



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, November 08, 2023

4:00 PM

President Stanley called the meeting to order at 4:00PM

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

STAFF: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the October 10, 2023 Special Joint Meeting Minutes, the October 18, 2023 Regular Commission Minutes, and the October 25, 2023 Work Session Minutes.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the October 10, 2023 Special Joint Meeting Minutes, the October 18, 2023 Regular Commission Minutes, and the October 25, 2023 Work Session Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$723,180.21 of verified claims for October 2023.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve \$723,180.21 of verified claims for October 2023. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

COMMISSION REPORTS:

Commissioner Dale Adams reported on the opening of Yanmar Arena. He stated that the upgrades will lead to efficiencies in the arenas operations.

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 Commissioner Adams to approve the consent agenda as presented.

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

3. Consider a motion to ratify the procurement contract with Procise Solutions, Inc. for professional consulting services in an amount not to exceed \$11,550.00.

Approved on consent agenda.

4. Consider a motion to ratify the procurement contract with Novaspect for a 6" Pratt butterfly valve with actuator for the water plant for \$5,079.78.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Tru North Electric for wiring security cameras at the water plant for \$9,800.

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 Secretary Francisco to approved the regular agenda.

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

SAFETY REPORT:

6. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

7. Consider a motion to approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.

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

8. Review Administration Department Monthly Report

Reviewed Administration Department Monthly Report

BUSINESS SERVICES DEPARTMENT:

9. Consider a motion to approve of the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve of the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.

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

10. Review Business Services Department Monthly Report

Reviewed Business Services Department Monthly Report

ELECTRIC DEPARTMENT:

11. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

12. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

13. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD PRESENTATION:

14. Business Services Department Presentation

Business Manager Jean Lane presented the Business Services Department Presentation

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:55PM.

Respectfully submitted,

Megan Pehrson

Megan Pehrson, Executive Assistant