



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, May 10, 2023

4:00 PM

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

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

**STAFF:** Julie Kennedy, Jean Lane, Steve Mattson, Glen Hodgson

**OTHERS:** MN North ICC students Alex Olson, Jacob Petron, Ethan Crimmins and Tate Blomquist, ICTV Representative

**PUBLIC FORUM:**

No one from the public wished to speak.

**GUEST PRESENTATION:**

1. MN North College – Itasca Student Presentation on Wastewater Effluent Hydro Generator Project

MN North-ICC Campus students Alex Olson, Jacob Petron, Ethan Crimmins and Tate Blomquist presented on the Wastewater Effluent Hydro Generator Project they worked on during spring semester with W-WW Manager Steve Mattson and Glen Hodgson.

**APPROVAL OF MINUTES:**

2. Consider a motion to approve the April 19, 2023 Regular Commission Minutes and the April 26, 2023 Regular Work Session Minutes.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve Commission minutes as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

**VERIFIED CLAIMS:**

3. Consider a motion to approve \$2,619,306.51 of verified claims for April 2023.

Motion made by Commissioner Adams, Seconded by Secretary Francisco to approve the verified claims as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

**COMMISSION REPORTS:**

None

## CONSENT AGENDA:

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the Consent Agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

4. Consider a motion to confirm hiring Mr. Glen Hodgson as a temporary, part-time Special Project Coordinator for the Engineering Advisor project.

Approved on consent agenda

5. Consider a motion to confirm hiring Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.

Approved on consent agenda

6. Consider a motion to ratify Amendment #1 to the procurement contract with Lake States Construction to extend the expiration date to Dec 31, 2023.

Approved on consent agenda

## SETTING OF REGULAR AGENDA:

Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve the Regular Agenda as presented. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

## SAFETY REPORT:

7. Reviewed Safety Monthly Report

## ADMINISTRATION:

8. Consider a motion to approve the updated position description for the Executive Assistant and authorize the internal and external advertisement for the position.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the updated position description for the Executive Assistant and authorize the internal and external advertisement for the position. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

9. Consider a motion to approve the procurement contract with Gallagher for Employee Compensation and Classification Study in the amount of \$65,000.00 and authorize the General Manager to sign the contract.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the procurement contract with Gallagher for Employee Compensation and Classification Study in the amount of \$65,000.00 and authorize the General Manager to sign the contract. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith,

Commissioner Adams

10. Reviewed Administration Monthly Report

BUSINESS SERVICES DEPARTMENT:

11. Reviewed Business Services Monthly Report

ELECTRIC DEPARTMENT:

12. Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

13. Reviewed Water Utility Monthly Report
14. Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD PRESENTATION:

15. Administration Department Head Presentation - General Manager, Julie Kennedy

General Manager Julie Kennedy gave the Administration Department Head presentation.

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:06 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Julie Kennedy".

Julie Kennedy, General Manager