



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, September 15, 2021

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, September 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.

**CALL OF ROLL:**

**PRESENT:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Rick Smith.

**ABSENT:** Commissioner Luke Francisco, with notice.

**Others Present:** General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Chris Flannigan, Administrative/HR Assistant Carrie Kruger, and Pete Garsow of ICTV.

**PUBLIC FORUM:** None present.

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the minutes of the August 11, 2021 regular meeting and the August 24, 2021 special meeting.

Motion made by Secretary Kooda, Seconded by Commissioner Blake.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Smith.

**VERIFIED CLAIMS:**

2. Consider a motion to approve the verified claims for August 2021 in the amount \$2,250,172.16. (Computer Check Register \$1,683,270.18 and Manual Check Register \$566,901.98).

Motion made by Commissioner Smith, Seconded by Commissioner Blake.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Smith

**COMMISSION REPORTS:** No items.

**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 approve the City Treasurer's Report and the Investment Activity Report for August 2021. Approved by consent agenda vote.
4. Consider a motion to approve the write off of September uncollectible accounts in the amount of \$11,277.72. Approved by consent agenda vote.
5. Consider a motion to confirm filling the Accounting Technician-Payroll/Benefits position with the preferred applicant, Ms. Jean Key. Approved by consent agenda vote.
6. Consider a motion to confirm filling the Purchasing Clerk position with the preferred applicant, Mr. Gary Stoltz. Approved by consent agenda vote.
7. Consider a motion to declare a vacancy exists for a Customer Service Representative position, and authorize the internal posting and external advertising, if needed. Approved by consent agenda vote.
8. Consider a motion to ratify the procurement contract with Ferguson for a Rigid Pipe Threader for \$4,303.64. Approved by consent agenda vote.
9. Consider a motion to ratify the procurement contract with Trident Process for two Lightning High Speed Mixers via the exchange program for \$60,264.00. Approved by consent agenda vote.
10. Consider a motion to ratify the procurement contract with Quality Flow Systems for a 5 Hp KSB pump for \$6,880.00. Approved by consent agenda vote.
11. Consider a motion to ratify the professional services contract with Brown and Caldwell for \$20,000.00 (not to exceed). Approved by consent agenda vote.

Motion made by Commissioner Blake, Seconded by Commissioner Smith, to approve the Consent Agenda, as presented.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Smith.

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 Blake, Seconded by Secretary Kooda, to approve the Regular Agenda, as presented.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Smith.

#### ADMINISTRATION DEPARTMENT:

12. General Manager Kennedy reviewed the September Administration Department Report with the Commission.

#### BUSINESS SERVICES DEPARTMENT:

13. Business Service Manager Lane reviewed the September Business Services Department Report with the Commission.

14. Consider a motion to adopt resolution 09-15-21-9 authorizing the Grand Rapids Public Utilities membership in the 4M Fund.

Motion made by Secretary Kooda, Seconded by Commissioner Smith.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Smith.

ELECTRIC DEPARTMENT:

15. Electric Department Manager Goodell reviewed the September Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT:

16. Water/Wastewater Department Manager Mattson reviewed the September Water and Wastewater Department Report with the Commission.

SAFETY:

17. General Manager Kennedy reviewed the September Safety Report with the Commission.

ADJOURNMENT:

By call of the chair, the regular meeting was declared adjourned at 4:48 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

*Christine J. Flannigan*