



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, July 24, 2024

4:00 PM

Secretary Francisco called the meeting to order at 4:12PM

CALL OF ROLL:

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

OTHERS: Julie Kennedy, Chad Troumbly, Mike LeClaire, Jean Lane, Megan Sjostrand, TJ Otto

ABSENT: Commissioner Rick Smith with notice

PUBLIC FORUM:

No one from the public was present.

PRESENTATION:

1. Presentation by TJ Otto from Minnesota Power on their IRP (Integrated Resource Plan).

TJ Otto from Minnesota Power presented on their Integrated Resource Plan

APPROVAL OF MINUTES:

2. Consider a motion to approve the June 12, 2024 Work Session Minutes and the June 26, 2024 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve the June 12, 2024 Work Session Minutes and the June 26, 2024 Regular Meeting Minutes.

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

VERIFIED CLAIMS:

3. Consider a motion to approve \$1,906,215.33 verified claims for June and July 2024.

Motion made by Commissioner Adams, Seconded by Secretary Francisco to approve \$1,906,215.33 verified claims for June and July 2024.

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

Business Services Manager Jean Lane requested item #10 be removed from the consent agenda and placed on the regular agenda. Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as amended with item #10 now being item #14a. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Adams

4. Consider a motion to confirm the hiring of Linda George as a temporary part-time accounting specialist.

Approved on consent agenda.

5. Consider a motion to declare a Wastewater Operations Director vacancy exists, ratify the internal posting, and authorize the external advertising, if needed, for the position.

Approved on consent agenda.

6. Consider a motion to confirm the hiring of Mark Saunders as a temporary part-time WWTP Laboratory Technician.

Approved on consent agenda.

7. Consider a motion to ratify the Guaranteed Protection Plan, the State and Local Government Addendum Agreement # 3093736, the Equipment Lease Agreement, and Procurement Order and Security Agreement with Metro Sales Inc. for two leased Ricoh photocopy equipment in the amount of \$7,956.36.

Approved on consent agenda.

8. Consider a motion to ratify the Master Service Agreement, the unmanaged VoIP addendum to the Master Service Agreement, and the derived PRI procurement contract with Nextera Communications for telephone services in the amount of \$5,441.04.

Approved on consent agenda.

9. Consider a motion to contract with Wells Fargo as GRPU provider for merchant processing services and authorize the General Manager to sign related documents.

Approved on consent agenda.

10. Consider a motion to adopt resolution 07-24-24-03 providing preliminary authority to repay an interfund loan from the City of Grand Rapids, Minnesota.

Removed from the consent agenda and placed on the regular agenda as #14a.

11. Consider a motion to approve the procurement contract with Badger State Inspection for the cleaning of the water system clear well for \$12,000.00.

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

SAFETY REPORT:

12. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

13. Review and discuss the 2024 Q2 Annual Plan Scorecard

Reviewed and discussed the 2024 Q2 Annual Plan Scorecard

14. Review Administration Department Monthly Report

Reviewed Administration Department Monthly Report

BUSINESS SERVICES DEPARTMENT:

- 14a. Consider a motion to adopt resolution 07-24-24-03 providing preliminary authority to repay an interfund loan from the City of Grand Rapids, Minnesota.

Motion made by Commissioner Adams, Seconded by Secretary Francisco to adopt resolution 07-24-24-03 providing preliminary authority to repay an interfund loan from the City of Grand Rapids, Minnesota. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Adams

ELECTRIC DEPARTMENT:

15. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

16. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

17. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD REPORT:

There was no department head report this month.

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:53 pm.

Respectfully submitted,

Megan Sjostrand

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