendment in accordance with Section N.
 5. **Municipal Boundary Adjustments.** The Flood Insurance Rate Map panels referenced in Section C.2 apply countywide. If at any point any lands come under the jurisdiction of another local government, the following shall apply:
 - a. City adjustments of corporate boundaries, including but not limited to annexations and detachments, shall shift floodplain administrative authority of all affected lands immediately upon the date of the boundary adjustment occurring. Cities retain jurisdiction for all incorporated lands, and the County retains jurisdiction under this ordinance on all unincorporated lands.

D. REQUIREMENTS FOR ALL FLOODPLAIN DISTRICTS

1. **Permit Required.** A permit must be obtained from the Zoning Administrator to verify compliance with all applicable standards outlined in this ordinance prior to the following uses or activities:
 - a. The erection, addition, modification, maintenance, rehabilitation, repair, or alteration of any building, structure, or portion thereof. Normal maintenance requires a permit to determine if such work, either separately or in conjunction with other planned work, constitutes a substantial improvement, as specified in Section L.1c.
 - b. The construction of a fence, pool, deck, or placement of anything that may cause a potential obstruction. Farm fences, as defined in Section B of this ordinance, are not considered to be an obstruction, and as such, do not require a permit.
 - c. The change or expansion of a nonconforming use.
 - d. The repair of a structure that has been damaged by flood, fire, tornado, or any other source.
 - e. The placement of fill, riprap, excavation, utilities, on-site sewage treatment systems, or other service facilities.
 - f. The storage of materials or equipment, in conformance with Section D.2x.
 - g. Relocation or alteration of a watercourse (including stabilization projects or the construction of new or replacement dams, culverts and bridges). A local permit is not required if a public waters work permit has been obtained from the Department of Natural Resources, unless a significant area above the ordinary high water level is also to be disturbed.
 - h. Any other type of "development," as defined in Section B of this ordinance.
2. **Minimum Development Standards**
 - a. All development must:
 - i. Be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - ii. Be constructed with materials and equipment resistant to flood damage;
 - iii. Be constructed by methods and practices that minimize flood damage;

- iv. Be constructed with heating, ventilation, duct work, and air conditioning equipment and other service facilities elevated at least up to the Regulatory Flood Protection Elevation (RFPE). Water, sewage, electrical, and other utility lines below the RFPE shall be constructed so as to prevent water from entering or accumulating within them during conditions of flooding;
- v. Be reasonably safe from flooding and consistent with the need to minimize flood damage;
- vi. Be assured to provide adequate drainage to reduce exposure to flood hazards;
- vii. Not be detrimental to uses in adjoining areas; and
- viii. Not adversely affect the efficiency or restrict the flood carrying capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- ix. Ensure that any fill or other materials are protected from erosion, discharge, and sediment entering surface waters by the use of vegetative cover or other methods as soon as possible.
- x. Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the Regulatory Flood Protection Elevation (RFPE), floodproofed, or protected by other measures as approved by the Zoning Administrator. Storage of materials likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, Section 115.01, are prohibited unless adequate safeguards approved by the Minnesota Pollution Control Agency are provided. For projects not requiring approvals by the Minnesota Pollution Control Agency, adequate safeguards must be approved by the Zoning Administrator prior to issuance of a permit.
- xi. Critical facilities shall be located so that the lowest floor is not less than two feet above the Base Flood Elevation (BFE).

E. FLOODWAY DISTRICT

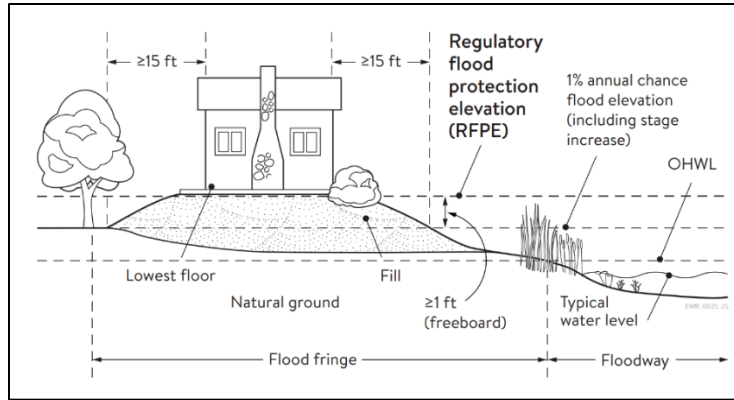
1. **Permitted Uses in Floodway.** Development allowed in the floodway district is limited to that which has low flood damage potential and will not obstruct flood flows, increase velocities, or increase the water surface elevations of the one-percent annual chance flood. No structures, as defined in Section B, are allowed in the Floodway District, except as provided within subsection E.1e. The following uses and activities may be allowed with a permit, subject to the standards in Section E.2:
 - a. Agricultural uses, recreational uses, parking lots, loading areas, airport landing strips, water control structures, navigational facilities, as well as public open space uses.
 - b. Roads, driveways, railroads, trails, bridges, and culverts.
 - c. Public utility facilities and water-oriented industries which must be in or adjacent to watercourses.
 - d. Grading, filling, land alterations, and shoreline stabilization projects.
 - e. Structures accessory to the uses detailed in Sections E.1a and E.3a, which require a CUP under Section E.3b.
 - f. Levees or dikes intended to protect agricultural crops, provided the top of the dike does not exceed the 10-percent annual chance flood event.
2. **Standards for Permitted Uses in Floodway.** In addition to the applicable standards detailed in Section D:
 - a. The applicant must demonstrate that the development will not result in any of the following during the one-percent annual chance flood: cause a stage increase of 0.00 feet or greater, obstruct flood flows, or increase velocities. This shall be demonstrated through hydrologic and hydraulic analysis performed by a professional engineer, or using other standard engineering practices (e.g. projects that restore the site to the previous cross-sectional area). This is commonly documented through a “no-rise certification.”

- b. Any development that would result in a stage increases greater than 0.00 feet may only be allowed with a permit if the applicant has applied for a Conditional Letter of Map Revision (CLOMR) in accordance with 44 CFR § 65.12, and FEMA has issued the CLOMR. Map revisions must follow the procedures in Sections K.1e and N.
 - c. Any development resulting in decreases to the water surface elevation of the base flood identified in the Flood Insurance Study requires a Letter of Map Revision (LOMR) following the procedures in Sections K.1e and N.
 - d. Any development in the beds of public waters that will change the course, current or cross section is required to obtain a public waters work permit in accordance with Minnesota Statutes, section 103G.245 or a utility crossing license in accordance with Minnesota Statutes, section 84.415, from the Department of Natural Resources, or demonstrate that no permit is required, before applying for a local permit.
 - e. Any facility used by employees or the general public must be designed with a flood warning system acceptable to the Zoning Administrator that provides adequate time for evacuation, or be designed to ensure that within the area inundated during the base flood event, the depth (in feet) multiplied by the velocity (in feet per second) is less than four.
 - f. Fill and other land alteration activities must offer minimal obstruction to the flow of flood waters and be protected from erosion and sediment entering surface waters by the use of vegetative cover, riprap or other methods as soon as possible.
3. **Conditional Uses in Floodway.** The following uses and activities may be permitted as conditional uses, subject to the standards detailed in Sections E.4:
- a. Commercial extractive uses, and storage and stockpiling yards.
 - b. Structures accessory to uses detailed in Sections E.1a and E.3a.
4. **Standards for Conditional Uses in Floodway.** In addition to the applicable standards detailed in Sections D, E.2 and K.2:
- a. Accessory Structures. Structures accessory to the uses detailed in Sections E.1a and E.3a must be constructed and placed so as to offer a minimal obstruction to the flow of flood waters and are subject to the standards in Section F.2c of this ordinance.
 - b. Extractive uses and storage of materials require the completion of a site development and restoration plan, to be approved by the City of Brainerd.

F. FLOOD FRINGE DISTRICT

1. **Permitted Uses in Flood Fringe.** Any uses or activities allowed in any applicable underlying zoning districts may be allowed with a permit, subject to the standards set forth in Sections F.2.
2. **Standards for Permitted Uses in Flood Fringe.** In addition to the applicable standards detailed in Section D:
 - a. Residential Structures.
 - i. Elevation on Fill (Figure 1). Structures erected, constructed, reconstructed, altered, or moved on fill within the Flood Fringe District shall be placed so that the lowest floor, as defined in Section B of this ordinance, is elevated at or above the Regulatory Flood Protection Elevation (RFPE). The finished fill elevation shall be at or above the elevation associated with the base flood plus any stage increases that result from designation of a floodway. Fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the Zoning Administrator. Elevation methods alternative to these fill standards are subject to a Conditional Use Permit, as provided in Section F.3a of this ordinance. Construction of this type shall only be permitted in locations where the natural ground is no lower than three feet below the base flood elevation.

Figure 1: Overview of fill standards for residential



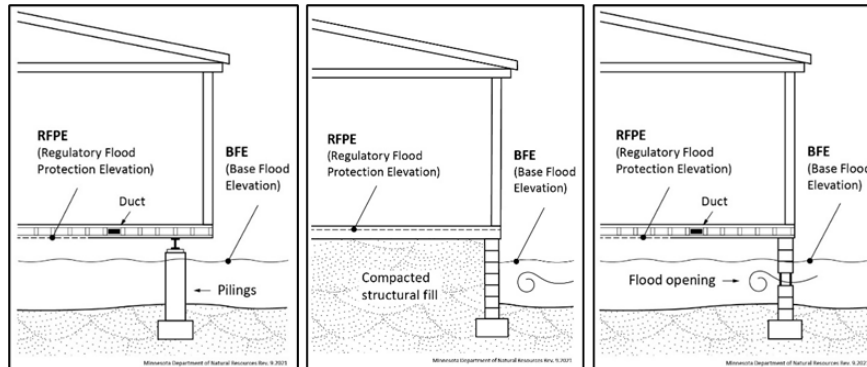
b. Nonresidential Structures. Nonresidential structures must meet one of the following construction methods:

- i. Elevation on Fill. Structures may be elevated on fill, meeting the standards in Section F.2a.i of this ordinance. Fill for nonresidential structures is not required to be extended 15 feet beyond the outside limits of the structure.
- ii. Alternative Elevation Methods. Structures may be elevated using methods alternative to the fill standards in Section F.2a.i of this ordinance. Such methods include the use of blocks, pilings (Figure 2), filled stem walls (Figure 3), or internally-flooded enclosed areas (Figure 4) such as crawl spaces, attached garages, or tuck under garages.

Figure 2: Blocks or pilings.

Figure 3: Filled stem walls.

Figure 4: Internally flooded enclosed area.



Designs accommodating for internally-flooded enclosed areas must be certified by a registered professional engineer or architect, or meet or exceed the standards detailed in FEMA Technical Bulletin 1, as amended, as well as the following standards:

- a. The lowest floor, as defined in Section B of this ordinance, shall be elevated at or above the Regulatory Flood Protection Elevation (RFPE).
- b. The floor of the enclosed area must be at or above the exterior grade on at least one side of the structure.
- c. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings below the base flood elevation on at least two sides of the structure. The bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
- d. Internally flooded enclosed areas shall only be used for the parking of vehicles, building access, or storage. Bathrooms and toilet rooms shall not be allowed. Such areas shall be subject to a deed-restricted non-conversion agreement as well as periodic inspections with the

issuance of any permit.

- iii. Dry Floodproofing. Structures having watertight enclosed basements or spaces below the Regulatory Flood Protection Elevation (RFPE) must meet the following standards:
 - a. Walls must be substantially impermeable to the passage of water, with structural components having the capacity of resisting hydrostatic and hydrodynamic loads and effects of buoyancy, at least up to the Regulatory Flood Protection Elevation (RFPE);
 - b. Must meet the standards of FEMA Technical Bulletin 3, as amended; and
 - c. A registered professional engineer or architect shall be required to certify that the design and methods of construction meet the standards detailed in this Section.
 - c. Accessory Structures. In addition to meeting the standards in Section D.2a of this ordinance, all accessory structures must meet the following standards:
 - i. Structures shall not be designed or used for human habitation.
 - ii. Structures will have a low flood damage potential.
 - iii. Structures shall constitute a minimal investment not to exceed 600 square feet in size, one-story in height, and shall only be used for parking and storage, except as provided under Section F.2c.v.
 - iv. Structures with two or more rigid walls, must meet one of the following construction methods:
 - a. Wet Floodproofing. Structures may be floodproofed in a way to accommodate internal flooding. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
 - b. Elevation on Fill. Structures may be elevated on fill, meeting the standards in Section F.2a.i of this ordinance. Fill is not required to be extended 15 feet beyond the outside limits of the structure.
 - c. Alternative Elevation Methods. Structures may have their lowest floor elevated above the Regulatory Flood Protection Elevation (RFPE) through methods alternative to the fill standards in Section F.2c.iv (b) and must meet the standards in Section F.2b.ii of this ordinance.
 - d. Dry Floodproofing. Structures may be dry-floodproofed, or watertight, meeting the standards in Section F.2b.iii of this ordinance.
 - v. Structures with fewer than two rigid walls, such as carports, gazebos, and picnic pavilions, meeting the standards in Section D.2a of this ordinance may be located at an elevation below the Regulatory Flood Protection Elevation, exceed 600 square feet in size, and may include uses as provided under Section F.1.
 - d. All new principal structures must provide vehicular access no lower than one foot below the Base Flood Elevation (BFE), unless a flood warning/emergency evacuation plan has been approved by the City of Brainerd.
 - e. Any facilities used by employees or the general public must be designed with a flood warning system acceptable to the City of Brainerd that provides adequate time for evacuation, or be designed to ensure that within the area inundated during the base flood event, the depth (in feet) multiplied by the velocity (in feet per second) is less than four.
 - f. Manufactured homes and recreational vehicles must meet the standards of Section J of this ordinance.
3. **Conditional Uses in Flood Fringe.** The following uses and activities may be permitted as conditional uses, subject to

the standards in Sections F.4:

- a. Alternative Elevation Methods – Residential Structures. Residential structures with their lowest floor elevated above the Regulatory Flood Protection Elevation (RFPE) using methods alternative to the fill requirements in Section F.2a.
 - b. The cumulative placement of fill where at any one time in excess of one-thousand (1,000) cubic yards of fill is located on the parcel shall be allowable only as a conditional use, unless said fill is specifically intended to elevate a structure in accordance with minimum requirements of this Section.
4. **Standards for Conditional Uses in Flood Fringe.** In addition to the applicable standards detailed in Sections D, F.2, and K.2:
- a. All residential structures with lowest floors elevated through alternative elevation methods must meet the standards in Section F.2b.ii of this ordinance.

G. GENERAL FLOODPLAIN DISTRICT

1. Permitted Uses in General Floodplain District

- a. Until the floodway is delineated, allowable uses will be restricted to those listed in the Floodway District, Section E.
- b. All other uses are subject to a floodway/flood fringe determination as provided in Section G.4, in addition to the standards provided in Sections G.2 and G.3. Permitted uses shall be determined as follows:
 - i. If the development is determined to be in the Floodway District, Section E applies.
 - ii. If the development is determined to be in the Flood Fringe District, Section F applies.

2. Determining Flood Elevations

- a. All development requires a determination of the Base Flood Elevation (BFE). Proposed developments of more than 50 lots or 5 acres, whichever is lesser, must use detailed methods for determining the BFE. This may include use of supporting A Zone modeling and the "shoreland method," when eligible, on lakes. Exceptions to this requirement include projects that restore the site to the previous cross-sectional area, such as shore stabilization or culvert replacement projects. Base Flood Elevations (BFE) may be found using best available data from any Federal, State, or other source (including MNDNR's Lake & Flood Elevations Online (LFEO) Viewer).
- b. The Regulatory Flood Protection Elevation (RFPE) can be determined by assuming a one-half (0.5) foot stage increase to accommodate for future cumulative impacts. A stage increase does not need to be assumed along lakes, wetlands, and other basins that are not affected by velocities.

3. Encroachment Analysis

- a. Encroachments due to development may not allow stage increases more than one-half (0.5) foot at any point, unless through a map revision following the procedures in Sections K.1e and N. This evaluation must include the cumulative effects of previous encroachments, and must be documented with hydrologic and hydraulic analysis performed by a professional engineer, or using other standard engineering practices. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result.
- b. Alterations or changes that result in stage decreases are allowed and encouraged.

4. Standards for the Analysis of Floodway Boundaries

- a. Requirements for Detailed Studies. Any development, as requested by the Zoning Administrator, shall be subject to a detailed study to determine the Base Flood Elevation (BFE) and the limits of the Floodway District. This

determination must be consistent with the minimum standards for hydrologic and hydraulic mapping standards and techniques, as detailed in Minnesota Rules, part 6120.5600, Subp. 4 and FEMA Guidelines and Standards for Flood Risk Analysis and Mapping, as revised. Additionally:

- i. A regulatory floodway necessary to carry the discharge of the one-percent annual chance flood must be selected without increasing the water surface elevation more than one-half (0.5) foot at any point. This determination should include the cumulative effects of previous encroachments. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result; and
 - ii. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries, unless topography, existing development patterns, and comprehensive land use plans justify a modified approach, as approved by the Department of Natural Resources.
- b. Other Acceptable Methods. For areas where a detailed study is not available or required:
- i. Development prohibited in floodways (e.g. most buildings) requires a floodway/flood fringe determination to verify the development is within the flood fringe. This determination must be done by a professional engineer or utilize other accepted engineering practices. The Department of Natural Resources may also provide technical assistance and must approve any alternative methods used to determine floodway boundaries.
 - ii. For areas where the floodway has not been determined in and along lakes, wetlands, and other basins, the following methodology may be used as an alternative to Item A above, provided these areas are not affected by velocities and the lot is able to accommodate a building site above the Regulatory Flood Protection Elevation (RFPE):
 - a. All areas that are at or below the ordinary high water level, as defined in Minnesota Statutes, section 103G.005, Subd. 14, will be considered floodway, and all areas below the Base Flood Elevation (BFE) but above the ordinary high water level will be considered flood fringe, provided that within 25 feet of the ordinary high water level, or within the Shore Impact Zone as identified in the community's Shoreland ordinance, whichever distance is greater, land alterations shall be restricted to:
 - i. The minimum required to accommodate beach areas, access areas, and accessory structures as permitted, not to exceed a volume greater than 10 cubic yards; projects involving volumes exceeding 10 cubic yards require floodway/flood fringe determination in accordance with the procedures in Section G.4b. item i; and
 - ii. The minimum required to accommodate shoreline stabilization projects to correct an identified erosion problem as verified by a qualified resource agency or the zoning administrator.

H. SUBDIVISION STANDARDS

1. **Subdivisions.** All subdivided land must meet the following requirements. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.
 - a. All lots within floodplain districts must be suitable for a building site outside of the Floodway District.
 - b. Subdivision of lands within the floodplain districts may not be approved if the cost of providing governmental services would impose an unreasonable economic burden on the City of Brainerd.
 - c. All subdivisions must have vehicular access both to the subdivision and to the individual building sites no lower than two feet below the Regulatory Flood Protection Elevation (RFPE), unless a flood warning/emergency evacuation plan has been approved by the City of Brainerd.
 - d. The Floodway and Flood Fringe District boundaries, the Regulatory Flood Protection Elevation (RFPE) and the

required elevation of all access roads must be clearly identified on all required subdivision drawings and platting documents.

I. PUBLIC AND PRIVATE UTILITIES, SERVICE FACILITIES, ROADS, BRIDGES, AND RAILROADS

1. **Public Transportation Facilities.** Railroad tracks, roads, and bridges must be elevated to the Regulatory Flood Protection Elevation (RFPE) where such facilities are essential to the orderly functioning of the area, or where failure or interruption would result in danger to public health or safety. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety. All public transportation facilities should be designed to minimize increases in flood elevations.
2. **Public Utilities.** All utilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be elevated and/or floodproofed to the Regulatory Flood Protection Elevation (RFPE), be located and constructed to minimize or eliminate flood damage, and be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. All public utilities should be designed to minimize increases in flood elevations. New solid waste management facilities, as defined in Minnesota Rules, part 7035.0300, are prohibited in the one-percent annual chance floodplain. Water supply systems are subject to the provisions in Minnesota Rules, parts 4725.4350 and 4725.5850.
3. **Private On-Site Water Supply, Individual Sewage Treatment Systems, and other Service Facilities.** Private facilities shall be subject to applicable provisions detailed in Section I.2. In addition, new or replacement on-site sewage treatment systems are to be located to avoid impairment to them or contamination from them during times of flooding, shall not be located in a designated floodway, and are subject to the provisions in Minnesota Rules, parts 7080.2270.

J. MANUFACTURED HOMES AND RECREATIONAL VEHICLES

1. **Manufactured Homes.** Manufactured homes and manufactured home parks are subject to applicable standards for each floodplain district. In addition:
 - a. New and replacement manufactured homes must be placed and elevated in compliance with Section F of this ordinance and must be securely anchored to a system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
 - b. New manufactured home parks and expansions to existing manufactured home parks must meet the appropriate standards for subdivisions in Section H of this ordinance.
2. **Recreational Vehicles.** New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Recreational vehicles placed in existing recreational vehicle parks, campgrounds or lots of record in the floodplain must either:
 - a. Meet the requirements for manufactured homes in Section J.1, or
 - b. Be travel ready, meeting the following criteria:
 - i. The vehicle must be fully licensed.
 - ii. The vehicle must be ready for highway use, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities.
 - iii. No permanent structural type additions may be attached to the vehicle.
 - iv. Accessory structures may be permitted in the Flood Fringe District, provided they do not hinder the removal of the vehicle should flooding occur, and meet the standards outlined in Sections D and F.2c.

K. ADMINISTRATION

1. **Duties.** A Zoning Administrator or other official must administer and enforce this ordinance.
 - a. **Permit Application Requirements.** Permit applications must be submitted to the Zoning Administrator. The permit

application must include the following, as applicable:

- i. A site plan showing all existing or proposed buildings, structures, service facilities, potential obstructions, and pertinent design features having an influence on the permit.
 - ii. Location and detail of grading, fill, or storage of materials.
 - iii. Copies of any required local, state or federal permits or approvals.
 - iv. Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.
- b. **Recordkeeping.** The Zoning Administrator must maintain applicable records in perpetuity documenting:
- i. All certifications for dry floodproofing and alternative elevation methods, where applicable.
 - ii. Analysis of no-rise in the Floodway District, as detailed in Section E.2a, and encroachment analysis ensuring no more than one-half foot of rise in the General Floodplain District, as detailed in Sections G.2b and G.3a.
 - iii. Final elevations, as applicable, detailing the elevation (in relation to mean sea level) of the lowest floor, including basements, of all new and substantially improved structures. Elevations shall be determined by an engineer, architect, surveyor or other qualified individual, as approved by the Zoning Administrator.
 - iv. Substantial damage and substantial improvement determinations, as detailed in Section L.2, including the cost of improvements, repairs, and market value.
 - v. All variance actions, including justification for their issuance, and must report such variances as requested by the Federal Emergency Management Agency.
- c. **Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use.** No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the finished fill and building floor elevations or other flood protection measures are in compliance with the requirements of this ordinance.
- d. **Notifications for Watercourse Alterations.** Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters in accordance with Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to FEMA.
- e. **Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations.** Where physical changes affecting flooding conditions may increase or decrease the water surface elevation of the base flood, the City of Brainerd must notify FEMA of the changes in order to obtain a Letter of Map Revision (LOMR), by submitting a copy of the relevant technical or scientific data as soon as practicable, but no later than six months after the date such supporting information becomes available. Within the General Floodplain District, approval from the Commissioner of Natural Resources is needed prior to permitting any development that results in a stage increase between 0.5 and 1.0 feet; a map revision is only required if development results in stage increases greater than 1.0 foot.

2. Conditional Uses and Variances

- a. Process.
 - i. An application for a conditional use permit will be processed and reviewed in accordance with the provisions of this ordinance.
 - ii. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with Minnesota Statutes, Section 462.357, Subd. 6(2) and this ordinance.
- b. Additional Variance Criteria. The following additional variance criteria must be satisfied:
 - i. Variances must not be issued within any designated regulatory floodway if any increase in flood levels

during the base flood discharge would result.

- ii. Variances from the provisions of this ordinance may only be issued by a community upon:
 - a. A showing of good and sufficient cause;
 - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- iii. Variances from the provisions in this ordinance may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- iv. Variances must be consistent with the general purpose of these standards and the intent of applicable provisions in state and federal law.
- v. Variances may be used to modify permissible methods of flood protection, but no variance shall permit a lesser degree of flood protection than the Regulatory Flood Protection Elevation (RFPE).
- vi. The Zoning Administrator must notify the applicant for a variance in writing that:
 - a. The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and
 - b. Such construction below the base flood level increases risks to life and property. Notification must be maintained with a record of all variance actions.
- c. **Considerations for Approval.** The City of Brainerd must consider all relevant factors specified in other sections of this ordinance in granting variances and conditional use permits, including the following:
 - i. The potential danger to life and property due to increased flood heights or velocities caused by encroachments.
 - ii. The danger that materials may be swept onto other lands or downstream to the injury of others.
 - iii. The safety of access to the property in times of flood for ordinary and emergency vehicles.
- d. **Conditions of Approval.** The City of Brainerd may attach such conditions to the granting of variances and conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:
 - i. Limitations on period of use, occupancy, and operation.
 - ii. Imposition of operational controls, sureties, and deed restrictions.
 - iii. The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
 - iv. Other conditions as deemed appropriate by the Zoning Administrator and city council.

3. Notifications to the Department of Natural Resources

- a. All notices of public hearings to consider variances or conditional uses under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist at least ten (10) days before the hearings. Notices of hearings to consider subdivisions/plats must include copies of the subdivision/plat.
- b. A copy of all decisions granting variances and conditional uses under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist within ten (10) days of final action.

L. NONCONFORMITIES

1. **Continuance of Nonconformities.** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:
 - a. Within the floodway and general floodplain districts (when a site has been determined to be located in the floodway following the procedures in Section G.3, or when the floodway has not been delineated), any expansion or enlargement of uses or structures is prohibited.
 - b. Within all districts, any addition, modification, rehabilitation, repair, or alteration shall be in conformance with the provisions of this ordinance, shall not increase the flood damage potential or increase the degree of obstruction to flood flows, and where applicable, must be protected to the Regulatory Flood Protection Elevation (RFPE).
 - c. If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section L.2, it may not be reconstructed except in conformity with the provisions of this ordinance. Any structures located outside the one-percent annual chance floodplain are exempt from this provision.
 - d. If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance.
 - e. If any nonconforming structure has utilities, electrical, or mechanical equipment damaged due to flooding, it must be rebuilt in conformance with the elevation requirements in Section D.2a. iv to the greatest extent practicable. This requirement shall apply regardless of the determinations made in Section L.2.
2. **Substantial Improvement and Substantial Damage Determinations.** Prior to issuing any permits for additions, modifications, rehabilitations, repairs, alterations, or maintenance to nonconforming structures, the Zoning Administrator is required to determine if such work constitutes substantial improvement or repair of a substantially damaged structure. A determination must be made in accordance with the following procedures:
 - a. Estimate the market value of the structure. In the case of repairs, the market value of the structure shall be the market value before the damage occurred and before any restoration or repairs are made.
 - b. Estimate the cost of the project. The property owner shall accommodate for inspection, and furnish other documentation needed by the zoning administrator to evaluate costs.
 - i. Improvement costs shall be comprised of the market rate of all materials and labor, as well as the costs of all ordinary maintenance and upkeep carried out over the past one year.
 - ii. Costs to repair damages shall be comprised of the market rate of all materials and labor required to restore a building to its pre-damaged condition regardless of the work proposed, as well as associated improvement costs if structure is being restored beyond its pre-damaged condition.
 - c. Compare the cost of the improvement, repairs, or combination thereof to the estimated market value of the structure, and determine whether the proposed work constitutes substantial improvement or repair of a substantially damaged structure, as defined in Section B of this ordinance.
 - i. For the purposes of determining whether the proposed work would constitute substantial improvement, the evaluation shall also include all rehabilitations, additions, or other improvements completed since the community has adopted floodplain standards impacting this structure.
 - ii. If any nonconforming structure experiences a repetitive loss, as defined in Section B of this ordinance, it shall be considered substantially damaged and must not be reconstructed except in conformity with the provisions of this ordinance.
 - d. Based on this determination, the zoning administrator shall prepare a determination letter and notify the property owner accordingly. Structures determined to be substantially damaged or substantially improved may not be reconstructed except in conformity with the provisions of this ordinance.

1. **Uses in Violation of the Ordinance.** Every structure, fill, deposit, or other use placed or maintained in the floodplain in violation of this ordinance shall be considered a public nuisance.
2. **Civil Remedies.** The creation of a public nuisance may be enjoined and the maintenance of a public nuisance under this ordinance may be abated by an action brought by the City of Brainerd or the Department of Natural Resources.
3. **Enforcement.** Violations of the provisions of this ordinance constitutes a misdemeanor and is punishable as defined by law. The Zoning Administrator may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance. The City of Brainerd must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

N. AMENDMENTS

1. **Ordinance Amendments.** Any revisions to the floodplain maps by the Federal Emergency Management Agency or annexations of new map panels require an ordinance amendment to update the map references in Section C.2 of this ordinance.
2. **Required Approval.** All amendments to this ordinance must be submitted to the Department of Natural Resources for review and approval prior to adoption, for compliance with state and federal rules and requirements. The floodplain ordinance shall not be considered valid until approved.

