



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION MEETING MINUTES

Tuesday, January 11, 2022

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 Tuesday, January 11, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**PRESENT:** Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, Commissioner Rick Smith.

**ABSENT:**

President Tom Stanley, with notice.

**Others Present:** General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger and ICTV Representative.

**PUBLIC FORUM:** None present.

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the minutes of the December 15, 2021 Regular Meeting.

Motion made by Commissioner Francisco, Seconded by Commissioner Smith to approve the minutes of the December 15, 2021 Regular Meeting.

Voting Yea: Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith.

**VERIFIED CLAIMS:**

2. Consider a motion to approve the verified claims for December 2021 in the amount \$2,397,112.13 (Computer Check Register \$1,671,007.87 and Manual Check Register \$726,104.26).

Motion made by Commissioner Blake, Seconded by Commissioner Francisco to approve the verified claims for December 2021 in the amount \$2,397,112.13 (Computer Check Register \$1,671,007.87 and Manual Check Register \$726,104.26).

Voting Yea: Commissioner Blake, Commissioner Francisco, Commissioner Smith.

**COMMISSION REPORTS:** No items.

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 Blake to approve the consent agenda as presented.

Voting Yea: Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith.

3. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for December 2021. Approved by consent agenda vote.
4. Consider a motion to accept the 2022 City Calendar showing the dates and times of the GRPU 2022 Commissioner meetings. Approved by consent agenda vote.
5. Consider a motion to update the GRPU Personnel Policy Section 8.8.6, pertaining to the donation of PTO. Approved by consent agenda vote.
6. Consider a motion to confirm filling the Maintenance III position with the preferred candidate, Jason Smith. Approved by consent agenda vote.
7. Consider a motion to ratify the procurement contract with Cogsdale for long-term engagement training services in the amount of \$20,160.00. Approved by consent agenda vote.
8. Consider a motion to ratify the procurement contract with NOS Automation for two years of cloud based alarm services for lift stations for \$6,665.00.

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 Francisco, Seconded by Commissioner Blake to approve the regular agenda as presented.

Voting Yea: Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith.

#### ADMINISTRATION:

9. General Manager Kennedy reviewed the January Administration Department Report with the Commission.
10. Consider a motion to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioners evaluation of her 2021 performance.

Commissioner Francisco stated that there is a scoring system in place for key goals and responsibilities and overall performance. He also stated that General Manager Kennedy exceeded the threshold for the maximum lump sum merit pay.

Motion made by Commissioner Francisco, Seconded by Commissioner Blake to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioners evaluation of her 2021 performance.

Voting Yea: Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith.

**BUSINESS SERVICES DEPARTMENT:**

11. Business Services Manager Lane reviewed the January Business Services Department Report with the Commission.
12. Consider a motion to approve an increase in the fixed asset capitalization amount from \$1,000 to \$5,000 effective January 1, 2022.

Motion made by Commissioner Francisco, Seconded by Commissioner Smith to increase the fixed asset capitalization amount from \$1,000 to \$5,000 retroactive to January 1, 2022.  
Voting Yea: Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith.

**ELECTRIC DEPARTMENT:**

13. Electric Department Manager Goodell reviewed the January Electric Department Report with the Commission.

**WATER AND WASTEWATER DEPARTMENT:**

14. Water/Wastewater Department Manager Mattson reviewed the January Water and Wastewater Department Report with the Commission.

**SAFETY REPORT:**

15. General Manager Kennedy reviewed the January Safety Report with the Commission.

**ADJOURNMENT:**

By call of the chair, the Regular Meeting was declared adjourned at 4:44 PM.

Respectfully submitted: Carrie Jo Kruger, Administrative/HR Assistant.



The next Regular Work Session Meeting is scheduled for Tuesday, January 25, 2022 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, February 9, 2022 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.