



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, November 27, 2024

4:00 PM

**President Stanley called the meeting to order at 4:10PM**

CALL OF ROLL:

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

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

PUBLIC FORUM:

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

APPROVAL OF MINUTES:

1. Consider a motion to approve the October 9, 2024 Work Session Minutes, the October 30, 2024 Special Meeting Minutes and October 30, 2024 Joint Meeting with City Council Minutes.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the October 9, 2024 Work Session Minutes, the October 30, 2024 Special Meeting Minutes and October 30, 2024 Joint Meeting with City Council Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,090,762.31 verified claims for October and November 2024.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve \$1,090,762.31 verified claims for October and November 2024. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, 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.

**President Stanley requested item #7 be removed from the consent agenda and placed on the regular agenda. Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as amended with item #7 now being item #20a.**

3. Consider a motion to confirm filling the Wastewater Operations Director vacancy with the preferred candidate, Mr. Stephen Langer; and

Consider a motion to declare a Maintenance II vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

**Approved on consent agenda.**

4. Consider a motion to confirm the hiring of Vicki Probst as a temporary part-time Administrative Assistant-Customer Service Representative.

**Approved on consent agenda.**

5. Consider a motion to ratify the procurement contract with Saiger's Steam Clean for ceramic and epoxy floor cleaning for \$5,067.62.

**Approved on consent agenda.**

6. Consider a motion to authorize the disposal of surplus computer and related accessories property.

**Approved on consent agenda.**

- ~~7. Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.~~

**Removed from consent agenda and moved to section #20a for further discussion.**

8. Consider a motion to approve the 2024 December semi-annual write off of \$9,337.68 uncollectible accounts receivable.

**Approved on consent agenda.**

9. Consider a motion to ratify the procurement contract with Greenshades Software LLC for \$2,067.50 to provide professional services for end-of-year payroll processes.

**Approved on consent agenda.**

10. Consider a motion to ratify the Master Services Agreement, the Digital Estate Roadmapping Statement of Work, and the Intune Statement of Work with Emergent Software for professional services for IT project management for an amount not to exceed \$16,500.

**Approved on consent agenda.**

11. Consider a motion to ratify the procurement contract with InGensa, Inc. in the amount of \$4,500 for professional services for project management of the building security upgrade project.

**Approved on consent agenda.**

12. Consider a motion to ratify the procurement contract with Minnesota Power for the Tioga Substation System Impact Study for \$5000.

**Approved on consent agenda.**

13. Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 4 for \$30,800 and authorize the General Manager to sign the contract.

**Approved on consent agenda.**

14. Consider a motion to ratify the procurement contract with Tech Sales Co for the purchase of a magnetic flow meter for the salt brine system at the WTP for \$4,183.52.

**Approved on consent agenda.**

15. Consider a motion to ratify the procurement contract with Martin's Snowplow and Equipment for a snow plow for truck 71 for the WWTP for \$11,564.44.

**Approved on consent agenda.**

16. Consider a motion to approve the procurement contract with Baldwin Supply Company for one gearbox for the custom screw conveyor in the WWT solids process building for \$33,978.48 and authorize the General Manager to sign the contract.

**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 Adams, Seconded by Commissioner Smith to approve the regular agenda as presented with the addition of #20a. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

SAFETY REPORT:

17. Review Safety Monthly Report

**Reviewed Safety Monthly Report**

ADMINISTRATION:

18. Review the proposed dates and times for the 2025 Commission meetings.

**Reviewed the proposed dates and times for the 2025 Commission meetings.**

BUSINESS SERVICES DEPARTMENT:

19. Consider a motion to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, 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, Seconded by Commissioner Adams to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, 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 Saxhaug, Commissioner Smith, Commissioner Adams**

**ELECTRIC DEPARTMENT:**

20. Review Electric Utility Monthly Report

**Reviewed Electric Utility Monthly Report**

20 a. Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.

**Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to authorize the sale of surplus vehicles to Enterprise or at an auction. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**WATER AND WASTEWATER DEPARTMENT:**

21. Review Water Utility Monthly Report

**Reviewed Water Utility Monthly Report**

22. Review Wastewater Utility Monthly Report

**Reviewed Wastewater Utility Monthly Report**

**DEPARTMENT HEAD REPORT:**

23. Information Systems Department Head Presentation

**Information Systems Department Manager Mike LeClaire gave the Department Head Presentation**

**ADJOURNMENT:**

**There being no further business, the meeting adjourned at 4:47 PM.**

**Respectfully submitted,**

*Megan Sjostrand*

**Megan Sjostrand**