



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING AGENDA

Wednesday, November 27, 2024

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, November 27, 2024 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**PUBLIC FORUM:**

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the October 9, 2024 Work Session Minutes, the October 30, 2024 Special Meeting Minutes and October 30, 2024 Joint Meeting with City Council Minutes.

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$1,090,762.31 verified claims for October and November 2024.

**COMMISSION REPORTS:**

**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.

3. Consider a motion to confirm filling the Wastewater Operations Director vacancy with the preferred candidate, Mr. Stephen Langer; and

Consider a motion to declare a Maintenance II vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

4. Consider a motion to confirm the hiring of Vicki Probst as a temporary part-time Administrative Assistant-Customer Service Representative.
5. Consider a motion to ratify the procurement contract with Saiger's Steam Clean for ceramic and epoxy floor cleaning for \$5,067.62.
6. Consider a motion to authorize the disposal of surplus computer and related accessories property.
7. Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.
8. Consider a motion to approve the 2024 December semi-annual write off of \$9,337.68 uncollectible accounts receivable.

9. Consider a motion to ratify the procurement contract with Greenshades Software LLC for \$2,067.50 to provide professional services for end-of-year payroll processes.
10. Consider a motion to ratify the Master Services Agreement, the Digital Estate Roadmapping Statement of Work, and the Intune Statement of Work with Emergent Software for professional services for IT project management for an amount not to exceed \$16,500.
11. Consider a motion to ratify the procurement contract with InGensa, Inc. in the amount of \$4,500 for professional services for project management of the building security upgrade project.
12. Consider a motion to ratify the procurement contract with Minnesota Power for the Tioga Substation System Impact Study for \$5000.
13. Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 4 for \$30,800 and authorize the General Manager to sign the contract.
14. Consider a motion to ratify the procurement contract with Tech Sales Co for the purchase of a magnetic flow meter for the salt brine system at the WTP for \$4,183.52.
15. Consider a motion to ratify the procurement contract with Martin's Snowplow and Equipment for a snow plow for truck 71 for the WWTP for \$11,564.44.
16. Consider a motion to approve the procurement contract with Baldwin Supply Company for one gearbox for the custom screw conveyor in the WWT solids process building for \$33,978.48 and authorize the General Manager to sign the contract.

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.

SAFETY REPORT:

17. Review Safety Monthly Report

ADMINISTRATION:

18. Review the proposed dates and times for the 2025 Commission meetings.

BUSINESS SERVICES DEPARTMENT:

19. Consider a motion to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.

ELECTRIC DEPARTMENT:

20. Review Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

21. Review Water Utility Monthly Report

22. Review Wastewater Utility Monthly Report

DEPARTMENT HEAD REPORT:

23. Information Systems Department Head Presentation

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, December 18, 2024 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.