



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, March 15, 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 March 15, 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 5 - Commissioner Glen Hodgson, President Stephen Welliver, Secretary Greg Chandler, Commissioner Tom Stanley, and 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. [17-0164](#)

Consider approving the minutes of the February 3, 2017 special meeting and the February 13, 2017 regular meeting.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve the minutes of the February 3, 2017 special meeting and the February 13, 2017 regular meeting. The motion **PASSED** by an unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

4.a. [17-0170](#)

Consider approving the City Treasurer's Report and Investment Activity Report for February 2017.

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

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

5 PUBLIC FORUM

None present.

6 COMMISSION REPORTS

No items.

7 ADMINISTRATION

- 7.a. [17-0187](#) Consider declaring a vacancy exists and authorize the posting and/or advertising for a Wastewater Treatment Facility Maintenance I position.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to declare a vacancy exists and authorize the posting and/or advertising for a Wastewater Treatment Facility Maintenance I position. The motion PASSED by an unanimous vote.

- 7.b. [17-0188](#) March 2017 Administrative Update.

General Manager Kennedy reviewed the February 2017 Administrative Updates with the Commission. Discussion followed on vehicle matrix developed by management staff to assist in decision-making pertaining to repairing and purchasing our vehicles, and recent meetings with GRPUC management staff and the Itasca Clean Energy Team (ICET) to create a 2017-18 work plan that lays out the steps for investigating the feasibility of developing a Community Solar Garden (CSG) project. The draft CSG plan will be presented at the April Regular Commission meeting.

Received and Filed

- 7.c. [17-0151](#) February 2017 Wholesale Electric Service Cost.

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

Received and Filed

- 17-0456** President Welliver added additional agenda item 7.d, at the request of Special Projects Manager Ward. Ward requested written approval from the Commission, as required by the current employment agreement, to accept an offer for a part-time consulting position consisting of orientation, training and limited work prior to his retirement resignation on April 26, 2017, with the understanding that Ward will use accrued paid time off if the orientation, training or other work requires his absence from GRPUC work.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the request and authorize written approval from the Commission, as required by the current employment agreement, allowing Ward to accept an offer for a part-time consulting position consisting of orientation, training and limited work prior to his retirement resignation on April 26, 2017, with the understanding that Ward will use accrued paid time off if the orientation, training or other work requires his absence from GRPPUC work. The motion PASSED by an unanimous vote.

8 ACCOUNTING AND FINANCE

- 8.a. [17-0171](#) Review the Accounting and Finance Operations Report for February 2017.

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

Received and Filed

9 ELECTRIC DEPARTMENT

- 9.a. [17-0163](#) Review the Electric Department Operations Report for February 2017.

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

Received and Filed

- 9.b. [17-0176](#) Consider authorizing advertisement for bids for the 2017 GRPUC Hale Lake Sub Loop Cable Replacement Project.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Glen Hodgson, to authorize advertisement for bids for the 2017 GRPUC Hale Lake Sub Loop Cable Replacement Project. The motion PASSED by an unanimous vote.

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [17-0161](#) Review the Wastewater Treatment Facility Operations Report for February 2017.

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

Received and Filed

11 WATER AND WASTEWATER COLLECTION

- 11.a. [17-0159](#) Water and Wastewater Collection Operations Report February 2017.

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

Received and Filed

12 SAFETY

- 12.a. [17-0160](#) Safety Report February 2017.

Water/Wastewater Collection/Safety Manager Doyle reviewed the safety initiatives for the month of February 2017.

Received and Filed

13 DISCUSSION AND CORRESPONDENCE

[17-0152](#)

- a. MMUA Switching and Tagging Safety Training, February 2, 2017, Grand Rapids, MN - Jim Foss, Jason Blanchard, Mike Bader, Shannon Thomsen, Joe Riley, Jim Schmitt, Rodney Ruder, Dennis Doyle, Rick Fox, Brett Dickie, Jeremy Goodell, Julie Kennedy, Doug Gustafson.
- b. MMUA 2017 Meter School, February 14-17, 2017, Marshall, MN - Joe Riley, Shannon Thomsen, Gary Stoltz, Henry Swentkofske.
- c. United Rental Excavation Safety Training, February 28, 2017, Grand Rapids, MN - Kyle Potter, Russell Anacker, Jim Schmitt, Jason Blanchard, Doug Green, Jim Bocinsky, Brett Dickie, Doug Gustafson, Jake Bowers, Rodney Ruder, James Foss, Mike Bader, Joe Riley, Shannon Thomsen, Mark Hansen, Richard Fox, Jeremy Goodell, Jeffrey Frost.
- d. United Rental Confined Space Safety Training, February 28, 2017, Grand Rapids, MN - Kyle Potter, Russell Anacker, Jim Schmitt, Doug Green, Jim Bocinsky, Brett Dickie, Doug Gustafson, Jake Bowers, Rodney Ruder, James Foss, Mike Bader, Joe Riley, Shannon Thomsen, Mark Hansen, Richard Fox, Jeremy Goodell, Jeffrey Frost.
- e. Nortrax Loader Safety Training, February 28, 2017, Grand Rapids, MN - Doug Green, Troy Bridge.

Received and Filed

14 CLAIMS FOR PAYMENT

- 14.a. [17-0166](#) Howden Roots, LLC - Blower #1 Rebuild Project - Pay Request #1 in the amount of \$52,313.75.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to approve Pay Request #1 from Howden Roots, LLC for the Blower #1 Rebuild Project in the amount of \$52,313.75. The motion PASSED by an unanimous vote.

15 VERIFIED CLAIMS

- 15.a. [17-0189](#) Consider approving verified claims for February 2017.
Computer Check Register \$ 1,438,520.48 (\$1,437,215.48+\$1,305.00)
Manual Check Register \$ 510,263.72

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to authorize the verified claims for payment in the amount of \$1,948,784.20 (\$1,438,520.48 computer checks and \$510,263.72 manual checks) per attached lists. Motion seconded by Blake and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Stanley and Blake; Against: None, whereby the motion was declared duly passed and adopted. The motion PASSED by an unanimous vote.

Aye: 4 - President Stephen Welliver, Secretary Greg Chandler, Commissioner Tom Stanley, and Commissioner Rick Blake

Abstain: 1 - Commissioner Glen Hodgson

16 ADJOURNMENT

The next regular Commission meeting is Wednesday, April 12, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By a call of the chair, the meeting was declared adjourned at 4:35 PM.

Respectfully submitted, Christine Flannigan, Administrative/HR Assistant