



GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Thursday, June 12, 2025

2:30 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Thursday, June 12, 2025 at 2:30 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

BUSINESS:

1. Consider a motion to ratify \$1,193,828.02 in verified claims for May 2025.
2. Operations and Capital Updates Work Session Presentation

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, June 25, 2025 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Work Session is scheduled for Wednesday, July 9, 2025 at 8:00 AM 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 AGENDA ITEM

AGENDA DATE: June 12, 2025

AGENDA ITEM: Consider a motion to ratify \$1,193,828.02 in verified claims for May 2025.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,193,828.02

Total \$1,193,828.02

RECOMMENDATION:

Consider a motion to ratify \$1,193,828.02 in verified claims for May 2025.

Grand Rapids Public Utilities
Accounts Payable
May 2025 (Meeting Date: 6/12/25)

Item 1.

NAME	AMOUNT	NAME	AMOUNT
Advantage Systems Group	127.00	Oracle	25,871.60
Bolton & Menk	22,661.00	Paul Bunyan	10,822.22
Busy Bees Cleaning	2,191.00	Personnel Dynamics	592.36
Central McGowan	2,983.85	Pitney Bowes	2,330.79
City of Grand Rapids	2,329.42	Power Process	3,515.22
CliftonLarsonAllen	6,825.00	Pro-Max Machine	3,035.00
Cooperative Response Center	2,112.00	Procise Solutions	277.50
Core & Main	9,962.42	Public Utilities	3,823.44
Dakota Supply Group	467.94	Rapids Printing	324.00
Davis Oil	1,685.09	Rapids Radio	1,555.50
Emergent Software	28.96	RMB	2,150.20
Fastenal	2,614.64	Safety Kleen	278.46
Ferguson Waterworks	811.95	Sandstrom	824.75
Gopher State One	475.20	SpryPoint	17,350.00
Grainger	2,618.40	TNT Construction	26,523.74
Hawkins	7,963.19	Treasure Bay Printing	520.00
Herc-U-Lift	501.34	Vestis	312.08
Institute for Environmental Assessment	3,280.00	Viking Electric	2,997.52
Itasca County	31.38	Wesco	6,698.54
Jamar	7,075.71	Xerox	131.31
Lake States Construction	3,845.50		
McMaster-Carr	614.23	Energy Efficiency Rebate:	
Metro Sales	3,976.53	Evans, Sam	100.00
MN Energy	22.84	Gerak, Megan	100.00
MN Power	997,704.20	Risberg, John	525.00
Mpower	225.00	Simons, Melissa	35.00
		Total	<hr/> 1,193,828.02

Grand Rapids Public Utilities

June 12, 2025

Work Session Presentation

GRPU Management Team





MISSION VISION VALUES

Item 2.

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.

Engaging and Educating the Community (EC)

Item 2.

Operations: AWWA ACE25 Conference in Denver by Julie Kennedy

Legionnaire's Disease Public Health Outbreak presentation team included Julie Kennedy and Brett Dickie from GRPU, Corona Environmental, Confluence Engineering, Dr. Water Consulting, Bolton & Menk, & IDEXX



Operational Excellence (OE)

Item 2.

Operations: 2024 MN pay equity update by Julie Kennedy

Background

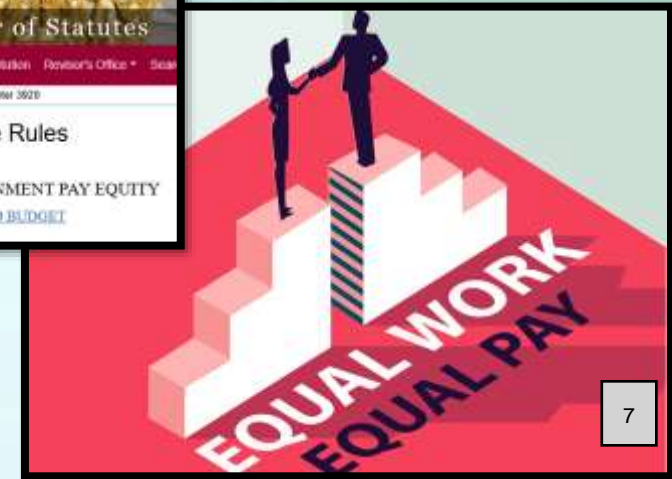
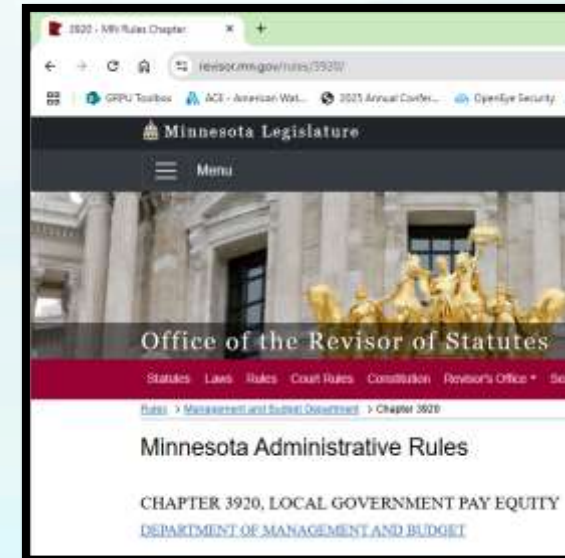
- On **February 28, 2024**, the Commission ratified the 2024 Minnesota Pay Equity Compliance Report
- Authorized submission to the Minnesota Office of Management and Budget

State Response

- On **February 20, 2025**, we received a notice:
The submitted pay equity case was not approved
The report did not meet compliance requirements

What's Next?

- Submit our new pay structure for review
- A test run of the new structure has been completed
✓ **It meets compliance requirements**





Operational Excellence (OE)

Operations: Commission planning schedule by Julie Kennedy

Key upcoming dates for Commission & staff accountability

- September 10, 2025
Annual review of the Strategic Plan
Includes pre-work that will be sent to you by September 1
GM to facilitate Commission discussion
GRPU management staff present to listen
- October 8, 2025
First review of staff's proposed 2026 Annual Plan
- November 12, 2025
Review 2025 EOY Forecast
Review proposed 2026 Annual Plan with budget
- December 17, 2025
Consider approval of proposed 2026 Annual Plan and budget



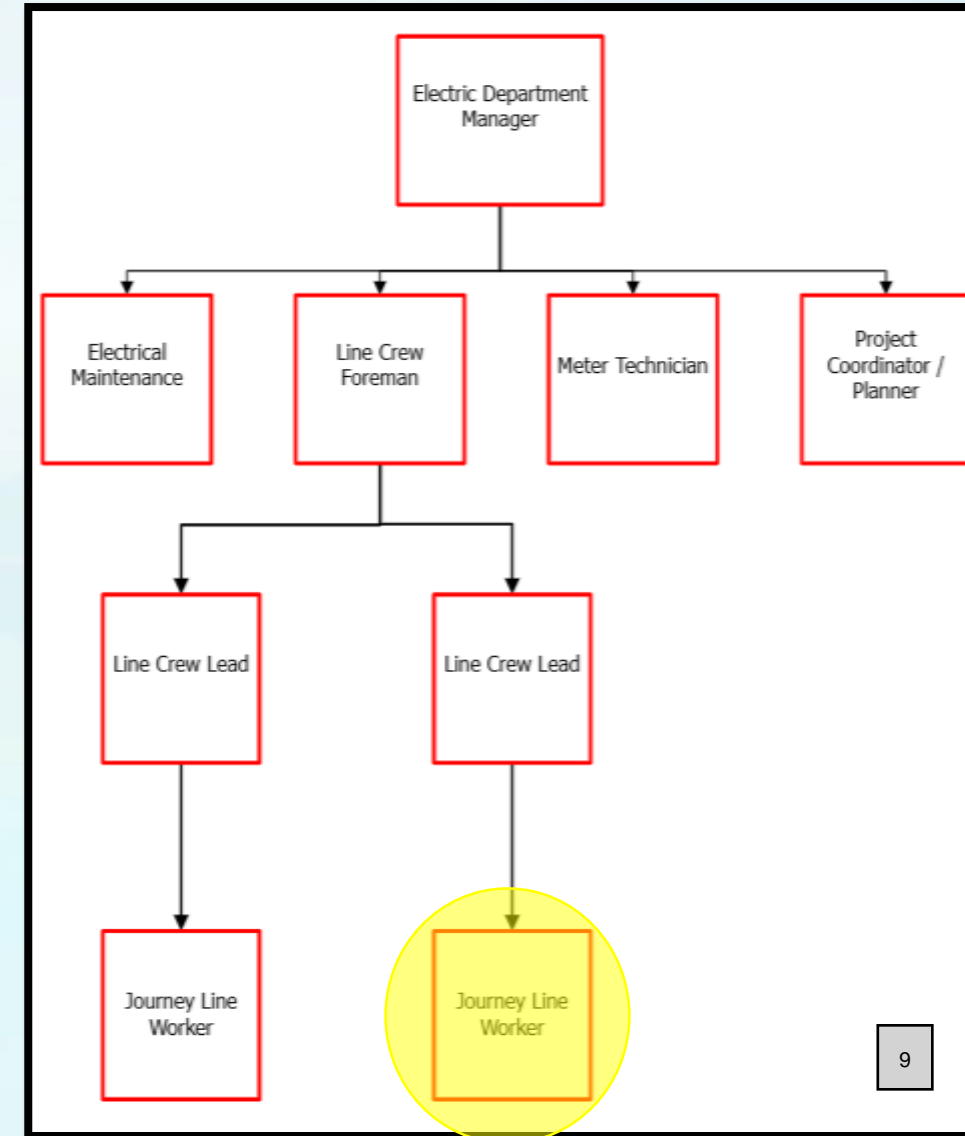


Operational Excellence (OE)

Item 2.

Operations: Staffing updates by Julie Kennedy

- In 2025, investigation into doing our own underground work
- Blake Brewster resigned in February – moved out of state
- Deliberate consideration each time there is a vacancy
- Discussing needs with department
- Incorporating succession planning changes to hiring process

