



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, March 08, 2023

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, March 8, 2023 at 4:00 PM 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 at 4:00 PM.

### CALL OF ROLL:

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

**STAFF:** General Manager Julie Kennedy, Water/Wastewater Manager Steve Mattson, Business Services Manager Jean Lane, Electric Manager Chad Troumbly, ICTV representative

### PUBLIC FORUM:

None

### ORGANIZATIONAL MEETING:

1. Consider the election of the 2023 GRPU Commission Officers of President and Secretary.

**President Stanley called for nominations for the office of Grand Rapids Public Utilities President. Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to nominate Tom Stanley for the office of President. Upon three calls, no other nominations were offered. Motion made by Commissioner Adams, Seconded by Secretary Francisco to close the nominations and elect Tom Stanley for the office of President. Voting Yea: Commissioner Saxhaug, Commissioner Adams, Commissioner Smith, Secretary Francisco, and President Stanley.**

**President Stanley then called for nominations for the office of Grand Rapids Public Utilities Secretary. Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to nominate Luke Francisco for the office of Secretary. Upon three calls, no other nominations were offered. Motion made by Commissioner Adams, Seconded by Commissioner Smith to close the nominations and elect Luke Francisco for the office of Secretary. Voting Yea: Commissioner Saxhaug, Commissioner Adams, Commissioner Smith, President Stanley, and Secretary Francisco.**

### APPROVAL OF MINUTES:

2. Consider a motion to approve the minutes of the February 8, 2023 Regular Meeting and the February 22, 2023 Regular Work Session Meeting.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve minutes for the February 8, 2023 GRPUC Regular Meeting and the February 22, 2023 GRPUC Regular Work Session Meeting. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

#### VERIFIED CLAIMS:

3. Consider a motion to approve \$1,638,049.02 of verified claims for February 2023.

**Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve the verified claims as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

#### COMMISSION REPORTS:

Commissioner Adams reported he is also on the City of Grand Rapids gas board and at a recent work session there was discussion of NW Gas increasing their rates as well as expanding their service territory into the Blackberry area. By contract with the City, the gas rates can increase up to 12% on their asset base. NW Gas has not been making that level of increases and is looking to adjust their rates. More to follow at future meetings.

Commissioner Adams also reported that at an upcoming City Council work session, the City will be looking at alternative methods to collect the money to pay for street improvements. The City no longer issues special assessments and relies on GO bonds to fund street improvements. City staff will be presenting alternative methods in order to reduce administrative and interest costs; one of the methods is a franchise fee that would involve the GRPU electric utility.

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 Commissioner Adams, Seconded by Commissioner Saxhaug to approve the Consent Agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

4. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for January 2023.

5. Consider a motion to ratify the procurement contract with Egan Company for the slab heat controller for the CSC building for \$5,069.
6. Consider a motion to approve the procurement contract with Duluth Coating Solutions Inc. for coating floors in the CSC building for \$38,098 and authorize the General Manager to sign the contract.
7. Consider a motion to approve the procurement contract with Schwing Bioset for one screw conveyor section for the sludge screw conveyor for \$36,142.15 and authorize the General Manager to sign the contract.
8. Consider a motion to ratify the procurement contract with Electric Pump for a pump impeller for the super oxygen pump for \$8,841.
9. Consider a motion to ratify the procurement contract with Electric Pump for a pump rebuild kit for the super oxygen pump for \$8,324.
10. Consider a motion to ratify the procurement contract with Quality Flow Systems for lift station 8 control panel for \$20,100.
11. Consider a motion to ratify the procurement contract with Quality Flow Systems for pumps for lift station 8 for \$17,230.
12. Consider a motion to ratify the procurement contract with Quality Flow Systems for lift station 9 control panel for \$19,100.
13. Consider a motion to ratify the procurement contract with Quality Flow Systems for pumps for lift station 9 for \$17,230.

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 Commissioner Smith to set the regular agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner**

**Saxhaug, Commissioner Smith, Commissioner Adams**

SAFETY REPORT:

14. Review Safety Monthly Report

ADMINISTRATION:

15. Review Administration Monthly Report

BUSINESS SERVICES DEPARTMENT:

16. Consider a motion to adopt Resolution 03-08-23-02 approving the 2023 Primary Services and Rates for Increased Transformation and Irrigation Water Services and Resolution 03-08-23-03 approving the 2023 Ancillary Services and Fees.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to adopt Resolution 03-08-23-02 approving the 2023 Primary Services and Rates for Increased Transformation and Irrigation Water Services and Resolution 03-08-23-03 approving the 2023 Ancillary Services and Fees. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

ELECTRIC DEPARTMENT:

17. Review Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

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

DEPARTMENT HEAD PRESENTATION:

20. Business Services Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:20 PM.

Respectfully submitted:

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

Julie Kennedy, General Manager