



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, May 17, 2017

4:00 PM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A regular meeting of the Grand Rapids Public Utilities Commission was held on May 17, 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 - President Stephen Welliver, Secretary Greg Chandler, Commissioner Tom Stanley, and Commissioner Rick Blake

Absent 1 - Commissioner Glen Hodgson

Staff Present:

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

3 APPROVAL OF MINUTES

3.a. [17-0320](#)

Consider approving the minutes of the April 12, 2017 regular meeting and the April 12, 2017 special meeting.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the minutes of the April 12, 2017 regular meeting and the April 12, 2017 special meeting. The motion PASSED by an unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

4.a. [17-0329](#)

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

Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for April 2017

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

5 PUBLIC FORUM

Itasca Clean Energy Team Members Bill Schnell and Simon Gretton were present.

6 COMMISSION REPORTS

No items.

7 ADMINISTRATION

- 7.a. [17-0336](#) Consider confirming the hire of Mr. Corey Dimich for the WWTP Maintenance position.
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to confirm the hiring of the Selection Committees' preferred candidate, Corey Dimich, for the Wastewater Treatment Facility Maintenance II. The motion PASSED by an unanimous vote.**
- 7.b. [17-0339](#) Consider approval of the proposed Meter Technician Position Description.
- A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the Meter Technician position description, declare a vacancy exists and authorize the posting and/or advertising for a Meter Technician position . The motion PASSED by an unanimous vote.**
- 7.c. [17-0338](#) May 2017 Administrative Update.
- General Manager Kennedy reviewed the April 2017 Wholesale Electric Service Cost with the Commission.*
- Received and Filed**

8 ACCOUNTING AND FINANCE

- 8.a. [17-0328](#) Review the Accounting and Finance Operations Report for April 2017.
- Finance Manager Betts reviewed the April 2017 Operations Report with the Commission.*
- Received and Filed**
- 8.b. [17-0327](#) Consider approving the writeoff of May uncollectible accounts in the amount of \$220.64.
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the write off of uncollectible accounts in the amount of \$220.64 . The motion PASSED by an unanimous vote.**

9 ELECTRIC DEPARTMENT

- 9.a. [17-0333](#) Review the Electric Department Operations Report for April 2017.
- General Manager Kennedy reviewed the April 2017 Operations Report with the Commission.*
- Received and Filed**

- 9.b. [17-0334](#) Authorization to request quotes for sale of electric meters.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to authorize the request for quotes for sale of all non-AMI electric meters. The motion PASSED by an unanimous vote.

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [17-0326](#) Review the Wastewater Treatment Facility Operations Report for April 2017.

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

Received and Filed

- 10.b. [17-0311](#) Consider approving the capital expenditure of refurbishing the number one blower.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the capital expenditure of refurbishing the number one blower and authorize the Option 1 expense of \$25,600.00 to Howden Roots to complete the mechanical portion of the project. The motion PASSED by an unanimous vote.

11 WATER AND WASTEWATER COLLECTION

- 11.a. [17-0321](#) Water and Wastewater Collection Operations Report April 2017.

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

Received and Filed

- 11.b. [17-0323](#) Consider Entering Into a Professional Service Agreement With Wenck and Associates for the MPCA Post Closure Care Final Report for Demolition Landfill SW210.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to approve entering into a Professional Service Agreement with Wenck and Associates in the amount of \$7,224.00 for the MPCA Post Closure Care Final Report for Demolition Landfill SW210. The motion PASSED by an unanimous vote.

- 11.c. [17-0324](#) Leak Survey Bid Results.

A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to award the Water Leak Study to Water Conservation Services, Inc. in the amount of \$8,000.00. The motion PASSED by an unanimous vote.

- 11.d. [17-0325](#) North Water Tower Cleaning Quotations.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to award the North Water Tower Cleaning Project to National Wash Authority in the amount of \$6,500.00. The motion PASSED by an unanimous vote.

- 11.e. [17-0332](#) Consider approval of the T-Mobile Lease Extension.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the T-Mobile Lease Extension for the north water tower antenna lease for five years with a one five year option period. The motion PASSED by an unanimous vote.

- 11.f. [17-0360](#) Consider acceptance of the MN Department of Health Source Water Protection Grant Agreement.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to accept the MN Department of Health Source Water Protection Grant Agreement and accept the \$10,000.00 grant. The motion PASSED by an unanimous vote.

12 SAFETY

- 12.a. [17-0322](#) Safety Report April 2017.

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

Received and Filed

13 CLAIMS FOR PAYMENT

- 13.a. [17-0331](#) Pay Request #1 from SPX Flow US, LLC for the Mixer A2-7 Rebuild Project in the amount of \$45,493.00.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve Pay Request #1 from SPX Flow US, LLC for the Mixer A2-7 Rebuild Project in the amount of \$45,493.00. The motion PASSED by an unanimous vote.

14 VERIFIED CLAIMS

- 14.a. [17-0318](#) Consider approving verified claims for April 2017.
Computer Check Register \$ 1,145,304.03
Manual Check Register \$ 322,470.51

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to authorize the verified claims for payment of the manual check register in the amount of \$322,470.51. The motion PASSED by an unanimous vote.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to authorize the verified claims for payment of the computer check register in the amount of \$1,145,304.03. The motion PASSED by an unanimous vote.

15 ADJOURNMENT

A special work session was scheduled for Tuesday, June 20, 2017 at 1:00 PM.

The next regular Commission meeting is Wednesday, June 14, 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 5:00 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant