



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, August 28, 2024

4:00 PM

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

CALL OF ROLL:

PRESENT: President Tom Stanley, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams

OTHERS: Julie Kennedy, Jean Lane, Steve Mattson, Chad Troumbly, Mike LeClaire, Megan Sjostrand,

ABSENT: Secretary Luke Francisco with notice

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the July 24, 2024 Work Session Minutes and the July 24, 2024 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to approve the July 24, 2024 Work Session Minutes and the July 24, 2024 Regular Meeting Minutes.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$441,773.82 verified claims for July and August 2024.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$441,773.82 verified claims for July and August 2024.

Voting Yea: President Stanley, 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 Commissioner Adams, Seconded by Commissioner Smith to approve the consent agenda as presented.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

3. Consider a motion to authorize the sale and/or disposal of surplus property.

Approved on consent agenda.

4. Consider a motion to ratify a Service Agreement with ZixCorp Systems for annual license fees for Office 365 related products - secure large file add-on, Office 365 G1 GCC, MS 365 Backup Bundle, Essentials Email Security & Compliance Suite, Email Continuity, MS 365 G3 GCC, and MS 365 GCC G5 with audio conferencing for a total amount of \$26,097.86.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Widseth for professional services to provide support for electric distribution study analysis.

Approved on consent agenda.

6. Consider a motion to approve the Non-Member of ICRB Communications System Subscriber Agreement with Itasca County Radio Board for 36 radios at a yearly cost of \$6480.00 and allow the General Manager to sign as Authorized Agent.

Approved on consent agenda.

7. Consider a motion to approve the procurement contract with Pokegama Electric for installation of CSC back-up generator for \$122,750.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

8. Consider a motion to approve the second amendment to the T-Mobile Central LLC communication lease for the north tower site and authorize the General Manager to sign the contract.

Approved on consent agenda.

9. Consider a motion to approve the procurement contract with Hawk Construction for replacing the double man door on the domestic screen building for \$17,285.00.

Approved on consent agenda.

10. Consider a motion to approve the procurement contract with Quality Flow Systems for two lift station pumps and control panel for lift station 3 for \$32,500.00 and allow the General Manager to sign the contract.

Approved on consent agenda.

11. Consider a motion to approve the procurement contract with Hawkinson Construction for repairing a portion of the landfill haul road for \$56,694.95 and allow the General Manager to sign the 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 Saxhaug, Seconded by Commissioner Smith to approve the regular agenda as presented.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

12. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

13. Consider a motion to approve the General Manager Employment Agreement.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the General Manager Employment Agreement.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

BUSINESS SERVICES DEPARTMENT:

14. Consider a motion to adopt resolution 08-28-24-04 authorizing the acceptance of the interfund loan from City of Grand Rapids.

Motion made by Commissioner Saxhaug to adopt resolution 08-28-24-04 authorizing the acceptance of the interfund loan from City of Grand Rapids.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

15. Review Business Services Monthly Report

Reviewed Business Services Monthly Report

ELECTRIC DEPARTMENT:

16. Consider a motion to approve the termination and release of the easement agreement listed in Deed Record No. 165, Page 231, as Document No. 182285.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the termination and release of the easement agreement listed in Deed Record No. 165, Page 231, as Document No. 182285.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

17. Consider a motion to adopt the Electric Infrastructure Transfer policy.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to adopt the Electric Infrastructure Transfer policy.

Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

18. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

19. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

20. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

DEPARTMENT HEAD REPORT:

21. Electric Department Head Presentation

Electric Department Manager Chad Troumbly gave the Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:40 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand, Executive Assistant