



GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Wednesday, February 12, 2025

8:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Work Session Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, February 12, 2025 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 ratify \$1,467,847.46 in verified claims for January 2025.
2. Operations and Capital Updates Work Session Presentation

ADJOURNMENT:

The next Regular Meeting of the Commission is scheduled for Wednesday, February 26, 2025 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Special meeting/Work Session is scheduled for Wednesday, March 12, 2025 at 8:00 AM 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: February 12, 2025

AGENDA ITEM: Consider a motion to ratify \$1,467,847.46 in verified claims for January 2025.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Computer check register \$1,467,847.46

Total \$1,467,847.46

RECOMMENDATION:

Consider a motion to ratify \$1,467,847.46 in verified claims for January 2025.

Grand Rapids Public Utilities
Accounts Payable
January 2025
(Meeting Date: 2/12/2025)

Item 1.

NAME	AMOUNT
Baldwin Supply	8,061.17
Border States	6,280.60
Burggraf's	179.89
Busy Bees	2,047.00
Cannon Technology	11,608.00
Carquest	19.99
City of Grand Rapids	90.00
CliftonLarsonAllen	1,155.00
Cogsdale	195.60
Cole Hardware	243.04
Compass Minerals	9,652.70
Cooperative Response Center	1,881.21
Davis Oil	3,421.66
Dig Smart	5,000.00
Door Service	716.13
Duncan Co	9,439.82
Fastenal	8,160.40
Gopher State One	77.00
Grainger	6,310.94
Hach	358.66
Harcos	11,400.00
Hawkins	14,275.09
Industrial Lubricant	54.30
Innovative Office	32.81
Itasca County	873.85
Jamar	19,598.31
Locators & Supplies	418.68
McMaster-Carr	3,900.83
MN Power	1,232,723.51
Mpower	412.50
Nalco Water	671.46
North Central Laboratories	698.49
Northeast Technical Services	5,997.80
Paul's Locks and Keys	188.52
Polydyne	70,660.23
Public Utilities	14,805.95
Procise Solutions	1,572.50
Reese Rubber Stamp	40.00
Rides	4,860.06
RMB	2,581.00
Sandstroms	686.52
S E H	535.52
Stuart Irby	420.00
USA Bluebook	1,148.38
Vestis	615.71
Viking Electric	1,104.99
Wesco	2,636.64

Energy Efficiency Rebate:
Spencer, Mark 35.00

1,467,847.46

Grand Rapids Public Utilities

February 12, 2025

Commission Work Session

GRPU Management Team



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

Grand Rapids Public Utilities

February 12, 2025

Commission Work Session

AGENDA

1. Consider a motion to approve \$1,467,847.46 in verified claims for January 2025.
2. Operational and Capital Updates



Uninterrupted, High-Quality Utility Services (US)

Operations: 2025 Legislative Efforts by Julie Kennedy

- MMUA State Legislative Rally
 - January 27-29 in St. Paul
- APPA Federal Legislative Rally
 - February 24-26 in Washington, DC



2025 State Legislative Priorities

The MMUA Board of Directors has given direction as to how MMUA will address a list of issues that may arise during the 2025 legislative session. The following is a summary of the issues, provided in the order of priority assigned by the Board.

Issue Discussed	Requested Legislative Action
Nuclear moratorium	Repeal the statutory restriction on the siting of new nuclear electric generating facilities in Minnesota.
Reform net metering statutes	Amend current law to: a) establish a more equitable compensation process b) reduce the total size of generating facilities eligible for net metering from 40 kilowatts to 20 kilowatts c) require facilities to be sized to 105 percent of the load served.
PFAS remediation challenges	Treat municipal utilities as a conduit—and not a source—of PFAS. Any new treatment mandates need to identify adequate funding resources so that utilities are not forced to raise their rates.
Bonding bill	Pass a bonding bill that adequately funds projects and programs so that municipal utilities can make needed improvements, repairs, and upgrades.
Minnesota's Earned Sick and Safe Time (ESST) Law	Clarify and modify ESST leave mandates to address staffing issues experienced by employers including municipal utilities.
Exempt sales to cryptocurrency related data mining operations from Energy Conservation and Optimization Act (ECO) calculations	Clarify that the exemption of sales to cryptocurrency data centers from ECO plans begins the first year the threshold is met and is thereafter permanent.
Modify Cold Weather Rule (CWR) notice requirements	Authorize more efficient options for providing required CWR notices.
Electric vehicle charging stations	Clarify that it is acceptable for third parties to charge customers for the use of a charging station so long as the power to the charging station comes from the utility within whose service territory the station is located.
Telecommunications installation safety training	Exempt utility workers already trained in directional boring from the 2024 mandate on telecommunication line installers.
Lead and copper service lines replacement	Provide funding and limit liability for utility-installed lead and copper line replacements.



Strategic and Sustainable Fiscal Management (FM)

Item 2.

Operations: Procurement Policy Updates by Jean Lane

- Review redlined policy document
- Consider approval Feb 26, 2025
- Two main changes:
 - Master Service Agreements and subsequent Statement of Work

- _____1.3.7 If a vendor has an approved master service agreement, then only the statement of work document needs to be ratified by the Commission if under \$25,000 and approved by the Commission if \$25,000 and greater.



Operations: Procurement Policy Updates by Jean Lane

Two main changes:

- Add one purchase category and adjust limits as follows:

2.1.1 Micro Purchases

Procurements valued under ~~\$1,500~~ 2,500 will be considered Micro Purchases, and may be made in the open market. Local purchases are encouraged. Purchase orders are recommended. No GRPUC prior approval required for purchases.

2.1.2 Mini Purchases

Procurements valued between \$2,501 and \$15,000 will be considered Mini Purchases and two competitive written quotations are required unless an exception is granted by the General Manager. A purchase order is mandatory and serves as the legal purchasing document. Additionally, local purchases are encouraged

2.1.3 Small Purchases

Procurements valued between ~~\$1,500~~ 15,001 and \$25,000 will be considered Small Purchases and shall be purchased by a minimum of two competitive written quotes. The GM may approve exceptions to this procedure for purchases in the open market under \$25,000. GM approval is required for solicitation of quotes of unbudgeted goods or services. Local purchases are encouraged. Purchase orders are required. Once selected, services require a standard short-form contract. The GM is authorized to sign all contracts up to \$25,000 and change orders on behalf of GRPUC and present the contract(s) and change orders for ratification at the next GRPUC meeting. No GRPUC prior approval required for purchases. Single source vendor can use vendor contract or GRPU standard short-form contract.



Strategic and Sustainable Fiscal Management (FM)

Operations: New Policy – Prior approved check list by Jean Lane

Key points:

- Minnesota legal compliance adherence
- Best practices for cash flow planning and bill payment
- Formalizing existing current practice
 - With adopted Commission resolution, authority can be granted to pay before approval
- Review draft policy document
- Consider approval Feb 26, 2025

Document D: Check #	Vendor Name	Document Amount	
10/1/2024 5219	Northeast Service Cooperative	63,213.38	10/31/2024
10/1/2024 5220	Northeast Service Cooperative	4,462.00	10/31/2024
10/6/2024 5221	Invoice Cloud	3,390.30	10/31/2024
10/8/2024 5222	Wells Fargo PCard	11,528.89	10/8/2024
10/7/2024 5223	Public Employees Retirement Association	19,004.69	10/7/2024
10/7/2024 5224	MN Department of Revenue	5,612.06	10/7/2024
10/7/2024 5225	Wells Fargo Bank	32,357.27	10/7/2024
10/7/2024 5226	Empower Retirement	9,790.25	10/7/2024



Strategic and Sustainable Fiscal Management (FM)

Operations: 2025 Bonding by Jean Lane

3rd Ave NE Improvements

City Street Improvement	\$3,515,000	
GRPUC Water	\$850,000	
GRPUC Sanitary Sewer	\$815,000	1,665,000

Debt Issuance	\$145,000	
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Total Issuance Limit	\$5,325,000	
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DRAFT: Schedule of Events

City of Grand Rapids
Itasca County, Minnesota

Estimated \$5,325,000 General Obligation Bonds, Series 2025A
Financing streets, water and sanitary sewer for the 2nd and 4th project

Draft as of January 15, 2025

January 24, 2025	Public hearing notice for the issuance of Street Reconstruction Bonds due to the Grand Rapids Herald Review.
January 27, 2025	City Council meets at 5:00 PM and calls for a public hearing for the issuance of G.O. Street Reconstruction Bonds.
January 29, 2025	Public hearing notice for the issuance of Street Reconstruction Bonds published in the Grand Rapids Herald Review.
February 10, 2025	City Council meets at 5:00 PM and considers the following actions: <ol style="list-style-type: none"> 1. Hold a public hearing related to the issuance of Street Reconstruction Bonds 2. Call for the sale of G.O. Bonds, Series 2025A, including the issuance of debt for street reconstruction
February 12, 2025	GRPU receives copy of Pre-Sale Report and information on Series 2025A Bonds (no action needed)
Week of Feb. 24, 2025	Rating call / update with Standard & Poor's. Ehlers distributes Official Statement.
February 26, 2025	GRPU requests the City to call for the sale of G.O. Bonds to reimburse for the water and sanitary sewer expenses. [Packet information due February 20, 2025.]
March 10, 2025	Ehlers receives bids for sale G.O. Bonds. City Council meets at 5:00 PM to consider the bids and a resolution awarding the sale of G.O. Bonds.
March 26, 2025	GRPU receives results of bond sale and pledges revenues to payment.
March ____, 2025	Estimated Bonds close / Funds available to the City.



Engaging and Educating the Community (EC)

Item 2.

Operations: NMNB Association Home & Cabin Show by Julie Kennedy

GRPU team members will be hosting a table at the event

29th ANNUAL Home & CABIN Show
GRAND RAPIDS
MARCH 7 - 9, 2025
BUILDERS ASSOCIATION

NMBA Home & Cabin Show
559 likes • 631 followers

Call Now Like Search



Operational Excellence (OE)

Operations: Emergency Action Plan by Julie Kennedy

- Review draft policy document
- Consider approval Feb 26, 2025

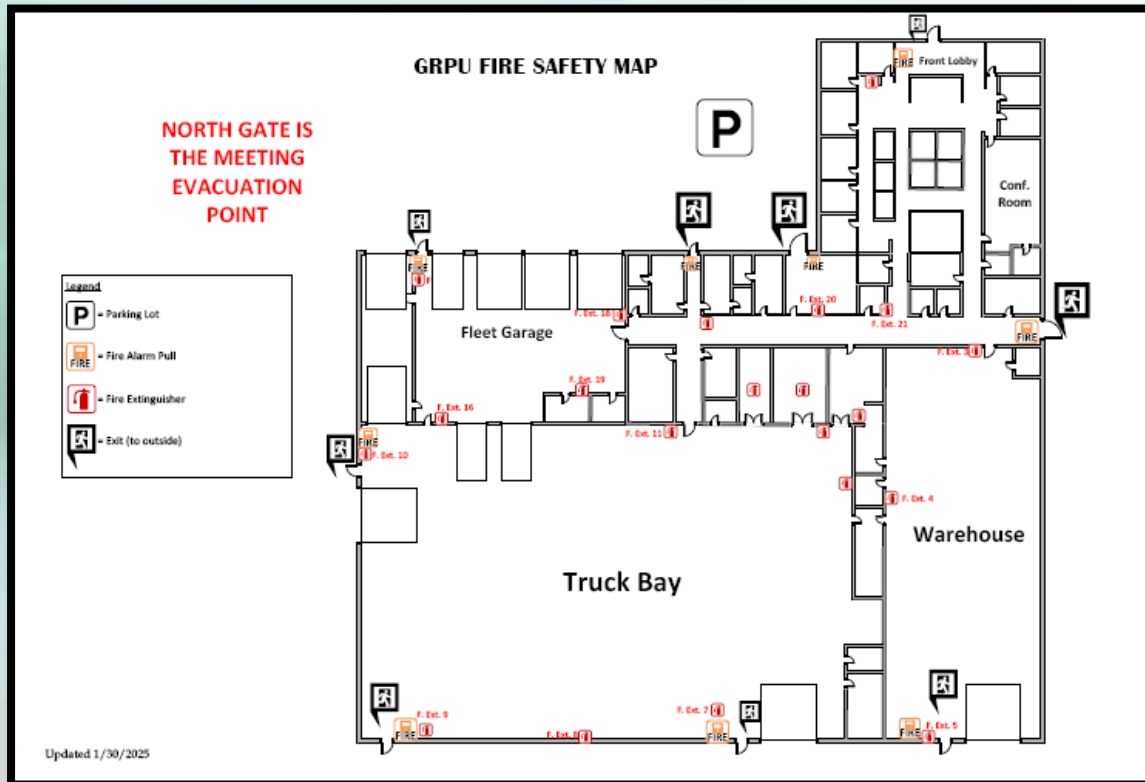


Table of Contents	
WORKPLACE EMERGENCIES	3
Introduction	3
General Information	3
GRPU FACILITY INFORMATION	4
Information to provide when CALLING 911	4
GRPU Facility Addresses	4
Current Employee Phone List	5
MEDICAL EMERGENCIES	6
Call 911	6
Procedures	6
First Aid & AED Location Maps	7
FIRES	8
Alerting employees and reporting emergency	8
Evacuation Assembly Areas	8
Evacuation Procedures	8
Fire Safety Map	9
ACTIVE SHOOTER & WORKPLACE VIOLENCE	10
Procedures when an Active Shooter is in your vicinity	10
Procedures when Law Enforcement arrives on the scene	10
Emergency Exit Map	11
BOMB THREATS OR SUSPICIOUS PACKAGES	12
Phone Bomb Threat	12
Written Bomb Threat	12
Email / Social Media Bomb Threat	12
Bomb Threat Checklist	13
SEVERE WEATHER – THUNDERSTORMS & TORNADOES	14
Severe Storm or Tornado Watch:	14
Severe Storm or Tornado Watch:	14
Assembly Areas for Tornados:	14
SEVERE WEATHER – BLIZZARDS, FLOODS, QUAKES	16
Blizzard:	16
Flood:.....	16
Earthquake:	16

Grand Rapids Public Utilities

Upcoming Commission Meetings

Regular Meeting: February 26, 2025

Work Session: March 12, 2025





COMMISSION POLICY

Procurement

Category: Governance	Subcategory: Delegation to Management	Policy Number: G.030
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1.0 - Introduction

1.1. MINNESOTA PUBLIC PURPOSE DOCTRINE

Minnesota law permits a governmental entity to expend public funds only when the primary purpose of the expenditure is public and the expenditure relates to the governmental purposes for which the entity was created. There must also be statutory authority allowing for the expenditure of such funds and there must be a benefit to the community. Proper documentation must be maintained to establish that all expenditures serve a public purpose.

1.2. AUTHORIZATION TO PURCHASE

The Grand Rapids Public Utilities Commission (GRPUC) has delegated its authority to the Grand Rapids Public Utilities (GRPU) General Manager (GM) to make usual and customary purchases of goods and services for GRPU operations and capital projects as approved in the annual GRPU operations and capital budgets. There shall be internal and administrative control procedures to ensure the proper disbursements of funds. The GRPUC also authorizes the GRPU GM to enter into contracts and sign on behalf of the GRPUC as outlined in this policy.

1.3 OBJECTIVES

This policy has the following objectives:

~~1.3.1~~ Ensure that all purchases comply with applicable laws, in particular the Uniform Municipal Contracting Law, Minnesota State Statute Section 471.345.

1.3.2 Comply with Minnesota Public Purpose Doctrine.

1.3.3 Make the best possible use of rate-payer dollars by purchasing goods and services economically and promoting fair and open competition.

1.3.4 Provide clear and consistent guidelines for the GRPU employees to follow in making

purchasing decisions without eliminating needed internal controls.

1.3.5 Is administratively consistent with other GRPU policies and procedures.

1.3.6 Maximizes the use of joint purchasing/cooperative purchasing agreements and disadvantaged business whenever possible.

- 1.3.7 If a vendor has an approved master service agreement, then only the statement work document needs to be ratified by the Commission if under \$25,000 and approved by the Commission if \$25,000 and greater.

2.0 – Policy

The GRPU GM shall establish internal procedures to ensure that the goods and services required by the GRPU are obtained in compliance with all legal requirements for public purpose expenditures while promoting fair and open competition to ensure public confidence in the procurement process, ensure fair and equitable treatment of vendors who transact business with the GRPU, and provide safeguards for the maintenance of a procurement system of quality and integrity.

The internal accounting and administrative procedures necessary to ensure proper disbursement of funds shall designate specific delegated procurement authorities for selected GRPU managers and employees, by position title, based on type of procurement, dollar value, or other appropriate criteria.

Additionally, the procedures shall provide for complete and accurate records of all procurement demonstrating compliance with applicable legal and regulatory requirements, this Commission policy, and established management procedures.

Goods or services required that were not budgeted must be approved by the GRPU GM and depending on dollar amount and the rationale behind the non-budgeted good or service, also may require approval by the GRPUC.

The GRPU GM is responsible for informing the GRPUC, as soon as practical after discovery, of any material violations of this policy, Minnesota law, or the conditions of a Commission contract approval.

2.1 PROCUREMENT

The GRPU will use the following processes for procurement of all goods and services:

2.1.1 Micro Purchases

Procurements valued under ~~\$1,500~~ 2,500 will be considered Micro Purchases, and may be made in the open market. Local purchases are encouraged. Purchase orders are recommended. No GRPUC prior approval required for purchases.

