



GRAND RAPIDS PUBLIC UTILITIES COMMISSION
MEETING MINUTES
Wednesday, June 25, 2025
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, June 25, 2025 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 4:03PM

CALL OF ROLL:

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

ABSENT: Commissioner Rick Smith, Council Representative Rick Blake with notice

OTHERS: Julie Kennedy, Steve Mattson, Michael LeClaire, Chad Troumbly, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present

APPROVAL OF MINUTES:

1. Consider a motion to approve the May 28, 2025 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the May 28, 2025 Regular Meeting Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

VERIFIED CLAIMS:

2. Consider a motion to approve \$697,131.80 in verified claims for May and June 2025.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve \$697,131.80 in verified claims for May and June 2025.

Voting Yea: Secretary Francisco, Commissioner Saxhaug

Voting Abstaining: President Stanley

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.

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

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

3. Consider a motion to ratify the agreement with Paul Bunyan Communications for Business Internet Services for a monthly fee of \$900.00.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with NOS Automation for a panel view, PLC and programming for the water booster station for \$24,000.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with NOS Automation for two VFD's for the water booster station pumps for \$14,000.

Approved on consent agenda.

6. Consider a motion to ratify the procurement contract with Stantec Consulting Services Inc. for engineering services for updating drawings and information for the landfill permit for \$20,000.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract with High Standards Landscaping for lawn mowing services for W-WW and Electric departments for \$10,920.

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 add an additional agenda item presented as 12a and approve the remainder of the agenda.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

CONTRACTS:

OPERATIONS & CAPITAL BUSINESS:

8. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates

9. Consider a motion to approve the revised Minnesota Pay Equity Compliance Report and authorize submission to the Minnesota Office of Management and Budget to address and resolve the previously identified noncompliance.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the revised Minnesota Pay Equity Compliance Report and authorize submission to the Minnesota Office of Management and Budget to address and resolve the previously

identified noncompliance.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

10. Consider a motion to confirm continuing employment with Linda George as a temporary part-time accounting specialist.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to confirm continuing employment with Linda George as a temporary part-time accounting specialist.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

11. Consider a motion to declare a Journey Line Worker vacancy exists, approve the updated job description, and authorize the internal posting and external advertising for the position.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to declare a Journey Line Worker vacancy exists, approve the updated job description, and authorize the internal posting and external advertising for the position.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

12. Consider a motion to approve the updated job description for the Finance Manager and authorize the internal and external advertisement for the position.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the updated job description for the Finance Manager and authorize the internal and external advertisement for the position.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug

- 12a. *Added item due to time-sensitivity-* Consider a motion to adopt Resolution 06-25-25-06 to accept grant funds from and authorize the General Manager to enter into a grant agreement with the State of Minnesota Department of Public Safety for a backup power generator at the Combined Service Center.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to adopt Resolution 06-25-25-06 to accept grant funds from and authorize the General Manager to enter into a grant agreement with the State of Minnesota Department of Public Safety for a backup power generator at the Combined Service Center.

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

13. Monthly Reports

Reviewed GRPU Monthly Reports

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:40 PM.

Respectfully submitted,



Megan Sjostrand