



**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature

**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
SPECIAL MEETING
MEETING MINUTES**

Wednesday, October 30, 2024

3:15 PM

President Stanley called the meeting to order at 3:16PM

CALL OF ROLL:

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

ABSENT: Commissioner Nancy Saxhaug with notice

OTHERS: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the September 11, 2024 Work Session Minutes and the September 25, 2024 Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve the September 11, 2024 Work Session Minutes and the September 25, 2024 Regular Meeting Minutes.

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

VERIFIED CLAIMS:

2. Consider a motion to approve \$921,915.17 verified claims for September and October 2024.

Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve \$921,915.17 verified claims for September and October 2024.

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

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 Adams, Seconded by Commissioner Smith to approve the consent agenda as presented.

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

3. Consider a motion to confirm filling the Executive/HR Assistant position with the preferred candidate, Mrs. Megan Sjostrand.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with OPG-3 for Laserfiche cloud service and migration to Cloud services for \$12,450.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Katama Technologies Inc (KTI) for professional services for technology planning services for \$24,750.

Approved on consent agenda.

6. Consider a motion to ratify the procurement contract with Lovett Technology LLC for professional services for fiber improvements services for an amount not to exceed \$22,400.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract with Fastenal Company for the lifting structure for lift station 1 for \$19,000.00.

Approved on consent agenda.

8. Consider a motion to ratify the procurement contract with Jasper Engineering and Equipment Company for the clamp on flow meter for the WW return activated sludge line for \$9,399.00.

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 Adams to approve the regular agenda as presented.

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

SAFETY REPORT:

9. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

10. Review and discuss the 2024 Annual Plan Q3 Scorecard

Reviewed and discussed the 2024 Annual Plan Q3 Scorecard

11. Consider a motion to approve TASC (Total Administrative Services Corporation) as the COBRA/MN Continuation/MN Public Employee Continuation Service and authorize the General Manager to sign the COBRA Premium Collection Forms.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve TASC (Total Administrative Services Corporation) as the COBRA/MN Continuation/MN Public Employee Continuation Service and authorize the General Manager to sign the COBRA Premium Collection Forms.

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

BUSINESS SERVICES DEPARTMENT:

12. Review Business Services Department Monthly Report

Reviewed Business Services Department Monthly Report

ELECTRIC DEPARTMENT:

13. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

14. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

15. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:41 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand, Executive/HR Assistant