



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail - Final-revised Public Utilities Commission

Wednesday, September 16, 2020

4:00 PM

Conference Room of Public Utilities Service
Center

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 16, 2020 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.

CALL OF ROLL

COMMISSIONERS: To access conference bridge: Dial in to 218-326-7680
When prompted for conference #, enter 1, When prompted for PIN, enter 2468

MEETING PROTOCOL POLICY

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 ext. 1 and we will provide you with a copy of the policy.

APPROVAL OF MINUTES

- 1 [20-1322](#) Consider a motion to approve the minutes of the August 12, 2020 regular meeting and the August 25, 2020 special meeting/work session.

Attachments: [GRPUC Regular Meeting Minutes of August 12, 2020](#)
 [GRPUC Special Meeting Minutes of August 25, 2020](#)

PUBLIC FORUM

Please note-If you wish to address the Commission under the public forum, access the conference bridge by dialing 218-326-7680. When prompted for Conference # enter 1, when prompted for PIN # enter 2468.

COMMISSION REPORTS

CONSENT AGENDA

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

- 2 [20-1331](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for August 2020.
Attachments: [2020-08 City Treasurer and Investment Activity Report.pdf](#)
- 3 [20-1311](#) Consider a motion to approve the purchase of a control panel from Quality Flow Systems Inc in the amount of \$15,630 for the Lift Station 12 controls update capital project.
Attachments: [September 2020 - Planit - LS 12 Control Panel](#)
 [September 2020 - Quote -Grand Rapids, MN - LS 12 Control Panel](#)
 [September 2020 - Quote - Flyght QT# 181494 GRAND RAPIDS PUBLIC UTILI](#)
- 4 [20-1312](#) Consider a motion to approve the purchase of three lift station pumps from Quality Flow Systems Inc for the Lift Station Pumps capital project in the amount of \$21,012.
Attachments: [September 2020 - Planit - LS Pumps](#)
 [September 2020 - Quote -Grand Rapids, MN - LS 12 3 Pumps.doc](#)
 [September 2020 - Quote - Flygt LS pumps](#)
- 5 [20-1327](#) Consider a motion to approve the purchase of a variable frequency drive (VFD) from Viking Electric for the High Service Pump Control Improvement project in the amount of \$14,550.
Attachments: [September 2020 - Planit - HS Pump VFD](#)
 [September 2020 - Quote - Viking HS Pump VFD](#)
 [September 2020 - Quote - Graybar HS Pumps VFD](#)
- 6 [20-1288](#) Consider a motion to approve the professional services agreement with Short Elliott Hendrickson (SEH) in the amount of \$17,600 for the civil engineering design for the super-oxygenation capital project.
Attachments: [September 2020 - Quote - SEH Super Oxy civil](#)
- 7 [20-1319](#) Consider a motion to approve the 60% payment for the delivery of the equipment for the super oxygenation capital project in the amount of \$215,100 as shown in the AP list for this month.
Attachments: [September 2020 - Invoice - Eco2 Delivery](#)
- 8 [20-1328](#) Consider a motion to approve the contract with Casper Construction for the civil portion of the super oxygenation capital project in the amount of

\$224,500.

Attachments: [September 2020 - ACCEPTANCE OF BID FOR SUPER OXY](#)
[September 2020 - Quote - Casper Construction - 2020 Forcemain Super Oxy](#)
[September 2020 - Quote - TnT Aggregates](#)
[September 2020 - Planit - Super Oxy](#)

- 9 [20-1266](#) Consider a motion to approve the updated Accounting Technician position description, declare a vacancy exists, and authorize the internal posting and external advertising, if needed.

Attachments: [2020-0917 Notice of Vacancy Accounting Technician.pdf](#)
[2020-09 BUS SVC Accounting Technician.pdf](#)

- 10 [20-1335](#) Consider a motion to approve the new Line Crew Foreman position description, declare a vacancy exists and authorize the internal posting for the position.

