



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, January 16, 2019

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, January 16, 2019 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 5 - President Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Water/Wastewater Department Manager Mattson, Administrative/HR Assistant Flannigan, Attorney O'Toole.

3 APPROVAL OF MINUTES

3.a. [19-0042](#)

Consider approving the minutes of the December 12, 2018 special meeting/work session and the December 19, 2018 regular meeting.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the minutes of the December 12, 2018 special meeting/work session and the December 19, 2018 regular meeting. The motion PASSED by unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

4.a. [19-0045](#)

Consider approving the City Treasurer's Report and Investment Activity Report for December 2018.

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

A motion was made by Rick Blake, seconded by Commissioner Kathy Kooda, to approve the City Treasurer's Report and Investment Activity Report for December 2018. The motion PASSED by unanimous vote.

5 PUBLIC FORUM

Itasca Clean Energy Team members in attendance: Simon Gretton and Vicki Andrews. Also in attendance: Jack Yates. No items were brought to the floor for discussion at this time.

6 COMMISSION REPORTS

- 6.a. [18-0706](#) Consider the election of the 2019 GRPU Commission Officers:

- GRPUC President.
- GRPUC Secretary.

President Hodgson called nominations for the office of President, effective March 1, 2019.

A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to nominate Commissioner Tom Stanley to the office of President, effective March 1, 2019. The motion PASSED by unanimous vote.

President Glen Hodgson called for any other nominations, none were put forth. President Glen Hodgson called for a motion to close nominations.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to close nominations for the office of President. The motion PASSED by unanimous vote, and Commissioner Tom Stanley was declared elected to the office of President, effect March 1, 2019.

President Hodgson called nominations for the office of Secretary, effective March 1, 2019.

A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Tom Stanley, to nominate Secretary Greg Chandler to the office of Secretary, effective March 1, 2019. The motion PASSED by unanimous vote.

President Glen Hodgson called for any other nominations, none were put forth. President Glen Hodgson called for a motion to close nominations.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to close nominations for the office of Secretary. The motion PASSED by unanimous vote, and Secretary Greg Chandler was declared elected to the office of Secretary, effective March 1, 2019.

7 ADMINISTRATION

- 7.a. [19-0051](#) Review the Administration Department Report.

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

Received and Filed

- 7.b. [18-0601](#) Consider a motion to confirm filling the Information Systems (IS) coordinator position with the selection committee's preferred candidate, Mr. Andrew Glusica, contingent upon satisfactory results of the pre-employment health screening.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to confirm filling the Information Systems (IS) coordinator position with the selection committee's preferred candidate, Mr. Andrew Glusica. The motion PASSED by unanimous vote.

8 ACCOUNTING AND FINANCE

- 8.a. [19-0046](#) Review the Accounting and Finance Operations Report for December 2018.

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

Received and Filed

- 8.b. [18-0803](#) Consider waiving the bond requirement and authorizing the reissuance of nine lost checks for a total of \$37,232.63.

A motion was made by Rick Blake, seconded by Secretary Greg Chandler, to waive the bond requirement and authorize the reissuance of nine lost checks for a total of \$37,232.63. The motion PASSED by unanimous vote.

- 8.c. [19-0047](#) Consider a motion to approve contracting with Baker Tilly Virchow Krause, LLP to perform the financial statement audit for the years 2018, 2019 and 2020.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Kathy Kooda, to approve contracting with Baker Tilly Virchow Krause, LLP to perform the financial statement audit for the years 2018, 2019 and 2020. The motion PASSED by unanimous vote.

9 ELECTRIC DEPARTMENT

- 9.a. [19-0044](#) Review the Electric Department Operations Report for December 2018.

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

Itasca Clean Energy Team member Simon Gretton addressed the Commission regarding a recent meeting with Minnesota Power on the Community Solar Garden Project, and expressed the team's support of Consultant Jill Cliburn, as well as concerns about the timeline of the project. The team has sent a letter of support for the project to Minnesota Power.

Electric Department Manager Goodell also reported on meeting with Minnesota Power on the project, and requested the Public Utilities authorize the President and Secretary to sign a letter to Minnesota Power supporting the project, as well as the hiring of Consultant Jill Cliburn and addressing concerns about the timeline of the project.

A motion was made by Rick Blake, seconded by Commissioner Tom Stanley, to authorize the President and Secretary to sign a letter to Minnesota Power supporting the project, as well as the hiring of Consultant Jill Cliburn and addressing concerns about the timeline of the project. The motion PASSED by unanimous vote.

- 9.b. [19-0048](#) Request the Commission's consideration in authorizing approval for purchase of Truck 83.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to authorize the purchase of a 2019 Chevrolet 2500 double cab truck with box removed, through the state bid process, from Ranger Chevrolet in the amount of \$28,337.60. The motion PASSED by unanimous vote.

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [19-0041](#) Review the Wastewater Treatment Facility Operations Report for December.

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

Received and Filed

11 WATER AND WASTEWATER COLLECTION

- 11.a. [19-0049](#) Review the Water and Wastewater Collection Operations Report for December.

Water/Wastewater Department Manager Mattson reviewed the Water/Wastewater Collection Operations Report for December with the Commission.

Received and Filed

12 SAFETY

- 12.a. [19-0052](#) Review the December Monthly Safety Report and the 2018 GRPUC Safety Scorecard.

General Manager Kennedy reviewed the Safety Report for December with the Commission.

Received and Filed

13 DISCUSSION AND CORRESPONDENCE

No items.

14 VERIFIED CLAIMS

- 14.a. [19-0053](#) Consider approving verified claims for December.
Computer Check Register \$1,185,940.05
Manual Check Register \$969,344.53

General Manager Kennedy noted the revision to correct the amount of the computer check register to \$1,173,440.05 due to an invoice correction.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the verified claims for December in the amount of \$2,142,784.58 (Computer Check Register \$1,173,440.05 and Manual Check Register \$969,344.53). The motion PASSED by unanimous vote.

15 ADJOURNMENT

A motion was made by Commissioner Kathy Kooda, seconded by Secretary Greg Chandler, to adjourn the meeting at 4:41 PM. The motion PASSED by unanimous vote.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

The next special meeting/work session is scheduled for Tuesday, January 29, 2019 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next regular Commission meeting is Wednesday, February 13, 2019 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC's desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, copies (gray color) are available at the GRPUC meeting room entrances.