



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, January 11, 2017

4:00 PM Conference Room of Public Works/Public Utilities Service Center

1 CALL TO ORDER

A regular meeting of the Grand Rapids Public Utilities Commission was held on January 11, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

2 CALL OF ROLL

Present 4 - Commissioner Glen Hodgson, President Stephen Welliver, Secretary Greg Chandler, and Commissioner Tom Stanley

Absent 1 - Commissioner Rick Blake

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Water/Wastewater Collection/Safety Manager Doyle, Wastewater Treatment Department Manager Mattson, Administrative/ HR Assistant Flannigan, Attorney Bengtson.

3 APPROVAL OF MINUTES

- 3.a. [17-0010](#) Consider approving the minutes of the December 14, 2016 regular meeting.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to approve the minutes of the December 14, 2016 regular meeting. The motion PASSED by an unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 4.a. [17-0017](#) Consider approving the City Treasurer's Report and Investment Activity Report for December 2016.

Finance Manager Betts reviewed the December 2016 City Treasurer's Report and Investment Activity Report with the Commission.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the City Treasurer's Report and Investment Activity Report for December 2016. The motion PASSED by an unanimous vote.

5 PUBLIC FORUM

None Present.

6 COMMISSION REPORTS

President Welliver and Commissioner Hodgson met recently with management staff to review and discuss the General Manager transition.

7 ADMINISTRATION

- 7.a. [17-0012](#) Confirm hiring the Interview Committee's preferred candidate for the position of Meter Reader (full-time).

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to confirm the hiring of the Selection Committees' preferred candidate, Henry Swentkofske, for the position of Meter Reader (full-time). The motion PASSED by an unanimous vote.

- 7.b. [17-0011](#) Consider adjustments to the 2017 remuneration of the exempt employee group.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve adjustments to the 2017 remuneration of the exempt employee group in the amount of 3%. The motion PASSED by an unanimous vote.

- 7.c. [17-0009](#) December 2016 Wholesale Electric Service Cost.

General Manager Kennedy reviewed the December 2016 Wholesale Electric Service Cost with the Commission.

Received and Filed

8 ACCOUNTING AND FINANCE

- 8.a. [17-0018](#) Review the Accounting and Finance Operations Report for December 2016.

Finance Manager Betts reviewed the December 2016 Operations Report with the Commission.

Received and Filed

- 8.b. [17-0019](#) Waive the bond requirement and approve issuance of duplicate checks to Sprint Nextel in the amount of \$1,000.00 and Heather Wilson in the amount of \$80.00.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve waiving the bond requirement for lost checks and issuing duplicate checks to Sprint Nextel in the amount of \$1,000.00 and Heather Wilson in the amount of \$80.00. The motion PASSED by an unanimous vote.

9 ELECTRIC DEPARTMENT

- 9.a. [17-0028](#) Review the Electric Department Operations Report for December 2016.
Electric Department Manager Goodell reviewed the December 2016 Operations Report with the Commission.
Received and Filed

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [17-0026](#) Review the Wastewater Treatment Facility Operations Report for December 2016.
Wastewater Treatment Department Manager Mattson reviewed the December 2016 Operations Report with the Commission.
Received and Filed

- 10.b. [17-0031](#) Consider awarding the contract for Industrial Sludge Landfill Contract A: 2017 Sludge Placement.
A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to award Industrial Sludge Landfill Contract A: Sludge Placement-2017 in the amount of \$74,930.00 to the sole bidder, John Radtke Trucking, as recommended by Project Engineer Bob Beaver, SEH, Inc. The motion PASSED by an unanimous vote.

- 10.c. [17-0030](#) Consider awarding the contract for Industrial Sludge Landfill Contract B: 2017 Leachate Collection/Transport/Discharge.
A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to award Industrial Sludge Landfill Contract B: Leachate Collection/Transport/ Discharge-2017 in the amount of \$ 181,740.00 to the sole bidder, John Radtke Trucking, as recommended by Project Engineer Bob Beaver, SEH, Inc. The motion PASSED by an unanimous vote.

- 10.d. [17-0027](#) Consider approving the capital expenditures of repairing mixer A2-7 in aeration basin A2 of the secondary plant.
A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to accept the low quote of \$116,969.00 from SPX/Lightnin for the Gearbox, shaft and impellers to repair mixer A2-7 in aeration basin A2 of the secondary plant. The motion PASSED by an unanimous vote.

11 WATER AND WASTEWATER COLLECTION

- 11.a. [17-0032](#) Water Wastewater Collection Operations Report.
Water/Wastewater Collection/Safety Manager Doyle reviewed the December 2016 Operations Report with the Commission.
Received and Filed

- 11.b. [17-0033](#) AMI Water Meter Replacement Project Bid Results.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the purchase of Water Meters for the Automated Metering Infrastructure (AMI) Project in the amount of \$154,870.00 from HD Water Supply, the lowest responsible bidder bidding compatible meters. The motion PASSED by an unanimous vote.

SAFETY

- 12.a. [17-0034](#) Safety Report December 2016.

Received and Filed

13 DISCUSSION AND CORRESPONDENCE

- 13.a. [17-0013](#)
- a. Minnesota Rural Water Association (MRWA) Backflow Tester Certification Class ASSE 5110 and Rebuilder Certification ASSE 5130, December 5-8, 2016, Ramsey, MN - Doug Gustafson.
 - b. Minnesota Pollution Control Agency (MPCA) 2016 Wastewater Treatment Tech Seminar, December 13-15, 2016, Vadnais Heights, MN - Russ Anacker.
 - c. Minnesota Municipal Utilities Association (MMUA) Transformer School, December 14-16, 2016, Marshall, MN - Mike Bader, Jim Schmitt.
 - d. Itasca Holiday Program 2016-Thank You.

Received and Filed

14 VERIFIED CLAIMS

- 14.a. [17-0008](#) Consider approving verified claims for December 2016.
- | | |
|-------------------------|----------------|
| Computer Check Register | \$1,608,539.80 |
| Manual Check Register | \$ 974,639.35 |

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to authorize the verified claims for payment in the amount of \$2,583,179.15 (\$1,608,539.80 computer checks and \$974,639.35 manual checks) per attached lists. The motion PASSED by an unanimous vote.

15 ADJOURNMENT

The next regular Commission meeting was rescheduled to Monday, February 13, 2017 at 12:30 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the meeting was declared adjourned at 4:50 PM.

Respectfully Submitted: Christine Flannigan, Administrative/HR Assistant