



GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Wednesday, March 11, 2026

3:00 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 Wednesday, March 11, 2026 at 3:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

BUSINESS:

1. Consider a motion to approve \$2,229,202.98 in verified claims for February and March 2026.
2. Operations & Capital Updates

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Tuesday, March 31, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Special meeting/Work Session is scheduled for Wednesday, April 8, 2026 at 3:00 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 AGENDA ITEM

AGENDA DATE: March 11, 2026

AGENDA ITEM: Consider a motion to approve \$2,229,202.98 in verified claims for February and March 2026.

PREPARED BY: Taylor Bird, Finance Manager

BACKGROUND:

See attached check registers:

Bill list:	\$1,545,190.80
Bill payments with prior approval:	\$684,012.18
Total	\$2,229,202.98

RECOMMENDATION:

Approve \$2,229,202.98 in verified claims for February and March 2026.

Grand Rapids Public Utilities
Meeting Date: 3/11/2026
Checks/EFT/Auto: 2/21/26-3/6/26
PUC: Bill Payments w/ Prior Approvals

PUC Meeting Identifier	Name	Sum of Bill Amount
Prior Approval	V00048 Emergent Software LLC	26,927.06
Prior Approval	V00136 LeClaire Mike	40.00
Prior Approval	V00224 Mattson Steve	19.58
Prior Approval	V00294 Riley Joseph	40.00
Prior Approval	V00433 Stoltz Gary	40.00
Prior Approval	V00506 Lane Jean	40.00
Prior Approval	V00678 Busy Bees Quality Cleaning Services Incorporated	300.00
Prior Approval	V00853 Oracle America, Inc	2,355.14
Prior Approval	V00967 Stanley Tom	824.40
Prior Approval	V00977 Metro Sales Incorporated	954.46
Prior Approval	V01002 First Net AT & T Mobility	590.87
Prior Approval	V01393 MN Council 65	1,964.16
Prior Approval	V01550 Public Employees Retirement Association	97,203.20
Prior Approval	V01900 MN Child Support Payment Center	427.31
Prior Approval	V02304 MN Energy Resources Corporation	883.83
Prior Approval	V02578 WEX Health	2,250.42
Prior Approval	V02590 Hansen Mark	40.00
Prior Approval	V02599 Xerox Corporation	149.34
Prior Approval	V02636 Schmitt Jim	11.99
Prior Approval	V02679 Dimich Corey	40.00
Prior Approval	V02700 Internal Revenue Service (Payroll)	162,965.54
Prior Approval	V02785 Vestis	256.60
Prior Approval	V02790 Customer Refunds Utility Accounts	780.77
Prior Approval	V02855 Troumbly, Chad M	40.00
Prior Approval	V02870 Bolton and Menk Inc	11,997.00
Prior Approval	V03154 Blanchard Jason	40.00
Prior Approval	V03311 Rundell Eric	40.00
Prior Approval	V03330 SEH	3,985.72
Prior Approval	V03359 Langer Stephen A	40.00
Prior Approval	V03641 Verizon Wireless	1,056.97
Prior Approval	V03671 City of Grand Rapids	154,566.15
Prior Approval	V03738 Paul Bunyan Communications	7,755.08
Prior Approval	V04423 Sjostrand Megan	40.00
Prior Approval	V04424 Veith Jamie	1,891.29
Prior Approval	V04434 Voya Institutional Trust Company	54,917.29
Prior Approval	V04521 Adam Dragicevich	51.99
Prior Approval	V00161 MN Department of Revenue (Payroll)	28,168.66
Prior Approval	V00734 MN Department of Revenue	107,298.00
Prior Approval	V00396 UNUM Life Insurance Company of America	13,019.36
Total		684,012.18

Grand Rapids Public Utilities
Meeting Date: 3/11/2026
GRPU: Bill List

Item 1.

PUC Meeting Identifier	Vendor	Vendor Name	Payment Amount
Commission Meeting	APG Media of MN LLC	APG Media of MN LLC	374.00
Commission Meeting	Border States Electric	Border States Electric	8,049.00
Commission Meeting	Climate Makers Incorporated	Climate Makers Incorporated	300.00
Commission Meeting	Compass Minerals	Compass Minerals	4,801.65
Commission Meeting	Cooperative Response Center Incorporated	Cooperative Response Center Incorporated	2,013.45
Commission Meeting	Dakota Supply Group	Dakota Supply Group	30,392.00
Commission Meeting	Davis Petroleum	Davis Petroleum	251.53
Commission Meeting	Fastenal Company	Fastenal Company	2,298.36
Commission Meeting	Frontier Energy Incorporated	Frontier Energy Incorporated	5,307.00
Commission Meeting	Grainger	Grainger	1,779.78
Commission Meeting	Hach Chemicals	Hach Chemicals	1,628.90
Commission Meeting	Hawkins Water Treatment Group	Hawkins Water Treatment Group	20,382.79
Commission Meeting	Johnson Controls Fire Protection	Johnson Controls Fire Protection	1,438.80
Commission Meeting	MacroSource LLC	MacroSource LLC	10,752.78
Commission Meeting	McMaster Carr	McMaster Carr	1,138.81
Commission Meeting	MN Power	MN Power	1,184,032.25
Commission Meeting	mPower Technologies Incorporated	mPower Technologies Incorporated	112.50
Commission Meeting	NOS Automation	NOS Automation	3,825.00
Commission Meeting	OPG-3	- None -	2,735.10
Commission Meeting	Paul's Locks and Keys LLC	Paul's Locks and Keys LLC	140.00
Commission Meeting	RMB Environmental Laboratories Incorporated	RMB Environmental Laboratories Incorporated	926.00
Commission Meeting	Sandstrom's Incorporated	Sandstrom's Incorporated	357.77
Commission Meeting	Stuart C Irby Company	Stuart C Irby Company	231,609.91
Commission Meeting	Temporary Vendor- Rebates	David Marquardt	35.00
Commission Meeting	Temporary Vendor- Rebates	Ardell Green	100.00
Commission Meeting	Temporary Vendor- Rebates	Bob Rasmussen	70.00
Commission Meeting	Temporary Vendor- Rebates	Susan Kujala	35.00
Commission Meeting	TNT Aggregates LLC	TNT Aggregates LLC	8,308.00
Commission Meeting	Treasure Bay Printing	Treasure Bay Printing	965.00
Commission Meeting	Vessco Incorporated	Vessco Incorporated	2,790.00
Commission Meeting	Viking Electric Supply Incorporated	Viking Electric Supply Incorporated	314.28
Commission Meeting	Wesco	Wesco	17,926.14
Total			1,545,190.80



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: March 11, 2026
AGENDA ITEM: Operations & Capital Updates
PREPARED BY: GRPU Staff

BACKGROUND:

GRPU Operating & Capital Updates

RECOMMENDATION:

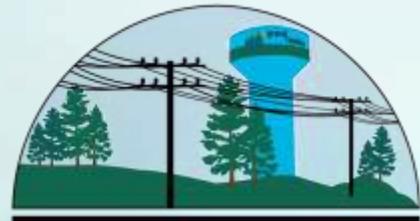
None. Review Only.

Grand Rapids Public Utilities

March 11, 2026

Operational and Capital Updates

GRPU Management Team



**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature



MISSION VISION VALUES

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.

Operational Excellence (OE)

Operations: Federal Legislative Update by Commissioners Blake and Francisco

- February 23-25 in Washington, DC



Operational Excellence (OE)

Item 2.

Operations: MMUA State Legislative Update by Julie Kennedy

- March 23-25 in St. Paul, MN
- Opportunity to inform and influence state lawmakers on issues of importance to municipal utilities
- Occurs approximately one month into session, just before lawmakers take their annual Easter/Passover break
- 2025 keynote speaker Blois Olson will highlight what the retirement of long-time legislators means to the institution of State Government and how the loss of institutional memory changes how issues need to be approached
- Department of Commerce and the Secretary of State's office staff to discuss the role utilities play in ensuring preparedness for the highly consequential 2026 elections
- Capital hill visits and a legislator reception



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Operational Excellence (OE)

Item 2.

Operations: Records Management Policy by Julie Kennedy

Staff will be bringing an agenda item to the upcoming Regular Meeting requesting considering to approve a Records Management Policy:

- Currently using Laserfiche software for electronic records
- Destruction of existing paper copies requires an approved policy
- Designate Laserfiche as the official records repository for the organization – industry standard across Minnesota municipalities
- Policy must state that we are using the approved [Minnesota records retention schedule](#)

This action supports compliance with Minnesota records retention laws and provides a centralized, secure system for managing official records.



Laserfiche®



Operational Excellence (OE)

Operations: Data Access Request Policy by Julie Kennedy

- Staff will be bringing forward a Data Access Request Policy and standardized Data Request Form for Commission review and consideration.
- The policy will establish a clear and consistent process for receiving, documenting, and responding to requests for government data.
- The policy is being developed in accordance with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13).
- Key statutes guiding this policy include:
 - Minn. Stat. §13.03 – Access to Government Data
 - Minn. Stat. §13.025 – Government Entity Responsibilities





Engaging and Educating the Community (EC)

Operations: City of Grand Rapids Government Academy by Julie Kennedy

- Free 9-week program designed for residents who want to increase their knowledge about city government operations
- Participants learn about the day-to-day department operations, tour various workspaces, including equipment, and have opportunity to ask questions
- 24 participants enrolled this year
- GRPU staff to provide overview of:
 - Commission / City structure
 - Electric, water, and wastewater utilities
 - Strategic and Annual Planning processes
 - Cost-of-Service studies and rate-setting
 - Customer programs

**CITY OF GRAND RAPIDS
GOVERNMENT ACADEMY 2026**

<p style="text-align: center;"><i>Session 1</i></p> <p style="text-align: center;">ADMINISTRATION & FINANCE Wednesday, March 18, 2026 City Hall 420 N. Pookama Avenue</p> <p style="text-align: center;">AT THE HELM</p> <ul style="list-style-type: none"> • City Government Structure • Property Taxes • Elections & Licensing • Boards & Commissions • Finance & Budget & Levy 	<p style="text-align: center;"><i>Session 2</i></p> <p style="text-align: center;">GRAND RAPIDS LIBRARY Wednesday, March 25, 2026 Grand Rapids Library 140 NE 2nd Street</p> <p style="text-align: center;">WISDOM WITHIN</p> <ul style="list-style-type: none"> • Services Offered • Education Programming • Events • Library Tour 	<p style="text-align: center;"><i>Session 3</i></p> <p style="text-align: center;">PUBLIC UTILITIES Wednesday, April 1, 2026 Public Utilities Facility 500 SE 4th Street</p> <p style="text-align: center;">POWER UP & FLUSH OUT</p> <ul style="list-style-type: none"> • PUC's Role in the City • Electric, Water & Wastewater • 2023 – 2028 Strategic Plan • Customer Programs
<p style="text-align: center;"><i>Session 4</i></p> <p style="text-align: center;">POLICE DEPARTMENT Wednesday, April 8, 2026 City Hall 420 N. Pookama Avenue</p> <p style="text-align: center;">SERVING WITH PRIDE</p> <ul style="list-style-type: none"> • Department Operations • Squad & Station Tour • Equipment Overview • Mock Traffic Stop 	<p style="text-align: center;"><i>Session 5</i></p> <p style="text-align: center;">PUBLIC WORKS/ENGINEERING Wednesday, April 15, 2026 Public Works Facility 500 SE 4th Street</p> <p style="text-align: center;">EVERYDAY HEROES</p> <ul style="list-style-type: none"> • Engineering/PW – What we do • Facility & Equipment Tour • Airport • Cemetery 	<p style="text-align: center;"><i>Session 6</i></p> <p style="text-align: center;">FIRE DEPARTMENT Wednesday, April 22, 2026 Grand Rapids Fire Hall 104 SE 11th Street</p> <p style="text-align: center;">WHO YOU GONNA CALL?</p> <ul style="list-style-type: none"> • Department Operations • Fire Prevention & Education • Fire Hall Tour • Demonstrations/Hands On
<p style="text-align: center;"><i>Session 7</i></p> <p style="text-align: center;">YANMAR ARENA/PARKS Wednesday, April 29, 2026 Yanmar Arena 1401 NW 3rd Avenue</p> <p style="text-align: center;">PROMOTING ACTIVE LIVING</p> <ul style="list-style-type: none"> • Programming • Local Collaborations • Facility • Bus Tour of Parks 	<p style="text-align: center;"><i>Session 8</i></p> <p style="text-align: center;">POKEGAMA GOLF COURSE Wednesday, May 6, 2026 City Hall & Pookama Golf Course 420 N. Pookama Avenue</p> <p style="text-align: center;">EVERY SHOT COUNTS</p> <ul style="list-style-type: none"> • Golf & Government • Services Provided • Community Programs • Golf Course Tour 	<p style="text-align: center;"><i>Session 9</i></p> <p style="text-align: center;">COMMUNITY DEVELOPMENT Wednesday, May 13, 2026 City Hall 420 N. Pookama Avenue</p> <p style="text-align: center;">PLANNING FOR TOMORROW</p> <ul style="list-style-type: none"> • Economic Development • Planning & Zoning • Housing • City Codes & Development Permits

Doors open at 5:30 pm, sessions begin at 6:00 pm and finish by 8:30 pm.
Certificates of Completion will be awarded at the final session on May 13, 2026



Strategic and Sustainable Fiscal Management (FM)

Item 2.

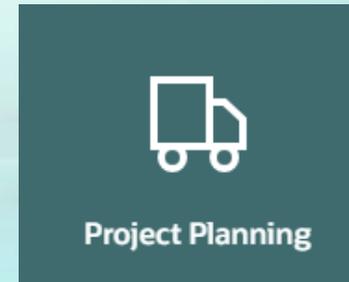
Operations: 2026 Budget Discussion by Julie Kennedy

- Currently finishing the design of the new ERP software (NSPB) for the 2026 operating and capital budgets, first time we have had both budgets pulling from the same platform – it's AWESOME! 😊
- Daily integration with NS4G system so real-time data for expenses
- Manage each department separately including internal departments that then show as transfers in each of the 3 utilities (electric, water, wastewater)
- New General Ledger(GL) and Project numbering schematic allows us to query information in so many more ways across the organization

GL has Fund(XXX) + Department(XXX) + Account(XX) + Category(XXXX)

Projects have XXOM##### for operations or XXCP##### for capital

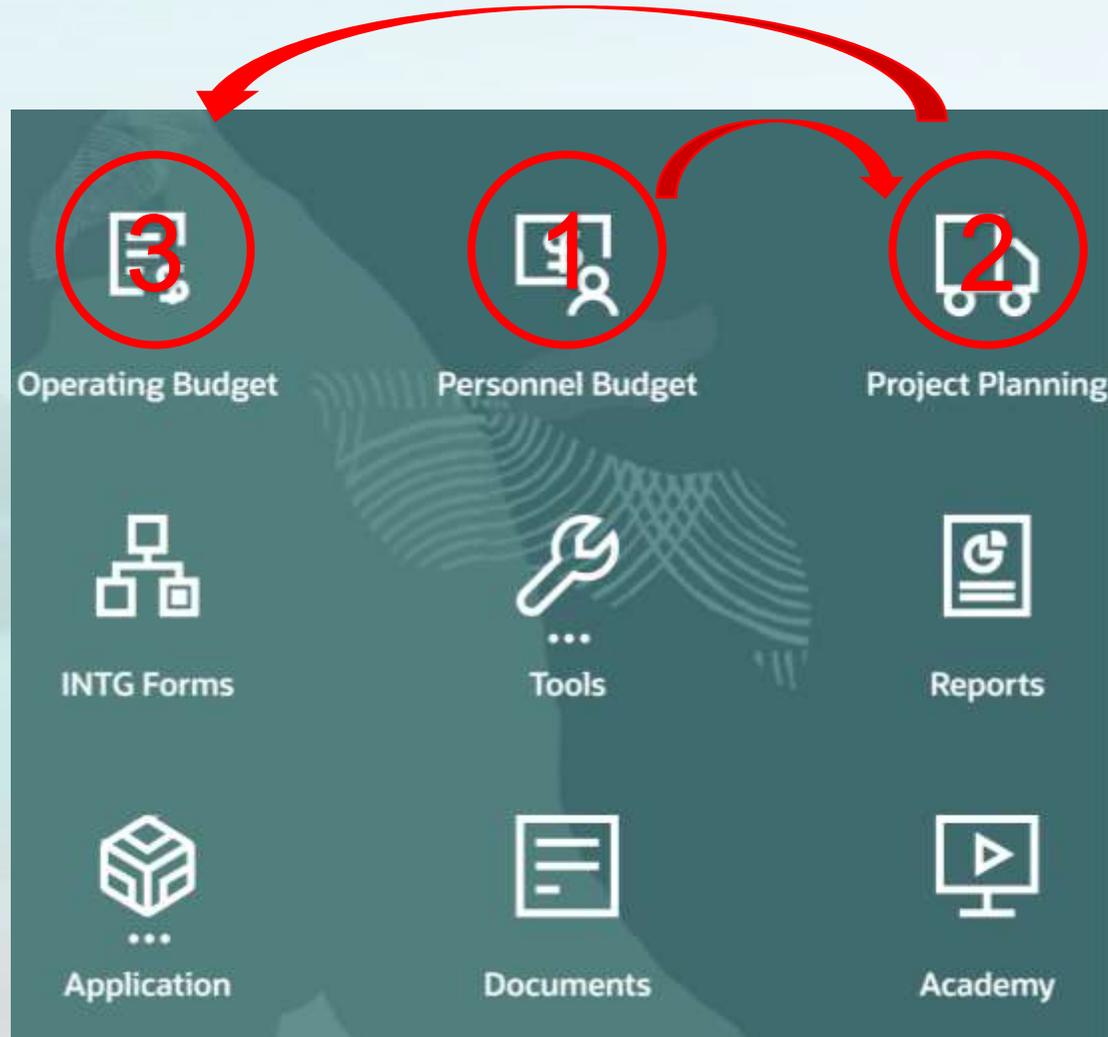
- GRPU moved to nearly all project-based budgeting, with XXOM project expenses pushing to the operating budget and XXCP expenses pushing to the capital budget
- Phase II – Q3 of 2026 will add the funding component of capital projects





Strategic and Sustainable Fiscal Management (FM)

Operations: NSPB 2026 Budget Demo by Julie Kennedy





Strategic and Sustainable Fiscal Management (FM)

Operations: Penny Discontinuation by Taylor Bird

- Pennies are becoming increasingly difficult to obtain from financial institutions
- GRPUC must establish a consistent method for handling in-person cash payments without pennies
- This change would apply only to cash payments
- Checks, ACH, and credit card payments would remain exact





Strategic and Sustainable Fiscal Management (FM)

Operations: Penny Discontinuation by Taylor Bird

Common practice among businesses and utilities

- Cash Rounding:
 - Round cash payments to the nearest \$0.05
 - Simplifies cash handling and drawer balancing
- Possible options are to have the round up go to:
 - Credit on the customer's account
 - Donation to GRPU Caring Fund
- Updated language to be added to the GRPU Customer Interaction Policy and brought to Commission for consideration at the March meeting

Ending	Round To
.01	.00
.02	.00
.03	.05
.04	.05
.06	.05
.07	.05
.08	.10
.09	.10

Grand Rapids Public Utilities

Upcoming Commission Meetings

Regular Meeting: March 31, 2025

Work Session: April 8, 2025

