



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, April 22, 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, April 22, 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.

**Secretary Francisco called the meeting to order at 4:01 PM**

CALL OF ROLL:

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

**ABSENT: President Tom Stanley with notice**

**OTHERS: Julie Kennedy, Steve Mattson, Michael LeClaire, Dave Berg, Jean Lane**

PUBLIC FORUM:

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

APPROVAL OF MINUTES:

1. Consider a motion to approve the March 11, 2026 Work Session and the March 25, 2026 Regular Meeting Minutes.

**Motion made by Commissioner Smith, Seconded by Council Representative Blake to approve the March 11, 2026 Work Session and the March 25, 2026 Regular Meeting Minutes.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,658,331.79 in verified claims for March and April 2026.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve \$1,658,331.79 in verified claims for March and April 2026.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

COMMISSION REPORTS:

**Council Representative Rick Blake gave an update on the Legislative events he has been attending.**

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 Council Representative Blake, Seconded by Commissioner Smith to approve the consent agenda as presented.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

3. Consider a motion to ratify the quote with Flexible Pipe Tools & Equipment for implementation and annual software licensing in the amount of \$16,250.00.

**Approved on consent agenda.**

4. Consider a motion to ratify the quote with Badger State Inspection for drawing review, shop inspection and field installation inspection for the AT&T project on the south tower for \$12,200.

**Approved on consent agenda.**

5. Consider a motion to ratify the quote with Badger State Inspection for drawing review, shop inspection and field installation inspection for the AT&T project on the north tower for \$9,163.

**Approved on consent agenda.**

6. Consider a motion to ratify the procurement contract with Graybar Inc. for a Yaskawa 180 amp variable frequency drive for the industrial screen house for \$11,134.07.

**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 Saxhaug, Seconded by Council Representative Blake to approve the regular agenda as presented.**

**Voting Yea: Secretary Francisco, 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 approve the Unpaid Internship Agreement with Emma Bradford to provide her with educational experience and training in GIS within the Information Systems Department.

**Motion made by Council Representative Blake, Seconded by Commissioner Smith to approve the Unpaid Internship Agreement with Emma Bradford to provide her with educational experience and training in GIS within the Information Systems Department.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

9. Consider a motion to approve updates to the GRPU Frozen Water Service Line policy.

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve updates to the GRPU Frozen Water Service Line policy.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

10. Consider a motion to adopt Resolution Number 04-22-26-05 approving revisions to the Customer Utility Services Policy regarding cash payment penny rounding.

**Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to adopt Resolution Number 04-22-26-05 approving revisions to the Customer Utility Services Policy regarding cash payment penny rounding.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

#### CONTRACTS:

11. Consider a motion to approve the procurement contract with Eaton/Cannon for new electrical meters and authorize the General Manager to sign the contract for \$129,168.00.

**Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the procurement contract with Eaton/Cannon for new electrical meters and authorize the General Manager to sign the contract for \$129,168.00.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

12. Consider a motion to approve the procurement contract with Border States for new transformers and authorize the General Manager to sign the contract for \$130,734.06.

**Motion made by Council Representative Blake, Seconded by Commissioner Smith to approve the procurement contract with Border States for new transformers and authorize the General Manager to sign the contract for \$130,734.06.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

13. Consider a motion to award the 12<sup>th</sup> & 14<sup>th</sup> Avenue SW Electric UG Project contract to Castrejon Incorporated for an estimated total amount of \$180,800 and authorize the General Manager to sign the contract.

**Motion made by Commissioner Saxhaug, Seconded by Council Representative Blake to award the 12th & 14th Avenue SW Electric UG Project contract to Castrejon Incorporated for an estimated total amount of \$180,800 and authorize the General Manager to sign the contract.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

14. Consider a motion to award the 29th Street & Crystal Springs Road UG Projects contract to Lake States Construction for an estimated total amount of \$89,205 and authorize the General Manager to sign the contract.

**Motion made by Council Representative Blake, Seconded by Commissioner Smith to award the 29th Street & Crystal Springs Road UG Projects contract to Lake States Construction for an estimated total amount of \$89,205 and authorize the General Manager to sign the contract.**

**Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake**

REPORTS:

15. Monthly Reports

ADJOURNMENT:

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

**Respectfully submitted,**



**Julie Kennedy**