



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, February 26, 2025

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, February 26, 2025 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

President Stanley called the meeting to order at 4:00PM

CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Council Representative Rick Blake

ABSENT: Commissioner Rick Smith with notice

OTHERS: Jean Lane, Steve Mattson, Michael LeClaire, Chad Troumbly, Megan Sjostrand

PUBLIC FORUM:

APPROVAL OF MINUTES:

1. Consider a motion to approve the January 8, 2025 Work Session Minutes and the January 22, 2025 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the January 8, 2025 Work Session Minutes and the January 22, 2025 Regular Meeting Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,334,875.96 in verified claims for January and February 2025.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve \$1,334,875.96 in verified claims for January and February 2025.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

COMMISSION REPORTS:

Rick Blake went down to the State Capital with Coalition of Greater Minnesota Cities to encourage legislators to support passing a bonding bill that would help fund the proposed GRPU WTP Renovation project to ensure clean drinking water in Grand Rapids.

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

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the consent agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

3. Consider a motion to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioners evaluation of her 2024 performance.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with InGensa, Inc. for professional services for project management of the building security upgrade project in the amount of \$6,308.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Midwest Communications for radio ad spots in the amount of \$5,220.

Approved on consent agenda.

6. Consider a motion to ratify the contract with Bolton and Menk for engineering services for the EPA water plant audit and WTP Reno funding submissions for \$22,500.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract with SSP Innovations for professional consulting services for \$23,000.

Approved on consent agenda.

8. Consider a motion to ratify the procurement contract with Tech Sales Co for the Rosemount flow meter for well number 3 for \$4,939.63.

Approved on consent agenda.

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.

Motion made by Secretary Francisco, Seconded by Council Representative Blake to approve the regular agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

CONTRACTS:

9. Consider a motion to approve the procurement contract with ABM Equipment, LLC, for a new replacement bucket truck and authorize the General Manager to sign the contract for \$301,038.00.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the procurement contract with ABM Equipment, LLC, for a new replacement bucket truck and authorize the General Manager to sign the contract for \$301,038.00.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

10. Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 3 and authorize the General Manager to sign the contract for \$32,300.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve the procurement contract with Their Well Company for the rehabilitation of well number 3 and authorize the General Manager to sign the contract for \$32,300.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

11. Consider a motion to approve the amendment to the contract with Bolton and Menk for engineering services during the Legionella mitigation efforts and allow the General Manager to sign the contract for \$51,450.

Motion made by Secretary Francisco, Seconded by Council Representative Blake to approve the amendment to the contract with Bolton and Menk for engineering services during the Legionella mitigation efforts and allow the General Manager to sign the contract for \$51,450.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

12. Consider a motion to approve the procurement contract with Trident Process Inc for a 781Q125 gearbox exchange for the aeration basin mixer of the WWT secondary plant and authorize the General Manager to sign the contract for \$136,342.

Motion made by Commissioner Saxhaug, Seconded by Council Representative Blake to approve the procurement contract with Trident Process Inc for a 781Q125 gearbox exchange for the aeration basin mixer of the WWT secondary plant and authorize the General Manager to sign the contract for \$136,342.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

BUSINESS:

13. Review Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates

14. Consider a motion to adopt Resolution Number 02-26-25-1 approving the revisions to the Procurement policy.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to adopt Resolution Number 02-26-25-1 approving the revisions to the Procurement policy.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake**

15. Consider a motion to adopt Resolution Number 02-26-25-2 approving the Prior Approved Checklist policy.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to adopt Resolution Number 02-26-25-2 approving the Prior Approved Checklist policy.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake**

16. Consider a motion to approve Resolution No. 02-26-25-03 Authorizing the Issuance and Sale of General Obligation Bonds, Series 2025A, by the City of Grand Rapids, Minnesota for Water and Sanitary Sewer Projects.

Motion made by Council Representative Blake, Seconded by Secretary Francisco to approve Resolution No. 02-26-25-03 Authorizing the Issuance and Sale of General Obligation Bonds, Series 2025A, by the City of Grand Rapids, Minnesota for Water and Sanitary Sewer Projects.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

17. Consider a motion to approve the Emergency Action Plan policy.

Motion made by Commissioner Saxhaug, Seconded by Council Representative Blake to approve the Emergency Action Plan policy.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Council Representative Blake

REPORTS:

18. GRPU Monthly Reports

GRPU Monthly Reports were reviewed.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:04 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand, Executive/HR Assistant