



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, June 14, 2017

4:00 PM

Conference Room of Public Utilities Service Center

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### 1 CALL TO ORDER

*A regular meeting of the Grand Rapids Public Utilities Commission was held on June 14, 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, Wastewater Treatment Department Manager Mattson, Administrative/ HR Assistant Flannigan, Attorney Bengtson.*

### 3 APPROVAL OF MINUTES

- 3.a. [17-0417](#) Consider approving the minutes of the May 17, 2017 regular meeting.

**A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the minutes of the May 17, 2017 regular meeting and approve using the Legistar format for minutes. The motion PASSED by an unanimous vote.**

### 4 2016 Comprehensive Annual Financial Report

- 4.a. [17-0389](#) Review the 2016 Comprehensive Annual Financial Report and approve for filing.

*Dan LaHaye of Baker Tilly Virchow Kraus, LLP reviewed the 2016 financial audit results and summary of the 2016 Comprehensive Annual Financial Report with the Commission via telephone conference.*

**A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to accept for filing the 2016 Comprehensive Annual Financial Report. The motion PASSED by an unanimous vote. The motion PASSED by an unanimous vote.**

### 5 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 5.a. [17-0387](#) Consider approving the City Treasurer's Report and Investment Activity Report for May 2017.
- Finance Manager Betts reviewed the May 2017 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 May 2017. The motion PASSED by an unanimous vote.**

**6 PUBLIC FORUM**

*None present.*

**7 COMMISSION REPORTS**

*No items.*

**8 ADMINISTRATION**

- 8.a. [17-0426](#) Consider closing the GRPU Service Center Office on Monday, July 3, 2017.

**A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve closing the GRPU Service Center Office to the public on Monday, July 3, 2017. The motion PASSED by an unanimous vote.**

- 8.b. [17-0427](#) Consider rescheduling the July regular meeting to Wednesday, July 19, 2017.

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to approve rescheduling the July regular meeting to Wednesday, July 19, 2017 at 4:00 PM. The motion PASSED by an unanimous vote.**

- 8.c. [17-0425](#) Review the May 2017 Administrative Report.

*General Manager Kennedy reviewed the May 2017 Administrative Report with the Commission*

**Received and Filed**

**9 ACCOUNTING AND FINANCE**

- 9.a. [17-0388](#) Review the Accounting and Finance Operations Report for May 2017.

*Finance Manager Betts reviewed the Accounting and Finance Operations Report for May 2017 with the Commission.*

**Received and Filed**

- 9.b. [17-0386](#) Consider approving the writeoff of June uncollectible accounts in the amount of \$121.16.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve the writeoff of June uncollectible accounts in the amount of \$121.16. The motion PASSED by an unanimous vote.

## 10 ELECTRIC DEPARTMENT

- 10.a. [17-0424](#) Review the Electric Department Operations Report for May 2017.

*Electric Department Manager Goodell reviewed the Electric Department Operations Report for May 2017 with the Commission.*

Received and Filed

## 11 WASTEWATER TREATMENT FACILITY OPERATIONS

- 11.a. [17-0407](#) Review the Wastewater Treatment Facility Operations Report for May 2017.

*Wastewater Treatment Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for May 2017 with the Commission.*

Received and Filed

- 11.b. [17-0410](#) Consider approving the capital expenditure of repairing the industrial screen house roof.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the capital expenditure of repairing the industrial screen house roof to Range Cornice and Roofing Company for the low quote of \$27,737.00 . The motion PASSED by an unanimous vote.

- 11.c. [17-0414](#) Consider approving the capital expenditure of replacing the industrial screen house A/C and ventilation system.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve the approving the capital expenditure of replacing the industrial screen house A/C and ventilation system to Range Cornice and Roofing Company for the low quote of \$33,022.00. The motion PASSED by an unanimous vote.

- 11.d. [17-0422](#) Consider approving the capital expenditure of the labor portion of the Mixer A2-7 repair project at the secondary plant.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the capital expenditure of the labor portion of the Mixer A-7 repair project at the secondary plant to the Boldt Company for the low quote of \$15,500.00. The motion PASSED by an unanimous vote.

## 12 WATER AND WASTEWATER COLLECTION

- 12.a. [17-0408](#) Water and Wastewater Collection Operations Report May 2017.

*General Manager Kennedy reviewed the Water and Wastewater Collection Operations Report May 2017 with the Commission.*

**Received and Filed**

- 12.b. [17-0412](#) Consider Purchasing a New Truck 61

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the purchase of a new truck #61, the Cab/Chassis from Grand Rapids Ford for the low quote with trade in of old truck #61 of \$26,233.08 and to purchase the Fiberglass Service Body and Lift Moore Crane from ABM Equipment & Supply for the state bid pricing of \$11,263.00 and \$16,053.00 respectively, for a total investment of \$53,549.08. The motion PASSED by an unanimous vote.

- 12.c. [17-0423](#) AT&T Lease Agreement Mid-Tower.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve and authorize the President to sign lease agreement, as reviewed by Attorney Brian Bengtson, with New Cingular Wireless PCS, LLC and AT&T Mobility Corporation, with the base rent of \$22,301.99 due within 30 days of the Commencement Date. The motion PASSED by an unanimous vote.

### 13 SAFETY

- 13.a. [17-0411](#) Safety Report May 2017.

*General Manager Kennedy reviewed the Safety Report for May 2017 with the Commission.*

**Received and Filed**

### 14 DISCUSSION AND CORRESPONDENCE

- [17-0379](#)
- a. MN Wastewater Operators Association (MWOA) Northeast Section Meeting, March 22, 2017, Virginia, MN - Jeff Frost, Doug Green.
  - b. MN Wastewater Operators Association (MWOA) Central Section Meeting, April 11, 2017, Baxter, MN - Tony Flink.
  - c. MMUA/APPMA/MREA Underground School, May 16-19, 2017, Marshall, MN - Jake Bowers.
  - d. APPMA Spring Institute-Strategic Leadership for Public Power, May 17-19, 2017, Minneapolis, MN - Jeremy Goodell.
  - e. Strategic Government Resource Webinar-Succession Planning, May 24, 2017, Grand Rapids, MN - Julie Kennedy, Christine Flannigan.

**Received and Filed**

**15 VERIFIED CLAIMS****15.a. [17-0413](#)**

Consider approving verified claims for May 2017.

Computer Check Register \$ 1,222,340.78

Manual Check Register \$ 512,828.94

**A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to authorize the verified claims for payment in the amount of \$1,734,809.72 (\$1,221,980.78 computer checks and \$512,828.94 manual checks) per attached lists. The motion PASSED by an unanimous vote.**

**A motion was made by Secretary Chandler, seconded by Commissioner Stanley, to to approve a claim for payment in the amount of \$360.00 from Short Elliot Hendrickson, Inc. (SEH). The motion carried by the following vote.**

**Aye:** 3 - President Stephen Welliver, Secretary Greg Chandler, and Commissioner Tom Stanley

**Abstain:** 1 - Commissioner Glen Hodgson

**16 ADJOURNMENT**

*A special work session is scheduled on Tuesday, June 20, 2017 at 9:30 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

*The next regular Commission meeting was rescheduled to Wednesday, July 19, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to adjourn the meeting at 5:00 PM. The motion CARRIED unanimously.**

*Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.*