

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into on this 18<sup>th</sup> day of December 2024 between the City of Grand Rapids, Minnesota, (City) and the Grand Rapids Public Utilities (GRPU).

This MOU establishes the framework for collaboration between the City and GRPU to benefit their property taxpayers and utility ratepayers. This MOU intends to outline the various areas of collaboration as they may change over time. The Parties agree to quarterly invoicing, an annual review of the MOU, and a six-month written notice of anticipated changes. Updates and changes will be recognized in a subsequent MOU on or before December 31 of each year. The original MOU became effective on January 1, 2024. Either party may terminate the MOU with a one-year written notice. In the absence of such notification, the latest documented revision of this MOU will remain in effect.

Now, therefore, the parties agree to the various areas of collaboration as follows:

### **Information Systems (IS) Services**

*Key Contacts:*

City: Matt Wegwerth  
Public Works Director/City Engineer  
[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)  
218.326.7625

GRPU: Mike LeClaire  
GRPU IS Manager  
[mleclaire@grpuc.org](mailto:mleclaire@grpuc.org)  
218.326.7498

Employees in the IS Department shall be GRPU employees. The Parties agree to share costs associated with IS staff and software applications. The cost-sharing shall follow the spreadsheet template developed annually by the Key Contacts which details the proposed IS projects and system maintenance, software licenses, and utility locating services breakdown. The GIS virtual servers shall be located to the GRPU network prior to December 31, 2025.

### **Information Technology (IT) Services**

*Key Contacts:*

City: Lasha Karels  
Assistant IT Director  
[lkarels@grandrapidsmn.gov](mailto:lkarels@grandrapidsmn.gov)  
218.326.7620

GRPU: Julie Kennedy  
GRPU General Manager  
[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)  
218.326.7687

Employees in the IT Department shall be City employees. The ERP Special Project Coordinator employee shall be a GRPU employee. Cost sharing shall be split 50/50 based on the actual cost of the department and ERP Project employee, less expenditures that only benefit one Party. Except for the separately documented ERP project, the IT Services collaboration shall end on

May 20, 2025, as requested by the City. Until then, during the transition to another IT provider, GRPU will continue to receive partial services from City IT and will pay for these based on the actual cost to provide the service.

**Human Resources**

The Human Resources Services collaboration ended September 30, 2024, as requested by the City.

**Fleet Maintenance**

*Key Contacts:*

City: Matt Wegwerth	GRPU: Jean Lane
Public Works Director/City Engineer	GRPU Business Svcs Manager
<a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a>	<a href="mailto:jmlane@grpuc.org">jmlane@grpuc.org</a>
218.326.7625	218.326.7199

The Public Works Fleet Maintenance employees shall be City employees. Public Works will perform maintenance on GRPU fleet vehicles and equipment, as requested. Work performed will be billed on an hourly basis and for those specific products used on GRPU vehicles and equipment. General shop product expenditures will be cost-shared based on the spreadsheet developed by the Key Contacts which details the number of vehicles and equipment serviced for each department.

**Street Light Maintenance**

*Key Contacts:*

City: Matt Wegwerth	GRPU: Chad Troumbly
Public Works Director/City Engineer	GRPU Electric Manager
<a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a>	<a href="mailto:cmtroumbly@grpuc.org">cmtroumbly@grpuc.org</a>
218.326.7625	218.326.7182

The journey electric lineworkers shall be GRPU employees. GRPU will perform maintenance on City streetlights, as requested. Work performed will be billed on an hourly basis.

**PW/PU Shared Facility**

*Key Contacts:*

City: Matt Wegwerth	GRPU: Jean Lane
Public Works Director/City Engineer	GRPU Business Svcs Manager
<a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a>	<a href="mailto:jmlane@grpuc.org">jmlane@grpuc.org</a>
218.326.7625	218.326.7199

GRPU Electric and Water Departments and the City Public Works Department run operations from the Public Works / Public Utilities Combined Service Center (CSC). GRPU will manage the CSC buildings and bill rent based on the actual costs of building upkeep, which includes

capital maintenance building projects. The City will manage the groundskeeping of the CSC property and bill based on hours worked and 50/50 split of actual product expenditures. In 2025, the Key Contacts agree to update the original contract, over 20 years old, for property and building leases to reflect current values and comply with financial auditing standards.

**Storm Water Utility (SWU) Billing**

Key Contacts:

City: Matt Wegwerth Public Works Director/City Engineer <a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a> 218.326.7625	GRPU: Jean Lane GRPU Business Svcs Manager <a href="mailto:jmlane@grpuc.org">jmlane@grpuc.org</a> 218.326.7199
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GRPU will invoice customers monthly and collect payment for the City’s Stormwater Utility. GRPU will provide quarterly deposits of the SWU revenue collected to the City. Annually, any uncollectible accounts will be returned to the City for special assessment consideration. The cost shall be based on the actual cost of providing the billing and payment collection service.

**Woodchipper & Tow Vehicle Equipment**

Key Contacts:

City: Matt Wegwerth Public Works Director/City Engineer <a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a> 218.326.7625	GRPU: Chad Troumbly GRPU Electric Manager <a href="mailto:cmtroubly@grpuc.org">cmtroubly@grpuc.org</a> 218.326.7182
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GRPU and City PW both trim trees and process wood waste. GRPU purchased a woodchipper (2022 Morbark 1415 Brush Chipper) for use by both entities. City PW shall provide a Tow vehicle and be responsible for its maintenance. Woodchipper maintenance shall be the responsibility of GRPU. Scheduling of equipment use will be coordinated between Key Contacts or their Foremen/ Supervisors.

**ASV Equipment**

Key Contacts:

City: Matt Wegwerth Public Works Director/City Engineer <a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a> 218.326.7625	GRPU: Chad Troumbly GRPU Electric Manager <a href="mailto:cmtroubly@grpuc.org">cmtroubly@grpuc.org</a> 218.326.7182
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In exchange for GRPU usage of the City-owned ASVs and trailers, GRPU shall equally share the actual cost of maintenance for these pieces of equipment as described above under the Fleet Maintenance section. Scheduling of equipment use will be coordinated between Key Contacts or their Foremen/ Supervisors.

IN WITNESS WHEREOF, the City and GRPU have caused this MOU to be duly executed by their respective authorized officers.

CITY OF GRAND RAPIDS

GRAND RAPIDS PUBLIC UTILITIES

By: \_\_\_\_\_  
Name: Tasha Connelly  
Title: Mayor  
Date: 12/16/2024

By: \_\_\_\_\_  
Name: Tom Stanley  
Title: GRPUC President  
Date: 12/18/2024

*MOU HISTORY:*

Original: 12/29/2023

Revised: 12/16/2024 (City Council) and 12/18/2024 (GRPUC)