2.1.2 Mini Purchases

Procurements valued between \$2,501 and \$15,000 will be considered Mini Purchases and two competitive written quotations are required unless an exception is granted by the General Manager. A purchase order is mandatory and serves as the legal purchasing document. Additionally, local purchases are encouraged

2.1.~~3~~2 Small Purchases

Procurements valued between ~~\$1,500~~ 15,001 and \$25,000 will be considered Small Purchases and shall be purchased by a minimum of two competitive written quotes. The GM may approve exceptions to this procedure for purchases in the open market under \$25,000. GM approval is required for solicitation of quotes of unbudgeted goods or services. Local purchases are encouraged. Purchase orders are required. Once selected, services require a standard short-form contract. The GM is authorized to sign all contracts up to \$25,000 and change orders on behalf of GRPUC and present the contract(s) and change orders for ratification at the next GRPUC meeting. No GRPUC prior approval required for purchases. Single source vendor can use vendor contract or GRPU standard short-form contract.

2.1.~~4~~3 Mid-Range Purchases

Procurements valued above \$25,000 and below \$175,000 (the competitive- bidding threshold), either singly or in aggregate, will be considered Mid-Range Purchases and shall be purchased either by a minimum of two competitive written quotes or the competitive-bidding process. Prior GM approval is required to solicit all quotes. If not in the approved budget then GRPUC approval is required to solicit quotes. Responses to the competitive-bidding or competitive quotes must be in writing. Purchase order are required. Once selected, services and some supplies, materials equipment, rental, construction, or repairs and maintenance require a standard long-form contract. The GRPUC will approve the contract. Change order(s) will be required and approved by the GM and ratified by the GRPUC.

2.1.~~5~~4 Major Purchases

Procurements valued at \$175,000 and greater shall be considered Major Purchases and shall be purchased through the competitive bidding process by publicly soliciting bids or proposals in accordance with GRPU procurement procedures and as required by Minnesota Statutes 471.345. GRPUC approval is required to solicit bids. Procurements will not be split to avoid this policy. Purchase orders are required. Once a bid is awarded, a contract is required. GRPUC will approve contracts. Change order(s) will be required and approved by the GM and ratified by the GRPUC.

2.2 GRANTS

For purchases made using grant funded dollars/programs, additional procedures outlined in the Grant Funds policy must be followed.

2.3 PAYMENT

Payment details for all goods and services will be placed on the verified claims list and presented to the GRPUC for review and approval or ratification.

GRPU Commissioner

GRPU Commissioner

POLICY HISTORY:

Adopted: June-15, 2021

Revised:

DRAFT



COMMISSION POLICY

Prior Approved Checklist

Category: Governance	Subcategory:	Policy Number:
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Section I - Introduction

The Grand Rapids Public Utilities Commission (GRPUC) may delegate its authority to pay certain claims prior to a Commission meeting per MN SS 412.271 subd 8. This authority may be given by the Commission to an administrative official. Administrative officials include a General Manager or senior fiscal officer. To delegate this authority, the Commission must do the following:

- Adopt a resolution specifying the type of claims to be paid and the administrative official to whom this authority is granted.
- Internal accounting and administrative control procedures must be established to ensure the proper disbursement of public funds. They must include frequent periodic Commission review of the administrative officials' actions. When money is disbursed under these procedures, a list of expenditures must be submitted for the Commission's ratification at the next meeting.
- Annual audited financial statements must be prepared and certified by an independent public accountant or the state auditor.

Section 2 - Policy

The GRPUC shall adopt the attached resolution to allow for paying certain claims prior to the Commission meeting approval. The list below identifies the types of claims that may be paid before Commission approval.

Examples of these claims (bills) are:

- Reoccurring monthly bills which have a short payment term and have a financial penalty when paid late. Some examples: utility bills, UPS charges for freight, purchased power.
- Reimbursements to employees.
- Monthly PCard payment to Wells Fargo bank.
- Bond principal and interest payments.
- Payments to vendors who have approved contracts.
- Payments to vendors who offer payment discount terms which are due before the commission meeting.

- Reimbursement of Petty Cash.
- Payments to the State of Minnesota or US Treasury for regulatory payments or payments required by law. Examples are sales tax, local sales tax, use tax, payments to MNPCA, payroll taxes, workers' compensation payments, unemployment payments.
- Payments to approved medical, dental, life, and disability insurance vendors for monthly insurance premiums.
- Payments for general liability, property, vehicle and other insurance coverage.
- Payments to insurance companies for policy deductible amount.
- Registration and/or lodging for an approved professional development activity, if a discount is offered for early registration.
- Payments to customers for approved conservation improvement program rebates.

GRPU Commissioner

GRPU Commissioner

POLICY HISTORY:

Adopted:

Revised: