



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, January 22, 2025

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, January 22, 2025 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:

PUBLIC FORUM:

APPROVAL OF MINUTES:

1. Consider a motion to approve the December 18, 2024 Regular Meeting Minutes.

BILL LIST:

2. Consider a motion to approve \$1,850,717.28 in verified claims for December 2024 and January 2025.

COMMISSION REPORTS:

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.

3. Consider a motion to ratify the procurement contract with The Busy Bees Quality Cleaning for daily cleaning services not to exceed \$24,000.
4. Consider a motion to ratify the procurement contract with Cannon Technologies for an API integration between Yukon software (GRPU AMI) and SpryPoint for \$2,900.
5. Consider a motion to ratify the procurement contract with Cogsdale to install MS GP Dynamics, CMG, CSM upgrade and provide technical support for \$12,375.
6. Consider a motion to ratify the procurement contract with Procise Solutions for professional consulting services for \$24,900.
7. Consider a motion to ratify the procurement contract with Their Well for repairing well 4 pump for \$22,526.
8. Consider a motion to ratify the procurement contract with Baldwin Supply Co for bark hopper winch for the industrial screen house \$8,208.
9. Consider a motion to ratify the procurement contract with Power Process Equipment for mechanical seal rebuild kit for WWT sludge Moyno pump for \$3,680.

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.

CONTRACTS:

- [10.](#) Consider a motion to confirm continuing employment with Linda George as a temporary part-time accounting specialist.
- [11.](#) Consider a motion to confirm continuing employment with Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.
- [12.](#) Consider a motion to approve the change order with SpryPoint and authorize the General Manager to sign the change order for \$34,000.

OPERATIONS & CAPITAL UPDATES:

- [13.](#) Review Operations & Capital Updates
- [14.](#) Consider a motion to add the Building Security Project to the 2025 Capital Budget and authorize staff to proceed with the procurement contract with American Eagle for an amount not to exceed \$126,175.
- [15.](#) Consider a motion to amend the 2025 Operations Budget with the correct Wastewater Treatment amount and acknowledge the inclusion of the Building Security Project in the 2025 Capital Budget.

MONTHLY REPORTS:

- [16.](#) December 2024 Monthly Reports

ADJOURNMENT

The next Special meeting/Work Session is scheduled for Wednesday, February 12, 2025 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 26, 2025 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.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION MEETING MINUTES

Wednesday, December 18, 2024

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, December 18, 2024 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 4:04PM

CALL OF ROLL:

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

ABSENT: Secretary Luke Francisco with notice.

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

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the November 27, 2024 Work Session Minutes and the November 27, 2024 Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve the November 27, 2024 Work Session Minutes and the November 27, 2024 Regular Meeting Minutes. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$4,545,040.82 in verified claims for November and December 2024.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve \$4,545,040.82 in verified claims for November and December 2024..
Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

COMMISSION REPORTS:

Commissioner Adams stated that this is his last meeting as the City Council Liasson and that Rick Blake will be replacing him starting in January 2025.

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

- 3. Consider a motion to approve the 2025 GRPUC Regular Work Session and Regular Meeting dates and times.

Approved on consent agenda.

- 4. Consider a motion to confirm filling the Maintenance II position with the preferred candidate, Mr. Eric Drotts.

Approved on consent agenda.

- 5. Consider a motion to authorize the disposal of surplus property.

Approved on consent agenda.

- 6. Consider a motion to award the contract for 2025 Sludge Placement to JRadtke Trucking in the amount of \$74,250 and authorize 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 Smith, Seconded by Commissioner Adams to approve the regular agenda as presented. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

- 7. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

8. Consider a motion to approve the 2025-2026 services agreement with the City of LaPrairie and authorize the Commission President to sign the agreement.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve the 2025-2026 services agreement with the City of LaPrairie and authorize the Commission President to sign the agreement. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

9. Consider a motion to approve the 2025 City–GRPU Collaborative Services Memorandum of Understanding (MOU) and authorize the Commission President to sign the MOU.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the 2025 City–GRPU Collaborative Services Memorandum of Understanding (MOU) and authorize the Commission President to sign the MOU. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

10. Consider a motion to approve a Memorandum of Understanding (MOU) to amend Article 17, Section 2 of the 2024-2026 Collection Bargaining Agreement (CBA) between Grand Rapids Public Utilities Commission (GRPUC) and the American Federation of State, County & Municipal Employees (AFSCME) and authorize the Commission President to sign the agreement.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve a Memorandum of Understanding (MOU) to amend Article 17, Section 2 of the 2024-2026 Collection Bargaining Agreement (CBA) between Grand Rapids Public Utilities Commission (GRPUC) and the American Federation of State, County & Municipal Employees (AFSCME) and authorize the Commission President to sign the agreement. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

BUSINESS SERVICES DEPARTMENT:

11. Consider a motion to approve the 2025 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$52,443 and authorize the General Manager to sign premium documents.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the 2025 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$52,443 and authorize the General Manager to sign premium documents. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

12. Consider a motion to adopt resolution 12-18-24-05 approving the 2025 GRPU Operating Plan and the 2025 Operations and Capital Budgets.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to adopt resolution 12-18-24-05 approving the 2025 GRPU Operating Plan and the 2025 Operations and Capital Budgets. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

- 13. Consider a motion to ratify the 2025 electric, water, and wastewater collection rates per the 2022 adopted cost of service rate studies.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to ratify the 2025 electric, water, and wastewater collection rates per the 2022 adopted cost of service rate studies. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

ELECTRIC DEPARTMENT:

- 14. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

- 15. Consider a motion to approve the procurement contract with Stantec Consulting Services for engineering and bidding services for Landfill Phases 1-4/Kettle D cover project for \$143,000 and allow the General Manager to sign the contract.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the procurement contract with Stantec Consulting Services for engineering and bidding services for Landfill Phases 1-4/Kettle D cover project for \$143,000 and allow the General Manager to sign the contract. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

- 16. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

- 17. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:50 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand, Executive/HR Assistant



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to approve \$1,850,717.28 in verified claims for December 2024 and January 2025.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,282,838.68
Manual check register \$567,878.60

Total \$1,850,717.28

RECOMMENDATION:

Consider a motion to approve \$1,850,717.28 in verified claims for December 2024 and January 2025.

Grand Rapids Public Utilities
 Accounts Payable
 December 2024- January 2025
 (Meeting Date: 1/22/2025)

Item 2.

NAME	AMOUNT
Acheson Tire	860.00
Cannon Technology	2,900.00
Carquest	211.97
Central McGowan	3,712.86
City of Grand Rapids	2,805.65
Cogsdale	12,375.00
Cole Hardware	372.98
Cooperative Response Center	1,850.29
Corona Environmental Consulting	8,495.31
Dondelinger	759.02
Duncan Co	212.63
Fastenal	2,122.93
Frontier Energy	6,461.23
Gopher State One	17.55
Grainger	1,883.55
Grand Rapids Area Chamber	278.00
Hawkins	7,662.91
Jasper	9,099.00
McMaster-Carr	7,149.15
MN Energy	46.35
MN Power	1,127,054.77
North Central Laboratories	201.95
Novaspect	878.86
Oracle	33,193.70
Procise Solutions	1,443.75
Public Utilities	12,414.38
J Radtke Trucking	5,418.00
Rapids Radio	955.50
RMB	4,200.80
SpryPoint	23,470.00
Stuart Irby	469.27
US Bank Trust	500.00
Vestis	126.42
Viking Electric	409.84
Waste Management	1,931.55
WUSZ-FM	440.00
Xerox	318.51
Energy Efficiency Rebate:	
Mattson, Duane & Kahtleen	100.00
Nelson, Larry & Peggy	35.00
	1,282,838.68

December 2024 Check Register

Document D: Check #	Vendor Name	Document Amount	
12/3/2024 5265	UNUM Life Insurance Company of America	3,970.22	12/31/2024
12/2/2024 5266	Northeast Service Cooperative	4,462.00	12/31/2024
12/3/2024 5267	Northeast Service Cooperative	60,766.42	12/31/2024
12/9/2024 5268	Invoice Cloud	3,211.90	12/31/2024
12/13/2024 5269	Public Employees Retirement Association	19,665.22	12/13/2024
12/13/2024 5270	MN Department of Revenue	5,787.57	12/13/2024
12/13/2024 5271	Wells Fargo Bank	33,876.32	12/13/2024
12/13/2024 5272	Empower Retirement	10,490.97	12/13/2024
12/17/2024 5273	WEX Health	1,127.17	12/31/2024
12/17/2024 5274	MN Department of Revenue	73,364.00	12/31/2024
12/20/2024 5275	Public Employees Retirement Association	1,093.15	12/20/2024
12/20/2024 5276	MN Department of Revenue	441.65	12/20/2024
12/20/2024 5277	Wells Fargo Bank	2,749.26	12/20/2024
12/20/2024 5278	Empower Retirement	468.50	12/20/2024
12/27/2024 5279	Public Employees Retirement Association	18,620.40	12/27/2024
12/27/2024 5280	MN Department of Revenue	5,426.66	12/27/2024
12/27/2024 5281	Wells Fargo Bank	32,215.38	12/27/2024
12/27/2024 5282	Empower Retirement	15,056.92	12/27/2024
12/30/2024 5283	WEX Health	1,127.17	12/31/2024
12/9/2025 5284	Wells Fargo Pcard	4,024.25	
12/26/2024 5285	WEX Health	99.00	12/31/2024
12/26/2024 5286	Wells Fargo Bank	105.84	12/31/2024
12/30/2024 5287	TASC	203.24	12/31/2024
12/6/2024 83941	Cole Hardware	77.00	12/6/2024
12/6/2024 83942	Postage By Phone System	5,000.00	12/6/2024
12/6/2024 83943	UPS	14.40	12/6/2024
12/6/2024 83944	First Net AT & T Mobility	473.84	12/6/2024
12/6/2024 83945	Customer Refunds - S. Morgan	111.08	12/31/2024
12/6/2024 83946	Customer Refunds - N. Resset	117.77	12/31/2024
12/6/2024 83947	Customer Refunds- C. Law	65.63	12/31/2024
12/6/2024 83948	Customer Refunds - Pine Ridge	55.85	12/31/2024
12/6/2024 83949	Customer Refunds - Insource	82.80	12/31/2024
12/6/2024 83950	Customer Refunds - GR Auto	48.15	12/31/2024
12/12/2024 83951	City of LaPrairie	17,683.76	12/31/2024
12/13/2024 83952	MN Child Support Payment Center	427.31	12/13/2024
12/13/2024 83953	NCPERS Group Life Insurance	80.00	12/13/2024
12/17/2024 83954	UPS	428.57	12/17/2024
12/17/2024 83955	MN Energy Resources Corporation	23.00	12/17/2024
12/17/2024 83956	Verizon Wireless	1,049.92	12/17/2024
12/17/2024 83957	US Bank Equipment Finance	243.11	12/17/2024
12/17/2024 83958	Enterprise FM Trust	11,570.50	12/17/2024
12/27/2024 84028	MN Child Support Payment Center	427.31	12/27/2024
12/27/2024 84029	MN Council 65	1,866.20	12/27/2024
12/30/2024 84030	Customer Refunds - C. Seeley	30.60	12/31/2024
12/30/2024 84031	Customer Refunds - R. Moore	109.89	12/31/2024
12/30/2024 84032	Customer Refunds - K. Leppala	42.40	12/31/2024
12/30/2024 84033	Customer Refunds - D. Durand	124.59	12/31/2024

