



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION**  
**MEETING MINUTES**  
**Wednesday, July 23, 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, July 23, 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 4:00PM**

CALL OF ROLL:

**PRESENT: President Tom Stanley, Commissioner Nancy Saxhaug, Commissioner Rick Smith**

**ABSENT: Secretary Luke Francisco, Council Representative Rick Blake with notice**

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

PUBLIC FORUM:

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

APPROVAL OF MINUTES:

1. Consider a motion to approve the June 12, 2025 Work Session Minutes and June 25, 2025 Regular Meeting Minutes.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the June 12, 2025 Work Session Minutes and June 25, 2025 Regular Meeting Minutes.**  
**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

VERIFIED CLAIMS:

2. Consider a motion to approve \$2,346,186.97 in verified claims for June and July 2025.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$2,346,186.97 in verified claims for June and July 2025.**  
**Voting Yea: President Stanley, Commissioner Saxhaug, 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 Saxhaug, Seconded by Commissioner Smith to approve the consent agenda as presented.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

3. Consider a motion to authorize the sale of 2021 GMC Canyon to Enterprise or at an auction.

**Approved on consent agenda.**

4. Consider a motion to ratify the agreement with Paul Bunyan Communications to provide Wi-Fi service, including labor and hardware, for a one-time cost of \$3,634.08.

**Approved on consent agenda.**

5. Consider a motion to ratify the General Manager's execution of an addendum to the Oracle contract, acknowledging Oracle as a third-party vendor under the Trimble (Cityworks) license.

**Approved on consent agenda.**

6. Consider a motion to ratify the procurement contract with Badger State Inspection for a Grid Bee GS-9 mixer for the WTP clear well for \$16,616.

**Approved on consent agenda.**

7. Consider a motion to ratify the procurement contract with Duncan Company for an eight-inch Cla-Val pump control valve for #2 High Service Pump for the WTP for \$19,016.

**Approved on consent agenda.**

8. Consider a motion to ratify the procurement contract with Keller Fence for the fence repair around well 4 and 6 for \$24,582.31.

**Approved on consent agenda.**

9. Consider a motion to ratify the procurement contract with Water Conservation Services Inc. for a leak study around Grand Rapids for \$9,850.

**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 Smith, Seconded by Commissioner Saxhaug to approve the regular agenda as presented.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

CONTRACTS:

10. Consider a motion to approve the purchase and installation of firewall and switch equipment by Paul Bunyan Communications and authorize the General Manager to sign the agreement for a one-time cost of \$43,874.75.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the purchase and installation of firewall and switch equipment by Paul Bunyan Communications and authorize the General Manager to sign the agreement for a one-time cost of \$43,874.75.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

11. Consider a motion to approve the procurement contract with Dave Berg Consulting LLC to update to the electric and water/wastewater cost of service studies and authorize the General Manager to sign the contract in the amount of \$29,000.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with Dave Berg Consulting LLC to update to the electric and water/wastewater cost of service studies and authorize the General Manager to sign the contract in the amount of \$29,000.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

12. Consider a motion to approve change order #1 in the amount of \$8641.54 for ELCP-00-0717, Airport Road Electric Underground Installation Project.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve change order #1 in the amount of \$8641.54 for ELCP-00-0717, Airport Road Electric Underground Installation Project.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

13. Consider a motion to approve the procurement contract with Badger State Inspection for the south tower coating rehabilitation for \$96,700 and authorize the General Manager to sign the contract.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with Badger State Inspection for the south tower coating rehabilitation for \$96,700 and authorize the General Manager to sign the contract.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

14. Consider a motion to approve the procurement contract with TNT Construction Group for replacing seven fire hydrants throughout Grand Rapids for \$64,850 and authorize the General Manager to sign the contract.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the procurement contract with TNT Construction Group for replacing seven fire hydrants throughout Grand Rapids for \$64,850 and authorize the General Manager to sign the contract.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

15. Consider a motion to approve the procurement contract with General Repair for the replacement Recycle Pump for the water plant for \$28,261 and authorize the General Manager to sign the contract.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with General Repair for the replacement Recycle Pump for the**

**water plant for \$28,261 and authorize the General Manager to sign the contract.  
Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

16. Consider a motion to approve the procurement contract with Ziegler Power Systems for a generator for well 4 and authorize the General Manager to sign the contract for \$94,965.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the procurement contract with Ziegler Power Systems for a generator for well 4 and authorize the General Manager to sign the contract for \$94,965.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

17. Consider a motion to approve the procurement contract with NOS Automation for the Radio Communication Upgrades for the water system and authorize the General Manager to sign the contract for \$31,100.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with NOS Automation for the Radio Communication Upgrades for the water system and authorize the General Manager to sign the contract for \$31,100.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

18. Consider a motion to approve a procurement contract with Bolton and Menk, Inc. (BMI) for additional services and water system modeling and authorize the General Manager to sign the contract for \$214,088.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve a procurement contract with Bolton and Menk, Inc. (BMI) for additional services and water system modeling and authorize the General Manager to sign the contract for \$214,088.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

#### **OPERATIONS & CAPITAL UPDATES:**

19. Operations & Capital Updates

**GRPU staff presented the Operations & Capital Updates and the 2025 Q2 Annual Work Plan Scorecard Updates**

20. Consider a motion to approve the July 1, 2025 renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount up to \$156,007, authorize payment of premium, and authorize the President to sign the annual Liability Coverage Waiver Form accepting the monetary limits on municipal tort liability established by MN SS 466.04.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the July 1, 2025 renewal of the General Liability and Commercial Property Insurance with LMCIT in the amount up to \$156,007, authorize payment of premium, and authorize the President to sign the annual Liability Coverage Waiver Form accepting the monetary limits on municipal tort liability established by MN SS 466.04.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

21. Consider a motion to approve a revision on the Water Hydrant Use policy and Water Hydrant Use Agreement.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve a revision on the Water Hydrant Use policy and Water Hydrant Use Agreement.  
Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith**

**REPORTS:**

**22. Monthly Reports**

**Reviewed GRPU Monthly Reports**

**ADJOURNMENT:**

**There being no further business, the meeting adjourned at 5:07 PM.**

**Respectfully submitted,**

*Megan Sjostrand*

**Megan Sjostrand**