



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING AGENDA

Wednesday, September 24, 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, September 24, 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.

CALL OF ROLL:

PUBLIC FORUM:

APPROVAL OF MINUTES:

1. Consider a motion to approve the August 13, 2025 Work Session Minutes and August 27, 2025 Regular Meeting Minutes.

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,630,120.71 in verified claims for August and September 2025.

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 accept the grant from the Minnesota Department of Health (MDH) for the Drinking Water Protection (Source Water Protection-Competitive) grant for the well 4 fencing project in the amount of \$9,565.80.

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:

4. Consider a motion to confirm filling the Finance Manager position with the preferred candidate, Ms. Taylor Bird.
5. Operations & Capital Updates

CONTRACTS:

6. Consider a motion to ratify the agreement with Emergent Software for ArcGIS and City DB server migration scope of work in the amount of \$22,145.00 to \$31,820.00.

7. Consider a motion to approve the procurement contract with Thein Well for replacing well 6 pump for \$33,471 and allow the General Manager to sign the contract.

REPORTS:

8. Monthly Reports

ADJOURNMENT:

The joint City Council / GRPU Commission Work Session is scheduled for Monday, October 6, 2025 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The Work Session is scheduled for Wednesday, October 8, 2025 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, October 22, 2025 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 WORK SESSION MEETING MINUTES

Wednesday, August 13, 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, August 13, 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.

President Stanley called the meeting to order at 8:01 AM

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, Chad Troumbly, Jean Lane, Megan Sjostrand

BUSINESS:

1. Consider a motion to ratify \$2,272,687.71 in verified claims for July and August 2025.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to ratify \$2,272,687.71 in verified claims for July and August 2025.

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

2. Operations & Capital Updates

GRPU staff gave the Operations and Capital Updates Work Session Presentation

3. Strategic Plan Annual Review

Reviewed Strategic Plan

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:08 AM.

Respectfully submitted,

Megan Sjostrand

Megan Sjostrand



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, August 27, 2025

4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, August 27, 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, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Council Representative Rick Blake

ABSENT: Secretary Luke Francisco with notice

OTHERS: Julie Kennedy, Steve Mattson, Mike LeClaire, Jean Lane Chad Troumbly

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the July 23, 2025 Regular Meeting Minutes.

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approve the July 23, 2025 Regular Meeting Minutes. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

VERIFIED CLAIMS:

2. Consider a motion to approve \$145,688.91 in verified claims for July and August 2025.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to approve \$145,688.91 in verified claims for July and August 2025. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

COMMISSION REPORTS:

Council Representative Blake reported on the recent groundbreaking of the 132-unit Mill+Miss workforce housing project that included a large DEED grant and local contractors. President Stanley commented on the progress being made on the 63-unit apartment building across from the library stating these housing developments are good for the community. Council Representative Blake also provided an update on the recent lunch event and site visit at Mesabi Metallics to

celebrate the construction progress, commenting that the event drew several legislative officials and provides benefits to both Itasca County and Grand Rapids.

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 Commissioner Saxhaug to approve the consent agenda. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

3. Consider a motion to ratify the agreement with Emergent Software for email and collaboration platform licensing for a fee of \$22,385.24.

Approved on consent agenda.

4. Consider a motion to ratify the agreement with Emergent Software for cyber protection software for a monthly fee of \$153.00.

Approved on consent agenda.

5. Consider a motion to ratify the agreement with Metro Sales Inc for Ricoh Desktop Printer thru a State Rental Contract for a monthly fee of \$47.67.

Approved on consent agenda.

6. Consider a motion to ratify the agreement with Paul Bunyan Communications for additional Static IP addresses for a monthly fee of \$100.00.

Approved on consent agenda.

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

Motion made by Commissioner Saxhaug, Seconded by Commissioner Smith to approved the regular agenda as presented. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

OPERATIONS & CAPITAL BUSINESS:

7. Operations & Capital Updates

GRPU staff presented the Operations & Capital Updates.

8. Consider a motion to confirm filling the Journey Line Worker position with the preferred candidate, Mr. Adam Dragicevich.

Motion made by Commissioner Smith, Seconded by Council Representative Blake to confirm filling the Journey Line Worker position with the preferred candidate, Mr. Adam Dragicevich. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

9. Consider a motion to approve the updated changes of Section 12.0 of the Personnel Policy for Information Systems as written.

Motion made by Council Representative Blake, Seconded by Commissioner Saxhaug to approve the updated changes of Section 12.0 of the Personnel Policy for Information Systems as written. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

10. Consider a motion to adopt Resolution Number 08-27-25-07 approving the Fraud Prevention Policy.

Motion made by Commissioner Smith, Seconded by Commissioner Saxhaug to adopt Resolution Number 08-27-25-07 approving the Fraud Prevention Policy with a corrected month in the Resolution to state August rather than February. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

CONTRACTS:

11. Consider a motion to award the Maple Street Electric Underground Installation Project contract to ArchKey/Parsons Electric for an estimated total amount of \$71,087.00 and authorize the General Manager to sign the contract.

Motion made by Council Representative Blake, Seconded by Commissioner Smith to award the Maple Street Electric Underground Installation Project contract to ArchKey/Parsons Electric for an estimated total amount of \$71,087.00 and authorize the General Manager to sign the contract. Voting Yea: President Stanley, Commissioner Saxhaug, Commissioner Smith, Council Representative Blake

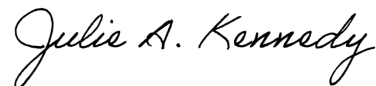
REPORTS:

12. Monthly Report

Reviewed GRPU Monthly Reports.

ADJOURNMENT:

Respectfully submitted,



Julie Kennedy



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Consider a motion to approve \$1,630,120.71 in verified claims for August and September 2025.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

See attached check registers:

Bill list:	\$333,345.24
Bill payments with prior approval:	\$29,311.78
Bill list - checks to be printed:	\$1,267,463.69
Total	\$1,630,120.71

RECOMMENDATION:

Approve \$1,630,120.71 in verified claims for August and September 2025.

Grand Rapids Public Utilities
Meeting Date: 9/24/2025

Bill List

PUC Meeting Identifier	Organization Name	Payment Amount
Commission Meeting	Adobe Inc	1,428.77
Commission Meeting	Checkr Inc	228.47
Commission Meeting	City of Grand Rapids	950.00
Commission Meeting	Emergent Software LLC	18,628.00
Commission Meeting	Fastenal Company	724.31
Commission Meeting	Grainger	933.22
Commission Meeting	Hach Chemicals	897.19
Commission Meeting	inLighten	1,576.00
Commission Meeting	Itasca County Treasurer	331.05
Commission Meeting	Johnson Controls Fire Protection	425.00
Commission Meeting	Johnson Killen & Seiler PA	1,087.90
Commission Meeting	LVC Companies Incorporated	2,675.60
Commission Meeting	McMaster Carr	156.63
Commission Meeting	Metro Sales Incorporated	47.67
Commission Meeting	MN Energy Resources Corporation	18.00
Commission Meeting	mPower Technologies Incorporated	1,012.50
Commission Meeting	Nalco Chemical Company	468.60
Commission Meeting	Parsons Electric	157,994.50
Commission Meeting	Personnel Dynamics Incorporated	1,969.23
Commission Meeting	Rapids Radio	955.50
Commission Meeting	RMB Environmental Laboratories Incorporated	1,784.40
Commission Meeting	Sandstrom's Incorporated	970.51
Commission Meeting	Stuart C Irby Company	18,091.00
Commission Meeting	Thein Well Company	51,504.37
Commission Meeting	TNT Aggregates LLC	66,983.00
Commission Meeting	TREASURE BAY PRINTING	887.00
Commission Meeting	Vestis	154.06
Commission Meeting	Viking Electric Supply Incorporated	42.76
Commission Meeting	WUSZ- FM	420.00
Total		333,345.24

Grand Rapids Public Utilities
Meeting Date: 9/24/2025
Checks already printed 9/6/25-9/21/25
PUC: Bill Payments w/ Prior Approval

Item 2.

PUC Meeting Identifier	Name	Sum of Bill Amount
Prior Approval	V00224 Mattson Steve	24.50
Prior Approval	V00853 Oracle America, Inc	1,569.40
Prior Approval	V01900 MN Child Support Payment Center	427.31
Prior Approval	V02585 NCPERS Group Life Insurance	80.00
Prior Approval	V03113 CliftonLarsonAllen LLP	787.50
Prior Approval	V03671 City of Grand Rapids	25,605.12
Prior Approval	V04461 Temporary Vendor- Customer Refund	817.95
Total		29,311.78

Grand Rapids Public Utilities
Meeting Date: 9/24/2025
Checks to be Printed
GRPU: Bill List

Item 2.

PUC Meeting Identifier	Organization Name	Billing Addressee	Payment Amount
Prior Approval	Adobe Inc	Adobe Inc	5,111.28
Prior Approval	Bolton and Menk Inc	Bolton and Menk Inc	22,402.38
Prior Approval	Busy Bees Quality Cleaning Services Incorporated	Busy Bees Quality Cleaning Services Incorporated	2,232.00
Prior Approval	Enterprise FM Trust	- None -	11,158.19
Prior Approval	First Net AT & T Mobility	First Net AT & T Mobility	517.46
Prior Approval	Frontier Energy Incorporated	Frontier Energy Incorporated	5,833.05
Prior Approval	High Standards LLC	High Standards LLC	2,184.00
Prior Approval	Keller Fence Company Incorporated	Keller Fence Company Incorporated	24,582.31
Prior Approval	Metro Sales Incorporated	Metro Sales Incorporated	1,026.33
Prior Approval	MN Department of Commerce	MN Department of Commerce	6,392.21
Prior Approval	MN Power	MN Power	1,173,332.95
Prior Approval	Pitney Bowes	Pitney Bowes	2,330.79
Prior Approval	Procise Solutions Inc	Procise Solutions Inc	185.00
Prior Approval	Radtke James	Radtke James	7,901.40
Prior Approval	Stuart C Irby Company	Stuart C Irby Company	989.00
Prior Approval	US Bank Equipment Finance	US Bank Equipment Finance	258.13
Prior Approval	VERIZON WIRELESS	Verizon Wireless	1,027.21
Total			1,267,463.69



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Consider a motion to accept the grant from the Minnesota Department of Health (MDH) for the Drinking Water Protection (Source Water Protection-Competitive) grant for the well 4 fencing project in the amount of \$9,565.80.

PREPARED BY: Steve Mattson, Water/Wastewater Department Manager

BACKGROUND:

The Revenue Policy (Resolution 09-18-23-8) states that GRPUC will seek available grants that support the GRPUC strategic plan, Capital Improvement Plan, or the annual operations budget.

GRPUC applied for a Source Water Protection Competitive grant in October 2024 for the security fencing project around well 4 and was awarded on 11/27/2024. The competitive grant is a 50% match amount awarded to projects that meet the criteria for source water protection.

Included in the agenda is the signed grant agreement with the Minnesota Department of Health as well as a project update powerpoint slide that was presented to the commission at the regular meeting on August 27th.

RECOMMENDATION:

Approve a motion to accept the grant from the Minnesota Department of Health for the Drinking Water Protection (Source Water) grant for well 4 fencing project in the amount of \$9,565.80.



Uninterrupted, High-Quality Utility Services (US)

Item 3.

Operations: Well 4 Security Improvements by Steve Mattson

Project Highlights:

- EPA-America's Water Infrastructure Act (AWIA)
- MN Dept of Health sanitary surveys/EPA audit
- Previous storm damage
- Breakdown of grant/revenue
 - \$9,600 MDH sourcewater grant
 - \$15,000 GRPU water revenues



Project Name	Location	Status/ Completion Date	Budgeted Amount	Actual Spent	Funding Source
Security Improvements	Well 4	Completed 8/12/25	\$24,600	\$24,600	Grant Revenue

Minnesota Department of Health Grant Agreement Cover Sheet

You have received a grant agreement from the Minnesota Department of Health (MDH). Information about the grant agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

Attachment: Grant Agreement

Contact for MDH: Eddie Wojski, 651-201-4576, eddie.wojski@state.mn.us

Grantee SWIFT Information	Grant Agreement Information	Program & Funding Information
Name of MDH Grantee (as it appears in SWIFT): City of Grand Rapids	SWIFT Contract Number: 261938	MDH Program Name: Drinking Water Protection
SWIFT Vendor Number: 0000195352 SWIFT Vendor Location Code: 002	Effective Date: January 15, 2025, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. Expiration Date: August 31, 2026	Total State Grant Funds: \$9,565.80 Total Federal Grant Funds: \$0 Total Grant Funds (all funds): \$9,565.80

Minnesota Department of Health

Grant Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health (“MDH”) and City of Grand Rapids (“Grantee”). Grantee’s address is 500 SE 4th Street, Grand Rapids, MN 55744.

Recitals

1. MDH is empowered to enter into this grant agreement under Minn. Stat. §§ [144.05](#), [144.0742](#) and [§114D.50](#) Clean Water Fund.
2. MDH is in need of assisting public water suppliers to protect the source of drinking water.
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and will perform all the activities according to the terms of this grant agreement. Grantee agrees to minimize administrative costs as a condition of this grant agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1.

Grant Agreement

1. Term of Agreement

1.1. **Effective Date**

January 15, 2025, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd 7, no payments will be made to the Grantee until this grant agreement is fully executed. Grantee must not begin work until this grant agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence. No costs may be incurred prior to the grant agreement being fully executed.

1.2. **Expiration Date**

August 31, 2026, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

1.3. **Survival of Terms**

The following clauses survive the expiration or cancellation of this grant agreement:
Liability; Financial Examinations; Government Data Practices; Tax Compliance Verification;

Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.

2. Activities

2.1. ***MDH's Activities***

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

2.2. ***Grantee's Activities***

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant agreement.

3. Time

Grantee is required to perform all of the activities stated in this grant agreement, and any incorporated exhibits, within the grant agreement period. MDH is not obligated to extend the grant agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the grant agreement.

4. Award and Payment

MDH will award funds to Grantee for all activities performed in accordance with this grant agreement.

4.1. ***Grant Award***

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this grant agreement.

4.2. ***Travel Expenses***

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

4.3. ***Budget Modifications***

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of

modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

4.4. **Total Obligation**

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed \$9,565.80.

4.5. **Terms of Payment**

4.5.1. **Invoices**

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant agreement.

Grantee shall email invoice to: health.swpgrants@state.mn.us

Or mail to:

Eddie Wojski
SWP Grant Coordinator
Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975

4.5.2. **Matching Requirements**

Grantee certifies that the following matching requirement, for the grant will be met by Grantee:

By submitting an invoice for the total cost of the project Grantee certifies that the cost share requirement of \$9,565.80 has been met.

If the total cost of the project ends up being less than \$19,131.60, Grantee agrees to contribute a minimum cost share of 50% of the total cost of the project.

4.6. **Contracting and Bidding Requirements**

4.6.1. **Municipalities**

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

4.6.2. **Non-municipalities**

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- iv. Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:
 - 1) Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>);
 - 2) Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>); or
 - 3) Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://cert.smwbe.com/>).
- v. Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.
- vi. Grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:
 - Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant agreement or
 - There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.
- viii. Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under [Minn. Stat. §§ 177.41 through 177.44](#).
- ix. Grantee must not contract with vendors who are suspended or debarred in Minnesota or by the federal government. The list of debarred vendors in Minnesota is available at: <https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>. The list of suspended and debarred entities by the federal government is available at www.sam.gov.

5. Conditions of Payment

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Applicable state laws include, but are not limited to, the Minnesota Human Rights Act ([Minn. Stat. ch. 363A](#)) which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, gender, identify, sexual orientation, age, marital status, public assistance status, familial status, and disability. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. Authorized Representatives

6.1. ***MDH's Authorized Representative***

MDH's Authorized Representative for purposes of administering this grant agreement is Eddie Wojski, SWP Grant Coordinator, 625 Robert Street N., PO Box 64975, St. Paul, MN 55164-0975, 651-201-4576, and eddie.wojski@state.mn.us, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2. ***Grantee's Authorized Representative***

Grantee's Authorized Representative is Julie Kennedy, General Manager, 500 SE 4th Street, Grand Rapids, MN 55744, 218-326-7195, srmattson@grpuc.org, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this grant agreement. If Grantee selects a new Authorized Representative at any time during this grant agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

7. Assignment, Amendments, Waiver, and Grant Agreement Complete

7.1. ***Assignment***

Grantee shall neither assign nor transfer any rights or obligations under this grant agreement.

7.2. ***Amendments***

If there are any amendments to this grant agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

7.3. ***Waiver***

If MDH fails to enforce any provision of this grant agreement, that failure does not waive the provision or MDH's right to enforce it.

7.4. ***Grant Agreement Complete***

This grant agreement, and any incorporated exhibits, contains all the negotiations and agreements between MDH and Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8. Liability

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this grant agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this grant agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to [Minn. Stat. ch. 466](#), or any other statute or law.

9. Financial Examinations

The relevant books, records, documents, and accounting procedures and practices of Grantee and any entity with which Grantee has engaged in carrying out the purpose of this grant agreement are subject to examination under [Minn. Stat. § 16B.98](#), subd. 8. Examinations may be conducted by MDH, the Minnesota Commissioner of Administration, the Minnesota State Auditor, or and the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices

MDH, Grantee, and any other entity that the Grantee has contracted with to fulfill the purpose of this grant agreement, must comply with the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#), as it applies to all data provided by MDH under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this grant agreement pursuant to [Minn. Stat. § 13.05](#), subd. 11(a). The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or MDH. If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

11. Tax Compliance Verification

Grantee, and any other entity that the Grantee has contracted with to fulfill the purpose of this grant agreement, consents to disclosure of its Social Security Number (SSN), Individual Tax Identification Number (ITIN), Employer Identification Number (EIN), or Minnesota Tax Identification Number (TIN)--which may have already been provided to MDH--to federal and state tax agencies and state personnel involved in the payment of state obligations pursuant to [Minn. Stat. § 270C.65](#), subd. 3, and all other applicable laws. These identification numbers may be used in the enforcement of federal and state tax laws, which could result in action requiring Grantee to file tax returns and pay delinquent tax liabilities, if any, or pay other state liabilities.

12. Ownership of Equipment and Supplies

12.1. Equipment

“Equipment” is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH’s Authorized Representative for further instruction regarding the disposition of Equipment.

12.2. Supplies

“Supplies” is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH’s Authorized Representative regarding any remaining Supplies with an aggregate market value of \$10,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

13. Ownership of Materials and Intellectual Property Rights**13.1. Ownership of Materials**

“Materials” is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this grant agreement by it, its employees, or subgrantees, either individually or jointly with others.

Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

13.2. Intellectual Property Rights

Grantee represents and warrants that Materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee’s expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee’s or MDH’s opinion is likely to arise, Grantee shall at MDH’s discretion either procure for MDH the right or license to

continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

14. Workers' Compensation

Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, which pertains to workers' compensation insurance coverage. Grantee's employees and agents, and any contractor hired by Grantee to perform the work required by this grant agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way MDH's obligation or responsibility.

15. Publicity and Endorsement

15.1. Publicity

Any publicity given to the program, publications, or activities performed resulting from this grant agreement, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this grant agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this grant agreement, the federal program must also be recognized.

15.2. Endorsement

Grantee must not claim that MDH endorses its products, services, or activities.

16. Governing Law, Jurisdiction, and Venue

This grant agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17. Clerical Error

Notwithstanding Clause "Assignment, Amendments, Waiver, and Grant Agreement Complete" of this grant agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

18. Lobbying

18.1. Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of

any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- 18.2. In accordance with the provisions of [31 USC § 1352](#), if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.
- 18.3. Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.
- 18.4. By signing this grant agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in [Minn. Stat. § 10A.01](#), subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this grant agreement.

19. Voter Registration Requirement

Grantee will comply with [Minn. Stat. § 201.162](#), by providing voter registration services for its employees and for the public served by Grantee.

20. Debarment, Suspension and Responsibility Certification

Federal regulation [2 CFR § 200.214](#) prohibits MDH from purchasing goods or services with federal money from any party that has been suspended or debarred by the federal government. Similarly, [Minn. Stat. §§ 16C.03](#), subd. 2, and [16B.97](#), subd. 3, provides the Commissioner of Administration with the authority to debar and suspend any party that seeks to contract with MDH.

Anyone may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. In particular, the federal government expects MDH to have a process in place for determining whether a vendor has been suspended or debarred, and to prevent such vendors from receiving federal funds.

By signing this grant agreement, Grantee certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency;
- b) Have not within a three-year period preceding this grant agreement: a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; b) violated any federal or state antitrust statutes; or c) committed

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; b) violating any federal or state antitrust statutes; or c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; and
- d) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this grant agreement are in violation of any of the certifications set forth above.

21. Incentives

When included in the approved Work Plan or Budget, the following language applies.

21.1. *Handling of Incentives*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the provisions outlined in this section.

21.2. *Separation of duties*

More than one Grantee staff person must be involved in the management and handling of the incentives. The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives. The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records. Handoff of incentive from one person to another must be documented.

21.3. *Distribution of Incentives*

Incentives may only be used for approved purposes by MDH.

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the grant agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the State's Authorized Representative within 30

calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.

- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

21.4. *Incentive tracking documentation*

The tracking documentation the Grantee is required to maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased;
- b) description of the incentives;
- c) quantity of incentive(s) distributed to each participant;
- d) the last four digits of any pre-paid card number;
- e) value/amount;
- f) a unique non-identifiable data point for each participant (e.g. case number, file number);
- g) date participant received incentive(s); and
- h) signature of Grantee staff member providing incentive(s) to participant(s).

21.5. *Reconciliation*

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to the State's Authorized Representative no less than two weeks after each reconciliation.

21.6. *Subcontracting/Subgranting*

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

21.7. *Lost or stolen incentives*

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

21.8. *Invoicing*

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

21.9. *Failure to Comply*

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request

reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement for failure to comply with these requirements.

22. Conflict of Interest

Grantee will notify MDH's Authorized Representative when they become aware of any potential, perceived, or actual conflict of interests as it relates to this grant agreement.

23. Mandatory Disclosures

An applicant, recipient, or subrecipient of funding under this grant agreement must promptly disclose whenever, in connection with this grant agreement (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or [Minn. Stat., ch. 609](#), or a violation of the civil False Claims Act ([31 U.S.C. 329–3733](#)) or [Minn. Stat. § 609.465](#) (prohibiting the presentation of false claims to a public officer or body). The disclosure must be made in writing to the Federal agency (if applicable), the Federal agency's Office of Inspector General (if applicable), and MDH. Applicants, recipients, and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of [2 CFR § 200](#). Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#). (See also [2 CFR § 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

24. Whistleblower Protections

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a representative of MDH or a person or body described in [paragraph \(a\)\(2\) of 41 U.S.C. 4712](#) information that the employee reasonably believes is evidence of gross mismanagement of a Federal or state contract or grant, a gross waste of Federal or state funds, an abuse of authority relating to a Federal or state contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal or state contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under [41 U.S.C. 4712](#) and Minn. Stat. §§ [15C.145](#) and [181.932](#) - .935. See statutory requirements for whistleblower protections at [10 U.S.C. 4701](#), [41 U.S.C. 4712](#), [41 U.S.C. 4304](#), and [10 U.S.C. 4310](#).

25. Termination

25.1. Termination by MDH or Grantee

MDH or Grantee may terminate this grant agreement without cause, with at least 21 calendar days' written notice (i.e., by mail, email, or both) to the other party. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

25.2. Termination for Cause

MDH may immediately terminate this grant agreement if MDH finds there has been a failure to comply with the provisions of this grant agreement, that timely progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. MDH may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

25.3. *Termination for Insufficient Funding*

MDH may immediately terminate this grant agreement if it does not obtain funding from the Minnesota Legislature or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant agreement. Termination must be by written notice to Grantee; i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

25.4. *Termination by Commissioner of Administration*

The Commissioner of Administration may immediately and unilaterally cancel this grant agreement if further performance under the agreement would not serve MDH's purposes or is not in the best interests of the State of Minnesota.

[Signatures on following page]



APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature:

Ann Zeimet

Digitally signed by Ann Zeimet
Date: 2024.12.25 16:38:14 -06'00'

SWIFT Contract & Initial PO: 261938 / 3000120295 / REQ 1066_8

2. Grantee

Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed by:

Signature:

Julie Kennedy

1FD4D52BA5F84FC...

Title: General Manager

Date: 1/10/2025 | 3:25:04 PM CST

Signature:

Title:

Date:

Signature:

Title:

Date:

3. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

DocuSigned by:

Signature:

Amy Bick Skog

B43B6002620B4CE...

Title: Lead Grant Coordinator, MDH Grants Office

Date: 1/10/2025 | 4:57:28 PM CST

Signature:

Title:

Date:

Distribution:
All parties on the DocuSign envelope will receive a copy of the fully executed grant agreement.

Exhibit A – Grantee’s Activities / Scope of Work

Grantee is expected to perform the following activities. Modifications to Exhibit A must be discussed with MDH. MDH will communicate, in writing, with Grantee as to whether modifications are approved or require a formal grant amendment.

Activity/Work Plan	Anticipated Outcome
1. Install fencing around well houses.	Maintain effective security measures to protect physical infrastructure and operational practices.

Terms and Conditions	Additional Notes/Requirements
1. Grantee agrees that work shall take place only in the MDH approved Drinking Water Supply Management Area (DWSMA). Grantee will be reimbursed only for work that takes place in the DWSMA.	In compliance with MDH standards
2. Grantee shall pay in full any licensed contractor or consultant hired for the purpose of completing any work under this Grant Agreement.	In compliance with MDH standards
3. On or before the end date of this Agreement, the Grantee shall provide MDH with one electronic copy of all final products produced under this Grant Agreement, including reports, publications, software and videos. If required by the nature of the project, data collected during the project shall be reported in a format acceptable to MDH.	In compliance with MDH standards
4. In the event the Grantee is unable to satisfactorily complete all the duties specified in this grant agreement, the Grantee will forfeit payment. A Grantee who has not satisfactorily fulfilled the grant obligations, including but not limited to paying the contractor in full for all work performed by the contractor, will be denied participation in the next grant cycle.	In compliance with MDH standards

Grantee is subject to a variety of compliance activities, as outlined below.

Report Type	Reporting Period / Due Date	Due Date
Grant Narrative Report	<p>Upon completion of the project, Grantee shall complete and submit an itemized Grant Invoice and a Grant Narrative Report to MDH SWP Grant Coordinator. The Grant Narrative Report and the Grant Invoice shall be due no later than the expiration day of this Grant Agreement.</p> <p>Competitive Grant Invoice (PDF)</p> <p>Grant Narrative Report (PDF)</p>	8/31/2026

Exhibit B – Grantee's Budget

The budget shown below is for reference only and is non-binding.

Activity Summary	Budget Period	Grant Amount	Cost Share
Install fencing around well houses	1/15/2025 to 8/31/2026	\$9,565.80	\$9,565.80
Total Amount		\$9,565.80	\$9,565.80

Grantee's Indirect Cost Rate for this Grant Agreement is as follows:

Indirect costs are not allowed by Funder.

Permitting fees payable to MDH (i.e. well construction fee; well sealing fee) are not eligible and will be deducted from the final invoice, before reimbursement.

Pressure tanks are grant eligible, as part of a new well construction and pump system project. The pressure tank must be appropriately sized for the pump being proposed for the new well and not sized for additional water storage. Pressure tank designed to serve the purpose of water storage, as well as the replacement or maintenance of pressure tanks, remains ineligible for grant reimbursement.

Water lines may be reimbursed only from the well to the pressure tank or to the building, whichever comes first.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Consider a motion to confirm filling the Finance Manager position with the preferred candidate, Ms. Taylor Bird.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

At the June 25, 2025, regular meeting, the Commission authorized the internal posting and external advertising for the Finance Manager position. This action was a result of the anticipated retirement of Jean Lane in February 2026.

No applications were received following the internal posting. Following external advertising for the position opening, GRPU received 6 applications. The applications were scored using a rubric, and initial interviews were conducted in early August with four applicants. The two top-ranked applicants were invited to second and third interviews, which were held in later August 2025. Background verifications were submitted and received, and an offer of employment was made to the selection committee's preferred applicant, Ms. Taylor Bird. The offer was accepted with a hire date of September 29, 2025.

Management staff recommends the Commission formally confirm filling the Finance Manager position with the preferred candidate, Ms. Taylor Bird.

RECOMMENDATION:

Confirm filling the Finance Manager position with the preferred candidate, Ms. Taylor Bird.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Operations & Capital Updates

PREPARED BY: GRPU Staff

BACKGROUND:

GRPU Operating & Capital Updates

RECOMMENDATION:

None. Review Only.

Grand Rapids Public Utilities

September 24 , 2025

Operational and Capital Updates

GRPU Management Team





MISSION VISION VALUES

Item 5.

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

- | | |
|-----------------------|--|
| <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. |

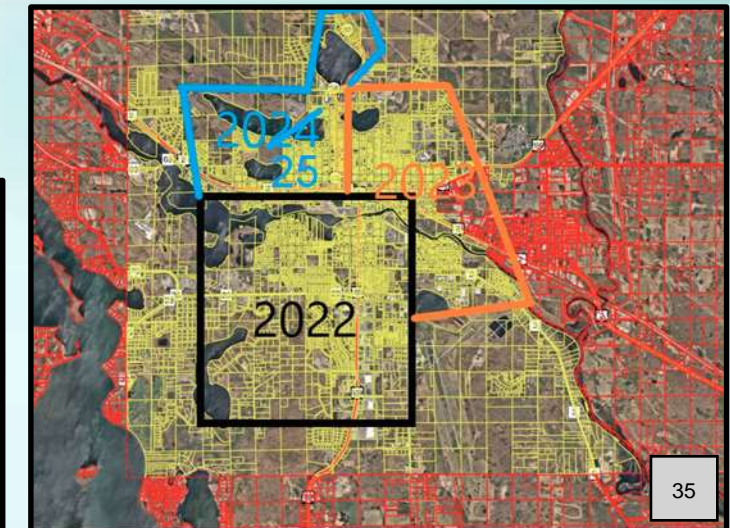


Uninterrupted, High-Quality Utility Services (US)

Item 5.

Operations: Jetting/Televising by Steve Mattson

- 2022 - set out to televise entire system - set our sights on LMCIT No-fault insurance
- Best Practices Goal – entire system cleaned every 3-5 years, televised every 10 years
- Cost to Jet/Televise
 - GRPU - \$9,000/mile
 - Contractor - \$13,700/mile
- It can be expensive, but it is the bare bones basic for reasonable care or negligence
- This work aligns with 2 GRPUC Strategic Pillars
- Collaboration with city - replace bad areas along with street repairs
- Future plans - developing a new schedule
 - PVC every 7 years, clay tile every 3-4
 - Maintenance shifting to other departmental needs



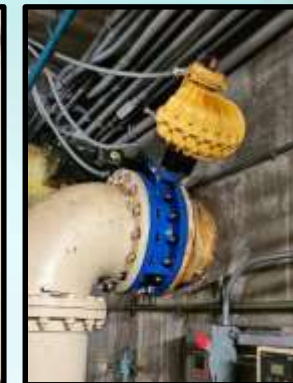


Uninterrupted, High-Quality Utility Services (US)

Item 5.

Capital: Water Plant Renovation by Steve Mattson

- Preliminary engineering – through Dec 2025 – ~70% comp major design elements, 3D model, updating water distribution model
- Detailed water quality study – through Nov 2025 wells, changes through plant operations
- Begin Final Design – Jan 2026
Includes electrical/mechanical/structural drawings
MDH approval of plans
- Complete Final Design – Aug 2026
- Bidding - Fall 2026
- Construction – Fall 2026 – Fall 2028



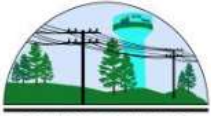


Engaging and Educating the Community (EC)

Item 5.


Operations: New Utility Customer Service Portal by Julie Kennedy

Welcome to Grand Rapids Public Utilities



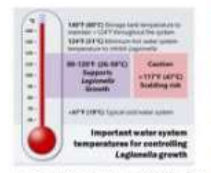
The Grand Rapids Public Utilities Commission (GRPUC) is a municipal utility established by the City of Grand Rapids, MN. Utilities under the jurisdiction of the GRPUC include electric distribution, water treatment and distribution, and wastewater collection and treatment.

For any billing or customer service inquiries, please contact us via email at info@grpuc.org or call 218-326-7024.




CUSTOMER CAMPAIGN - It's Here: New Utility Customer Service Portal

Grand Rapids Public Utilities is thrilled to announce the launch of its brand-new Utility Customer Service Portal, designed with you, the customer, in mind. Managing your utility services has never been easier or more convenient. Click [HERE](#) for more information.




Water Quality - Homeowner and Building Manager Tips

Legionella is responsible for >90% of waterborne outbreaks caused from plumbing, according to the Centers for Disease Control and Prevention (CDC). In most cases, the treated water delivered to homes all over the U.S. is required to meet federal and state standards for drinking water. Once the water enters a home's plumbing, a different environment exists where the water quality can degrade over time and the plumbing becomes vulnerable to the growth of these bacteria. Homeowners and building managers have a critical role in protecting the health of their occupants. Click [HERE](#) to learn how to maintain proper water quality in your home or building.



GRPU News - Lead and Copper Service Lines

Grand Rapids Public Utilities is working on our lead service line inventory as required by the Minnesota Department of Health (MDH). Please read more about the inventory work [HERE](#) along with the required process to replace lead line in the coming decade.




GRPU Terms & Conditions

For our purchase order terms & conditions, please click [HERE](#).

For our billing terms & conditions, please click [HERE](#).

Public Utilities

- + About GRPUC
- Customer Service**
- + Education & Environment
- + Rebates & Programs
- + Utility Services
- Useful Links



Contact Information

Address
500 SE 4th Street
Grand Rapids, MN 55744

Office Hours
Monday-Friday: 8:30 AM - 4:30 PM

Office Numbers
Phone: 218-326-7024
Fax: 218-326-7499

Edit Contact Details

[View Full Contact Details](#)

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Engaging and Educating the Community (EC)

Item 5.

Operations: New Utility Customer Service Portal by Julie Kennedy

The screenshot shows the City of Grand Rapids Public Utilities website. The header includes the city logo, navigation links (City Home, Contact Us, Search, Community, Departments, Resources, Economic Development), and a banner image. The main content area is titled 'Customer Service' and features a green button for 'Customer Portal / Online Payments' which is circled in red. A yellow banner on the right says 'IT'S HERE! Grand Rapids Public Utilities New Utility Customer Service Portal'. The right sidebar contains a 'Public Utilities' menu with links to 'About GRPUC', 'Customer Service', 'Education & Environment', 'Rebates & Programs', 'Utility Services', and 'Useful Links'. At the bottom right is a 'Contact Information' section with address, office hours, and office numbers.

CITY OF GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

City Home Contact Us Search

Community Departments Resources Economic Development

Customer Service

Click on the Customer Portal/Online Payments button below to access your customer account!

This new site is your one-stop destination for managing all your utility needs!

Easy account management and payment options

- 24/7 access
- User friendly
- View bills
- Multiple payment options
- Set up auto-pay • Go paperless

If you previously had an online account, you'll need to create a new one in our updated portal to access your information. Customers who were enrolled in paperless billing (e-bill) or auto-pay must re-enroll in these services.

All customers who enroll in paperless billing will receive a \$10 bill credit and customers who enroll in autopay will receive a \$5 bill credit.

Other payment options:

Customers may pay in-person at the GRPU office by cash, check, or money order. Additionally, there is a drive-up drop box located in the parking lot outside the GRPU office.

If sending by mail, please allow 5 days for mail delivery and payment processing.

FOR ANY BILLING OR CUSTOMER SERVICE INQUIRIES, PLEASE CONTACT US VIA EMAIL AT INFO@GRPUC.ORG OR CALL 218-326-7024.

IT'S HERE!
Grand Rapids Public Utilities
New Utility
Customer Service Portal

Public Utilities

- + About GRPUC
- Customer Service**
- + Education & Environment
- + Rebates & Programs
- + Utility Services
- Useful Links

Contact Information

Address
500 SE 4th Street
Grand Rapids, MN 55744

Office Hours
Monday-Friday: 8:30 AM - 4:30 PM

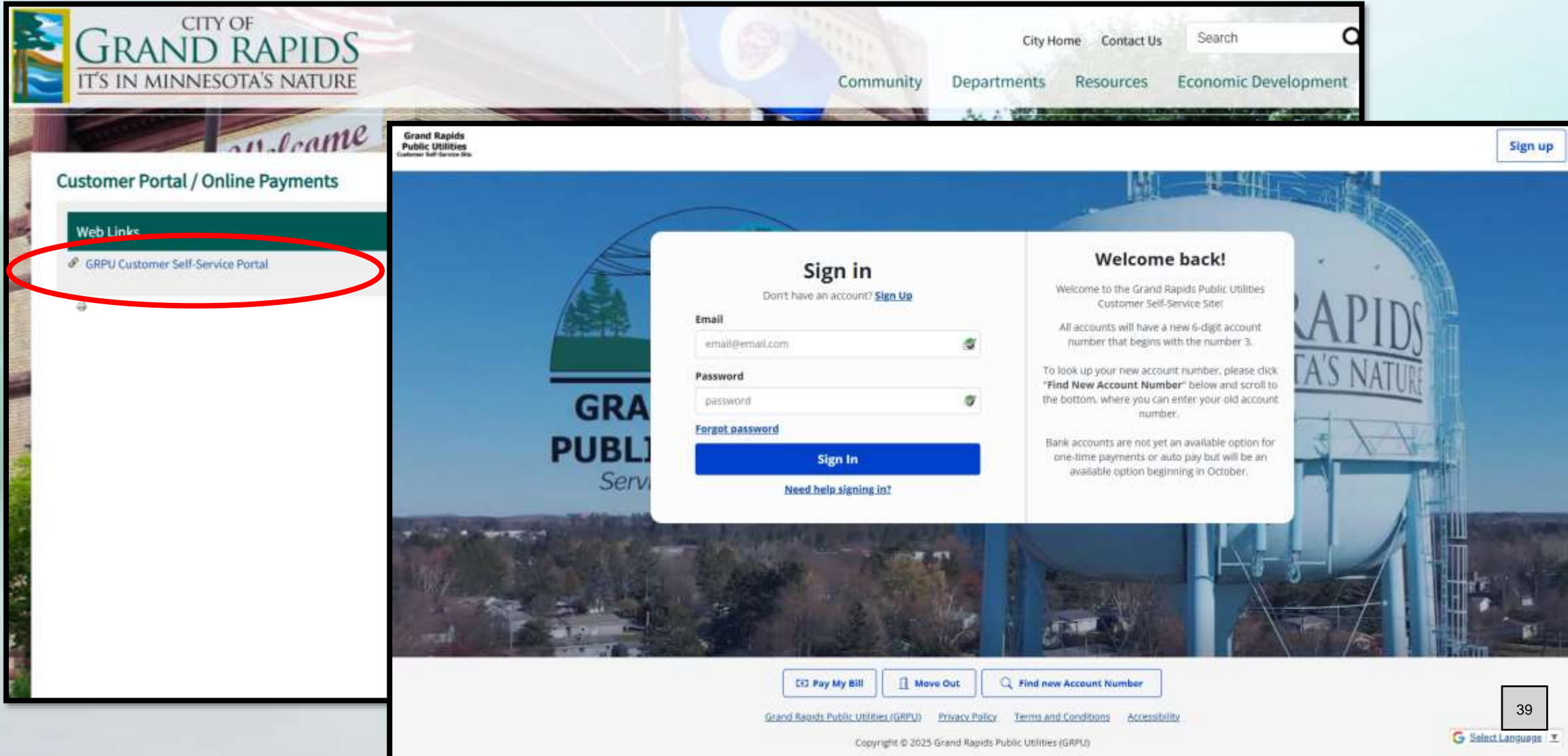
Office Numbers

Customer Portal / Online Payments Energy Assistance Information

Engaging and Educating the Community (EC)

Item 5.

Operations: New Utility Customer Service Portal by Julie Kennedy



The image displays two overlapping screenshots of the City of Grand Rapids website. The top screenshot shows the main navigation bar with links for City Home, Contact Us, Search, Community, Departments, Resources, and Economic Development. Below this, the 'Customer Portal / Online Payments' section is visible, featuring a 'Web Links' area where the 'GRPU Customer Self-Service Portal' is highlighted with a red circle. The bottom screenshot shows the 'Grand Rapids Public Utilities Customer Self-Service Site' login page. It includes a 'Sign in' form with fields for Email and Password, a 'Forgot password' link, and a 'Sign In' button. A 'Welcome back!' message is also present, along with a 'Sign up' button in the top right corner. At the bottom of the login page, there are links for 'Pay My Bill', 'Move Out', and 'Find new Account Number', as well as a footer with copyright information and a language selector.

City of Grand Rapids
IT'S IN MINNESOTA'S NATURE

City Home Contact Us Search

Community Departments Resources Economic Development

Customer Portal / Online Payments

Web Links

- GRPU Customer Self-Service Portal

Grand Rapids Public Utilities
Customer Self-Service Site

Sign in
Don't have an account? [Sign Up](#)

Email
email@email.com

Password
password

[Forgot password](#)

Sign In

[Need help signing in?](#)

Welcome back!
Welcome to the Grand Rapids Public Utilities Customer Self-Service Site!

All accounts will have a new 6-digit account number that begins with the number 3.

To look up your new account number, please click "Find New Account Number" below and scroll to the bottom, where you can enter your old account number.

Bank accounts are not yet an available option for one-time payments or auto pay but will be an available option beginning in October.

[Pay My Bill](#) [Move Out](#) [Find new Account Number](#)

Grand Rapids Public Utilities (GRPU) [Privacy Policy](#) [Terms and Conditions](#) [Accessibility](#)

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Select Language




Engaging and Educating the Community (EC)

Item 5.

Operations: Water Quality-Homeowner & Building Manager Tips by Julie Kennedy

- Keep hot water HOT (>120°F)
- Keep cold water COLD (<68°F)

Welcome to Grand Rapids Public Utilities

 The Grand Rapids Public Utilities Commission (GRPUC) is a municipal utility established by the City of Grand Rapids, MN. Utilities under the jurisdiction of the GRPUC include electric distribution, water treatment and distribution, and wastewater collection and treatment.

For any billing or customer service inquiries, please contact us via email at info@grpuc.org or call 218-326-7024.

IT'S HERE! Grand Rapids Public Utilities' New Utility Customer Service Portal

CUSTOMER CAMPAIGN - It's Here: New Utility Customer Service Portal

Grand Rapids Public Utilities is thrilled to announce the launch of its brand-new Utility Customer Service Portal, designed with you, the customer, in mind. Managing your utility services has never been easier or more convenient. Click [HERE](#) for more information.

Water Quality - Homeowner and Building Manager Tips

Legionella is responsible for >90% of waterborne outbreaks caused from plumbing, according to the Centers for Disease Control and Prevention (CDC). In most cases, the treated water delivered to homes all over the U.S. is required to meet federal and state standards for drinking water. Once the water enters a home's plumbing, a different environment exists where the water quality can degrade over time and the plumbing becomes vulnerable to the growth of these bacteria. Homeowners and building managers have a critical role in protecting the health of their occupants. Click [HERE](#) to learn how to maintain proper water quality in your home or building.

GRPU News - Lead and Copper Service Lines

Grand Rapids Public Utilities is working on our lead service line inventory as required by the Minnesota Department of Health (MDH). Please read more about the inventory work [HERE](#) along with the required process to replace lead line in the coming decade.

GRPU Terms & Conditions

For our purchase order terms & conditions, please click [HERE](#).

For our billing terms & conditions, please click [HERE](#).

Public Utilities

- + About GRPU
- + Customer Service
- + Education & Outreach
- + Rebates & Programs
- + Utility Services
- + Useful Links

Contact Us

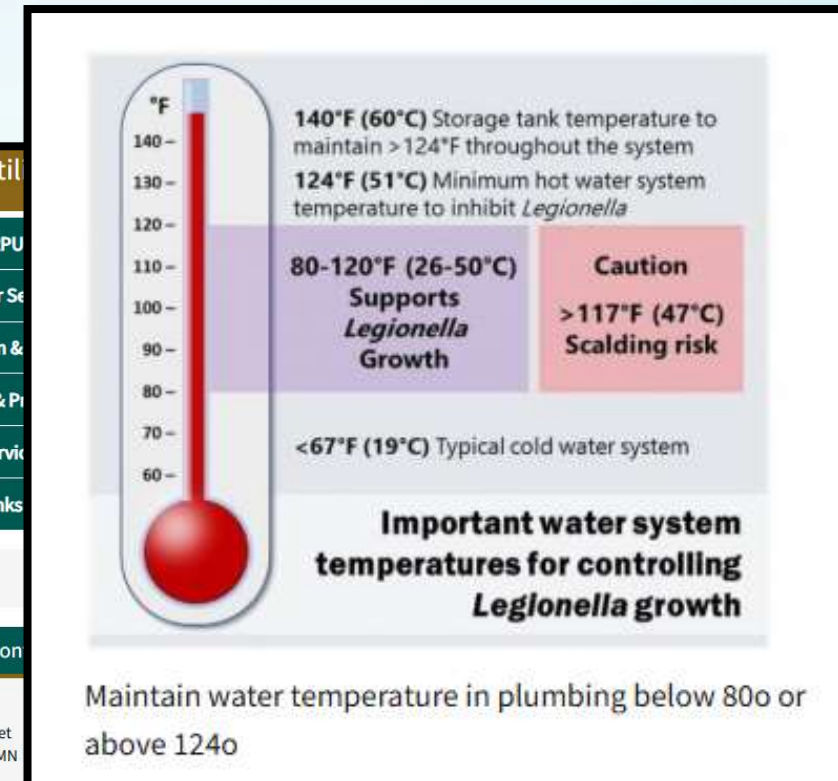
Address
500 SE 4th Street
Grand Rapids, MN

Office Hours
Monday-Friday: 8:30 AM - 4:30 PM

Office Numbers
Phone: 218-326-7024
Fax: 218-326-7499

Edit Contact Details

[View Full Contact Details](#)



[Legionella in the Indoor Environment, EPA](#)



Engaging and Educating the Community (EC)

Item 5.

Operations: Grand Rapids Area Chamber of Commerce by Chad Troumbly

- POWER HOUR – “Updates on Energy”
- GR Area Chamber of Commerce – September monthly luncheon
- Promotes Community Discussions and Cooperation with Area Utilities
- Representatives from:
GRPU, MP, Great River Energy, Lake Country Power
- Topics discussed:
 - Upcoming projects
 - Service improvements
 - Developments in green energy
 - Sustainability
 - Franchise fees
- Followed by Q & A





Use and Stewardship of the Natural Environment (NE)

Item 5.

Capital: Phase 1-4 Landfill Cover Update by Steve Mattson

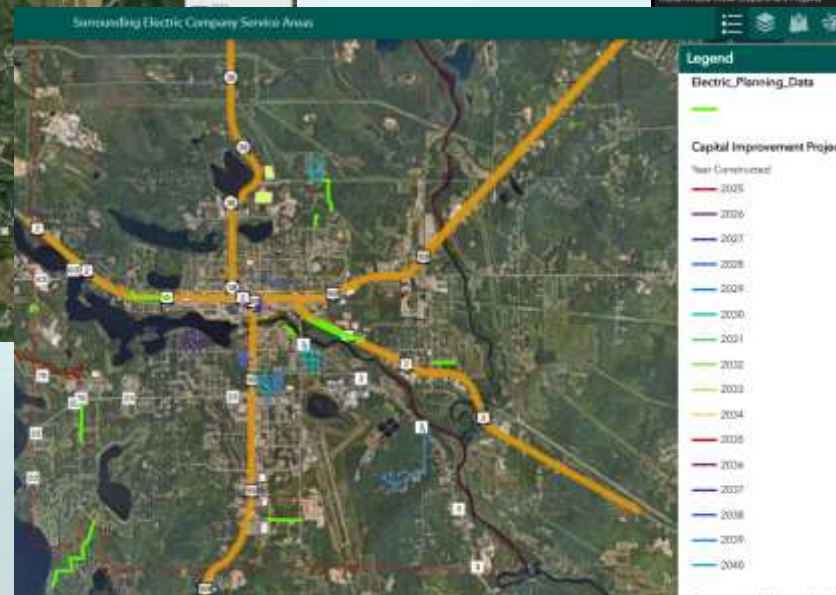
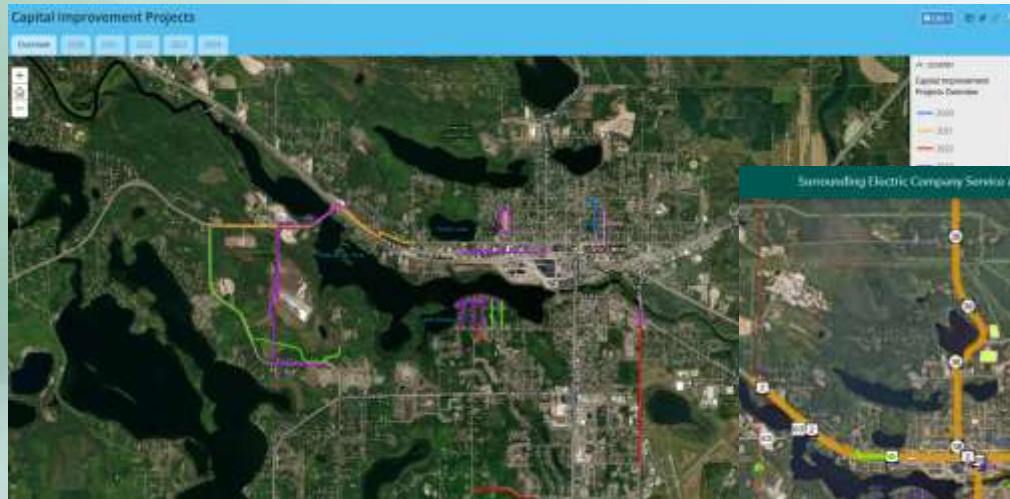
- Commission approval to work with Stantec - 2022 ✓
- Engineering design – completed ✓
- MPCA project approval – completed Feb 2025 ✓
- Funding approval UPM/Blandin – Fall 2025
- Bid packages – Winter 2025
- Bid award – February 2026
- Construction begins - Spring 2026
- Construction complete - Fall 2026



Operational Excellence (OE)

Operations: CIP Collaboration by Mike LeClaire

- Electric, Sewer, Water, City & County Projects
- Projects listed by proposed year of construction
- Electric, Water, Sewer, & City each have own site for project entry



Item 5.

Operations: September Safety Summary by Julie Kennedy

Safety Training This Month:

Safety Brad trained on Employee Right To Know (ERTK) and Hearing Conservation/Protection.

Safety Committee Program Review This Month:

Safety Brad and the Safety Committee reviewed the Hearing Conservation/Protection program.

Incidents Reported last Month by Department

Administration: None

Business Services: None

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)	2

Total FROI 2

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

Joint Council / Commission Work Session: October 6, 2025

Work Session: October 8, 2025

Regular Meeting: October 22, 2025





GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Consider a motion to ratify the agreement with Emergent Software for ArcGIS and City DB server migration scope of work in the amount of \$22,145.00 to \$31,820.00.

PREPARED BY: Mike LeClaire, Information Systems Department Manager

BACKGROUND:

As part of the City of Grand Rapids agreement and the migration to cloud-based servers, the ArcGIS and Asset Management software applications, along with their associated databases, will be transitioned to our cloud network. Following the server migration, a significant number of internal hours will be required from Information Systems (IS) staff to complete the necessary configuration and integration tasks. In order to meet the end-of-year deadline established in the agreement, the General Manager executed the scope-of-work quote in early September to authorize and ensure timely completion of the project.

RECOMMENDATION:

Ratify the agreement with Emergent Software for ArcGIS and City DB server migration scope of work in the amount of \$22,145.00 to \$31,820.00.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Consider a motion to approve the procurement contract with Thein Well for replacing well 6 pump for \$33,471 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 Capital Project.

In early August, the well pump began to show significant vibration. On August 19, Thein Well removed the pump for inspection. Their investigation revealed that the impeller was badly worn and holes had developed in the castings. Based on these findings, they recommended full replacement of the pump.

This pump was last rebuilt in 2019 and was scheduled for rehabilitation or replacement in 2029. For reference, Well Pump 4—of similar age—was replaced in 2024, so while this failure occurred sooner than anticipated, it is not entirely unexpected.

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 replacing well 6 pump for \$33,471 and allow the General Manager to sign the contract.



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: September 24, 2025

AGENDA ITEM: Monthly Report

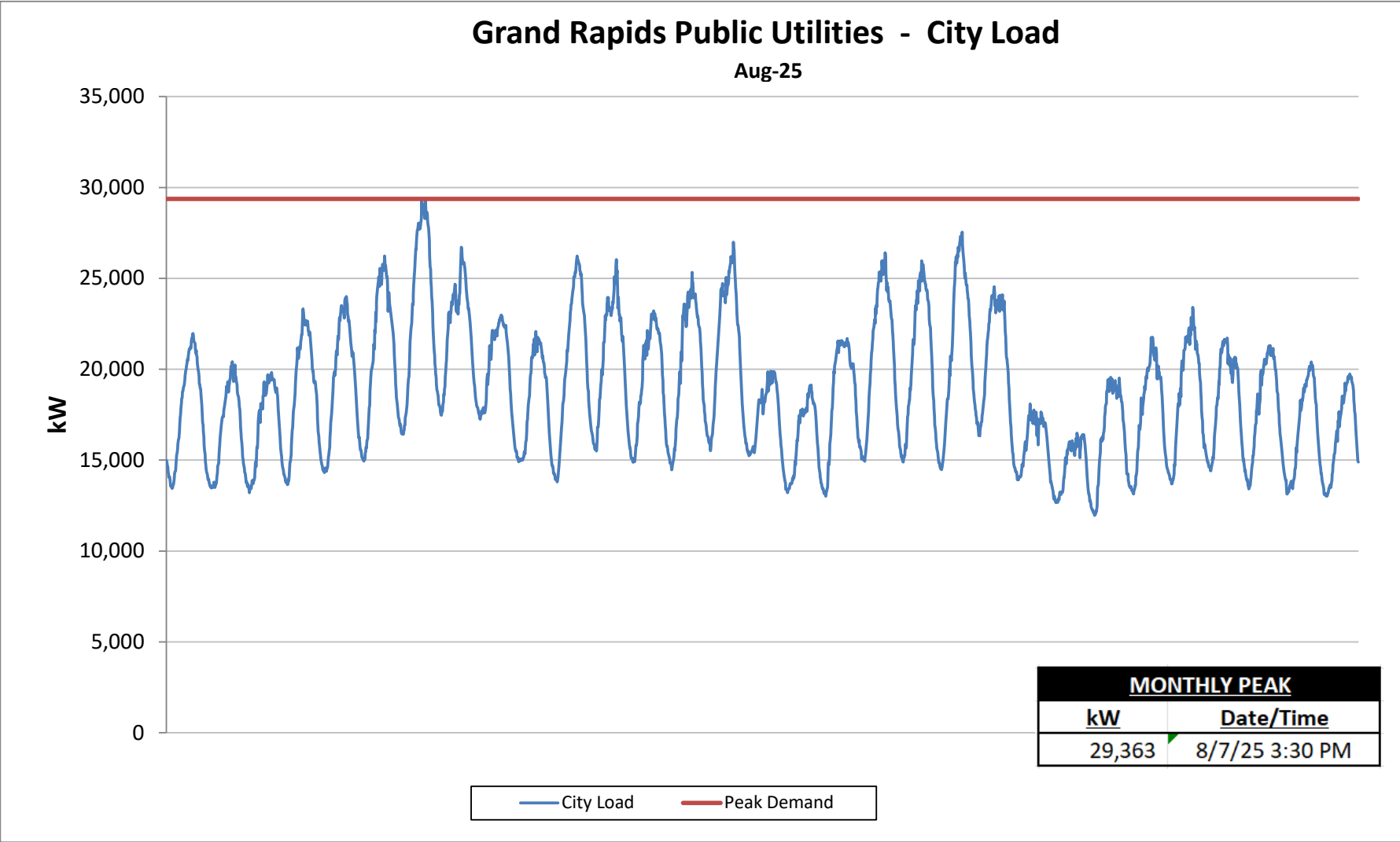
PREPARED BY: GRPU Staff

BACKGROUND:

Standard monthly GRPU Operating Reports.

RECOMMENDATION:

None. Review Only.





Electric Reliability Report

09/01/2025
Item 8.

Date Range
08/05/2025 - 08/29/2025

SAIDI:	5.27	Avg Minutes / Customers Served	CAIDI:	96.40	Avg Minutes / Customer Out	Total Customers Out:	418
SAIFI:	0.05	Cust Outages / Customers Served	CAIFI:	0.045	Avg Outages / Customer Out	Total Reported Hours:	23
Active:	7647	Active Electric Customers	Outages:	19	Total Number of Outages	Total Customer Hours Out:	672
ASAI:	99.99900	Average Percent System Available					

Outage Time	Restored Time	Outage Type	Duration (Hours)	Customers Out	Customer Hours
8/5/2025 6:02:29 AM	8/5/2025 7:29:42 AM	Scheduled -r-	1.45	11	15.95
8/6/2025 4:48:47 AM	8/6/2025 6:59:38 AM	Tree -r-	2.18	175	382.08
8/6/2025 3:05:53 PM	8/6/2025 3:06:36 PM	Tree -r-	0.02	4	0.07
8/7/2025 9:00:33 AM	8/7/2025 9:02:18 AM	Tree -r-	0.03	1	0.03
8/8/2025 6:58:49 AM	8/8/2025 7:51:00 AM	Equipment -r-	0.88	1	0.88
8/10/2025 6:07:32 PM	8/10/2025 7:08:49 PM	Equipment -r-	1.02	1	1.02
8/10/2025 7:52:53 PM	8/10/2025 8:38:06 PM	Equipment -r-	0.77	1	0.77
8/12/2025 8:40:36 AM	8/12/2025 8:46:57 AM	Equipment -r-	0.10	1	0.10
8/14/2025 4:51:20 AM	8/14/2025 6:02:02 AM	Equipment -r-	1.18	1	1.18
8/18/2025 10:59:52 PM	8/19/2025 12:14:44 AM	Unknown -r-	1.25	175	218.75
8/19/2025 8:01:28 AM	8/19/2025 9:01:07 AM	Tree -r-	1.00	15	15.00
8/21/2025 12:59:52 PM	8/21/2025 1:09:57 PM	Scheduled -r-	0.17	7	1.17
8/23/2025 11:54:00 AM	8/23/2025 7:39:07 PM	Tree -r-	7.75	1	7.75
8/24/2025 2:49:48 PM	8/24/2025 4:47:46 PM	Utility Human Error -r- Not GRPU	1.97	5	9.83
8/24/2025 2:54:36 PM	8/24/2025 3:51:54 PM	Unknown -r-	0.95	15	14.25
8/28/2025 8:21:36 AM	8/28/2025 10:08:19 AM	Scheduled -r-	1.78	1	1.78
8/29/2025 7:34:00 AM	8/29/2025 8:21:47 AM	Equipment -r-	0.78	1	0.78
8/29/2025 9:18:32 AM	8/29/2025 9:28:52 AM	Equipment -r-	0.17	1	0.17
8/29/2025 9:33:33 AM	8/29/2025 9:35:30 AM	Equipment -r-	0.03	1	0.03



Electric Reliability Report

09/01/2025
Item 8.

Date Range
08/05/2025 - 08/29/2025

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-	8	4.93	8	4.93	NW 1st Ave, 211	667.75	Jess Harry Rd, 111	175.45
Scheduled -r-	3	18.90	19	18.90				
Tree -r-	5	404.93	196	404.93				
Unknown -r-	2	233.00	190	233.00				
Utility Human Error -r-	1	9.83	5	9.83				



Electric Reliability Report

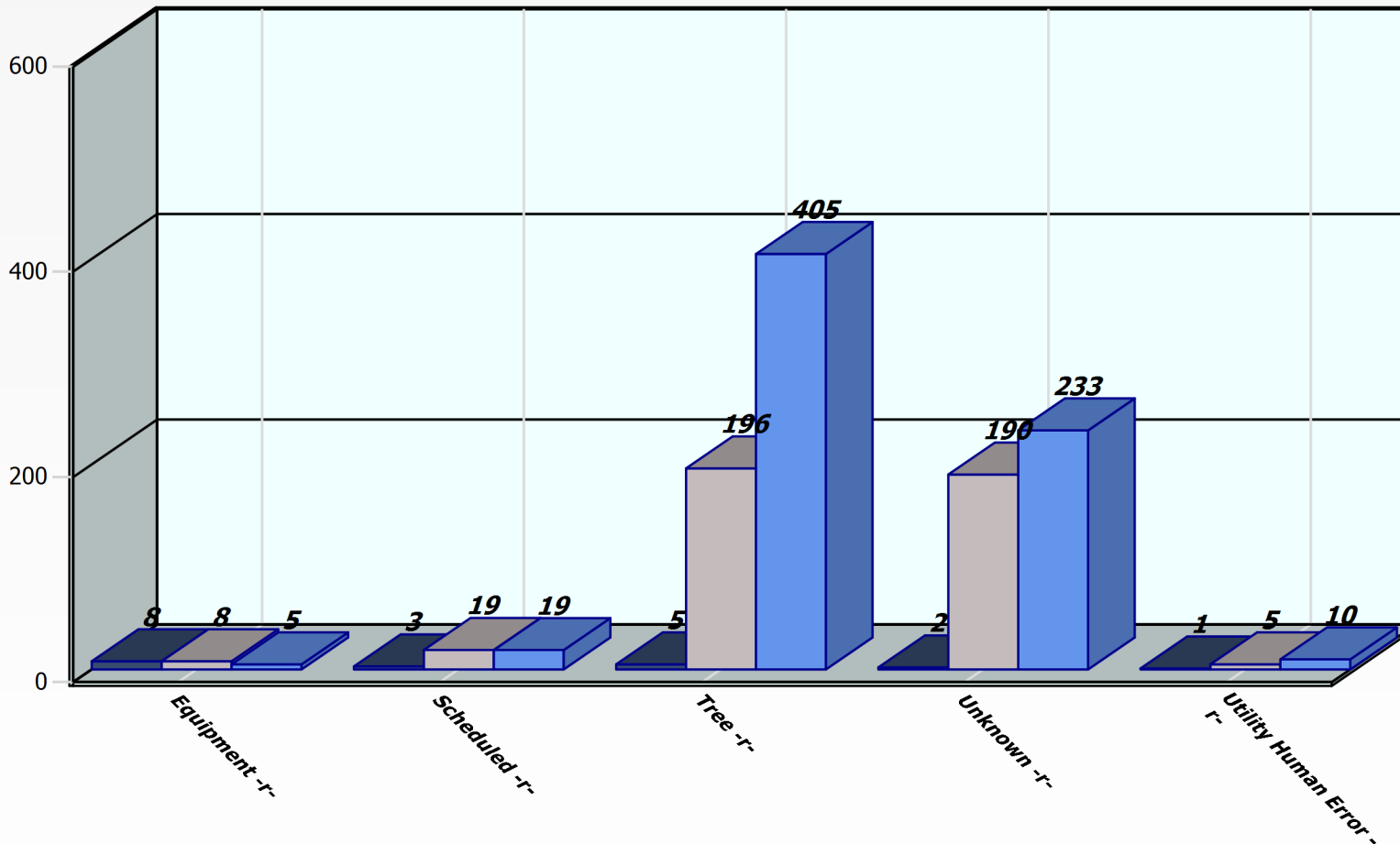
09/01/2025

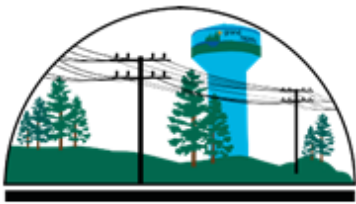
Item 8.

Date Range

08/05/2025 - 08/29/2025

Outage Type
Customer Hours Without Power





GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

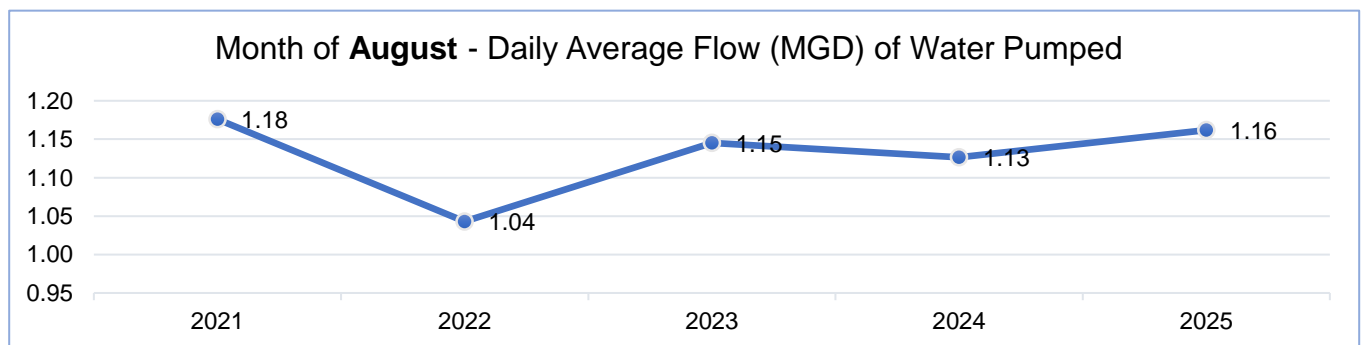
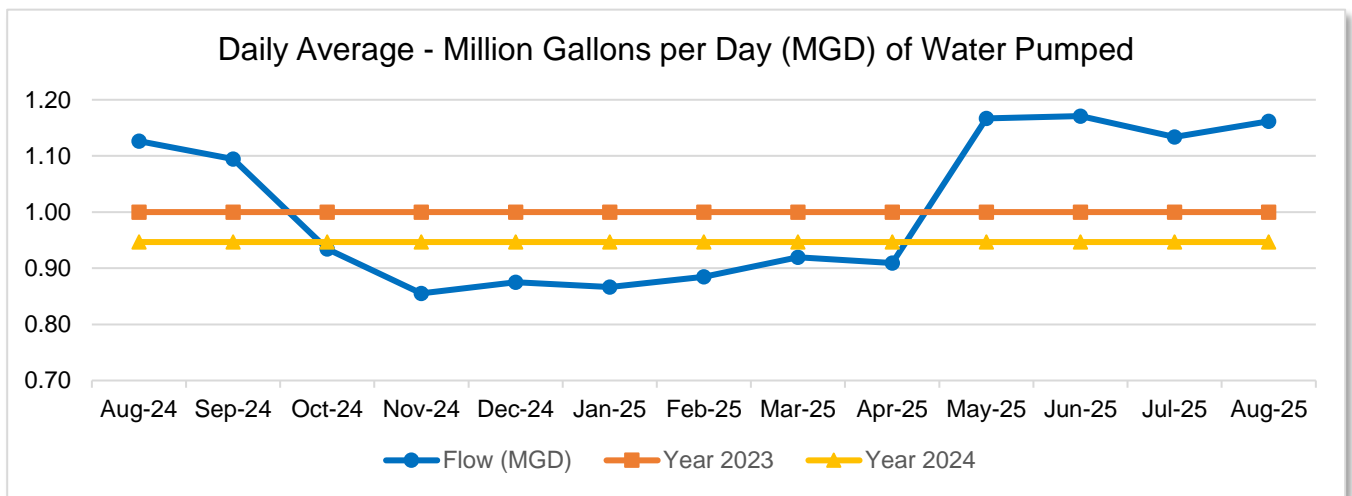
Item 8.

500 SE Fourth Street • Grand Rapids, Minnesota 55744

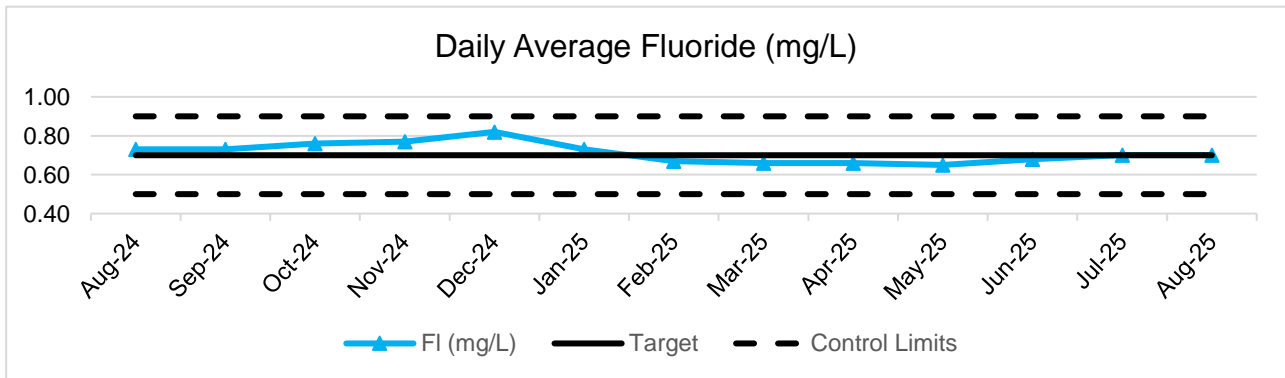
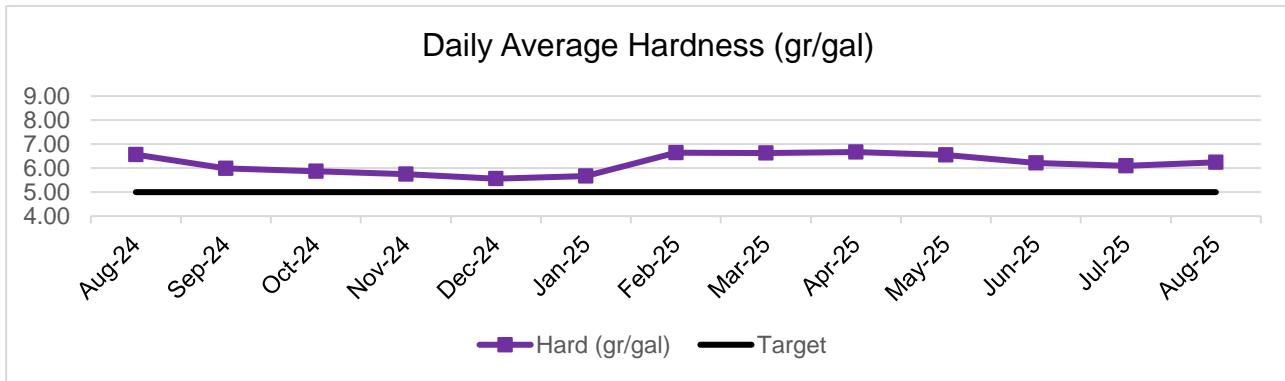
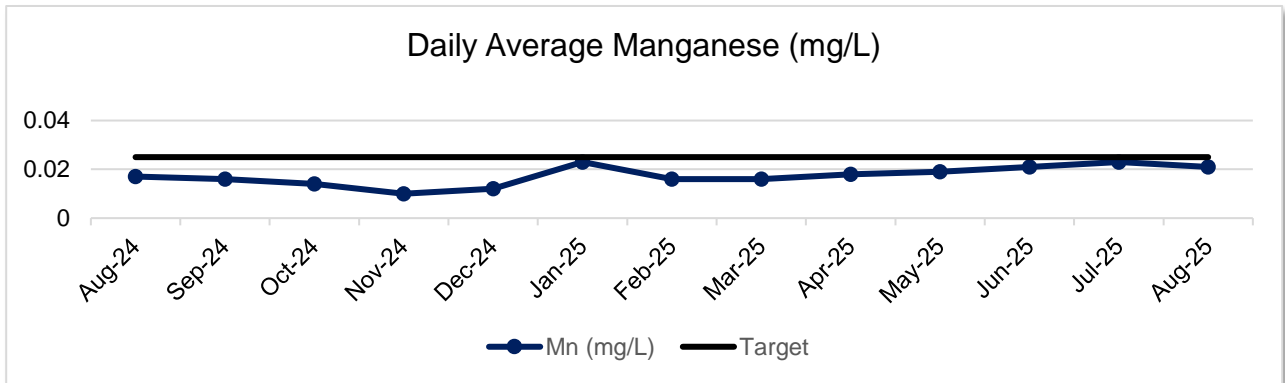
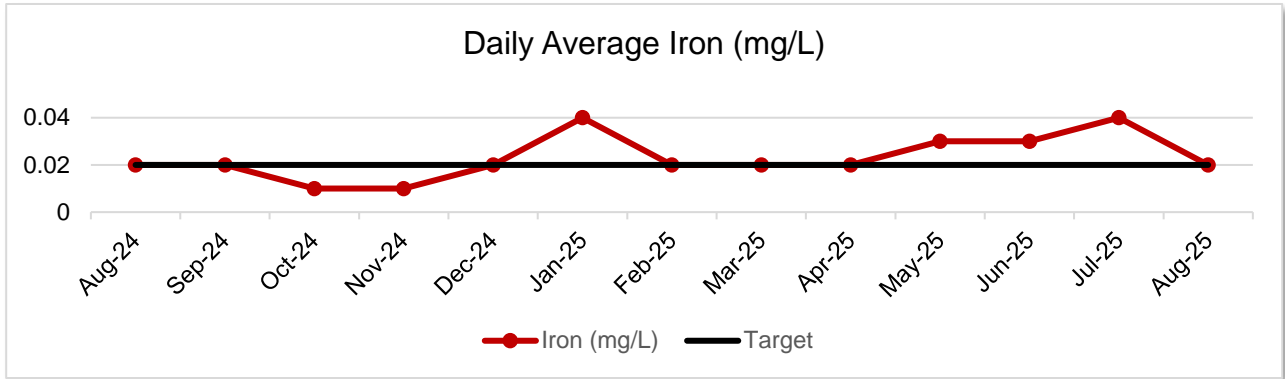
WATER MONTHLY ANALYSIS REPORT August 2025

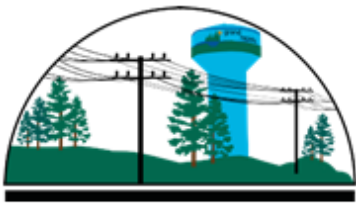
Water Operations

The water plant pumped an average of 1.16 million gallons of water per day (MGD) with a peak of 1.36 million gallons during the month which is normal for this time of the year.



Iron levels are back to normal. The rest of the water quality analysis was normal for the month as displayed in the graphs below.





GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

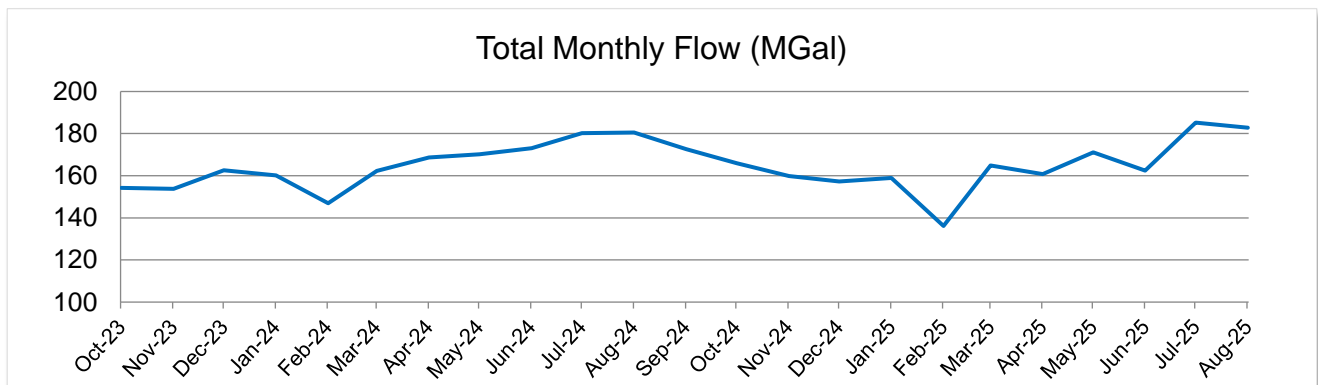
Item 8.

500 SE Fourth Street • Grand Rapids, Minnesota 55744

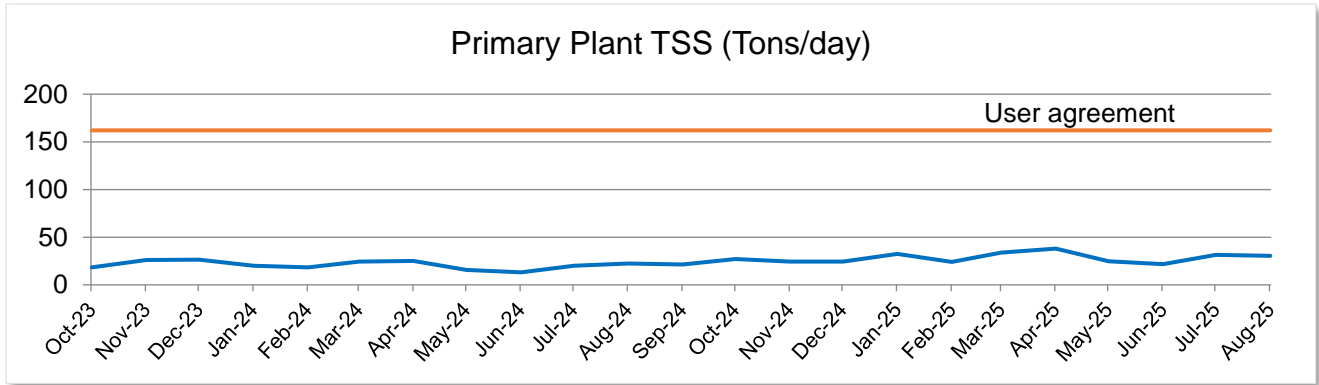
WASTEWATER MONTHLY ANALYSIS REPORT August 2025

Wastewater Operations

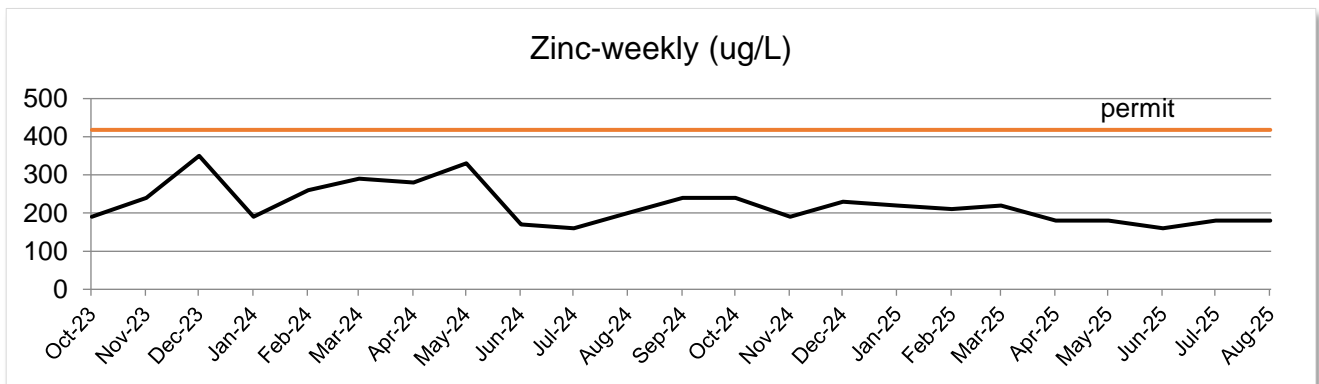
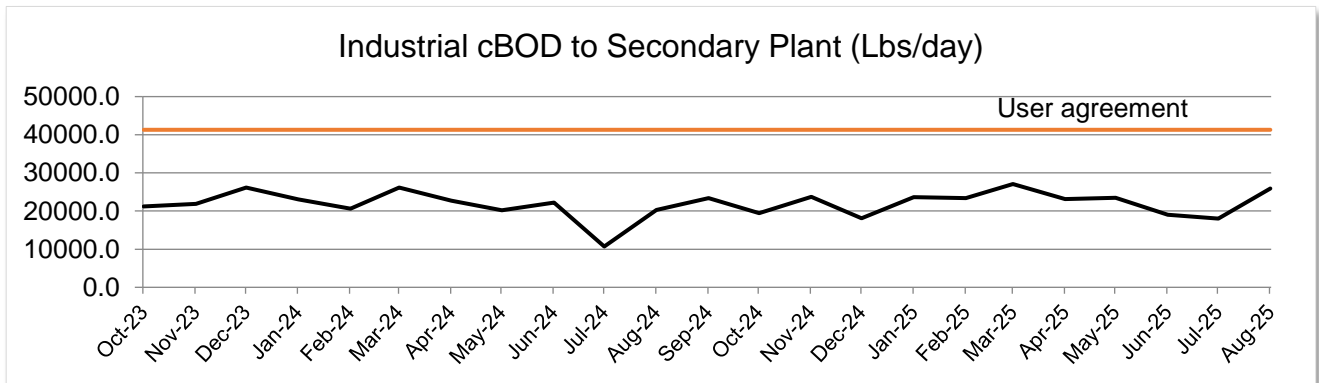
The Wastewater Treatment Plant (WWTP) met all National Pollutant Discharge Elimination System (NPDES) permit requirements last month while treating 183 million gallons of water removing 99.8% of the Total Suspended Solids (TSS) and 99.5% Biochemical Oxygen Demand (cBOD).



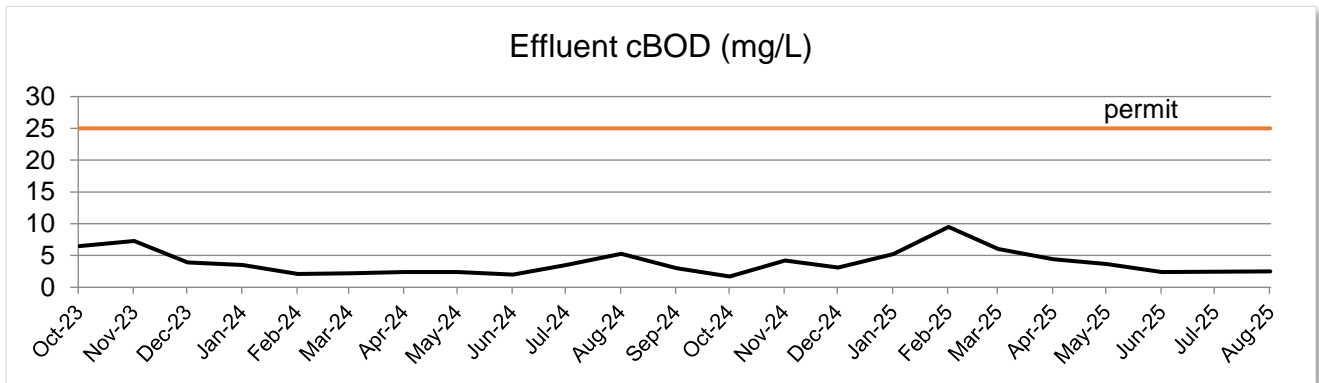
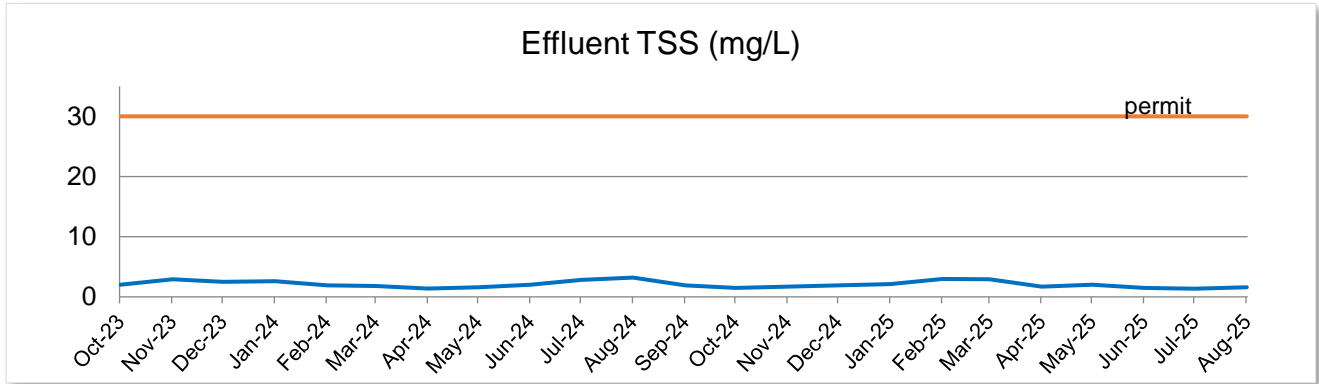
	Design Limits (monthly AVG)	Actual Results
<u>Primary Plant</u>		
Flow (MGD)	13.25	4.4
TSS (Tons/day)	162	30.3
TSS Peak (Tons/Day)	284	76.6



	Design Limits (monthly AVG)	Actual Results
Secondary Plant		
Flow (MGD)	15.25	5.9
cBOD (lbs/Day)	41,300	29,315
Peak cBOD (lbs/Day)	57,350	48,395
Zinc-weekly (ug/L)	418	180
% GRPUC		30.0%



<u>Effluent</u>	Permit Limits (monthly AVG)	Actual Results
TSS (mg/L) – monthly average	30	1.6
cBOD (mg/L) – monthly average	25	2.5
Dissolved Oxygen (mg/L)	>1.0	6.2



Sludge Landfill Operations

- 0.51 million gallons of leachate were hauled last month
- 4356 cubic yards of sludge solids were hauled to the landfill

