



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, August 16, 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 Wednesday, August 16, 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 - President Stephen Welliver, Secretary Greg Chandler, Commissioner Glen Hodgson, 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. [17-0554](#) Consider approving the minutes of the July 18, 2017 regular meeting.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the minutes of the July 18, 2017 regular meeting. The motion PASSED by an unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 4.a. [17-0589](#) Consider approving the City Treasurer's Report and Investment Activity Report for July 2017.

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

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

5 PUBLIC FORUM

None present.

6 COMMISSION REPORTS

No items.

7 ADMINISTRATION**7.a. [17-0595](#) July 2017 Administration Report.**

General Manager Kennedy reviewed the July 2017 Administrative updates with the Commission, including the July 2017 Wholesale Electric Service Cost, the 2007-2016 Financial Health Indicators Report, Automated Metering Infrastructure (AMI) Updates, and progress of the development of the Meter Technician position description.

Received and Filed

7.b [17-0596](#) MMUA delegation form.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Glen Hodgson, to designate Julie Kennedy as its duly authorized delegated representative to cast its vote on all matters to come before the membership of the Minnesota Municipal Utilities Association, and designate the following as alternates to the designated representative: 1. Dennis Doyle, 2. Tyanne Betts, 3. Jeremy Goodell. The motion PASSED by an unanimous vote.

8 ACCOUNTING AND FINANCE**8.a. [17-0590](#) Review the Accounting and Finance Operations Report for July 2017.**

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

Received and Filed

8.b. [17-0591](#) Consider approving the writeoff of August uncollectible accounts in the amount of \$9,733.12.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the writeoff of August uncollectible accounts in the amount of \$9,733.12. The motion PASSED by an unanimous vote.

8.c. [17-0592](#) Review 2nd Qtr 2017 Financial Statement.

Finance Manager Betts reviewed the June 30, 2017 Financial Statement with the Commission.

Received and Filed

9 ELECTRIC DEPARTMENT

- 9.a. [17-0588](#) Review the Electric Department Operations Report for July 2017.
- Electric Department Manager Goodell reviewed the Electric Department Operations Report for July 2017 with the Commission.*
- Received and Filed**

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [17-0576](#) Review the Wastewater Treatment Facility Operations Report for July 2017.
- Wastewater Treatment Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for July 2017 with the Commission.*
- Received and Filed**

- 10.b. [17-0564](#) Consider approving the capital expenditure of the labor portion of the South Screen House Screen repair project.
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the capital expenditure of the labor portion of the South Screen House Screen repair project and accept the quote from CR Meyer in the amount of \$24,172.00. The motion PASSED by an unanimous vote.**

11 WATER AND WASTEWATER COLLECTION

- 11.a. [17-0582](#) Water and Wastewater Collection Operations Report July 2017.
- Water/Wastewater Collection/Safety Manager Doyle reviewed the Water and Wastewater Collection Operations Report for July 2017 with the Commission.*
- Received and Filed**
- 11.b. [17-0584](#) Consider Request To Solicit Quotations For The Sale Of Used Water Meters .
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the solicitation of quotes for the sale of used water meters. The motion PASSED by an unanimous vote.**
- 11.c. [17-0585](#) Request Authorization to Enter Into a Professional Service Agreement With Braun Intertec For the Soil Sampling Along the Enbridge Line #3.
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to Table entering into a Professional Service Agreement with Braun Intertec to a special meeting at the request of Manager Doyle. The motion PASSED by an unanimous vote.**

12 SAFETY

- 12.a. [17-0583](#) Safety Report July 2017.

Water/Wastewater Collection/Safety Manager Doyle reviewed the Safety Report for July 2017 with the Commission.

Received and Filed

13 DISCUSSION AND CORRESPONDENCE

- 13.a. [17-0555](#) a. MN Municipal Utilities Association (MMUA) Overview and Practical Applications of the 2017 16th Edition APPA Safety Manual, July 19, 2017, Grand Rapids, MN - Jim Schmitt, Mike Bader, Joe Riley, Jason Blanchard, Shannon Thomsen, Jake Bowers, Jim Foss, Jeremy Goodell.
b. MN Wastewater Operators Association (MWOA) 41st Annual Conference, July 26-28, 2017, Grand Rapids, MN - Steve Mattson, Corey Dimich, Doug Green, Kyle Potter, Zach Meyers.

Received and Filed

14 VERIFIED CLAIMS

- 14.a. [17-0568](#) Consider approving verified claims for July 2017.
Computer Check Register \$ 1,446,941.12
Manual Check Register \$ 384,247.55

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to authorize the verified claims for payment in the amount of \$1,831,188.67 (\$1,446,941.12 computer checks and \$384,247.55 manual checks) per attached lists. The motion PASSED by an unanimous vote.

- 14.b. [17-0599](#) Consider approving revised June 2017 computer check register in the amount of \$ 1,249,543.18

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the revised June 2017 computer check register in the amount of \$ 1,249,543.18. The motion PASSED by an unanimous vote.

15 ADJOURNMENT

The next regular Commission meeting is Wednesday, September 13, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

A special meeting was scheduled for Tuesday, August 22, 2017 at 7:00 AM to consider authorization to enter into agreements with Braun Intertec and Enbridge Energy for the purposes of soil sampling along the Enbridge Line #3 corridor within the Wellhead Protection Area.

A closed meeting was scheduled for Wednesday, August 30, 2017 at 11:15 AM to discuss a pending property transaction.

A special meeting/work session was scheduled for Wednesday, August 30, 2017 at 12:00 Noon to review Strategic Planning Updates.

By a call of the chair, the meeting was adjourned at 4:53 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.