



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, August 26, 2026

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, August 26, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

President Stanley called the meeting to order at 4:22 PM.

CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Council Representative Rick Blake

OTHERS: Julie Kennedy, Steve Mattson, Michael LeClaire, Taylor Bird, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the July 8, 2026 Work Session, the July 15, 2026 Closed Meeting and the July 22, 2026 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the July 8, 2026 Work Session, the July 15, 2026 Closed Meeting and the July 22, 2026 Regular Meeting Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

VERIFIED CLAIMS:

2. Consider a motion to approve \$575,595.79 in verified claims for August 2026.

Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve \$575,595.79 in verified claims for August 2026.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

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.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

3. Consider a motion to confirm filling the Electrician position with the preferred candidate, Mr. Logan Anderson.

Approved on consent agenda.

4. Consider a motion to ratify the quote with Emergent Software for email and collaboration platform licensing in the amount of \$23,992.80.

Approved on consent agenda.

5. Consider a motion to ratify Ordering Document US-21967838 with Oracle in the amount of \$18,128 for the NSPB Phase II design.

Approved on consent agenda.

6. Consider a motion to approve the Amended and Restated Facility Study Agreement with Minnesota Power for the Tioga Substation Expansion Project (ELCP5038), including a \$10,000 change order to complete the final project deliverable.

Approved on consent agenda.

7. Consider a motion to approve Change Orders 1 and 2 with Castrejon Inc for the 12th & 14th Avenue Project (ELCP5043) for a net increase of \$70 to the project contract.

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 Smith, Seconded by Council Representative Blake to approve the regular agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

OPERATIONS & CAPITAL BUSINESS:

8. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates.

9. Consider a motion to confirm the resignation of Water-Wastewater Manager Steve Mattson, approve the Operations Manager job description and authorize staff to begin recruitment.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to confirm the resignation of Water-Wastewater Manager Steve Mattson, approve the Operations Manager job description and authorize staff to begin recruitment.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

10. Consider a motion to confirm the hiring of Mark Saunders as a temporary part-time WWTP Laboratory Technician.

Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to confirm the hiring of Mark Saunders as a temporary part-time WWTP Laboratory Technician.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

CONTRACTS:

11. Consider a motion to approve the Scope of Work with HDR Engineering for an amount not to exceed \$106,059 for the Electric System Study and authorize the General Manager to sign the Agreement.

Motion made by Commissioner Smith, Seconded by Council Representative Blake to approve the Scope of Work with HDR Engineering for an amount not to exceed \$106,059 for the Electric System Study and authorize the General Manager to sign the Agreement.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

12. Consider a motion to approve Change Order 1 with ABM Equipment in the amount of \$39,009 for the Electric Utility Bucket Truck (ELCP5039) and authorize the General Manager to sign the Change Order.

Motion made by Council Representative Blake, Seconded by Commissioner Smith to approve Change Order 1 with ABM Equipment in the amount of \$39,009 for the Electric Utility Bucket Truck (ELCP5039) and authorize the General Manager to sign the Change Order.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

13. Consider a motion to approve the procurement contract with TNT Construction Group for the emergency repair of sanitary main on Highway 2 in the west end of Grand Rapids for \$59,437.20 and allow the General Manager to sign the contract.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the procurement contract with TNT Construction Group for the emergency repair of sanitary main on Highway 2 in the west end of Grand Rapids for \$59,437.20 and allow the General Manager to sign the contract.
Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

14. Consider a motion to approve the procurement contract with TNT Construction Group for replacing eight fire hydrants throughout Grand Rapids for \$86,575 and allow the General Manager to sign the contract.

Motion made by Council Representative Blake, Seconded by Commissioner Smith to approve the procurement contract with TNT Construction Group for replacing eight fire hydrants throughout Grand Rapids for \$86,575 and allow the General Manager to sign the contract.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

REPORTS:

15. Monthly Reports

Reviewed the GRPU Monthly Reports.

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:53 PM.

Respectfully submitted,

Megan Sjostrand

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