



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, June 26, 2024

4:00 PM

**President Stanley called the meeting to order at 4:01PM**

**PUBLIC FORUM:**

**Michelle Carlson, the majority owner of Paradise Park Manufactured Home Community, along with her mother, Mary Ives, discussed their concerns regarding the Electrical Infrastructure Transfer policy**

**CALL OF ROLL:**

**PRESENT: President Tom Stanley, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams**

**OTHERS: Julie Kennedy, Jean Lane, Steve Mattson, Chad Troumbly, Mike LeClaire, Megan Sjostrand, Mike Kane, Michelle Carlson, Mary Ives**

**ABSENT: Secretary Luke Francisco with notice**

**PRESENTATION:**

- 1. Mike Kane from GIS Insurance presented updated insurance information.**

**APPROVAL OF MINUTES:**

- 2. Consider a motion to approve the May 8, 2024 Work Session Minutes and the May 22, 2024 Regular Meeting Minutes.**

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the May 8, 2024 Work Session Minutes and the May 22, 2024 Regular Meeting Minutes.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**VERIFIED CLAIMS:**

- 3. Consider a motion to approve \$859,621.71 verified claims for May and June 2024.**

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$859,621.71 verified claims for May and June 2024. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

COMMISSION REPORTS:

**Commissioner Adams reports on community members being curious when they will notice the chlorination in their water.**

**Commissioner Saxhaug comments on the publicity of Chlorination.**

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 Commissioner Smith to approve the consent agenda as presented. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

4. Consider a motion to ratify a leave of absence for Megan Sjostrand.

**Approved on consent agenda.**

5. Consider a motion to approve the June 2024 semi-annual write off of \$16,285.32 uncollectible accounts receivable.

**Approved on consent agenda.**

6. Consider a motion to approve the procurement contract with Minnesota Power for Substation Battery Replacement at Grand Rapids 115 kV Substation for \$44,000 and allow the General Manager to sign the Scope of Work.

**Approved on consent agenda.**

7. Consider a motion to ratify the purchase of vLoc3 RTK-Pro from Utility Logic in the amount of \$12,135.00.

**Approved on consent agenda.**

8. Consider a motion to approve the 24-Hour Residential Emergency Locate Liability Waiver.

**Approved on consent agenda.**

9. Consider a motion to approve the procurement with Trenchers Plus for a Brush Chipper for \$52,654 and allow the General Manager to sign the purchase agreement.

**Approved on consent agenda.**

10. Consider a motion to ratify the procurement contract with Warning Lites, Inc. for two portable messaging boards for \$7,600.00.

**Approved on consent agenda.**

11. Consider a motion to ratify the procurement contract with WDIO for the water system chlorination video production and a commercial spot not to exceed \$10,645.

**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 Commissioner Adams, Seconded by Commissioner Saxhaug to approve the regular agenda. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

SAFETY:

12. Consider a motion to adopt the A Workplace Accident & Injury Reduction Program (AWAIR) policy.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to adopt the A Workplace Accident & Injury Reduction Program (AWAIR) policy. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

13. Review Safety Monthly Report

**Reviewed Safety Monthly Report**

ADMINISTRATION:

14. Consider a motion to approve the 2024-2026 Labor Agreement between AFSCME Local 3456 and the Grand Rapids Public Utilities Commission, as ratified by the Union on June 5, 2024, and implement requisite pay adjustments retroactively to January 1, 2024.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve the 2024-2026 Labor Agreement between AFSCME Local 3456 and the Grand Rapids Public Utilities Commission, as ratified by the Union on June 5, 2024, and implement requisite pay adjustments retroactively to January 1, 2024. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

15. Review Administration Department Monthly Report

**Reviewed Administration Department Monthly Report**

BUSINESS SERVICES DEPARTMENT:

16. Consider a motion to approve the revised Ancillary Services and Fees Schedule.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the revised Ancillary Services and Fees Schedule. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

17. Consider a motion to approve the July 1, 2024, renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount up to \$158,228, 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.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the July 1, 2024, renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount up to \$158,228, 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. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

ELECTRIC DEPARTMENT:

18. Consider a motion to adopt the Electric Infrastructure Transfer policy

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to table the consideration of adopting the Electric Infrastructure Transfer policy to the August 14th meeting. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

19. Consider a motion to approve renewing the Class A Electrical Contractor license EA750168 with the State of Minnesota.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve renewing the Class A Electrical Contractor license EA750168 with the State of Minnesota. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

20. Review Electric Utility Monthly Report

**Reviewed Electric Utility Monthly Report**

WATER AND WASTEWATER DEPARTMENT:

21. Review Water Utility Monthly Report

**Reviewed Water Utility Monthly Report**

22. Review Wastewater Utility Monthly Report

**Reviewed Wastewater Utility Monthly Report**

DEPARTMENT HEAD REPORT:

23. Water & Wastewater Department Head Presentation

**Water/Wastewater Department Manager, Steve Mattson gave the Department Head Presentation**

ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:10 PM.

Respectfully submitted,

*Megan Sjostrand*

Megan Sjostrand, Executive Assistant