



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Monday, February 13, 2017

12:30 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 February 13, 2017 at 12:30 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, Secretary Greg Chandler, Commissioner Tom Stanley, and Commissioner Rick Blake

Absent 1 - President Stephen Welliver

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 [17-0119](#)

Acknowledge publication and posting of the change in the regular meeting date and time.

Secretary Chandler acknowledged publication and posting of the change in meeting date and time.

Received and Filed

4 APPROVAL OF MINUTES

4.a. [17-0113](#)

Consider approving the minutes of the January 9, 2017 special meeting and the January 11, 2017 regular meeting.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the minutes of the January 9, 2017 special meeting and the January 11, 2017 regular meeting. The motion PASSED by an unanimous vote.

5 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 5.a. [17-0096](#) Consider approving the City Treasurer's Report and Investment Activity Report for January 2017.

Finance Manager Betts reviewed the January 2017 City Treasurer's Report and Investment Activity Report with the Commission.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the City Treasurer's Report and Investment Activity Report for January 2017. The motion PASSED by an unanimous vote.

6 PUBLIC FORUM

None present.

7 COMMISSION REPORTS

No items.

8 ADMINISTRATION

- 8.a. [17-0100](#) Confirm hiring the Interview Committee's preferred candidate for the position of Electrical Line Worker.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to confirm the hiring of the Selection Committees' preferred candidate, Jake Bowers, for the position of Journey Line Worker/Apprentice. The motion PASSED by an unanimous vote.

- 8.b. [17-0123](#) Consider adopting the proposed 2017 rates for electric distribution, water distribution, and wastewater collection.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to adopt the proposed 2017 rate increases for electric distribution (3.4%), water distribution (2.4%), and wastewater collection (21.8%) effective on April billings for March usages. The motion PASSED by an unanimous vote.

- 8.c. [17-0115](#) January 2017 Wholesale Electric Service Cost.

General Manager Kennedy reviewed the January 2017 Wholesale Electric Service Cost with the Commission.

Received and Filed

9 ACCOUNTING AND FINANCE

- 9.a. [17-0097](#) Review the Accounting and Finance Operations Report for January 2017.

Finance Manager Betts reviewed the January 2017 Operations Report with the Commission.

Received and Filed

- 9.b. [17-0098](#) Waive the bond requirement and approve issuance of duplicate check to Doug Gustafson in the amount of \$300.10.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to approve waiving the bond requirement and approve issuance of a duplicate check to Doug Gustafson in the amount of \$300.10. The motion PASSED by an unanimous vote.

- 9.c. [17-0099](#) Consider approving the writeoff of January uncollectible accounts in the amount of \$966.32.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Rick Blake, to approve the write off of uncollectible accounts in the amount of \$966.32. The motion PASSED by an unanimous vote.

10 ELECTRIC DEPARTMENT

- 10.a. [17-0110](#) Review the Electric Department Operations Report for January 2017.

Electric Department Manager Goodell reviewed the January 2017 Operations Report with the Commission.

Received and Filed

- 10.b. [17-0109](#) Consider authorizing purchase of budgeted one ton 4x4 regular cab pickup truck.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to authorize the purchase of the 2017 budgeted one ton 4x4 regular cab pickup truck for the low quote of \$28,198.98 from Nelson Auto Center, Fergus Falls, MN for a 2017 Dodge under the State Bid. The motion PASSED by an unanimous vote.

- 10.c. [17-0111](#) Consider authorizing GRPUC personnel to perform tree trimming in the NW Quadrant of the GRPUC service area for 2017.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to authorize the GRPUC personnel to perform tree trimming in the NW Quadrant of the GRPUC service area for 2017. The motion PASSED by an unanimous vote.

11 WASTEWATER TREATMENT FACILITY OPERATIONS

- 11.a. [17-0107](#) Review the Wastewater Treatment Facility Operations Report for January 2017.

Wastewater Treatment Department Manager Mattson reviewed the January 2017 Operations Report with the Commission.

Received and Filed

12 WATER AND WASTEWATER COLLECTION

- 12.a. [17-0104](#) Water and Wastewater Collection Report February 2017.

Water/Wastewater Collection/Safety Manager Doyle reviewed the January 2017 Operations Report with the Commission.

Received and Filed

- 12.b. [17-0106](#) Sale of Truck 89 to the City of Grand Rapids Community Development Department.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the sale of Truck# 89, a 2006 2WD F150, to the City of Grand Rapids Community Development Department for \$2,700.00. The motion PASSED by an unanimous vote.

13 SAFETY

- 13.a. [17-0105](#) Safety Report February 2017.

Water/Wastewater Collection/Safety Manager Doyle reviewed the safety initiatives for the month of January.

Received and Filed

14 DISCUSSION AND CORRESPONDENCE

[17-0117](#)

- a. American Flow Control Presentation, January 11, 2017, Grand Rapids, MN - Dennis Doyle.
- b. FEMA IS-00700.a. National Incident Management System (NIMS) -An Introduction, January 24, 2017, Grand Rapids, MN - Julie Kennedy, Steven Mattson, Jeremy Goodell, Dennis Doyle, Tyanne Betts.
- c. MMUA National Electric Safety Code (NESC) Regional Workshop, January 26, 2017, Grand Rapids, MN - Mike Bader, Julie Kennedy, Dennis Doyle, Jeremy Goodell, Joe Riley, Jim Schmitt, Shannon Thomsen.

Received and Filed

15 CLAIMS FOR PAYMENT

- 15.a. [17-0116](#) TNT Aggregates, LLC - Leachate Storage Tank and Loadout Station Project for Phases 1-4 and Kettle D - Pay Request #2 (Final) in the amount of \$66,481.25.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve Pay Request #2 (Final) from TNT Aggregates, LLC for the Leachate Storage Tank and Loadout Station Project in the amount of \$66,481.25. The motion PASSED by an unanimous vote.

16 VERIFIED CLAIMS**16.a. [17-0114](#)**

Consider approving verified claims for January 2017.

Computer Check Register \$ 1,370,369.20

Manual Check Register \$ 661,760.84

A motion was made by Commissioner Rick Blake, seconded by Commissioner Glen Hodgson, to authorize the verified claims for payment, without the claim to SEH, Inc. in the amount of \$2,947.95, for a total of \$2,029,182.09 (\$1,367,421.25 computer checks and \$661,760.84 manual checks) per attached lists. The motion PASSED by an unanimous vote.

A motion was made by Commissioner Stanley, seconded by Commissioner Blake, to approve a claim for payment in the amount of \$2,947.95 from Short Elliot Hendrickson, Inc. (SEH). The motion carried by the following vote.

Aye: 3 - Secretary Greg Chandler, Commissioner Tom Stanley, and
Commissioner Rick Blake

Abstain: 1 - Commissioner Glen Hodgson

17 ADJOURNMENT

The next regular Commission meeting is Wednesday, March 15, 2017 at 4:00 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 1:30 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant