



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, May 15, 2019

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, May 15, 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 Tom Stanley, Secretary Greg Chandler, Commissioner Rick Blake, Commissioner Kathy Kooda, and Commissioner Luke Francisco

*Others Present: General Manager Kennedy, Finance Manager Betts, Wastewater/Wastewater Department Manager Mattson, Administrative/ HR Assistant Flannigan, Attorney Bengtson.*

### 3 APPROVAL OF MINUTES

#### 3.a. [19-0304](#)

Consider a motion to approve the minutes of the April 17, 2019 regular meeting and the April 30, 2019 special meeting/work session.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Kathy Kooda, to approve the minutes of the April 17, 2019 regular meeting and the April 30, 2019 special meeting/work session. The motion PASSED by unanimous vote.**

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

#### 4.a. [19-0299](#)

Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for April 2019.

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

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the City Treasurer's Report and the Investment Activity Report for April 2019. The motion PASSED by unanimous vote.**

### 5 PUBLIC FORUM

*None present.*

**6 COMMISSION REPORTS**

*Commissioner Blake gave an update on the Community Solar Plus Battery Project. The Requests for Information received will be reviewed by Commissioner Blake, Minnesota Power, Consultant Jill Cliburn, and Itasca Clean Energy Team members to determine which vendors will qualify to receive a Request for Proposal.*

**7 ADMINISTRATION**

- 7.a. [19-0308](#) Review the Administration Department Report for April 2019.

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

**Received and Filed**

**8 ACCOUNTING AND FINANCE**

- 8.a. [19-0300](#) Review the Accounting and Finance Operations Report for April 2019.

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

**Received and Filed**

- 8.b. [19-0302](#) Consider a motion to approve the writeoff of April uncollectible accounts in the amount of \$244.11.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Luke Francisco, to approve the writeoff of April uncollectible accounts in the amount of \$244.11. The motion PASSED by unanimous vote.**

- 8.c. [19-0303](#) Consider a motion to approve an equipment lease with Metro Sales for two new printers.

**A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to approve a five year equipment lease for two new printers with Metro Sales Metro Sales (Ricoh) for an annual cost of \$7,528.32. The motion PASSED by unanimous vote.**

- 8.d. [19-0310](#) Consider a motion to authorize the sale/disposal of surplus property.

**A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Rick Blake, to authorize the sale/disposal of surplus property as listed: 6 File cabinets, 3 pallets of shop lights, 2 pallets of fiberglass arms 2 office desks, 4 pallets miscellaneous electrical equipment, and authorize the trade-in to Ricoh of 2 HP 9050dn printers. The motion PASSED by unanimous vote.**

**9 ELECTRIC DEPARTMENT**

- 9.a. [19-0296](#) Review the Electric Department Operations Report for April 2019.
- General Manager Kennedy reviewed the Electric Department Operations Report for April with the Commission.*

**Received and Filed**

- 9.b. [19-0298](#) Consider a motion to approve the estimated average incremental energy costs for the cogeneration and small power production tariff.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to approve the estimated average incremental energy costs for the cogeneration and small power production tariff. The motion PASSED by unanimous vote.**

## 10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. [19-0306](#) Review the Wastewater Treatment Facility Operations Report for April.

*Wastewater/Wastewater Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for April with the Commission.*

**Received and Filed**

- 10.b. [19-0305](#) Consider a motion to authorize the expense of repairing a part of the haul road at the wastewater treatment plant.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Kathy Kooda, to authorize the expense of repairing a part of the haul road at the wastewater treatment plant for the quote of \$12,500.00 from Hawkinson Construction, Inc. The motion carried by the following vote.**

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

**Abstain:** 1 - Commissioner Luke Francisco

## 11 WATER AND WASTEWATER COLLECTION

- 11.a. [19-0297](#) Review the Water and Wastewater Collection Operations Report for April.

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

**Received and Filed**

## 12 SAFETY

- 12.a. [19-0307](#) Review Safety Report for April 2019.

*General Manager Kennedy reviewed the Safety Report for April with the Commission*

**Received and Filed**

**13 DISCUSSION AND CORRESPONDENCE**

*Discussion was held on the pedestrian bridge project.*

**14 VERIFIED CLAIMS****14.a. [19-0301](#)**

Consider a motion to approve the verified claims for April:

Computer Check Register \$ 996,252.08

Manual Check Register \$ 502,568.17

**A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to approve verified claims for February in the amount of \$1,498,820.25 (Computer Check Register \$996,252.08 and Manual Check Register \$502,568.17). The motion carried by the following vote.**

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

**Abstain:** 1 - Commissioner Kathy Kooda

**15 ADJOURNMENT**

*By call of the chair, the special meeting/work session was declared adjourned at 4:45 PM.*

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

**The next special meeting/work session is scheduled for Tuesday, May 28, 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, June 12, 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.**