



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, February 08, 2023

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, February 8, 2023 in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota. The meeting was call to order at 4:03 PM.

### CALL OF ROLL:

#### PRESENT

President Tom Stanley  
Secretary Luke Francisco  
Commissioner Nancy Saxhaug  
Commissioner Rick Smith  
Commissioner Dale Adams

Also present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Chad Troumbly, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger and ICTV Representative Pete Garsow.

### PUBLIC FORUM:

None

### APPROVAL OF MINUTES:

1. Consider a motion to approve the January 11, 2023 Regular Commission Minutes and the January 25, 2023 Regular Work Session Minutes.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the January 11, 2023 Regular Commission Minutes and the January 25, 2023 Regular Work Session Minutes.**

**The motion carried by the following vote:**

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

### VERIFIED CLAIMS:

2. Consider a motion to approve \$2,243,538.47 of verified claims for December 2022 and January 2023.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve \$2,243,538.47 of verified claims for December 2022 and January 2023.**

**The motion carried by the following vote:**

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

#### COMMISSION REPORTS:

None

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 Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as presented.**

**The motion carried by the following vote:**

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

3. Consider a motion to declare a Wastewater Treatment Plant (WWTP) Operator vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

**Approved by consent agenda vote.**

4. Consider a motion to ratify the procurement contract with Procise Solutions, Inc. for IT professional services in an amount not to exceed \$10,000.00.

**Approved by consent agenda vote.**

5. Consider a motion to ratify the procurement contract with Midwest Communications for radio ad spots in the amount of \$5,200.

**Approved by consent agenda vote.**

6. Consider a motion to ratify the procurement contract with Cogsdale for GP Dynamics year end closing assistance services in the amount of \$6,510.00

**Approved by consent agenda vote.**

7. Consider a motion to ratify the procurement contract with Blake Electric for professional services not to exceed \$19,000 to provide Master Electrician support for electrical work performed by GRPU staff.

**Approved by consent agenda vote.**

8. Consider a motion to approve the procurement contract with Altec Industries for the purchase of a Model AT41ME Bucket for \$238,071.00 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

9. Consider a motion to ratify the procurement contract with Tech Sales Co for flow meters for the water treatment plant for \$22,029.95.

**Approved by consent agenda vote.**

10. Consider a motion to approve the procurement contract with Hach Company for three turbidity meters for the water treatment plant for \$26,238 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

11. Consider a motion to ratify the procurement contract with NOS Automation for Alarm Agents for WWT, WW Collection and WTP for \$14,085.20.

**Approved by consent agenda vote.**

12. Consider a motion to approve the procurement contract with MacQueen Equipment for a jetting camera and crawler for \$55,000 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

13. Consider a motion to approve the procurement contract with Vessco Inc. for two bleach tanks for the secondary plant for \$29,730 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

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 Commissioner Adams to set the regular agenda as it stands.**

**The motion carried by the following vote:**

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

SAFETY REPORT:

14. Review Safety Monthly Report

Commissioner Smith mentioned that the cumulative number for 2022 is wrong. Julie Kennedy will make the correction.

ADMINISTRATION:

15. Consider a motion to confirm filling the Electric Department Manager position with the preferred candidate, Mr. Chad Troumbly.

**Motion made by Secretary Francisco, Seconded by Commissioner Adams to confirm filling the Electric Department Manager position with the preferred candidate, Mr. Chad Troumbly.**

**The motion carried by the following vote:**

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

**Voting Abstaining: Commissioner Smith**

16. Consider a motion to adopt Resolution No, 02-08-23-01 Supporting And Authorizing Submission Of An Application To Minnesota Management And Budget Requesting \$2.5M in Funds From The 2023 State Appropriation Funded From State General Bonds For Design And Construction Of The Grand Rapids Public Utilities Water Treatment Plant Renovation Project In Grand Rapids, Minnesota.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to adopt Resolution 02-08-23-01 as written.**

**The motion carried by the following vote:**

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

17. Review Administration Monthly Report

General Manager Julie Kennedy mentioned that a legislative portion will be added to future reports.

BUSINESS SERVICES DEPARTMENT:

18. Review Business Services Monthly Report

Business Services Manager Jean Lane mentioned that Budget/Timeframe items will be added to future reports.

ELECTRIC DEPARTMENT:

19. Review Electric Utility Monthly Report

General Manager Julie Kennedy presented the report. She added that future reports may include more information about wholesale power rates, with and without true up. Chad Troumbly, Electric Department Manager will be presenting future Electric Department reports.

WATER AND WASTEWATER DEPARTMENT:

20. Review Water Utility Monthly Report
  
21. Review Wastewater Utility Monthly Report
  
22. W & WW Department Head Presentation

ADJOURNMENT:

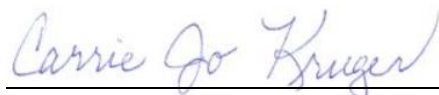
By call of the Chair, the meeting was adjourned at 5:19 PM.

The next Special meeting/Work Session is scheduled for Wednesday, February 22, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, March 8, 2023 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.*

Respectfully submitted:



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Carrie Jo Kruger, Administrative/HR Assistant