



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, April 13, 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, April 13, 2022 in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

The meeting was called to order by President Stanley at 4:00 PM.

CALL OF ROLL:

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

Also present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger and ICTV Representative.

PUBLIC FORUM:

None.

APPROVAL OF MINUTES:

1. Consider a motion to approve the minutes of the March 9, 2022 Regular Meeting and the March 22, 2022 Regular Work Session.

A motion was made by Commissioner Rick Blake, Seconded by Commissioner Rick Smith to approve the minutes of the March 9, 2022 Regular Meeting and the March 22, 2022 Regular Work Session.

The motion carried by the following vote:

Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Smith, Commissioner Saxhaug

VERIFIED CLAIMS:

2. Consider a motion to approve the verified claims for March 2022 in the amount \$ 1,890,159.72.

A motion was made by Secretary Francisco, Seconded by Commissioner Smith to approve the verified claims for March 2022 in the amount of \$1,890,159.72.

The motion carried by the following vote:

Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Smith, 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.

A motion was made by Commissioner Blake, Seconded by Commissioner Smith to approve the consent agenda as read.

The motion carried by the following vote:

Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Smith, Commissioner Saxhaug

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

Approved by consent agenda vote.

4. Consider a motion to confirm filling the Maintenance I position with the preferred candidate, Mr. Corey Dimich.

Approved by consent agenda vote.

5. Consider a motion to ratify the declaration of a Maintenance II vacancy and confirm filling that position with the preferred candidate, Mr. Jason Smith.

Approved by consent agenda vote.

6. Consider a motion to ratify the declaration of a Maintenance III vacancy and authorize staff to use the December 2021 Maintenance III external applicant pool for this vacancy.

Approved by consent agenda vote.

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

Approved by consent agenda vote.

8. Consider a motion to ratify the procurement contract with Eaton for five Gateway 801 communication devices for \$11,220.00.

Approved by consent agenda vote.

9. Consider a motion to ratify the procurement contract with Power Process Equipment for WAS Transfer Pump parts for \$3,846.22.

Approved by consent agenda vote.

10. Consider a motion to ratify the procurement contract with Power Process Equipment for pump parts for rebuilding the Moyno 2000 primary sludge pump for \$17,594.28.

Approved by consent agenda vote.

11. Consider a motion to ratify the procurement contract with Quality Flow Systems, Inc. for a control panel for Lift Station 6 for \$16,490.

Approved by consent agenda vote.

12. Consider a motion to ratify the procurement contract with Quality Flow Systems, Inc. for a control panel for Lift Station 7 for \$16,490.

Approved by consent agenda vote.

13. Consider a motion to ratify the procurement contract with Quality Flow Systems, Inc. for pumps for Lift Station 6 for \$14,600.

Approved by consent agenda vote.

14. Consider a motion to ratify the procurement contract with Quality Flow Systems Inc for pumps for Lift Station 7 for \$14,600

Approved by consent agenda vote.

15. Consider a motion to ratify the procurement contract with WinCan LLC for Collections System Integration Software for \$12,235.

Approved by consent agenda vote.

16. Consider a motion to ratify the procurement contract with Frontier Precision for GPS receivers for the iPads for \$4,656.60.

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 Commissioner Blake, Seconded by Secretary Francisco to approve the Regular Agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Smith, Commissioner Saxhaug

ADMINISTRATION:

17. Consider a motion to rescind Section 7, paragraphs 1 and 3 of the existing Water System Policy, to adopt the new Water Hydrant Use Policy and new Water Hydrant Use Agreement, and to adopt the revised Water And Sewer Ancillary Charges Policy.

A motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to rescind Section 7, paragraphs 1 and 3 of the existing Water System Policy and to adopt the new Water Hydrant Use Policy with one modification (strike the sentence beginning with "if an air gap") and new Water Hydrant Use Agreement with one modification (strike the sentence beginning with "if an airgap cannot"), and to adopt the revised Water And Sewer Ancillary Charges Policy.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Smith, Commissioner Saxhaug

18. Review Administration Department Monthly Report

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

BUSINESS SERVICES DEPARTMENT:

19. Consider a motion to ratify the procurement contract with Government Finance Officers Association (GFOA) for Enterprise Resource Planning (ERP) Advisory Services for \$20,000.

A motion was made by Secretary Francisco, Seconded by Commissioner Blake to ratify the procurement contract with Government Finance Officers Association (GFOA) for Enterprise Resource Planning (ERP) Advisory Services for \$20,000.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Smith, Commissioner Saxhaug

20. Review Business Services Department Monthly Report

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

ELECTRIC DEPARTMENT:

21. Review Electric Department Report

In Jeremy Goodell's absence, General Manager Julie Kennedy reviewed the April Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT:

22. Review Water-Wastewater Department Report

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

SAFETY REPORT:

23. Review Safety Monthly Report

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

ADJOURNMENT:

By call of the chair, the regular meeting was declared adjourned at 4:53 PM.

The next Regular Work Session is scheduled for Tuesday, April 26, 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, May 11, 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.