



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, November 08, 2023

4:00 PM

**President Stanley called the meeting to order at 4:00PM**

**PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams**

**STAFF: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane**

**PUBLIC FORUM:**

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

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the October 10, 2023 Special Joint Meeting Minutes, the October 18, 2023 Regular Commission Minutes, and the October 25, 2023 Work Session Minutes.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the October 10, 2023 Special Joint Meeting Minutes, the October 18, 2023 Regular Commission Minutes, and the October 25, 2023 Work Session Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**VERIFIED CLAIMS:**

2. Consider a motion to approve \$723,180.21 of verified claims for October 2023.

**Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve \$723,180.21 of verified claims for October 2023. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**COMMISSION REPORTS:**

**Commissioner Dale Adams reported on the opening of Yanmar Arena. He stated that the upgrades will lead to efficiencies in the arenas 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 Adams to approve the consent agenda as presented.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

3. Consider a motion to ratify the procurement contract with Procise Solutions, Inc. for professional consulting services in an amount not to exceed \$11,550.00.

**Approved on consent agenda.**

4. Consider a motion to ratify the procurement contract with Novaspect for a 6" Pratt butterfly valve with actuator for the water plant for \$5,079.78.

**Approved on consent agenda.**

5. Consider a motion to ratify the procurement contract with Tru North Electric for wiring security cameras at the water plant for \$9,800.

**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 Adams, Seconded by Secretary Francisco to approved the regular agenda.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

SAFETY REPORT:

6. Review Safety Monthly Report

**Reviewed Safety Monthly Report**

ADMINISTRATION:

7. Consider a motion to approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.

**Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the Information Systems Analyst (GIS Emphasis) job description and authorize the internal posting, and external advertisement if needed.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

8. Review Administration Department Monthly Report

**Reviewed Administration Department Monthly Report**

BUSINESS SERVICES DEPARTMENT:

9. Consider a motion to approve of the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.

**Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve of the updated agreement between the Grand Rapids Area Community Foundation and Grand Rapids Public Utilities Commission for the Public Utilities Community Caring Fund and authorize the General Manager to sign.**

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

10. Review Business Services Department Monthly Report

**Reviewed Business Services Department Monthly Report**

ELECTRIC DEPARTMENT:

11. Review Electric Utility Monthly Report

**Reviewed Electric Utility Monthly Report**

WATER AND WASTEWATER DEPARTMENT:

12. Review Water Utility Monthly Report

**Reviewed Water Utility Monthly Report**

13. Review Wastewater Utility Monthly Report

**Reviewed Wastewater Utility Monthly Report**

DEPARTMENT HEAD PRESENTATION:

14. Business Services Department Presentation

**Business Manager Jean Lane presented the Business Services Department Presentation**

ADJOURNMENT:

**There being no further business, the meeting was adjourned at 4:55PM.**

**Respectfully submitted,**

*Megan Pehrson*

**Megan Pehrson, Executive Assistant**