GRAND RAPIDS PUBLIC UTILITIES COMMISSION
REGULAR WORK SESSION MEETING AGENDA

Tuesday, November 10, 2026
3:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Tuesday, November 10, 2026 at 3:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

BUSINESS:

1. Consider a motion to approve $2,133,162.25 in verified claims for October and November 2026.

2. Consider a motion to confirm the retirement of Robert Larson effective December 31, 2026; approve the Lead Water Treatment Plant Operator job description, declare a vacancy exists for that position, and authorize staff to begin recruitment.

3. Strategic Plan Annual Review

ADJOURNMENT:

The next Special meeting is scheduled for Wednesday, November 25, 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, November 25, 2026 at 4:30 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC's desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 and we will provide you with a copy of the policy.

GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
AGENDA ITEM

AGENDA DATE: November 10, 2026

AGENDA ITEM: Consider a motion to approve $2,133,162.25 in verified claims for October and November 2026.

PREPARED BY: Taylor Bird, Finance Manager

BACKGROUND:

See attached check registers:

Bill list:	$1,218,944.56
Bill payments with prior approval:	$914,217.69
Total	**$2,133,162.25**

RECOMMENDATION:

Approve $2,133,162.25 in verified claims for October and November 2026.

Grand Rapids Public Utilities
Meeting Date: 11/10/26
GRPU: Bill List

PUC Meeting Identifier	Vendor	Vendor Name	Payment Amount
Commission Meeting	Baldwin Supply Company	Baldwin Supply Company	1,854.17
Commission Meeting	Border States Electric	Border States Electric	41,134.92
Commission Meeting	Grainger	Grainger	2,934.64
Commission Meeting	Ingersoll Rand Industrial	Ingersoll Rand Industrial	1,728.22
Commission Meeting	MacQueen Equipment Incorporated	MacQueen Equipment Incorporated	2,272.04
Commission Meeting	McMaster Carr	McMaster Carr	1,005.77
Commission Meeting	Nelson Truck & Trailer LLC	Nelson Truck & Trailer LLC	5,908.44
Commission Meeting	Northwestern Power Equipment Company Incorporated	Northwestern Power Equipment Co	13,569.92
Commission Meeting	Temporary Vendor- Rebates	David Dimich	35.00
Commission Meeting	Temporary Vendor- Rebates	Riverside Apartments	13,433.80
Commission Meeting	Temporary Vendor- Rebates	Jeremiah Johnson	70.00
Commission Meeting	Temporary Vendor- Rebates	Anna Pedley	35.00
Commission Meeting	Temporary Vendor- Rebates	Attn: Steven Rogers	4,409.56
Commission Meeting	Temporary Vendor- Rebates	Derek Troumbly	1,000.00
Commission Meeting	TNT Aggregates LLC	TNT Aggregates LLC	4,487.00
Commission Meeting	Viking Electric Supply Incorporated	Viking Electric Supply Incorporated	3,855.66
Commission Meeting	Wesco	Wesco	23,052.00
Commission Meeting	MN Power	MN Power	1,098,158.42
Total			**1,218,944.56**

Grand Rapids Public Utilties
Meeting Date: 11/10/2026
Checks/Auto/EFT: 10/23/26-11/5/26
PUC: Bill Payments w/ Prior Approval

PUC Meeting Identifier	Name	Sum of Bill Amount
Prior Approval	V00039 Enterprise FM Trust	11,158.19
Prior Approval	V00048 Emergent Software LLC	8,604.84
Prior Approval	V00122 RMB Environmental Laboratories Incorporated	1,680.40
Prior Approval	V00136 LeClaire Mike	40.00
Prior Approval	V00161 MN Department of Revenue (Payroll)	5,404.87
Prior Approval	V00184 Rob's Bobcat	9,030.00
Prior Approval	V00294 Riley Joseph	40.00
Prior Approval	V00396 UNUM Life Insurance Company of America	3,563.58
Prior Approval	V00433 Stoltz Gary	40.00
Prior Approval	V00520 Flinck Sr, Tony C	210.98
Prior Approval	V00678 Busy Bees Quality Cleaning Services Incorporated	2,352.00
Prior Approval	V00901 Core & Main	19,564.13
Prior Approval	V00967 Stanley Tom	824.40
Prior Approval	V00977 Metro Sales Incorporated	48.94
Prior Approval	V01002 First Net AT & T Mobility	554.35
Prior Approval	V01159 Hawkins Water Treatment Group	1,330.33
Prior Approval	V01173 Sandstrom's Incorporated	1,044.96
Prior Approval	V01194 Waste Management of WI MN	3,734.40
Prior Approval	V01195 Casper Construction Incorporated	66,606.67
Prior Approval	V01242 Northeast Technical Services	387.50
Prior Approval	V01255 Herc U Lift Incorporated	312.40
Prior Approval	V01258 Stuart C Irby Company	4,689.82
Prior Approval	V01353 Viking Electric Supply Incorporated	73.00
Prior Approval	V01393 MN Council 65	1,964.16
Prior Approval	V01550 Public Employees Retirement Association	17,994.46
Prior Approval	V01601 MN Department of Commerce	612.80
Prior Approval	V01632 Wesco	4,782.96
Prior Approval	V01900 MN Child Support Payment Center	893.40
Prior Approval	V02304 MN Energy Resources Corporation	23.00
Prior Approval	V02358 Northern Drug Screening	120.00
Prior Approval	V02374 Gustafson Doug	40.00
Prior Approval	V02384 Thein Well Company	660.00
Prior Approval	V02531 Grand Rapids Area Community Foundation	1,006.23
Prior Approval	V02574 Stantec Consulting Services, Inc	2,741.60
Prior Approval	V02578 WEX	2,465.50
Prior Approval	V02590 Hansen Mark	40.00
Prior Approval	V02679 Dimich Corey	40.00
Prior Approval	V02693 Johnson Killen & Seiler PA	2,234.30
Prior Approval	V02700 Internal Revenue Service (Payroll)	31,321.46
Prior Approval	V02710 Ferguson dba Pollardwater	104.88
Prior Approval	V02790 Customer Refunds Utility Accounts	3,340.50
Prior Approval	V02870 Bolton and Menk Inc	98,215.00
Prior Approval	V02894 Rapid Crane & Rigging LLC	2,800.00

