



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, June 13, 2018

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, June 13, 2018 at 4:00 PM 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 Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, and Commissioner Rick Blake

Absent 1 - Commissioner Kathy Kooda

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Wastewater Treatment Department Manager Mattson, Attorney O'Toole, Mike Kane and Kathy Gregerson of Greater Insurance Service of MN.

3 APPROVAL OF MINUTES

- 3a [18-0358](#) Consider approving the minutes of the May 2, 2018 special meeting, the May 16, 2018 regular meeting, and the May 30, 2018 special meeting.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to approve the minutes of the May 2, 2018 special meeting, the May 16, 2018 regular meeting, and the May 30, 2018 special meeting. The motion PASSED by unanimous vote.

4 AUDIT PRESENTATION

- 4a [18-0394](#) Audit presentation.

Aaron Worthman and Dan LaHaye of Baker Tilly Virchow Kraus, LLP reviewed the 2017 financial audit results and summary of the 2017 Comprehensive Annual Financial Report with the Commission via telephone conference.

Received and Filed

5 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 5a [18-0386](#) Consider approving the City Treasurer's Report and Investment Activity Report for May 2018.

Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for May 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 2018. The motion PASSED by unanimous vote.

6 **PUBLIC FORUM**

None present.

7 **COMMISSION REPORTS**

No items.

8 **ADMINISTRATION**

- 8a [18-0368](#) Review and consider accepting a quotation from the League of Minnesota Cities Insurance Trust (LMCIT) for General Liability and Commercial Property Insurance. If the LMCIT quote is not accepted, consider authorizing the payment to EMC Insurance for the second half of 2018. If the LMCIT quote is accepted, consider approving the Liability Coverage Waiver Form indicating the Commission does not waive the monetary limits on municipal tort liability established by Mn Statute.

Mike Kane and Kathy Gregerson of Greater Insurance Service of MN reviewed the mid-year 2018 General Liability and Commercial Property Insurance quote from the League of Minnesota Cities Insurance Trust with the Commission.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to accept mid-year quotation from the League of Minnesota Cities Insurance Trust (LMCIT) for 2018 General Liability and Commercial Property Insurance for an annual premium of \$87,296.00, and approve signing the Liability Coverage Waiver Form indicating the Commission does not waive the monetary limits on municipal tort liability established by Minnesota Statute. The motion PASSED by unanimous vote.

- 8b [18-0391](#) Authorize the Commission President to sign the Joint Powers Agreement with the Northeast Service Cooperative (NESC) for group employee benefits.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve signing the Joint Powers Agreement with the Northeast Service Cooperative (NESC) for group employee benefits. The motion PASSED by unanimous vote.

- 8c [18-0390](#) Consider accepting the resignation of Mr. Travis Ross, declaring a vacancy exists, and authorizing the posting and/or advertising for a Wastewater Treatment Plant Operator position.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to accept the resignation of Mr. Travis Ross, declare a vacancy exists, and authorize the posting and/or advertising for a Wastewater Treatment Plant Operator position. The motion PASSED by unanimous vote.

- 8d [18-0365](#) Review the June 2018 Administrative Report.

Received and Filed

9 ACCOUNTING AND FINANCE

- 9a [18-0370](#) Review the 2017 Comprehensive Annual Financial Report and approve for filing.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to accept the 2017 Comprehensive Annual Financial Report and approve for filing. The motion PASSED by unanimous vote.

- 9b [18-0387](#) Review the Accounting and Finance Operations Report for May 2018.

Received and Filed

10 ELECTRIC DEPARTMENT

- 10a [18-0393](#) Review the Electric Department Operations Report for May 2018.

Received and Filed

11 WASTEWATER TREATMENT FACILITY OPERATIONS

- 11a [18-0389](#) Review the Wastewater Treatment Facility Operations Report for May 2018.

Received and Filed

12 WATER AND WASTEWATER COLLECTION

- 12a [18-0388](#) Review the Water and Wastewater Collection Operations Report for May 2018.

Received and Filed

13 VERIFIED CLAIMS

13a [18-0367](#)

Consider approving verified claims for May 2018
Computer Check Register \$ 58,792.42
Manual Check Register \$ 364,313.78

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve verified claims for May in the amount of \$423,106.20 (Computer Check Register \$58,792.42 and Manual Check Register \$364,313.78). The motion PASSED by unanimous vote.

14 ADJOURNMENT

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to adjourn the meeting at 5:10 PM. The motion PASSED by unanimous vote.

A joint meeting/work session with the City Council and Public Utilities Commission is scheduled for Wednesday, June 20, 2018 at 1:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next regular Commission meeting is Wednesday, July 11, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

A special meeting/work session is scheduled for Tuesday, July 24, 2018 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.