

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

Upon roll call, the following members were noted present: Commissioners Bevans, Czeczok, Burton, Yeager, O'Day, Shipe, and Lambert. Todd Wicklund, BPU Finance Director, Scott Magnuson, BPU Superintendent, City Administrator Bergman, Human Resources Director Schubert, Attorney Langel, City Engineer/ Interim Public Works Director Sandy, and Finance Director Hillman were also noted as present. Commissioner Marohn was noted as absent.

Approval/Amendment of Agenda

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND O'DAY, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of the Minutes

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND O'DAY, DULY CARRIED, TO APPROVE THE MINUTES OF THE MEETING HELD ON AUGUST 11TH, 2021.

New Business

Discussion of Chapter 6- Public Utilities Committee

Administrator Bergman gave an overview of the process the commission has taken to update the Charter. Ms. Bergman spoke about the antiquated language and financial processes from decades passed that needed to be updated in the Public Utilities Commission chapter. She introduced Todd Wicklund, BPU Finance Director/ Commission Secretary, and Scott Magnuson, BPU Superintendent.

Superintendent Magnuson stated the functions that the Public Utilities Commission and Brainerd Public Utilities oversee regarding staff, operations, and services.

Finance Director for BPU/ Commission Secretary Wicklund reiterated that the language in the current Charter is antiquated and inaccurate. He reviewed the various functions of the finance team at Brainerd Public Utilities and his duties as Commission Secretary in comparison to the current language. He submitted a redlined version to the Charter committee previous to the meeting to review. The language used in this version of the Charter is language he found appropriate from the American Public Power Associations guidelines for chartered cities. He stated that this requested update to the Charter regarding the Public Utilities Commission should layout the relationship between the City of Brainerd and its Brainerd Public Utilities in its reality.

City Engineer/ Interim Public Works Director Sandy discussed the work that the Streets and Engineering Departments do for new projects by BPU and how the City and BPU work together to provide utilities to the City and how each of these utilities are assigned as assets.

Commissioner O'Day sees this process as an opportunity to adopt the current process language or make changes staff see necessary in regards to public utilities in the City of Brainerd.

MOVED AND SECONDED BY COMMISSIONER YEAGER AND LAMBERT, DULY CARRIED, TO HAVE STAFF WORK WITH THE CITY ATTORNEY TO DRAFT A REDLINED VERSION OF THE PUBLIC UTILITIES CHAPTER FOR THE CHARTER COMMISSION TO REVIEW.

Adjourn

MOVED AND SECONDED BY COMMISSIONERS BURTON AND O'DAY, DULY CARRIED, TO ADJOURN THE CHARTER COMMISSION MEETING.

Commission Chair Czeczok adjourned the meeting 5:43 p.m.



Secretary