



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, November 09, 2022

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, November 9, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

In President Stanley's absence, Secretary Francisco chaired the meeting.

By call of the chair, the meeting was called to order at 4:02 PM.

CALL OF ROLL:

PRESENT: Secretary Luke Francisco, Commissioner Rick Blake, Commissioner Nancy Saxhaug, Commissioner Rick Smith

ABSENT WITH NOTICE: President Tom Stanley

Also present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger and ICTV Representative Cole Christianson.

PUBLIC FORUM:

None.

APPROVAL OF MINUTES:

1. Consider a motion to approve the minutes of the October 12, 2022 Regular Commission Meeting and the October 26, 2022 Regular Work Session Commission Meeting.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the minutes of the October 12, 2022 Regular Commission Meeting and the October 26, 2022 Regular Work Session Commission Meeting.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,519,643.98 of verified claims for October 2022.

Motion made by Commissioner Blake, Seconded by Commissioner Saxhaug to approve \$1,519,643.98 of verified claims for October 2022.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, 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 Smith, Seconded by Commissioner Blake to approve the consent agenda as read.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith

3. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for October 2022

Approved by consent agenda vote.

4. Consider a motion to ratify the \$2,100.00 procurement contract with Cogsdale Corporation for 10 hours of training for delinquent collections process.

Approved by consent agenda vote.

5. Consider a motion to rescind the original Tree Trimming and Removal Policy and to adopt Resolution Number 11-09-22-9 approving the Vegetation Management Policy.

Approved by consent agenda vote.

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 Blake to set the regular agenda as read.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith.

ADMINISTRATION:

6. Consider a motion to approve the updated Electric Department Manager position description and authorize the advertising for the position.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the updated Electric Department Manager position description and authorize the advertising for the position.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith

7. Review Administration Department Monthly Report

General Manager Julie Kennedy reviewed the November Administration Department Report with the Commission.

BUSINESS SERVICES DEPARTMENT:

8. Consider a motion to accept on file the third quarter September 30, 2022 Commission Financial Report as presented.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to accept on file the third quarter September 30, 2022 Commission Financial Report as presented.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith

9. Business Services Department Monthly Report

Business Services Manager Jean Lane reviewed the November Business Services Department Report with the Commission.

ELECTRIC DEPARTMENT:

10. Review Electric Department Monthly Report

Electric Department Manager Jeremy Goodell reviewed the November Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT:

11. Review Water-Wastewater Department Report

Water/Wastewater Department Manager Steve Mattson reviewed the November Water and Wastewater Department Report with the Commission.

12. Consider a motion to adopt Resolution Number 11-09-22-8 approving the Water Wastewater Frozen Water Lines policy.

Motion made by Commissioner Blake, Seconded by Commissioner Smith to adopt Resolution Number 11-09-22-8 approving the Water Wastewater Frozen Water Lines policy.

The motion carried by the following vote:

Voting Yea: Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith.

SAFETY REPORT:

13. Review Safety Monthly Report

General Manager Julie Kennedy reviewed the November Safety Report with the Commission.

ADJOURNMENT:

The meeting was declared adjourned at 4:53 PM.

The next Regular Work Session is scheduled for Tuesday, November 29, 2022 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, December 14, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC's desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 and we will provide you with a copy of the policy.