



# CITY OF GRAND RAPIDS

## Minutes – Final

### Public Utilities Commission

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Tuesday, June 15, 2021

4:00 PM

Conference Room of Public Utilities  
Service Center

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#### CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Tuesday, June 15, 2021 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**BE ADVISED:** Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.

The meeting was accessible to the public by phone via Microsoft Teams by dialing 1-612-601-1964 and entering conference ID, enter 902 079 953#, as stated in the published agenda.

#### CALL OF ROLL

President Tom Stanley announced the Roll Call, requesting members of the Commission present in the Meeting Room or via Microsoft Teams to please indicate their presence by stating “here” as he called their names. Present in the meeting room were President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

**Present** - 5 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

Others present in the conference room: General Manager Kennedy, Electric Department Manager Goodell, Business Services Manager Lane, Mike Kane of Greater Insurance Services of MN, and Pete Garsow of ICTV.

There was no attendance at this meeting via Microsoft Teams.

#### MEETING PROTOCOL POLICY

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 ext. 1 and we will provide you with a copy of the policy.

1. Acknowledge proper posting of the change in the regular meeting date.

President Stanley acknowledged the proper posting of the change in the regular meeting date.

2. Consider a motion to approve the July 1, 2021 renewal of the General Liability and Commercial Property Insurance with League of MN Cities Insurance Trust in the amount of \$111,440.00 and authorize the President to sign the annual Liability Coverage Waiver Form accepting the monetary limits on municipal tort liability established by Minn. Statute § 466.04.

Mike Kane of Greater Insurance Service of MN (GISMN) reviewed the General Liability and Commercial Property Insurance renewal quote from the League of Minnesota Cities Insurance Trust with the Commission.

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the July 1, 2021 renewal of the General Liability and Commercial Property Insurance with League of MN Cities Insurance Trust in the amount of \$111,440.00 and authorize the President to sign the annual Liability Coverage Waiver Form accepting the monetary limits on municipal tort liability established by Minn. Statute § 466.04. The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

### **APPROVAL OF MINUTES**

3. Consider a motion to approve the minutes of the May 12, 2021 regular meeting and the May 25, 2021 special meeting.

A motion was made by Commissioner Rick Smith, seconded by Commissioner Luke Francisco, to approve the minutes of the May 12, 2021 regular meeting and the May 25, 2021 special meeting. The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

### **PUBLIC FORUM**

If you wish to address the Commission under the public forum, see above information to access the meeting via Teams by phone.

None present.

### **COMMISSION REPORTS**

No items.

### **CONSENT AGENDA**

Any item on the consent agenda shall be removed for consideration by request of any one Commission member, Utility staff, or the public and put on the regular agenda for discussion and consideration.

A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to approve the Consent Agenda as presented. The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

4. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for May 2021.

**Approved by consent roll call.**

5. Consider a motion to approve the write off of June uncollectible accounts in the amount of \$263.73.

**Approved by consent roll call.**

6. Consider a motion to approve the 2021 MMUA delegation form.

**Approved by consent roll call.**

7. Consider a motion to authorize the sale of surplus equipment.

**Approved by consent roll call.**

#### **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.

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Smith, to approve the Regular Agenda, as presented. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

#### **ADMINISTRATION DEPARTMENT**

8. Review the June Administration Department Report.

General Manager Kennedy reviewed the June Administration Department Report with the Commission.

9. Consider a motion to approve the updated Administrative/HR Assistant position description and authorize the internal posting and if needed, the subsequent external advertising for the position.

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the updated Administrative/HR Assistant position description and authorize the internal posting and if needed, the subsequent external advertising for the position. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

10. Consider a motion to approve the Procurement Policy, G.030.

A motion was made by Commissioner Rick Smith, seconded by Commissioner Rick Blake, to approve

the Procurement Policy, G.030. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

11. Consider a motion to grant settlement authority to Attorney Brian Bengtson for a claim involving a sewer backup at 729 NE Sixth Avenue.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to grant settlement authority to Attorney Brian Bengtson for a claim involving a sewer backup at 729 NE Sixth Avenue. The motion carried the by following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith.

#### **BUSINESS SERVICES DEPARTMENT**

12. Review the June Business Services Department Report.

Business Services Manager Lane reviewed the June Business Services Department Report with the Commission.

#### **ELECTRIC DEPARTMENT**

13. Review the June Electric Department Report.

Electric Department Manager Goodell reviewed the June Electric Department Report with the Commission.

#### **WATER AND WASTEWATER DEPARTMENT**

14. Review the June Water-Wastewater Department Report.

General Manager Kennedy reviewed the June Water and Wastewater Department Report with the Commission.

#### **SAFETY REPORT**

15. Review the June Safety Report.

General Manager Kennedy reviewed the June Safety Report with the Commission.

#### **VERIFIED CLAIMS**

16. Consider a motion to approve the verified claims for May in the amount of \$1,980,736.35 (Computer Check Register \$1,523,960.77 and Manual Check Register \$456,775.58).

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda to approve the verified claims for May in the amount of \$1,980,736.35 (Computer Check Register \$1,523,960.77 and Manual Check Register \$456,775.58). The motion carried by the following vote:

**Aye:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

## ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, June 29, 2021 at 8:00 a.m. 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 Wednesday, July 14, 2021 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the regular meeting was declared adjourned at 5:11 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant

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Thomas G. Stanley, President

Attest:

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Kathleen M. Kooda, Secretary

**PUBLIC UTILITIES COMMISSION**  
**ACCOUNTS PAYABLE**  
**MAY 2021**  
**(Meeting Date: 6/15/2021)**

NAME	AMOUNT	NAME	AMOUNT
Advantage Systems Group	662.50	Minnesota Power	1,045,504.15
Amaril Uniform Company	530.04	Minnesota Rural Water Association	300.00
Aramark	261.27	Minuteman Press	811.88
Bemidji Steel Company	1,664.45	Nalco Water	338.25
Burgraff's Ace	107.95	Nextera	636.73
The Busy Bees QCS	2,066.02	North Central Laboratories	208.54
CarQuest	243.78	Northern Business Products	379.61
Casper Construction	35,138.22	Novaspect	3,797.39
Central McGowan	600.00	Pace Analytical	1,040.84
City of Grand Rapids	5,788.29	Personnel Dynamics LLC	1,228.54
Cogsdale	30,397.50	Pitney Bowes	2,274.96
Coles	1,198.36	Public Utilities	3,378.04
Compass Minerals	3,769.24	Quality Flow Systems	925.00
Cooperative Response Center	1,856.85	James Radtke	6,831.12
Core & Main	1,003.91	Rapid Pest Control	101.75
CW Technology	36,854.65	Rapids Welding Supply	62.31
Davis Petroleum	2,620.82	Reese Rubber Stamp Co	30.00
Dakota Fluid Power, Inc	82.70	Resco	27,608.00
Dakota Supply Group	609.67	RMB Environmental Lab	1,069.00
Electric Pump	7,673.89	Rob's Bobcat Service	7,918.75
Environmental Consulting & Testing	1,500.00	Sandstroms	713.05
Fastenal	1,183.41	Stuart Irby	59,700.00
Ferguson	729.91	Subsurface Solutions	8,329.39
Flow Measurement and Control	682.00	Team Marinucci/Nuch's	66.00
Frontier Energy	2,164.18	Telcologix, LLC	69.50
Gopher State One Call	364.50	Treasure Bay Printing	72.00
Grainger	205.20	TNT Aggregates LLC	2,595.00
Graybar	3,496.24	United Rentals	477.73
Hach	64.49	Viking Electric	1,544.65
Hawkins	9,918.79	Waste Management	1,582.64
Hunt Electric Corporation	3,482.09	Wells Fargo- CF	577.00
Infinity Graphix & Designs	117.28	Wells Fargo- JG	8,580.32
Ingersoll Rand	10,164.67	Wells Fargo- JK	962.08
inLighten	788.00	Wells Fargo- SM	783.36
Itasca County Treasurer	1,575.39	Wesco	6,971.49
Itasca Utilities, Inc	2,389.75	Widseth	12,820.00
Jamar Service	17,285.83	Xerox	81.04
KOZY	1,892.50	YRC Freight	862.88
L & M Supply	194.14		
Lano, Nelson & Bengtson	1,598.50		
League of Minnesota Cities	111,438.00	Appliance Rebate:	
Lease Landscaping Inc	1,007.32	Michael Russell	35.00
Macqueen Equipment	3,141.33		
Steve Mattson	46.48		
Meds-1	226.90		
Metro Sales	833.98		
Minnesota Department of Commerce	3,071.79		
			1,523,960.77