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2026

 MIKE O'DAY
 President of the Council

Approved this _____ day of _____, 2026

 DAVE BADEAUX
 Mayor

ATTEST: _____
 NICHOLAS W. BROYLES
 City Administrator

Published: One Time – _____

June 9, 2026

The Honorable Dave Badeaux
Mayor, City of Brainerd
City Hall
501 Laurel Street
Brainerd, MN 56401

Dear Mayor Badeaux:

RE: CONDITIONAL STATE APPROVAL OF FLOODPLAIN ORDINANCE & REQUIRED NEXT STEPS

On behalf of the Department of Natural Resources (DNR), I am writing to conditionally approve the City of Brainerd's draft floodplain management ordinance.

We received a draft of the City's revised floodplain ordinance from the Community Development Director, James Kramvik, on June 5, 2026. This ordinance amendment was initiated by the city in an effort to update the current floodplain management ordinance to be consistent with the DNR's current state model floodplain ordinance.

In accordance with Minnesota Statutes, Section 103F.121, we find that the City's draft floodplain management ordinance substantially complies with the state floodplain management rules (Minnesota Rules, parts 6120.5000 to 6120.6200) and, to the best of our knowledge, with the floodplain management standards of the Federal Emergency Management Agency (FEMA). It is hereby conditionally approved.

We will provide final approval of the City's draft floodplain management ordinance once the following has been submitted:

- ***one (1) copy each of the signed adopted ordinance addressing all comments noted above,***
- ***the affidavit of publication, and***
- ***the completed "Ordinance Processing Checklist" (attached).***

Please forward these documents via email to the DNR Floodplain Program email at floodplain.dnr@state.mn.us, and copy the DNR's State NFIP Coordinator, Ceil Strauss at ceil.strauss@state.mn.us. Upon receipt and verification, we will send a final approval letter. Ms. Strauss will then transmit the ordinance and final approval letter to our contacts at FEMA's Chicago Regional Office. Be advised that any future amendments of this ordinance or change in the designation of flood prone areas require prior DNR approval. In addition, you are required to send copies of hearing notices and final decisions pertaining to variance, conditional uses, and ordinance amendments to this agency. Please email these notices to Ceil Strauss. Should you have any questions on this ordinance or related matters, please contact Ms. Strauss via email or at (651) 259-5713.

While our office in St. Paul will be the main contact for this floodplain ordinance update, your DNR Area Hydrologist will continue to be your main contact for day-to-day assistance with administering your floodplain

management ordinance and questions about other DNR water-related programs and permits. Your Area Hydrologist is Jacob Frie, who can be contacted at 218-203-4367 or Jacob.Frie@state.mn.us.

The DNR greatly appreciates your community's cooperation and initiative in providing for the reduction of flood damages through the adoption and administration of this ordinance.

Sincerely,

Emily Javens, PE
Land Use Unit Supervisor
DNR Ecological & Water Resources

Attachments: Draft Ordinance
Ordinance Processing Checklist
Sample Ordinance Summary

c: James Kramvik, Community Development Director
Darrell Schindler, DNR EWR Regional Manager
Darrin Hoverson, DNR EWR District Manager
Jacob Frie, DNR Area Hydrologist
Ceil Strauss, DNR State Floodplain Manager/NFIP Coordinator

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider adding Section 515-2-24 Floodplain Overlay District to the Brainerd Zoning Code. The purpose of this proposed Ordinance is to regulate development in the flood hazard areas of the City of Brainerd. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote public health, safety, and general welfare by minimizing these losses and disruptions.

A full copy of the proposed ordinance is available at City Hall in the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, June 17th, 2026 in the Brainerd City Hall Council Chambers, 501 Laurel Street.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 3rd day of June, 2026



James Kramvik
Community Development Director

Publication Date: June 6th, 2026

**RESOLUTION
NO. xx:26**

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1606

BE IT RESOLVED by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

WHEREAS, on July 20th, 2026, the City Council adopted Ordinance No. 1606 which amends Section 515-2 Zoning Districts of the Zoning Code.

WHEREAS, Ordinance No. 1606 is lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1606 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1606 FLOODPLAIN ORDINANCE

AN ORDINANCE AMENDING SECTION 515-2 ZONING DISTRICTS OF THE ZONING
CODE.

The City of Brainerd City Council adopted a newly revised floodplain ordinance at the July 20th City Council meeting. The ordinance was based off the Minnesota DNR model floodplain ordinance, to satisfy the state and federal standards detailed in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 – 6120.6200; the rules and regulations of the National Flood Insurance Program in 44 CFR 59 to 78. The ordinance provides the general regulations for development in floodplains, as well as procedures guiding administrative responsibilities.

A copy of the ordinance in its entirety is available for inspection at Brainerd City Hall, 501 Laurel Street, Brainerd, MN 56401.

Adopted this __ day of _____ 2026

MIKE O'DAY
President of the Council

Approved this __ day of _____ 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: July 6, 2026

TITLE OF ITEM: Discussion - Council Committee Structure

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jeff Czczok, Councilmember

DEPARTMENT: Administration

PRESENTER: Jeff Czczok, Councilmember

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

Council Member Czczok has requested that Council schedule a workshop to discuss Council Committee Structure.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Please see attached email.

