



# CITY OF GRAND RAPIDS

## Minutes – Final

### Public Utilities Commission

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Wednesday, August 11, 2021 4:00 PM

Conference Room of Public Utilities  
Service Center

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#### CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, August 11, 2021 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

#### CALL OF ROLL

**Present** - 5 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

Others present: General Manager Kennedy, Business Services Manager Lane, Electric Department Manager Goodell, Administrative/HR Assistant Flannigan, and Pete Garsow of ICTV.

Rebecca Kurtz, Senior Municipal Advisor of Ehlers Public Finance Advisors, was present via Microsoft Teams.

#### MEETING PROTOCOL POLICY

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC'S desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 ext. 1 and we will provide you with a copy of the policy.

#### APPROVAL OF MINUTES

1. Consider a motion to approve the minutes of the July 14, 2021 regular meeting.

A motion was made by Commissioner Rick Smith, seconded by Commissioner Rick Blake, to approve the minutes of the July 14, 2021 regular meeting. The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

#### PUBLIC FORUM

None present.

#### COMMISSION REPORTS

Commissioner Rick Blake reported that on Thursday, August 12, 2021, Elder Circle is serving bag lunches on the north side of the IRA Civic Center in the Miner Pavilion from 11:00 AM – 1:00 PM.

Commissioner Rick Smith shared a comment that he received from a water customer who was very

pleased with the water crew that recently reconnected their water.

President Tom Stanley also received many comments from customers who were very pleased with the response that was given by our crews during the storm restoration that was done in a safe and orderly fashion.

## **CONSENT AGENDA**

Any item on the consent agenda shall be removed for consideration by request of any one Commission member, Utility staff, or the public and put on the regular agenda for discussion and consideration.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the Consent Agenda as presented. The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

2. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for July 2021.

**Approved by consent agenda vote.**

3. Consider a motion to declare a vacancy exists for a Customer Service Representative position, and authorize the internal posting and external advertising, if needed.

**Approved by consent agenda vote.**

## **SETTING OF REGULAR AGENDA**

This is an opportunity to approve the regular agenda as presented, or add/delete an agenda item by a majority vote of the Commission members present.

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the Regular Agenda as presented. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

## **ADMINISTRATION DEPARTMENT**

4. 2021 Summer Storm Recap.

General Manager Kennedy reviewed the utility restoration efforts following the July 26, 2021 summer wind storm event.

5. Review the August Administration Department Report.

General Manager Kennedy reviewed the August Administration Department Report with the Commission.

**BUSINESS SERVICES DEPARTMENT**

6. Review the August Business Services Department Report.

Business Services Manager Lane reviewed the August Business Services Department Report with the Commission.

7. Consider a resolution to Approve the Issuance and Sale of \$X City of Grand Rapids, Minnesota (Public Utilities Commission) Taxable GO Utility Revenue Refunding Bonds, Series 2021C.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to adopt Resolution No. 08-11-21-8 Approving the Issuance and Sale of \$1,210,000.00 City of Grand Rapids, Minnesota (Public Utilities Commission) Taxable GO Utility Revenue Refunding Bonds, Series 2021C. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

8. Consider a motion to approve the Demand Charge Agreement with the City of Grand Rapids and UPM-Blandin Paper Company.

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the Demand Charge Agreement with the City of Grand Rapids and UPM-Blandin Paper Company. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

9. Consider a motion to approve a contract with Wells Fargo for WellsOne Commercial Card (PCard) Program services.

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve a contract with Wells Fargo for WellsOne Commercial Card (PCard) Program services. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

**ELECTRIC DEPARTMENT**

10. Review the August Electric Department Report.

Electric Department Manager Goodell reviewed the August Electric Department Report with the Commission.

11. Consider a motion to enter into a contract with mPower Innovations for a total of \$75,500.00 for the implementation of the outage management system and to authorize the General Manager to sign this contract.

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Smith, to approve entering into a contract with mPower Innovations for a total of \$75,500.00 for the implementation of the outage management system and to authorize the General Manager to sign this contract. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

## **WATER AND WASTEWATER DEPARTMENT**

12. Review the August Water-Wastewater Department Report.

General Manager Kennedy reviewed the August Water and Wastewater Department Report with the Commission.

## **SAFETY REPORT**

13. Review the August Safety Report.

General Manager Kennedy reviewed the August Safety Report with the Commission.

## **VERIFIED CLAIMS**

14. Consider a motion to approve the verified claims for July 2021 in the amount \$2,780,442.60 (Computer Check Register (July 27 meeting cancelled) \$151,567.36, Computer Check Register \$1,321,698.17 and Manual Check Register \$1,307,177.07).

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake to approve the verified claims for July 2021 in the amount \$2,780,442.60 (Computer Check Register (July 27 meeting cancelled) \$151,567.36, Computer Check Register \$1,321,698.17 and Manual Check Register \$1,307,177.07). The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

## **ADJOURNMENT**

The next Regular Meeting of the Commission is Wednesday, September 15, 2021 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Special Meeting/Work Session is scheduled for Tuesday, September 28, 2021 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The October Regular Commission Meeting has been rescheduled to Tuesday, October 12, 2021 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the regular meeting was declared adjourned at 5:11 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant

Attest:

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Thomas G. Stanley, President

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Kathleen M. Kooda, Secretary