



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, September 16, 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, September 16, 2020 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

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

COMMISSIONERS: To access conference bridge: Dial in to 218-326-7680
When prompted for conference #, enter 1, When prompted for PIN, enter 2468

CALL OF ROLL

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

Present 4 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

Absent 1 - Commissioner Rick Blake

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, please contact our office at 218-326-7024 ext. 1 and we will provide you with a copy of the policy.

APPROVAL OF MINUTES

- 1 [20-1322](#) Consider a motion to approve the minutes of the August 12, 2020 regular meeting and the August 25, 2020 special meeting/work session.

A motion was made by Commissioner Rick Smith, seconded by Commissioner Luke Francisco, to approve the minutes of the August 12, 2020 regular meeting and the August 25, 2020 special meeting/work session. The motion carried by the following vote.

Aye: 4 - President Tom Stanley, 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.

COMMISSION REPORTS

Commissioner Francisco gave an update on the progress of the North Homes planned expansion of the Itaskin Center.

Commissioner Kooda thanked the staff of the Public Utilities and Public Works for their collaboration while working together on the cleaning of the storm water drainage system.

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.

- 2 [20-1331](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for August 2020.
Approved by consent roll call vote.
- 3 [20-1311](#) Consider a motion to approve the purchase of a control panel from Quality Flow Systems Inc in the amount of \$15,630 for the Lift Station 12 controls update capital project.
Approved by consent roll call vote.
- 4 [20-1312](#) Consider a motion to approve the purchase of three lift station pumps from Quality Flow Systems Inc for the Lift Station Pumps capital project in the amount of \$21,012.
Approved by consent roll call vote.

- 5 [20-1327](#) Consider a motion to approve the purchase of a variable frequency drive (VFD) from Viking Electric for the High Service Pump Control Improvement project in the amount of \$14,550.
Approved by consent roll call vote.
- 6 [20-1288](#) Consider a motion to approve the professional services agreement with Short Elliott Hendrickson (SEH) in the amount of \$17,600 for the civil engineering design for the super-oxygenation capital project.
Approved by consent roll call vote.
- 7 [20-1319](#) Consider a motion to approve the 60% payment for the delivery of the equipment for the super oxygenation capital project in the amount of \$215,100 as shown in the AP list for this month.
Approved by consent roll call vote.
- 9 [20-1266](#) Consider a motion to approve the updated Accounting Technician position description, declare a vacancy exists, and authorize the internal posting and external advertising, if needed.
Approved by consent roll call vote.
- 10 [20-1335](#) Consider a motion to approve the new Line Crew Foreman position description, declare a vacancy exists and authorize the internal posting for the position.
Approved by consent roll call vote.
- 11 [20-1337](#) Consider a motion to approve the new Meter Technician position description, declare a vacancy exists and authorize the internal posting for the position.
Approved by consent roll call vote.
- 12 [20-1338](#) Consider a motion to approve the new Water Operations Director position description, declare a vacancy exists and authorize the internal posting for the position.
Approved by consent roll call vote.
- 13 [20-1342](#) Consider a motion to approve the updated Maintenance Foreman position description, declare a vacancy exists, and authorize the internal posting for the position.
Approved by consent roll call vote.

- 14 [20-1340](#) Consider a motion to approve the updated Maintenance I position description, declare a vacancy exists, and authorize the internal posting for the position.
Approved by consent roll call vote.
- 15 [20-1341](#) Consider a motion to approve the updated Maintenance II position description, declare a vacancy exists, and authorize the internal posting for the position.
Approved by consent roll call vote.
- 16 [20-1339](#) Consider a motion to approve the new Line Crew Lead position description, declare two vacancies exist and authorize the internal postings for the positions.
Approved by consent roll call vote.

Approval of the Consent Agenda

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to Approve the Consent Agenda, as amended to remove Item 8 to be placed on the Regular Agenda as Item 20.a. in the Water and Wastewater Department. The motion carried by the following vote:

Aye: 4 - President Tom Stanley, 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 Secretary Kathy Kooda, seconded by Commissioner Rick Smith, to approve setting of the Regular Agenda, as amended to include Item 8 removed from the Consent Agenda as Item 20.a. in the Water and Wastewater Department. The motion CARRIED by the following vote:

Aye: 4 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

ADMINISTRATION DEPARTMENT

- 17 [20-1330](#) Review the September Administration Department Report.

General Manager Kennedy reviewed the September Administration Department Report with the Commission.

BUSINESS SERVICES DEPARTMENT

- 18 [20-1332](#) Review the September Business Services Department Report.

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

ELECTRIC DEPARTMENT

- 19 [20-1344](#) Review the September Electric Department Report.

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

WATER AND WASTEWATER DEPARTMENT

- 20 [20-1336](#) Review the September Water-Wastewater Department Report.

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

- 20.a. [20-1328](#) Consider a motion to approve the contract with Casper Construction for the civil portion of the super oxygenation capital project in the amount of \$224,500.

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Smith, to approve the contract with Casper Construction for the civil portion of the super oxygenation capital project in the amount of \$224,500.00. The motion carried by the following vote.

Aye: 4 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

SAFETY REPORT

- 21 [20-1333](#) Review the September Safety Report.

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

VERIFIED CLAIMS

- 22 [20-1345](#) Consider a motion to approve the verified claims for August in the amount of \$2,190,469.76
Computer Check Register \$1,647,259.57
Manual Check Register \$543,210.19

A motion was made by Commissioner Luke Francisco, seconded by Secretary Kathy Kooda, to approve the verified claims for August in the amount of \$2,190,469.76 (Computer Check Register \$1,647,259.57 and Manual Check Register \$543,210.19). The motion carried by the following vote.

Aye: 4 - President Tom Stanley, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, September 29, 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 was rescheduled to Tuesday, October 13, 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 4:52 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.