RECOMMENDED ACTION/MOTION

Schedule a workshop to discuss Council Committee structure.

FINANCIAL IMPACT

From: [Jeff Czeczok](#)
To: [Nick Broyles](#)
Cc: [Toni Gage](#); [Mike ODay](#)
Subject: Agenda Request: Council Committee Structure
Date: Monday, June 29, 2026 11:54:41 AM

Hi Nick,

Please place on the full council agenda for July 6 the following item for discussion:

Set a date for a council workshop to discuss, P&F and S&PW Committee structure – can the City do better?

Often times there tends to be a lot of duplication of staff reports, committee member and full council discussion along with presentations assigned to a single committee where the presentation would be better served on the full council agenda.

If we tried something different and it didn't work well, we could always go back to our current format.

Thanks, Jeff

From: [Eric Charpentier](#)
To: [Eric Charpentier HRA](#)
Cc: [Nick Broyles](#); [Toni Gage](#)
Subject: FW: Letter of Support CWC HRA
Date: Wednesday, June 17, 2026 3:17:39 PM
Attachments: [image001.png](#)
[2026-06-15 Letter of Support Baxter Forfeit Lots.pdf](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

CWC HRA Board,

I am sending the attached letter on behalf of the Brainerd City Council at the request of the City of Brainerd and the City Administrator's office. This letter will be included in the July 21st regular board meeting packet as well.

If there are any questions regarding the letter you can direct them to City Administrator Broyles or to myself.

Thank you

Regards,

Eric Charpentier

Executive Director

Brainerd, Crosby & Crow Wing County Housing and Redevelopment Authority

324 East River Road

Brainerd, MN 56401

Office: 218-824-3425

Cell: 218-833-9162

 **Before printing this e-mail, think if it is necessary. Think Green.**

Email correspondence to and from the Brainerd HRA is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Toni Gage <tgage@ci.brainerd.mn.us>
Sent: Wednesday, June 17, 2026 2:24 PM
To: Eric Charpentier <eric@brainerdhra.org>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: Letter of Support CWC HRA

Hello all,

Attached is the letter of support from the City Council to the Crow Wing County HRA Board.

Eric, will you please forward to the CWC HRA Board on behalf of the Brainerd City Council.

Toni Gage



Toni Gage | Administrative Assistant
City of Brainerd | 501 Laurel St, Brainerd MN 56401
(218) 454-3402 | tgage@brainerdmn.gov

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

6/19/2026



Crow Wing County HRA
Board of Commissioners
324 E River Rd
Brainerd, MN 56401

The Mayor and City Council of Brainerd recognize Level Contracting's extensive experience in residential development and redevelopment projects throughout Crow Wing County, including successful projects within the City of Brainerd.

Level Contracting has successfully advanced developments in Brainerd, including Brainerd Oaks, which is scheduled for completion this year, along with the completion of Dal-Mar Estates and Serene Pines developments. These projects have added significant housing opportunities and economic value to the region. According to public statements made by the Crow Wing County HRA, these developments added approximately \$28 million in estimated market value and generate more than \$250,000 annually in local property taxes.

These developments were awarded through competitive processes that allowed multiple developers to participate. Competitive selection processes help ensure transparency and provide the greatest benefit to taxpayers.

Given the significance of the proposed redevelopment involving more than 50 tax-forfeited properties in Baxter, we encourage the Crow Wing County HRA Board to utilize a competitive process that allows all qualified and interested developers an opportunity to participate. When only a single developer is permitted to advance through the process, taxpayers lose the benefit of competing proposals and potential increases in lot sale revenues and overall public benefit.

Making these development opportunities available through an open and competitive process has the potential to increase public benefit, maximize value for Crow Wing County taxpayers, and support responsible housing and economic development throughout the region. The benefits of a successful redevelopment effort extend beyond Baxter and positively impact Brainerd and communities throughout Crow Wing County.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave Badeaux', is written over a light blue circular stamp.

Dave Badeaux
Mayor
City of Brainerd, Minnesota

From: [Jan Burton](#)
To: [Toni Gage](#)
Date: Thursday, June 18, 2026 6:35:16 PM

I am writing in response to the YMCA request for Brainerd taxpayers to repair-replace their swimming pool.

Brainerd taxpayers are burdened by their taxes and it would be unfair to expect them to support a private business (YMCA) with our tax dollars.

At that rate, wouldn't it be only fair for ALL businesses to get tax dollars?

Hopefully, as a Brainerd taxpaying citizen that doesn't happen.

Let the 'Y' raise the needed money the way other groups do.....they've done it before....they can do it again.

Please share this with the Mayor and City Council.

(also) I don't think an apartment building on the busiest traffic corner in Brainerd is practical. Thank you, Jan Burton



A Quorum of the Brainerd City Council and EDA may be in attendance at:

Hwy 210 Business Update

Wednesday, July 8, 2026

8:00 AM - 9:15 AM

Northern Pacific Center, Luminary Room, 1511 Northern Pacific Center

6/25/2026