



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, July 15, 2020

4:00 PM

Conference Room of Public Utilities Service Center

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**BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.**

### CALL TO ORDER

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

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#### 20-1171

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 Rick Smith

*Others Present in the meeting room: General Manager Kennedy, 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      [20-1170](#)              GRPUC Meeting Protocol and Public Forum Policy

**APPROVAL OF MINUTES**

- 3      [20-1195](#)              Consider a motion to approve the minutes of the June 17, 2020 regular meeting.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the minutes of the June 17, 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 Rick Smith

**PUBLIC FORUM**

**Please note-If you wish to address the Commission under the public forum, access the conference bridge by dialing 218-326-7680. When prompted for Conference # enter 1, when prompted for PIN # enter 2468.**

*None present.*

**COMMISSION REPORTS**

*No items.*

**CONSENT AGENDA**

**Any item on the consent agenda shall be removed for consideration by request of any one Commission member, Utility staff, or the public and put on the regular agenda for discussion and consideration.**

- 4      [20-1167](#)              Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for June 2020.

**Approved by consent roll call vote.**

- 5      [20-1188](#)              Consider a motion to approve the 30% payment for the shop drawing submittals for the super oxygenation capital project in the amount of \$105,300 as shown in the AP list for this month.

**Approved by consent roll call vote.**

**Approval of the Consent Agenda**

A motion was made by Secretary Kathy Kooda, seconded by Commissioner Richard Smith, 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 Rick Smith

**SETTING OF REGULAR AGENDA**

This is an opportunity to approve the regular agenda as presented, or add/delete an agenda item by a majority vote of the Commission members present.

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

**ADMINISTRATION DEPARTMENT**

- 6      [20-1166](#)      Review the July Administration Department Report.

*General Manager Kennedy reviewed the July Administrative updates with the Commission.*

**BUSINESS SERVICES DEPARTMENT**

- 7      [20-1168](#)      Review the July Business Services Department Report.

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

**ELECTRIC DEPARTMENT**

- 8      [20-1194](#)      Review the July Electric Department Report.

*General Manager Kennedy reviewed the July Electric Department Report with the Commission.*

**WATER AND WASTEWATER DEPARTMENT**

- 9      [20-1190](#)      Review the July Water and Wastewater Department Report.

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

**SAFETY REPORT**

- 10      [20-1173](#)      Review the July Safety Report.

*General Manager Kennedy reviewed the July Safety Report with the Commission.*

**VERIFIED CLAIMS**

- 11      [20-1169](#)      Consider a motion to approve the verified claims for June in the amount of \$1,639,429.75  
Computer Check Register \$1,176,802.64  
Manual Check Register \$462,627.11

**A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the verified claims for June in the amount of \$1,639,429.75 (Computer Check Register \$1,176,802.64 and Manual Check Register \$462,627.11). The motion carried by the following vote:**

**Aye:** 4 - Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

**Abstain:** 1 - President Tom Stanley

**ADJOURNMENT**

**The next Special Meeting/Work Session is scheduled for Tuesday, July 28, 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, August 12, 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 4:45 PM.*

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