## May 2021 Check Register

Document Date	Check #	Vendor Name	Document Amount	
5/3/2021	4381	Northeast Service Cooperative	3,982.00	5/31/2021
5/3/2021	4382	Further	1,800.00	5/31/2021
5/5/2021	4383	Further	28.57	5/31/2021
5/6/2021	4384	Invoice Cloud	2,459.85	5/31/2021
5/10/2021	4385	Public Employees Retirement Association	14,511.66	5/10/2021
5/10/2021	4386	Minnesota Dept. of Revenue	4,514.79	5/10/2021
5/10/2021	4387	Wells Fargo Bank	27,119.63	5/10/2021
5/10/2021	4388	Empower Retirement	8,873.47	5/10/2021
5/7/2021	4389	Further	1,601.26	5/31/2021
5/19/2021	4390	Minnesota Department of Revenue	57,386.00	5/31/2021
5/21/2021	4391	Public Employees Retirement Association	14,165.65	5/21/2021
5/21/2021	4392	Minnesota Dept. of Revenue	4,455.70	5/21/2021
5/21/2021	4393	Wells Fargo Bank	26,905.89	5/21/2021
5/21/2021	4394	Empower Retirement	8,617.28	5/21/2021
5/21/2021	4395	Further	1,401.26	5/31/2021
5/27/2021	4396	Northeast Service Cooperative	49,572.00	5/31/2021
5/3/2021	78057	Customer Refunds- Lisa K Davis	85.89	5/31/2021
5/3/2021	78058	Customer Refunds- Benjamin H Quirk	96.67	5/31/2021
5/5/2021	78059	Environmental Resource Associates	581.20	5/5/2021 **
5/5/2021	78060	Verizon Wireless	579.22	5/5/2021
5/6/2021	78061	Customer Refunds- Tabatha J Carlson	61.50	5/31/2021
5/6/2021	78062	Further	99.00	5/6/2021
5/7/2021	78063	NCPERS Group Life Ins	128.00	5/7/2021
5/13/2021	78064	Mercedes-Benz Financial Services USA LLC	61,565.56	5/13/2021
5/13/2021	78065	Minnesota Energy Resources Corp.	294.84	5/13/2021
5/13/2021	78066	Customer Refunds- PSD LLC	447.70	5/31/2021
5/13/2021	78067	Customer Refunds- Nicholas A Lussier & Jennifer C Frach	26.94	5/31/2021
5/18/2021	78137	Voided		
5/18/2021	78138	Postage By Phone System	3,000.00	5/31/2021
5/20/2021	78139	Customer Refunds- Janice M Erickson	112.95	5/31/2021
5/21/2021	78140	Minnesota Council 65	1,673.30	5/21/2021
5/21/2021	78141	AFSCME PEOPLE	20.00	5/21/2021
5/24/2021	78142	Customer Refunds- Diane Holcomb	495.00	5/31/2021
5/26/2021	78143	City of LaPrairie	13,321.64	5/31/2021
5/26/2021	78144	Customer Refunds- Carlos B Guerra	74.89	5/31/2021
5/27/2021	78172	First Net / AT & T Mobility	347.45	5/27/2021
5/27/2021	78173	Langer, Stephen A	363.71	5/27/2021
5/27/2021	78174	Minnesota Energy Resources Corp.	18.00	5/27/2021
5/27/2021	78175	Minnesota Pollution Control Agency	15.00	5/27/2021
5/27/2021	78176	Minnesota WOA	1,085.00	5/27/2021
5/27/2021	78177	United Parcel Service	43.25	5/27/2021
5/27/2021	78178	UNUM Life Insurance Co of America	2,369.72	5/27/2021
5/27/2021	78179	Verizon Wireless	1,401.49	5/27/2021
5/27/2021	78180	Waste Management of WI-MN	677.34	5/27/2021
5/28/2021	78181	Hanna, Riley	96.00	5/28/2021

5/28/2021 78182	Schmitt, Jim	426.96	5/28/2021
5/31/2021 78183	City of Grand Rapids	72,333.33	5/31/2021
5/28/2021 78184	City of Grand Rapids	273.00	5/31/2021
5/28/2021 78185	City of Grand Rapids	67,266.02	5/31/2021

Checks Previously Approved	581.20
Manual Checks to be approved	456,194.38
<b>Total Manual Checks</b>	<b>456,775.58</b>