



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, February 12, 2020

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, February 12, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 - President Tom Stanley, Secretary Greg Chandler, Commissioner Rick Blake, and Commissioner Luke Francisco

Absent 1 - Commissioner Kathy Kooda

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

MEETING PROTOCOL POLICY

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.

APPROVAL OF MINUTES

- 1 [20-0918](#) Consider approving the minutes of the January 15, 2020 regular meeting, the January 28, 2020 special meeting/work session, and the January 28, 2020 closed meeting.

A motion was made by Secretary Greg Chandler, seconded by Rick Blake, to approve the minutes of the January 15, 2020 regular meeting, the January 28, 2020 special meeting/work session, and the January 28, 2020 closed meeting. The motion PASSED by unanimous vote.

CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 2 [20-0934](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for January 2020.
- Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for January 2020 with the Commission.*
- A motion was made by Rick Blake, seconded by Commissioner Luke Francisco, to approve the City Treasurer's Report and the Investment Activity Report for January 2020. The motion PASSED by unanimous vote.**

PUBLIC FORUM

None Present.

COMMISSION REPORTS

Commissioner Blake reported on the relocation of the utilities for the trail project and thanked Secretary Chandler for his years of service on the Grand Rapids Public Utilities Commission.

CONSENT AGENDA

No items.

SETTING OF REGULAR AGENDA

A motion was made by Rick Blake, seconded by Secretary Greg Chandler, to approve the Regular Agenda as presented. The motion PASSED by unanimous vote.

ADMINISTRATION DEPARTMENT

- 3 [20-0931](#) Review the February Administration Department Report.
- General Manager Kennedy reviewed the February Administrative Department Report with the Commission.*
- Received and Filed**
- 4 [20-0937](#) Consider a motion to declare that a vacancy exists and authorize the posting and/or advertising to fill the position of Journey Line Worker in the Electric Department.
- A motion was made by Commissioner Luke Francisco, seconded by Rick Blake, to declare that a vacancy exists and authorize the posting and/or advertising to fill the position of Journey Line Worker in the Electric Department. The motion PASSED by unanimous vote.**

- 5 [20-0929](#) Consider a motion to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioner's evaluation of her 2019 performance.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Luke Francisco, to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioner's evaluation of her 2019 performance. The motion PASSED by unanimous vote.

BUSINESS SERVICES DEPARTMENT

- 6 [20-0935](#) Review the February Business Services Department Report.
- Finance Manager Betts reviewed the February Business Services Department Report with the Commission.*
- Received and Filed**

ELECTRIC DEPARTMENT

- 7 [20-0932](#) Review the February Electric Department Report.
- Electric Department Manager Goodell reviewed the February Electric Department Report with the Commission.*
- Received and Filed**

WATER AND WASTEWATER DEPARTMENT

- 8 [20-0933](#) Review the February Water and Wastewater Department Report.
- Wastewater/Wastewater Department Manager Mattson reviewed the February Water and Wastewater Department Report with the Commission.*
- Received and Filed**

SAFETY REPORT

- 9 [20-0930](#) Review the February Safety Report.
- General Manager Kennedy reviewed the February Safety Report with the Commission.*
- Received and Filed**

VERIFIED CLAIMS

- 10 [20-0936](#) Consider a motion to approve the verified claims for January in the amount of \$1,781,066.66
Computer Check Register \$1,153,490.02
Manual Check Register \$627,576.64
- A motion was made by Commissioner Luke Francisco, seconded by Secretary Greg Chandler, to approve the verified claims for January in the amount of \$1,781,066.66 (Computer Check Register \$1,153,490.02 and Manual Check Register \$627,576.64). The motion PASSED by unanimous vote.

On behalf of the City of Grand Rapids and the Grand Rapids Public Utilities Commission, President Stanley thanked Secretary Chandler and presented him with a plaque in recognition of twelve years of service on the Grand Rapids Public Utilities Commission.

ADJOURNMENT

By call of the chair, the regular meeting was declared adjourned at 4:47 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

The next Special Meeting/Work Session is scheduled for Tuesday, February 25 , 2020 at 8:00 a.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, March 11, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.