



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Tuesday, March 31, 2026

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, March 31, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

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

CALL OF ROLL:

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

ABSENT: Council Representative Rick Blake with notice

OTHERS: Julie Kennedy, Steve Mattson, Taylor Bird, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present

ORGANIZATIONAL MEETING:

1. Consider the election of the 2026 GRPU Commission Officers of President and Secretary.

Motion made by Commissioner Saxhaug to elect Tom Stanley as the GRPU Commission President. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith

Motion made by Commissioner Smith to elect Luke Francisco as the GRPU Commission Secretary. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith

APPROVAL OF MINUTES:

2. Consider a motion to approve the February 11, 2026 Work Session and the February 25, 2026 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the February 11, 2026 Work Session and the February 25, 2026 Regular Meeting Minutes.

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

VERIFIED CLAIMS:

3. Consider a motion to approve \$628,352.33 in verified claims for March 2026.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$628,352.33 in verified claims for March 2026.

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

COMMISSION REPORTS:

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 Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as presented.

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

4. Consider a motion to ratify the quote with ZixCorp Systems for an amount of \$3,037.38 for Essentials Email Security & Compliance Suite of software.

Approved on consent agenda.

5. Consider a motion to ratify the Scope of Work with Emergent Software for an amount up to \$17,200.00 for migration and configuration to modernize network management.

Approved on consent agenda.

6. Consider a motion to ratify the Scope of Work with Procise Solutions, Inc. for an amount not to exceed \$24,900.00 for administration and customization of the Microsoft Office 365 platform.

Approved on consent agenda.

7. Consider a motion to ratify the Supplemental Letter Agreement with Short Elliott Hendrickson Inc. (SEH) for consulting work on Crystal Springs and 29th Street SE Electrical Underground projects in the amount of \$13,800.

Approved on consent agenda.

8. Consider a motion to ratify the Supplemental Letter Agreement with Short Elliott Hendrickson Inc. (SEH) for construction administration services and easement support on 2026 electric capital projects for \$13,500.

Approved on consent agenda.

9. Consider a motion to ratify the agreement with SEH Inc. for engineering services for designing supports for the watermain at the Horn bridge for \$5,000.

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 Saxhaug, Seconded by Secretary Francisco to approve the regular agenda as presented.

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

OPERATIONS & CAPITAL BUSINESS:

10. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates

11. Consider a motion to approve the Record Retention Policy.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the Record Retention Policy.

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

12. Consider a motion to approve the Data Access Request Policy.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the Data Access Request Policy.

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

13. Consider a motion to approve the amended GRPUC bylaws.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the amended GRPUC bylaws.

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

14. Consider a motion to adopt Resolution 02-25-26-1 approving the 2026 GRPU Operating Plan and the 2026 Operations and Capital Budgets.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to adopt Resolution 02-25-26-1 approving the 2026 GRPU Operating Plan and the 2026 Operations and Capital Budgets.

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

15. Consider a motion to adopt Resolution Number 03-31-26-03 approving the revisions to the Procurement policy.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to adopt Resolution Number 03-31-26-03 approving the revisions to the Procurement policy.

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

16. Consider a motion to adopt the Resolution 03-31-26-04 removing Jean Lane as an authorized representative of the 4M Fund investment account and adding Taylor Bird as an authorized representative.

Motion made by Commissioner Smith, Seconded by Secretary Francisco to adopt the Resolution 03-31-26-04 removing Jean Lane as an authorized representative of the 4M Fund investment account and adding Taylor Bird as an authorized representative.

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

CONTRACTS:

17. Consider a motion to approve the procurement contract with Rob's Bobcat Service Inc. for vegetation control and restoration services for the 2026 calendar year and authorize the General Manager to sign the contract, for an amount not to exceed \$75,000.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with Rob's Bobcat Service Inc. for vegetation control and restoration services for the 2026 calendar year and authorize the General Manager to sign the contract, for an amount not to exceed \$75,000.

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

18. Consider a motion to approve the procurement contract with Electric Pump LLC for the purchase of two Flygt Pumps for \$167,671 and authorize the General Manager to sign the contract.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the procurement contract with Electric Pump LLC for the purchase of two Flygt Pumps for \$167,671 and authorize the General Manager to sign the contract.

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

19. Consider a motion to approve the procurement contract with Bolton and Menk for engineering services for the detailed design of the water treatment plant renovation project and authorize the General Manager to sign the contract for \$980,000.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the procurement contract with Bolton and Menk for engineering services for the detailed design of the water treatment plant renovation project and authorize the General Manager to sign the contract for \$980,000.

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

20. Consider a motion to approve the procurement contract with Stantec Consulting Services for engineering and construction management services for Landfill Phases 1-4/Kettle D cover project for \$139,500 and authorize the General Manager to sign the contract.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with Stantec Consulting Services for engineering and

**construction management services for Landfill Phases 1-4/Kettle D cover project for \$139,500 and authorize the General Manager to sign the contract.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug,
Commissioner Smith**

REPORTS:

21. Monthly Reports

Reviewed the GRPU Monthly Reports

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:13 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand