



# CITY OF GRAND RAPIDS

## Minutes – Final

### Public Utilities Commission

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Wednesday, July 14, 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, July 14, 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 in the conference room: General Manager Kennedy, Business Services Manager Lane, Electric Department Manager Goodell, Water/Wastewater Department Manager Mattson, 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 June 15, 2021 closed meeting, the June 15, 2021 regular meeting and the June 29, 2021 special meeting.

A motion was made by Commissioner Rick Smith, seconded by Secretary Kathy Kooda, to approve the minutes of the June 15, 2021 closed meeting, the June 15, 2021 regular meeting and the June 29, 2021 special 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

On behalf of the Timberman Triathlon Committee, Secretary Kathy Kooda thanked the Public Works staff for the use of traffic cones during the event held last Saturday, July 10, 2021.

Commissioner Rick Blake reported on attending May Mobility informational meeting last night, July 13, 2021. Autonomous electric transportation vehicles will be used in Grand Rapids next summer. GRPU is working with the company on the project.

## 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 Smith, seconded by Secretary 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 June 2021.

**Approved by consent agenda vote.**

3. Consider a motion to approve the write off of June uncollectible accounts in the amount of \$10,435.02.

**Approved by consent agenda vote.**

4. Consider a motion to confirm filling the Administrative/HR Assistant position with the preferred candidate, Carrie Kruger.

**Approved by consent agenda vote.**

5. Consider a motion to declare a vacancy exists for the Lead CSR position, and authorize the internal posting and external advertising, if needed.

**Approved by consent agenda vote.**

6. Consider a motion to approve the updated Purchasing Clerk position description, declare a vacancy exists, and authorize the internal posting for the position.

**Approved by consent agenda vote.**

7. Consider a motion to approve the new Accounting Technician-Payroll/Benefits position description, declare a vacancy exists, and authorize the internal posting for the position.

**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 Secretary Kathy Kooda, seconded by Commissioner Rick Blake, to approve the Regular Agenda as amended, to remove Item # 14. "Consider a motion to enter into a contract with mPower Innovations for a total of \$69,500.00 for the implementation of the outage management system and to authorize the General Manager to sign this contract" from this meeting agenda as requested by GRPU Management staff. 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

8. Review the July Administration Department Report.

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

9. Consider a motion to adopt Resolution No. 07-14-21-5 adopting the Debt Management Policy, G.031.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to adopt Resolution No. 07-14-21-5 adopting the Debt Management Policy, G.031. The motion carried the by following vote:

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

10. Consider a motion to proceed to the contracting stage of the wholesale power negotiations with Minnesota Power.

A motion was made by Commissioner Rick Smith, seconded by Rick Blake, to approve proceeding to the contracting stage of the wholesale power negotiations with Minnesota Power. The motion carried the by following vote:

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

## BUSINESS SERVICES DEPARTMENT

11. Review the July Business Services Department Report.

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

12. Consider a motion to adopt Resolution No. 07-14-21-6 approving the issuance and sale of taxable

General Obligation Wastewater Revenue Refunding Bonds, Series 2021C and Resolution No. 07-14-21-7 to approve the issuance and sale of General Obligation Utility Revenue Refunding Bonds, Series 2021D.

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to adopt Resolution No. 07-14-21-6 approving the issuance and sale of taxable General Obligation Wastewater Revenue Refunding Bonds, Series 2021C and Resolution No. 07-14-21-7 to approve the issuance and sale of General Obligation Utility Revenue Refunding Bonds, Series 2021D. 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**

### **13. Review the July Electric Department Report.**

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

### **14. Consider a motion to enter into a contract with mPower Innovations for a total of \$69,500.00 for the implementation of the outage management system and to authorize the General Manager to sign this contract.**

Item #14 was removed from the meeting agenda by the "Setting of the Regular Agenda" vote. No action taken.

## **WATER AND WASTEWATER DEPARTMENT**

### **15. Review the July Water-Wastewater Department Report.**

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

## **SAFETY REPORT**

### **16. Review the July Safety Report.**

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

## **VERIFIED CLAIMS**

### **17. Consider a motion to approve the verified claims for June in the amount of \$1,825,252.16 (Computer Check Register \$1,306,580.41 and Manual Check Register \$518,671.75).**

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda to approve the verified claims for June in the amount of \$1,825,252.16 (Computer Check Register \$1,306,580.41

and Manual Check Register \$518,671.75). 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 Special Meeting/Work Session is scheduled for Tuesday, July 27, 2021 at 8:00 a.m. 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 Wednesday, August 11, 2021 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The October Regular Commission Meeting was 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 5:00 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant

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Thomas G. Stanley, President

Attest:

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Kathleen M. Kooda, Secretary

PUBLIC UTILITIES COMMISSION  
 ACCOUNTS PAYABLE  
 JUNE 2021  
 (Meeting Date: 7/14/2021)

NAME	AMOUNT	NAME	AMOUNT
Amaril Uniform Company	170.34	L & M Supply	235.54
Bloomers	77.50	Lano, Nelson & Bengtson	3,150.00
Border States	1,929.68	Lefty's Tent & Party Rental	407.05
Burgraff's Ace	79.92	Locators & Supplies	337.29
The Busy Bees QCS	1,991.64	Steve Mattson	49.28
CarQuest	22.34	Minnesota Power	1,156,008.87
Central McGowan	3,236.03	Northern Business Products	3,951.46
Cogsdale	9,695.00	Personnel Dynamics LLC	1,820.70
Coles	79.48	Polydyne	53,944.40
Compass Minerals	3,775.34	James Radtke	6,592.56
Cooperative Response Center	1,933.85	RMB Environmental Lab	520.00
Core & Main	2,284.90	Rob's Bobcat Service	7,720.00
CW Technology	763.93	Rock Mills Enterprises	6,320.00
Davis Petroleum	3,405.51	Sandstroms	352.15
Equipment Rental Company	2,240.00	Stuart Irby	301.43
Fastenal	1,429.26	Total Tool	290.38
Flow Measurement and Control	541.00	Treasure Bay Printing	2,171.00
Frontier Energy	5,044.32	Viking Electric	310.56
Gopher State One Call	387.45	Waste Management	684.32
Grainger	226.83	Xerox	135.04
Hawkins	5,283.86	YRC Freight	
Industrial Lubricant Company	325.88		
Itasca Computer Resources	2,438.43		
Itasca Utilities, Inc	3,218.10	Appliance Rebate:	
Johnson Controls	820.79	Ken & Brenda Haigh	35.00
Journyx	8,960.00		
KOZY	882.00		
			1,306,580.41

## June 2021 Check Register

Document Date	Check #	Vendor Name	Document Amount	
6/1/2021	4397	Northeast Service Cooperative	3,982.00	6/30/2021
6/1/2021	4398	Wells Fargo Corporate Trust	8,750.00	6/30/2021
6/4/2021	4399	Further	1,401.26	6/30/2021
6/4/2021	4400	Public Employees Retirement Association	14,428.84	6/4/2021
6/4/2021	4401	Minnesota Dept. of Revenue	4,458.18	6/4/2021
6/4/2021	4402	Wells Fargo Bank	26,747.99	6/4/2021
6/4/2021	4403	Empower Retirement	8,714.66	6/4/2021
6/4/2021	4404	Invoice Cloud	2,306.85	6/30/2021
6/18/2021	4405	Minnesota Department of Revenue	58,552.00	6/30/2021
6/18/2021	4406	Public Employees Retirement Association	15,001.07	6/18/2021
6/18/2021	4407	Minnesota Dept. of Revenue	4,406.46	6/18/2021
6/18/2021	4408	Wells Fargo Bank	26,590.59	6/18/2021
6/18/2021	4409	Empower Retirement	10,941.82	6/18/2021
6/18/2021	4410	Further	1,401.26	6/30/2021
6/23/2021	4411	Minnesota Department of Revenue	51,233.00	6/30/2021
6/28/2021	4412	Northeast Service Cooperative	60,507.00	6/30/2021
6/28/2021	4413	TASC	45.00	6/30/2021
6/2/2021	78186	Customer Refunds- Benjamin Humbert	95.96	6/30/2021
6/2/2021	78187	Customer Refunds- Taylor Severson	81.96	6/30/2021
6/2/2021	78188	Customer Refunds- Stain in the Glass	357.94	6/30/2021
6/2/2021	78189	Customer Refunds- Taylor Becker & Amanda Root	113.21	6/30/2021
6/2/2021	78190	Customer Refunds- Taylor Bradley	69.50	6/30/2021
6/3/2021	78191	City of Grand Rapids	50.00	6/30/2021
6/3/2021	78192	Customer Refunds- Jonathan Fischer	64.22	6/30/2021
6/4/2021	78193	NCPERS Group Life Ins	128.00	6/4/2021
6/4/2021	78194	Customer Refunds- James David & Savannah Litchke	109.98	6/30/2021
6/8/2021	78195	Customer Refunds- Christian Franks	73.75	6/30/2021
6/8/2021	78196	Postage By Phone System	5,000.00	6/30/2021
6/8/2021	78197	Customer Refunds- Karyn Alvarado	95.49	6/30/2021
6/10/2021	78198	Further	93.50	6/10/2021
6/10/2021	78199	Government Finance Officers Assoc.	535.00	6/10/2021
6/10/2021	78200	Minnesota Energy Resources Corp.	89.38	6/10/2021
6/10/2021	78201	Minnesota Pollution Control Agency	30.00	6/10/2021
6/10/2021	78202	Waste Management of WI-MN	548.88	6/10/2021
6/10/2021	78203	MacQueen Equipment, Inc.	8,095.40	6/10/2021 **
6/14/2021	78204	Customer Refunds- Justin & Alicia Haar	98.07	6/30/2021
6/14/2021	78205	Customer Refunds- Moxie LLC/Suzanne Rian	35.08	6/30/2021
6/17/2021	78292	Customer Refunds- Matthew Bonham	76.24	6/30/2021
6/17/2021	78293	Customer Refunds- Julia Caron	10.22	6/30/2021
6/18/2021	78294	Minnesota Council 65	1,673.30	6/18/2021
6/18/2021	78295	AFSCME PEOPLE	20.00	6/18/2021
6/18/2021	78296	United Parcel Service	336.63	6/18/2021
6/18/2021	78297	Richard, Lori	36,556.28	6/30/2021
6/18/2021	78298	Melius, Tiajia	2,587.00	6/30/2021
6/21/2021	78299	Customer Refunds- Michael & Cherie Cleveland	141.62	6/30/2021

6/24/2021 78301	Minnesota WOA	1,160.00	6/24/2021
6/24/2021 78302	Verizon Wireless	579.42	6/24/2021
6/24/2021 78303	UNUM Life Insurance Co of America	2,667.27	6/24/2021
6/24/2021 78304	City of LaPrairie	13,294.85	6/30/2021
6/29/2021 78351	Customer Refunds- Ed Ebel	158.00	6/30/2021
6/29/2021 78352	Customer Refunds- Altisource Single Family Inc	125.53	6/30/2021
6/30/2021 78353	City of Grand Rapids	72,333.33	6/30/2021
6/30/2021 78354	City of Grand Rapids	312.00	6/30/2021
6/30/2021 78355	City of Grand Rapids	70,849.92	6/30/2021
6/30/2021 78356	Customer Refunds- Randy & Kath McDarty	10.99	6/30/2021
6/30/2021 78357	Minnesota Dept. of Health	23.00	6/30/2021
6/30/2021 78358	Hansen, Mark	242.72	6/30/2021
6/30/2021 78359	Customer Refunds- Douglas & Diane Schuster	62.33	6/30/2021
6/30/2021 78360	Customer Refunds- JBS Holdings Inc	64.37	6/30/2021
6/30/2021 78361	Customer Refunds- Pine Ridge Apartments	53.38	6/30/2021
6/30/2021 78362	Customer Refunds- Grand Manor II 004	15.38	6/30/2021
6/30/2021 78363	Customer Refunds- BC Cleveland Properties	84.67	6/30/2021

Checks Previously Approved \*\*

8,095.40

Manual Checks to be approved

510,576.35

**Total Manual Checks**

518,671.75