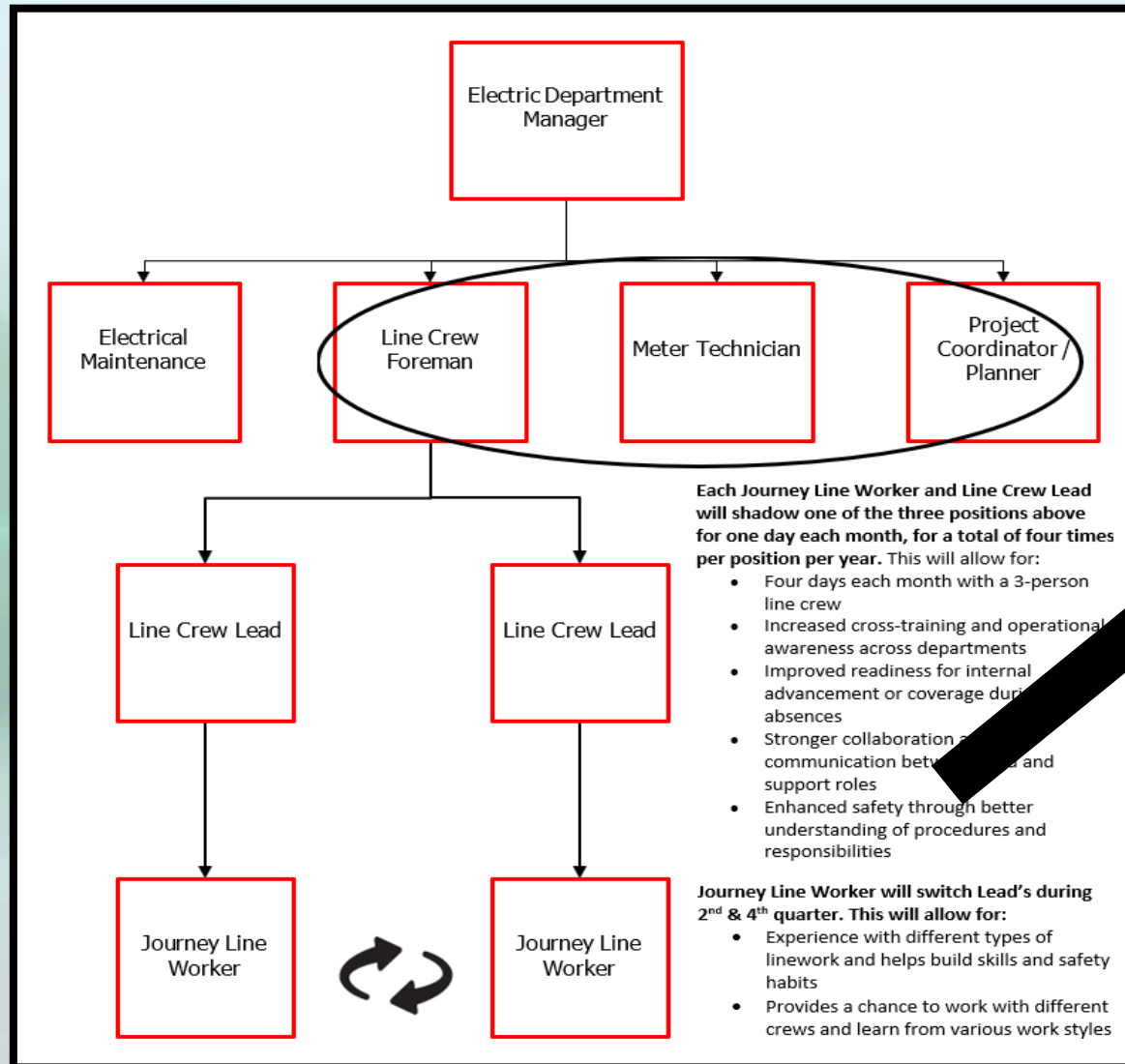




Operational Excellence (OE)

Item 2.

Operations: Staffing updates by Julie Kennedy



Each Journey Line Worker and Line Crew Lead will shadow one of the three positions above for one day each month, for a total of four times per position per year. This will allow for:

- Four days each month with a 3-person line crew
- Increased cross-training and operational awareness across departments
- Improved readiness for internal advancement or coverage during absences
- Stronger collaboration and communication between field and support roles
- Enhanced safety through better understanding of procedures and responsibilities

Journey Line Worker will switch Lead's during 2nd & 4th quarter. This will allow for:

- Experience with different types of linework and helps build skills and safety habits
- Provides a chance to work with different crews and learn from various work styles



Operational Excellence (OE)

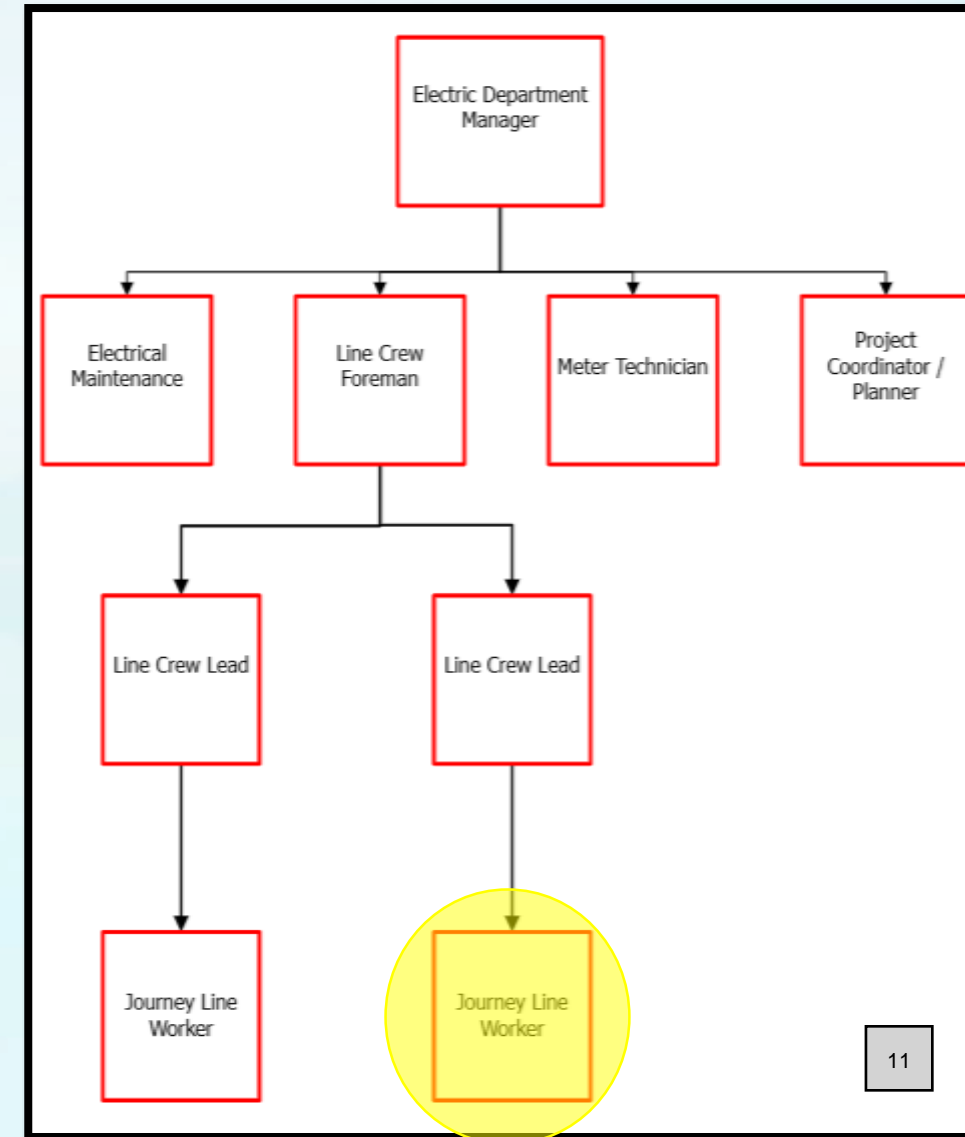
Item 2.

Operations: Staffing updates by Julie Kennedy

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Journey Line Worker Timeline

- June 25 – Approve job description/authorize advertisement
- July – Post and advertise position
- Early August – Conduct interviews
- Mid to late August – Extend offer
- Early to mid September – Start date



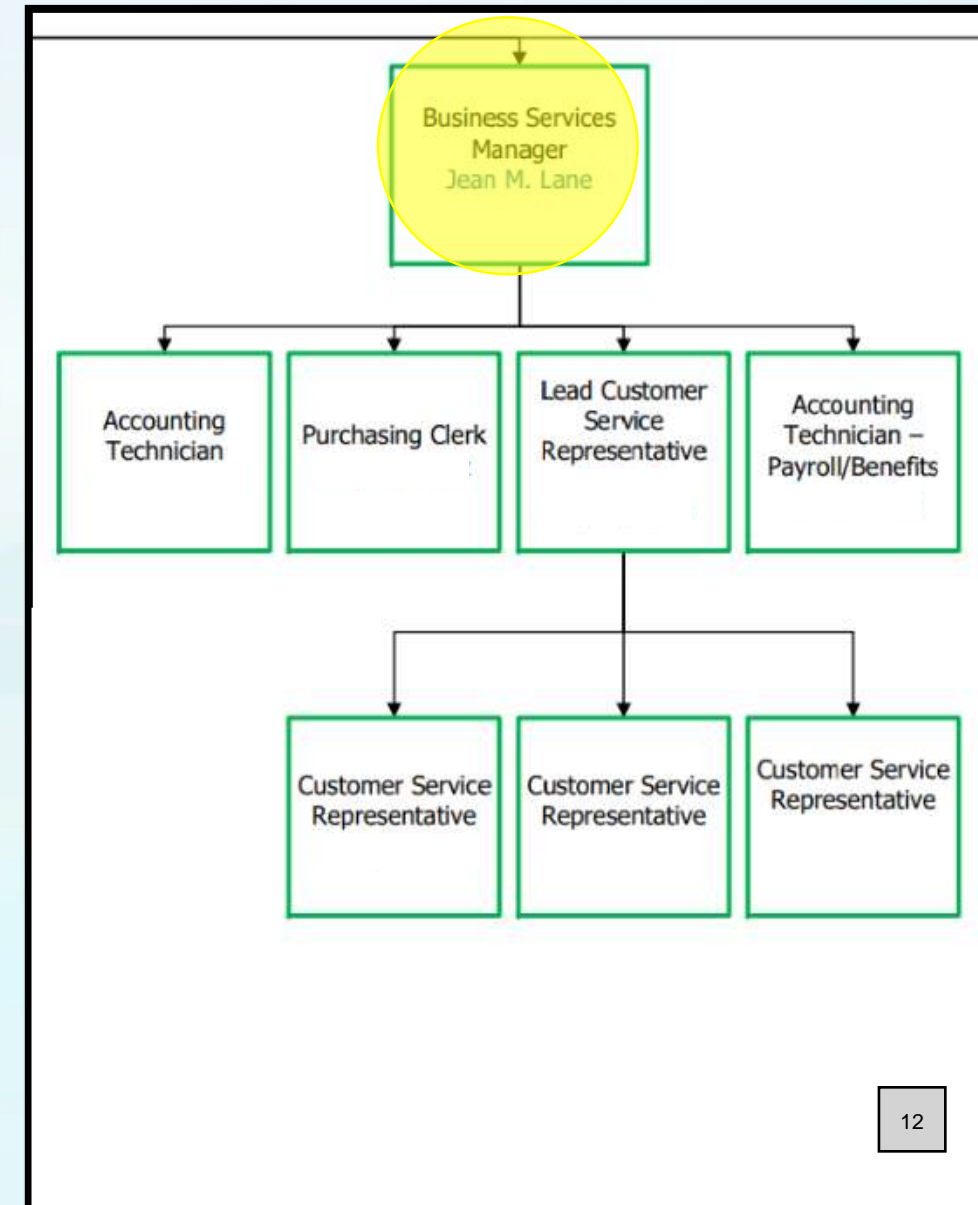


Operational Excellence (OE)

Item 2.

Operations: Staffing updates by Julie Kennedy

- Jean Lane has given notice of her approaching retirement
- Significant contribution in past 4 years
 - Improved investment strategy
 - Developed new procurement practices
 - Changed accounting system for better utility alignment
 - Improved financial and risk-related policies
 - Achieved 4-month club for financial audit completion
 - Updated chart of accounts for better reporting
 - Adding ERP system (new billing and financials)
 - And, and, and ...
- Started working with Julie on succession planning of her position



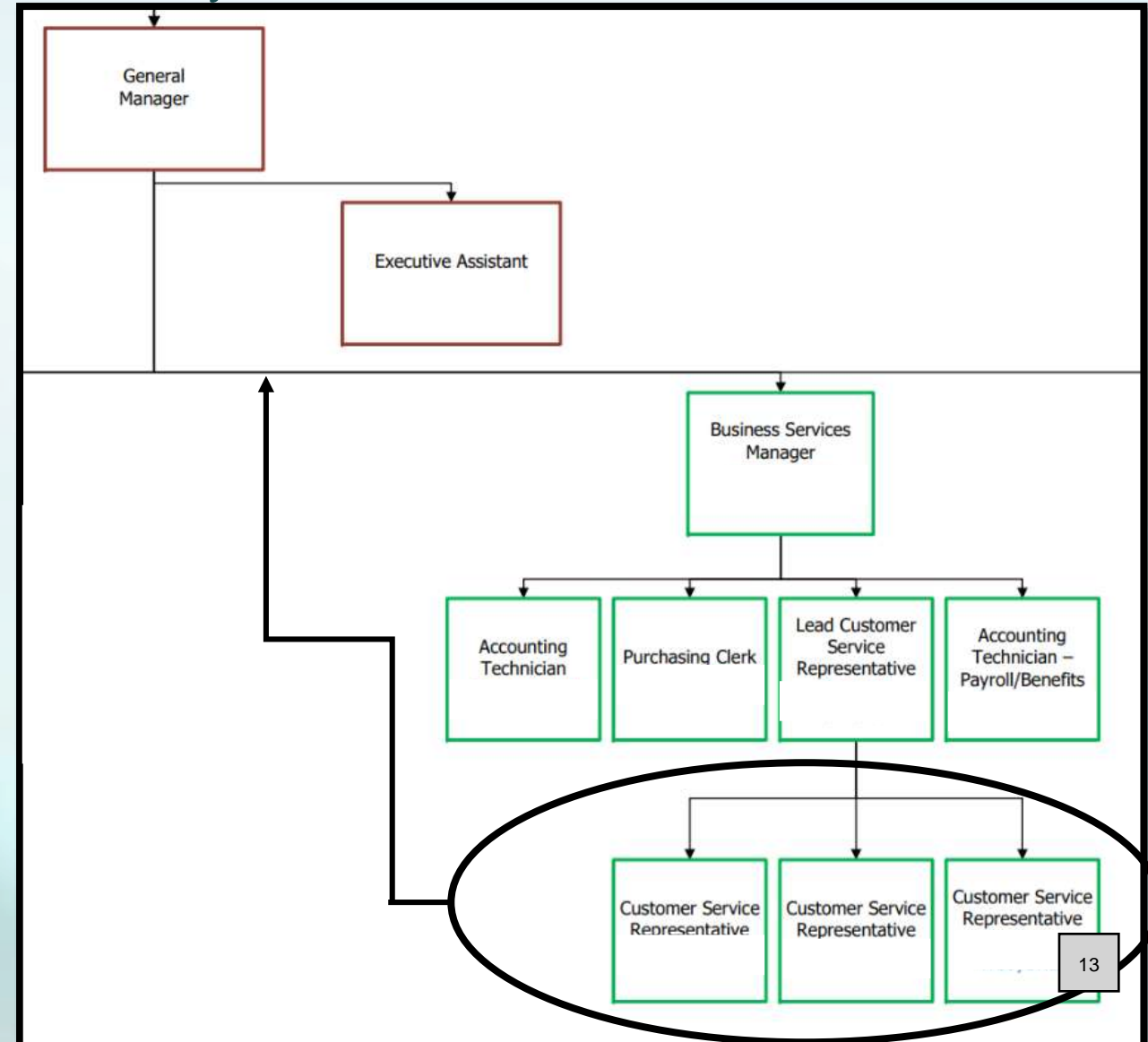


Operational Excellence (OE)

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Operations: Staffing updates by Julie Kennedy

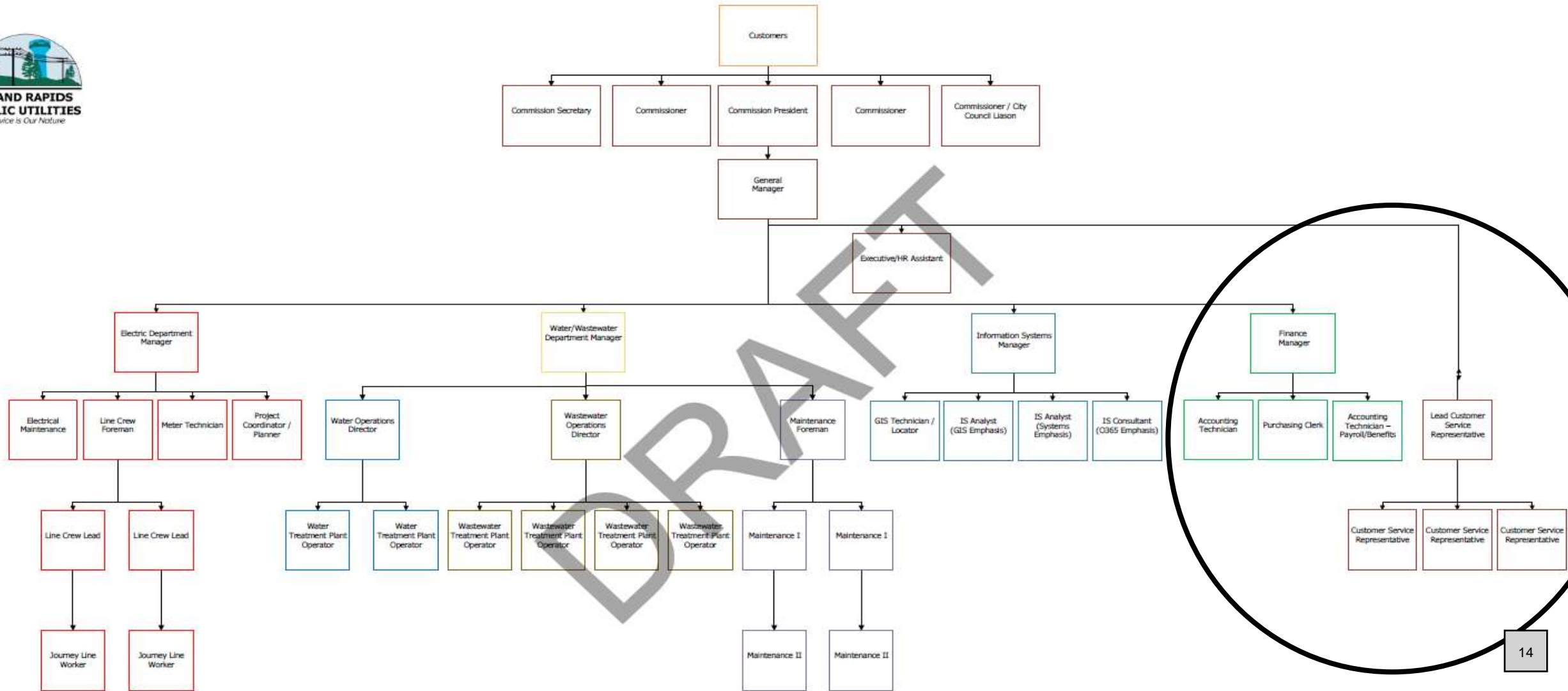
- Communications
 - Internal (Executive Assistant)
 - External (Customer Service team)
- Move out of Business Services and under GM



Operational Excellence (OE)

Item 2.

Operations: Staffing updates by Julie Kennedy





Operational Excellence (OE)

Item 2.

Operations: Staffing updates by Julie Kennedy

Finance Manager Desired Timeline

- June 25 – Redescribe Business Services Manager as a Finance Manager / Controller position
Approve new job description and authorize advertisement (Commission Meeting)
- July – Advertise position
- Early August – Begin interviews
- Late August – Extend offer
- Early to mid October – Start date
New ERP – new person learns as we learn – ground level at start
2025 audit – dual coverage
- February 2026
Jean Lane's anticipated date for being done full time
- EOY 2026 or possibly next audit cycle – Jean to do a PERA Phased Retirement Option (PRO)

Grand Rapids Public Utilities

Upcoming Commission Meetings

Regular Meeting: June 25, 2025

Work Session: July 9, 2025

