



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, January 28, 2026

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, January 28, 2026 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 4:00 PM**

**CALL OF ROLL:**

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

**ABSENT:** Secretary Luke Francisco with notice.

**OTHERS:** Julie Kennedy, Jean Lane, Taylor Bird, Steve Mattson, Michael LeClaire, Megan Sjostrand

**PUBLIC FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the December 17, 2025 Regular Meeting Minutes.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the December 17, 2025 Regular Meeting Minutes.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$495,321.27 in verified claims for January 2026.

**Motion made by Commissioner Smith, Seconded by Council Representative Blake to approve \$495,321.27 in verified claims for January 2026.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

**COMMISSION REPORTS:**

**Last Friday, Council Representative Rick Blake attended MMUA's *Governance in Action* program, where he learned about the value of hometown municipal utilities, Minnesota law and governance, and key statutes related to utility 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 Saxhaug to approve the consent agenda as presented.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

3. Consider a motion to ratify the professional services contract with MMUA for organizational development services for 2026 for an amount not to exceed \$8,000 plus approved reimbursable expenses.

**Approved on consent agenda.**

4. Consider a motion to ratify the change orders with Emergent Software for an amount not to exceed \$3,000.00 for Email Migration and an amount not to exceed \$17,200 for GIS\Asset Management Server Migration.

**Approved on consent agenda.**

5. Consider a motion to ratify the Supplemental Letter Agreement with Short Elliott Hendrickson Inc. (SEH) for consulting work on 12th and 14th Ave SW Electric Underground project in the amount of \$15,000.

**Approved on consent agenda.**

6. Consider a motion to ratify the procurement contract with Stantec Consulting Services for engineering and bidding services for Landfill Phases 1-4/Kettle D cover project for \$8,878.

**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, Council Representative Blake**

OPERATIONS & CAPITAL BUSINESS:

7. Operations & Capital Updates

**GRPU staff presented the Operations & Capital Updates**

8. Consider a motion to confirm the retirement of Jean Lane effective February 28, 2026, and approve retaining her under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option to provide transitional business services through December 31, 2026.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to confirm the retirement of Jean Lane effective February 28, 2026, and approve retaining her under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option to provide transitional business services through December 31, 2026.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

9. Consider a motion to approve the 2026 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$22,254 and authorize the General Manager to sign premium documents.

**Motion made by Commissioner Smith, Seconded by Council Representative Blake to approve the 2026 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$22,254 and authorize the General Manager to sign premium documents.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

#### CONTRACTS:

10. Consider a motion to approve the procurement contract with Their Well for the emergency replacement of the pitless adapter for well 1 for \$25,219 and allow the General Manager to sign the contract.

**Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve the procurement contract with Their Well for the emergency replacement of the pitless adapter for well 1 for \$25,219 and allow the General Manager to sign the contract.**

**Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

#### REPORTS:

11. Monthly Reports

**Reviewed GRPU Monthly Reports**

#### ADJOURNMENT:

**There being no further business, the meeting adjourned at 4:35 PM.**

**Respectfully submitted,**

*Megan Sjostrand*

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