



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, May 13, 2020

4:00 PM

Conference Room of Public Utilities Service Center

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### CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, May 13, 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.

- 1      [20-1056](#)      Acknowledge Notice of Regular Meeting of the Grand Rapids Public Utilities Commission by Telephone or Electronic Means.
- President Tom Stanley called the meeting to order, stating this is a regularly scheduled meeting of the Grand Rapids Public Utilities Commission, and is being held via conference call pursuant to Minnesota Statutes 13D.021 in response to the COVID 19 emergency. As required by the statute, all votes will be conducted by roll call so each member's vote on each issue can be identified and recorded. Conference call instructions were provided in the agenda. The public will be allowed to speak during the public forum.*

### CALL OF ROLL

**COMMISSIONERS:** To access conference bridge: Dial in to 218-326-7680

When prompted for conference #, enter 1, When prompted for PIN, enter 2468

*President Tom Stanley announced the Roll Call, requesting members of the Commission present in the Meeting Room or participating by conference call to please indicate their presence by stating "here" as he called their names. Present in the meeting room were President Tom Stanley, Commissioner Rick Blake and Commissioner Luke Francisco. Present via telephone conference call were Secretary Kathy Kooda and Commissioner Rick Smith.*

**Present**    5 -    President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

*Others Present in the meeting room: General Manager Kennedy and Electric Department Manager Goodell. Present via telephone conference call: Wastewater/Wastewater Department Manager Mattson and 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**

- 2      [20-1072](#)      Consider a motion to approve the minutes of the April 15, 2020 regular meeting.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the minutes of the April 15, 2020 regular meeting. The motion carried by the following vote:**

**Aye:** 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

**PUBLIC FORUM**

*None present.*

**COMMISSION REPORTS**

*No items.*

**CONSENT AGENDA**

- 3      [20-1058](#)      Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for April 2020.  
**Approved by consent roll call vote.**
- 4      [20-1070](#)      Consider a motion to approve the purchase of a 17'4" x 20" diameter sectional screw for the custom sludge screw conveyor by accepting the quote from Custom Conveyor for \$23,344.  
**Approved by consent roll call vote.**

**Approval of the Consent Agenda**

**A motion was made by Secretary Kathy Kooda, seconded by Commissioner Rick Blake, to Approve the Consent Agenda as presented. The motion carried by the following vote:**

**Aye:** 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

**SETTING OF REGULAR AGENDA**

**A motion was made by Commissioner Luke Francisco, seconded by Commissioner Richard Smith, to approve Setting of the Regular Agenda as presented. The motion carried by the following vote:**

**Aye:** 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

**ADMINISTRATION DEPARTMENT**

- 5      [20-1054](#)      Review the May Administration Department Report.
- General Manager Kennedy reviewed the May Administrative updates with the Commission.*
- Received and Filed**

**BUSINESS SERVICES DEPARTMENT**

- 6      [20-1076](#)      Review the May Business Services Department Report.
- General Manager Kennedy reviewed the May Business Services Department Report with the Commission.*
- Received and Filed**

**ELECTRIC DEPARTMENT**

- 7      [20-1069](#)      Review the May Electric Department Report.
- Electric Department Manager Goodell reviewed the May Electric Department Report with the Commission.*
- Received and Filed**
- 8      [20-1029](#)      Consider a motion to approve the professional services agreement with Widseth Smith Nolting & Associates Inc. (WSN) for the 2020 Electric Distribution Study.
- A motion was made by Commissioner Rick Blake, seconded by Commissioner Richard Smith, to approve the professional services agreement with Widseth Smith Nolting & Associates Inc. (WSN) for the 2020 Electric Distribution Study. The motion carried by the following vote:**
- Aye:** 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith
- 9      [20-1074](#)      Consider a motion to approve the Associate Membership Agreement with Cooperative Response Center, Inc. (CRC).
- A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the Associate Membership Agreement with Cooperative Response Center, Inc. (CRC). The motion carried by the following vote:**
- Aye:** 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

- 10      [20-1075](#)      Consider a motion to approve changes and updates to the Electric Line Extension Rules
- A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve changes and updates to the Electric Line Extension Rules. The motion carried by the following vote:**
- Aye:**   5 -   President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

#### **WATER AND WASTEWATER DEPARTMENT**

- 11      [20-1068](#)      Review the May Water and Wastewater Department Report.
- Wastewater/Wastewater Department Manager Mattson reviewed the May Water and Wastewater Department Report with the Commission.*
- Received and Filed**

#### **SAFETY REPORT**

- 12      [20-1055](#)      Review the May Safety Report.
- General Manager Kennedy reviewed the May Safety Report with the Commission.*
- Received and Filed**

#### **VERIFIED CLAIMS**

- 13      [20-1057](#)      Consider a motion to approve the verified claims for April in the amount of \$1,541,371.21  
Computer Check Register \$1,030,491.86  
Manual Check Register \$510,879.35
- A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to approve the verified claims for April in the amount of \$1,541,371.21 (Computer Check Register \$1,030,491.86 and Manual Check Register \$510,879.35). The motion carried by the following vote:**
- Aye:**   5 -   President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

#### **ADJOURNMENT**

**The next Regular Meeting of the Commission is scheduled for Wednesday, June 17, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.**

*By call of the chair, the regular meeting was declared adjourned at 5:12 PM.*

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