



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION**  
**MEETING MINUTES**  
**Wednesday, May 11, 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, May 11, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**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, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger, ICC Engineering Students Paige Johnson, Nicholas Miller, Ian Walker, Marie Ngo Poua, and Pete Garsow of ICTV.

**PUBLIC FORUM:**

None.

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the minutes of the April 13, 2022 Regular Meeting.

**A motion was made by Commissioner Rick Smith, seconded by Commissioner Nancy Saxhaug to approve the minutes of the April 13, 2022 Regular Meeting.**

**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 \$1,456,221.84 of verified claims for April 2022.

**A motion was made by Commissioner Rick Blake, seconded by Secretary Luke Francisco to approve \$1,456,221.84 of verified claims for April 2022.**

**The motion carried by the following vote:**

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

COMMISSION REPORTS:

REPORT FROM COMMISSIONER RICK BLAKE:

Commissioner Blake discussed Community Development. He informed the Commission that at the May 9, 2022 City Work Session Rob Mattei (Community Development Director at the City of Grand Rapids MN) gave the Community Development Report. He encouraged the group to watch the report.

Commissioner Blake stated that 2022 is set to be a record in terms of value of building permits. Some of the projects have been mentioned at GRPUC meetings and there are others. The recording of the City Council Meeting can be found on demand at ICTV.

Commissioner Blake also encouraged anyone interested in the Planning Commission to consider serving on that commission.

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 Secretary Francisco, seconded by Commissioner Nancy Saxhaug 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 procurement contract with Electric Pump for a sump pump for the WAS Transfer Building for \$2,677.14.

**Approved by consent agenda vote.**

4. Consider a motion to declare a Wastewater Treatment Plant (WWTP) Operator vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

**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 Rick Blake, Seconded by Commissioner Rick Smith to approve the Consent Agenda as presented.**

The motion carried by the following vote:

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

ADMINISTRATION:

5. ICC Student Presentation on Landfill Cover Investigation Project

Second year ICC students gave a report and recommendations for a landfill cover investigation project. They presented several design options along with projected costs and details.

6. Review Administration Department Monthly Report

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

7. Consider a motion to adopt Resolution Number 05-11-22-1 approving the revised City Multi-Family Unit Residential Water Rates.

**A motion was made by Commissioner Nancy Saxhaug, seconded by Commissioner Rick Smith to adopt Resolution Number 05-11-22-1 approving the revised City Multi-Family Unit Residential Water Rates.**

**The motion carried by the following vote:**

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

8. Consider a motion to adopt Resolution Number 05-11-22-2 approving the budget and financial planning policy.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Nancy Saxhaug to adopt Resolution Number 05-11-22-2 approving the budget and financial planning policy.**

**The motion carried by the following vote:**

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

BUSINESS SERVICES DEPARTMENT:

9. Review Business Services Department Monthly Report

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

ELECTRIC DEPARTMENT:

10. Review Electric Department Monthly Report

Electric Department Manager Jeremy Goodell reviewed the May Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT:

11. Review Water-Wastewater Department Monthly Report

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

SAFETY REPORT:

12. Review Safety Monthly Report

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

ADJOURNMENT:

By call of the chair, the regular meeting was declared adjourned at 5:07 PM.

Respectfully submitted: Carrie Jo Kruger, Administrative/HR Assistant.

A handwritten signature in blue ink that reads "Carrie Jo Kruger". The signature is written in a cursive, flowing style.

The next Regular Work Session is scheduled for Tuesday, May 24, 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, June 8, 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.*