



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, August 27, 2025

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, August 27, 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 4:00 PM

CALL OF ROLL:

PRESENT: President Tom Stanley, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Council Representative Rick Blake

ABSENT: Secretary Luke Francisco with notice

OTHERS: Julie Kennedy, Steve Mattson, Mike LeClaire, Jean Lane Chad Troumbly

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the July 23, 2025 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the July 23, 2025 Regular Meeting Minutes. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

VERIFIED CLAIMS:

2. Consider a motion to approve \$145,688.91 in verified claims for July and August 2025.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$145,688.91 in verified claims for July and August 2025. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

COMMISSION REPORTS:

Council Representative Blake reported on the recent groundbreaking of the 132-unit Mill+Miss workforce housing project that included a large DEED grant and local contractors. President Stanley commented on the progress being made on the 63-unit apartment building across from the library stating these housing developments are good for the community. Council Representative Blake also provided an update on the recent lunch event and site visit at Mesabi Metallics to

celebrate the construction progress, commenting that the event drew several legislative officials and provides benefits to both Itasca County and Grand Rapids.

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 Council Representative Blake, Seconded by Commissioner Saxhaug to approve the consent agenda. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

3. Consider a motion to ratify the agreement with Emergent Software for email and collaboration platform licensing for a fee of \$22,385.24.

Approved on consent agenda.

4. Consider a motion to ratify the agreement with Emergent Software for cyber protection software for a monthly fee of \$153.00.

Approved on consent agenda.

5. Consider a motion to ratify the agreement with Metro Sales Inc for Ricoh Desktop Printer thru a State Rental Contract for a monthly fee of \$47.67.

Approved on consent agenda.

6. Consider a motion to ratify the agreement with Paul Bunyan Communications for additional Static IP addresses for a monthly fee of \$100.00.

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 Commissioner Saxhaug, Seconded by Commissioner Smith to approved the regular agenda as presented. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

OPERATIONS & CAPITAL BUSINESS:

7. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates.

8. Consider a motion to confirm filling the Journey Line Worker position with the preferred candidate, Mr. Adam Dragicevich.

Motion made by Commissioner Smith, Seconded by Council Representative Blake to confirm filling the Journey Line Worker position with the preferred candidate, Mr. Adam Dragicevich. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

9. Consider a motion to approve the updated changes of Section 12.0 of the Personnel Policy for Information Systems as written.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve the updated changes of Section 12.0 of the Personnel Policy for Information Systems as written. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

10. Consider a motion to adopt Resolution Number 08-27-25-07 approving the Fraud Prevention Policy.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to adopt Resolution Number 08-27-25-07 approving the Fraud Prevention Policy with a corrected month in the Resolution to state August rather than February. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

CONTRACTS:

11. Consider a motion to award the Maple Street Electric Underground Installation Project contract to ArchKey/Parsons Electric for an estimated total amount of \$71,087.00 and authorize the General Manager to sign the contract.

Motion made by Council Representative Blake, Seconded by Commissioner Smith to award the Maple Street Electric Underground Installation Project contract to ArchKey/Parsons Electric for an estimated total amount of \$71,087.00 and authorize the General Manager to sign the contract. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

REPORTS:

12. Monthly Report

Reviewed GRPU Monthly Reports.

ADJOURNMENT:

Respectfully submitted,



Julie Kennedy