



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, June 17, 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, 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, Grand Rapids, Minnesota.

1 [20-1113](#)

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, Commissioner Luke Francisco and Commissioner Rick Smith. Present via telephone conference call was Secretary Kathy Kooda.

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, Electric Department Manager Goodell, 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.

- 2 [20-1131](#) Presentation by Aaron Worthman, CPA, Bakertilly, on the 2019 GRPU financial audit.
- Aaron Worthman of Baker Tilly Virchow Kraus, LLP reviewed the 2019 financial audit results with the Commission via telephone conference.*

APPROVAL OF MINUTES

- 3 [20-1120](#) Consider a motion to approve the minutes of the May 13, 2020 regular meeting.
- A motion was made by Commissioner Luke Francisco, seconded by Commissioner Richard Smith, to approve the minutes of the May 13, 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

- 4 [20-1117](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for May 2020.
- Approved by consent roll call vote.**
- 5 [20-1124](#) Consider a motion to approve the purchase of a 45 hp Flygt pump from Electric Pump for the super oxygenation capital project in the amount of \$50,993.
- Approved by consent roll call vote.**

Approval of the Consent Agenda

A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, 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 Rick Blake, 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

- 6 [20-1111](#) Review the June Administration Department Report.

General Manager Kennedy reviewed the June Administrative updates with the Commission.

- 7 [20-1118](#) Consider a motion to approve the July 1, 2020 renewal of the General Liability and Commercial Property Insurance with the League of Minnesota Cities Insurance Trust (LMCIT) in the amount of \$103,017.00, and authorize the President to sign the annual Liability Coverage-Waiver Form accepting the monetary limits on municipal tort liability established by Minn.Stat. § 466.04.

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the July 1, 2020 renewal of the General Liability and Commercial Property Insurance with the League of Minnesota Cities Insurance Trust (LMCIT) for an amount not to exceed \$103,017.00, and authorize the President to sign the annual Liability Coverage-Waiver Form accepting the monetary limits on municipal tort liability established by Minn.Stat. § 466.04. 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

BUSINESS SERVICES DEPARTMENT

- 8 [20-1115](#) Review the June Business Services Department Report.

General Manager Kennedy reviewed the June Business Services Department Report with the Commission.

- 9 [20-1132](#) Consider a motion to approve the Financial Statements including the Independent Auditor's Report as of and for the Fiscal Years ended December 31, 2019 and 2018.

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the Financial Statements including the Independent Auditor's Report as of and for the Fiscal Years ended December 31, 2019 and 2018. 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

ELECTRIC DEPARTMENT

- 10 [20-1133](#) Review the June Electric Department Report.

Electric Department Manager Goodell reviewed the June Electric Department Report with the Commission.

WATER AND WASTEWATER DEPARTMENT

- 11 [20-1129](#) Review the June Water and Wastewater Department Report.

Wastewater/Wastewater Department Manager Mattson reviewed the June Water and Wastewater Department Report with the Commission.

SAFETY REPORT

- 12 [20-1112](#) Review the June Safety Report.

General Manager Kennedy reviewed the June Safety Report with the Commission.

VERIFIED CLAIMS

- 13 [20-1114](#) Consider a motion to approve the verified claims for May in the amount of \$1,370,967.67.
Computer Check Register \$875,079.18
Manual Check Register \$495,888.49

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the verified claims for May in the amount of \$1,370,967.67 (Computer Check Register \$875,079.18 and Manual Check Register \$495,888.49). 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, July 15, 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 5:03 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.