Grand Rapids Public Utilties
Meeting Date: 11/10/2026
Checks/Auto/EFT: 10/23/26-11/5/26
PUC: Bill Payments w/ Prior Approval

Prior Approval	V02991 American Eagle Security Systems Incorporated	150.00
Prior Approval	V03135 Procise Solutions Inc	1,572.50
Prior Approval	V03154 Blanchard Jason	40.00
Prior Approval	V03166 Grainger	395.81
Prior Approval	V03311 Rundell Eric	40.00
Prior Approval	V03354 Johnson Controls Fire Protection	450.00
Prior Approval	V03546 City of LaPrairie	32,172.20
Prior Approval	V03641 Verizon Wireless	827.51
Prior Approval	V03671 City of Grand Rapids	311,990.20
Prior Approval	V03738 Paul Bunyan Communications	7,843.49
Prior Approval	V03908 Lake States Constructions LLC	4,352.38
Prior Approval	V04248 218 Electric LLC	3,200.00
Prior Approval	V04333 Border States Electric	5,482.06
Prior Approval	V04340 Fastenal Company	1,227.24
Prior Approval	V04423 Sjostrand Megan	40.00
Prior Approval	V04434 Voya Institutional Trust Company	14,345.71
Prior Approval	V04521 Adam Dragicevich	40.00
Prior Approval	V04535 Wells Fargo Bank	35,107.58
Prior Approval	V04625 Castrejon Inc	182,205.00
Prior Approval	V04628 Anderson, Logan E	40.00
	Checks Previosly Approved **	0.00
	Prior Approval Checks/EFT/Auto to be approved	**914,217.69**
Total	**Total Prior Approvals**	**914,217.69**

GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
AGENDA ITEM

AGENDA DATE: November 10, 2026

AGENDA ITEM: Consider a motion to confirm the retirement of Robert Larson effective December 31, 2026; approve the Lead Water Treatment Plant Operator job description, declare a vacancy exists for that position, and authorize staff to begin recruitment.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:
Robert Larson, Water Treatment Plant Operator, has submitted notice of his intent to retire effective December 31, 2026. Rob has provided 34 years of dedicated service to GRPU, contributing his knowledge and experience to the operation and maintenance of the Water Treatment Plant for the past 28 years. Staff extend their sincere appreciation for his many years of service and valuable contributions to GRPU.

In anticipation of this change, staff reviewed the position's job description and current needs. As part of the organizational restructuring initiatives that have been implemented and refined over the past several years, staff recommend the creation of a Lead Water Treatment Plant Operator position. The Lead position aligns with GRPU's evolving operational needs and creates consistency with the structure utilized in other GRPU departments. The Lead position also strengthens succession planning efforts for future retirements and provides the necessary operational support within the Water Treatment Plant as GRPU prepares for the significant renovation project planned in the coming years.

To provide adequate coverage of WTP operations, staff recommend that the Commission declare a vacancy for the Lead Water Treatment Plant Operator position effective immediately and authorize an internal posting and external recruitment process, if needed.

RECOMMENDATION:

Confirm the retirement of Robert Larson effective December 31, 2026; approve the Lead Water Treatment Plant Operator job description, declare a vacancy exists for that position, and authorize staff to begin recruitment.

