



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION MEETING MINUTES

Wednesday, December 14, 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, December 14, 2022 in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota. By call of the chair the meeting was called to order at 4:02 PM.

### CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Rick Blake, Commissioner Nancy Saxhaug, Commissioner Rick Smith.

Also present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Water/Wastewater Department Manager Steve Mattson, newly appointed Commissioner Dale Adams, 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 November 9, 2022 Regular Commission Meeting and the November 29, 2022 Regular Work Session Commission Meeting.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve the minutes of the November 9, 2022 Regular Commission Meeting and the November 29, 2022 Regular Work Session Commission Meeting.**

**The motion carried by the following vote:**

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

### VERIFIED CLAIMS:

2. Consider a motion to approve \$1,816,316.19 of verified claims for November 2022.

**Motion made by Commissioner Blake, Seconded by Commissioner Smith to approve \$1,816,316.19 of verified claims for November 2022.**

**The motion carried by the following vote:**

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

**COMMISSION REPORTS:**

Commissioner Blake expressed appreciation for the time he spent on the Commission. The Commissioners thanked Commissioner Blake for his service.

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 Saxhaug to approve the consent agenda as read.**

**The motion carried by the following vote:**

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

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

**Approved by consent agenda vote.**

4. Consider a motion to confirm filling the WWTP Operator position with the preferred candidate, Jeremy Jones.

**Approved by consent agenda vote.**

5. Consider a motion to ratify a leave of absence for IS Coordinator, Andrew Glusica.

**Approved by consent agenda vote.**

6. Consider a motion to approve the semi-annual write off of uncollectible accounts receivable in the amount of \$560.54.

**Approved by consent agenda vote.**

7. Consider a motion to ratify the procurement contract with Thein Well Company for the repairs necessary for well number 1 for \$19,116.50.

**Approved by consent agenda vote.**

8. Consider a motion to award the contract for 2023 Sludge Placement to JRadtke Trucking in the amount of \$65,560 and authorize Commission President to sign the contract.

**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 Secretary Francisco, Seconded by Commissioner Blake to set the regular agenda as presented.**

**The motion carried by the following vote:**

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

**ADMINISTRATION:**

9. Consider a motion to accept the 2022 Electric, Water, and Wastewater Cost of Service and Rate Design Report.

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to accept the 2022 Electric, Water, and Wastewater Cost of Service and Rate Design Report.**

**The motion carried by the following vote:**

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

10. Consider a motion to adopt the 2023 Electric, Water, and Wastewater Utility Rates.

**Motion made by Commissioner Blake, Seconded by Commissioner Smith to adopt the 2023 Electric, Water, and Wastewater Utility Rates.**

**The motion carried by the following vote:**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Blake, Commissioner Saxhaug, Commissioner Smith.**

11. Review Administration Department Monthly Report

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

**BUSINESS SERVICES DEPARTMENT:**

12. Consider a motion to adopt resolution 12-14-22-10 approving the 2023 Operations and Capital Budgets.

**Motion made by Commissioner Smith, Seconded by Secretary Francisco to adopt resolution 12-14-22-10 as described.**

**The motion carried by the following vote:**

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

13. Business Services Department Monthly Report

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

ELECTRIC DEPARTMENT:

14. Review Electric Department Monthly Report

General Manager Julie Kennedy reviewed the December Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT:

15. Review Water-Wastewater Department Report

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

SAFETY REPORT:

16. Review Safety Monthly Report

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

ADJOURNMENT:

By call of the chair, the regular meeting was declared adjourned at 5:00 PM.

The next Regular Meeting of the Commission is scheduled for Wednesday, January 11, 2023 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Work Session is scheduled for Wednesday, January 25, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

Respectfully submitted: Carrie Jo Kruger, Administrative/HR Assistant.

*Carrie Jo Kruger*

*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.*

*Tom Shanley,*

*[Signature]*