



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, October 18, 2023

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, October 18, 2023 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 September 18, 2023 Regular Commission Minutes, the September 26, 2023 Special Commission Minutes, and the September 27, 2023 Work Session Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,703,895.41 of verified claims for September 2023.

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 approve the City Treasurer's Report for September 2023
4. Consider a motion to approve the first amendment to the New Cingular communication lease for the middle tower site and authorize the General Manager to sign the contract.
5. Consider a motion to ratify the procurement contract with MN Pump Works for a sewage ejector system for the WTP for \$11,834.

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.

SAFETY REPORT:

6. Review Safety Monthly Report

BUSINESS SERVICES DEPARTMENT:

7. Consider approving a \$220,834 professional auditing service contract for 2023-2028 with CLA (Clifton Larson Allen) LLP for Grand Rapids Public Utilities.

- [8.](#) Consider a motion to approve Resolution No. 10-18-23-14 approving the issuance and sale of General Obligation (GO) Utility Revenue Bonds, Series 2023B (Public Utilities Commission) by the City of Grand Rapids, Minnesota in the Approximate Aggregate Principal Amount of \$4,755,000.

- [9.](#) Review Business Services Monthly Report

ELECTRIC DEPARTMENT:

- [10.](#) Review Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

- [11.](#) Review Wastewater Utility Monthly Report

- [12.](#) Review Water Utility Monthly Report

DEPARTMENT HEAD PRESENTATION:

- [13.](#) W & WW Department Head Presentation

ADJOURNMENT:

The next Special meeting/Work Session is scheduled for Wednesday, October 25, 2023 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, November 08, 2023 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

Monday, September 18, 2023

4:00 PM

President Stanley called the meeting to order at 4:00 PM.

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Rick Smith, Commissioner Dale Adams

ABSENT: Commissioner Nancy Saxhaug with notice.

STAFF: Julie Kennedy, Steve Mattson, Chad Troumbly, Jean Lane and Megan Pehrson

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the August 16, 2023 Regular Commission Minutes, the August 18th Closed Meeting Minutes and the August 30, 2023 Regular Work Session Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the August 16, 2023 Regular Commission Minutes, the August 18th Closed Meeting Minutes and the August 30, 2023 Regular Work Session Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,714,362.78 of verified claims for August 2023.

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve \$1,714,362.78 of verified claims for August 2023.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

COMMISSION REPORTS:

Commissioner Rick Smith commented that Riverfest was a successful and sustainable event this year.

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.

General Manager Julie Kennedy requested item #5 be removed from the consent agenda and placed on the regular agenda. Motion made by Secretary Francisco, Seconded by Commissioner Smith to approve the consent agenda as amended with item #5 now being item #11a.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

3. Consider a motion to approve the City Treasurer's Report for August 2023.

Approved on consent agenda.

4. Consider a motion to authorize the disposal of surplus computer and related accessories property.

Approved on consent agenda.

5. ~~Consider a motion to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, Resolution 09-18-23-11 adopting the Operating Reserve Policy, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy.~~

Removed from consent agenda and moved to section #11a for further discussion.

6. Consider a motion to ratify the procurement contract with Electric Pump for labor and parts for the spare domestic lift station pump for \$19,118.50.

Approved on consent agenda.

7. Consider a motion to ratify the procurement contract with Novaspect for a valve for the water plant for \$10,507.99.

Approved on consent agenda.

8. Consider a motion to ratify the procurement contract with Visu-Sewer for a repair to a manhole near lift station 6 for \$5,520.

Approved on consent agenda.

9. Consider a motion to ratify the procurement contract with Power Process for Moyno pump parts for the primary plant sludge pump 2B for \$18,574.24.

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 Adams, Seconded by Secretary Francisco to approve the regular agenda with the addition of #11a.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

10. Review Safety Monthly Report

Reviewed Safety Monthly Report.

ADMINISTRATION:

11. Review Administration Department Monthly Report

Reviewed Administration Department Monthly Report

11a. Consider a motion to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, ~~Resolution 09-18-23-11 adopting the Operating Reserve Policy~~, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy.

Secretary Francisco has requested the removal of Resolution 09-18-23-11 adopting the Operating Reserve Policy from this agenda.

Motion made by Secretary Francisco, Seconded by Commissioner Smith to adopt Resolutions 09-18-23-08 adopting the Revenue Policy, Resolution 09-18-23-09 adopting the Grant Policy, Resolution 09-18-23-10 adopting the Investment Policy, Resolution 09-18-23-12 adopting the Capital Improvement Plan Policy, and Resolution 09-18-23-13 adopting the Debt Management Policy. Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Commissioner Adams

BUSINESS SERVICES DEPARTMENT:

12. Review Business Services Monthly Report

Reviewed Business Services Monthly Report

ELECTRIC DEPARTMENT:

13. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

WATER AND WASTEWATER DEPARTMENT:

14. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

15. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD PRESENTATION:

16. Administration Department Head Presentation - General Manager, Julie Kennedy

General Manager Julie Kennedy presented the Administration Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:45PM.

Respectfully submitted,

Megan Pehrson

Megan Pehrson, Executive Assistant



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
SPECIAL
MEETING MINUTES**

Tuesday, September 26, 2023

1:00 PM

President Stanley called the meeting to order at 1:00 PM.

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

OTHERS: Julie Kennedy, Jean Lane, Chad Troumbly, Steve Mattson, Chery Pierzina, Karleen Kos

BUSINESS:

1. Discussed Strategic Planning

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:00 PM.

Respectfully Submitted,

Megan Pehrson

Megan Pehrson



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
WORK SESSION
MEETING MINUTES**

Wednesday, September 27, 2023

8:30 AM

President Stanley called the meeting to order at 8:30 AM.

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

OTHERS: Julie Kennedy, Jean Lane, Chad Troumbly, Steve Mattson, Chery Pierzina, Karleen Kos

BUSINESS:

1. Discussed Strategic Planning

ADJOURNMENT:

There being no further business, the meeting adjourned at 12:30 PM.

Respectfully Submitted,

Megan Pehrson

Megan Pehrson



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 18, 2023

AGENDA ITEM: Consider a motion to approve \$1,703,895.41 of verified claims for September 2023.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,239,436.34

Manual check register \$464,459.07

Total \$1,703,895.41

RECOMMENDATION:

Consider a motion to approve \$1,703,895.41 of verified claims for September 2023.

Grand Rapids Public Utilities
Accounts Payable
September 2023
(Meeting Date: 10/18/2023)

Item 2.

NAME	AMOUNT	NAME	AMOUNT
Advantage Systems Group	740.04	McMaster-Carr	2,051.32
American Public Power	9,539.46	MN Municipal Utilities	1,439.04
Aramark	381.83	Minnesota Power	988,158.44
Aqua Power	2,356.68	Mpower	9,695.00
Burggraf's	1,421.10	Nextera	607.01
Cannon Technologies	11,138.40	North Central Laboratories	358.66
Carquest	189.41	Northeast Technical Services	503.75
Central McGowan	614.75	Novaspect	14,746.57
City of Grand Rapids	49,190.10	Procise Solutions	3,193.75
Coles	66.76	Public Utilities	2,508.33
Compass Minerals	8,859.68	Rapids Radio	955.50
Cooperative Response Center	1,886.48	Rapids Welding	15.00
Core & Main	14,060.90	RCB Collections	147.92
Davis Oil	2,273.00	RMB Environmental Lab	2,045.16
Duluth Coating Solutions	1,185.00	Rob's Bobcat	27,040.00
Engineered Sales	1,464.00	Sandstroms	632.82
Fastenal	2,807.68	Sherwin Williams	37.00
Ferguson	1,000.00	Stuart Irby	404.52
FKC Co	2,700.29	Thein Well	660.00
Frontier Energy	6,017.26	UPS	1.71
Gallagher	8,125.00	VC3	5,447.10
Gopher State One Call	243.00	Viking Electric	10,179.65
Grainger	4,124.50	Visu-Sewer	5,157.50
Green Again	1,700.00	Waste Management	2,278.65
Hawkins	9,033.24	WDIO	275.00
Innovative	8,454.27	WUSZ-FM	420.00
Itasca County	1,672.67	Xerox	148.84
Johnson, Killen & Seiler	653.20		
L&M	24.99	Energy Efficiency Rebate:	
Lake States Construction	8,220.00	Cook, Shirley	35.00
Latvala Lumber	24.41	Crippa, Joanne	35.00
		Kangas, Jesse	20.00
		Metzger, Doug	70.00
		Total	1,239,436.34

September 2023 Check Register

Item 2.

Document Date	Check #	Vendor Name	Document Amount	
9/1/2023	4943	Northeast Service Cooperative	4,050.00	9/30/2023
9/1/2023	4944	Northeast Service Cooperative	56,032.89	9/30/2023
9/7/2023	4945	Invoice Cloud	3,261.05	9/30/2023
9/7/2023	4946	WEX Health	587.33	9/30/2023
9/11/2023	4947	Public Employees Retirement Association	16,274.47	9/11/2023
9/11/2023	4948	MN Department of Revenue	4,729.15	9/11/2023
9/11/2023	4949	Wells Fargo Bank	27,002.80	9/11/2023
9/11/2023	4950	Empower Retirement	8,175.62	9/11/2023
9/12/2023	4951	WEX Health	985.65	9/30/2023
9/8/2023	4952	Wells Fargo Pcard	8,773.90	
9/25/2023	4953	WEX Health	93.50	9/30/2023
9/22/2023	4954	Public Employees Retirement Association	16,801.86	9/22/2023
9/22/2023	4955	MN Department of Revenue	4,782.19	9/22/2023
9/22/2023	4956	Wells Fargo Bank	28,212.76	9/22/2023
9/22/2023	4957	Empower Retirement	8,423.51	9/22/2023
9/22/2023	4958	Empower Retirement	2,412.46	9/30/2023
9/27/2023	4959	MN Department of Revenue	75.50	9/27/2023
9/27/2023	4960	Wells Fargo Bank	450.56	9/27/2023
9/20/2023	4961	MN Department of Revenue	105,766.00	9/30/2023
9/26/2023	4962	WEX Health	985.65	9/30/2023
9/25/2023	4963	TASC	48.12	9/30/2023
9/5/2023	81992	Postage By Phone System	5,000.00	9/5/2023
9/5/2023	81993	Robert J Elkington Middle School	300.00	9/5/2023
9/5/2023	81994	Troumbly, Chad M	445.64	9/5/2023
9/11/2023	81997	MN Child Support Payment Center	391.32	9/11/2023
9/11/2023	81998	NCPERS Group Life Insurance	80.00	9/11/2023
9/14/2023	81999	Grand Rapids Swim Association	250.00	9/14/2023
9/14/2023	82000	Mattson Steve	43.89	9/14/2023
9/14/2023	82001	MN Energy Resources Corporation	23.00	9/14/2023
9/14/2023	82002	US Bank Equipment Finance	315.73	9/14/2023
9/14/2023	82003	Nelson Roofing & Contracting Incorporated	50,244.00	9/14/2023 *
9/19/2023	82004	City of LaPrairie	16,685.02	9/30/2023
9/20/2023	82070	Customer Refunds - Ohnesorge	92.06	9/30/2023
9/20/2023	82071	Customer Refunds - Koepke	110.94	9/30/2023
9/22/2023	82072	MN Child Support Payment Center	391.32	9/22/2023
9/22/2023	82073	MN Council 65	1,806.00	9/22/2023
9/27/2023	82074	MN Energy Resources Corporation	71.76	9/27/2023
9/27/2023	82075	Verizon Wireless	955.54	9/27/2023
9/27/2023	82076	Customer Refunds - Eckert	15.32	9/30/2023
9/27/2023	82077	Customer Refunds -Sondrol	61.20	9/30/2023
9/27/2023	82078	Customer Refunds - Jerry	128.04	9/30/2023
9/27/2023	82079	Customer Refunds - NHS Northstar	433.39	9/30/2023
9/27/2023	82080	Customer Refunds - Thompson	69.42	9/30/2023
9/28/2023	82081	City of Grand Rapids	156.00	9/30/2023
9/28/2023	82082	City of Grand Rapids	66,375.18	9/30/2023
9/29/2023	82083	City of Grand Rapids	72,333.33	9/30/2023

Checks Previously Approved ** 50,244.00

Manual Checks/EFT to be approved 464,459.07

Total Manual Checks 514,703.07



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 18, 2023

AGENDA ITEM: Consider a motion to approve the City Treasurer's Report for September 2023

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

Please review the attached report:

GRPUC Cash Receipts and Disbursements for the Month of September 2023 and Verification of City Treasurer's Balance

The City's Treasurer's Balance report has been completed each month in 2023, yet there are times when the GRPU Commission meeting falls before the report is completed which does not allow for presentation to the Commission. The October Commission meeting is late enough in the month for the report to be completed and presented.

RECOMMENDATION:

Consider a motion to approve the City Treasurer's Report for September 2023.

**CITY OF GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
CASH RECEIPTS AND DISBURSEMENTS FOR THE MONTH OF SEPTEMBER 2023**

TREASURER'S BALANCE AUGUST 31, 2023		\$ 3,273,424.90
Deposits	2,276,930.60	
Redeposits-Checks	-	
Redeposits-ACH	-	
Bank Adjustments	-	
		2,276,930.60
Less Disbursements	(1,932,490.36)	
NSF Checks	(1,433.32)	
ACH Returns	(1,823.08)	
Bank Adjustments	-	
		(1,935,746.76)
TREASURER'S BALANCE SEPTEMBER 30, 2023		\$ 3,614,608.74

VERIFICATION OF TREASURER'S BALANCE

WELLS FARGO BANK BALANCE SEPTEMBER 30, 2023		\$ 3,765,231.74
Add: Deposits in Transit		33,698.89
Less: Outstanding Checks		(184,321.89)
TREASURER'S BALANCE SEPTEMBER 30, 2023		\$ 3,614,608.74



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 11, 2023

AGENDA ITEM: Consider a motion to approve the first amendment to the New Cingular communication lease for the middle tower site and authorize the General Manager to sign the contract.

PREPARED BY: Steve Mattson, Water Wastewater Department Manager

BACKGROUND:

The current antenna lease agreement with New Cingular Wireless PCS LLC d/b/a AT&T expires in June, 2027. This amendment will address the number of antennas allowed on the tower and will make it standardized for all lease agreements. There will be no financial changes to the contract through this amendment.

GPRUC attorney Roy Christensen at Johnson, Killen & Seiler, P.A i.e. Duluth Law assisted in the drafting and negotiation of the agreement.

RECOMMENDATION:

Consider a motion to approve the first amendment to the New Cingular communication lease for the middle tower site and authorize the General Manager to sign the contract.

Market: Northern Plains (MN)
 Cell Site No.: MNL05016
 Cell Site Name: GRAND RAPIDS POKEGAMA AVENUE
 Fixed Asset Number: 11652785

**FIRST AMENDMENT TO
 LEASE FOR COMMUNICATIONS FACILITY AND
 LIMITED USE OF WATER TOWER
 (MIDDLE TOWER – NEW CINGULAR)**

THIS FIRST AMENDMENT TO LEASE FOR COMMUNICATIONS FACILITY AND LIMITED USE OF WATER TOWER ("First Amendment"), dated as of the latter of the signature dates below (the "Effective Date"), is by and between:

Grand Rapids Public Utilities Commission, and State of Minnesota 500 Southeast 4th Street Grand Rapids, MN 55744 (hereinafter referred to as "City")	New Cingular Wireless PCS, LLC, a Delaware limited liability company 1025 Lenox Park Blvd NE 3rd Floor Atlanta, GA 30319 (hereinafter referred to as "Lessee").
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WHEREAS, City (or its respective predecessor-in-interest) and Lessee (or its respective predecessor-in-interest) entered into a Lease for Communications Facility and Limited Use of Water Tower dated June 26, 2017, (the "Agreement"), whereby City leased to Lessee certain site ("Site"), therein described, that are a portion of the property ("Property") located at 10th Street SE, Grand Rapids, MN; and

WHEREAS, City and Lessee desire to amend the Agreement to increase the number of antenna that Lessee may install upon the Premises; and

WHEREAS, City and Lessee desire to amend the Agreement to modify the notice section thereof; and

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Lessee agree that the recitals set forth above are incorporated herein as if set forth in their entirety and further agree as follows:

1. Lease of Premises. Subject to prior compliance with all approval requirements and regulatory compliance terms of the Agreement, relating or pertaining to an increase in the number of antenna at the Premises, Lessor agrees to permit Lessee to increase the total number of antenna upon the Premises from a total of nine (9), to a total of twelve (12).
2. Notices. Section 12 of the Agreement is hereby deleted in its entirety and replaced with the following:

NOTICES. All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight

Market: Northern Plains (MN)
 Cell Site No.: MNL05016
 Cell Site Name: GRAND RAPIDS POKEGAMA AVENUE
 Fixed Asset Number: 11652785

courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

If to LESSEE: New Cingular Wireless PCS, LLC
 Attn: Tower Asset Group – Lease Administration
 Re: Cell Site #: MNL05016
 Cell Site Name: GRAND RAPIDS POKEGAMA AVENUE (MN)
 Fixed Asset #: 11652785
 1025 Lenox Park Blvd NE
 3rd Floor
 Atlanta, GA 30319

With copy to: New Cingular Wireless PCS, LLC
 Attn: Legal Department – Network Operations
 Re: Cell Site # MNL05016
 Cell Site Name: GRAND RAPIDS POKEGAME AVENUE (MN)
 Fixed Asset #: 11652785
 208 S. Akard Street
 Dallas, Texas, 75202-4206

If to City: Grand Rapids Public Utilities Commission

 500 SE 4th Street
 Grand Rapids, MN 55744

With copy to: City of Grand Rapids
 420 North Pokegama Avenue
 Grand Rapids, MN 55744

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

3. Unmanned Aircraft System. If Lessee elects to utilize an Unmanned Aircraft System (“UAS”) in connection with its installation, construction, monitoring, site audits, inspections, maintenance, repair, modification, or alteration activities at a Property, City hereby grants Lessee, or any UAS operator acting on Tenant’s behalf, express permission, upon receipt of certified notification, to fly over the applicable Property and Premises, and consents to the use of audio and video navigation and recording in connection with the use of the UAS. Provided, however, that Lessee shall indemnify, hold harmless and defend

Market: Northern Plains (MN)
Cell Site No.: MNL05016
Cell Site Name: GRAND RAPIDS POKEGAMA AVENUE
Fixed Asset Number: 11652785

City, its employees and agents from and against any claims, damages, losses and expenses, including (but not limited to) attorneys' fees, arising out of or resulting from the UAS use.

4. Other Terms and Conditions Remain. In the event of any inconsistencies between the Agreement and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Without limitation to the generality of the foregoing, Lessee affirms that, prior to construction and installation of antennae, Lessee shall comply with all design and construction approvals, and all governmental approvals, as set forth in the Agreement, including, but not limited to, Sections 1, 4, 7, 13-14 of the Agreement. Each reference in the Agreement to itself shall be deemed also to refer to this First Amendment.
5. Capitalized Terms. All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

CITY:
Grand Rapids Public Utilities Commission,
State of Minnesota

Date _____, 2023

State of _____)
 _____)SS:
 County of _____)

Dated: _____, 2023

My appointment expires: _____

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Market: Northern Plains (MN)
Cell Site No.: MNL05016
Cell Site Name: GRAND RAPIDS POKEGAMA AVENUE
Fixed Asset Number: 11652785

Item 4.

[Signature page 3 to First Amendment to Lease for
Communications Facility and Limited Use of Water Tower.]

LESSEE
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: [Signature]

Print Name: Andrew Sackreiter
Title: Director

Date: 9-19, 2023

LESSEE ACKNOWLEDGMENT:

State of Minnesota)
)SS:
County of Ramsey)

I certify that I know or have satisfactory evidence that

Andrew Sackreiter is the person who appeared before me, and
said person acknowledged that said person signed this instrument, on oath stated that said person
was authorized to execute the instrument and acknowledged it as the
Director of AT&T Mobility Corporation, the Manager
of New Cingular Wireless PCS, LLC, a Delaware limited liability company, to be the free and
voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: September 19, 2023

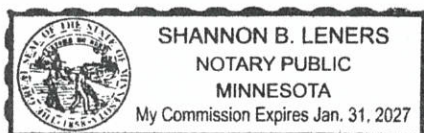
[Signature]
(Signature of Notary)

Shannon B. Leners
(Legibly Print or Stamp Name of Notary)

[Notary Seal]

Notary Public in and for the State of
Minnesota

My appointment expires: 1/31/2027





GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 18, 2023

AGENDA ITEM: Consider a motion to ratify the procurement contract with MN Pump Works for a sewage ejector system for the WTP for \$11,834.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved Water Wastewater capital project with a budget of \$20,000. \$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:

Consider a motion to ratify the procurement contract with MN Pump Works for a sewage ejector system for the WTP for \$11,834.

Capital Plan

2023 *thru* 2027

Item 5.

Grand Rapids Public Utilities Commission

Project # WATR2206
Project Name WTP Sewage Ejector System

Department 2-Water
Contact Steve Mattson
Type Unassigned
Useful Life 20
Category Water System
Priority 03 - Moderate Need
Status Active

Total Project Cost: \$20,000

Description

WTP Sewage ejector system allows the WTP to pump wastewater into the collection system.

Justification

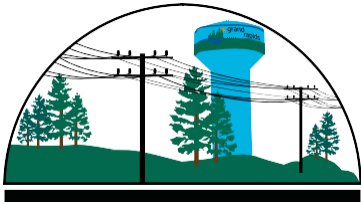
The 33 year old galvanized tank is leaking and rotting away. The two pumps are of the same condition and barely holding on.

Expenditures	2023	2024	2025	2026	2027	Total
Purchases	15,000					15,000
Labor	5,000					5,000
Total	20,000					20,000

Funding Sources	2023	2024	2025	2026	2027	Total
Rplcmt Fund-Water Infrastructure	20,000					20,000
Total	20,000					20,000

Budget Impact/Other

Budget Items	2023	2024	2025	2026	2027	Total
Capital Projects	20,000					20,000
Total	20,000					20,000



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

Item 6.

500 SE Fourth Street • Grand Rapids, Minnesota 55744

SAFETY REPORT October 2023 Commission Meeting

Safety Topic Last Month

Safety Brad conducted training on Lock Out Tag Out (LOTO) for all facilities employees and worked with staff on updating LOTO SOPs on September 20 and 21.

Safety Topic This Month

Safety Brad will be training on fire safety and Emergency Action Plan (EAP) for all employees the week of October 16.

Incidents Reported last Month by Department

Administration: None Electric: None
Business Services: None Water-Wastewater: None

Cumulative Incidents for 2023

Recordable Incidents	1
Lost Time Days 2023	0
Restricted Days 2023	0
First Aid Only (not recordable)	0

Total FROI 1

Recordable Incident 5-year History

	2019	2020	2021	2022	2023
ADMIN	0	0	0	0	0
BUS SVCS	4	0	0	0	1
ELEC	1	0	0	0	0
W-WW	5	3	1	0	0
TOTAL	10	3	1	0	1



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 18 2023

AGENDA ITEM: Consider approving a \$220,834 professional auditing service contract for 2023-2028 with CLA (Clifton Larson Allen) LLP for Grand Rapids Public Utilities

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The City of Grand Rapids (City) and the Grand Rapids Public Utilities (GRPU) finance teams previously discussed the advantages of utilizing one auditing firm for both the City and GRPU. One audit firm will produce auditing efficiencies and coordination for the City and GRPU required annual audits of financial statements and be less costly. The City and GRPU auditing contracts ended with the 2022 audited financial statements preparation and presentation in early 2023 giving an opportunity to enter into the market with a request for professional auditing services.

On September 5, 2023 a joint request for proposal for professional auditing services was sent to ten very qualified auditing firms including both current City and GRPU auditing firms. A copy of the request for proposal for joint auditing services is attached. The City and GRPU received four qualified responses. The City and GRPU finance teams ranked the four audit firm responses using a matrix which included (1) response to the request for proposal; (2) hours allocated by audit team members; and (3) price.

The four auditing firm responses were comparable and it was decided to interview CLA as their audit team hours allocated of 450 for the City and 215 for the GRPU were more than prior audit team hours and the price was less than the City and GRPU prior auditing firms.

City and GRPU audit team members interviewed CLA audit team members on September 28, 2023 with a prepared list of questions. The City and GRPU finance teams are recommending CLA, LLP.

The GRPU recommendation is to contract with CLA for six-years which has more allocated audit team member hours with a savings of approximately \$50,000 over the contract period

compared with GRPU previous auditors. In the future if GRPU requires a federal single audit there will be an additional fee of approximately \$5,000. GRPU would need to received \$750,000 in federal funds to be required to have a federal single audit. Annually a statement of work – audit services will be reviewed and approved by the general manager.

The audit fees for 2023 audit are \$31,159 plus \$4,000 for the federal single audit, if required. Fees for 2024-2028 are listed in the attached statement of work – audit services. The required CLA, LLP insurance certificates are on file.

The City Finance Director will be presenting a contract for CLA to perform audit services for the City at next City Council meeting.

RECOMMENDATION:

Enter into a six-year professional services contract with CLA for the GRPU 2023-2028 professional auditing services of \$220,834 and authorize the general manager to sign the master agreement and statement of work.- audit services.



CliftonLarsonAllen LLP
<https://www.claconnect.com>

Master Services Agreement

Grand Rapids Public Utilities Commission
500 SE 4th St, Grand Rapids, MN, 55744
MSA Date: September 29, 2023

This master service agreement (“MSA”) documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Grand Rapids Public Utilities Commission (“you,” or “your”). The terms of this MSA will apply to the initial and each subsequent statement of work (“SOW”), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA’s performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA,

the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the “Consent” section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Grand Rapids Public Utilities Commission anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your

consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from September 29, 2023, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Mary Reedy

Principal

(320) 203-5534

mary.reedy@claconnect.com

Response:

This MSA correctly sets forth the understanding of Grand Rapids Public Utilities Commission.

CLA

ORG: _____

NAME: Mary Reedy, CPA, CGFMTITLE: PrincipalSIGN: Mary ReedyDATE: October 2, 2023**Client**ORG: Grand Rapids Public Utilities
Commission

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: Grand Rapids Public Utilities
Commission

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____



CliftonLarsonAllen LLP
<https://www.claconnect.com>

Statement of Work - Audit Services

September 29, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated September 29, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Grand Rapids Public Utilities Commission ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the years ended December 31, 2023 through December 31, 2028.

Mary Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the business-type activities, which collectively comprise the basic financial statements of Grand Rapids Public Utilities Commission, and the related notes to the financial statements as of and for the years ended December 31, 2023 through December 31, 2028.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of GASB 87 lease tool
- Preparation of GASB 96 SBITA tool

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audits will be conducted in accordance with U.S. GAAS. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by June 30, 2024. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to

corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Improper Revenue Recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent

financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities and safeguarding assets. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management,

who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we

expect to need for our audit and the dates required will be provided in a separate communication.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit	\$31,159
Single Audit Fee, If Required	\$4,000

See attached pdf for additional year fees

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed, which is included in the fee noted above. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon execution of the SOW, in 2024	One-third of our professional fees
Upon the commencement of substantive procedures	One-third of our professional fees
Issuance of draft report(s)	One-third of our professional fees

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a

substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Predecessor auditor communications

You agree to provide us permission to communicate with the predecessor auditor and to authorize the predecessor auditor to respond fully to our inquiries regarding any matters that will assist us in finalizing our engagement acceptance. You agree to authorize the predecessor to allow us to review their audit documentation, thereby providing us with information to assist us in planning and performing the engagement. You will be responsible for any fees billed by the predecessor auditor related to our review of their workpapers and our inquiries. You further acknowledge that our final acceptance of the engagement is subject to the completion of those inquiries and evaluation of the responses.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Grand Rapids Public Utilities Commission.

CLA

ORG: _____

NAME: Mary Reedy, CPA, CGFMTITLE: PrincipalSIGN: Mary ReedyDATE: October 2, 2023**Client**ORG: Grand Rapids Public Utilities
Commission

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: Grand Rapids Public Utilities
Commission

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

December 31, 2023

Audit	\$ 31,159.00
Single Audit, if Required	4,000.00

December 31, 2024

Audit	\$ 33,390.00
Single Audit, if Required	4,400.00

December 31, 2025

Audit	\$ 35,490.00
Single Audit, if Required	4,800.00

December 31, 2026

Audit	\$ 37,950.00
Single Audit, if Required	5,000.00

December 31, 2027

Audit	\$ 40,215.00
Single Audit, if Required	5,400.00

December 31, 2028

Audit	\$ 42,630.00
Single Audit, if Required	5,750.00



City of Grand Rapids & Grand Rapids Public Utilities Minnesota

420 N Pokegama Avenue
500 SE 4th Street
Grand Rapids, Minnesota 55744

Joint Request for Proposals

Professional Auditing Services Fiscal years Ending 2023-2028

Barb Baird – City Finance Director
Jean Lane – GRPU Business Services Manager
218-326-7024

CITY OF GRAND RAPIDS & GRAND RAPIDS PUBLIC UTILITIES REQUEST FOR PROPOSALS

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CITY OF GRAND RAPIDS AND GRAND RAPIDS PUBLIC UTILITIES REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Grand Rapids (City) and the Grand Rapids Public Utilities (GRPU) are requesting proposals from qualified firms of Certified Public Accountants to audit its annual financial statements for the fiscal year ending December 31, 2023, for the GRPU and fiscal year December 31, 2024 for the City with the option, upon mutual agreement, of auditing the financial statements for each of the five subsequent fiscal years for the GRPU and four subsequent fiscal years for the City. The audit of the City and GRPU is to be performed in accordance with generally accepted government auditing standards. The City and/or GRPU may require a single audit in any year of the engagement. The GRPU may require some special reporting for a separate utility upon request.

There is no expressed or implied obligation for the City or GRPU to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City of Grand Rapids or GRPU shall not be liable for any expenses incurred by the applicant including but not limited to expenses associated with the preparation of the proposal, attendance at the interviews, preparation of a compensation (fees) schedule or final contract negotiations.

To be considered, an electronic copy of the proposal must be received prior to the deadline by the lead point team member contact listed below.

GRPU

Jean Lane

Business Services Manager

504 SE 4th Street

Grand Rapids, MN 55744

218.326.7024

The proposal must be received no later than 5:00 PM on September 21, 2023.

This is a joint request for professional auditing services from the City and GRPU. The GRPU is a discretely presented component unit of the City of Grand Rapids with electric, water, wastewater collection (sanitary sewer) and wastewater treatment.

The City and GRPU reserves the right without prejudice to reject any or all proposals submitted. Proposals submitted will be evaluated by a Selection Committee consisting of team members from the City/GRPU finance departments.

During the evaluation process, the City and GRPU reserves the right, where it may serve the City's or GRPU's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the Selection Committee as part of the final evaluation process.

The City and GRPU reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected and a separate contract between GRPU and the firm selected.

It is anticipated the selection of a firm will be completed by October 4, 2023. Following the notification of the selected firm, it is expected a contract will be executed between the firm and each of the parties following the October 23, 2023 meeting of the City Council and October 11, 2023 meeting of the GRPU Commission.

The City's audited financial statements are to be presented within approximately 120 days after end of calendar year. The GRPU's audited financial statements are to be presented within 150 days or less after the calendar year the first year; and thereafter, approximately 120 days after the end of the calendar year.

B. Term of Engagement

A six-year GRPU contract is proposed, subject to an annual review by the GRPU and a five-year City contract is proposed, subject to an annual review by the City. In the event of unsatisfactory performance, or when in the best interest of the City or GRPU, proposals may be solicited before the end of the contract period.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City and GRPU.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

A copy of the City's 2022 Annual Comprehensive Financial Report and the 2022 auditor's reports are available on the City's website <https://cityofgrandrapidsmn.com>. The scope of work to be performed will be consistent with the audit performed in 2022. A copy of the GRPU's 2022 Annual Comprehensive Financial Report and the 2022 auditor's reports are available on the GRPU's website.

The City and the GRPU desire the auditor to express an opinion on the fair presentation of their basic financial statements in conformity with governmental accounting principles and auditing standards generally accepted in the United States of America.

For the City, the auditor is required to audit the basic financial statements, combining and individual fund statements. For the GRPU, the auditor is required to audit the basic financial statements. The auditor is not required to audit the statistical section of the reports.

B. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America; the standards set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. Government Accountability Office's (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, and the minimum procedures for auditors of local governments prescribed by the Office of the State Auditor pursuant to Minn. Stat. 6.65.

C. Reports to be Issued

The auditor shall prepare the following reports at the completion of the audit:

- Issue an opinion letter on the City's basic financial statements in conformity with accounting principles generally accepted in the United States of America.

- Issue an opinion letter on the GRPU's basic financial statements in conformity with accounting principles generally accepted in the United States of America.
- Issue a report on the consideration of the City's internal controls over financial reporting.
- Issue a report on the consideration of the GRPU's internal controls over financial reporting.
- Issue a report on City's compliance with applicable laws and regulations.
- Issue a report on GRPU's compliance with applicable laws and regulations.
- Communicate in a letter to City management any reportable conditions found during the audit.
- Communicate in a letter to GRPU management any reportable conditions found during the audit.
- If a City single audit is needed, issue an auditor's report on the internal control over compliance for major federal programs, an opinion on compliance with requirements applicable to each major federal program, and a summary of auditor's results and a schedule of findings and questioned costs, if any, required by OMB.
- If a GRPUC single audit is needed, issue an auditor's report on the internal control over compliance for major federal programs, an opinion on compliance with requirements applicable to each major federal program, and a summary of auditor's results and a schedule of findings and questioned costs, if any, required by OMB.
- Present opinion, procedures, and overview of the City's financial condition to the City Council.
- Present opinion, procedures, and overview of the GRPU's financial condition to the Commission.

D. Additional Nonaudit Services

Additional nonaudit services can be performed as allowed and desired upon the mutual consent and agreement of compensation between the City or GRPU and selected firm.

E. Special Considerations

1. The City and GRPU will rely on the auditors for assistance in preparing the financial statements. The City and GRPU will rely on the expertise of the auditor to inform the City and GRPU of changes in auditing standards and regulations which may require the auditor to change the scope of work in the future.
2. The City and GRPU will send its annual comprehensive financial report to the GFOA for review in their Certificate of Achievement for Excellence in Financial Reporting program. The City and GRPU has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for many years, and intend to continue to submit future reports for the award. It is anticipated that the auditor may be requested to provide assistance to the City and GRPU to continue to meet the requirements of this program.

F. Retention of Workpapers and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of six (6) years, unless the firm is notified in writing by the City and GRPU of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees: City, GRPU, State Auditor's Office, U.S. General Accounting Office (GAO), Federal Cognizant Agency, and parties designated by the federal or state governments or by the City of Grand Rapids or GRPUC as part of an audit quality review process.

All data relating to the audit, including work papers, will be subject to the same data classifications that apply under Minn. Stat. § 6.715. The auditor conducting a City and GRPU audit must provide access to such data relating to the audit and is liable for unlawful disclosure of the data as if it

were a government entity under Minn. Stat.ch. 13.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE CITY OF GRAND RAPIDS AND GRPUC

The Village of Grand Rapids was incorporated on June 11, 1891, and became a statutory City on January 9, 1974. The City of Grand Rapids, the Itasca County seat, is located 180 miles north of Minneapolis and St. Paul, Minnesota, in the north central part of the state. The City is located in the heart of a resort and recreation area and is the major commercial service and industrial center. The City of Grand Rapids currently occupies a land area of 24.40 square miles and serves a population of 11,283. The City of Grand Rapids signed an Annexation Agreement with the Grand Rapids Township in 2000 and the City annexed the last area of the Township on January 1, 2010. The City of Grand Rapids is empowered to levy a property tax on both real and personal properties located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation. The City is the region's retail trade, health care, education and cultural center with a market draw of more than 49,000 people.

The City operates under a Council-Administrator form of government. Policy-making and legislative authority are vested in a governing Council consisting of the mayor and four other members. The governing Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and approving the hiring of City employees. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City. Council members serve four-year staggered terms, with two Council members elected every two years. The mayor is elected to serve a two-year term.

The City of Grand Rapids provides a full range of services, including police and fire protection, the construction and maintenance of highway, streets, and other infrastructure, recreational and cultural facilities, and general administrative services. In addition, the City also provides enterprise activities such as a golf course and storm water utility.

The City has two discretely presented component units, the Grand Rapids Economic Development Authority (GREDA) and the Grand Rapids Public Utilities Commission (GRPUC). Both governing boards are appointed by the City Council. The Council has the ability to approve or modify the GREDA's budget and is governed by Article VIII of the bylaws. The GREDA does not issue separate financial statements. The GRPUC manages and controls the electric power distribution system, water production treatment and distribution systems, and wastewater collection and treatment systems. The City guarantees the general obligation debt of the GRPU. Separate financial statements are issued by the GRPU.

On March 30, 1910, the Grand Rapids Village Council adopted a resolution establishing a Water, Light, Power and Building Commission for the Village of Grand Rapids. In 1949, in accordance with state statutes, the Water, Light, Power and Building Commission was changed to a Public Utilities Commission. The Grand Rapids Public Utilities Commission is a branch of the City government charged by Section 412.321, Minnesota Statutes with full control, operation and management of the electrical power distribution system, the water production, treatment and distribution systems, and the wastewater collection and treatment systems. The area served by the GRPU includes the Cities of Grand Rapids, LaPrairie, Cohasset and certain other outlying areas.

More detailed information on the government, fund structure and operations can be found in in the 2022 Annual Comprehensive Financial Report which can be found on the City's website.

The City's finance department staffing levels are adequate to provide an appropriate level of internal controls. The majority of the finance staff has over 5 years of experience with the City. The City and GRPU do not maintain an internal audit function other than internal checks performed by the Finance Departments. The GRPU's finance team has three key team members with several years of experience with GRPU.

The City uses MSI financial software with a limited range of integrated accounting modules. The GRPUC uses Great Plains Dynamics financial software with a full range of integrated accounting modules and Cogsdale utility billing software. In 2023, the City and GRPUC submitted an RFP for a joint ERP software solution. We are currently in the final discovery stage of the evaluation and will choose new ERP software solution(s) this fall with implementation in 2024/2025.

Interested proposers who wish to review prior years' audit reports and management letters can find them on the City's and GRPU's websites. The City of Grand Rapids and GRPU will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposal. The City, GRPU, and proposers recognize and agree that all actions related to government data must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch.13.

IV. TIME REQUIREMENTS

A. Anticipated Proposal Calendar

The following is a list of key dates regarding the selection process:

1. Due date for Proposals.....September 21, 2023
2. Finalist Interviews, as necessary.....September 25-27, 2023
3. Contract consideration by the City Council.....October 9, 2023
4. Contract consideration by the GRPUCOctober 11, 2023

B. Notification

It is anticipated that the staff recommended firm will be notified prior to October 6, 2023.

C. Schedule for Audit Completion

Interim Work & Audit Plan - The City and GRPU have a standard set of workpapers that they prepare each year for the audit. The auditor shall provide City and GRPU an audit plan and a list of any additional schedules to be prepared by the City or GRPU prior to December 5. The schedule for interim work will be determined upon completion of selection process.

Fieldwork & Final Report Due Dates - The City will have its accounting records ready for audit by March 15 with some audit workpapers available at end of January. GRPU will have its accounting records ready for audit by March 15. At a minimum, the auditor will be required to meet the following dates:

1. GRPU fieldwork completion no later than March 31.
2. City fieldwork completion no later than March 31.
3. Draft audit reports & findings to management at least two weeks prior to delivery to the City Council and GRPUC.
4. Presentation to GRPUC at a work session meeting before April 30 (drafts to be delivered on the Wednesday prior to the meeting).

5. Presentation to City Council at a regular council meeting before April 30 (drafts to be delivered on the Wednesday prior to the meeting).

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Assistance

The City and GRPU Finance Departments staff and responsible management personnel will prepare the necessary workpapers and be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City and GRPU as directed by the auditor.

B. Report Preparation

The City and GRPU Annual Comprehensive Financial Reports preparation will be done by the auditors.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be addressed in an email to:

Jean Lane
GRPU Business Services Director
500 SE 4th Street
Grand Rapids, MN 55744

All responses, questions, and correspondence should be directed to Jean Lane. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

Email questions on the RFP will be accepted until Monday, September 18, 2023 at 4:30 PM to allow time for staff to respond in writing to all holders of this RFP. Email questions submitted after Monday, September 18, 2023 at 5:00 PM may go unanswered.

2. Submission of Proposals

The following material is required to be received by September 21, 2023 at 5:00 PM for a proposing firm to be considered:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for the five-year period for the City and six-year period for GRPU.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI.B. of this request for proposals.

1. Executed copy of the Proposer Guarantees and Warranties (attached to this request for proposal – Appendix A)
2. Schedule of Professional Fees and Expenses for the Audit (attached to this request for proposal – Appendix B)

B. Audit Proposal

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City and GRPU in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposals requirement.

The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, items 2 through 9, must be included. They represent the criteria upon which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City and GRPU as defined by the generally accepted auditing standards.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, size of the firm's municipal utility audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory, and Staff Qualifications and Experience

The proposal should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Minnesota. Provide information on the government and specifically municipal utility auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City and GRPUC. Other audit personnel may be changed at the discretion of the firm provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

Describe the firm's experience with local government audits, audits of federal programs, and specifically audits of utilities. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposal and are cities and municipal utilities awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Specifically identify those engagements at which the managers and other supervisors who will be assigned to this engagement have worked.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. Firms should provide the following information on their audit approach:

- a. Proposed timing and segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample sizes and to the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of computer software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the City's and GRPU internal control over financial reporting and internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to compliance test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the City and GRPU.

Please address remote workforce collaboration with clients during fieldwork.

9. The proposal should include acknowledgement of the required audit schedule and a statement as to the firm's ability to meet the schedule.

C. Dollar Cost Proposal (Appendix B)

1. Total All-inclusive Maximum Price

The City and GRPU will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

The dollar cost proposal should specify all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price is to include all direct and indirect costs, including all out-of-pocket expenses for each of the years ending 2023 – 2028 for GRPU and 2024 – 2028 for City of Grand Rapids.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix B) that supports the total all-inclusive maximum price.

3. Single Audit

Since the Single Audit work is based on the requirements of individual grants which may vary, the cost of the Single Audit may be stated separately and may be based on an hourly rate and estimated minimum hours needed to complete a basic Single Audit.

4. Rates for Additional Professional Services

If it should become necessary for the City and GRPU to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm and/or GRPU and the firm. Any such additional work agreed to between the City and the firm and between the GRPU and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Interim billings shall cover a period of not less than one calendar month.

VII. EVALUATION PROCEDURES

A. Selection Committee

Proposals submitted will be evaluated by a Selection Committee consisting of the City and GRPU team members.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process:

1. **Mandatory Elements**
 - a. The audit firm is independent and licensed to practice in Minnesota.
 - b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
 - c. The firm has no conflict of interest with regard to any other work performed by the firm for the City and GRPU.
 - d. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - e. The firm submits a copy of its last external quality control review report, including any letter of comments. The firm must have a record of quality work.
2. **Technical Qualifications**
 - a. **Expertise and Experience**
 - i. The firm exhibits expertise based on past experience and performance on comparable government engagements and municipal utility engagements.
 - ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - iii. Availability/responsiveness of staff, as derived from the written proposal.
 - iv. The firm has demonstrated an ability to assist its governmental and municipal utilities clients in retaining the GFOA Certificate of Achievement in Financial Reporting.
 - b. **Audit Approach**
 - i. Adequacy of proposed staffing plan for various segments of the engagement
 - ii. Adequacy of analytical procedures and sampling techniques
 - iii. Ability to meet desired timing of engagement and scheduled deadlines
 - iv. Remote workforce experience, expertise, communication and collaboration
 - v. Files are transferred using a secure connection
3. **Price Consideration**

The cost of the audit for the City years 2024-2028 and GRPUC years 2023-2028 should be calculated on the "Schedule of Professional Fees and Expenses" (Appendix B). Cost will be one of the factors and not the only factor the selection committee will use to evaluate proposing firms.

C. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. These oral presentations will be remote via a Teams platform.

D. Final Selection

The City and GRPU intends to select a firm based upon the recommendation of the Selection Committee. It is anticipated that the Council will approve the recommended firm on October 23, 2023 and the GRPUC at their meeting October 11, 2023.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City, GRPU, and the firm selected. The City and GRPU reserve the right, without prejudice, to reject any or all proposals.

APPENDIX A**PROPOSER GUARANTEES AND WARRANTIES**

1. The proposer certifies it can and will provide, as a minimum, all services set forth in the proposal.
2. Proposer warrants that it does not have any conflicts of interest with the City of Grand Rapids and Grand Rapids Public Utilities, its management staff, or its elected or appointed officials.
3. Proposer warrants that the firm and all assigned key professional staff are properly licensed to practice in the state of Minnesota.
4. Proposer warrants that it is willing to and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
5. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Grand Rapids and Grand Rapids Public Utilities.
6. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B1

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF 2024-2028 FINANCIAL STATEMENTS
CITY OF GRAND RAPIDS

<u>Position</u>	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Proposed Hourly Rates</u>	<u>Total</u>
Partner		\$	\$	\$
Manager(s)				
Supervisor(s)				
Staff				
Other People				
Expenses				
Other Costs	<u> </u>			<u> </u>
Subtotal – City Audit	<u> </u>			<u>\$ </u>
	<u>Hours</u>	<u>Average Rate</u>		<u>Total</u>
Single Audit	<u> </u>	\$		<u>\$ </u>

	<u>Summary Schedule</u>	
	<u>ACFR</u>	
<u>Fiscal Year Ending December 31,</u>	<u>Total all-inclusive maximum price</u>	<u>Single Audit Cost, if required</u>
2024	\$	\$
2025		
2026		
2027		
2028	<u> </u>	<u> </u>
Total	<u>\$ </u>	<u>\$ </u>

APPENDIX B2

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF 2023-2028 FINANCIAL STATEMENTS
GRAND RAPIDS PUBLIC UTILITIES

<u>Position</u>	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Proposed Hourly Rates</u>	<u>Total</u>
Partner		\$	\$	\$
Manager(s)				
Supervisor(s)				
Staff				
Other People				
Expenses				
Other Costs	<u> </u>			<u> </u>
Subtotal – City Audit	<u> </u>			<u>\$ </u>
	<u>Hours</u>	<u>Average Rate</u>		<u>Total</u>
Single Audit	<u> </u>	\$		<u>\$ </u>

	<u>Summary Schedule</u>	
	<u>ACFR</u>	
<u>Fiscal Year Ending December 31,</u>	<u>Total all-inclusive maximum price</u>	<u>Single Audit Cost, if required</u>
2023	\$	\$
2024		
2025		
2026		
2027		
2028	<u> </u>	<u> </u>
Total	<u>\$ </u>	<u>\$ </u>



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: October 18, 2023

AGENDA ITEM: Consider a motion to approve Resolution No. 10-18-23-14 approving the issuance and sale of General Obligation (GO) Utility Revenue Bonds, Series 2023B (Public Utilities Commission) by the City of Grand Rapids, Minnesota in the Approximate Aggregate Principal Amount of \$4,755,000.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The Grand Rapids Public Utilities Commission (GRPUC) at the August 16, 2023 meeting, approved resolution 08-16-23-8 which authorized reimbursement from debt the Grand Rapids/Cohasset Industrial Park Utility Extension Project and requested the City Council to issue GO bonds to finance related costs.

The Grand Rapids/Cohasset Industrial Park Utility Extension (watermain loop) Project is being constructed this summer. The project is to provide sanitary sewer and water to the Ainsworth property. The project includes approximately \$884,118 for sanitary sewer improvements, \$957,794 water improvements, and no costs for street improvements for a total project cost of \$1,841,912 from the GRPUC. The sanitary sewer and water improvements are GRPUC assets and will increase the value of the appropriate sewer and water infrastructure.

This project also will provide future resiliency for the water system to the southwest part of the town including the hospital and elementary school.

The GRPUC at the July 12, 2023 meeting approved resolution 07-12-23-5 which authorized reimbursement from debt the Sylvan Bay Utilities Project and request the City council to issue GO bonds to finance related costs.

The City of Grand Rapids CP 2015-1 Sylvan Bay phase one project bid was awarded and is being constructed this summer. The July 2023 forecasted project costs includes \$878,973 for sanitary sewer improvements, \$1,066,705 water improvements, and \$615,687 street improvements for a total forecasted project cost of \$2,562,000 from the GRPUC. The sanitary sewer and water improvements are GRPUC assets and will increase the value of the appropriate sewer and water infrastructure.

The City Council is preparing to issue debt for the GRPUC soon and part of the debt issuance process is for the GRPUC to approve a resolution approving the issuance and sale of GO Utility Revenue Bonds, Series 2023B (PUC) in the amount of \$4,755,000.

Issuing debt in 2023 with principal and interest payments starting in 2024 was included in the proposed utility rates from the approved December 2022 cost of service studies for water and wastewater (sanity sewer).

RECOMMENDATION:

Approve Resolution No. 10-18-23-14 approving the issuance and sale of General Obligation (GO) Utility Revenue Bonds, Series 2023B (Public Utilities Commission) by the City of Grand Rapids, Minnesota in the Approximate Aggregate Principal Amount of \$4,755,000.

RESOLUTION NO. 10-18-23-14

APPROVING THE ISSUANCE AND SALE OF GENERAL OBLIGATION UTILITY REVENUE BONDS, SERIES 2023B (PUBLIC UTILITIES COMMISSION), BY THE CITY OF GRAND RAPIDS, MINNESOTA IN THE APPROXIMATE AGGREGATE PRINCIPAL AMOUNT OF \$4,755,000

WHEREAS, the City of Grand Rapids (the "City"), through its Public Utilities Commission (the "PUC"), owns and operates as a revenue-producing convenience, systems for the distribution of electricity, production and distribution of water, and collection and treatment of sewer and wastewater for the use of the City and its inhabitants and other customers (collectively, the "Facilities");

WHEREAS, the PUC and the City desire to construct water and wastewater improvements for the Sylvan Bay Project and industrial park area in the City through the issuance of the City's General Obligation Utility Revenue Bonds, Series 2023B (Public Utilities Commission) (the "Bonds"), in the approximate aggregate principal amount of \$4,755,000; and

NOW THEREFORE, BE IT RESOLVED, by the Grand Rapids Public Utility Commission, in Grand Rapids, Minnesota, as follows:

1. The PUC approves of the issuance by the City of the Bonds on terms and conditions consistent with the following:
 - a. The original principal amount of the Bonds shall not exceed \$4,755,000 payable from net revenues of the Facilities.
 - b. The Bonds shall mature no later than December 31, 2039, subject to earlier maturities or mandatory redemption as may be determined by the PUC and the City.
 - c. The Bonds shall be subject to optional redemption prior to maturity on such terms and conditions as the City Council shall determine to be advantageous and marketable.
2. Staff is authorized and directed to cooperate with City staff and the City's legal and municipal advisors in offering the Bonds for sale.
3. This resolution shall take effect immediately upon adoption.

Adopted this 18th day of October, 2023.

President

Witness:

Secretary

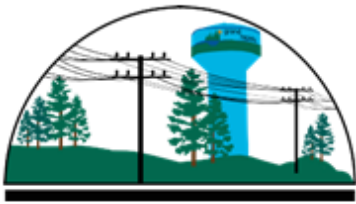
CERTIFICATION

I, Julie Kennedy, the General Manager of the Grand Rapids Public Utilities Commission, hereby certify that the attached is a true and correct copy of Resolution No. 10-18-23-14 which resolution was duly adopted by the Board of Commissioners of the Grand Rapids Public Utilities Commission at a regular meeting on October 18, 2023.

Dated: October ____, 2023.

By

Its General Manager



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BUSINESS SERVICES DEPARTMENT MONTHLY REPORT September 2023 Commission Meeting

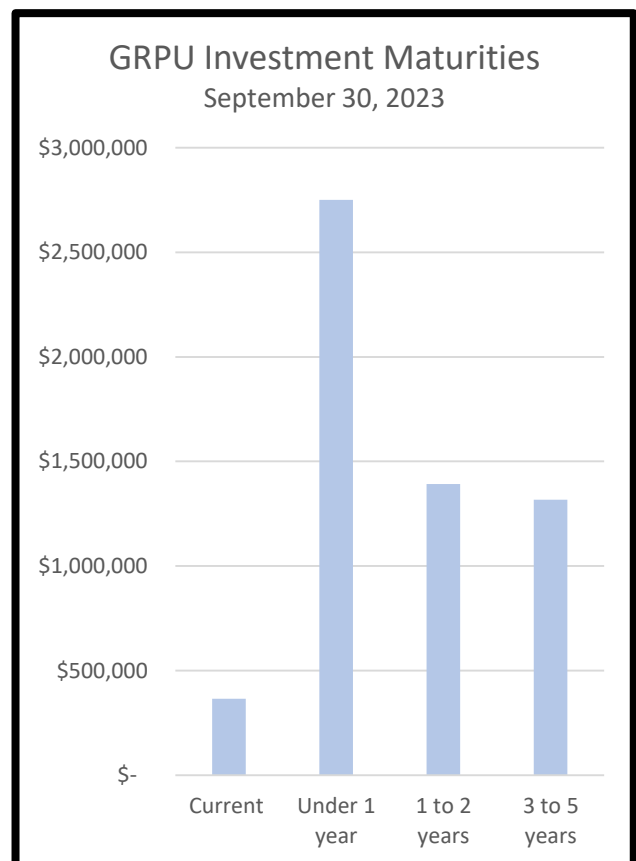
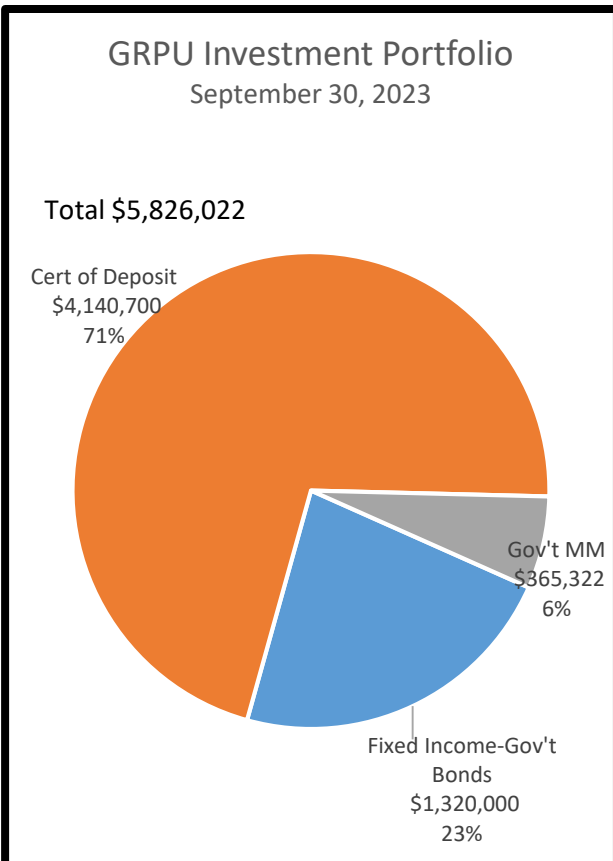
SAFETY

RELIABILITY

CUSTOMER SERVICE

Governments have a fiduciary responsibility in managing their funds, including the ongoing management and monitoring of investment activity. Investments increased from \$2,658,837 at EOY 2022 to \$5,826,022 as of September 30, 2023.

SAFETY OF ASSETS – INVESTMENTS



CUSTOMER SERVICE – CUSTOMER-FOCUSED COMMUNICATION CAMPAIGNS

October 2023 focused communications – Public Power Week and GRPU Caring Fund (roundup program)

Click on any of the following links to review online documents regarding the Caring Fund:

- [GRPU Facebook](#) posts with links to the GRPU website

Radio advertising for Public Power Week the first week of October. The remainder of October the radio advertising is promoting the GRPU caring fund.

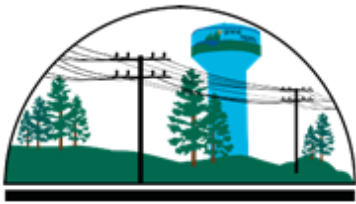
RELIABILITY – UPDATE ON NEW ENTERPRISE RESOURCES PLANNING SOFTWARE

City and GRPU ERP software themes: (1) importance of transparency and customer interactions; (2) self-service portals for customers; (3) interface with utility billing, OMS, AML, and GIS.

The new ERP software will allow the City and GRPU to have data that is easier to access and increased reliability.

The GR joint steering/strategy team met to finalize some Enterprise Resource Planning (ERP) request for proposal (RFP) discussion, decisions, and next action steps. The current software GRPU software Cogsdale (utility billing) and Great Plains (GP) Dynamics (financial & projects) is outdated or will not be supported in the near future. The City software MSI is not being supported. Below are some decisions and next steps from the joint steering/strategy team:

- GFOA has started negotiations, on GRPU behalf, with SpryPoint for utility billing and related software. A SpryPoint team member will be at GRPU November 6 for a kick-off implementation meeting.
- Financial software platform – Ten vendors responded to the request for qualifications for a financial software platform. Three financial software vendors passed the IT requirements and were asked to demonstrate specific finance related tasks in mid-October. Upon successful demonstration responses none or all the three financial vendors will be asked to respond to a full financial software RFP.



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ELECTRIC DEPARTMENT MONTHLY REPORT Oct 2023 Commission Meeting

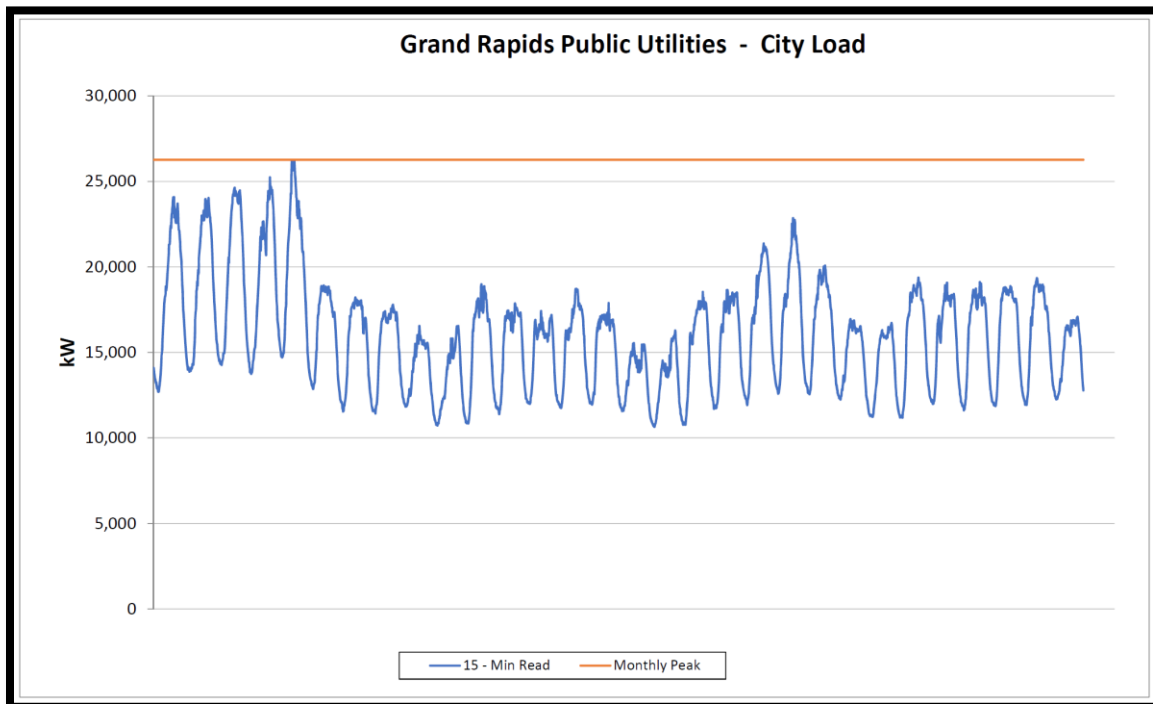
Reliability Report Last Month

September had a few outages. Wildlife and trees are the main causes.

SAIDI:	0.20	Avg Minutes / Customers Served	CAIDI:	10.14	Avg Minutes / Customer Out	Total Customers Out:	149
SAIFI:	0.02	Cust Outages / Customers Served	CAIFI:	0.040	Avg Outages / Customer Out	Total Reported Hours:	25
Active:	7630	Active Electric Customers	Outages:	6	Total Number of Outages	Total Customer Hours Out:	286
ASAI:	99.99957	Average Percent System Available					

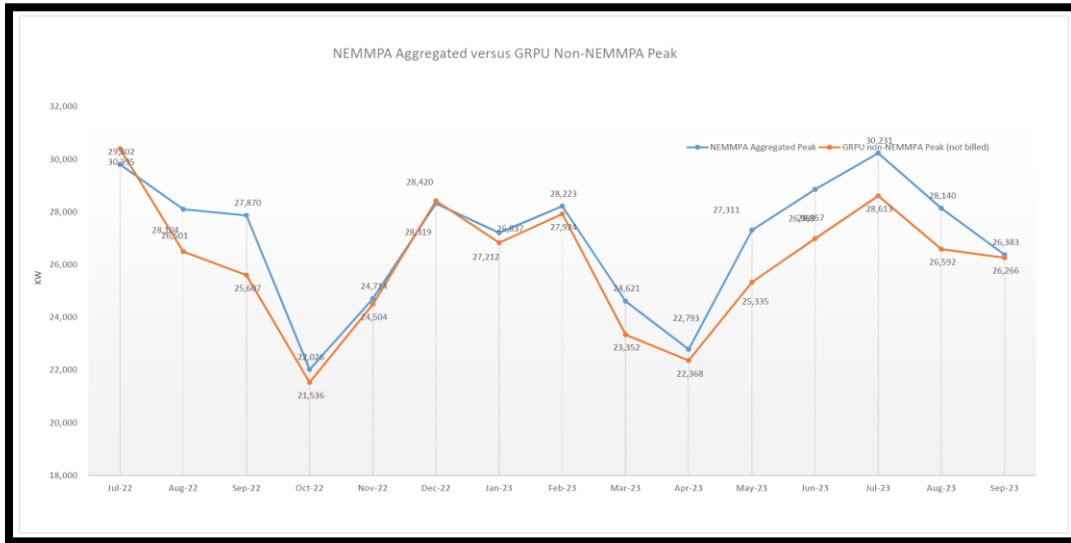
Electric Load Graph Last Month

Monthly Peak was 26,266 kW on Sept 5th.



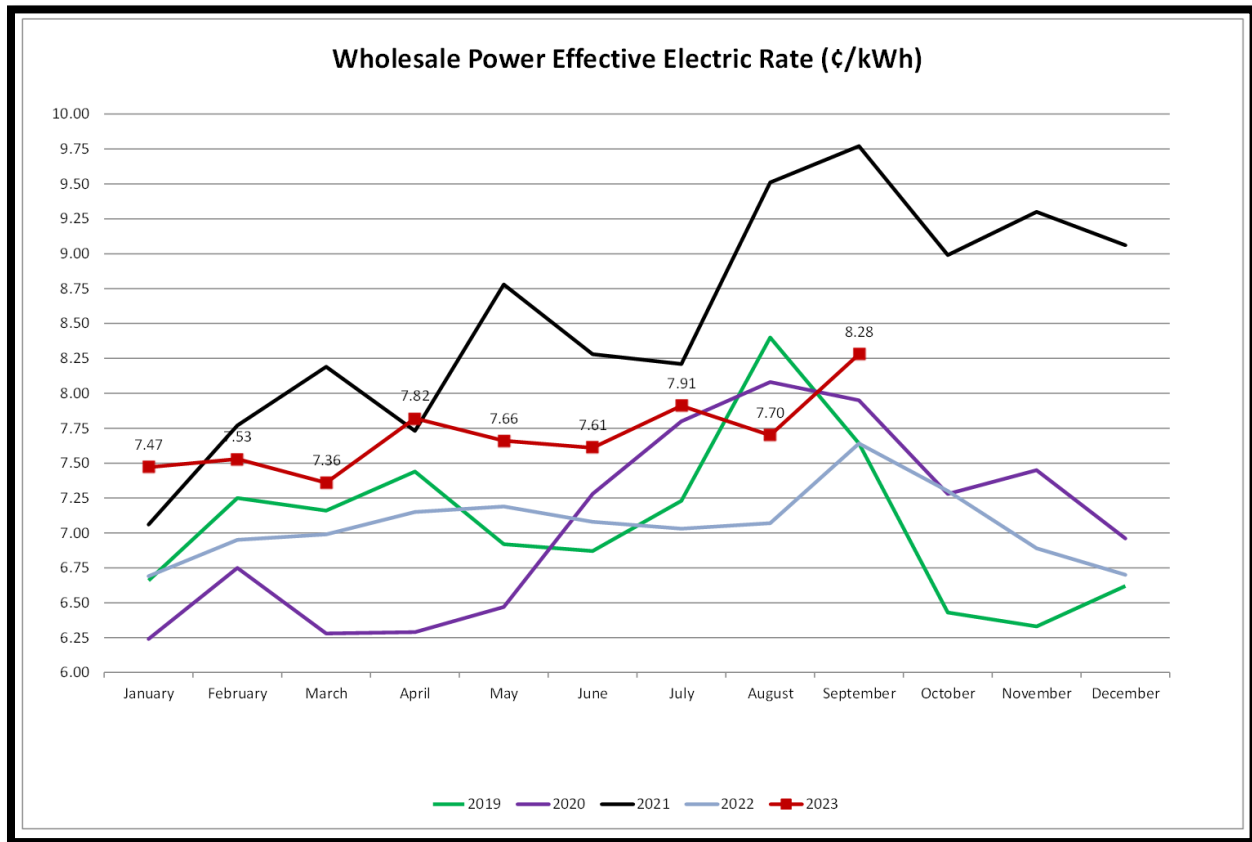
NEMMPA vs. non-NEMMPA Peak Last Month

The attached graph shows the aggregated NEMMPA peak versus non-NEMMPA peak.



Effective Wholesale Electric Power Rate Last Month

The attached graph shows the effective wholesale electric rate.

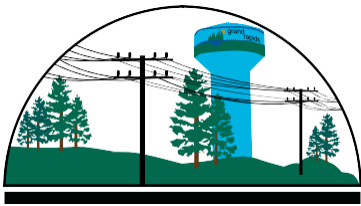


Capital and Operations Project Summary

Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Completed	Status	Noted Issues / Highlights
GRPU	ELEC	Distribution System Transformers	ELEC2306	\$150,000	\$0	0%	10%	In Progress	Larger order, lead-time reduction
GRPU	ELEC	Crystal Springs Conversion	ELEC2135	\$146,000	\$0	0%	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	Reliability Upgrades	ELEC2314	\$100,000	\$0	0%	0%	In Progress	working through
GRPU	ELEC	Tree Trimming	EOPS	\$100,000	\$79,130	79%	0%	In Progress	
GRPU	ELEC	Backyard Machine	ELEC2318	\$90,000	\$90,000	100%	100%	Completed	
GRPU	ELEC	OH Replacements	ELEC2304	\$60,000	\$10,290	17%	0%	In Progress	
GRPU	ELEC	Power Pole Replacement	ELEC2311	\$50,000	\$0	0%	0%	Not Started	
GRPU	ELEC	Distribution System Services	ELEC2301	\$40,000	\$0	0%	0%	Not Started	
GRPU	ELEC	SW 1st Avenue Conversion	ELEC2317	\$30,000	\$0	0%	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	UG Replacements	ELEC2305	\$30,000	\$29,526	98%	1%	In Progress	
GRPU	ELEC	Maple Street Conversion	ELEC2316	\$29,000	\$0	0%	0%	On Hold	trx supply chain issues - pushed to 2024
GRPU	ELEC	AMI Meters	ELEC2307	\$25,000	\$5,422	22%	1%	In Progress	
GRPU	ELEC	Security Lighting	ELEC2303	\$13,996	\$1,118	8%	0%	Not Started	
GRPU	ELEC	Dual Fuel Services	ELEC2302	\$2,560	\$0	0%	0%	Not Started	
City	ELEC	21st St & Forest Hills Dr	EOPS			#DIV/0!		In Progress	
Developer	ELEC	Ainsworth Site Transformer	EOPS		\$62,283	#DIV/0!	75%	In Progress	
GRPU	ELEC	CSC Generator	EOPS			#DIV/0!		In Progress	2024 delivery
GRPU	ELEC	East Sub Rewire	EOPS		\$0	#DIV/0!	0%	Not Started	
City	ELEC	Forest Lake School Site Housing	EOPS			#DIV/0!		Not Started	
Developer	ELEC	Newman Campground - LaPrairie	EOPS		\$33,000	#DIV/0!	100%	Completed	

Status Definitions

Not Started - no human or financial resources utilized
 In Progress - time or money spent on the project
 In Service - operational but final close out needed
 Completed - done and closed out
 On Hold - waiting on some type of significant action



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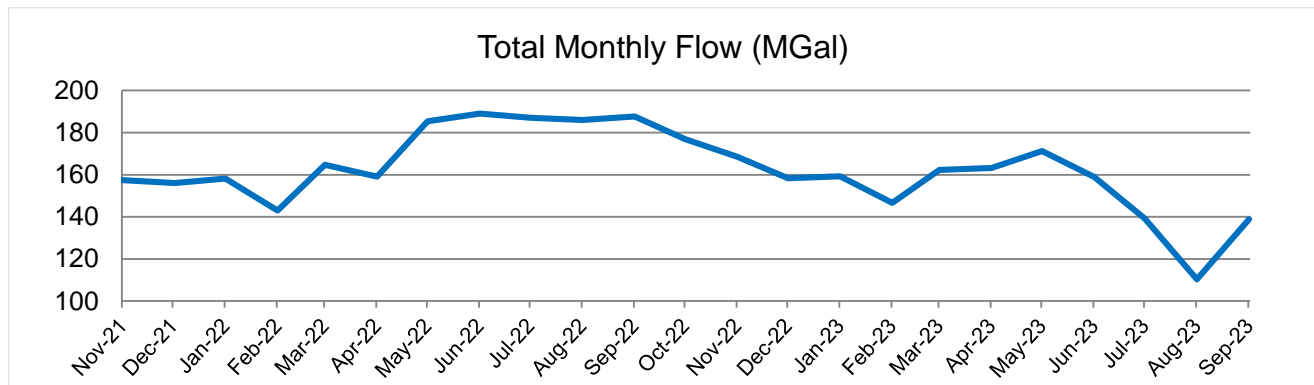
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WASTEWATER UTILITY MONTHLY REPORT October 2023 Commission Meeting

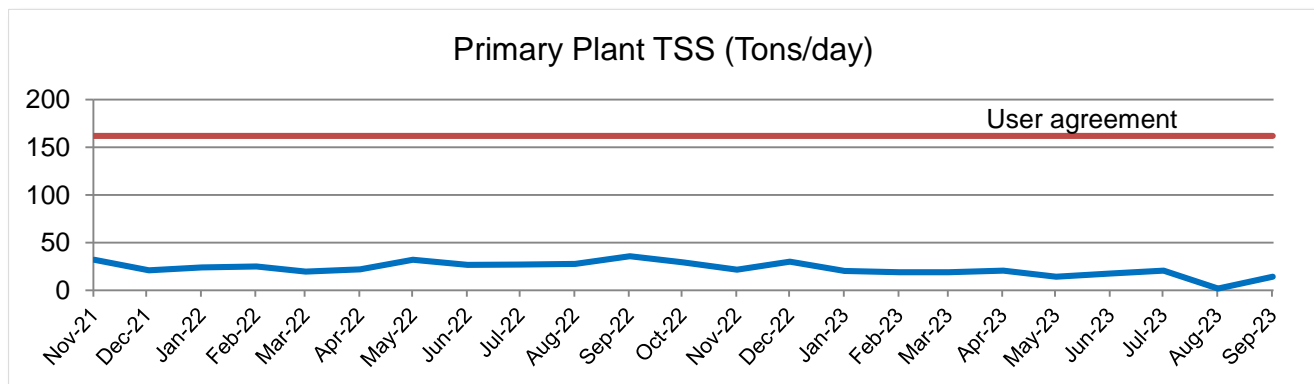
Wastewater Operations

The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month. We treated 110 million gallons of water removing 98.0% of the Total Suspended Solids (TSS) and 98.8% Biochemical Oxygen Demand (cBOD).



Primary Plant

	Design Limits (monthly AVG)	Actual Results
Flow (MGD)	13.25	3.3
TSS (Tons/day)	162	14.1
TSS Peak (Tons/Day)	284	35.1



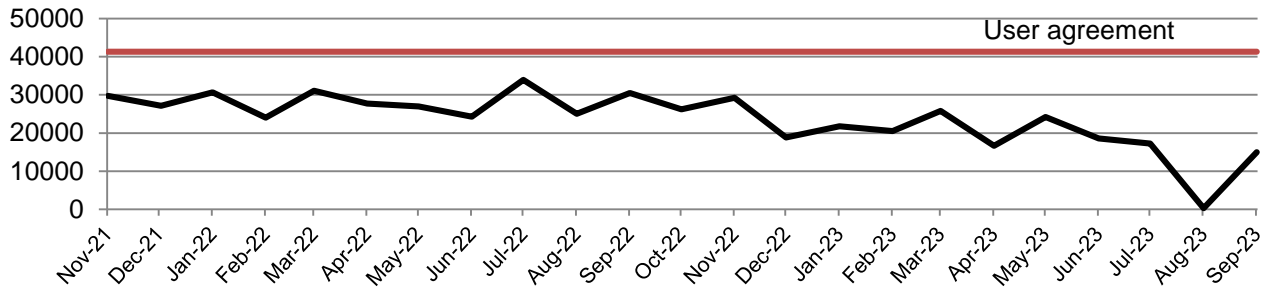
Design Limits
(monthly AVG)

Actual Results

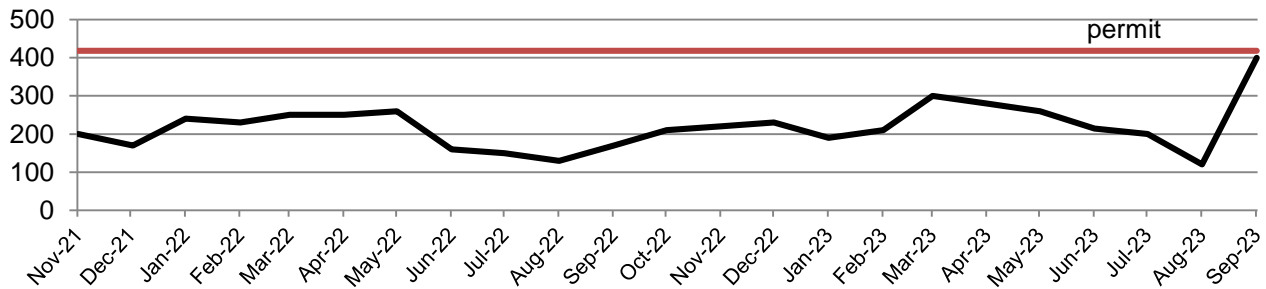
Secondary Plant

Flow (MGD)	15.25	4.6
cBOD (lbs/Day)	41,300	17,595
Peak cBOD (lbs/Day)	57,350	36,115
Zinc-weekly (ug/L)	418	400
% GRPUC		30.0% (min)

Industrial cBOD to Secondary Plant (Lbs/day)



Zinc-weekly (ug/L)

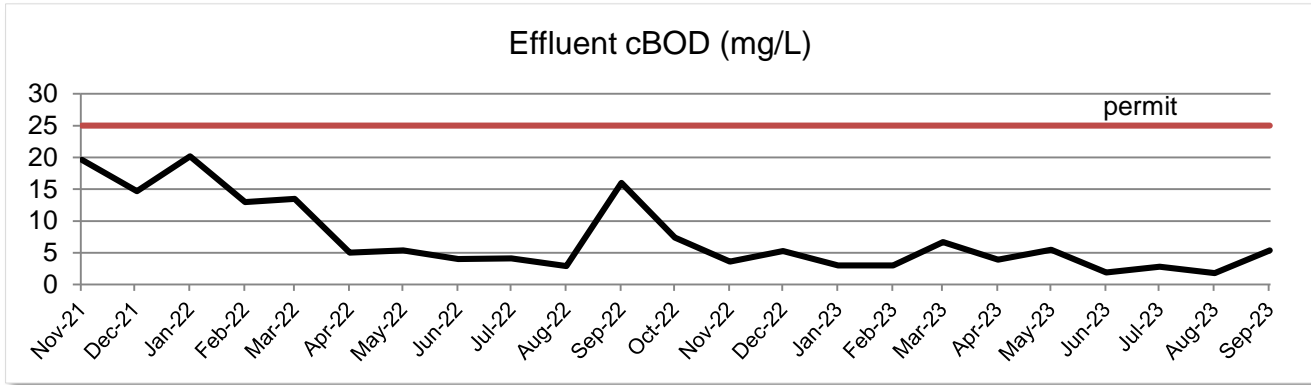
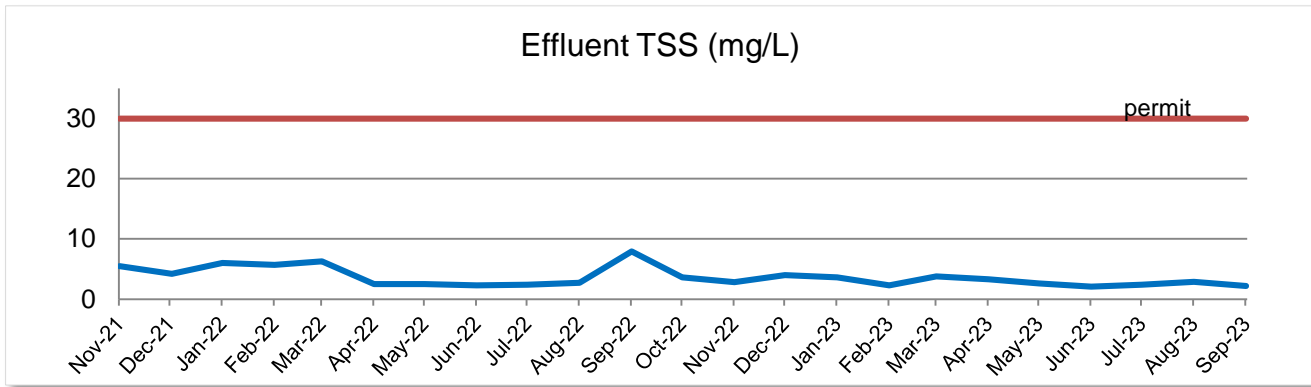


Permit Limits
(monthly AVG)

Actual Results

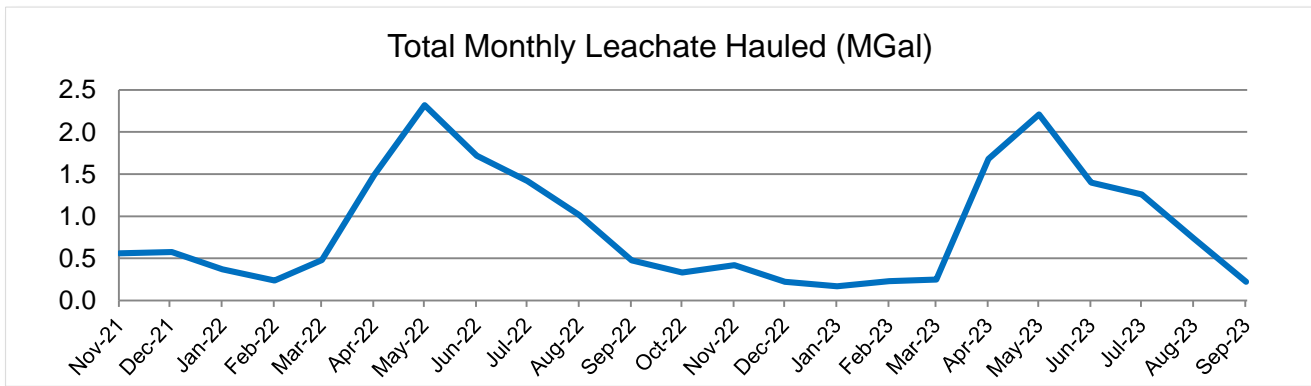
Effluent

TSS (mg/L) – monthly average	30	2.2
cBOD (mg/L) – monthly average	25	5.4
Dissolved Oxygen (mg/L)	>1.0	6.3



Sludge Landfill Operations

- 0.22 million gallons of leachate were hauled last month, the majority was surface water.
- 1932 cubic yards of sludge solids were hauled to the landfill



Capital and Operations Project Summary

COMMISSION REPORT CONTENTS										
Agency						Amount	Percent	Percent		
Lead	Dept	Proj Desc	Proj #	Budget	Spent	(calc'd)	Spent	Comple	Status	Noted Issues / Highlights
City	WWC	Sylvan Overlays	WWCO2310	\$1,010,000	\$0	0%		100%	Completed	
GRPU	WWC	Category 1 - Piping Repairs	WWCO2308	\$350,000	\$0	0%		0%	Not Started	
City	WWC	River Road Roundabout	WWCO2312	\$210,959	\$0	0%		100%	Completed	
GRPU	WWC	Jetting		\$150,000	\$66,000	44%		85%	In Progress	
GRPU	WWC	Jetting Camera	WWCO2303	\$60,000	\$55,000	92%		100%	Completed	
City	WWC	6th Ave NW (4th-5th)	WWCO2302	\$52,000	\$0	0%		0%	Not Started	
GRPU	WWC	Lift Station 2 - Generator and Switch	WWCO2207	\$36,490	\$36,490	100%		95%	In Progress	
GRPU	WWC	Lift Station Pumps	WWCO2005	\$35,000	\$34,460	98%		100%	Completed	
GRPU	WWC	Lift Station 8 Controls Update	WWCO2601	\$35,000	\$20,250	58%		60%	In Progress	
GRPU	WWC	Lift Station 6 I/I Repairs	WWCO2307	\$35,000	\$5,520	16%		60%	In Progress	
GRPU	WWC	Lift Station 9 Controls Update	WWCO2304	\$35,000	\$19,250	55%		60%	In Progress	
GRPU	WWC	Lift Station 3 - Generator and Switch	WWCO2208	\$32,825	\$32,825	100%		95%	In Progress	
GRPU	WWC	Lift Station 2 Pump	WWCO2305	\$25,000	\$22,800	91%		100%	Completed	
GRPU	WWC	Clinic Lift Alarm Agent	WWCO2103	\$20,000	\$8,085	40%		90%	In Progress	
GRPU	WWC	Manhole Replacements	WWCO1805	\$20,000	\$0	0%		0%	Not Started	
GRPU	WWC	Mains and Services	WWCO1804	\$15,000	\$0	0%		0%	Not Started	
GRPU	WWC	Lift Station 2 Flow Meter	WWCO2309	\$8,000	\$0	0%		0%	Not Started	
GRPU	WWT	Septic Hauler Dump Station	WWSP2301	\$350,000	\$0	0%		0%	Not Started	
GRPU	WWT	Landfill Cover Work Ph 1-4, Ket D	WWSD2301	\$250,000	\$23,940	10%		90%	In Progress	
GRPU	WWT	Secondary Aeration Basin Mixer Reps	WWSP1804	\$175,000	\$35,000	20%		55%	In Progress	
GRPU	WWT	Rebuild Domestic Screen	WWDO1801	\$150,000	\$108,625	72%		100%	Completed	
GRPU	WWT	Replace Fiber ASV to CSC	WWSC2301	\$54,000	\$0	0%		0%	Not Started	
GRPU	WWT	Bleach Tank Replacement	WWSP2302	\$50,000	\$49,054	98%		100%	Completed	
GRPU	WWT	Sludge Screw Conveyor - Screw	WWPP2103	\$50,000	\$0	0%		50%	In Progress	
GRPU	WWT	Demo of old Primary Plant	WWPP2001	\$50,000	\$0	0%		0%	Not Started	
GRPU	WWT	Trash Compactor	WWDO2302	\$50,000	\$0	0%		20%	In Progress	
GRPU	WWT	Painting Primary Clarifiers	WWPP2003	\$40,000	\$30,185	75%		100%	Completed	
GRPU	WWT	Primary Plant Sludge Pumps	WWPP2303	\$28,000	\$19,156	68%		50%	In Progress	
GRPU	WWT	Primary Sludge Pump VFD	WWPP2301	\$24,000	\$0	0%		0%	Not Started	
GRPU	WWT	Landfill Phase Pumps	WWSD2302	\$18,000	\$0	0%		0%	Not Started	
GRPU	WWT	Forks for Front End Loader	WWPP2202	\$12,000	\$9,500	79%		100%	Completed	
GRPU	WWT	Replace Fiber Segment 1	WWSH2302	\$12,000	\$0	0%		0%	Not Started	
GRPU	WWT	VFD Upgrades for Lift Pumps	WWSH2301	\$12,000	\$0	0%		15%	In Progress	
GRPU	WWT	Leachate Phase Pump	WWSD2101	\$8,000	\$0	0%		0%	Not Started	
GRPU	WWT	Screw Press VFD	WWPP2302	\$8,000	\$0	0%		0%	Not Started	
GRPU	WWT	Flow Meter for Domestic Flow	WWDO2301	\$7,000	\$0	0%		0%	Not Started	
GRPU	WWT	WWTP Alarm Agent	WWPP2304	\$6,500	\$6,000	92%		85%	In Progress	

Status Definitions

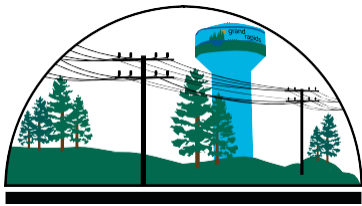
Not Started - no human or financial resources utilized

In Progress - time or money spent on the project

In Service - operational but final close out needed

Completed - done and closed out

On Hold - waiting on some type of significant action



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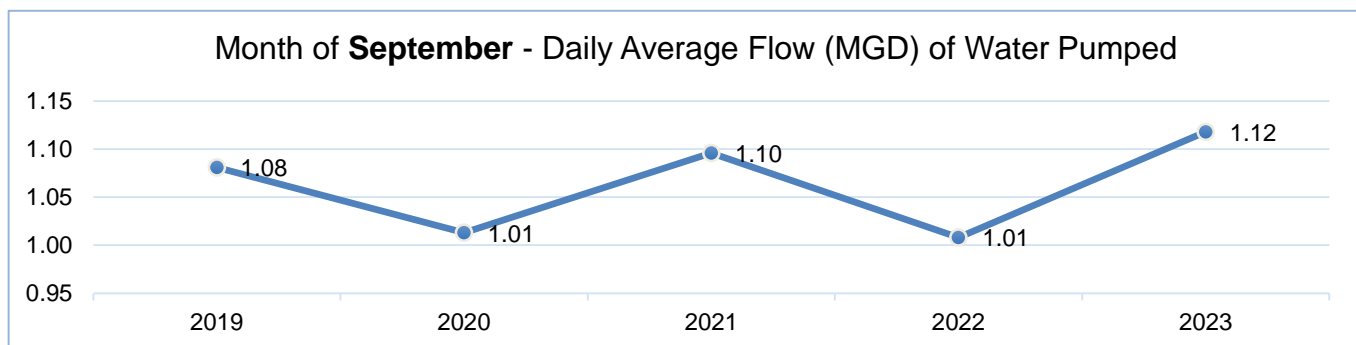
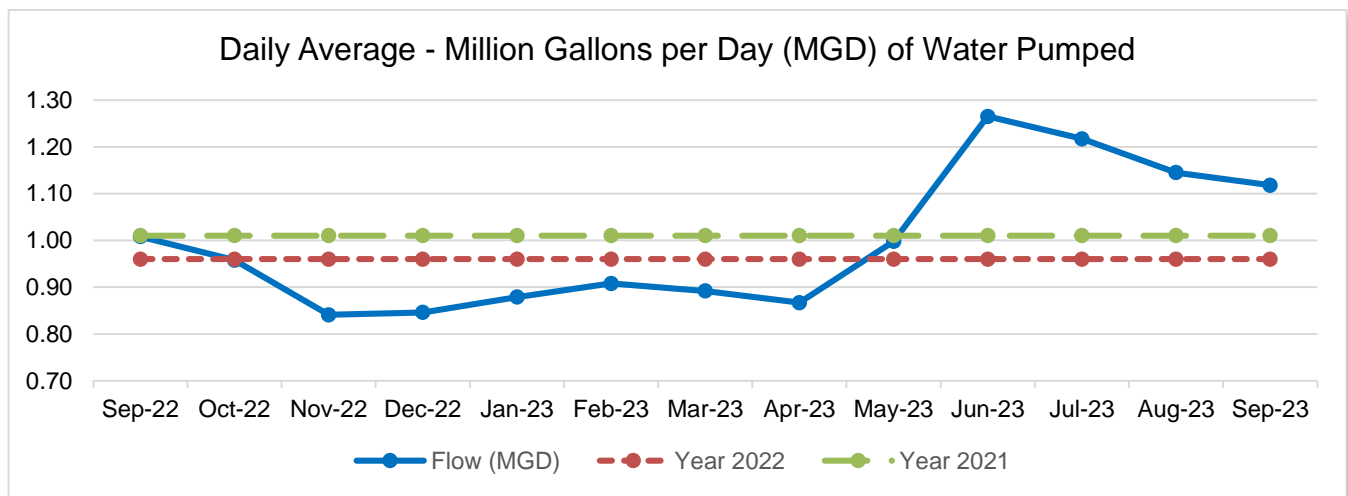
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WATER UTILITY MONTHLY REPORT October 2023 Commission Meeting

Water Operations

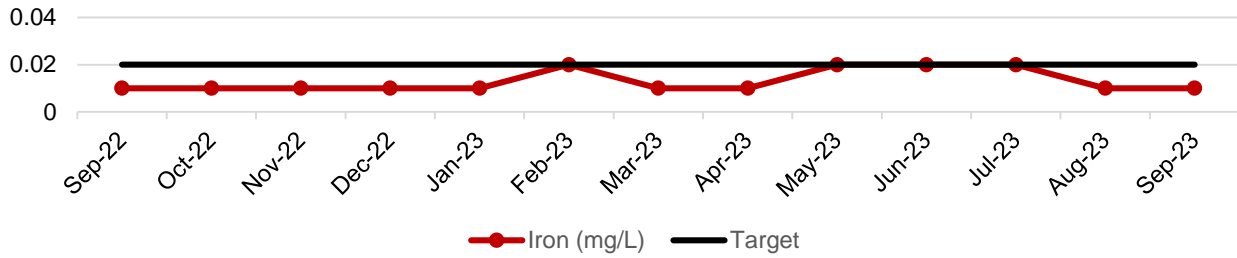
The water plant pumped an average of 1.12 million gallons of water per day (MGD) with a peak of 1.67 million gallons during last month which is a little higher than typical for this time of the year.

Mississippi Headwaters watershed is still in the Drought Warning Response Phase. All water suppliers in this watershed are required to implement water conservation measures. Please continue to reduce non-essential water use.

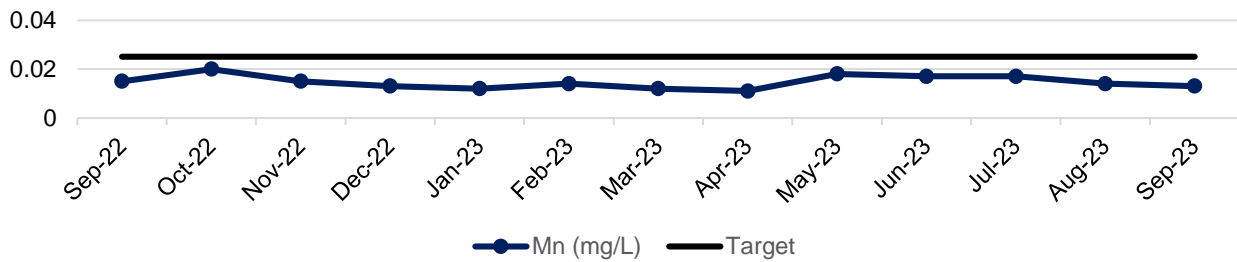


All water quality analysis was normal for the month as seen in the graphs below.

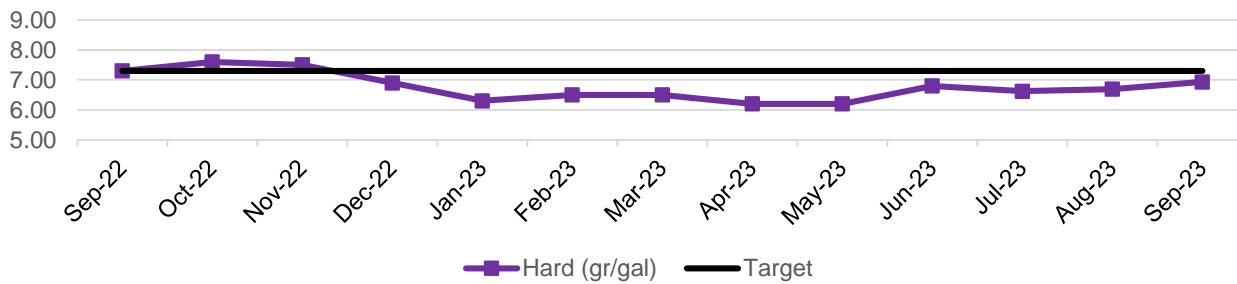
Daily Average Iron (mg/L)



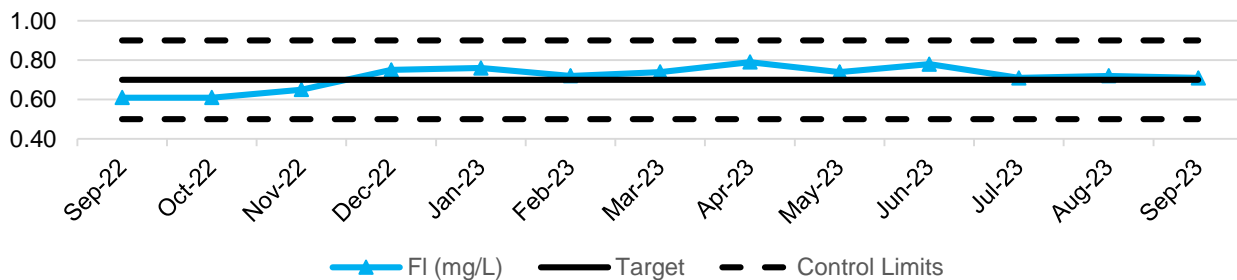
Daily Average Manganese (mg/L)



Daily Average Hardness (gr/gal)



Daily Average Fluoride (mg/L)



Capital and Operations Project Summary

WTP Renovation Project Update:

The planning commission approved the purchase of property immediately to the east of the water plant to the city council. Public hearing is scheduled for November 13.

We have selected an engineering firm and are working on the scope to best match our funding source and timeframe. We are also in the process of touring a recent project completed by the firm.

COMMISSION REPORT CONTENTS									
Agency Lead	Dept	Proj Desc	Proj #	Budget	Amount Spent	Percent Spent (calc'd)	Percent Complete	Status	Noted Issues / Highlights
GRPU	WATER	Water Plant Renovations	WATR2213	\$4,943,400	\$0	0%	1%	In Progress	
City	WATER	Sylvan Overlays	WATR2306	\$1,202,000	\$20,000	2%	100%	Completed	
GRPU	WATER	Category 1 - Piping Repairs	WATR2312	\$350,000	\$0	0%	0%	Not Started	
GRPU	WATER	South Tower Coating Repairs	WATR2310	\$150,000	\$0	0%	0%	Not Started	
GRPU	WATER	Curb Stop Replacements	WATR2305	\$100,000	\$15,000	15%	5%	In Progress	
City	WATER	Paradise Park	WATR2313	\$85,000	\$0	0%	0%	Not Started	
City	WATER	River Road Roundabout	WATR2311	\$82,455	\$0	0%	100%	Completed	
GRPU	WATER	High Service Pump Controls	WATR2005	\$60,000	\$2,000	3%	30%	In Progress	
GRPU	WATER	Well 2 Rehabilitation	WATR2004	\$55,000	\$20,055	36%	5%	In Progress	
GRPU	WATER	WTP Security	WATR2108	\$43,000	\$20,874	49%	50%	In Progress	
GRPU	WATER	Mid-Tower Coating Repairs	WATR2107	\$38,000	\$33,500	88%	100%	Completed	
GRPU	WATER	Fire Hydrant Repairs	WATR2209	\$35,000	\$0	0%	5%	In Progress	
GRPU	WATER	Radio Communication Upgrades	WATR2308	\$30,000	\$0	0%	0%	Not Started	
GRPU	WATER	Booster Station Panel View	WATR2302	\$30,000	\$0	0%	10%	In Progress	
GRPU	WATER	WTP Turbidity Meters	WATR2207	\$30,000	\$26,238	87%	50%	In Progress	
GRPU	WATER	WTP Flow Meters	WATR2204	\$30,000	\$22,030	73%	50%	In Progress	
GRPU	WATER	WTP Main Valve	WATR2212	\$22,500	\$13,403	60%	50%	In Progress	
GRPU	WATER	WTP Valve Updates	WATR2304	\$20,000	\$0	0%	35%	In Progress	
GRPU	WATER	WTP Sewage Ejector System	WATR2206	\$20,000	\$11,834	59%	35%	In Progress	
GRPU	WATER	Replace Fiber (SH to City Hall)	WATR2309	\$15,000	\$0	0%	0%	Not Started	
GRPU	WATER	WTP Communication with Wells	WATR2211	\$15,000	\$0	0%	0%	Not Started	
GRPU	WATER	WTP Aerator Media	WATR2208	\$12,000	\$4,800	40%	75%	In Progress	
GRPU	WATER	WTP Sludge Pump	WATR2205	\$11,000	\$9,923	90%	50%	In Progress	
GRPU	WATER	Hydrant Meters	WATR2203	\$8,700	\$2,800	32%	60%	In Progress	
GRPU	WATER	WTP Backwash Valve	WATR2307	\$5,000	\$4,500	90%	50%	In Progress	

Status Definitions

Not Started - no human or financial resources utilized

In Progress - time or money spent on the project

In Service - operational but final close out needed

Completed - done and closed out

On Hold - waiting on some type of significant action

Grand Rapids Public Utilities

October 18, 2023 Commission Meeting

Department Head Presentation

Steve Mattson – Water & Wastewater Department Manager



GRPU Wastewater— Sanitary Sewer Jetting/Televising Plan

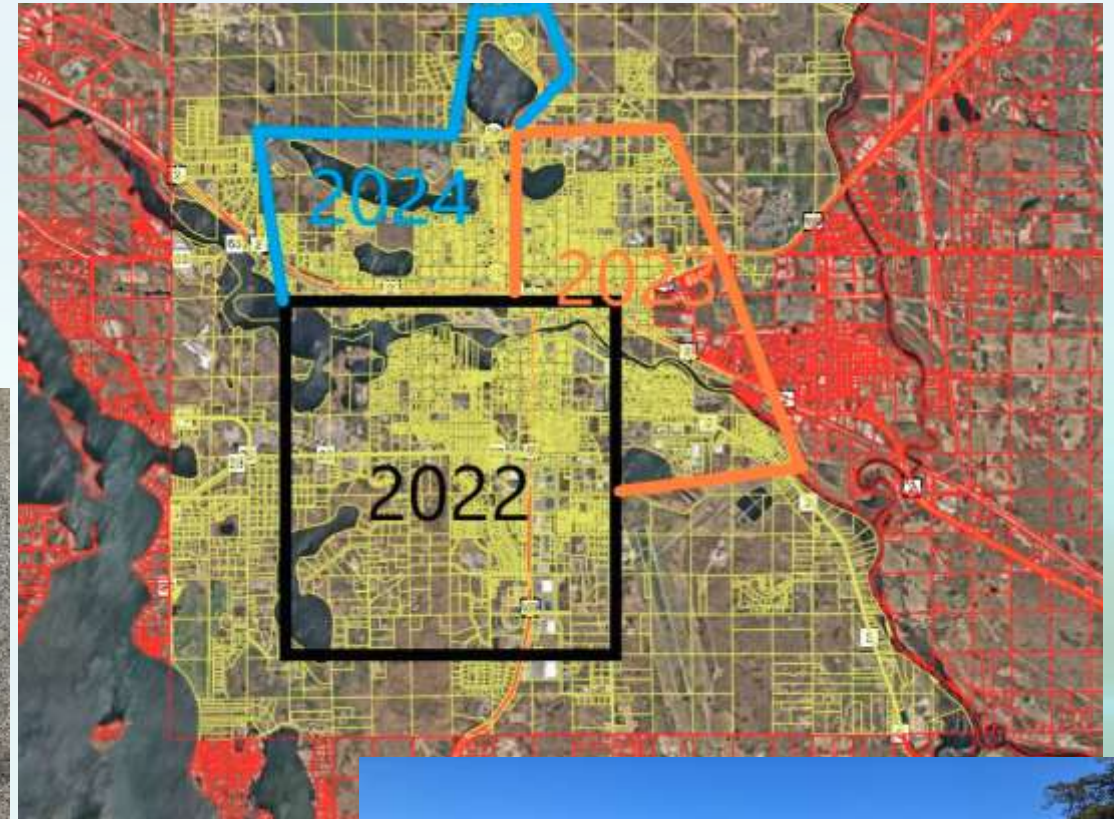
Item 13.

Goals: Televise entire system

Qualify for no-fault insurance (LMCIT)

Better manage the collection system

Collab with city - replace bad areas



2023 Capital – Spare Camera and Rover \$55,000

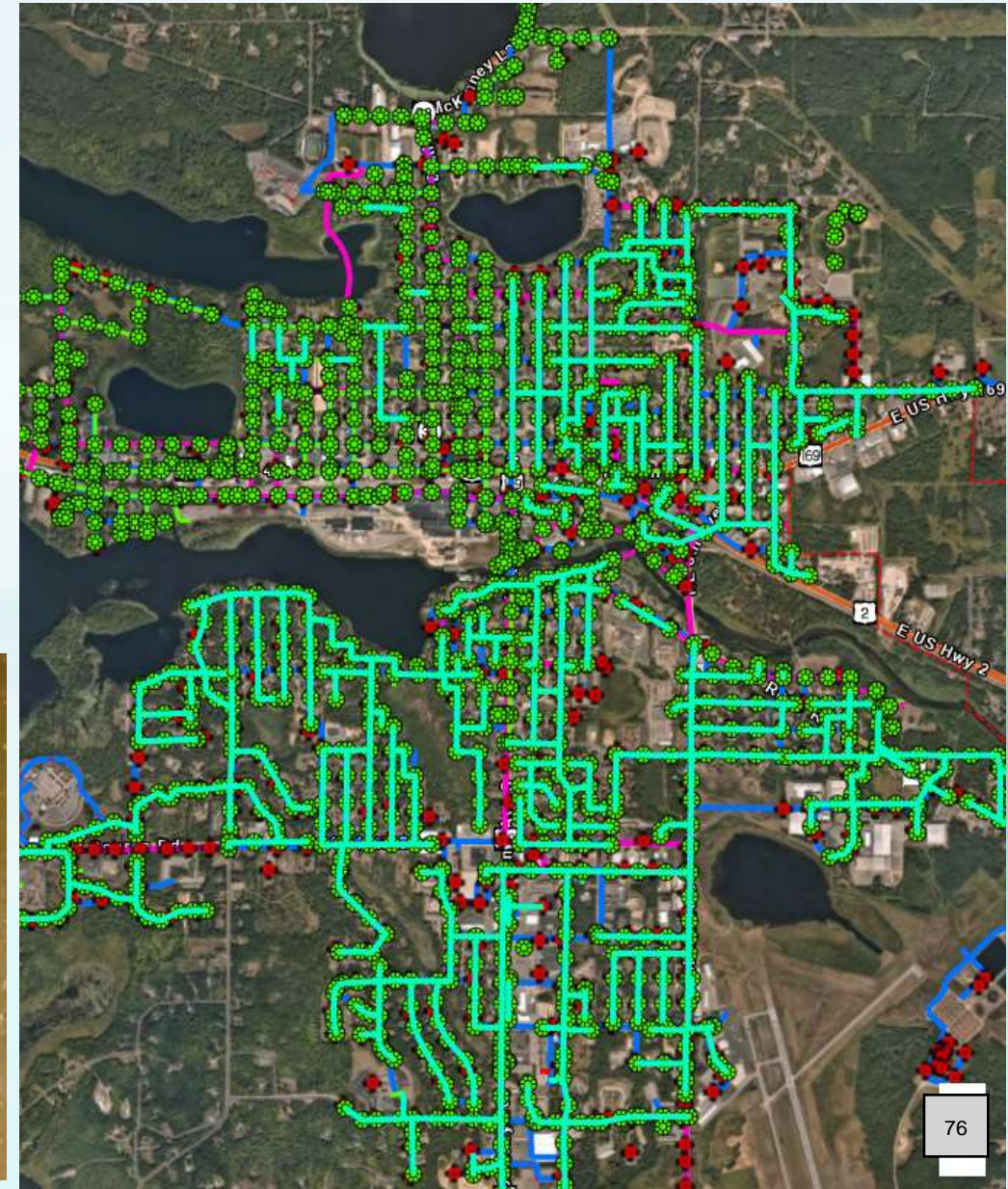


GRPU Wastewater — Sanitary Sewer Jetting/Televising Plan Continued

Item 13.

Update

- SW, SE, NE has been completed.
- We are on track to be completed by end of 2024.
- Experienced crew.
- Better outcome from our crew vs contractor.
 - Clean lines.
 - Lines are conditioned scored.
 - Some lines removed from Cat 1 designation.
- LMCIT changes.
- Apply for coverage.

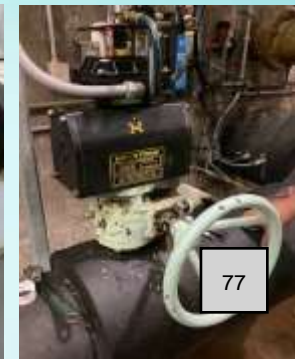


WTP Renovation

- ◆ PFA - \$2.5M grant
- ◆ Two phases
- ◆ Engineer selected for design.
- ◆ Phase 1 – \$2.85M
 - Building improvements, front part of process.
 - Funding source: grant & cap replacement fund (CRF)
- ◆ Phase 2 - \$3.5M
 - Process and well improvements
 - Funding source: bond and CRF

Schedule

- ◆ Kick-off meeting with engineer - November
- ◆ Initial planning phase – 6-8 weeks
- ◆ Design phase 4-6 months
- ◆ Bids – summer 2024
- ◆ Phase 1 – 2024-2025
- ◆ Phase 2 – 2025-2026



Questions / Comments

October 18, 2023 Commission Meeting

Department Head Presentation

Steve Mattson – Water & Wastewater Department Manager