12/30/2024 84034	Customer Refunds - B. Czerny	74.13	12/31/2024
12/30/2024 84035	Customer Refunds - L. Andrews	84.30	12/31/2024
12/30/2024 84036	Customer Refunds - M. Huffman	105.08	12/31/2024
12/30/2024 84037	City of Grand Rapids	77,020.90	12/31/2024
12/30/2024 84039	City of Grand Rapids	136.50	12/31/2024
12/31/2024 84040	City of Grand Rapids	72,333.33	12/31/2024
12/31/2024 84041	City of Grand Rapids	22,961.38	12/31/2024
12/31/2024 84042	First Net AT & T Mobility	475.86	12/31/2024
12/31/2024 84043	League of MN Cities	52,443.00	12/31/2024
12/31/2024 84044	MN Energy Resources Corporation	108.81	12/31/2024
12/31/2024 84045	Verizon Wireless	1,528.42	12/31/2024
12/18/2024 EFT0000000002	US Bank Corporate Trust	500.00	12/18/2024
12/18/2024 EFT0000000002	Computershare	1,600.00	12/18/2024

Item 2.

Checks Previously Approved ** 0.00

Manual Checks/EFT to be approved 567,878.60

Total Manual Checks 567,878.60



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with The Busy Bees Quality Cleaning for daily cleaning services not to exceed \$24,000.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

Due to the recent promotion of Eric Drotts to the Maintenance II position, we no longer have a Maintenance III position. We have decided to contract with Busy Bee's to do some of the cleaning in our CSC building. Right now, they will be spending 4 hours each night cleaning at a rate of \$23.00 an hour.

The cleaning duties include emptying trash, spot cleaning and vacuuming floors, cleaning kitchen and bathroom areas, wiping down counters and appliances, restocking supplies, and maintaining office and conference room cleanliness, including floors, surfaces, and restrooms.

RECOMMENDATION:

Ratify the procurement contract with The Busy Bees Quality Cleaning for daily cleaning services not to exceed \$24,000.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with Cannon Technologies for an API integration between Yukon software (GRPU AMI) and SpryPoint for \$2,900.

PREPARED BY: Jean M. Lane, Business Services Manager

BACKGROUND:

This item is a request for the ratification of a contract for an ERP-required project involving an API integration between Yukon software (GRPU AMI) and SpryPoint. The work under this contract is necessary to ensure seamless functionality and interoperability between these systems.

Specifically, this project involves a flat file data transfer from Yukon software to SpryPoint. This transfer is required to pull in meter reading data, which will be used for customer billing and analysis.

Cannon Technologies Inc., the vendor for this project, operates under an existing master agreement with GRPU. This contract represents a specific scope of work under that agreement. This cost is part of the overall ERP project budget.

RECOMMENDATION:

Approve a motion ratify the procurement contract with Cannon Technologies for an API integration between Yukon software (GRPU AMI) and SpryPoint for \$2,900.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with Cogsdale to install MS GP Dynamics, CMG, CSM upgrade and provide technical support for \$12,375

PREPARED BY: Jean M. Lane, Business Services Manager

BACKGROUND:

This purchase was unexpected and not planned in the approved Business Services Department 2024 operations budget. The 2025 payroll tax tables are included in the upgrade and are not available separately from the full upgrade. This purchase was made with Procurement Policy G.030 being followed. A certificate of insurance and a copy of the signed contract are on file.

This upgrade is required to process the 2025 payroll. The City IT Department lacked the knowledge and time to perform this upgrade, so GRPU requested assistance from Cogsdale with a contract price of \$12,375.

RECOMMENDATION:

Approve a motion ratify the procurement contract with Cogsdale to install MS GP Dynamics, CMG, CSM upgrade and provide technical support for \$12,375



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with Procise Solutions for professional consulting services for \$24,900.

PREPARED BY: Mike LeClaire, IS Manager

BACKGROUND:

We have used Procise Solutions this past year for support in our Microsoft O365 environment.

Procise Solutions will provide professional consulting services on a time and materials basis to help support Grand Rapids Public Utilities with administration and customization of the Microsoft Office 365 Platform. They will audit, review best practices, and assess any changes and or recommendation s to bring the Office 365 technologies into production use. They will provide strategic guidance, and hands-on technical support knowledge transfer and developing best practices to promote long term support, stability, growth of the platform.

RECOMMENDATION:

Consider a motion to ratify the procurement contract with Procise Solutions for professional consulting services for \$24,900.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with Their Well for repairing well 4 pump for \$22,526.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved 2024 Water Wastewater Capital Project with a \$55,000 budget. \$26,300 has been spent to date.

The GRPUC Procurement Policy was followed.

The vendor's Certificate of Insurance has been verified to meet the contract requirement and is on file.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Their Well for repairing well 4 pump for \$22,526.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with Baldwin Supply Co for bark hopper winch for the industrial screen house \$8,208.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved 2024 Water Wastewater Capital Project with a \$10,000 budget. \$0 has been spent to date.

The GRPUC Procurement Policy was followed.

The vendor's Certificate of Insurance has been verified to meet the contract requirement and is on file.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Baldwin Supply Co for bark hopper winch for the industrial screen house \$8,208.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with Power Process Equipment for mechanical seal rebuild kit for WWT sludge Moyno pump for \$3,680.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for the approved 2024 Water Wastewater O&M budget. \$0 has been spent to date.

The GRPUC Procurement Policy was followed.

The vendor's Certificate of Insurance has been verified to meet the contract requirement and is on file.

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Power Process Equipment for mechanical seal rebuild kit for WWT sludge Moyno pump for \$3,680.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to confirm continuing employment with Linda George as a temporary part-time accounting specialist.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

The temporary part-time accounting specialist will support the current accounting team members while they train and implement the new ERP software. Attached is the scope of services to be performed by a temporary, part-time accounting specialist.

Linda George, a previous accounting employee who retired from GRPU, has the unique historical experience of the GRPU accounting software and systems and has the necessary skills to provide the level of knowledge required to provide accounting support while the current accounting team members implement the new ERP software.

The rate of pay will be \$41.50 per hour for no more than 14 hours per week from January 1 to June 30, 2025. This is a temporary part-time position.

There is no expectation of continued employment, in this capacity, at the completion of the new ERP software implementation after a successful go live.

GRPU has sufficient funds in the 2025 ERP budget for this expense.

RECOMMENDATION:

Approve a motion to confirm the hiring of Linda George as a temporary part-time accounting specialist.

Grand Rapids Public Utilities Scope of Services with Linda D. George

Term:	Employment is expected to begin on or around January 1, 2025, with completion of services expected by June 30, 2025.
Employment Status:	Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC). The FLSA classification is non-exempt.
Services Provided:	Under the supervision of the Business Services Manager: <ul style="list-style-type: none"> • Assist accounts payable, fixed assets, and project accounting functions and related accounting processes. • Assist payroll, benefits administration, billing major customers functions and associated accounting processes. • Assist general ledger and budget accounting functions and processes. • Assist with accounting related data clean-up and data entry tasks.
Record of Time:	Time worked will be recorded and submitted to payroll. Time worked will be approved by the GRPU Business Services Manager.
Payment:	The rate of pay will be \$41.50 per hour for up to 14 hours per week.
Benefits:	This position will not qualify for holiday pay, PTO, PERA or Deferred Compensation. This position will not qualify or receive medical, dental, and life insurance.
Payment Method:	Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies manual.
Expenses:	The employee shall be reimbursed for approved expenses related to the work being requested.
Additional Items:	This scope of services document is not an all-inclusive list. The employee is expected to follow GRPU Personnel Policies.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to confirm continuing employment with Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

In May 2023, the Commission confirmed hiring Ms. Candy Carsella-Kee as the part-time Special Project Coordinator for the ERP project implementation. The initial scope of services outlined a term of employment through the end of 2023. The project continued through 2024, and Ms. Carsella-Kee will continue in this role through go-live and as needed until the end of 2025. The new Scope of Services is attached.

GRPU and the City co-fund this part-time position, and GRPU has included funds for this expense in the ERP project budget.

RECOMMENDATION:

Confirm continuing employment with Ms. Candy Carsella-Kee as a part-time Special Project Coordinator for the ERP project implementation.