GRAND RAPIDS PUBLIC UTILITIES
Service is Our Nature

Grand Rapids Public Utilities
500 SE 4th Street
Grand Rapids, MN 55744
218-326-7189
HR@grpuc.org

Job Description
Lead Water Treatment Plant Operator

Position Title: Lead Water Treatment Plant Operator

Department: Water

FLSA Status: Non-exempt

Pay Grade: 3

State Job Match: Water Treatment Plant Operator, Water Plant Supervisor

Date: November 2026

Commission Approval Date: November 10, 2026

Primary Objective of Position

Under general supervision, this position performs lead-level technical and operational work in the daily operation, monitoring, and minor maintenance of the Water Utility; monitors treatment processes and water quality, assists with troubleshooting, and supports regulatory compliance; provides technical guidance and assistance to Water Treatment Plant Operators to ensure safe, efficient, and compliant plant operations; performs related duties as required.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Leads daily plant operations by providing work direction and technical guidance to Water Treatment Plant Operators.
- Performs water quality testing and sampling, interprets results to determine treatment processes, monitors treatment effectiveness and regulatory compliance.
- Operates, monitors, and adjusts treatment equipment and processes to ensure safe and effective water treatment.
- Troubleshoots operational issues and implements or recommends corrective actions.

- Assists with training and development of Water Treatment Plant Operators on operating procedures, equipment, and safety practices.
- Maintains accurate operational records and prepares required reports related to water quality, chemical usage, and plant performance.
- Ensures proper handling, storage, and use of treatment chemicals and adherence to established safety procedures.
- Assists the Water Operations Director with regulatory compliance, operational planning, and identifying process and equipment improvements.
- Additional duties as deemed necessary by supervision, which are of an equal or lessor nature, based on job qualifications.

Subject Matter Expertise

This position serves as a technical Subject Matter Expert (SME) for the Utility. The incumbent is required to maintain authoritative knowledge and provide guidance in the following areas:

- Minnesota Public Water Supplier Water Treatment Plant operations, treatment processes, equipment, chemical applications, and water quality requirements.

Examples of Performance Criteria

- Plant operations are coordinated effectively, treatment processes are maintained within established parameters, and water quality meets applicable regulatory standards.
- Operational records, water quality testing results, and required reports are accurate, complete, and maintained timely.
- Equipment and process issues are identified and addressed promptly.

Minimum Qualifications

- AAS Degree in Water Quality Science, Water Environment Technologies, Water Operations, or a BS Degree in Biology, Environmental Studies, or a closely related field; or an equivalent combination of education and experience to successfully perform the essential duties of the job.
- Minnesota Class B Water Operator certificate and three (3) years of experience working in the operation and/or maintenance of a water utility system.
- Valid Minnesota Commercial Class B Driver's License, or the ability to obtain one within 3 months of hire.
- Knowledge of water treatment processes, chemical applications, water quality, and drinking water regulations.
- Ability to operate and maintain water treatment equipment, instrumentation, and process control systems.

- Ability to perform water quality testing and sampling using established procedures.
- Ability to troubleshoot equipment and process issues and perform routine maintenance.
- Ability to provide work direction, technical guidance, and training to other employees.
- Ability to maintain and interpret operational records, water quality results, and reports.
- Strong math skills, including calculations related to chemical dosages and flow rates.
- Effective oral and written communication skills.
- Proficiency with computers and software used in plant operations and maintenance.
- Ability to work independently, exercise sound judgment, and take initiative.

Desirable Qualifications

- Understanding of the federal, state, and local regulations as they relate to the position.
- Experience with industrial equipment, generators, and maintenance practices.
- Familiarity with utility SCADA systems.
- Ability to read and interpret blueprints and technical drawings.
- Minnesota Pollution Control Agency Wastewater License or equivalent knowledge of the principles and practices of wastewater collection and treatment.

Supervision

- Manager: Operations Manager
- Supervision of others: May assist in providing on-site direction or training to assigned employees, apprentices, or contractors.

Working Conditions

- Work is performed both indoors and outdoors, involving exposure to noise and extreme weather.
- Regularly required to use hands to handle tools, reach with arms, and operate heavy utility equipment.
- Frequently required to stand, walk, climb, balance, stoop, and kneel. Must frequently move up to 25 pounds and occasionally move up to 100 pounds.
- Vision requirements include color vision, depth perception, and the ability to adjust focus.
- May be required to participate in an on-call rotation for after-hours emergencies.

Conditions of Employment

- Successfully pass a criminal background check and drug & alcohol screening.
- Successfully complete a Physical Demand Analysis.
- Serve and complete a six-month probationary period.
- Maintain a valid Class B Water Operator certificate.
- Maintain a valid Class B commercial driver's license.
- Comply with all organizational and departmental policies and procedures.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the utility and requirements of the job change.

Grand Rapids Public Utilities is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
AGENDA ITEM

AGENDA DATE: November 10, 2026

AGENDA ITEM: Strategic Plan Annual Review

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:
The confidential notes from the Commission and staff's review of the Strategic Plan, including the strengths, weaknesses, opportunities, and threats (SWOT) identified during the last two months of review and discussion, have been emailed to each Commissioner for their consideration.

During this Work Session, the Commission will have the opportunity to discuss the feedback received and identify any revisions, additions, or changes they would like to see incorporated in the proposed 2027-2031 Strategic Plan.

RECOMMENDATION:

None - review only.