



GRAND RAPIDS PUBLIC UTILITIES COMMISSION
MEETING MINUTES
Wednesday, July 12, 2023
4:00 PM

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

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams

STAFF: Julie Kennedy, Jean Lane, and Steve Mattson

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the June 7, 2023 Regular Meeting Minutes and the June 29, 2023 Regular Work Session Minutes.

A motion was made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the June 7, 2023 Regular Meeting Minutes and the June 29, 2023 Regular Work Session Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$2,905,332.87 of verified claims for June 2023.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$2,905,332.87 of verified claims for June 2023. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

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.

Commissioner Smith requested item #8 be removed from the consent agenda and placed on the regular agenda. Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve the consent agenda as amended with item #8 now being item #17a. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith,

Commissioner Adams

3. Consider a motion to authorize the sale and/or disposal of surplus property.

Approved on consent agenda.

4. Consider a motion to approve the June 2023 semi-annual write off of \$3,656.31 uncollectible accounts receivable.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Duluth Coating Solutions Inc. for extra coating required for moisture mitigation on the red rubber floor replacement project for \$5,100.

Approved on consent agenda.

6. Consider a motion to ratify Amendment #1 to the procurement contract with Rob's Bobcat Service Inc to extend the contract for vegetation control and restoration to the expiration date of December 31, 2023.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract with Roger's Two Way Radio, a wireless solution provider, for truck radio installs for \$3,649.14.

Approved on consent agenda.

8. ~~Consider a motion to approve the procurement contract with Altec for a backyard machine for \$144,900.00 and authorize the General Manager to sign the contract.~~

Removed from consent agenda and moved to section #17a for further discussion.

9. Consider a motion to ratify the procurement contract with Kem-Group USA for aerator media for \$4,800.

Approved on consent agenda.

10. Consider a motion to ratify the procurement contract with Dakota Supply Group for a kerf cutter for repairing curb stops for \$4,873.44.

Approved on consent agenda.

11. Consider a motion to ratify the procurement contract with Quality Flow Systems for a pump for lift station 2 for \$22,800.

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 Commissioner Adams to approve the regular agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

12. Reviewed Safety Monthly Report

ADMINISTRATION:

13. Reviewed Administration Monthly Report.

BUSINESS SERVICES DEPARTMENT:

14. Consider a motion to approve the July 1, 2023 renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount up to \$162,423, 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 Adams, Seconded by Commissioner Saxhaug to approve the July 1, 2023 renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount up to \$162,423, 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, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

15. Consider a motion to adopt reimbursement resolution 07-12-23-05 Sylvan Bay Utilities Project, and reimbursement resolution 07-12-23-06 Water Treatment Renovation Project; and request the City Council issue G.O. bonds to finance related costs.

Motion made by Secretary Francisco, Seconded by Commissioner Adams to adopt reimbursement resolution 07-12-23-05 Sylvan Bay Utilities Project, and reimbursement resolution 07-12-23-06 Water Treatment Renovation Project; and request the City Council issue G.O. bonds to finance related costs. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

16. Reviewed Business Services Monthly Report

ELECTRIC DEPARTMENT:

17. Reviewed Electric Utility Monthly Report.

- 17a. Consider a motion to approve the procurement contract with Altec for a backyard machine for \$144,900.00 and authorize the General Manager to sign the contract.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with Altec for a backyard machine for \$144,900.00 and authorize the General Manager to sign the contract. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

WATER AND WASTEWATER DEPARTMENT:

18. Reviewed Water Utility Monthly Report.
19. Reviewed Wastewater Utility Monthly Report.

DEPARTMENT HEAD PRESENTATION:

20. Business Services Manager Jean Lane gave the Department Head presentation.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:25 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Julie Kennedy".

Julie Kennedy, General Manager