Attachments: [2018-0427 Temporary Work Assignments Memo.pdf](#)
[2020-09 Revised Organizational Chart by department.pdf](#)
[2020-0917 Notice of Vacancy Line Crew Foreman.pdf](#)
[2020-09 ELEC Line Crew Foreman.pdf](#)

- 11 [20-1337](#) Consider a motion to approve the new Meter Technician position description, declare a vacancy exists and authorize the internal posting for the position.

Attachments: [2018-0427 Temporary Work Assignments Memo.pdf](#)
[2020-09 Revised Organizational Chart by department.pdf](#)
[2020-0917 Notice of Vacancy Meter Technician.pdf](#)
[2020-09 ELEC Meter Technician.pdf](#)

- 12 [20-1338](#) Consider a motion to approve the new Water Operations Director position description, declare a vacancy exists and authorize the internal posting for the position.

Attachments: [2018-0427 Temporary Work Assignments Memo.pdf](#)
[2020-09 Revised Organizational Chart by department.pdf](#)
[2020-0917 Notice of Vacancy Water Operations Director.pdf](#)
[2020-09 Water Operations Director.pdf](#)

- 13 [20-1342](#) Consider a motion to approve the updated Maintenance Foreman position description, declare a vacancy exists, and authorize the internal posting for the position.

Attachments: [2020-09 Revised Organizational Chart by department.pdf](#)
[2020-0917 Notice of Vacancy Maintenance Foreman.pdf](#)
[2020-09 W-WW Maintenance Foreman.pdf](#)

- 14 [20-1340](#) Consider a motion to approve the updated Maintenance I position description, declare a vacancy exists, and authorize the internal posting for the position.

 Attachments: [2020-09 Revised Organizational Chart by department.pdf](#)
 [2020-0917 Notice of Vacancy Maintenance I.pdf](#)
 [2020-09 W-WW Maintenance I.pdf](#)
- 15 [20-1341](#) Consider a motion to approve the updated Maintenance II position description, declare a vacancy exists, and authorize the internal posting for the position.

 Attachments: [2020-09 Revised Organizational Chart by department.pdf](#)
 [2020-0917 Notice of Vacancy Maintenance II.pdf](#)
 [2020-09 W-WW Maintenance II.pdf](#)
- 16 [20-1339](#) Consider a motion to approve the new Line Crew Lead position description, declare two vacancies exist and authorize the internal postings for the positions.

 Attachments: [2020-09 Revised Organizational Chart by department.pdf](#)
 [2020-0917 Notice of Vacancy Line Crew Lead.pdf](#)
 [2020-09 ELEC Line Crew Lead.pdf](#)

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.

ADMINISTRATION DEPARTMENT

- 17 [20-1330](#) Review the September Administration Department Report.

 Attachments: [2020-0916 Administration Report.pdf](#)

BUSINESS SERVICES DEPARTMENT

- 18 [20-1332](#) Review the September Business Services Department Report.

 Attachments: [2020-08 Business Services Monthly Report.pdf](#)

ELECTRIC DEPARTMENT

- 19 [20-1344](#) Review the September Electric Department Report.

 Attachments: [2020-0916 Electric Report](#)

WATER AND WASTEWATER DEPARTMENT

- 20 [20-1336](#) Review the September Water-Wastewater Department Report.
 Attachments: [Water & Wastewater September 2020](#)

SAFETY REPORT

- 21 [20-1333](#) Review the September Safety Report.
 Attachments: [2020-0916 Safety Report.pdf](#)

VERIFIED CLAIMS

- 22 [20-1345](#) Consider a motion to approve the verified claims for August in the amount
 of \$2,190,469.76
 Computer Check Register \$1,647,259.57
 Manual Check Register \$543,210.19
 Attachments: [AP List 2020.08.31 #1](#)
 [Check Register Manual 2020.08.31.pdf](#)

ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, September 29, 2020 at 8:00 a.m. 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 14, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.