



GRAND RAPIDS PUBLIC UTILITIES COMMISSION SPECIAL MEETING AGENDA

Friday, December 29, 2023

8:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Public Utilities Commission will be held on Friday, December 29, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL:

BUSINESS:

1. Consider a motion to approve \$322,298.96 verified claims for November and December 2023.
2. Consider a motion to approve the Earned Sick and Safe Time (ESST) Policy.

ADJOURNMENT:

The next Special meeting/Work Session is scheduled for Wednesday, January 10, 2024 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, January 24, 2024 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

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



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: December 29, 2023

AGENDA ITEM: Consider a motion to approve \$322,298.96 verified claims for November and December 2023.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$322,298.96

Total \$322,298.96

RECOMMENDATION:

Consider a motion to approve \$322,298.96 of verified claims for November and December 2023.

Grand Rapids Public Utilities
Accounts Payable
November/December 2023
(Meeting Date: 12/29/2023)

Item 1.

NAME	AMOUNT	NAME	AMOUNT
Acheson	1,080.00	Northeast Technical Services	23,778.75
Advantage Systems Group	120.00	Novaspect	1,011.98
Aerzen	684.60	Paul Bunyan	5,481.56
Amaril Uniform Company	5,326.41	Pinched LLC	718.90
Aramark	399.26	Pioneer Critical Power	2,144.00
Arrowhead Transit	60.00	RCB Collections	61.75
Automation Direct	35.75	RMB Environmental Lab	3,457.70
Blake Electric	1,208.00	Rob's Bobcat	22,780.00
Border States	596.10	Sandstroms	751.59
Bunes Septic	570.00	TNT Construction	5,203.00
Burggraf's/Ace	115.96	United Rentals	1,085.88
Carquest	10.57	UPS	57.31
Central McGowan	614.75	VC3	5,241.40
City of Grand Rapids	22,550.04	Venator Chemicals	37,315.44
Coles	286.97	Verizon Wireless	478.18
Computershare	1,600.00	Viking Electric	10,598.35
Dakota Supply Group	14,978.16	WUSZ-FM	440.00
Dorholt Tile & Home Center	4,686.00		
Duncan Co	5,647.49	Energy Efficiency Rebate:	
Fastenal	8,317.08	1st Ave Condominiums	2,050.00
Frontier Energy	11,392.34	Bondhus, Lori & Larry	150.00
Gallagher	12,500.00	Erickson, Kelly	25.00
GFOA	15,000.00	Fuhrman, Dale	400.00
Grainger	2,183.72	Grand Itasca Clinic & Hospital	19,084.06
Graybar	2,459.90	Hauff, Robert	35.00
InLighten	788.00	Hertle, Theresa	35.00
Innovative	16,492.11	Martinson, Sean	10.00
Johnson Controls	375.00	Miller, Tammi	100.00
Johnson, Killen & Seiler	2,628.60	Palmi, Robert & Patricia	125.00
L&M	19.47	Rebound Hospitality/Best Western	14,829.54
Lake States Construction	25,367.80	Rhodea, Gregory	90.00
Locators & Supplies	205.15	Serfling, Lawrence	70.00
McMaster-Carr	606.10	Sonnenfeld, Rhonda	70.00
Med Compass	775.00	Stevens, April	195.00
MN Department of Commerce	4,119.96	Suihkonen, Jacob	35.00
MN Municipal Utilities	454.28	Svatos, Steven	100.00
		Unseth, Monty & Denise	35.00
			322,298.96
		Total	



COMMISSION POLICY

Earned Sick and Safe Time

Category: Administration	Subcategory: Benefits	Policy Number: 2.1.005.
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GRPU will provide Earned Sick and Safe Time (“ESST”) to employees, which is paid leave that can be used for certain reasons, including but not limited to, when an employee is sick, to care for a family member who is sick, or to seek assistance if an employee or their family member has experienced domestic abuse.

GRPU’s PTO benefit exceeds the requirements set forth in the Minnesota ESST statute, effective January 1, 2024. Bargaining unit and non-bargaining unit employees who are eligible for PTO can use their PTO for ESST as summarized below.

However, not all employees are eligible for PTO. Part-time, seasonal, and temporary employees who perform work for at least 80 hours per year are not eligible for PTO but are eligible for ESST. For those employees, ESST will begin to accrue immediately upon hire. An employee will accrue one hour of ESST for every 30 hours worked, up to a maximum of 48 hours in a calendar year. If an employee holds different positions or works different shifts with different rates of pay, ESST will be paid based upon the rate that the employee would have been paid for the shift or hours that were missed. An employee may carry over accrued but unused ESST into the following calendar year. The total amount of accrued but unused ESST must not exceed 80 hours at any time.

USE OF ESST

Employees can use ESST for the following reasons:

- The employee’s mental or physical illness, injury, or health condition; need for diagnosis, care, or treatment; or need for preventative care;
- A family member’s mental or physical illness, injury, or health condition; need for diagnosis, care, or treatment; or need for preventative care;
- Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member;
- Closure of the employee’s workplace due to weather or public emergency or an employee’s need to care for a family member due to closure of the family member’s school or place of care due to weather or public emergency;
- The employee’s inability to work or telework because the employee is:
 - Prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been

exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and

- When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

For these purposes, an employee's "family member" includes:

- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
- Spouse or registered domestic partner;
- Sibling, stepsibling, or foster sibling;
- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
- Grandchild, foster grandchild, or stepgrandchild;
- Grandparent or stepgrandparent;
- A child of a sibling of the employee;
- A sibling of the parents of the employee; or
- A child-in-law or sibling-in-law;
- Any of the family members listed above of a spouse or registered domestic partner;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

An employee may use ESST in increments of 30 minutes.

NOTICE

If the need for ESST is foreseeable (for example, for a scheduled medical appointment), an employee must give their supervisor at least 7 days' advance written notice. If the need is not foreseeable, an employee must give their supervisor notice as soon as practicable (usually before the start of their shift).

DOCUMENTATION

When an employee uses ESST for more than 3 consecutive days, GRPU may require the employee to provide reasonable documentation demonstrating the use is covered by one of the qualifying reasons, such as a signed statement by a health care professional, a court record, a signed document from a victim services organization, or a written statement from the employee indicating the employee is using or used ESST for a qualifying reason.

GRPU will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. GRPU will maintain the confidentiality of all ESST records and related documentation.

CASH OUT

Upon voluntary or involuntary termination of employment (resignation, retirement, death, discharge), an employee’s accrued unused ESST will be forfeited, and not cashed out. Cash out of PTO will be governed by the Collective Bargaining Agreement for bargaining unit employees and by the PTO/EIB Policy for other employees.

EMPLOYEE RIGHTS AND REMEDIES

GRPU will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against a person because the person has exercised or attempted to exercise rights protected under the ESST statute, including but not limited to because the person requested ESST, used ESST, requested a statement of accrued ESST, informed any person of their potential rights under the ESST statute, made a complaint or filed an action to enforce a right to ESST, or is or was participating in any manner in an investigation, proceeding, or hearing related to ESST.

Employees have the right to file a complaint with the Minnesota Department of Labor and Industry or bring a civil action if GRPU has improperly denied ESST or if they have been retaliated against for requesting or using ESST.

It is unlawful for an employer’s absence control policy or attendance point system to count ESST as an absence that may lead to or result in retaliation or any other adverse action.

It is unlawful for an employer or any other person to report or threaten to report the actual or suspected citizenship or immigration status of a person or their family member to a federal, state, or local agency for exercising or attempting to exercise any right protected under the ESST statute.

GRPUC President Date

GRPUC Member Date

Adopted Date:

Revised Date:

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a calendar year. GRPU employees who are eligible for paid time off (PTO) can use their PTO for earned sick and safe time. Part-time, seasonal, and temporary employees who perform work for at least 80 hours per year are not eligible for PTO but are eligible for earned sick and safe time. For those employees, earned sick and safe time will begin to accrue immediately upon hire. An employee will accrue one hour of earned sick and safe time for every 30 hours worked, up to a maximum of 48 hours in a calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- The employee's mental or physical illness, injury, or health condition; need for diagnosis, care, or treatment; or need for preventative care;
- A family member's mental or physical illness, injury, or health condition; need for diagnosis, care, or treatment; or need for preventative care;
- Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member;
- Closure of the employee's workplace due to weather or public emergency or an employee's need to care for a family member due to closure of the family member's school or place of care due to weather or public emergency;
- The employee's inability to work or telework because the employee is:
 - Prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and
- When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

For these purposes, an employee's "family member" includes:

- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
- Spouse or registered domestic partner;
- Sibling, stepsibling, or foster sibling;

- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
- Grandchild, foster grandchild, or stepgrandchild;
- Grandparent or stepgrandparent;
- A child of a sibling of the employee;
- A sibling of the parents of the employee; or
- A child-in-law or sibling-in-law;
- Any of the family members listed above of a spouse or registered domestic partner;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

Notifying employer, documentation

If the need for earned sick and safe time is foreseeable (for example, for a scheduled medical appointment), an employee must give their supervisor at least 7 days' advance written notice. If the need is not foreseeable, an employee must give their supervisor notice as soon as practicable (usually before the start of their shift).

When an employee uses earned sick and safe time for more than 3 consecutive days, GRPU may require the employee to provide reasonable documentation demonstrating the use is covered by one of the qualifying reasons, such as a signed statement by a health care professional, a court record, a signed document from a victim services organization, or a written statement from the employee indicating the employee is using or used earned sick and safe time for a qualifying reason.

GRPU will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. GRPU will maintain the confidentiality of all earned sick and safe time records and related documentation.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອອກຂອງນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአገልግሎት ለሚሰጡት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ဖိတၢ်ခါအံၤလၢ်ယုၢ်တၢ်ဂ့ၢ်တၢ်ကျိၤအကျိၤတၢ်ဒိၣ်လၢအဘၣ်ယးဒီးနတၢ်ဖဲတၢ်မၤန့ၣ်လၢ်. တၢ်နီၣ်တၢ်ဒီးလၢအဘၣ်တၢ်ကၤလၢတၢ်ကၤဒီးနတၢ်ဂ့ၢ်တၢ်ကျိၤလၢကျိၤတၢ်ခါအံၤလၢ်တၢ်ဂ့ၢ်.
Arabic/ العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.