



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, January 28, 2026

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, January 28, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

PUBLIC FORUM:

APPROVAL OF MINUTES:

- [1.](#) Consider a motion to approve the December 17, 2025 Regular Meeting Minutes.

VERIFIED CLAIMS:

- [2.](#) Consider a motion to approve \$495,321.27 in verified claims for January 2026.

COMMISSION REPORTS:

CONSENT AGENDA: Any item on the consent agenda shall be removed for consideration by the request of any one Commission member, Utility Staff, or the public and put on the regular agenda for discussion and consideration.

- [3.](#) Consider a motion to ratify the professional services contract with MMUA for organizational development services for 2026 for an amount not to exceed \$8,000 plus approved reimbursable expenses.
- [4.](#) Consider a motion to ratify the change orders with Emergent Software for an amount not to exceed \$3,000.00 for Email Migration and an amount not to exceed \$17,200 for GIS\Asset Management Server Migration.
- [5.](#) Consider a motion to ratify the Supplemental Letter Agreement with Short Elliott Hendrickson Inc. (SEH) for consulting work on 12th and 14th Ave SW Electric Underground project in the amount of \$15,000.
- [6.](#) Consider a motion to ratify the procurement contract with Stantec Consulting Services for engineering and bidding services for Landfill Phases 1-4/Kettle D cover project for \$8,878.

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.

OPERATIONS & CAPITAL BUSINESS:

- [7.](#) Operations & Capital Updates

- [8.](#) Consider a motion to confirm the retirement of Jean Lane effective February 28, 2026, and approve retaining her under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option to provide transitional business services through December 31, 2026.
- [9.](#) Consider a motion to approve the 2026 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$22,254 and authorize the General Manager to sign premium documents.

CONTRACTS:

- [10.](#) Consider a motion to approve the procurement contract with Their Well for the emergency replacement of the pitless adapter for well 1 for \$25,219 and allow the General Manager to sign the contract.

REPORTS:

- [11.](#) Monthly Reports

ADJOURNMENT:

The next Work Session is scheduled for Wednesday, February 11, 2026 at 3:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, February 25, 2026 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, December 17, 2025

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, December 17, 2025 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

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

CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Council Representative Rick Blake

OTHERS: Julie Kennedy, Steve Mattson, Mike LeClaire, Taylor Bird, Chad Troumbly, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the November 12, 2025 Work Session Minutes and November 26, 2025 Regular Meeting Minutes.

Motion made by Commissioner Smith, Seconded by Secretary Francisco to approve the November 12, 2025 Work Session Minutes and November 26, 2025 Regular Meeting Minutes.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Smith, Council Representative Blake

COMMISSION REPORTS:

Council Representative Rick Blake reported that Highway 35 had their first harvest.

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,801,872.81 in verified claims for November and December 2025.

Motion made by Commissioner Saxhaug, Seconded by Council Representative Blake to approve \$1,801,872.81 in verified claims for November and December 2025.

Voting Yea: Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

Voting Abstaining: President Stanley, Secretary Francisco

CONSENT AGENDA: Any item on the consent agenda shall be removed for consideration by the request of any one Commission member, Utility Staff, or the public and put on the regular agenda for discussion and consideration.

Motion made by Council Representative Blake, Seconded by Secretary Francisco to approve the consent agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

3. Consider a motion to approve the third amendment to the antenna lease agreement with T-Mobile for the north water tower and allow the General Manager to sign the contract.

Approved on consent agenda.

SETTING OF REGULAR AGENDA: This is an opportunity to approve the regular agenda as presented, or add/delete an agenda item by a majority vote of the Commission members present.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve the regular agenda as presented.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

OPERATIONS & CAPITAL BUSINESS:

4. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates.

5. Consider a motion to approve the 2026 GRPUC Regular Work Session and Regular Meeting dates and times.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the 2026 GRPUC Regular Work Session and Regular Meeting dates and times.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

6. Consider a motion to approve the Minnesota Paid Leave Policy.

Motion made by Secretary Francisco, Seconded by Council Representative Blake to approve the Minnesota Paid Leave Policy.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

7. Consider a motion to ratify the 2026 electric, water, and wastewater rates per the 2022 adopted cost of service rate studies.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to ratify the 2026 electric, water, and wastewater rates per the 2022 adopted cost of service rate studies.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

CONTRACTS:

8. Consider a motion to award the contract for 2026 Sludge Placement to JRadtke Trucking in the amount of \$74,250 and authorize the General Manager to sign the contract.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to award the contract for 2026 Sludge Placement to JRadtke Trucking in the amount of \$74,250 and authorize the General Manager to sign the contract.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

REPORTS:

9. Monthly Reports

Reviewed GRPU Monthly Reports

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:02 PM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to approve \$495,321.27 in verified claims for January 2026.

PREPARED BY: Taylor Bird, Finance Manager

BACKGROUND:

See attached check registers:

Bill list:	\$ 136,218.16
Bill payments with prior approval:	\$ 359,103.11
Total	\$ 495,321.27

RECOMMENDATION:

Approve \$495,321.27 in verified claims for January 2026.

Grand Rapids Public Utilities
Meeting Date: 1/26/2026
Checks/EFT/Auto: 1/10/26-1/23/26
PUC: Bill Payments w/ Prior Approvals

PUC Meeting Identifier	Name	Sum of Bill Amount
Prior Approval	V00039 Enterprise FM Trust	1,665.38
Prior Approval	V00801 Altec Industries Incorporated	256,604.00
Prior Approval	V01002 First Net AT & T Mobility	590.87
Prior Approval	V01194 Waste Management of WI MN	2,851.84
Prior Approval	V01697 MN Department of Health	7,836.00
Prior Approval	V01900 MN Child Support Payment Center	427.31
Prior Approval	V01933 ODC	17,716.78
Prior Approval	V02384 Thein Well Company	32,850.58
Prior Approval	V02585 NCPERS Group Life Insurance	80.00
Prior Approval	V02599 Xerox Corporation	14.21
Prior Approval	V02790 Customer Refunds Utility Accounts	514.35
Prior Approval	V02870 Bolton and Menk Inc	29,628.75
Prior Approval	V02892 Radtke James	5,920.20
Prior Approval	V02922 Audiology Concepts	40.00
Prior Approval	V03202 Dakota Mailing & Shipping	9.00
Prior Approval	V03357 US Bank Equipment Finance	243.11
Prior Approval	V03641 Verizon Wireless	1,056.69
Prior Approval	V04461 Temporary Vendor- Customer Refund	346.08
None	E90100 Richard Blake	707.96
Total		359,103.11

Grand Rapids Public Utilities
Meeting Date: 1/26/2026
GRPU: Bill List

Item 2.

PUC Meeting Identifier	Vendor	Vendor Name	Payment Amount
Commission Meeting	Badger State Inspection LLC	Badger State Inspection LLC	6,500.00
Commission Meeting	Central McGowan	Central McGowan	691.15
Commission Meeting	Compass Minerals	Compass Minerals	4,872.52
Commission Meeting	Emergent Software LLC	Emergent Software LLC	10,899.66
Commission Meeting	Fastenal Company	Fastenal Company	1,056.92
Commission Meeting	Gopher State One Call	Gopher State One Call	28.35
Commission Meeting	Hach Chemicals	Hach Chemicals	86.48
Commission Meeting	Hawkins Water Treatment Group	Hawkins Water Treatment Group	8,979.62
Commission Meeting	Idexx Laboratories Inc	Idexx Laboratories Inc	1,303.70
Commission Meeting	McMaster Carr	McMaster Carr	832.56
Commission Meeting	mPower Technologies Incorporated	mPower Technologies Incorporated	112.50
Commission Meeting	Northeast Technical Services	Northeast Technical Services	27,346.87
Commission Meeting	Rapid Garage Door	Rapid Garage Door	139.00
Commission Meeting	RMB Environmental Laboratories Incorporated	RMB Environmental Laboratories Incorporated	2,931.80
Commission Meeting	Sandstrom's Incorporated	Sandstrom's Incorporated	1,057.19
Commission Meeting	SEH	SEH	676.84
Commission Meeting	Stuart C Irby Company	Stuart C Irby Company	899.99
Commission Meeting	Temporary Vendor- Rebates	Daniel & Theresa Hertle	20.00
Commission Meeting	Temporary Vendor- Rebates	Joe & Margaret Barrick	100.00
Commission Meeting	Temporary Vendor- Rebates	Jennifer Vail-Storrs	105.00
Commission Meeting	Temporary Vendor- Rebates	Corey & Amber Smith	1,025.00
Commission Meeting	Temporary Vendor- Rebates	Hwy 35 LLC	57,651.82
Commission Meeting	TNT Aggregates LLC	TNT Aggregates LLC	8,221.00
Commission Meeting	USA Bluebook	USA Bluebook	401.78
Commission Meeting	Vestis	Vestis	278.41
Total			136,218.16



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to ratify the professional services contract with MMUA for organizational development services for 2026 for an amount not to exceed \$8,000 plus approved reimbursable expenses.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

Our staff collaborate daily on interconnected tasks and projects making strong teamwork within the Lumina and Huddle teams essential to keeping our operations coordinated and effective. Last fall, we contracted with MMUA for services specific to the Lumina team. This professional services agreement with MMUA provides expanded organizational development support to strengthen that teamwork with the assessments of each Huddle team member's style and effectiveness using tools like DiSC that are available for in-house among team members. The consultant will facilitate a joint Lumina and Huddle team workshop.

RECOMMENDATION:

Ratify the professional services contract with MMUA for organizational development services for 2026 for an amount not to exceed \$8,000 plus approved reimbursable expenses.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28th, 2026

AGENDA ITEM: Consider a motion to ratify the change orders with Emergent Software for an amount not to exceed \$3,000.00 for Email Migration and an amount not to exceed \$17,200 for GIS\Asset Management Server Migration.

PREPARED BY: Mike LeClaire, Information Systems Department Manager

BACKGROUND:

As part of our ongoing efforts to optimize and modernize the organization's technology environment, the IS Department is working with our IT consultants on two related initiatives.

First, to improve the efficiency and manageability of our email system within the existing Microsoft tenant, staff will be working with Emergent to transition and consolidate our email archives. This effort will enhance system performance, support compliance and retention requirements, and ensure long-term sustainability of the email platform.

Second, in accordance with the memorandum of understanding with the City of Grand Rapids, GRPU staff is proceeding with the migration of the GIS/Asset Management server from a City-managed environment to a GRPU-managed environment. To support this transition and align with best practices, additional effort is required to configure the server architecture appropriately. This work will ensure the infrastructure can securely and reliably accommodate both internal and external traffic associated with the improved system architecture and design.

These initiatives support greater operational control, improved performance, and continued alignment with organizational and intergovernmental technology objectives.

RECOMMENDATION:

Ratify the change orders with Emergent Software for an amount not to exceed \$3,000.00 for Email Migration and an amount not to exceed \$17,200 for GIS\Asset Management Server Migration.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to ratify the Supplemental Letter Agreement with Short Elliott Hendrickson Inc. (SEH) for consulting work on 12th and 14th Ave SW Electric Underground project in the amount of \$15,000.

PREPARED BY: Chad Troumbly, Electric Department Manager

BACKGROUND:

GRPU has a capital electric project around 12th and 14th SW and is working with SEH to create bidding documents, including plans and specifications. The project scope includes installing new underground electric facilities, cabinets, innerduct, primary and secondary cables, transformer box pads, and related equipment. The amount of the agreement is \$15,000 for the \$600,000 project.

The GRPUC Procurement Policy was followed, and the certificate of insurance is on file.

RECOMMENDATION:

Consider a motion to ratify the Supplemental Letter Agreement with Short Elliott Hendrickson Inc. (SEH) for consulting work on 12th and 14th Ave SW Electric Underground project in the amount of \$15,000.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to ratify the procurement contract with Stantec Consulting Services for engineering and bidding services for Landfill Phases 1-4/Kettle D cover project for \$8,878.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for an approved 2025/26 Water Wastewater capital project with a budget of \$2,825,000. \$143,000 has been spent to date.

The GRPUC Procurement Policy was followed.

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

RECOMMENDATION:

Approve a motion to ratify the procurement contract with Stantec Consulting Services for engineering and bidding services for Landfill Phases 1-4/Kettle D cover project for \$8,878.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026
AGENDA ITEM: Operations & Capital Updates
PREPARED BY: GRPU Staff

BACKGROUND:

GRPU Operating & Capital Updates

RECOMMENDATION:

None. Review Only.

Grand Rapids Public Utilities

January 28, 2026 Commission Regular Meeting

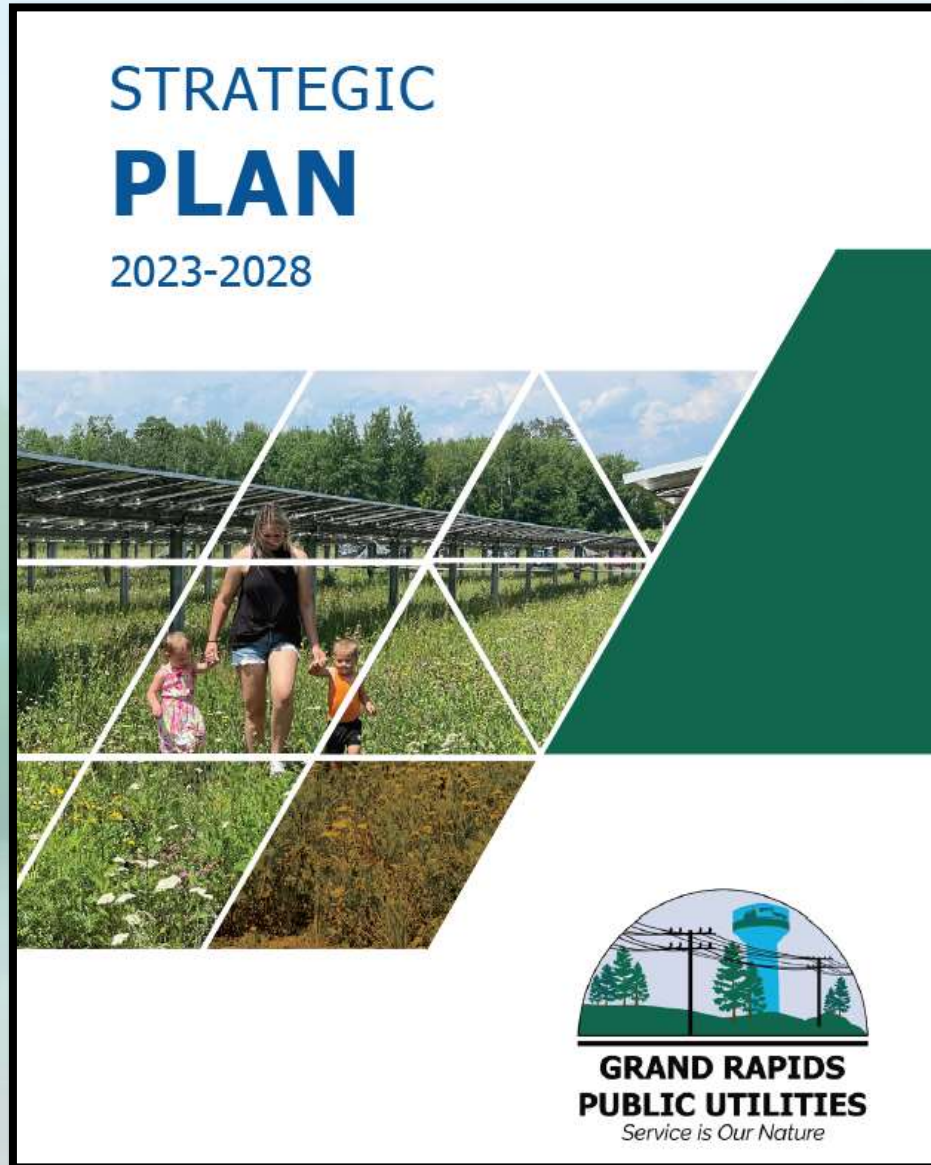
2025 Annual Plan Q4 Scorecard Presentation

Julie Kennedy – General Manager



2023-2028 Strategic Plan

Item 7.




Strategic Plan

GRAND RAPIDS PUBLIC UTILITIES/2023 03

WHO WE ARE

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




Our Vision

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



Our Values

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



Our Mission

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

2023-2028 Strategic Plan

Item 7.



12 GRAND RAPIDS PUBLIC UTILITIES/2023

Strategic Plan

STRATEGIC PILLARS

Following are GRPU's objectives for the next five years. They are aspirational, and will be attained through the process of breaking the objectives down into specific, measurable, achievable, relevant, and timely (SMART) goals. These will be documented annually in the period's operating plan and supported by the approved budget.

Uninterrupted, High-Quality Utility Services (US)

GRPU recognizes that nothing else we do matters more to our customers than the delivery of reliable, affordable, and sustainable services. GRPU's Strategic Plan sets the following goals for the next five years related to ensuring uninterrupted, high-quality utility services now and in the future.

1. GRPU will develop and begin to execute a long-term (i.e., no less than five year, no greater than twenty year) infrastructure replacement plan that also accounts for anticipated system growth of up to 20% and gradual undergrounding of the electrical system.
2. GRPU will complete the renovation of its water treatment facility to improve operations and ensure adequate future capacity.
3. GRPU will complete the process of jetting its sanitary sewers.
4. GRPU will assess and address customer expectations regarding future technology upgrades they may expect or desire as our system evolves.
5. GRPU will adopt policies and develop contingency plans to:
 - a. manage risks to infrastructure that may result from the activities of bad actors.
 - b. manage risks associated with grid failures or the inability of our single source of power to meet its obligations.



Strategic and Sustainable Fiscal Management (FM)

GRPU aims to be proactive with its resources, recognizing that all decisions are made on behalf of past and future ratepayers. GRPU's Strategic Plan sets the following goals for the next five years related to ensuring strategic and sustainable fiscal management to support ongoing operations and inter-generational equity.

1. GRPU will develop a financial forecast model that accounts for capital expenditures as described in objective US-1 above, including inflation assumptions, target dates, key performance indicators, and decision criteria. The model will account for supply chain issues that may require placing orders years in advance of anticipated project execution.
2. GRPU will take preparatory steps to ensure debt or emergency funding can be obtained quickly should an unexpected infrastructure failure require unplanned expenditures that cannot be addressed with existing resources.
3. GRPU will explore and, when both feasible and practical, adopt an updated rate structure that accounts for the evolving use patterns resulting from electrification (e.g., transition to electric vehicles, distributed energy resources/adoption of solar by home and business owners, etc.).

Strategic Plan

GRAND RAPIDS PUBLIC UTILITIES/2023 15

OPERATIONAL PLANNING, REPORTING AND ACCOUNTABILITY

PLANNING



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

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

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

REPORTING



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

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

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

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

STAFF ACCOUNTABILITY



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

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

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

2025 Annual Work Plan

Item 7.



ASSUMPTIONS AND CRITICAL SUCCESS FACTORS

This plan assumes the following conditions:

- There will be no major technical or infrastructure failures, cyber or security breaches during the year.
- There will be no game-changing regulatory or legislative mandates that impact operations in the near term.
- The supply chain will be predictable and reliable.
- There is no significant change in staffing levels or skill sets.
- GRPU will not have to cope with significant natural disasters that cause lengthy outages or require unplanned infrastructure replacements.
- The status of the utility and its relationship with the City of Grand Rapids will be unchanged.
- There will be no unanticipated impacts on large ratepayers and no significant changes (gain/loss) of the customer base).
- Agencies will review submitted plans in a timely manner.
- There are no major safety incidents resulting in injury and/or investigation.

The year 2025 is the second cycle during which the organization will be working to make progress toward achievement of the strategic plan goals developed in 2023. This plan, created with input from nearly 100 GRPU stakeholders, reflects a vision for taking GRPU to a new level of excellence and relevance in Grand Rapids.

We deem the critical success indicators for our work in 2025 to be:

1. Ensuring an accurate assessment of GRPU's financial capacity and successful management of risks.
2. Maintaining and improving employee culture.
3. Effective and efficient collaboration with the City of Grand Rapids.
4. Successfully maintaining and improving the community's perception of the dynamic public asset that is GRPU.
5. GRPUC support for the projects in this plan and the staff who will carry them out.

In general, this plan identifies only new or additional activities that will be undertaken in 2025. It does not state most ongoing "business as usual" activities or describe activities that will be discontinued if that decision falls within staff purview. It also does not describe every operational activity necessary to achieve the above critical success indicators or the supporting activities listed. The intent in the plan that follows is to enumerate the specific activities and deliverables that will be undertaken in support of the GRPU Strategic Plan during the 2025 fiscal year, and to provide GRPUC and staff members with an understanding of what will be necessary to achieve those ends.

2025 Q4 Annual Work Plan Scorecard

High Quality Utility Services (US)

Exceeding		Caution		NA for now	
In Process		At Risk		Abandoned	
Ongoing		Postponed		Added	
Completed	!!	Not Started			

Item 7.

Strategic Pillar: Uninterrupted, High Quality Utility Services (US)								
Name	Goal	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Substantially operating ERP system (approximately 90% of modules functioning and collecting data)	US-1, US-4, FM-1, OE-2	Jean Lane	2025-06-30	In Process	Postponed	In Process	In Process	We have a few implementation requirements left for both systems and are working with the implementation teams but otherwise both systems are up and running properly.
Substantially complete two electric undergrounding projects	US-1	Chad Troumbly	2025-12-31	In Process	In Process	In Process	Completed	
Water treatment plan (WTP) renovation project is scoped, engineered, bids received, and contractor selected	US-2	Steve Mattson	2025-09-30	In Process	At Risk	Postponed	Postponed	Consultant hired to complete extensive water analysis prior to detail design of WTP. Report completed at end of 2025.
Enhance public outage reporting and optimize customer account access, then publicly promoted	US-4, EC-2	Chad Troumbly, Michael LeClaire, Jean Lane	2025-09-30	In Process	In Process	Postponed	Postponed	
100% televised wastewater collection (WWC) system	US-3, NE-1	Steve Mattson	2025-09-30	In Process	In Process	In Process	In Process	97% complete. A few streets to complete in 2026 in the NW.

2025 Q4 Annual Work Plan Scorecard

Sustainable Fiscal Management (FM)

Exceeding		Caution		NA for now	
In Process		At Risk		Abandoned	
Ongoing		Postponed		Added	
Completed	!!	Not Started			

Item 7.

Strategic Pillar: Strategic and Sustainable Fiscal Management (FM)								
Name	Goal	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Substantially operating ERP system (approximately 90% of modules functioning and collecting data)	US-1, US-4, FM-1, OE-2	Jean Lane	2025-06-30	In Process	Postponed	In Process	In Process	We have a few implementation requirements left for both systems and are working with the implementation teams but otherwise both systems are up and running properly.
Develop reporting metrics in the new ERP system to provide timely and actionable financial insights for decision-making	FM-1, FM-2	Jean Lane	2025-12-31	In Process	In Process	In Process	In Process	Developed 2026 budget in NSPB, Budget v Actual report, Budget Summary Report, Variance reports will continue to work with teams to continue to develop reports.
Final adoption of operating reserve policy (includes emergency funding)	FM-1, FM-2	Jean Lane	2025-06-30	In Process	Postponed	Postponed	Postponed	Postponed to connect with review of current finance policies and development of additional financial policies.
Complete cost-of-service rate studies for electric, water, and wastewater utilities	FM-3	Jean Lane	2025-09-30	Not Started	In Process	In Process	In Process	Dave Berg Consulting started. Electric to be complete Jan/Feb, W-WW to be completed May/June.
Focus on tracking and reporting in project management software to improve efficiencies	FM-1, OE-1	Julie Kennedy	2025-12-31	In Process	In Process	In Process	Ongoing	2026 budget planning to be completed in the NSPB and Monday.com platforms.

2025 Q4 Annual Work Plan Scorecard

Engaging/Educating the Community (EC)

Exceeding	
In Process	
Ongoing	
Completed	!!

Caution	
At Risk	
Postponed	
Not Started	

NA for now	
Abandoned	
Added	

Item 7.

Strategic Pillar: Engaging and Educating the Community (EC)

Name	Goal	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Continue the monthly customer campaign plan (incl. fact sheets and legal notices)	EC-1	Megan Sjostrand, Julie Kennedy, Jean Lane	2025-12-31	In Process	In Process	In Process	Ongoing	Maintaining current messaging, new campaigns to be created once ERP is implemented.
Publish annual report summarizing projects and financial results	EC-2	Julie Kennedy, Jean Lane, Megan Sjostrand	2025-06-30	Not Started	Abandoned	Abandoned	Abandoned	Pushed to next year when ERP reporting is available to ensure consistent format and messaging in future years.
Plan and carry out website content updates	EC-2, EC-1, EC-3	Julie Kennedy, Megan Sjostrand	2025-12-31	Ongoing	Ongoing	Ongoing	Ongoing	Maintain staff contribution and work with other agencies to provide links in Education & Information section.
Enhance public outage reporting and optimize customer account access, then publicly promoted	US-4, EC-2	Chad Troumbly, Michael LeClaire, Jean Lane	2025-09-30	In Process	In Process	Postponed	Postponed	
Present at the 2025 home show and host 1 open house to educate the community on rebates and utility programs	EC-2, EC-1, NE-3	Chad Troumbly, Steve Mattson, Julie Kennedy	2025-06-30	Completed	Completed	Completed	Completed	Completed in Q1. Did not meet objectives. Likely will not continue. Developing an alternative plan in October for contractor and customer engagement.
Hold two joint council and commission meetings to align City of GR and GRPU on collaborative opportunities	OE-2, EC-3	Julie Kennedy	2025-04-25	In Process	In Process	Completed	Completed	Meeting 1 held June 2, Meeting 2 held Oct 6

2025 Q4 Annual Work Plan Scorecard

Stewardship of Natural Environment (NE)

Exceeding		Caution		NA for now	
In Process		At Risk		Abandoned	Item 7.
Ongoing		Postponed		Added	
Completed	!!	Not Started			

Strategic Pillar: Use and Stewardship of the Natural Environment (NE)								
Name	Goal	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Relocate the septic hauler station from old to new WWTP	NE-3	Steve Mattson	2025-12-31	In Process	At Risk	Postponed	In Process	Before relocating the station, GRPU completed the ROI of accepting external septic waste at our WW facilities in light of new regulations and testing requirements. This effort concluded that accepting external septic waste is beneficial in many ways even after capital investment. The payback of the investment is roughly 3 years at current pricing and revenue. Staff inspected a receiving station near Duluth and Superior, WI recently to get ideas for the station. The Operations Director (apprentice) is leading the data-gathering effort. The station relocation work has begun in 2026 but will carry over into 2026. relocation would be pushed to 2026.
100% televised wastewater collection (WWC) system	US-3, NE-1	Steve Mattson	2025-09-30	In Process	In Process	In Process	In Process	97% complete. A few streets to complete in 2026 in the NW.
Present at the 2025 home show and host 1 open house to educate the community on rebates and utility programs	EC-2, EC-1, NE-3	Chad Troumbly, Steve Mattson, Julie Kennedy	2025-06-30	Completed	Completed	Completed	Completed	Completed in Q1. Did not meet objectives. Likely will not continue. Developing an alternative plan in October for contractor and customer engagement.
WWTP landfill cover reconstruction is substantially complete and new sludge demand agreements are in place	NE-2, US-5	Steve Mattson, Jean Lane, Julie Kennedy	2025-12-31	In Process	At Risk	Postponed	Postponed	Construction pushed into 2026 per UPM/Bandin request. Plans complete, bid work to be completed in Jan/Feb 2026, construction in spring 2026.

2025 Q4 Annual Work Plan Scorecard

Operational Excellence (OE)

Exceeding		Caution		NA for now	
In Process		At Risk		Abandoned	
Ongoing		Postponed		Added	
Completed	!!	Not Started			

Item 7.

Strategic Pillar: Operational Excellence (OE)								
Name	Goal	Responsible	Target Date	Q1	Q2	Q3	Q4	Comments
Tracking/reporting in project management software to improve efficiencies	FM-1, OE-1	Julie Kennedy	2025-12-31	In Process	In Process	In Process	Ongoing	2026 budget planning to be completed in the NSPB and Monday.com platforms.
Quarterly all employee meetings to improve clear communication process and lead to improved NPS per annual survey	OE-1	Julie Kennedy, Jean Lane, Megan Sjostrand	2025-12-31	In Process	In Process	In Process	Completed	Switched to 3 meetings per year (start, mid, end). Meeting 1 Jan 30, meeting 2 July 10, meeting 3 scheduled December 18.
Implement employee resource portal in new ERP software and Laserfiche	OE-1	Jean Lane	2025-06-30	In Process	Postponed	In Process	Completed	Employees now use the employee center to enter their time, can access their paystubs, track their PTO and will be able to get their W2 from the employee center.
Substantially operating ERP system (approximately 90% of modules functioning and collecting data)	US-1, US-4, FM-1, OE-2	Jean Lane	2025-06-30	In Process	Postponed	In Process	In Process	We have a few implementation requirements left for both systems and are working with the implementation teams but otherwise both systems are up and running properly.
Succession planning for business services manager transition	OE-1	Megan Sjostrand, Julie Kennedy	2025-12-31	In Process	In Process	In Process	Completed	New Finance Manager Taylor Bird started Sept 29. Jean Lane PRO agreement ready for approval.
Implement comprehensive employee training and development program	OE-1	Megan Sjostrand, Julie Kennedy	2025-12-31	Not Started	In Process	In Process	Ongoing	Work in progress with MMUA.
Implement employee success sharing program	OE-1	Julie Kennedy, Megan Sjostrand	2025-01-31	In Process	In Process	In Process	Postponed	Subsequent to employee development program, develop in 2026 and implement in 2027.
Finalize electronic document retention conversion	OE-1	Megan Sjostrand, Julie Kennedy	2025-12-31	In Process	In Process	In Process	Ongoing	Commission items, contracts, HR, & reports/studies workflow designs are complete - need to upload backdated items.

Questions / Comments



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

Grand Rapids Public Utilities

January 28, 2026

Operational and Capital Updates

GRPU Management Team





MISSION VISION VALUES

Item 7.

WHO WE ARE

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



Our Vision

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



Our Mission

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



Our Values

Safety

We hold paramount the well-being of our employees and the public in all operations.

Integrity

We uphold ethical standards and foster trust with all stakeholders.

Customer Focus

We prioritize customer needs and satisfaction in all our decisions and actions.

Efficiency

We maximize resources to provide cost-effective services without compromising quality.

Reliability

We consistently deliver high-quality utility services and strive for uninterrupted access.

Sustainability

We employ environmentally responsible practices in our operations and services.

Transparency

We openly share information and decision-making processes, promoting informed community involvement.



Strategic and Sustainable Fiscal Management (FM)

Item 7.

Operations: Hwy 35 – Old Ainsworth Industrial Site Update by Chad Troumbly

- Phase 1 – Cannabis grow facility #1 in summer 2025
- **Phase 2 – Manufacturing section GRPU recently energized the transformer**
- Other investments to support continued expansion of old Ainsworth site
 - GRPU has switch cabinet in stock
 - GRPU has 2 transformers in stock and one on order
- When fully developed, this site is anticipated to be a top five power user



Images from <https://hwy35cannabis.com/>



Engaging and Educating the Community (EC)

Item 7.

Operations: Customer Credits by Julie Kennedy

ATTENTION AUTO-PAY & PAPERLESS CUSTOMERS

If you signed up for auto-pay and/or paperless billing, your bill may look different this month.

A \$5 credit was applied for customers that signed up for auto pay. A \$10 credit was applied for customers that signed up for paperless billing.

If the incentive credits were applied to your account before your auto-pay payment was taken out or before you made payment, the credits appear to be a "balance forward".

You do not have a past due balance. Please disregard.

The amount due on your bill is correct.

We apologize for any inconvenience.



! Past Due Balance - due immediately \$15.00

Account Summary

Previous Balance	\$124.73
Credit Card Payment 01/12/2026	-\$109.73

Balance Forward	\$15.00
------------------------	----------------

Current Utility Services Electric	\$139.18
--------------------------------------	----------

Current City Charges Franchise Fee	\$1.25
---------------------------------------	--------

Total Current Services and Charges	\$140.43
---	-----------------

Credit Memo - CREDIT AUTOPAY INCENTIVE	-\$5.00
Credit Memo - CREDIT PAPERLESS INCENTIVE	-\$10.00

Current Account Balance	\$140.43
-------------------------	----------

Amount Due	\$140.43
-------------------	-----------------

Operational Excellence (OE)

Item 7.

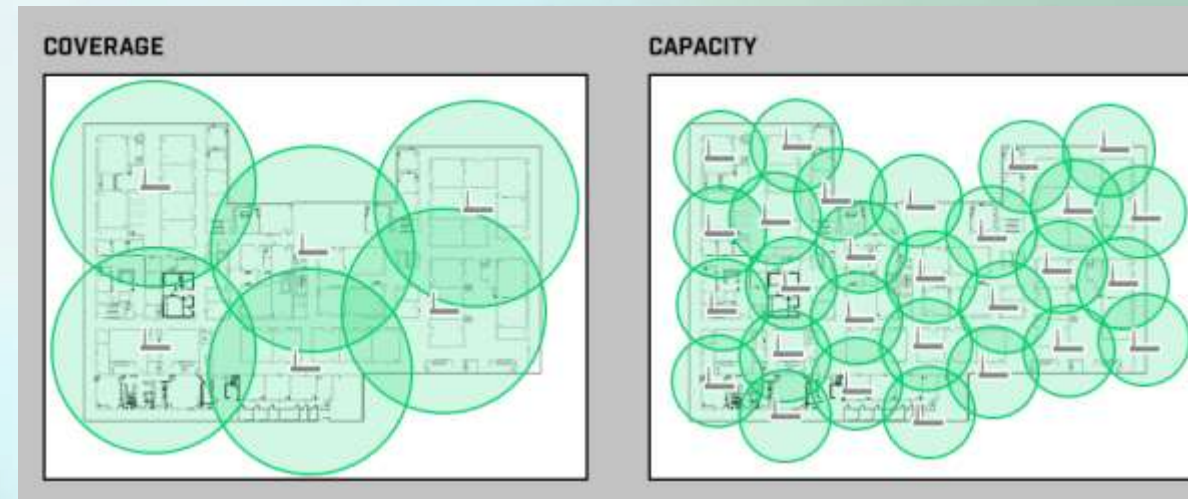
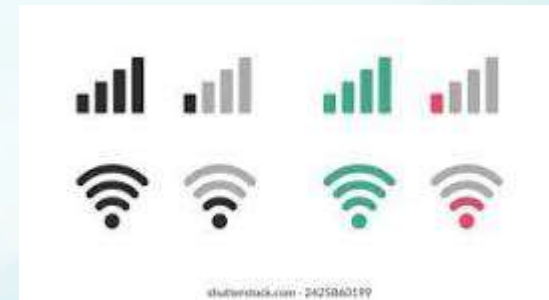
Operations: Wi-Fi Modernization Updates by Mike LeClaire

Wi-Fi old coverage

- Conference Room and main CSC office area

Wi-Fi new coverage

- CSC – All coverage allows for more capacity of mobile devices
 - Conference Room, Main Office, Meter Room, Break Room, Electric Crew Room, Warehouse
- WWTP CSC
 - Main Office
 - Solids Processing Control Room, Truck Bay, MCC Room



Operations: January Safety Summary by Julie Kennedy

Safety Topic This Month:

Safety Brad trained required employees on the Emergency Action Plan.

Safety Committee Program Review This Month:

The Safety Committee reviewed the Workers Compensation Mod Rate & the Emergency Action Plan

Incidents Reported last Month by Department

Administration: None

Business Services: One

Electric: None

Water-Wastewater: None

Cumulative Incidents for 2025

Recordable Incidents	0
Lost Time Days 2025	0
Restricted Days 2025	0
First Aid Only (not recordable)	3

Total FROI 3

Recordable Incident 5-year History

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

Grand Rapids Public Utilities

Upcoming Commission Meetings

Work Session: February 12, 2025

Regular Meeting: February 26, 2025





GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to confirm the retirement of Jean Lane effective February 28, 2026, and approve retaining her under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option to provide transitional business services through December 31, 2026

PREPARED BY: Megan Sjostrand, Executive/HR Assistant

BACKGROUND:

Jean Lane, Business Services Manager, is scheduled to retire at the end of February 2026, and staff are proposing to retain her on a temporary basis under the PERA Phased Retirement Option to support an orderly transition and continuity of operations. During this period, she will continue to provide services in the role of Business Services Manager under the direction of the General Manager, including assisting with completion of the annual audit, providing training and support to the Finance Manager, and completing special projects as needed. This arrangement allows the organization to benefit from her institutional knowledge while ensuring a smooth transition of responsibilities. Staff would like to recognize and thank her for her many years of dedicated service and continued commitment to supporting the Commission and organization during this transition period.

RECOMMENDATION:

Confirm the retirement of Jean Lane effective February 28, 2026, and approve retaining her under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option to provide transitional business services through December 31, 2026

Grand Rapids Public Utilities

Scope of Services with Jean Lane

Term:	Employment is expected to begin on or around March 2, 2026, with completion of services expected by December 31, 2026.
Employment Status:	The individual is employed by the Grand Rapids Public Utilities Commission (GRPUC) as a part-time, temporary employee under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO). The FLSA classification is exempt.
Services Provided:	<p>The employee will continue to provide services in the role of Business Services Manager under the direction and supervision of the General Manager.</p> <ul style="list-style-type: none"> • Assist with completion of the annual audit • Provide additional training and support to the Finance Manager • Perform special projects as assigned by the General Manager
Record of Time:	<p>Time worked will be recorded and submitted to payroll.</p> <p>Time worked will be approved by the General Manager.</p>
Payment:	The rate of pay will be \$140.00 per hour for up to 60 hours per pay period in the months March-May and 40 hours per pay period in the months June-December. Total hours will not exceed 1,044.
Benefits:	<p>This position is not eligible for holiday pay, paid time off (PTO), PERA contributions, or Deferred Compensation. The employee will accrue Earned Sick and Safe Time (ESST) at a rate of one (1) hour for every thirty (30) hours worked, in accordance with Minnesota law.</p> <p>This position will not qualify for or receive medical, dental, and life insurance.</p>
Payment Method:	Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies manual.
Technology:	The employee will be issued a laptop and will primarily perform their job duties remotely.
Expenses:	The employee shall be reimbursed for approved expenses related to the work being requested.
Additional Items:	This scope of services document is not an all-inclusive list. The employee is expected to follow GRPU Personnel Policies.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to approve the 2026 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$22,254 and authorize the General Manager to sign premium documents.

PREPARED BY: Taylor Bird, Finance Manager

BACKGROUND:

The League of Minnesota Cities Insurance Trust (LMCIT) is a self-insured membership cooperative. It was created by Minnesota cities for Minnesota cities and its fundamental purpose is to cover city risks and to mitigate hazards, not show a profit for stakeholders.

The LMCIT has coverage for property, liability, auto, and workers' compensation and LMCIT emphasizes coverage inclusion. LMCIT funds not needed for claims, expenses, or reserves are returned to members as a dividend.

The workers' compensation premium quotation for 1/1/2026 to 12/31/2026 is \$22,254 calculated on a base (manual) premium of \$31,905 less the experience modification credit of \$7,338 and less premium discount credit of \$1,859.

The experience modification factor is based on a formula that uses the past three years' history of claim costs for medical and worker loss time payments. Experience modification factors less than 1.00 result in a premium calculation credit. The mod factor credit of .77 is the lowest GRPUC has ever had.

Year	Base Premium	Experience Modification Factor	Premium Discount (credit)	Experience Modification (credit) Additional	Net Premium Deposit	Adjust for Agency Comm	Total Net Deposit Premium	\$ Change in Premium	% Change in Premium
2026	31,905	0.77	(7,338)	(1,859)	22,708	(454)	22,254	(30,189)	-58%
2025	58,026	1.01	(5,093)	580	53,513	(1,070)	52,443	(36,689)	-41%
2024	84,724	1.18	(9,023)	15,250	90,951	(1,819)	89,132	(11,886)	-12%
2023	96,034	1.16	(10,381)	15,365	101,018	-	101,018	22,613	29%
2022	92,591	0.93	(7,705)	(6,481)	78,405	-	78,405	3,561	5%

Management is recommending the regular premium option.

RECOMMENDATION:

Approve the 2026 workers' compensation premium coverage quotation regular premium option from the LMCIT in the amount of \$22,254 and authorize the General Manager to sign premium documents.

League of Minnesota Cities Insurance Trust

Item 9.

Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of Less than \$25,000

GRAND RAPIDS PUBLIC UTILITIES
500 SE 4TH STREET
GRAND RAPIDS, MN 55744

Agreement No.: WC 1000947_Q-10
Agreement Period:
From: 01/01/2026
To: 01/01/2027

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
----------------------------	-------------	-------------	------------------------------	----------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		31,905
Experience Modification	0.77	-7,338
Standard Premium		24,567
Deductible Credit	0.00%	0
Premium Discount		-1,859
Net Deposit Premium		\$22,708
Adjustment for Commission*		-454
Total Net Deposit Premium		\$22,254

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:

00456 City Of Grand Rapids
420 N Pokegama Ave, Attn: City Clerk
Grand Rapids, MN 55744-2658

Notice of Premium Options for Standard Premiums of Less than \$25,000 (Con't)

Item 9.

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1.	<input type="checkbox"/> Regular Premium Option	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
		22,708	-454	22,254

2. ☐ **Deductible Premium Option**

Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 24,567. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	Deductible per Occurrence	Premium Credit	Credit Amount	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
<input type="checkbox"/>	\$250	0.60%	-147	22,561	-451	22,110
<input type="checkbox"/>	\$500	1.10%	-270	22,438	-449	21,989
<input type="checkbox"/>	\$1,000	1.90%	-467	22,241	-445	21,796
<input type="checkbox"/>	\$2,500	3.50%	-860	21,848	-437	21,411
<input type="checkbox"/>	\$5,000	5.00%	-1,228	21,480	-430	21,050
<input type="checkbox"/>	\$10,000	7.00%	-1,720	20,988	-420	20,568
<input type="checkbox"/>	\$25,000	11.50%	-2,825	19,883	-398	19,485
<input type="checkbox"/>	\$50,000	15.00%	-3,685	19,023	-380	18,643

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the member requesting coverage.

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

**Notice of Premium Options for Standard Premiums of Less than \$25,000
(Con't)**

Item 9.

CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
441,153	1.925	7520	WATERWORKS	8,492
616,291	1.391	7539	ELECTRIC & STEAM PLANT	8,573
586,165	1.707	7580	SEWAGE DISPOSAL PLANT	10,006
1,038,276	0.309	8810	PUBLIC UTILITIES CLERICAL	3,208
272,370	0.569	9410	MUNICIPAL EMPLOYEES	1,550
14,924	0.000	9411	ELECTED OR APPOINTED OFFICIALS	76
Manual Premium				31905.0



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Consider a motion to approve the procurement contract with Thein Well for the emergency replacement of the pitless adapter for well 1 for \$25,219 and allow the General Manager to sign the contract.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

This procurement is for a non-budgeted Water Wastewater Project.

During the annual inspection of well 1, Thein well noticed water flowing outside the pitless adapter. The pitless adapter was past its useful life and replacement parts are obsolete.

The well had to be excavated down to the pitless adapter and replaced with new.

The project cost will be offset by deferring the Curb Stop Replacement Project which had a budget of \$152,608.

The GRPUC Procurement Policy was followed.

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

RECOMMENDATION:

Approve a motion to approve the procurement contract with Thein Well for the emergency replacement of the pitless adapter for well 1 for \$25,219 and allow the General Manager to sign the contract.

PROCUREMENT CONTRACT

This Procurement Contract (“**Contract**”) is by and between the Grand Rapids Public Utilities Commission, located at 500 SE 4th St, Grand Rapids, MN 55744 (“**GRPUC**”), and Thein Well Company, Inc, a Minnesota company, located at 11355 Highway 71 NE, Spicer, MN 56288 (“**Contractor**”). GRPUC and Contractor may be referred to jointly as the “**Parties**” or individually as a “**Party**.”

Recitals

A. GRPUC has solicited and received a quote from a contractor for performing repairs on well number 1 (“**Solicitation**”);

B. Contractor provided a response to the Solicitation indicating its interest in and ability to provide the goods or services requested in the Solicitation; and

C. Subsequent to an evaluation in accordance with the terms of the Solicitation and negotiation, the Parties desire to enter into a contract.

Accordingly, the Parties agree as follows:

Contract

1. **Term.** The effective date of this Contract is September 29, 2025. The Contractor must not begin work under this Contract until this Contract is fully executed and the Contractor has been notified by GRPUC’s Authorized Representative to begin the work. This Contract will terminate upon the first of the following to occur:

- 1.1 December 31, 2025
- 1.2 All of Contractor’s obligations have been satisfactorily fulfilled.
- 1.3 GRPUC may cancel this Contract at any time, with or without cause, upon ten (10) days’ written notice to the Contractor.
- 1.4 GRPUC may terminate this Contract immediately in the event of a breach by Contractor.
- 1.5 The Parties may terminate this Contract at any time by mutual written agreement.

Upon receipt of any notice of termination Contractor shall immediately stop performance to the extent specified in such notice. In no event shall GRPUC be liable for any loss of revenue or profit incurred by Contractor as a result of any termination. Upon termination of this Contract, or earlier upon GRPUC’s request, Contractor shall deliver to GRPUC all items requested by GRPUC containing any confidential information or work product information or make such other disposition thereof as GRPUC may direct in writing.

2. Contractor's Duties

2.1 The Contractor shall:

Provide services to perform repairs on well number 1 in Grand Rapids, MN. Equipment and labor to pull pump, install new pitless , re-install pump, and install Baker Monitor Pitless unit at 9.5' bury. This will include welding on the new pitless unit.

(The services (if any) to be provided by Contractor to GRPUC are referred to as the "**Services.**" The goods (if any) to be provided by Contractor to GRPUC are referred to as the "**Goods.**"). Contractor's precise duties, specifications, deliverables, and completion dates related to the Goods and Services are more specifically described in **Exhibit B**.

2.2 GRPUC may make changes to the general scope of Goods and Services by written or oral notice to Contractor. If such changes affect the cost of or the time required to provide the Goods and Services, an equitable adjustment in the schedule and compensation under this Contract shall be made. GRPUC and Contractor may agree to additional Services or Goods by written amendment to this Contract.

2.3 Contractor agrees that all Goods and Services shall be provided, and all of Contractor's obligations performed, in accordance with all applicable laws and other legal requirements without extra charge or expense. Contractor will be responsible for a violation of any such legal requirements and will indemnify, defend, and hold harmless GRPUC from and against any expense or cost incurred by reason of any such violation by Contractor.

2.4 Contractor warrants and represents that the Goods and Services will be provided in a manner that is consistent with the level of care and skill exercised by members of Contractor's profession currently working under similar conditions. All Goods and Services not conforming to this standard will be considered defective and Contractor shall, at no cost to GRPUC, promptly and satisfactorily correct all such defective Goods and Services. Payment shall be withheld for Goods or Services found by GRPUC to be unsatisfactory or in violation of legal requirements.

2.5 Contractor shall be responsible for all its employees, agents, subcontractors, and invitees and their health and safety. Contractor shall ensure that all persons who perform the Services or produce or deliver the Goods are professionally competent and properly qualified and will remove any person GRPUC deems incompetent, careless, or otherwise objectionable.

2.6 Contractor is solely responsible and assumes full and exclusive liability for the payment of all contributions or taxes to be paid on or to persons employed by Contractor, and for payment of all sales, use, or other taxes of whatever nature levied or assessed against GRPUC arising out of the furnishing of the Services or production or delivery of the Goods, and will indemnify, defend, and hold harmless GRPUC from any such liability.

3. Consideration and Payment

3.1 Consideration. GRPUC will pay for performance by the Contractor under this Contract as follows:

3.1.1 Compensation. The Contractor will be paid Twenty-Five Thousand Two Hundred Nineteen Dollars (\$25,219.00) in accordance with **Exhibit C**.

3.1.2 Total obligation. The total obligation and liability of GRPUC under this Contract will not exceed Twenty-Five Thousand Two Hundred Nineteen Dollars (\$25,219.00)

3.2 Payment.

3.2.1 Invoices. GRPUC will pay the Contractor within thirty (30) days following receipt of an undisputed invoice that complies with **Exhibit C**. GRPUC may pay the Contractor in advance in its sole discretion. Payment will only be made for Goods received or Services actually performed that have been accepted by GRPUC.

3.2.2 Retainage. No more than ninety percent (90%) of the amount due under this Contract may be paid until Contractor has performed all of its obligations under this Contract to GRPUC's satisfaction.

4. Authorized Representative

GRPUC's Authorized Representative is Steve Mattson at the following business address: 500 SE 4th Street, Grand Rapids, MN, 55744 and the following telephone number: 218-326-7195, or his/her successor or delegate, and has the responsibility to monitor the Contractor's performance.

Contractor's Authorized Representative is Zack Thein at the following business address: 11355 Highway 71 NE, Spicer, MN 56288, and the following telephone number: 800-450-8000, or his/her successor. If the Contractor's Authorized Representative changes at any time during this Contract, the Contractor must immediately notify GRPUC.

5. **Indemnification.** Contractor will indemnify, defend, and hold harmless GRPUC, its agents, and employees, in relation to any expenses, damages, claims or causes of action, including reasonable attorney's fees, to the extent caused by any negligent or wrongful act, error or omission, breach of contract, or infringement of any intellectual property right by Contractor, any third party that Contractor has a business relationship with, or any of Contractor's agents or employees.

6. **Subcontracting.** Contractor may not subcontract all or any portion of this Contract without GRPUC's prior written consent, which GRPUC may grant or withhold in its sole discretion. If an approved subcontractor is determined to be performing unsatisfactorily by GRPUC, Contractor will ensure that the subcontractor is no longer used for this Contract. The provisions of the Contract shall apply with equal force and effect to all approved subcontractors and no subcontract will terminate the primary responsibility of Contractor hereunder. Contractor will pay all subcontractors in accordance with applicable law and the agreement between Contractor and the subcontractor.

7. **Ownership.** Contractor agrees that all legal right, title, and interest to intellectual property, data, documents, photographs, drawings, analyses, graphs, reports, physical property or other subject matter (“**GRPUC Property**”) prepared, delivered, procured, or produced in relation to Contractor’s obligations under this Contract shall vest in GRPUC. Contractor will perform all acts necessary to ensure that all GRPUC Property is the sole property of GRPUC, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the GRPUC Property.

8. **Miscellaneous.**

8.1 **General.** No provision of this Contract may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by all the Parties. No waiver by a Party shall be deemed a waiver of similar or dissimilar provisions or conditions at the same or at any prior or subsequent time. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by any Party which are not expressly set forth in this Contract. The validity, interpretation, construction and performance of this Contract shall be governed by the internal laws of Minnesota. If any provision of this Contract shall be held or made invalid by a court decision, statute, rule or otherwise, the remainder of this Contract shall not be affected thereby. This Contract shall be binding on, and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns. Contractor may not assign Contractor’s rights or obligations hereunder without the prior written consent of GRPUC. This Contract may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original and all of which shall together constitute one and the same instrument. Delivery of an executed counterpart of a signature page of this Contract in Portable Document Format (PDF) or by facsimile transmission shall be as effective as delivery of a manually executed original counterpart of this Contract. In the event a Party institutes any legal proceeding against another Party regarding this Contract, the prevailing Party is entitled to receive the costs incurred by such Party, including reasonable attorneys’ fees. In performing its obligations under this Contract, Contractor and its employees and agents shall act in the capacity of independent contractors and not as an employee, partner, joint venturer, or agent of GRPUC. When Contractor’s employees are working on the premises of GRPUC, wherever located, they shall observe the working rules, policies, and procedures of GRPUC, including, but not limited to, its respectful workplace policy. The Parties must comply with the Minnesota Government Data Practices Act in relation to this Contract. Contractor certifies that neither it nor its principals are presently debarred or suspended by any federal, state, or local government or agency or political subdivision thereof. Neither Party will publicize anything in relation to this Contract without the other Party’s prior written consent. Contractor shall not use or disclose any confidential information it receives from GRPUC except as is necessary to perform under this Contract. The obligations of Contractor hereunder shall survive the expiration or earlier termination of this Contract. Each of the Parties shall take such further actions as may be reasonably required to carry out the provisions of this Contract.

8.2 **Notices.** Any notice or other communication to any Party in connection with this Contract shall be in writing and shall be sent by hand-delivery, email, fax, overnight courier, or United States mail (postage prepaid) addressed to the address set forth below. All periods of notice shall be measured from the date of delivery thereof if hand-delivered, from the date of sending

thereof if sent by email or fax (effective upon confirmation of receipt), from the first day after the date of sending if sent by overnight courier, or from three (3) business days after the date of mailing if mailed. Any Party may change such Party's address for notices by notice given not less than ten (10) calendar days prior to the effective date of the change.

GRPUC
Address:
500 SE 4th Street
Grand Rapids, MN 55744
Attn: Steve Mattson
Email: srmatt@grpuc.org

Thein Well Company
Address:
11355 Highway 71 NE
Spicer, MN 56288
Attn: Zack Thein
Email: zack@theinwell.com

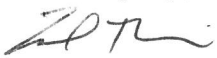
9. Exhibits

The following Exhibits are attached and incorporated into this Contract. In the event of a conflict between the terms of this Contract and its Exhibits (including any supplements), or between Exhibits (including any supplements), the order of precedence is first the Contract, and then in the following order:

Exhibit A: Insurance Requirements
Exhibit B: Specifications, Duties, and Scope of Work
Exhibit C: Price and Payment Schedule

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have executed this Contract effective as of the effective date set forth above.

Thein Well Company, Inc

By: 

Print Name: Zack Thein

Title: Project Manager

Date: 10/16/25

Grand Rapids Public Utilities Commission

By: _____

Print Name: Julie A. Kennedy

Title: General Manager

Date: _____

Exhibit A: Insurance Requirements

- 1 **Notice to Contractor and Insurer.** Contractor shall not commence work under the Contract until it has obtained all the insurance described below and GRPUC has approved such insurance. Contractor shall maintain such insurance throughout the term of this Contract. GRPUC reserves the right to immediately terminate this Contract if the Contractor is not in compliance with the insurance requirements. All insurance policies must be open to inspection by GRPUC, and copies of policies must be submitted to GRPUC's Authorized Representative upon written request. The Contractor's insurance companies waive the right to assert the immunity of GRPUC as a defense to any claims made under said insurance.

- 2 **Additional Insurance Conditions.** The following apply to the Contractor and Contractor's subcontractor: Contractor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to GRPUC. Contractor agrees to notify GRPUC within five (5) business days of receipt of any insurance cancellation notice. Contractor is responsible for payment of Contract-related insurance premiums and deductibles. Contractor's policy(ies) shall include legal defense fees in addition to its policy limits with the exception of professional liability. Contractor's insurance companies must either (1) have an AM Best rating of A- (minus) and a Financial Size Category of VII or better, and be authorized to do business in Minnesota, or (2) be domiciled in Minnesota and have a Certificate of Authority/Compliance from the Minnesota Department of Commerce if they are not rated by AM Best. An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

- 3 **Coverages.** Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:
 - 3.1 **Commercial General Liability Insurance** coverage that would be maintained by a reasonable contractor in Contractor's profession performing a similar contract, with the following minimum limits:
 - \$1,500,000 – per occurrence
 - \$1,500,000 – annual aggregate
 - \$1,500,000 – annual aggregate – applying to Products/Completed Operations

 - 3.2 **Commercial Automobile Liability Insurance** coverage that would be maintained by a reasonable contractor in Contractor's profession performing a similar contract, with the following minimum limits:
 - \$1,500,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

The following coverages should be included: Owned, Hired, and Non-owned Automobile.

3.3 Workers' Compensation Insurance. Contractor shall obtain and maintain for the duration of the Contract, statutory workers' compensation insurance and employer's liability insurance as required under the laws of the State of Minnesota.

3.4 Professional Liability, Errors, and Omissions. This policy will provide coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under the Contract. Insurance minimum limits are as follows:

\$2,000,000 - per claim or event
\$2,000,000 - annual aggregate

Any deductible will be the sole responsibility of the Contractor and may not exceed \$50,000 without the written approval of GRPUC.

3.5 Property of Others Insurance (or equivalent). The Contractor shall maintain a property insurance policy covering "All Risk" of direct physical loss or damage, or equivalent, including the perils of theft, flood, transit, earthquake, and pollution clean-up expense for property owned by GRPUC that is in the Contractor's care, custody, and control. Any deductible shall be the sole responsibility of the Contractor. Insurance **minimum** limits are as follows: The Contractor is solely responsible for the coverage equal to that of the actual cash value of GRPUC-owned property in the Contractor's care, custody, and control at any given point in time.

Exhibit B: Specifications, Duties, and Scope of Work:

Contractor to perform repairs for well number 1 in Grand Rapids. This includes equipment and labor to pull pump, install Pitless, re-install pump, and installing Baker Monitor Pitless Unit 9.5' bury. This includes all welding.

- Not included is any watermain or watermain fittings.
- Not included is any excavation. GRPU to hire excavation company.
- Wet/unstable trench may result in additional charges.

Exhibit C: Price and Payment Schedule

Total Well 1 Repairs: **\$25,219.00**

*GRPUC will pay the Contractor within thirty (30) days following receipt of an undisputed invoice.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: January 28, 2026

AGENDA ITEM: Monthly Report

PREPARED BY: GRPU Staff

BACKGROUND:

Standard monthly GRPU Operating Reports.

RECOMMENDATION:

None. Review Only.



Electric Reliability Report

01/01/2025
Item 11.

Date Range
12/01/2025 - 12/18/2025

SAIDI:	1.56	Avg Minutes / Customers Served	CAIDI:	341.14	Avg Minutes / Customer Out	Total Customers Out:	35
SAIFI:	0.00	Cust Outages / Customers Served	CAIFI:	0.200	Avg Outages / Customer Out	Total Reported Hours:	105
Active:	7649	Active Electric Customers	Outages:	7	Total Number of Outages	Total Customer Hours Out:	199
ASAI:	99.99970	Average Percent System Available					

Outage Time	Restored Time	Outage Type	Duration (Hours)	Customers Out	Customer Hours
12/1/2025 5:36:00 AM	12/1/2025 6:33:57 AM	Unknown -r-	0.95	4	3.80
12/1/2025 1:10:18 PM	12/1/2025 1:38:59 PM	Scheduled -r-	0.47	1	0.47
12/3/2025 2:51:50 AM	12/3/2025 6:47:07 AM	Equipment -r-	3.93	24	94.40
12/3/2025 4:19:26 PM	12/3/2025 4:21:30 PM	Equipment -r-	0.03	1	0.03
12/3/2025 4:21:30 PM	12/3/2025 4:56:05 PM	Equipment -r-	0.58	3	1.75
12/12/2025 10:40:00 PM	12/12/2025 11:47:25 PM	Equipment -r-	1.12	1	1.12
12/18/2025 2:08:00 AM	12/22/2025 3:34:00 AM	Weather -r-	97.43	1	97.43



Electric Reliability Report

01/01/2025

Item 11.

Date Range

12/01/2025 - 12/18/2025

Outages Total by Outage Type					Top 10 Outages by Duration		Top 10 Outages by Customer Hours	
Outage Type	Outages	Duration	Customers	Customer Hours	Outage ID	Hours	Outage ID	Hours
Equipment -r-	4	97.30	29	97.30	NE 4th St, 123	199.00	SE 4th St, 1002	15.20
Scheduled -r-	1	0.47	1	0.47				
Unknown -r-	1	3.80	4	3.80				
Weather -r-	1	97.43	1	97.43				

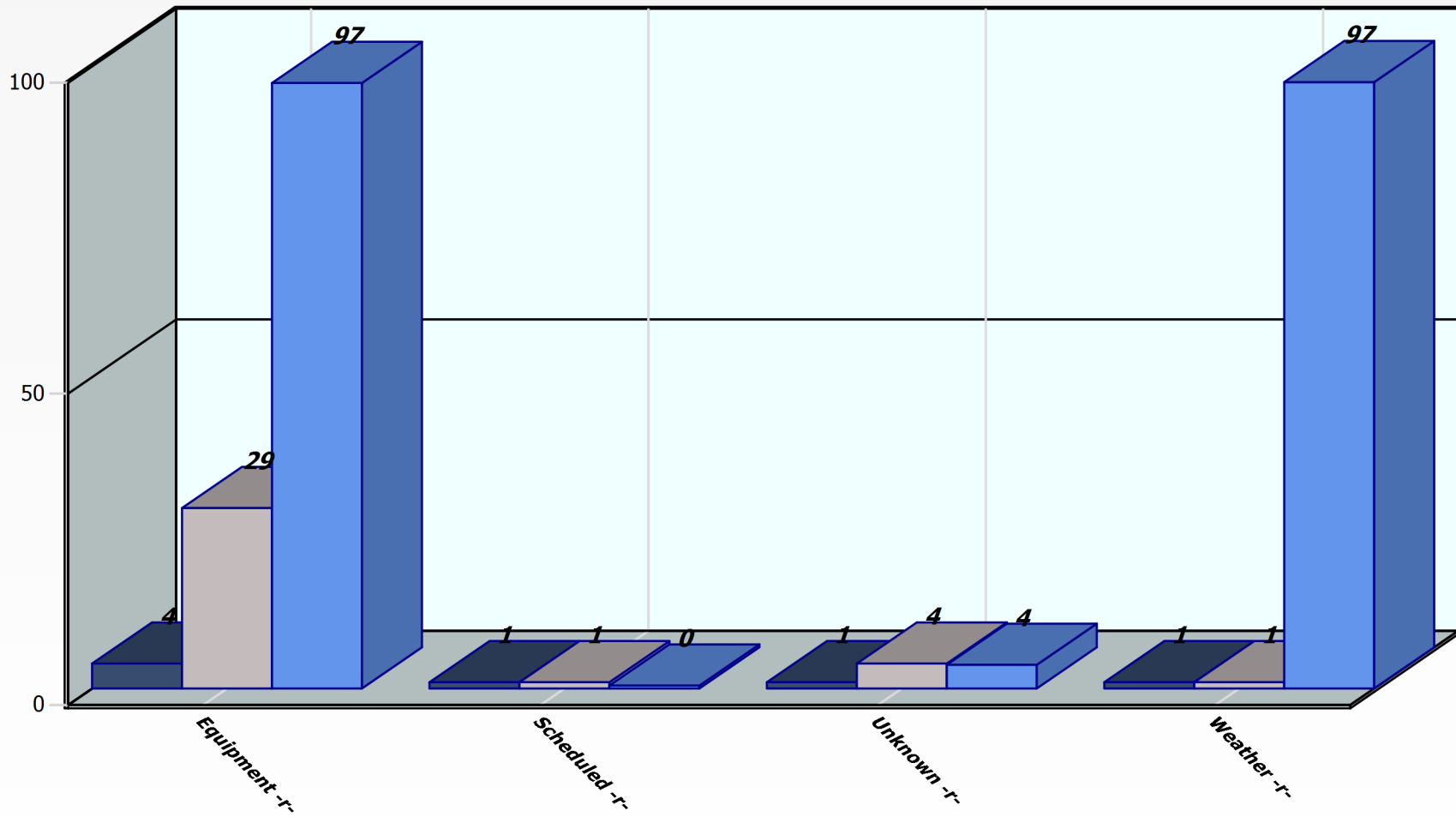


Electric Reliability Report

01/01/2025
Item 11.

Date Range
12/01/2025 - 12/18/2025

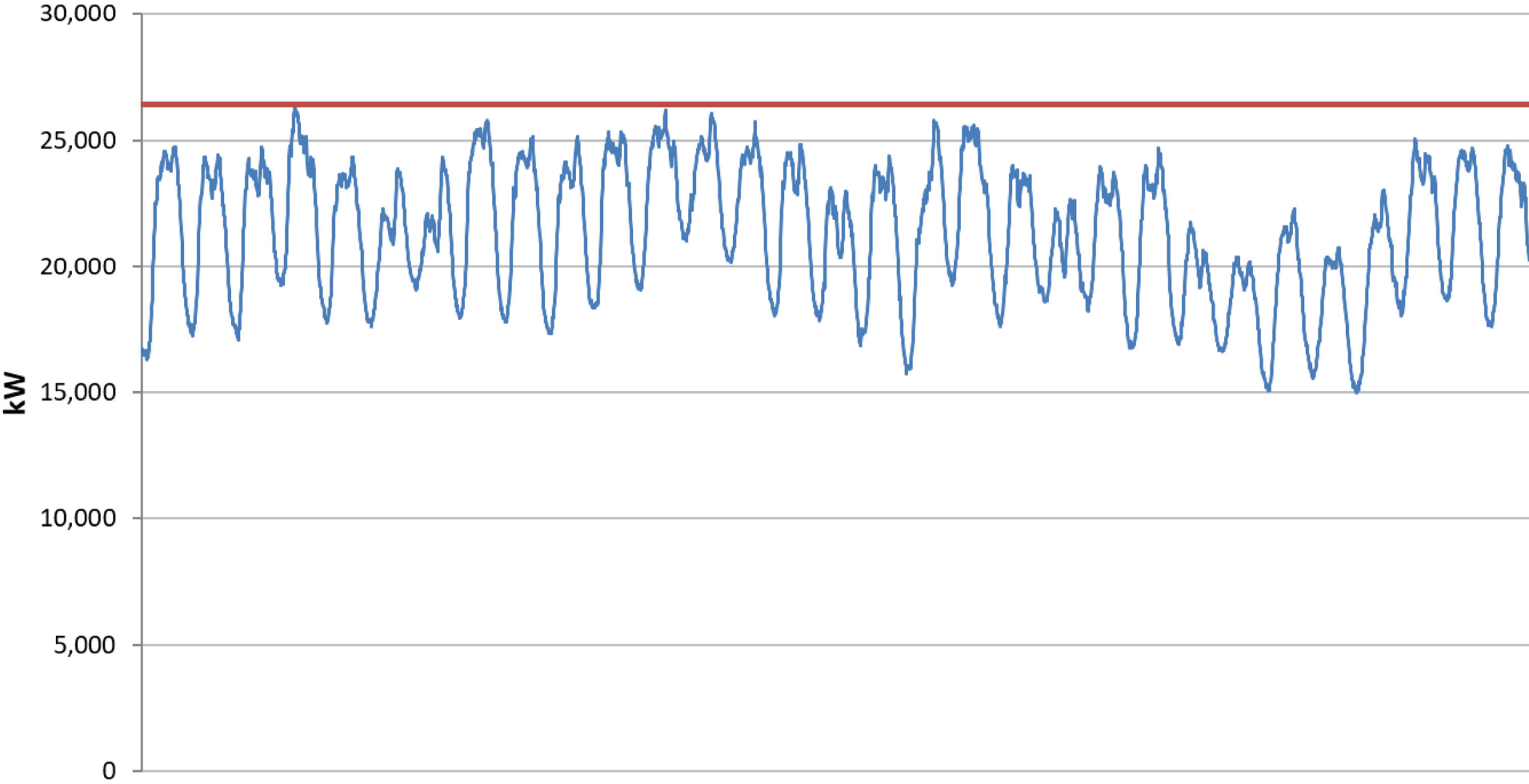
Outage Type
Customer Hours Without Power



Grand Rapids Public Utilities - City Load

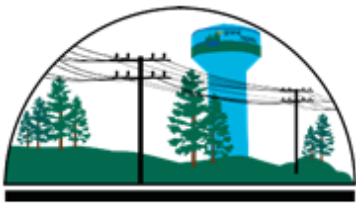
Item 11.

Dec-25



City Load Peak Demand

MONTHLY PEAK	
kW	Date/Time
26,432	12/4/25 10:15 AM



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

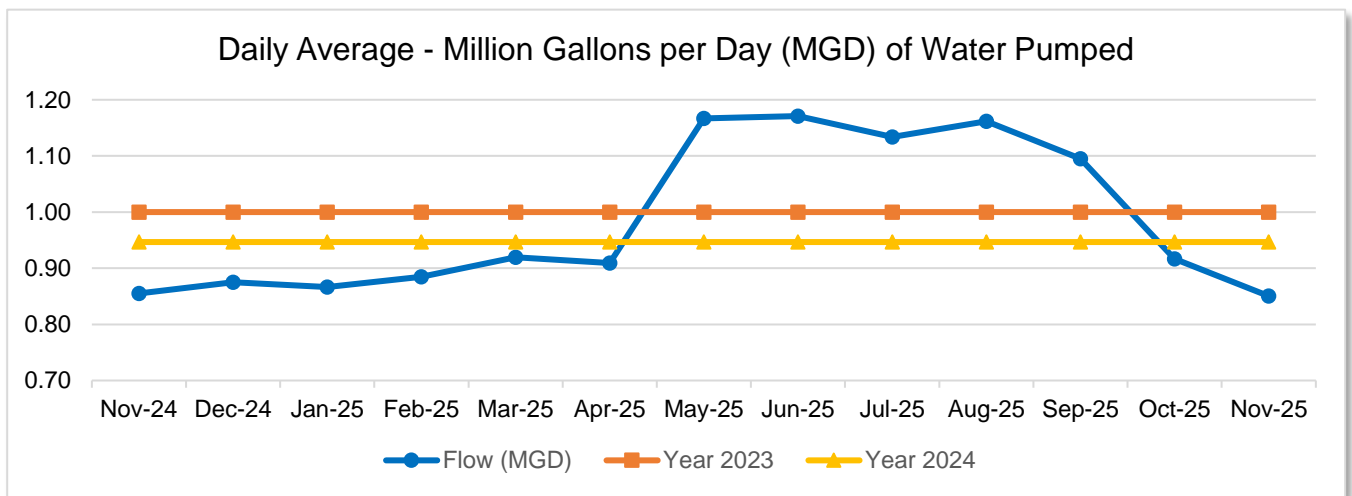
Item 11.

500 SE Fourth Street • Grand Rapids, Minnesota 55744

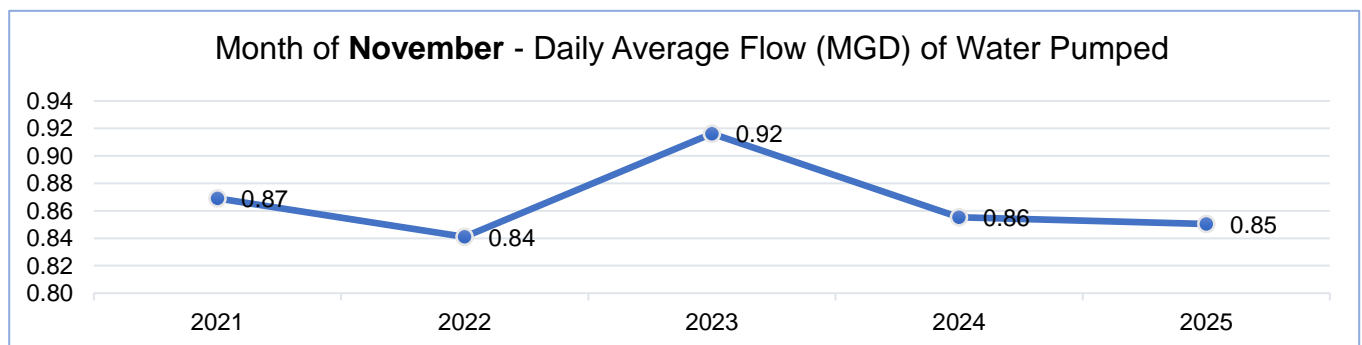
WATER MONTHLY ANALYSIS REPORT November 2025

Water Operations

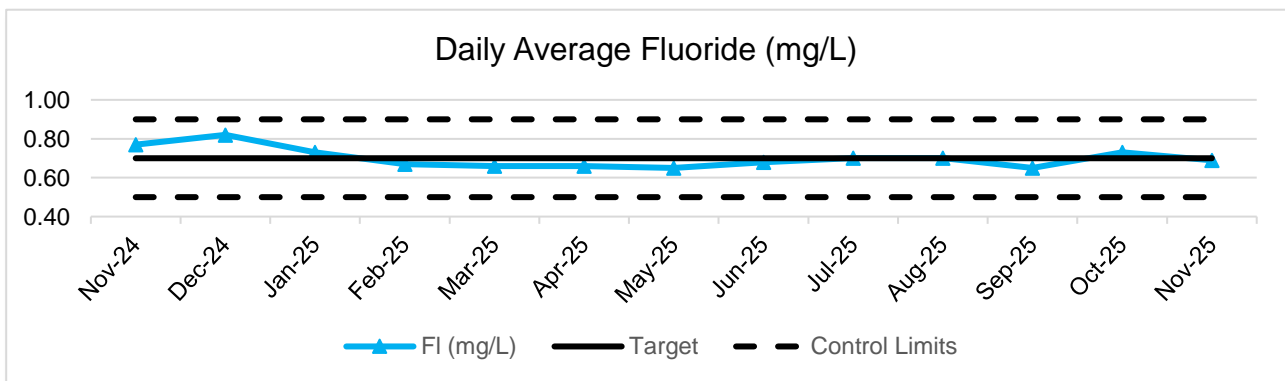
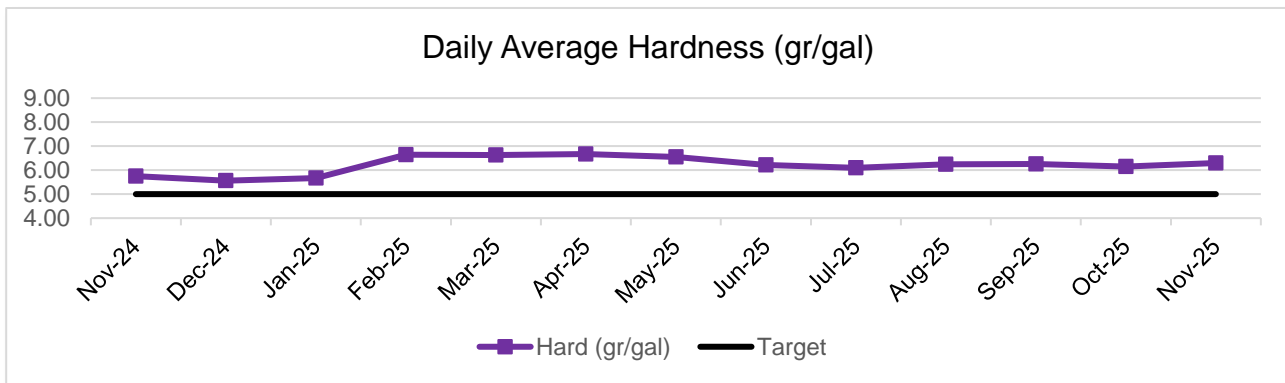
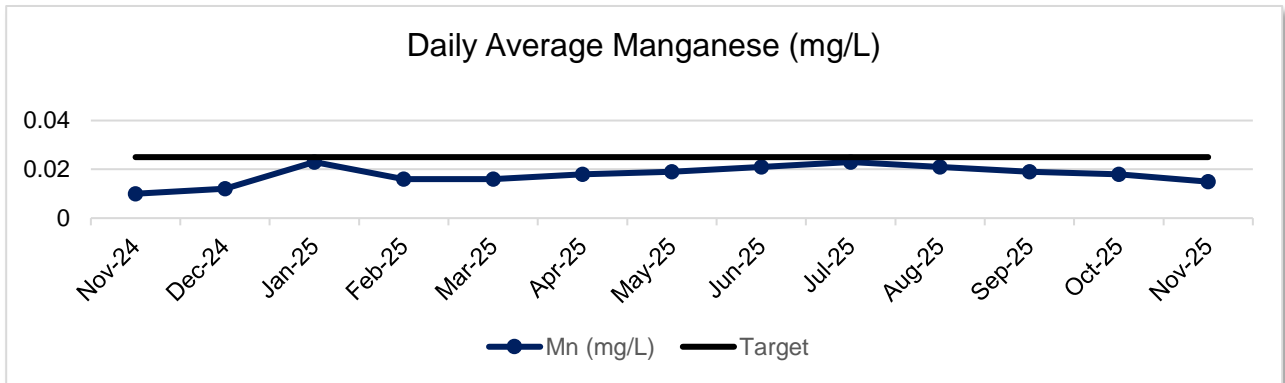
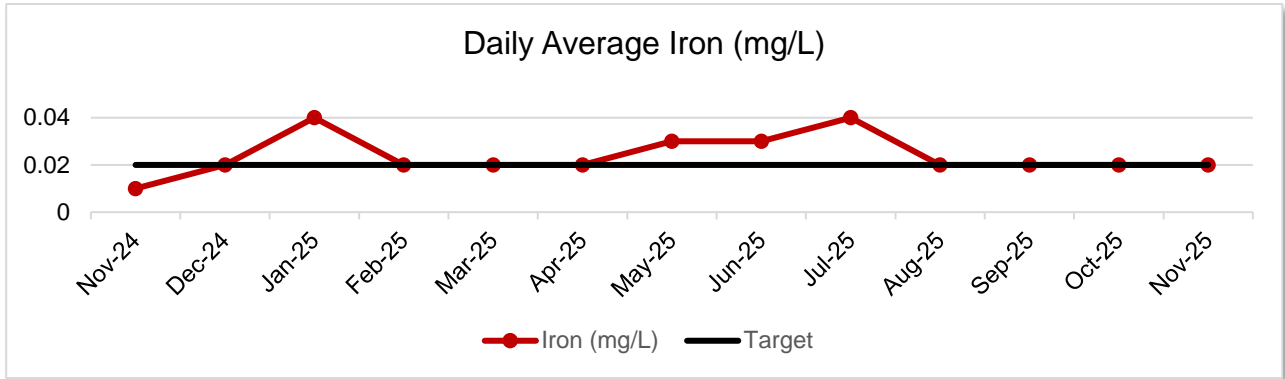
The water plant pumped an average of 0.85 million gallons of water per day (MGD) with a peak of 0.96 million gallons during the month which is normal for this time of the year.



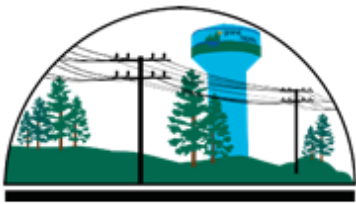
The above graph illustrates the annual cycle of water demand/usage monthly (blue line). Additionally, it displays the general trend of water usage (conservation) by our customers.



The above graph illustrates how the current month's demand/usage compares to the same month of previous years.



Water quality analysis was normal for the month as displayed in the graphs above.



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

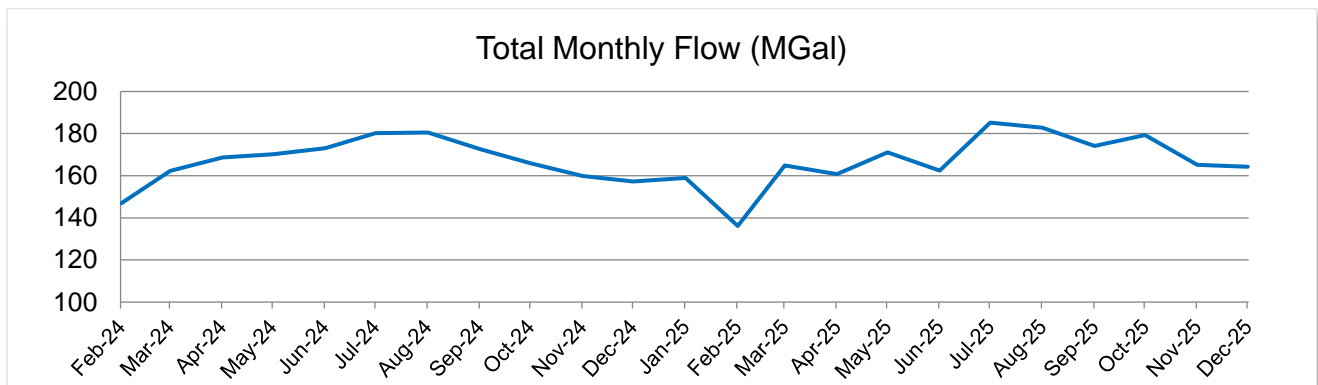
Item 11.

500 SE Fourth Street • Grand Rapids, Minnesota 55744

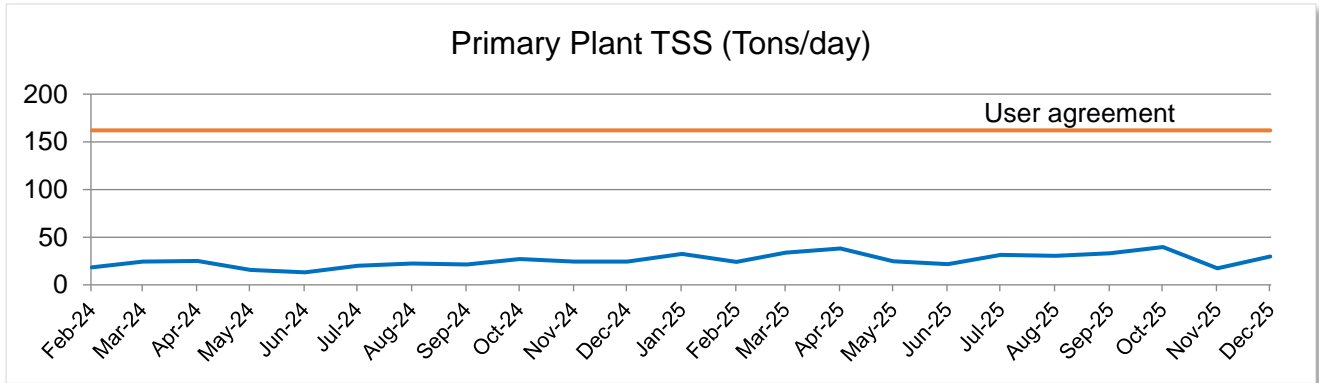
WASTEWATER MONTHLY ANALYSIS REPORT December 2025

Wastewater Operations

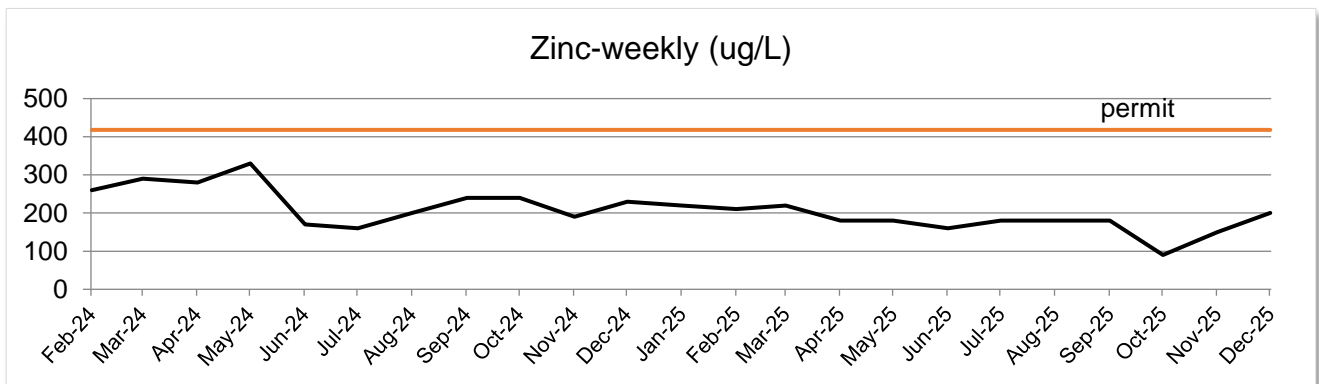
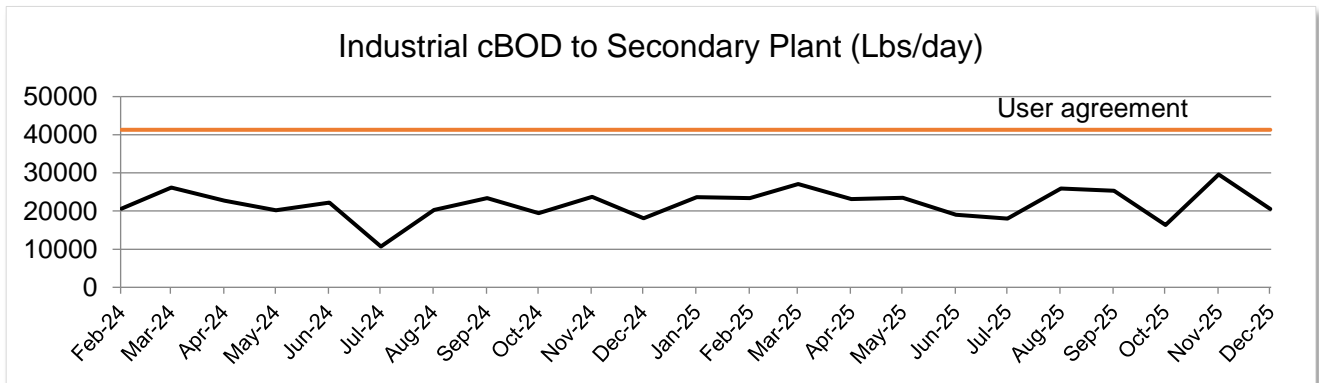
The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month while treating 164 million gallons of water removing 99.5% of the Total Suspended Solids (TSS) and 98.3% Biochemical Oxygen Demand (cBOD).



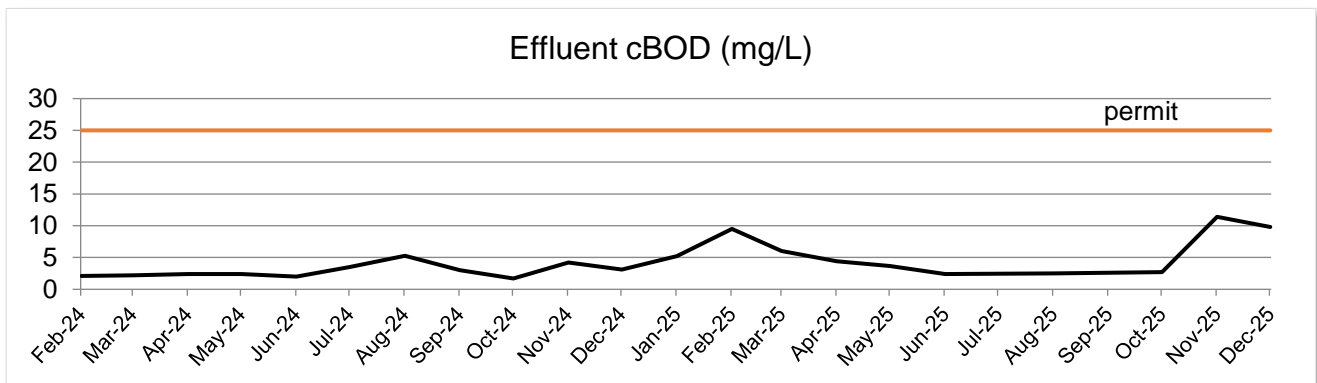
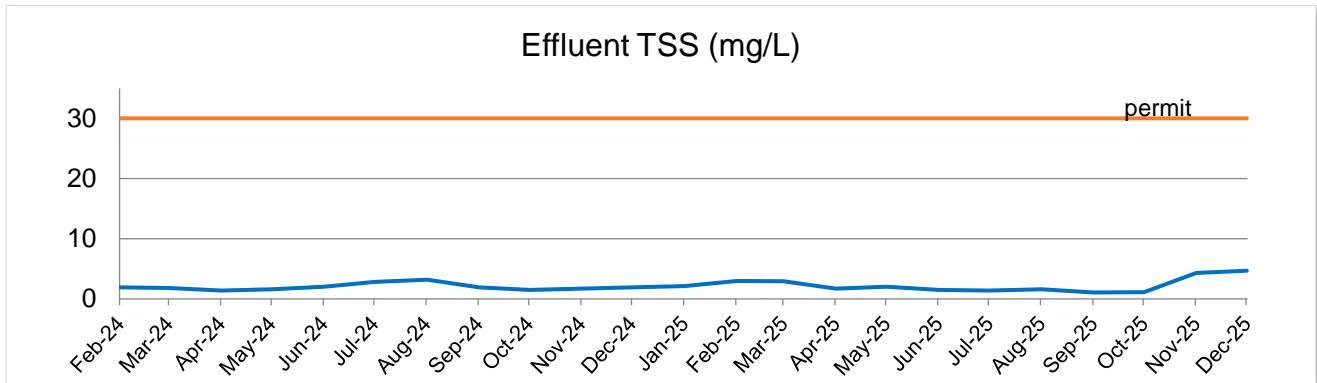
	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	4.0
TSS (Tons/day)	162	29.8
TSS Peak (Tons/Day)	284	88.9



	Design Limits (monthly AVG)	Actual Results
Secondary Plant		
Flow (MGD)	15.25	5.3
cBOD (lbs/Day)	41,300	24,731
Peak cBOD (lbs/Day)	57,350	42,313
Zinc-weekly (ug/L)	418	200
% GRPUC		27.4%



	Permit Limits (monthly AVG)	Actual Results
Effluent		
TSS (mg/L) – monthly average	30	4.7
cBOD (mg/L) – monthly average	25	9.8
Dissolved Oxygen (mg/L)	>1.0	9.1



Sludge Landfill Operations

- 0.11 million gallons of leachate were hauled last month
- 3588 cubic yards of sludge solids were hauled to the landfill

