



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, September 13, 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 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.*

### 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. [17-0674](#)

Consider approving the minutes of the August 16, 2017 regular meeting, the August 30, 2017 closed meeting, and the August 30, 2017 special meeting/work session.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the minutes of the August 16, 2017 regular meeting, the August 30, 2017 closed meeting, and the August 30, 2017 special meeting/work session. The motion PASSED by an unanimous vote.**

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

#### 4.a. [17-0663](#)

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

*Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for August 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 August 2017. The motion PASSED by an unanimous vote.**

### 5 PUBLIC FORUM

*None present.*

**6 COMMISSION REPORTS**

*Commissioner Blake noted the City Council and the Public Utilities Commission are continuing discussions with Enbridge regarding the abandonment of Line 3. President Welliver noted the City Council approved the purchase agreement for the property identified as Parcel ID #91-034-1204 at the Council meeting on Monday, September 11, 2017.*

**7 ADMINISTRATION**

- 7.a. [17-0676](#) Consider declaring a vacancy exists and authorize the posting and/or advertising to fill the position of Wastewater Treatment Facility Operator.

**A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to declare a vacancy exists and authorize the posting and/or advertising to fill the position of Wastewater Treatment Facility Operator. The motion PASSED by an unanimous vote.**

- 7.b. [17-0677](#) Consider adopting the proposed residential deposit policy, effective October 1, 2017.

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to adopt the proposed residential deposit policy and deposit amount of \$125.00, effective October 1, 2017. The motion PASSED by an unanimous vote.**

- 7.c. [17-0678](#) Review the August 2017 Administrative Updates.

*General Manager Kennedy reviewed the August 2017 Administrative updates with the Commission, including the August 2017 Wholesale Electric Service Cost, planning for Public Power Week in October, Automated Metering Infrastructure (AMI) Updates, and progress of the development of the Meter Technician position description. A special meeting/work session is scheduled on Wednesday, October 25, 2017 at 1:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

**8 ACCOUNTING AND FINANCE**

- 8.a. [17-0664](#) Review the Accounting and Finance Operations Report for August 2017.

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

- 8.b. [17-0665](#) Consider approving the writeoff of September uncollectible accounts in the amount of \$6,897.02.

**A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the writeoff of September uncollectible accounts in the amount of \$6,897.02. The motion PASSED by an unanimous vote.**

**9 ELECTRIC DEPARTMENT**

- 9.a. [17-0670](#) Review the Electric Department Operations Report for August 2017.

*Electric Department Manager Goodell reviewed the Electric Department Operations Report for August 2017 with the Commission. Two GRPUC journey linemen, Mike Bader and Jim Schmitt, arrived in Kissimmee, FL yesterday with a large GRPUC bucket truck. They are traveling with a group of other utility employees from Minnesota to assist in the Hurricane Irma relief effort.*

**10 WASTEWATER TREATMENT FACILITY OPERATIONS**

- 10.a. [17-0668](#) Review the Wastewater Treatment Facility Operations Report for August 2017.

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

**11 WATER AND WASTEWATER COLLECTION**

- 11.a. [17-0667](#) Water and Wastewater Collection Operations Report August 2017.

*Water/Wastewater Collection/Safety Manager Doyle reviewed the Water and Wastewater Collection Operations Report for August 2017 with the Commission.*

**12 SAFETY**

- 12.a. [17-0669](#) Safety Report August 2017.

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

**13 DISCUSSION AND CORRESPONDENCE**

*No items.*

**14 VERIFIED CLAIMS**

- 14.a. [17-0673](#) Consider approving verified claims for August 2017.  
Computer Check Register \$ 1,337,532.92  
Manual Check Register \$ 646,859.47

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the verified claims for August 2017 in th amount of \$1,984,392.39 (Computer Check Register of \$1,337,532.92 and Manual Check Register of \$646,859.47). The motion PASSED by an unanimous vote.**

- 14.b. [17-0672](#) Short Elliot Hendrickson, Inc. (SEH)-Invoice#336458 in the amount of \$1,950.00.

**A motion was made by Commissioner Stanley, seconded by Commissioner Blake, to approve payment to Short Elliot Hendrickson, Inc. (SEH) for Invoice#336458 in the amount of \$1,950.00. The motion carried by the following vote.**

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

**Abstain:** 1 - Commissioner Glen Hodgson

## 15 ADJOURNMENT

*The next regular Commission meeting was rescheduled to Wednesday, October 18, 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 adjourned at 5:05 PM.*

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