



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, November 26, 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, November 26, 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, Secretary Luke Francisco, Commissioner Rick Smith**

**ABSENT: Commissioner Nancy Saxhaug and Council Representative Rick Blake with notice**

**OTHERS: Julie Kennedy, Jean Lane, Taylor Bird, Steve Mattson, Michael LeClaire, Megan Sjostrand**

PUBLIC FORUM:

**No one from the public was present.**

APPROVAL OF MINUTES:

1. Consider a motion to approve the October 6, 2025 Joint Council/Commission Minutes, the October 8, 2025 Work Session Minutes and October 23, 2025 Regular Meeting Minutes.

**Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve the October 6, 2025 Joint Council/Commission Minutes, the October 8, 2025 Work Session Minutes and October 23, 2025 Regular Meeting Minutes.**

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

VERIFIED CLAIMS:

2. Consider a motion to approve \$448,011.52 in verified claims for November 2025.

**Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve \$448,011.52 in verified claims for November 2025.**

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

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 Smith, Seconded by Secretary Francisco to approve the consent agenda as presented.**

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

3. Consider a motion to ratify change order #1 in the amount of \$13,372.30 for the Legionella Mitigation Project.

**Approved on consent agenda.**

4. Consider a motion to ratify the professional services contract with MMUA for organizational development services for 2026 for \$22,000 plus approved reimbursable expenses.

**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 Smith to approve the regular agenda as presented.**

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

OPERATIONS & CAPITAL BUSINESS:

5. Consider a motion to approve the 2026 GRPUC Regular Work Session and Regular Meeting dates and times.

**Motion made by Commissioner Smith, Seconded by Secretary Francisco to move this agenda item to the December 17th Regular Meeting.**

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

6. Consider a motion to approve a modification to the midpoint progression between Pay Grades 6 and 7 in the GRPU Pay Structure, and to authorize the corresponding retroactive payment and 2026 wage adjustment for the affected employees.

**Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve a modification to the midpoint progression between Pay Grades 6 and 7 in the GRPU Pay Structure, and to authorize the corresponding retroactive payment and 2026 wage adjustment for the affected employees.**

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

7. Consider a motion to approve the implementation of a Private Paid Family and Medical Leave (PFML) plan with Unum, effective January 1, 2026, in lieu of participating in the Minnesota state-run PFML program.

**Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve the implementation of a Private Paid Family and Medical Leave (PFML) plan with Unum, effective January 1, 2026, in lieu of participating in the Minnesota state-run PFML program.**

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

8. Consider a motion to approve the Memorandum of Understanding (MOU) with AFSCME regarding the Minnesota Paid Leave Law and authorize the President and Secretary to sign the MOU.

**Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the Memorandum of Understanding (MOU) with AFSCME regarding the Minnesota Paid Leave Law and authorize the President and Secretary to sign the MOU.**

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

#### CONTRACTS:

9. Consider a motion to approve the 2025 audit statement of work, annual affordable care act reporting, and client accounting & advisory services statement of work with Clifton Larson Allen (CLA LLP) for \$35,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.

**Motion made by Secretary Francisco Commissioner Smith, Seconded by Commissioner Smith to approve the 2025 audit statement of work, annual affordable care act reporting, and client accounting & advisory services statement of work with Clifton Larson Allen (CLA LLP) for \$35,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.**

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

#### REPORTS:

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10. Monthly Reports

**Reviewed GRPU Monthly Reports**

#### ADJOURNMENT:

**There being no further business, the meeting adjourned at 4:22 PM.**

**Respectfully submitted,**

*Megan Sjostrand*

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