

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into this 29<sup>th</sup> day of December 2023 between the City of Grand Rapids, Minnesota, (City) and the Grand Rapids Public Utilities (GRPU).

This MOU establishes the framework for collaboration between the City and GRPU to benefit their property taxpayers and utility ratepayers. This MOU intends to outline the various areas of collaboration as they may change over time. The Parties agree to quarterly invoicing, an annual review of the MOU, and a six-month written notice of anticipated changes. Updates and changes will be recognized in a subsequent MOU on or before December 31 of each year. This original MOU shall become effective on January 1, 2024. Either party may terminate the MOU with a one-year written notice. In the absence of such notification, the latest documented revision of this MOU will remain in effect.

Now, therefore, the parties agree to the various areas of collaboration as follows:

### **Information Systems (IS) Services**

*Key Contacts:*

City: Matt Wegwerth Public Works Director/City Engineer <a href="mailto:mwegwerth@grandrapidsmn.gov">mwegwerth@grandrapidsmn.gov</a> 218.326.7625	GRPU: Julie Kennedy GRPU General Manager <a href="mailto:jakennedy@grpuc.org">jakennedy@grpuc.org</a> 218.326.7687
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Employees in the IS Department shall be GRPU employees. The Parties agree to share costs associated with IS staff and software applications. The cost-sharing shall follow the spreadsheet template developed annually by the Key Contacts which details the proposed IS projects and system maintenance, software licenses, and utility locating services breakdown.

### **Information Technology (IT) Services**

*Key Contacts:*

City: Lasha Karels Assistant IT Director <a href="mailto:lkarels@grandrapidsmn.gov">lkarels@grandrapidsmn.gov</a> 218.326.7620	GRPU: Julie Kennedy GRPU General Manager <a href="mailto:jakennedy@grpuc.org">jakennedy@grpuc.org</a> 218.326.7687
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Employees in the IT Department shall be City employees. The ERP Special Project Coordinator employee shall be a GRPU employee. Cost sharing shall be split 50/50 based on the actual cost of the department and ERP Project employee, less expenditures that only benefit one Party.

## **Human Resources**

### *Key Contacts:*

City: Tom Pagel  
City Administrator  
[tpagel@grandrapidsmn.gov](mailto:tpagel@grandrapidsmn.gov)  
218.326.7626

GRPU: Julie Kennedy  
GRPU General Manager  
[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)  
218.326.7687

The Human Resource Officer shall be a City employee. Generally, the HR Officer will spend two days at the GRPU and three days at City Hall. Correspondingly, the cost-sharing shall be split 40/60.

## **Fleet Maintenance**

### *Key Contacts:*

City: Matt Wegwerth  
Public Works Director/City Engineer  
[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)  
218.326.7625

GRPU: Julie Kennedy  
GRPU General Manager  
[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)  
218.326.7687

The Public Works Fleet Maintenance employees shall be City employees. Public Works will perform maintenance on GRPU fleet vehicles, as requested. Work performed will be billed on an hourly basis and for those specific products used on GRPU vehicles. General shop product expenditures will be cost-shared based on the spreadsheet developed by the Key Contacts which details the number of vehicles serviced for each department.

## **Street Light Maintenance**

### *Key Contacts:*

City: Matt Wegwerth  
Public Works Director/City Engineer  
[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)  
218.326.7625

GRPU: Chad Troumbly  
GRPU Electric Manager  
[cmtroumbly@grpuc.org](mailto:cmtroumbly@grpuc.org)  
218.326.7182

The journey electric lineworkers shall be GRPU employees. GRPU will perform maintenance on City streetlights, as requested. Work performed will be billed on an hourly basis.

## **PW/PU Shared Facility**

### *Key Contacts:*

City: Matt Wegwerth  
Public Works Director/City Engineer  
[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)  
218.326.7625

GRPU: Julie Kennedy  
GRPU General Manager  
[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)  
218.326.7687

GRPU Electric and Water Departments and the City Public Works Department run operations from the Public Works / Public Utilities Combined Service Center (CSC). GRPU will manage the CSC buildings and bill rent based on the actual costs of building upkeep, which includes capital maintenance building projects. The City will manage the groundskeeping of the CSC property and bill based on hours worked and 50/50 split of actual product expenditures.

**Storm Water Utility (SWU) Billing**

Key Contacts:

City: Matt Wegwerth  
Public Works Director/City Engineer  
[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)  
218.326.7625

GRPU: Jean Lane  
GRPU Business Svcs Manager  
[jmlane@grpuc.org](mailto:jmlane@grpuc.org)  
218.326.7199

GRPU will invoice customers monthly and collect payment for the City’s Stormwater Utility. GRPU will provide quarterly deposits of the SWU revenue collected to the City. Annually, any uncollectible accounts will be returned to the City for special assessment consideration. The cost shall be based on the actual cost of providing the billing and payment collection service.

IN WITNESS WHEREOF, the City and GRPU have caused this MOU to be duly executed by their respective authorized officers.

CITY OF GRAND RAPIDS

GRAND RAPIDS PUBLIC UTILITIES

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Tom Pagel \_\_\_\_\_

Name: Julie Kennedy \_\_\_\_\_

Title: City Administrator \_\_\_\_\_

Title: GRPU General Manager \_\_\_\_\_

Date: 12/29/2023 \_\_\_\_\_

Date: 12/29/2023 \_\_\_\_\_

*MOU HISTORY:*

Original: 12/29/2023

Revised: