



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, June 15, 2022

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, June 15, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**PRESENT:** President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug

**ABSENT WITH NOTICE:** Commissioner Rick Blake, Commissioner Rick Smith

Also present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger, Mike Kane from Greater Insurance Services and ICTV Representative.

*Item #19 moved up in the agenda to allow Mr. Mike Kane from Greater Insurance Services to speak regarding insurance renewal topics.*

**PUBLIC FORUM:**

None

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the minutes of the April 26, 2022 Regular Work Session Meeting, the May 11, 2022 Regular Meeting and the May 24, 2022 Regular Work Session Meeting.

**Motion made by Secretary Francisco, Seconded by President Stanley to approve the minutes of the April 26, 2022 Regular Work Session Meeting, the May 11, 2022 Regular Meeting and the May 24, 2022 Regular Work Session Meeting.**

**The motion carried by the following vote:**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$1,363,960.53 of verified claims for May 2022.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve \$1,363,960.53 of verified claims for May 2022.**

**The motion carried by the following vote.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

COMMISSION REPORTS:

None

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 Secretary Francisco, Seconded by Commissioner Saxhaug to accept the consent agenda as read.**

**The motion carried by the following vote:**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

3. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for April and May 2022.

**Approved by consent agenda vote.**

4. Consider a motion to authorize the disposal of electrical equipment to T&R Electric.

**Approved by consent agenda vote.**

5. Consider a motion to confirm filling the Maintenance III position with the preferred candidate, Eric Drotts.

**Approved by consent agenda vote.**

6. Consider a motion to confirm filling the Journey Line Worker position with the preferred candidate, Blake Brewster.

**Approved by consent agenda vote.**

7. Consider a motion to ratify the procurement contract with CB Technology Solutions, Inc. for IT professional services in an amount not to exceed \$10,000.00.

**Approved by consent agenda vote.**

8. Consider a motion to ratify the procurement contract based on time and material with Lake States Construction for minor electrical construction and restoration for the calendar year of 2022.

**Approved by consent agenda vote.**

9. Consider a motion to ratify the procurement contract with Water Conservation Services, Inc. for a water leak study for \$8,200.00

**Approved by consent agenda vote.**

10. Consider a motion to ratify the procurement contract with Dakota Supply Group for Fire Hydrants for \$9,405.74.

**Approved by consent agenda vote.**

11. Consider a motion to ratify the procurement contract with Novaspect for WTP Filter Effluent Valves for \$12,036.30.

**Approved by consent agenda vote.**

12. Consider a motion to approve the procurement contract with Ziegler Cat for Lift Station 3 Generator for \$32,825.00 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

13. Consider a motion to approve the procurement contract with Ziegler Cat for Lift Station 2 Generator for \$36,500.00 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

14. Consider a motion to ratify the procurement contract with United Rentals for a Vertical Lift for \$7,500.00.

**Approved by consent agenda vote.**

15. Consider a motion to ratify the procurement contract with Stantec Consulting Services, Inc. for Engineering services of evaluating the final cover system for landfill phases 1-4 and kettle D for \$6,400.00.

**Approved by consent agenda vote.**

16. Consider a motion to ratify the procurement contract with Lake Country Lawn and Snow for lawn mowing services for \$10,000.00.

**Approved by consent agenda vote.**

17. Consider a motion to ratify the procurement contract with PSI Engineering for Tesla Pumps for \$5,950.00.

**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.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the agenda as amended.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

ADMINISTRATION:

18. Review Administration Department Monthly Report

General Manager Julie Kennedy reviewed the June Administration Department Report with the Commission.

BUSINESS SERVICES DEPARTMENT:

19. Consider a motion to approve the July 1, 2022 renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount of \$137,025, authorize payment of premium, and authorize the President to sign the annual Liability Coverage Waiver Form accepting the monetary limits on municipal tort liability established by MN SS 466.04.

**Item #19 was moved to just after roll call.**

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the motion as read.**

**The motion carried by the following vote:**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

20. Consider a motion to approve Resolution No. 06-15-22-3 accepting the 2021 audited annual comprehensive financial statements and related auditor's letters.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the annual comprehensive financial statements and related auditor's letters.**

**The motion carried by the following vote:**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

21. Review Business Services Department Monthly Report

Business Services Manager Jean Lane reviewed the June Business Services Department Report with the Commission.

ELECTRIC DEPARTMENT:

22. Review Electric Department Monthly Report

Electric Department Manager Jeremy Goodell reviewed the June Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT:

23. Review Water-Wastewater Department Monthly Report

Water/Wastewater Department Manager Steve Mattson reviewed the June Water and Wastewater Department Report with the Commission.

24. Consider a motion to approve the antenna lease agreement with Rural Cellular Corporation (Verizon Wireless) for the mid water tower for five years.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco, to approve the antenna lease agreement with Rural Cellular Corporation (Verizon Wireless) for the mid water tower for five years.**

**The motion carried by the following vote:**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug**

SAFETY REPORT:

25. Review Safety Monthly Report

General Manager Julie Kennedy reviewed the June Safety Report with the Commission.

ADJOURNMENT:

By call of the chair the meeting was declared adjourned at 4:55 PM.

The next Regular Work Session is scheduled for Tuesday, June 28, 2022 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, July 13, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

*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 and we will provide you with a copy of the policy.*