Special Project Coordinator Scope of Services with Candy Carsella-Kee

- Term:** Employment is expected to begin on or around January 1, 2025.
- Employment Status:** Employee is considered a part-time employee of Grand Rapids Public Utilities.
The FLSA classification is hourly.
- Services Provided:** Act as the Project Manager for the implementation of all software associated with the ERP project.
Act as the Training Manager for implemented software associated with the ERP project through completion of implementation.
Act as a Representative of the City of Grand Rapids and GRPU for all matters pertaining to the ERP project.
Provide weekly contact with employees; Promptly provide response(s) to employee questions and concerns.
Conduct meetings with vendors; Promptly provide response(s) to vendor questions and concerns.
Respond to phone calls with vendors and staff to ensure all needs related to the ERP project are understood and accomplished.
Share timelines, which includes anticipated implementation and training dates, with leadership, employees, and vendors.
Ensure historical data, production, testing, and backup systems are accurate, operational, and ready to go-live, as defined in the RFP and established on the timeline.
- Record of Time:** This is a project driven position. On average, the employee will work 25 hours per week.
- Payment:** This salary is \$57.06 per hour.
- Benefits:** This position may qualify for PERA, Deferred Compensation, and other benefits. Elected benefits, if the employee qualifies, will be prorated based on the employee's estimated FTE and will be withheld from the employee's paychecks. The employee may waive any or all benefits.
- Payment Method:** Employee will be paid bi-weekly on Friday as defined in the GRPU Personnel Policies manual.
- Technology:** The employee will be provided with a laptop and a GRPU email address.

Expenses: The employee shall be reimbursed for approved expenses related to the ERP Project.

Additional Items: There is no expectation of continued employment, in this capacity, at either the City of Grand Rapids or GRPU, at the completion of the ERP project. This scope of services document is not an all-inclusive list and shall not be construed as a contract. The employee is expected to follow Personnel Policies.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to approve the change order with SpryPoint and authorize the General Manager to sign the change order for \$34,000.

PREPARED BY: Jean M. Lane, Business Services Manager

BACKGROUND:

During initial contract negotiations with SpryPoint, GRPU disclosed it was using InvoiceCloud for payment processing but was exploring Wells Fargo as an alternative. SpryPoint and Wells Fargo technical teams confirmed integration was feasible, though SpryPoint lacked an existing API for Wells Fargo. Wells Fargo offers superior features for GRPU customers, including no credit card payment limits, compared to InvoiceCloud.

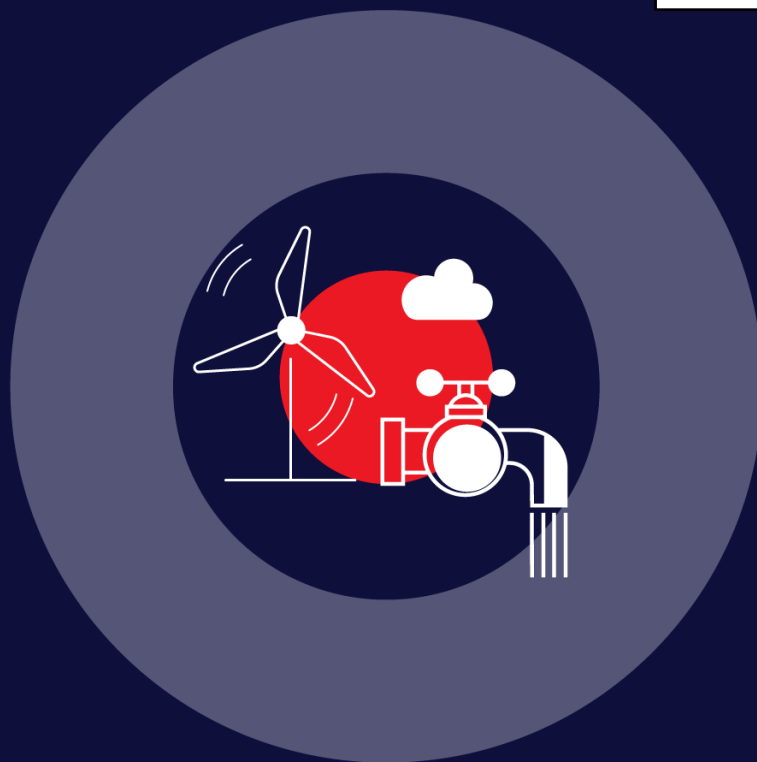
The finalized contract noted GRPU could use InvoiceCloud or another provider, but it was unclear the contract price included the InvoiceCloud API, and additional costs would apply for a Wells Fargo API. This issue has been under review for several months.

In December, GRPU decided to pursue a change order for the Wells Fargo API at a reduced cost. The original \$60,000 price was negotiated down to \$34,000, with an additional \$9,375 reduction from the travel budget, resulting in a final cost of \$24,625.

GRPU and SpryPoint negotiated this change in good faith, and despite not budgeting for it, the update is necessary to transition to Wells Fargo as GRPU's payment provider.

RECOMMENDATION:

Approve the change order with SpryPoint and authorize the General Manager to sign the change order for \$34,000



Change Order

Grand Rapid Public Utilities

Grand Rapids (GRPUC) - SpryCIS, SpryEngage,
SpryMobileMFS, SpryIDM - Implementation

Payment Processor - Wells Fargo Integration with
Cybersource v.02

Change Order#: 002530

January 13, 2025

1. Change Order Summary

Wells Fargo Integration	Pricing
Professional Services	\$60,000
Professional Services Discount	(\$20,000)
Descoping of Laserfiche Hours (Bill Print and Validation)	(\$6,000)
Grand Total Price	\$34,000

SOW Travel Budget	Reduction of Travel Budget
Travel Cost (\$25K)	\$15,625 will be used for Go Live travel. (\$9,375 reduction from SOW)

2. Change Order Details

2.1. Scope

Grand Rapids Public Utilities Commission has an existing integration with Invoice Cloud (customer portal & amp; payment processor). As part of the transition to replace Invoice Cloud with SpryEngage, an integration is required between Wells Fargo’s payment gateway, SpryCIS, and SpryEngage. Wells Fargo’s payment gateway is a white labeled version of Cybersource, so SpryCIS and SpryEngage will integrate directly with Cybersource’s APIs and hosted payment pages.

2.2. Details of Work

The integration between Cybersource, SpryCIS and SpryEngage must satisfy the following requirements:

Wallets: Allow customers to store payment methods for future use.

One Time Payments: allow customers to make a one time payment, whether logged in or not. If logged in, can make a payment with or without an existing wallet.

Autopay: allow customers to register for autopay, using a stored wallet. Autopay should be withdrawn based on the statement due date and amount.

Electronic Receipts: if an email address is provided during the one-time payment process, send a receipt to the customer. Do not send receipts for preauthorized payments.

The integration for Laserfiche under Section 5.1 Integrations, is descoped from the SOW listed above.

2.3. Assumptions

This Change Order is subject to the original terms and conditions of the SpryPoint Master Subscription Agreement, effective as of 02.29.2024 (“Effective Date”), is by and between SpryPoint Services, Inc. (“SpryPoint”) a Canadian Corporation with offices at 45 Queen Street, Charlottetown, PE C1A 4A4 and Grand Rapids Public Utilities Commission with offices at 500 SE 4th Street, Grand Rapids, MN 55744. If there are any conflicts in this agreement versus the Master Subscription Agreement, this agreement shall prevail.

1. SpryPoint will not assume any responsibility for being PCI compliant. Cybersource will be responsible for collecting, transmitting, storing, and processing any and all credit card information.
2. Currency is in USD.
3. Quote is valid until 2025-01-30
4. Any services are to be performed remotely.
5. If there is travel, it will be billed to Grand Rapids Public Utilities as per the terms of the SOW.

3. Additional Travel

Onsite Activity	# Resources	Days Onsite
No Travel	0	0

4. Estimated Project Schedule

Main Phase / Task	Start Date	End Date
Change Order #002530	2025-1-30	

** All dates are tentative and will not be confirmed until after the Change Order is signed.

5. Milestone Schedule

MS #	Milestone Desc	Description and Acceptance Criteria	Payment Amt
1	WellsFargo/Cybersource Analysis/Design	Complete the following deliverables: - Requirements signoff	\$17,000
2	WellsFargo/Cybersource Development, Testing, and Migration to Prod	<Complete the following deliverables: - Development to Staging - Development to Production	\$17,000
Total Milestones			\$34,000

Change Order

6. Approvals

SpryPoint

Title: VP, Transformation and Customer Operations

Signed by:
Signature: 
Elizabeth Brozena

Name: _____

Date: 1/17/2025

<Client Name>

Title: _____
Manager: _____

Signature: _____

Name: _____

Date: _____

Title: _____

Signature: Julie Kennedy

Grand Rapids Public Utilities

January 22, 2025

Operational and Capital Updates

GRPU Management Team



**GRAND RAPIDS
PUBLIC UTILITIES**
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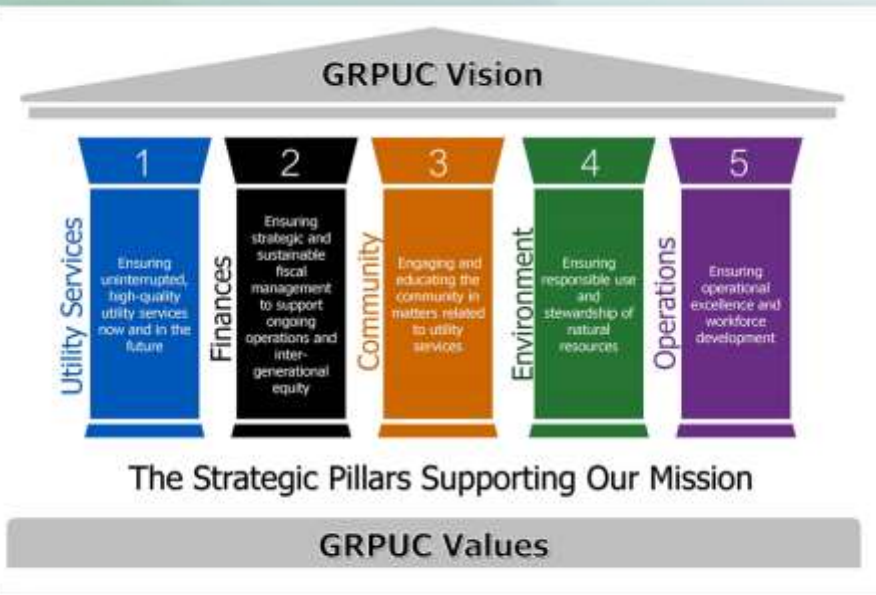


GRPUC Strategic Plan – our Mission, Vision and Value

Item 13.

WHO WE ARE

Grand Rapids Public Utilities (GRPU) is a statutory municipal utility established by the city of Grand Rapids, Minnesota. The Grand Rapids Public Utilities Commission (GRPUC) provides full control, operation and management of the GRPU electric power distribution system, the water production, treatment and distribution systems, and the wastewater collection and treatment systems.



Our Vision

Our vision is to be a dynamic public asset for the thriving community of Grand Rapids, enhancing lives and fostering growth through excellence in the provision of essential utility services.



Our Mission

Our mission is to empower GRPU team members to deliver safe, reliable, affordable, sustainable, and customer-focused utility services for our community.



Our Values

- Safety** We hold paramount the well-being of our employees and the public in all operations.
- Integrity** We uphold ethical standards and foster trust with all stakeholders.
- Customer Focus** We prioritize customer needs and satisfaction in all our decisions and actions.
- Efficiency** We maximize resources to provide cost-effective services without compromising quality.
- Reliability** We consistently deliver high-quality utility services and strive for uninterrupted access.
- Sustainability** We employ environmentally responsible practices in our operations and services.
- Transparency** We openly share information and decision-making processes, promoting informed community involvement.



Uninterrupted, High-Quality Utility Services (US)

Operations: Water and Wastewater Annual Reports by Steve Mattson

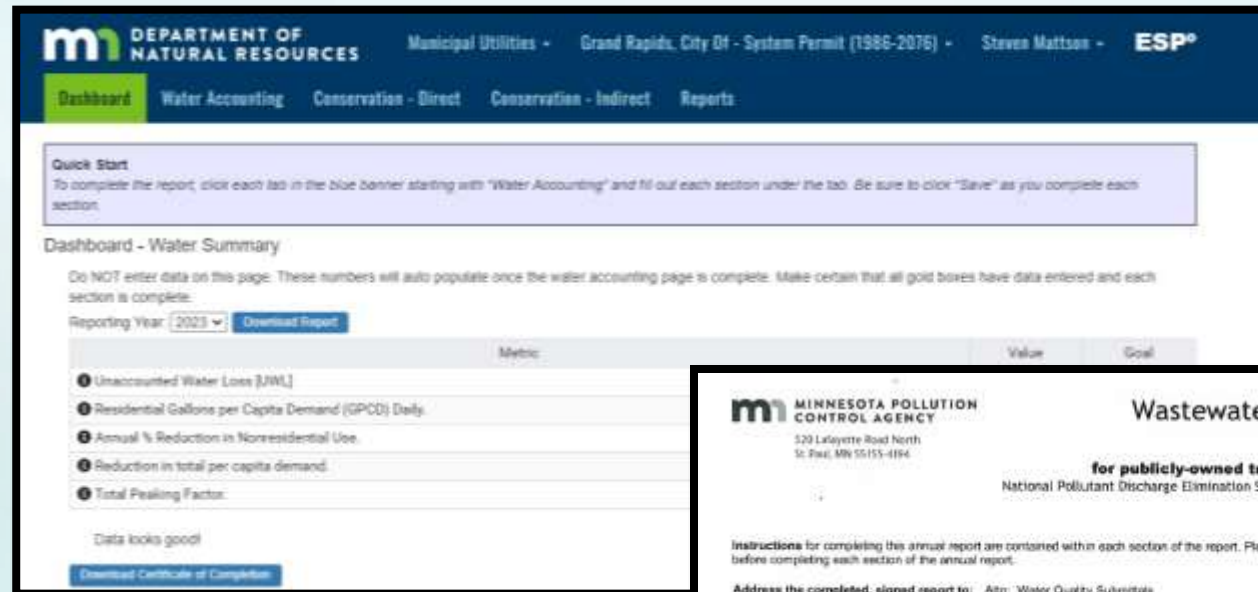
Water Annual Reports

- Biosolids
- Solid Waste
- Pretreatment
- Air Emission
- Storm Water
- SARA Emergency Tier II

Wastewater Annual Reports

- Water Use/Appropriations
- Water Conservation - ESP Water
- Consumer Confidence

Submitted reports to be included in the Reports section of the future Commission Meeting agenda packets





Engaging and Educating the Community (EC)

Operations: 2025 Customer Rates Updated on Website

Public Utilities

- + About GRPUC
- + **Customer Service**
- + Education & Environment
- + Rebates & Programs
- + Utility Services
- Useful Links

- Customer Information
- Billing Information
- Customer Rates**
- Payment Options
- On-line Account Access
- Energy Assistance

Billing Rates

Our electric, water and wastewater rates are increasing effective January 1, 2024. You will see the increase on your February billing.

Title	Attachments
2025 Electric Service Rate Schedule	2025 Electric Service Rate Schedule - Adopted 12/18/2024
2025 Water Service Rate Schedule	2025 Water Service Rate Schedule - Adopted 12/18/2024
2025 Wastewater Service Rate Schedule	2025 Wastewater Service Rate Schedule - Adopted 12/18/2024
2025 Ancillary Services and Fees	Ancillary Services and Fees - Adopted 12/18/2024
2022 Cost of Service Studies	Electric Cost of Service Study - Adopted 12/14/2022
	Water Cost of Service Study - Adopted 12/14/2022
	Wastewater Cost of Service Study - Adopted 12/14/2022



Operational Excellence (OE)

Operations: Safety

Safety Topic This Month:

Safety Brad will train all employees on walking/working surfaces on January 22.

Safety Committee Program Review This Month:

Safety Brad and the Safety Committee will review the Near Miss form and the Emergency Action Plan at the January 23 meeting.

Incidents Reported last Month by Department

Administration: None

Business Services: None

Electric: None

Water-Wastewater: None

Cumulative Incidents for 2025

Recordable Incidents	0
Lost Time Days 2024	0
Restricted Days 2024	0
First Aid Only (not recordable)	0

Total FROI

Recordable Incident 5-year History

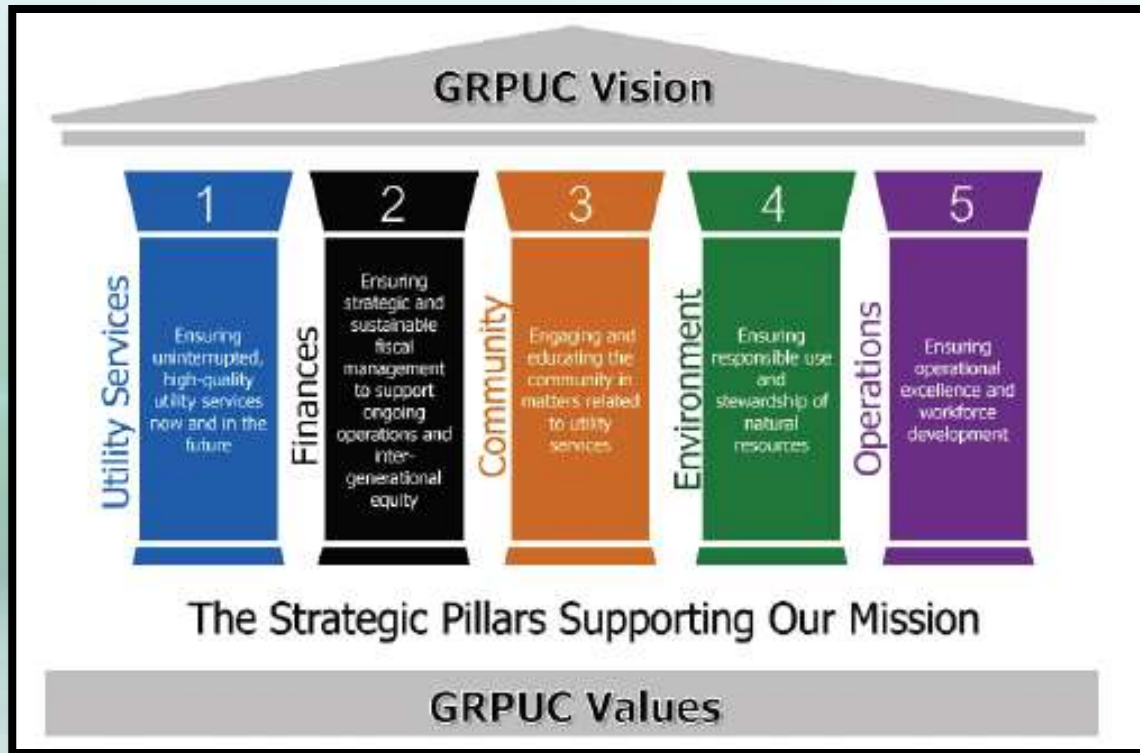
	2021	2022	2023	2024	2025
ADMIN	0	0	0	0	0
BUS SVCS	0	0	1	0	0
ELEC	0	0	0	1	0
W-WW	1	0	0	0	0
TOTAL	1	0	1	1	0



Operational Excellence (OE)

Operations: 2024 Q4 Annual Plan Scorecard Update by Julie Kennedy

2023-2028 Strategic Plan



Strategic Plan GRAND RAPIDS PUBLIC UTILITIES/2023 15

OPERATIONAL PLANNING, REPORTING AND ACCOUNTABILITY

PLANNING

Each year in September, the GRPUC and GM will review the organization's SWOT, strategic and operational progress. Over the next month, the strategic plan will be updated. Implications and priorities for operations will then be discussed with the GRPUC in October.

Following updated and reaffirmed strategic direction from the GRPUC, the GM and staff will create an annual operating plan. This plan will include SMART goals based on the operating priorities and strategic intent of the GRPUC.

The annual budget will be developed to support the successful realization of the operating plan. Each year GRPU's Audit and Finance Committee will review the budget in November and provide feedback. The final draft of the operating plan and supporting budget will be referred to the GRPUC for action at their December meeting.

REPORTING

Monthly staff reports to the GRPUC will align with and reference the approved operating plan. Items requiring action by the GRPUC will be placed on the agenda.

The GM will report to the GRPUC on progress toward achieving each approved goal/deliverable in a report card prepared in advance of GRPUC meetings in the months following the end of each quarter (April, July, October, and January).

Timelines and/or other details regarding achievement of the SMART goal(s) will be adjusted as needed when conditions require doing so.

SMART goals will not be fully discarded unless they are being replaced with another tactic that will achieve the strategic objective they support. GRPUC action is required to alter or eliminate a strategic objective.

STAFF ACCOUNTABILITY

Each year, employees work toward individual performance goals that support GRPU's objectives and aid in their own professional development.

Beginning in 2024, annual employee goals will align with the SMART goals in GRPU's operating plan, and we will foster an organizational culture that is consistent with GRPU's vision, mission, and values as described in the Strategic Plan.

Supervisors will provide ongoing feedback to employees in a manner determined by the GM and consistent with relevant union contracts. Our intent is to ensure that each GRPU team member feels fully connected to the organization's strategic path, knows how they uniquely contribute to achieving our goals, and are supported by the entirety of GRPU in carrying out their roles.



Operational Excellence (OE)

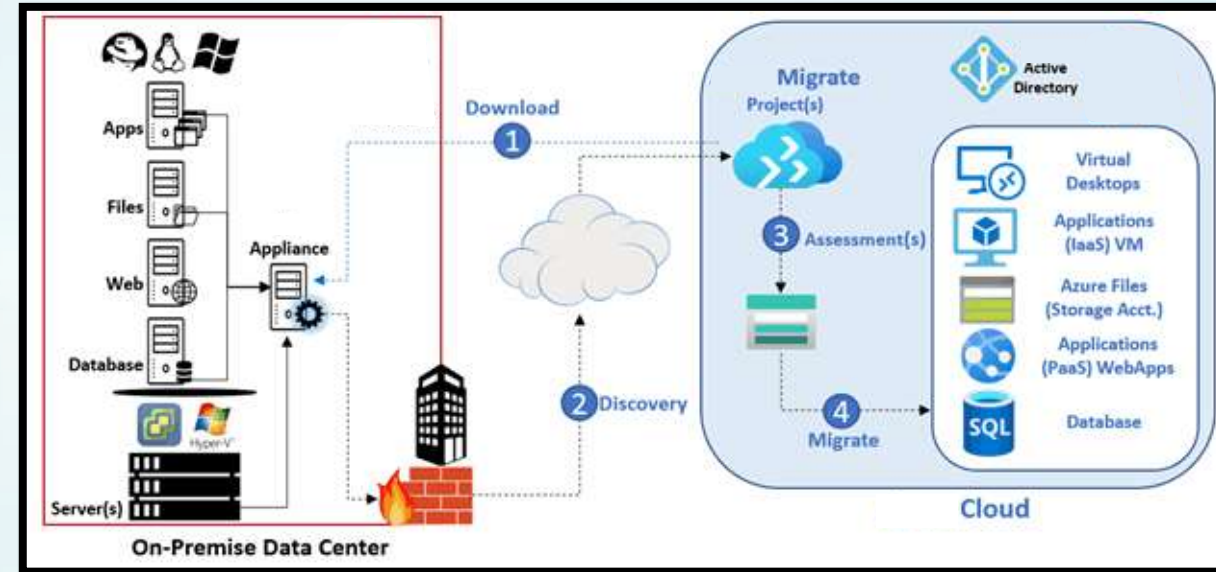
Item 13.

Capital: Server Optimization by Mike LeClaire

IT consultant assisting us with migrating our virtual on-premise servers to cloud

Benefits

- Scalability, flexibility, and cost effectiveness
- Reduced cost in expensive hardware and infrastructure
- Customize services to meet business needs
- Advanced Security Features
 - Protect data and applications from cyber threats
- Strong integration capabilities
- Support for open-source technologies
 - Tools and technologies for easy integration and deployment with existing applications
- Disaster Recovery
 - Ensure business critical applications/data are available in the event of disasters or outages



Grand Rapids Public Utilities

Upcoming Commission Meetings

Work Session: February 12, 2025

Regular Meeting: February 26, 2025





GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to add the Building Security Project to the 2025 Capital Budget and authorize staff to proceed with the procurement contract with American Eagle for an amount not to exceed \$126,175.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

The existing GRPU building security system, over 20 years old, has faced multiple failures in recent years, leading to costly, reactive repairs. The \$63,000 CSC Building Security and Telephone Upgrade capital project initiated in 2024 aimed to modernize our systems to meet our long-term security needs. GRPU worked with the City IT team on the upgrade; however, the project outcome fell short of expectations. Consequently, on November 27, GRPU engaged InGensa to spearhead the completion of the project.

InGensa evaluated the existing information and conducted a thorough needs assessment, including discussions with several GRPU staff, and complete walkthroughs of all GRPU facilities alongside two local security firms. These firms were directed to present a long-term security solution. Furthermore, GRPU team members brought up the impending Septage Hauler relocation project will require additional security enhancements, so these were integrated into the current proposal request. The proposals include additional cameras and controls and a unified camera system platform. Both firms stated that some of the existing infrastructure will be able to be repurposed with the new system. Also, following our separation from City HR services, the purchase of an access card printer was also necessary for employee badge production. Telephone upgrades, initially part of this project, are now being addressed in conjunction with our internet enhancements.

The following summary table compares the two proposals. The complete proposals and additional review documents are on file.

	Capital Outlay		Annual Costs	
	Advantage Systems	American Eagle	Advantage Systems	American Eagle
ACCESS CONTROLS	\$94,774.36	\$75,625.00	\$3,354.00	\$4,079.00
CAMERAS	\$110,169.55	\$50,550.00	\$0	\$2,580.00
TOTAL	\$204,943.91	\$126,175.00	\$3,354.00	\$6,659.40

After reviewing both security firm proposals, my recommendation is to proceed with American Eagle for the 2025 Building Security Project. This decision is based on their completeness in providing the project specifications, cost-effectiveness, experience and qualifications, and local presence.

RECOMMENDATION:

Add the Building Security Project to the 2025 Capital Budget and authorize staff to proceed with the procurement contract with American Eagle for an amount not to exceed \$126,175.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 22, 2025

AGENDA ITEM: Consider a motion to amend the 2025 Operations Budget with the correct Wastewater Treatment amount and acknowledge the inclusion of the Building Security Project in the 2025 Capital Budget.

PREPARED BY: Jean M. Lane, Business Services Manager

BACKGROUND:

The 2025 budget summary page was reviewed and the 2025 budget was adopted with an error on the summary page. The numbers did not roll up correctly and I missed it when I reviewed the numbers for this page.

Under the Wastewater Treatment column, the Production/Treatment amount should be \$4,149,833 NOT \$4,141,175. The Net Income before other Income and Expense would be \$1,630,868 and the Net Operating Cash Flow should be \$30,868. The detailed worksheet in the budget materials was correct. It is just this summary page that had the incorrect amount.

Additionally, the Building Security Project agenda item discussed by the General Manager is to be added into the 2025 capital budget. It was listed as a capital project for 2024 and was inadvertently missed in the 2025 capital project listing.

RECOMMENDATION:

Amend the 2025 Operations Budget with the correct Wastewater Treatment amount and acknowledge the inclusion of the Building Security Project in the 2025 Capital Budget.

**Grand Rapids Public Utilities
2025 Budget Summary
Revised**

	Electric	Water	Wastewater Collection	Wastewater Treatment	Total
REVENUES:					
Operating	\$ 18,421,385	\$ 2,367,681	\$ 2,207,546	\$ 4,149,833	\$ 27,146,445
Other	245,861	185,500	11,700	0	443,061
TOTAL REVENUES	18,667,246	2,553,181	2,219,246	4,149,833	27,589,506
EXPENSES:					
Source of Supply	12,367,223	0	0	0	12,367,223
Production/Treatment	0	1,416,159	758,482	4,149,833	6,324,474
Distribution/Collection	1,555,012	351,635	509,090	0	2,415,737
Cons Impr Prgrm	139,000	0	0	0	139,000
Depr	945,554	337,132	252,500	1,600,000	3,135,186
Interest Exp	6,444	122,244	108,142	30,868	267,698
Distribution/Collection - Other	188,461	37,074	17,466	0	243,001
PILOT	868,000	0	0	0	868,000
TOTAL EXPENSES	16,069,694	2,264,244	1,645,680	5,780,701	25,760,319
NET INCOME BEFORE OTHER INC AND EXP	\$ 2,597,552	\$ 288,937	\$ 573,566	\$ (1,630,868)	\$ 1,829,187
OTHER REVENUES:					
Interest or Demand Payments for Interest	58,880	9,000	0	0	67,880
TOTAL OTHER REVENUES	58,880	9,000	0	0	67,880
OTHER EXPENSES:					
CSC-Bldg	243,885	67,537	30,017	0	
Adm/HR	205,995	137,330	37,766	0	381,091
Customer Acctg	683,319	203,774	154,488	0	1,041,581
IS	305,661	164,058	56,038	0	
IT	137,196	91,464	25,153	0	
TOTAL OTHER EXPENSES	1,576,056	664,163	303,462	0	1,422,672
NET INCOME (LOSS)	\$ 1,080,376	\$ (366,226)	\$ 270,104	\$ (1,630,868)	\$ 474,395
ADD:					
Depreciation and Amortization	945,554	337,132	252,500	1,600,000	3,135,186
Miscellaneous Depreciation and Amortization	0	0	0	0	0
NET OPERATING CASH FLOW	\$ 2,025,930	\$ (29,094)	\$ 522,604	\$ (30,868)	\$ 3,609,581

Note: Error in roll up from detail was \$4,141,175 s/b \$4,149,833



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA ITEM: GRPU Monthly Reports

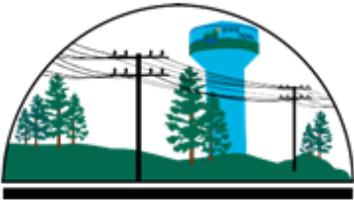
PREPARED BY: GRPU Management Team

BACKGROUND:

The following operational reports are for the prior month and will be filed per GRPU's record retention procedures.

RECOMMENDATION:

Review only. No action needed.



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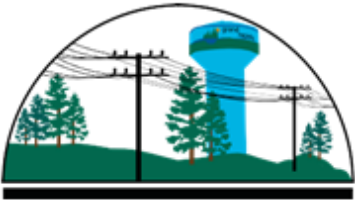
500 SE Fourth Street • Grand Rapids, Minnesota 55744

ELECTRIC MONTHLY PEAK DEMAND REPORT December 2024

Grand Rapids Public Utilities experienced two outages in December; one due to a faulty transformer connection and the other was an unknown cause.

SAIDI:	0.01	Avg Minutes / Customers Served	CAIDI:	1.38	Avg Minutes / Customer Out	Total Customers Out:	47
SAIFI:	0.01	Cust Outages / Customers Served	CAIFI:	0.043	Avg Outages / Customer Out	Total Reported Hours:	1
Active:	7663	Active Electric Customers	Outages:	2	Total Number of Outages	Total Customer Hours Out:	43
ASAI:	99.99994	Average Percent System Available					

Outage Time	Restored Time	Outage Type	Duration (Hours)	Customers Out	Customer Hours
12/4/2024 12:40:36 PM	12/4/2024 12:49:10 PM	Equipment -r-	0.14	2	0.29
12/19/2024 2:23:59 PM	12/19/2024 3:20:28 PM	Unknown -r-	0.94	45	42.36

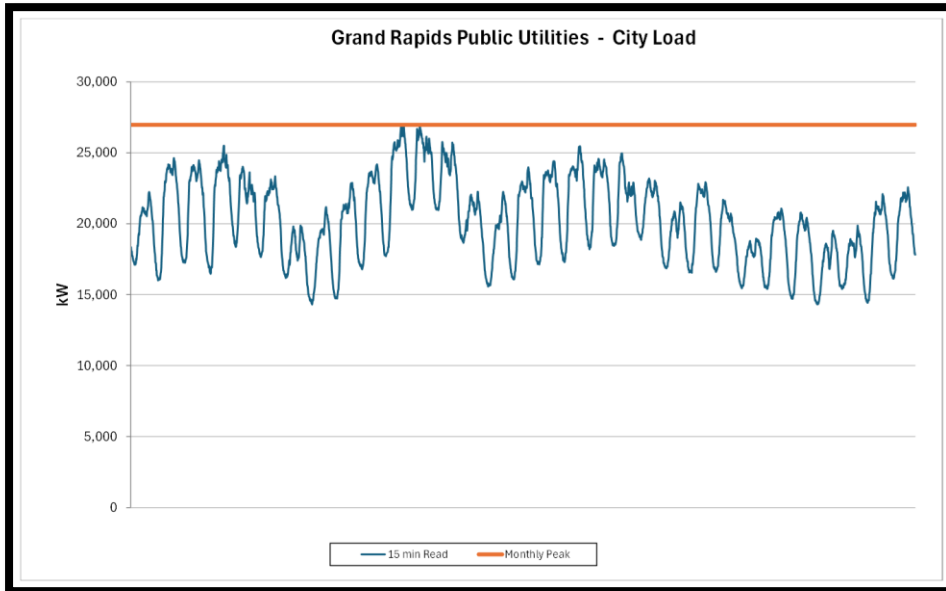
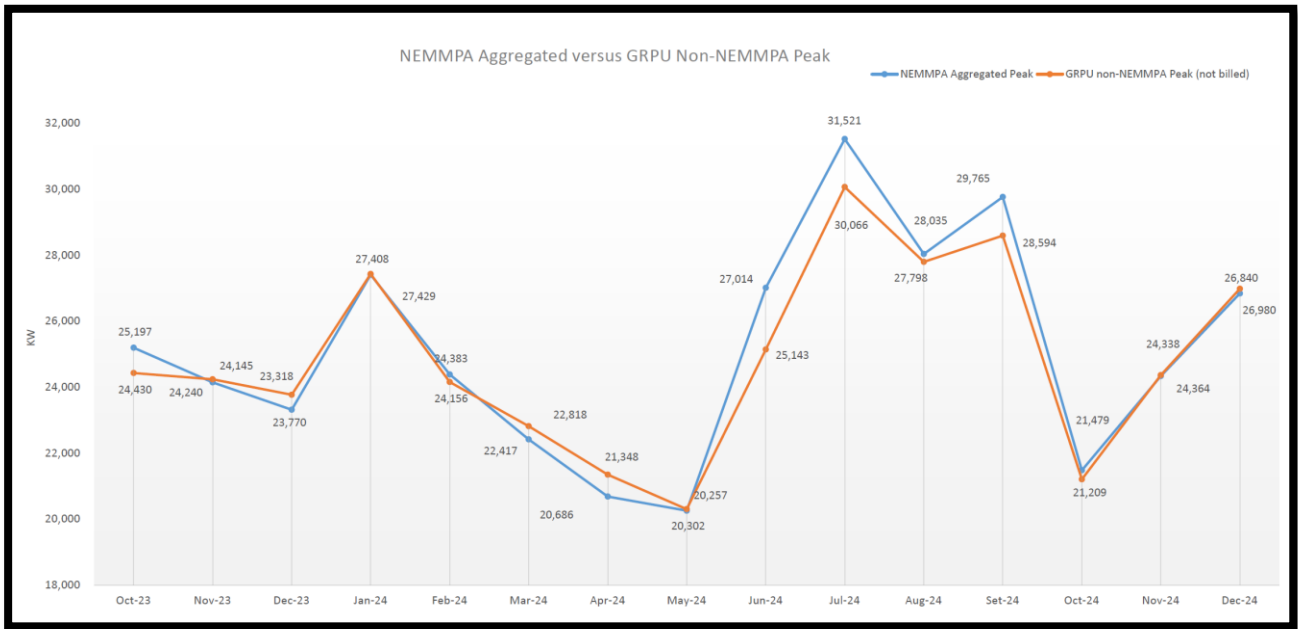


**GRAND RAPIDS
PUBLIC UTILITIES**

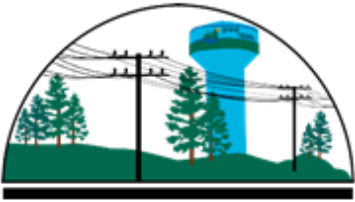
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ELECTRIC MONTHLY PEAK DEMAND REPORT December 2024



GRPU 15 Min Load and Peak of 26,980 kW



GRAND RAPIDS
PUBLIC UTILITIES

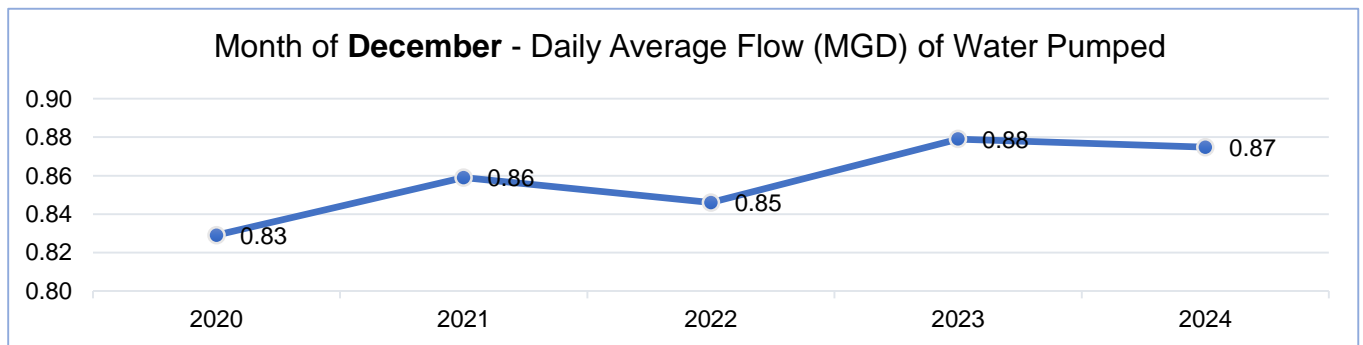
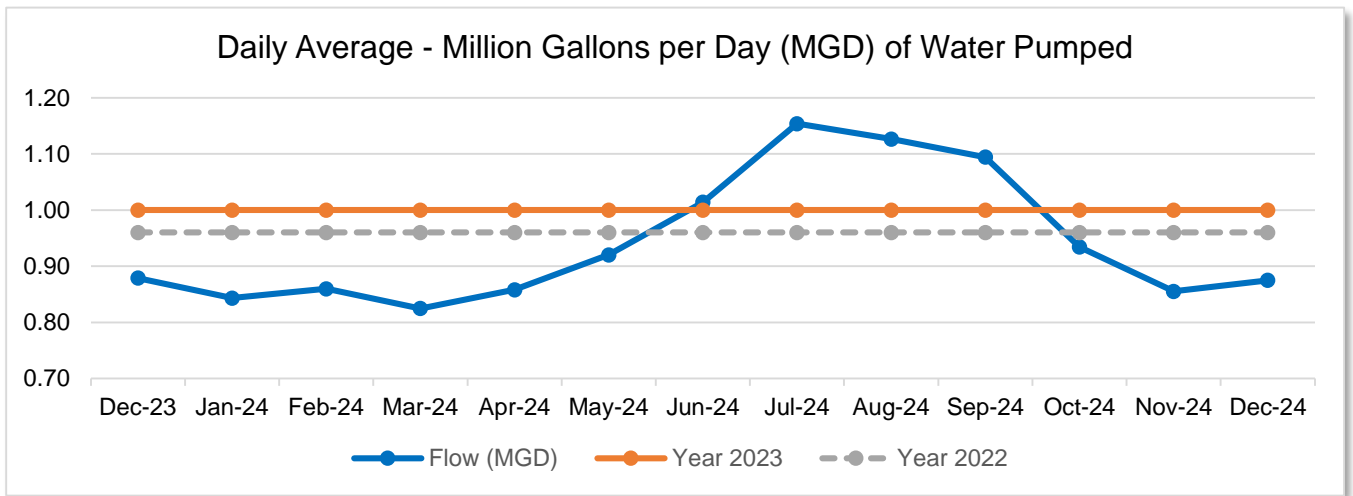
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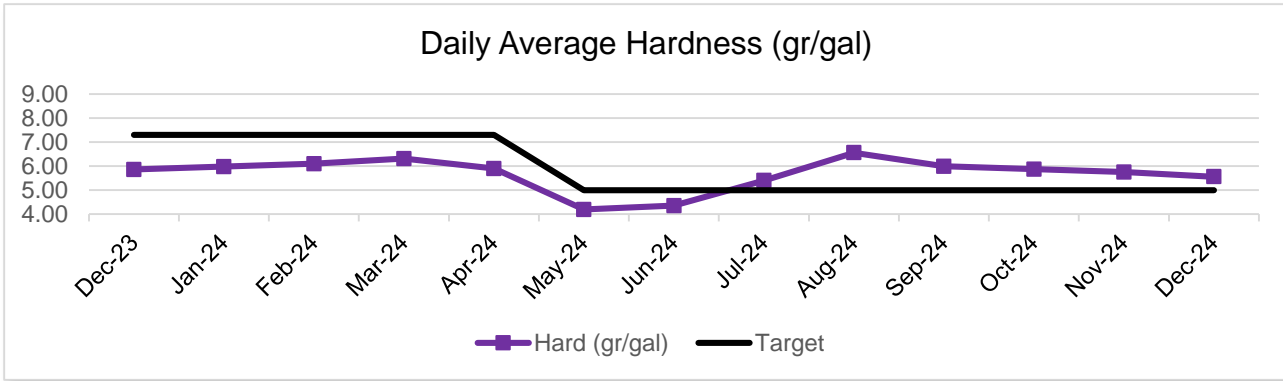
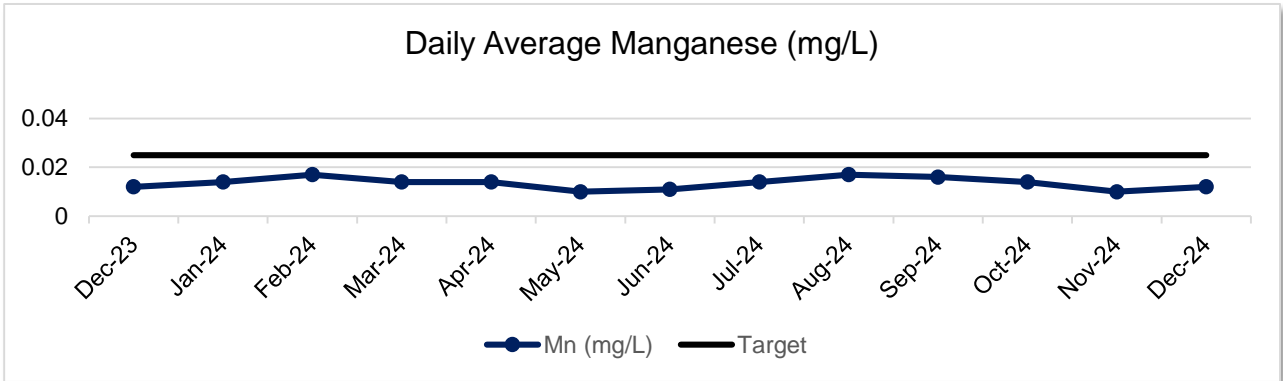
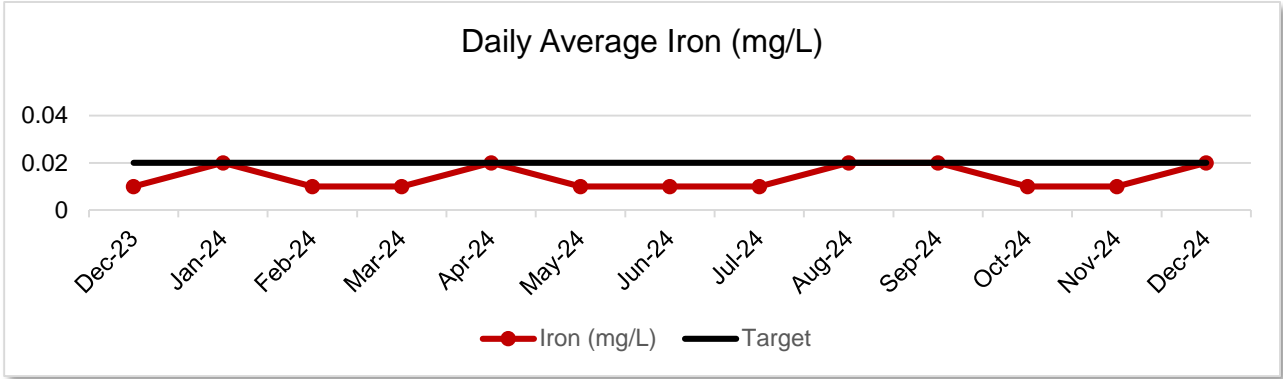
WATER MONTHLY ANALYSIS REPORT December 2024

Water Operations

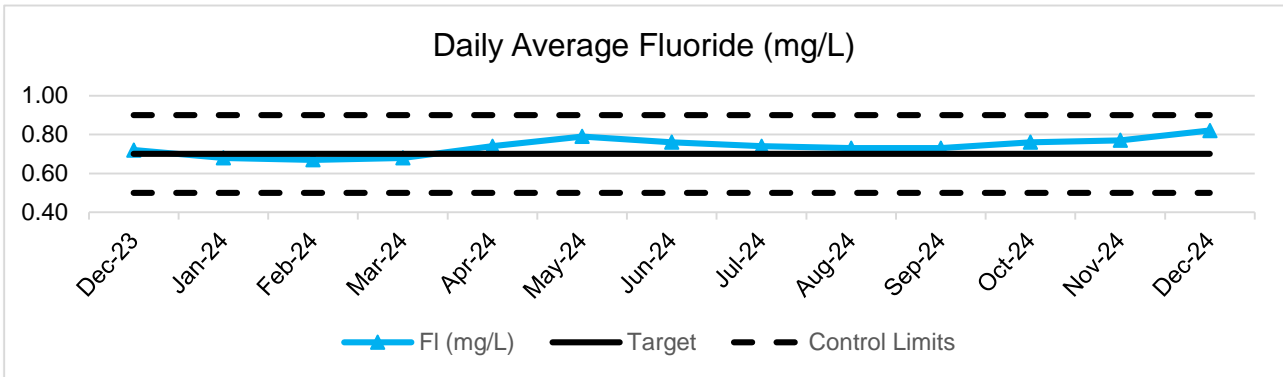
The water plant pumped an average of 0.87 million gallons of water per day (MGD) with a peak of 1.17 million gallons during last month which is normal for this time of the year.

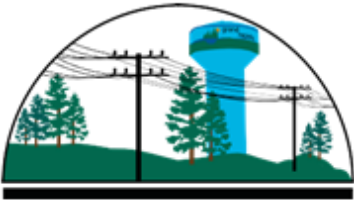


All water quality analysis was normal for the month as seen in the graphs below.



Due to the disinfection, water softening was increased to enhance corrosion protection measures.





**GRAND RAPIDS
PUBLIC UTILITIES**

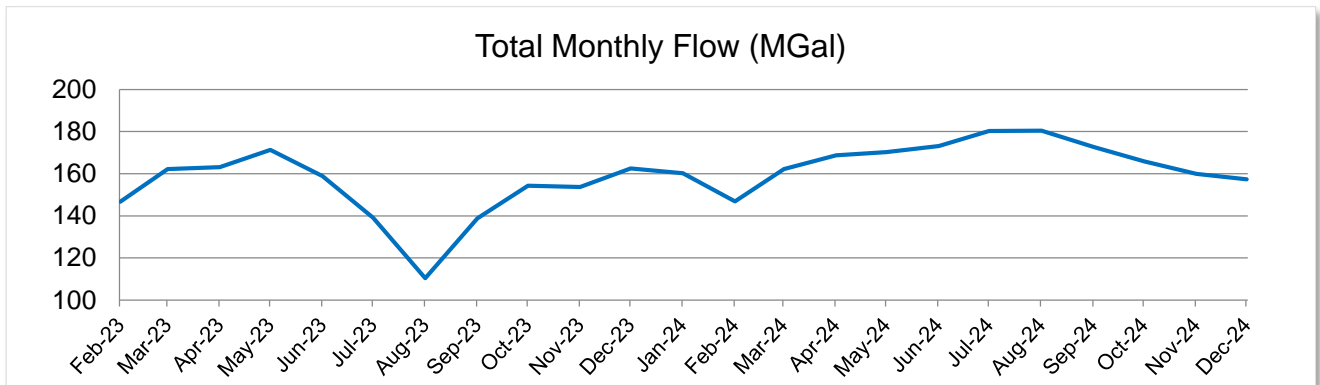
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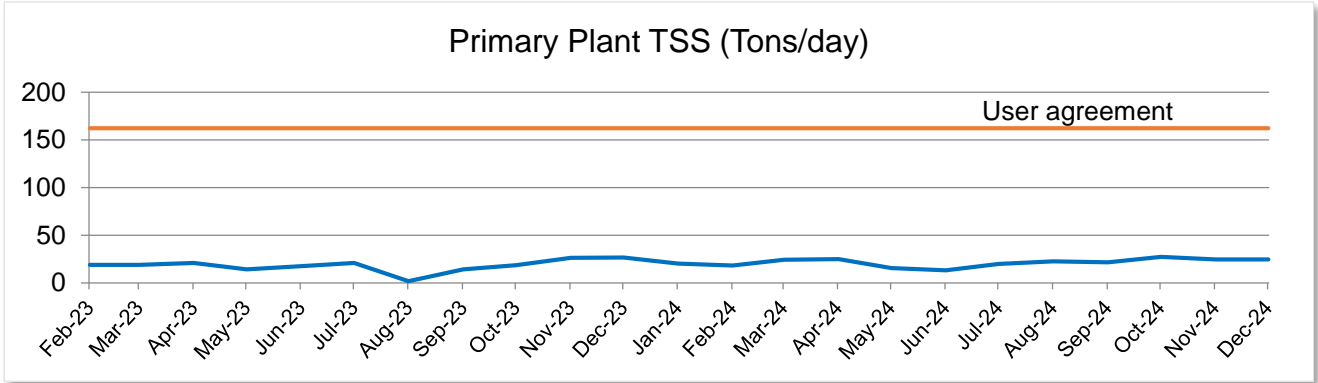
WASTEWATER MONTHLY ANALYSIS REPORT December 2024

Wastewater Operations

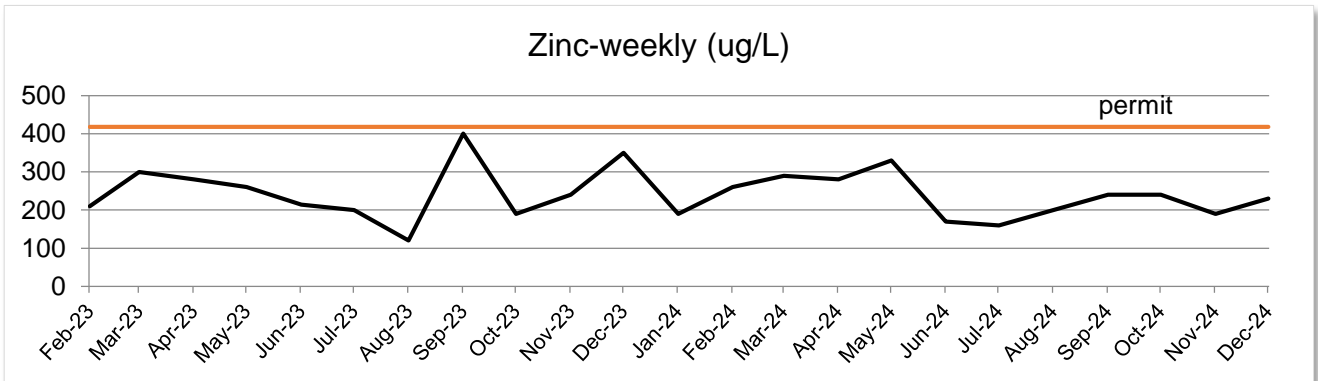
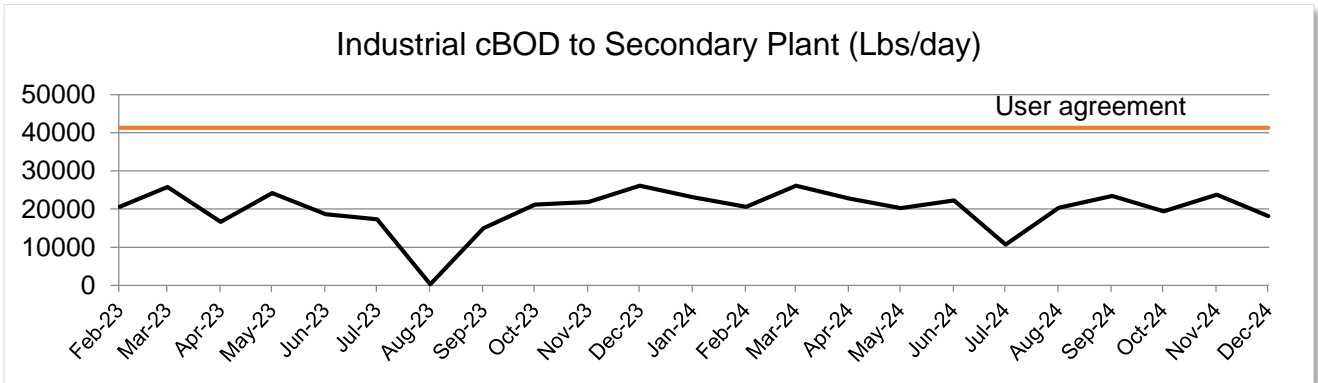
The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 157 million gallons of water removing 99.7% of the Total Suspended Solids (TSS) and 98.9% Biochemical Oxygen Demand (cBOD).



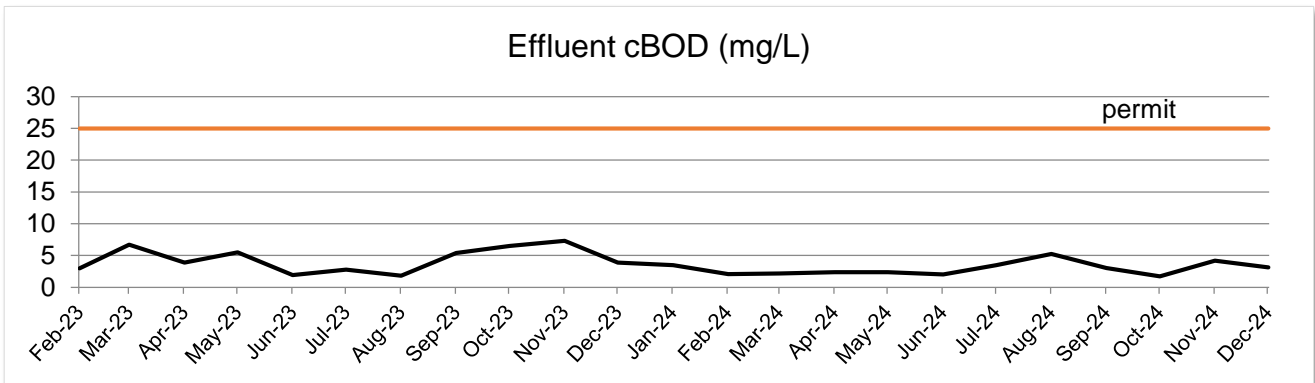
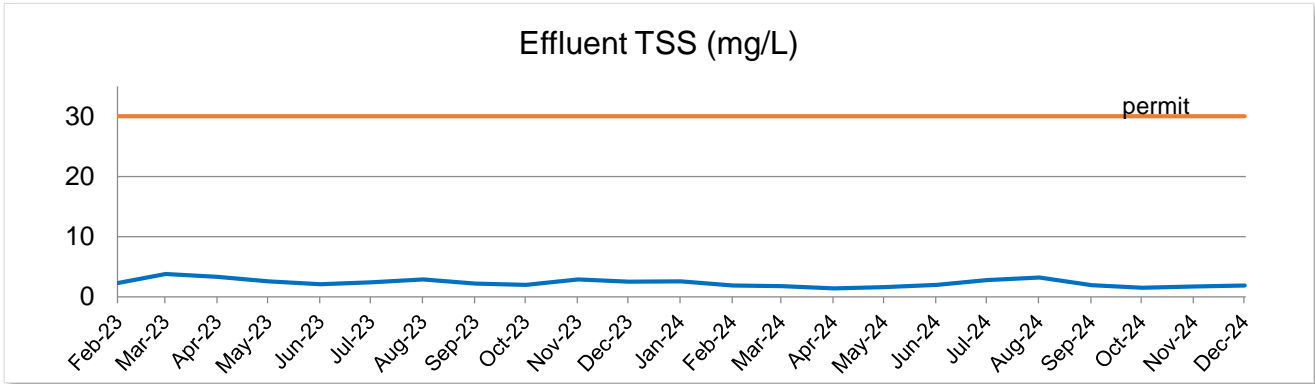
	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	3.9
TSS (Tons/day)	162	24.4
TSS Peak (Tons/Day)	284	83.7



	Design Limits (monthly AVG)	Actual Results
Secondary Plant		
Flow (MGD)	15.25	5.1
cBOD (lbs/Day)	41,300	20,277
Peak cBOD (lbs/Day)	57,350	34,796
Zinc-weekly (ug/L)	418	230
% GRPUC		23.5%



<u>Effluent</u>	Permit Limits (monthly AVG)	Actual Results
TSS (mg/L) – monthly average	30	1.9
cBOD (mg/L) – monthly average	25	3.1
Dissolved Oxygen (mg/L)	>1.0	10.2



Sludge Landfill Operations

- 0.12 million gallons of leachate were hauled last month which is normal.
- 3612 cubic yards of sludge solids were hauled to the landfill

