



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Tuesday, January 16, 2018

12:00 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 Tuesday, January 16, 2018 at 12:00 Noon in the Conference Room 112 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 Glen Hodgson, and Commissioner Tom Stanley

Absent 1 - 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, Attorney Bengtson.

3 [18-0024](#)

Acknowledge posting of the change in the regular meeting date and time.

President Stephen Welliver acknowledged the posting of the change in the regular meeting date and time.

Received and Filed

4 APPROVAL OF MINUTES

4.a. [18-0028](#)

Consider approving the minutes of the December 1, 2017 special meeting, the December 7, 2017 special meeting, the December 13, 2017 regular meeting, and the December 22, 2017 special meeting.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to approve the minutes of the December 1, 2017 special meeting, the December 7, 2017 special meeting, the December 13, 2017 regular meeting, and the December 22, 2017 special meeting . The motion PASSED by unanimous vote.

5 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 5.a. [18-0017](#) Consider approving the City Treasurer's Report and Investment Activity Report for December 2017.

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

6 PUBLIC FORUM

None present.

7 COMMISSION REPORTS

No items.

8 ADMINISTRATION

- 8.a. [18-0025](#) Consider approving the 2018 Minnesota Pay Equity Compliance Report and authorize filing the report with the Minnesota Office of Budget and Management.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to approve the 2018 Minnesota Pay Equity Compliance Report and authorize filing the report with the Minnesota Office of Budget and Management. The motion PASSED by unanimous vote.

- 8.b. [18-0026](#) Consider approval of merit pay for General Manager Julie Kennedy in accordance with her existing employment agreement.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve merit pay for General Manager, Julie Kennedy, in accordance with her existing employment agreement. The motion PASSED by unanimous vote.

- 8.c. [18-0034](#) Review the December 2017 Administrative Report.

General Manager Kennedy reviewed the December 2017 Administrative updates with the Commission, including the December Wholesale Electric Service Cost.

Received and Filed

9 ACCOUNTING AND FINANCE

- 9.a. [18-0016](#) Review the Accounting and Finance Operations Report for December 2017.

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

Received and Filed

- 9.b. [18-0012](#) Consider approving the writeoff of January uncollectible accounts in the amount of \$294.07.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the write-off of January uncollectible accounts in the amount of \$294.07. The motion PASSED by unanimous vote.

10 ELECTRIC DEPARTMENT

- 10.a. [18-0031](#) Review the Electric Department Operations Report for December 2017.

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

Received and Filed

11 WASTEWATER TREATMENT FACILITY OPERATIONS

- 11.a. [18-0022](#) Review the Wastewater Treatment Facility Operations Report for December 2017.

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

Received and Filed

- 11.b. [18-0023](#) Consider approving the capital expenditure of the 60 hp Flygt pump for the domestic lift station.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the capital expenditure of the 60 hp Flygt pump for the domestic lift station. The motion PASSED by unanimous vote.

12 WATER AND WASTEWATER COLLECTION

- 12.a. [18-0032](#) Water and Wastewater Collection Operations Report December 2017.

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

Received and Filed

13 SAFETY

- 13.a. [18-0033](#) Safety Report December 2017.

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

Received and Filed

14 DISCUSSION AND CORRESPONDENCE

No items.

15 CLAIMS FOR PAYMENT

- 15.a. [18-0036](#) Short Elliott Hendrickson, Inc. (SEH) in the amount of \$4,245.00

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve payment to Short Elliott Hendrickson, Inc. (SEH) in the amount of \$ 4,245.00 for Invoices #342480, #342495 and #342494. 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 VERIFIED CLAIMS

- 16.a. [18-0015](#) Consider approving the revised November Accounts Payable list of \$1,755,980.46.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the revised November Accounts Payable list of \$1,755,980.46. The motion PASSED by unanimous vote.

- 16.b. [18-0035](#) Consider approving verified claims for December 2017
Computer Check Register \$ 1,268,591.05
Manual Check Register \$ 896,881.99

A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the December Accounts Payable Computer Check Register in the amount of \$ 1,268,591.05 and the Manual Check Register in the amount of \$ 896,881.99. The motion PASSED by unanimous vote.

17 ADJOURNMENT

By call of the chair, the regular meeting was declared adjourned at 12:45 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

The next regular Commission meeting is Wednesday, February 14, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.