



GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Wednesday, September 11, 2024

8:00 AM

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 Wednesday, September 11, 2024 at 8:00 AM 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 approve \$1,291,578.20 in verified claims for August 2024.
2. Discuss Electric Load Management Programs.
3. Discuss City HR & IT Collaboration Update.
4. Discuss Policy Updates.

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, September 25, 2024 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, October 9, 2024 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: September 11, 2024

AGENDA ITEM: Consider a motion to approve \$1,291,578.20 in verified claims for August 2024.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,291,578.20

Total \$1,291,578.20

RECOMMENDATION:

Consider a motion to approve \$1,291,578.20 in verified claims for August 2024.

Grand Rapids Public Utilities
Accounts Payable
August 2024
(Meeting Date: 9/11/2024)

Item 1.

NAME	AMOUNT
Altec	2,073.90
Bunes Septic	320.00
Burggraf's Ace	208.78
Cannon Technologies	5,804.00
City of Grand Rapids	4,550.94
Cole Hardware	64.22
Compass Minerals	9,312.16
Core & Main	11,489.70
Corona Environmental Consulting	25,785.79
Fastenal	11,676.92
Frontier Energy	6,425.25
Graybar	32.43
Hach	4,074.00
Idexx	2,599.63
IGX Designs	206.50
Metering and Technology	146.33
Metro Sales Inc	923.95
MN Energy	30.00
MN Power	1,096,498.76
Pitney Bowes	2,330.79
Procise Solutions	6,650.00
Rapids Radio	955.50
Resco	33,414.47
RMB	1,746.20
Rob's Bobcat	21,950.00
Saiger's Steam Clean	5,867.04
Sandstroms	438.36
Stantec	2,196.00
TNT Construction	32,213.00
USA Bluebook	480.48
Vestis	338.60
Viking Electric	560.38
Xerox	214.12
Total	1,291,578.20



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 11, 2024

AGENDA ITEM: Discuss Electric Load Management Programs

PREPARED BY: Chad Troumbly, Electric Department Manager

BACKGROUND:

GRPU managers continue to evaluate programs for Commission review. This month, the staff is looking at Load Management Programs. GRPU Electric Department strives to develop programs to best serve our customers. Staff would like to discuss portions of these programs.

RECOMMENDATION:

Discuss Electric Load Management Programs



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 11, 2024
AGENDA ITEM: Discuss City HR & IT Collaboration Update
PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

GRPU continuously looks for opportunities to share resources with the City. The attached MOU shows the various areas of collaboration. In May, City staff notified GRPU staff of their intent to discontinue collaborating on HR and IT services. At the August 12 City Council meeting, the Council approved the motion put forward by City staff to terminate the shared HR services with GRPU as of September 30, 2024.

GRPU staff will provide an update to the Commission on proposed solutions to no longer working with the City in the areas of HR and IT.

RECOMMENDATION:

Discuss City HR & IT Collaboration Update.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into this 29th day of December 2023 between the City of Grand Rapids, Minnesota, (City) and the Grand Rapids Public Utilities (GRPU).

This MOU establishes the framework for collaboration between the City and GRPU to benefit their property taxpayers and utility ratepayers. This MOU intends to outline the various areas of collaboration as they may change over time. The Parties agree to quarterly invoicing, an annual review of the MOU, and a six-month written notice of anticipated changes. Updates and changes will be recognized in a subsequent MOU on or before December 31 of each year. This original MOU shall become effective on January 1, 2024. Either party may terminate the MOU with a one-year written notice. In the absence of such notification, the latest documented revision of this MOU will remain in effect.

Now, therefore, the parties agree to the various areas of collaboration as follows:

Information Systems (IS) Services

Key Contacts:

City: Matt Wegwerth Public Works Director/City Engineer mwegwerth@grandrapidsmn.gov 218.326.7625	GRPU: Julie Kennedy GRPU General Manager jakennedy@grpuc.org 218.326.7687
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Employees in the IS Department shall be GRPU employees. The Parties agree to share costs associated with IS staff and software applications. The cost-sharing shall follow the spreadsheet template developed annually by the Key Contacts which details the proposed IS projects and system maintenance, software licenses, and utility locating services breakdown.

Information Technology (IT) Services

Key Contacts:

City: Lasha Karels Assistant IT Director lkarels@grandrapidsmn.gov 218.326.7620	GRPU: Julie Kennedy GRPU General Manager jakennedy@grpuc.org 218.326.7687
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Employees in the IT Department shall be City employees. The ERP Special Project Coordinator employee shall be a GRPU employee. Cost sharing shall be split 50/50 based on the actual cost of the department and ERP Project employee, less expenditures that only benefit one Party.

Human Resources

Key Contacts:

City: Tom Pagel
City Administrator
tpagel@grandrapidsmn.gov
218.326.7626

GRPU: Julie Kennedy
GRPU General Manager
jakennedy@grpuc.org
218.326.7687

The Human Resource Officer shall be a City employee. Generally, the HR Officer will spend two days at the GRPU and three days at City Hall. Correspondingly, the cost-sharing shall be split 40/60.

Fleet Maintenance

Key Contacts:

City: Matt Wegwerth
Public Works Director/City Engineer
mwegwerth@grandrapidsmn.gov
218.326.7625

GRPU: Julie Kennedy
GRPU General Manager
jakennedy@grpuc.org
218.326.7687

The Public Works Fleet Maintenance employees shall be City employees. Public Works will perform maintenance on GRPU fleet vehicles, as requested. Work performed will be billed on an hourly basis and for those specific products used on GRPU vehicles. General shop product expenditures will be cost-shared based on the spreadsheet developed by the Key Contacts which details the number of vehicles serviced for each department.

Street Light Maintenance

Key Contacts:

City: Matt Wegwerth
Public Works Director/City Engineer
mwegwerth@grandrapidsmn.gov
218.326.7625

GRPU: Chad Troumbly
GRPU Electric Manager
cmtroumbly@grpuc.org
218.326.7182

The journey electric lineworkers shall be GRPU employees. GRPU will perform maintenance on City streetlights, as requested. Work performed will be billed on an hourly basis.

PW/PU Shared Facility

Key Contacts:

City: Matt Wegwerth
Public Works Director/City Engineer
mwegwerth@grandrapidsmn.gov
218.326.7625

GRPU: Julie Kennedy
GRPU General Manager
jakennedy@grpuc.org
218.326.7687

GRPU Electric and Water Departments and the City Public Works Department run operations from the Public Works / Public Utilities Combined Service Center (CSC). GRPU will manage the CSC buildings and bill rent based on the actual costs of building upkeep, which includes capital maintenance building projects. The City will manage the groundskeeping of the CSC property and bill based on hours worked and 50/50 split of actual product expenditures.

Storm Water Utility (SWU) Billing

Key Contacts:

City: Matt Wegwerth
Public Works Director/City Engineer
mwegwerth@grandrapidsmn.gov
218.326.7625

GRPU: Jean Lane
GRPU Business Svcs Manager
jmlane@grpuc.org
218.326.7199

GRPU will invoice customers monthly and collect payment for the City’s Stormwater Utility. GRPU will provide quarterly deposits of the SWU revenue collected to the City. Annually, any uncollectible accounts will be returned to the City for special assessment consideration. The cost shall be based on the actual cost of providing the billing and payment collection service.

IN WITNESS WHEREOF, the City and GRPU have caused this MOU to be duly executed by their respective authorized officers.

CITY OF GRAND RAPIDS

GRAND RAPIDS PUBLIC UTILITIES

By: 
Tasha Connelly (Feb 13, 2024 14:19 CST)

By: 

Name: Tasha Connelly

Name: Julie Kennedy

Title: Mayor

Title: GRPU General Manager

Date: 12/29/2023

Date: ~~12/29/2023~~ 12/29/2023

MOU HISTORY:

Original: 12/29/2023

Revised:



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 11, 2024
AGENDA ITEM: Discuss Policy Updates
PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

The 2024 GRPU Annual Operating Plan includes goals under the Uninterrupted, High Quality Utility Services (US) section that address the development and adoption of policies to manage risk to the utility. At the work session, staff will be discussing with you draft policies that enhance our governance framework to better serve our customers and ensure organizational resilience.

RECOMMENDATION:

Discuss policy updates.